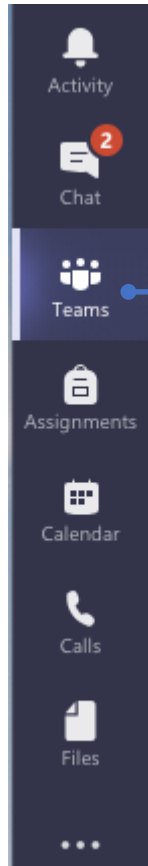
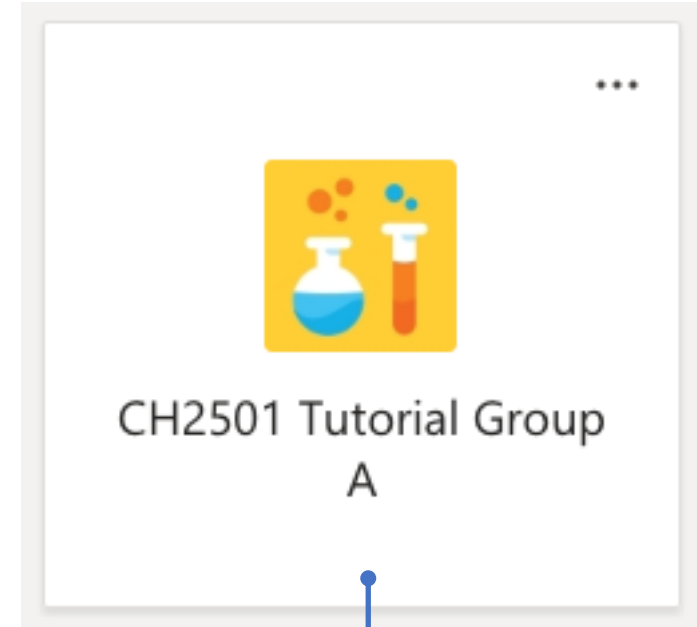


How to **Submit** your tutorial work using Assignments in Teams



In **Teams**, click on the side bar and select the **Teams icon** to show all of the teams you are a member of



Select your **tutorial group** to enter that Team

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
...

All teams
CH2501 Tutorial Group A
General

General

Welcome to CH2501 Tutorial Group A
Try @mentioning the class name or student names to start a conversation.

Brian Chalmers has added Insights to the team.

