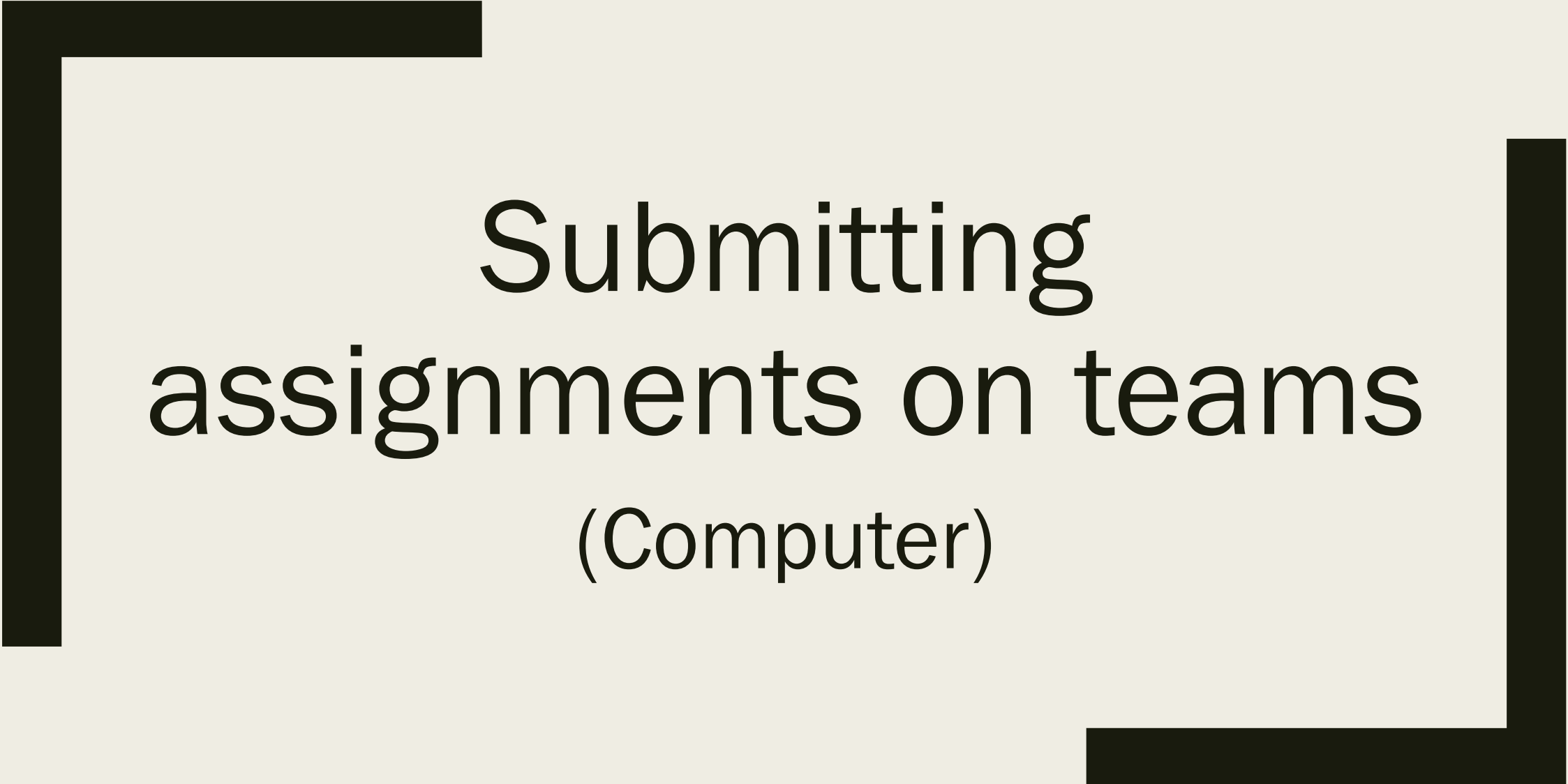


Submitting assignments on teams

(All devices)



Submitting assignments on teams (Computer)

1. Main interface - Teams

The screenshot displays the Microsoft Teams interface. On the left sidebar, the 'Teams' icon is highlighted with a red box. The main area shows a team named '2020-21 5D 班' (highlighted with a red box and labeled 'classes'). Underneath, several channels are listed: 'General', '普通話科 (Putonghua)', '視藝科 (Visual Art)', '體育科 (P.E.)', and '音樂科 (Music)'. A bracket groups these subject-based channels and labels them as 'channels'. Below these, another team '2020-21 5信中文' is visible. The main chat area shows messages from '陳穎華主任' (Mr. Chen Yinghua), including meeting summaries and a channel creation announcement.

Notes:

1. Main subjects (Chinese, English, Maths and General Studies) are created as **'classes'**.
2. Other subjects (e.g. Putonghua, Visual Art, Music) are created as **'channels'** and are put under the student's class (e.g. 5D).

1. Main interface - Teams

The screenshot displays the Microsoft Teams interface. On the left, the navigation pane shows 'Teams' selected, with a list of teams including '2020-21 5D 班' and '2020-21 5信中文'. The '2020-21 5信中文' team is expanded to show channels: 'General' and '第一課'. The 'General' channel is selected, and the 'Posts' tab is highlighted with a red box. The main content area shows a post from '陳穎華主任' (Ms. Chen Yinghua) titled '中文科 今天學習內容 (7/9)'. The post content is highlighted with a red rounded rectangle and includes the following text:

中文科 今天學習內容 (7/9)

請依照日期及時間表完成以下自學內容。

7/9 (星期一)
1. 完成日記一篇 (詳情參看「中文團隊」內作業)

See more

← Replies are disabled

At the bottom of the post, a message states: 'You've been muted, so you can't start a conversation'.

A yellow callout box with a black border contains the text: 'The teacher will post an announcement about daily assignments in the **'Posts'** section of the **'General'** channel of each subject.'

2. Finding assignments

The screenshot shows the Microsoft Teams interface. On the left is a dark blue navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, and Files. The main area is divided into two panes. The left pane shows a list of teams under 'Your teams'. The first team is '25 2020-21 5D 班', and the second is '25 2020-21 5信中文'. The 'General' channel of the second team is selected and highlighted with a red circle containing the number '1'. The right pane shows the 'General' channel view with tabs for Posts, Files, Class Notebook, Assignments, and Grades. The 'Assignments' tab is highlighted with a red box and a red circle containing the number '2'. Below the tabs, there are sections for 'Upcoming' and 'Assigned (1)'. The 'Assigned (1)' section contains one assignment card: '2020/09/08 第一課 運用詞語' with a due date of 'Due 11 September 2020 23:59'. This assignment card is highlighted with a red circle containing the number '3'. A yellow text box at the bottom right contains the following instructions:

1 and 2. All assignments that need to be handed in can be found in the 'Assignments' section of the General channel of each subject.
3. Click on the assignment.

3. Doing and submitting assignments

Click 'Close' on the top right to return to the previous page. No saving is needed.

3

25 **General** Posts Files Class Notebook **Assignments** Grades

< Back

2020/09/08 第一課 運用詞語 Points No points

Due 11 September 2020 23:59

Instructions
None

My work

1  2020/09/08 第一課 運用詞語 

 Add work

2020/09/08 第一課 運用詞語 Close

檔案 常用 **插入** 繪圖 檢視 說明 在 App 中開啟

表格 檔案 圖片 連結 音訊 符號 數學 表情圖示

2020/09/08 第一課 運用詞語

2020年8月15日 14:51

2 **Follow the instructions and complete the assignment.**

請用紙抄寫第一課的11個運用詞語，每個3次。完成後拍照上傳到此頁面。
(Copy three times of the 11 words in Chapter 1 on a piece of paper. Then take a photo and upload it here.)