Assignments 13:10
Tutorial 1
Due 28 Sep
View assignment

← Reply

Assignments 13:11
Tutorial 2
Due 5 Oct
View assignment

← Reply

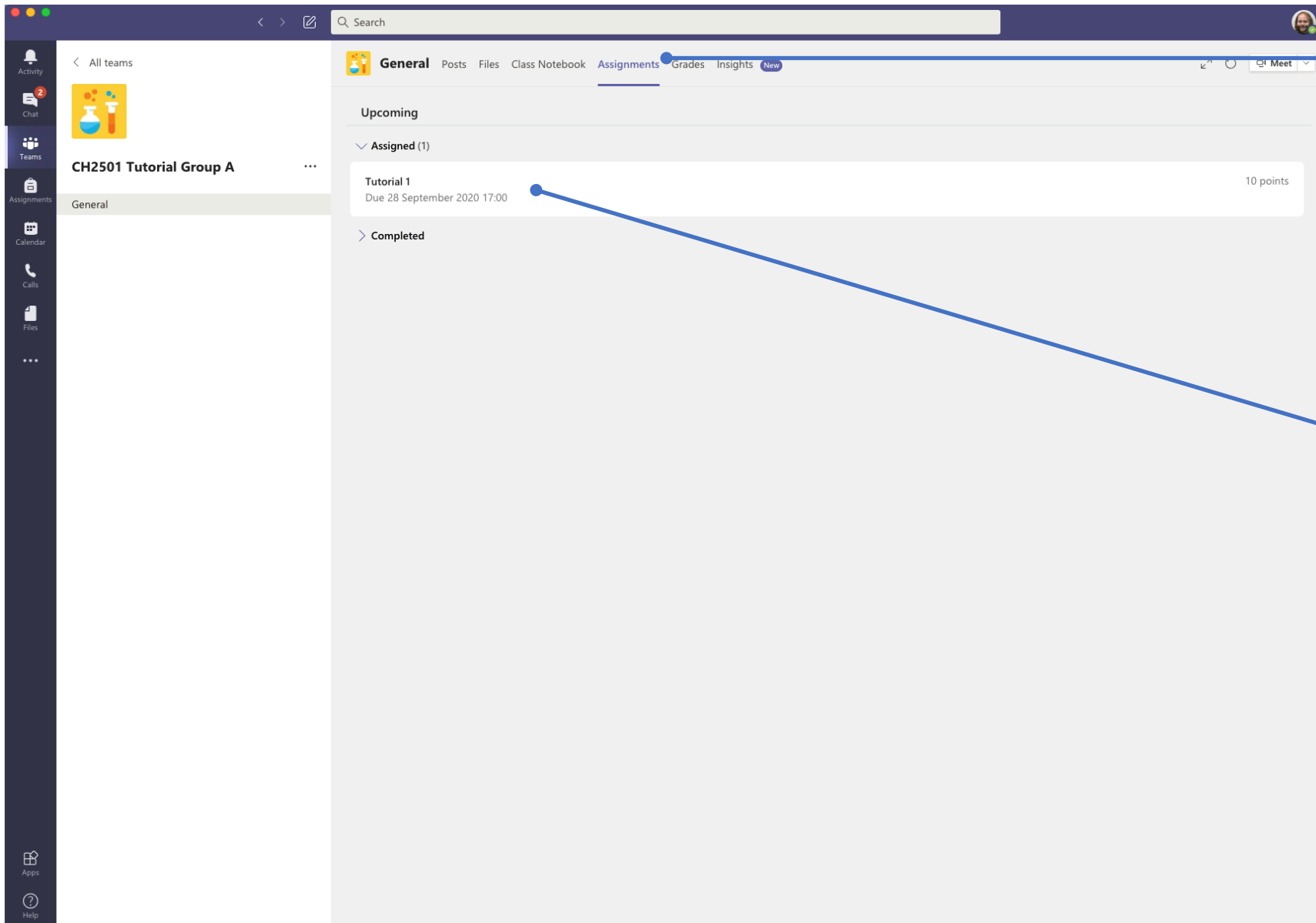
Brian Chalmers has added Neil Keddie to the team.

Start a new conversation. Type @ to mention someone.

🗨️ 📎 🗨️ 🗨️ 🗨️ 🗨️ 🗨️ 🗨️ 🗨️

In your **tutorial group team** you will see any current assignments that are due.

Click on the **assignment** to view the tutorial sheet and to submit work.



You are now in the **Assignments** tab, which shows you all **Upcoming** and **Completed** work

Any outstanding work will show up in assigned.

Click on the **Tutorial X** to view the tutorial sheet and to submit work.

The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area displays the 'General' channel for 'CH2501 Tutorial Group A'. At the top, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Insights'. The 'Assignments' tab is active, showing 'Tutorial 1' with a due date of '28 September 2020 17:00' and '10 points possible'. Below this, there are sections for 'Instructions' (None), 'Reference materials' (containing a PDF file named 'Test Assignment.pdf'), and 'My work' (with an 'Add work' button). A 'Hand in' button is located in the top right corner of the assignment card.