< Back


2020/09/08 第一課 運用詞語 Points No points

Due 11 September 2020 23:59

Instructions
None

My work

 2020/09/08 第一課 運用詞語 

 Add work

4 **Remember to click 'Hand in' to submit the assignment.**


Hand in

4. Checking assignments

25 **General** Posts Files Class Notebook **Assignments** Grades ↗ ↻ Meet

Upcoming

∨ Assigned (0)



Nothing left to hand in. #winning

∨ Completed (1)

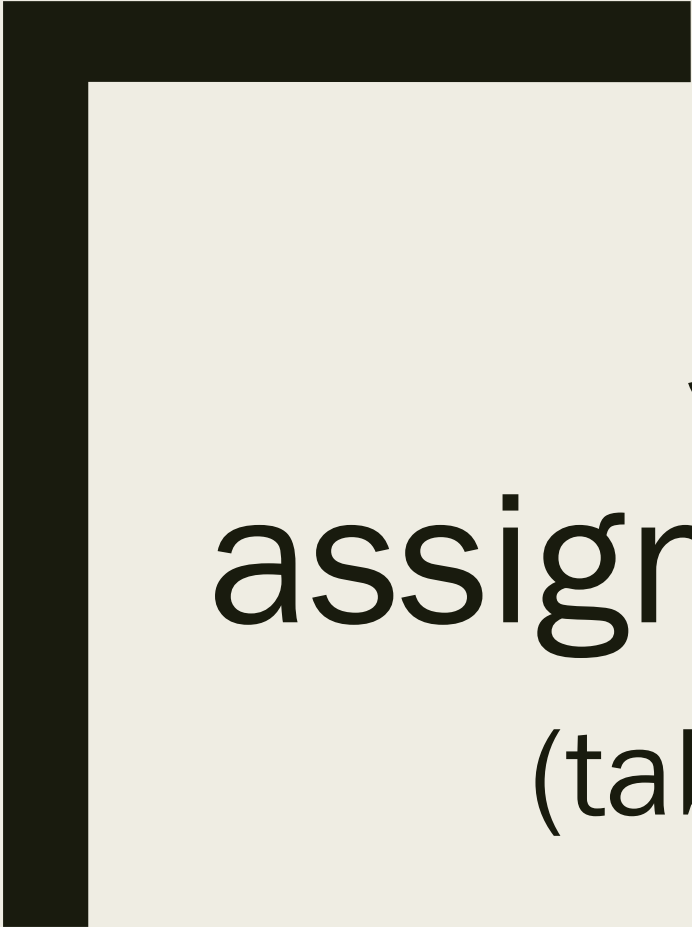
2020/09/08 第一課 運用詞語

After the teacher has marked the assignment, students can check the assignment here.

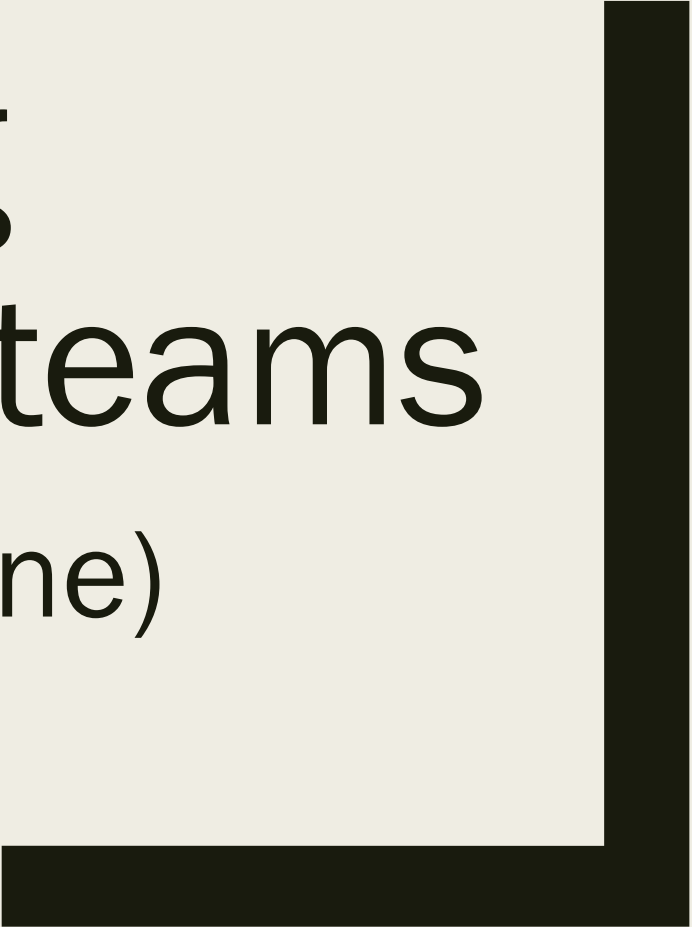
5. Other assignments

The screenshot displays a Microsoft Teams channel named '25 第一課'. The channel tabs include 'Posts', 'Files', 'Notes', and '預習影片' (Preview Video), which is highlighted with a red box and a 'New' badge. The channel list on the left shows '2020-21 5D 班' and '2020-21 5信中文', with the 'General' channel under '2020-21 5信中文' selected and also highlighted with a red box. A post from '陳穎華主任' (Ms. Chen Yinghua) is visible, stating: '陳穎華主任 Yesterday 15:16 在此頻道的頂端新增一個索引標籤。這裡是連結。' Below the post is a video player with a red play button and the title '預習影片', also highlighted with a red box. Below the video player, it says '← Replies are disabled'. An assignment card is also visible, titled '2020/09/08 第一課 運用詞語' (2020/09/08 Lesson 1: Applying Vocabulary), due on 11 Sep, with a 'View assignment' button. In the top right corner, there is a small inset window showing a video player with the title '二十一世紀 現代中國語文 - Google Chrome 2020-02-14 19-00-08' and a video titled '款待' (Hospitality).

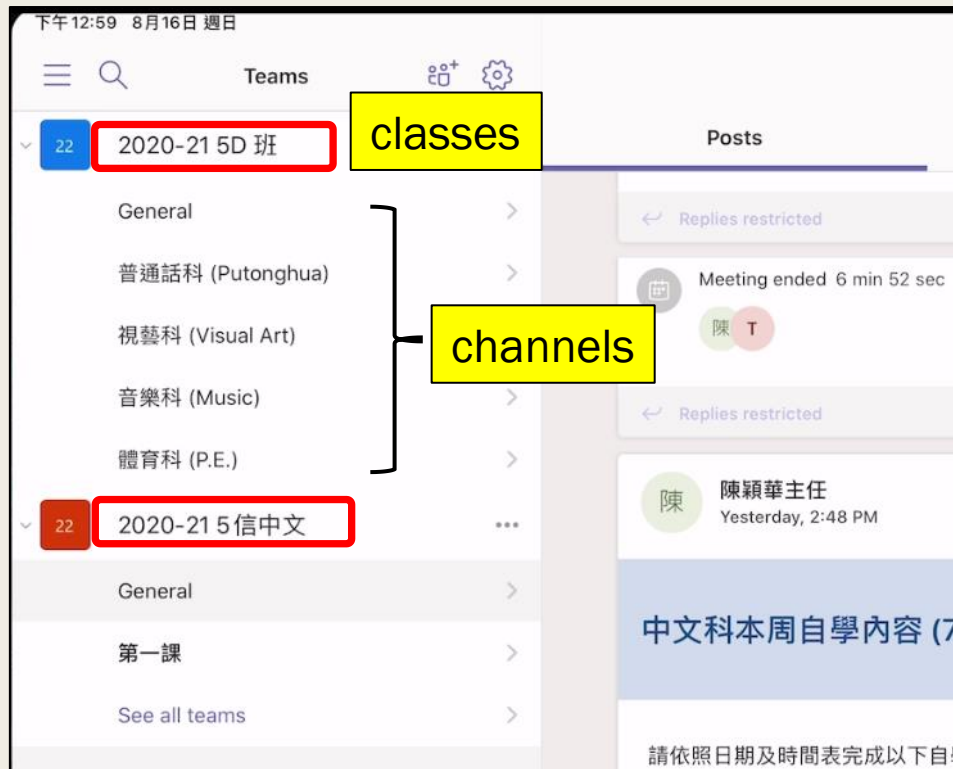
For some assignments not to be submitted, e.g. watching a video, the teacher will put the content in a tab in channels. For details, please pay attention to the teacher's instructions during the video lesson.