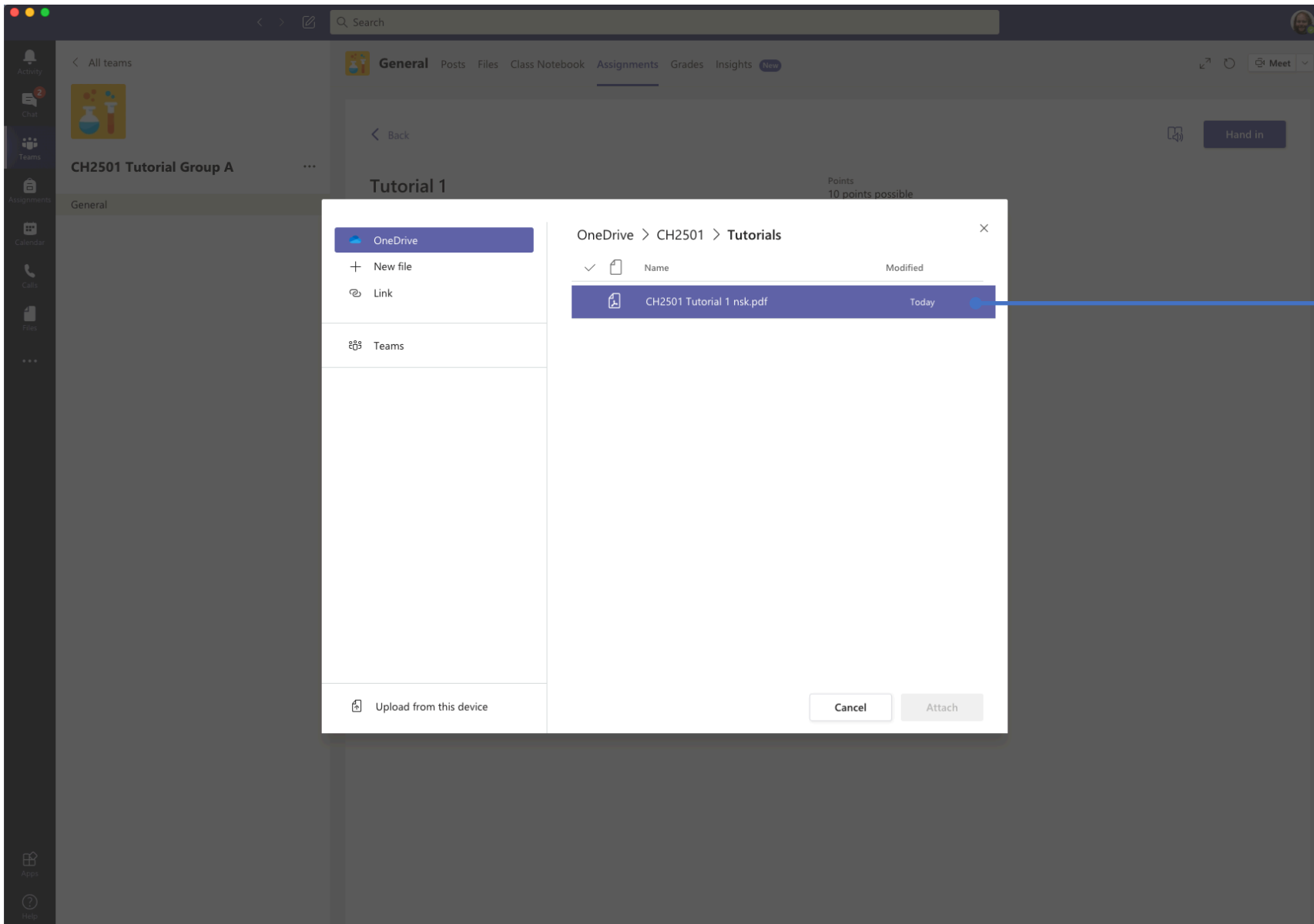
This shows your current tutorial (**Tutorial 1**)

Any support documents and the tutorial sheets will show under **reference materials**

You can submit your tutorial work as a PDF by clicking **Add work**

Prepare your tutorial work as a PDF for submission by digitizing using **MS Lens**

See the guide on teachchem.wp.st-andrews.ac.uk



Navigate to where you saved your work for this tutorial and select it.

If you used **MS Lens** to digitize your work, you will find the files on **OneDrive** in the **Office Lens** folder

OneDrive > CH2501 > Tutorials

✓	📄	Name	Modified
✓	📄	CH2501 Tutorial 1 nsk.pdf	Today

Cancel Attach

Once you have selected your file (there will be a tick beside it) click **Attach** to upload

Activity
Chat
Teams
Assignments
Calendar
Calls
Files
Apps
Help

All teams

CH2501 Tutorial Group A

General

General Posts Files Class Notebook Assignments Grades Insights New

Meet

Back

Tutorial 1

Due 28 September 2020 17:00

Points
10 points possible

Instructions
None

Reference materials

Test Assignment.pdf

My work

CH2501 Tutorial 1 nsk.pdf

Add work

Hand in

Now click **Hand in** to submit your tutorial for marking

Your uploaded work should appear under My work

Activity Chat Teams Assignments Calendar Calls Files

All teams

CH2501 Tutorial Group A

General

General Posts Files Class Notebook Assignments Grades Insights New

Meet

Back

Points
10 points possible

Handed in Fri 14 Aug 2020 at 14:15 ✓ Undo hand-in

Tutorial 1

Due 28 September 2020 17:00


Instructions
None

Reference materials

Test Assignment.pdf

My work

CH2501 Tutorial 1 nsk.pdf

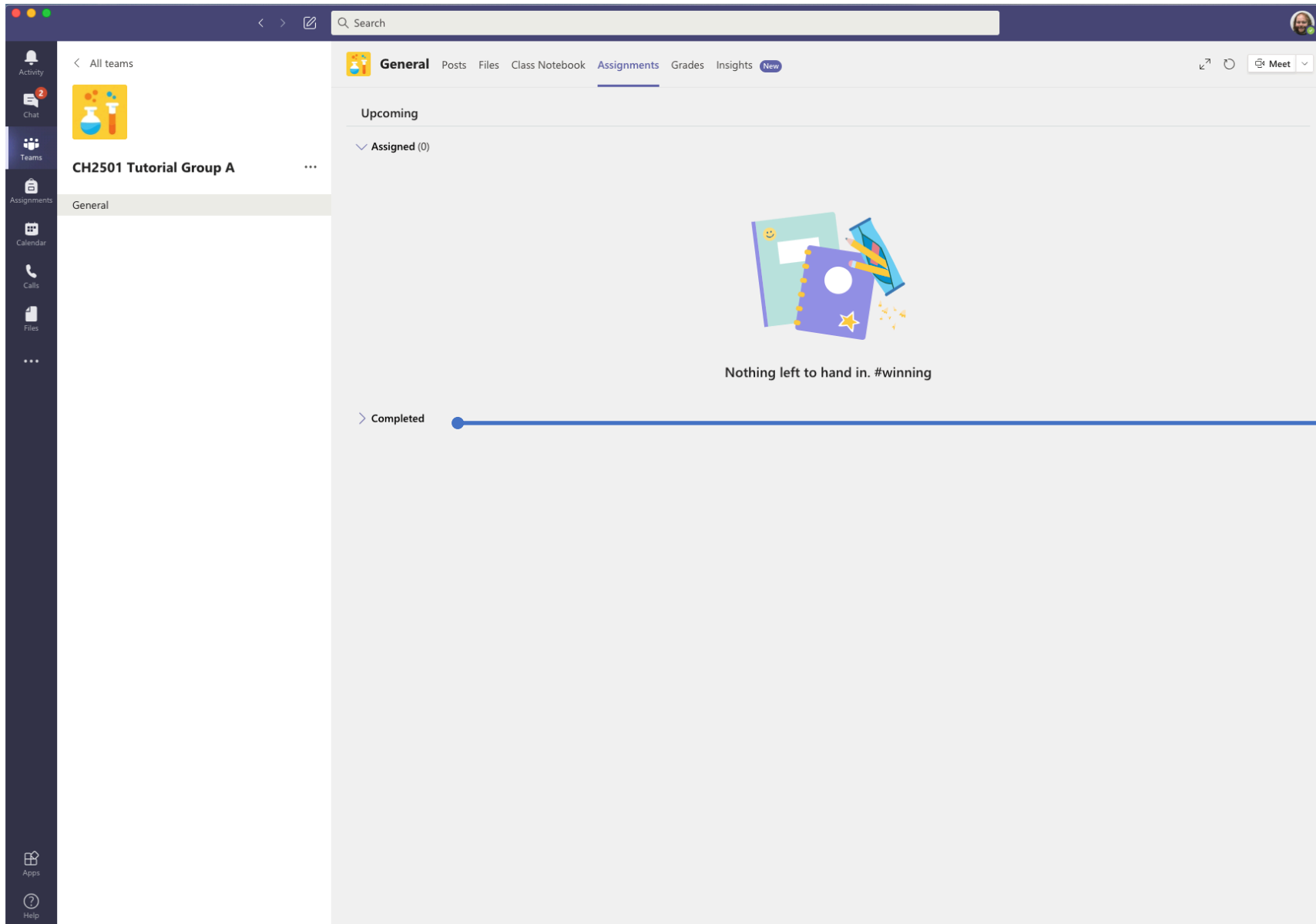


An animation will congratulate you for your submission

The screenshot shows the Microsoft Teams interface for a channel named "CH2501 Tutorial Group A". The main content area displays an assignment titled "Tutorial 1" with a due date of "28 September 2020 17:00" and "10 points possible". Under the "My work" section, a file named "CH2501 Tutorial 1 nsk.pdf" is listed. A blue callout box points to a "Handed in" status with a timestamp of "Fri 14 Aug 2020 at 14:15" and an "Undo hand-in" button.

Your tutorial work has been **submitted** and **accepted** (note the time stamp to show this)

If you need to revise your hand in, click **Undo hand-in** and then repeat the steps to upload documents and submit work



Clicking on the **Assignments** tab will show you if you still have any outstanding work.

If you don't, it will look like this.

#winning

If you want to view your submitted work, click on **Completed** to expand the menu

The screenshot displays the Microsoft Teams interface. On the left, a vertical navigation pane includes icons for Activity, Chat (with a notification badge), Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows the 'CH2501 Tutorial Group A' team page. The 'Assignments' tab is selected, showing a list of assignments. Under the 'Upcoming' section, there are 0 assigned items. Under the 'Completed' section, there is one item: 'Tutorial 1'. A central graphic of books and a pencil is present with the text 'Nothing left to hand in. #winning'.

Any completed tutorials will be shown here, and you can access them by clicking on them individually

The screenshot shows a Microsoft Teams window with a dark blue sidebar on the left. The sidebar contains icons for Activity, Chat (with a red notification badge), Teams, Assignments, Calendar, Calls, Files, and a menu icon. The main content area is titled 'CH2501 Tutorial Group TEST' and has a 'General' channel selected. The 'Assignments' tab is active, displaying 'Tutorial 3' with a due date of '2 November 2020 17:00'. The assignment status is 'Returned Mon 17 Aug, 09:07'. A 'Hand in again' button is visible. The 'Feedback' section contains the text: 'This is excellent. You've covered all the points and expanded on them. Your diagrams are almost perfect. Just remember to include the stereochemical bonds in your octahedral complexes. Detailed annotations have been emailed to you.' The 'Points' section shows '9 / 10'. Under 'Reference materials', there is a file 'Tutorial_3 Q 2020.pdf'. Under 'My work', there is a file 'CH2501 Tutorial 3 nsk.pdf' and an 'Add work' link. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Insights' (with a 'New' badge). A search bar and a 'Meet' button are also present.

Viewing you completed tutorials will show your mark and any short feedback your tutor has left for you.

Click **Back** to return to the Assignments tab

The screenshot shows the Microsoft Teams interface for a team named "CH2501 Tutorial Group TEST". The "Assignments" tab is selected, displaying a list of assignments. The interface is divided into two main sections: "Upcoming" and "Completed".

Upcoming Assignments:

Tutorial	Due Date	Points
Tutorial 3	Due 8 October 2020 17:00	10 points
Tutorial 5	Due 29 October 2020 17:00	10 points
Tutorial 6	Due 5 November 2020 17:00	10 points
Tutorial 7	Due 27 November 2020 17:00	10 points

Completed Assignments:

Tutorial	Score	Feedback
Tutorial 1	1/10 points	Feedback icon
Tutorial 2	5/10 points	Feedback icon
Tutorial 4		Feedback icon
Tutorial 3	9/10 points	Feedback icon

After you have viewed your completed tutorials, you will be able to see your mark and any feedback comments your tutor has left for you.

Your marked scripts will be returned by e-mail or Teams chat