Submitting
assignments on teams
(tablet & smartphone)



1. Main interface - Teams



Notes:

1. Main subjects (Chinese, English, Maths and General Studies) are created as 'classes'.
2. Other subjects (e.g. Putonghua, Visual Art, Music) are created as 'channels' and are put under the student's class (e.g. 5D).

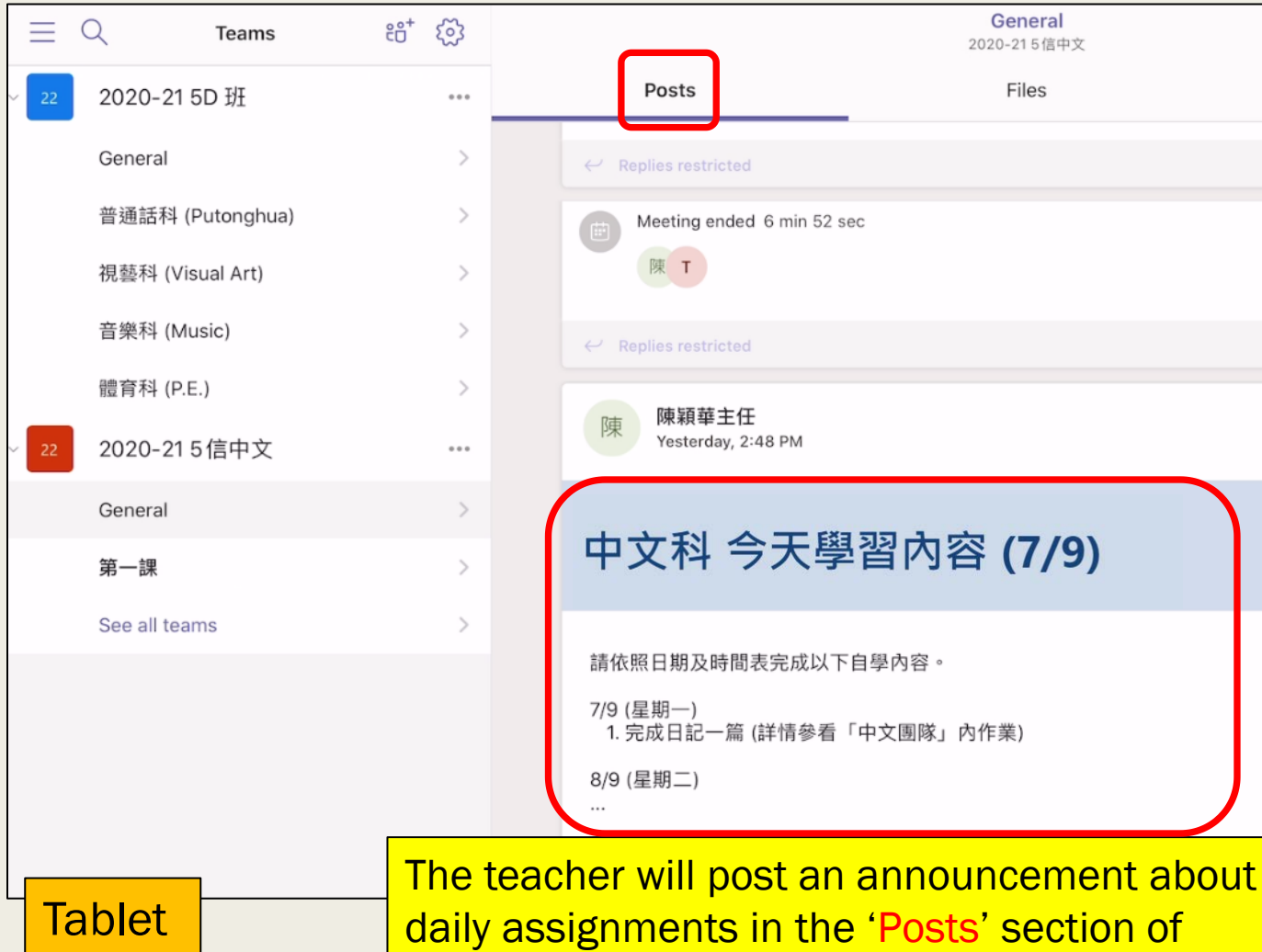
Tablet



Smartphone



1. Main interface - Teams



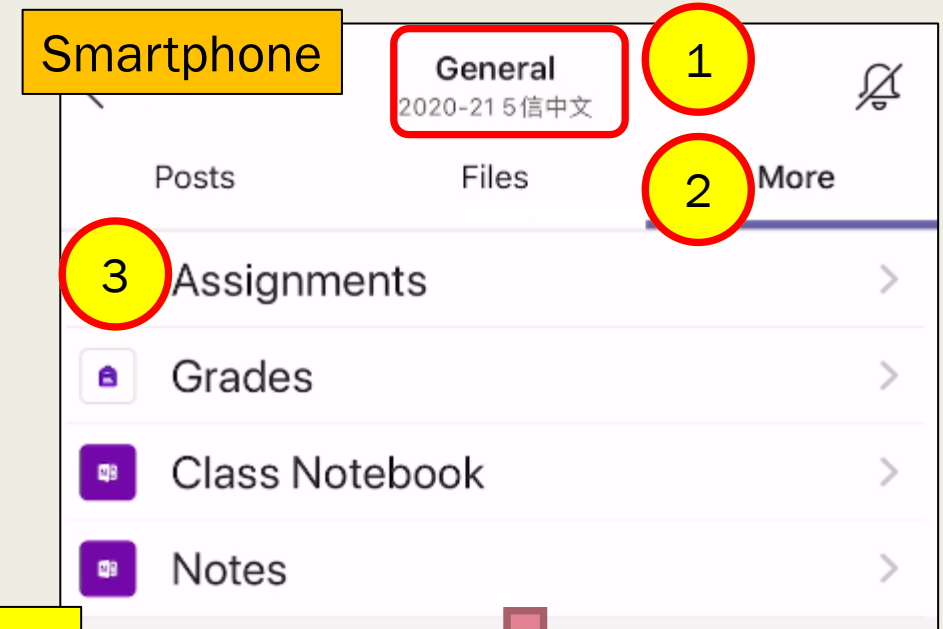
Tablet

The teacher will post an announcement about daily assignments in the 'Posts' section of the 'General' channel of each subject.



Smartphone

2. Finding assignments



1 and 2. All assignments that need to be handed in can be found in 'More' > 'Assignments' section of the General channel of each subject.
3. Select 'Assignment'.
4. Select the assignment.



3. Doing assignments

Tablet & smartphone

2020/09/08 第一課 運用詞語

Due 11 September 2020 23:59


Instructions

None

My work

Select the attachment.

1

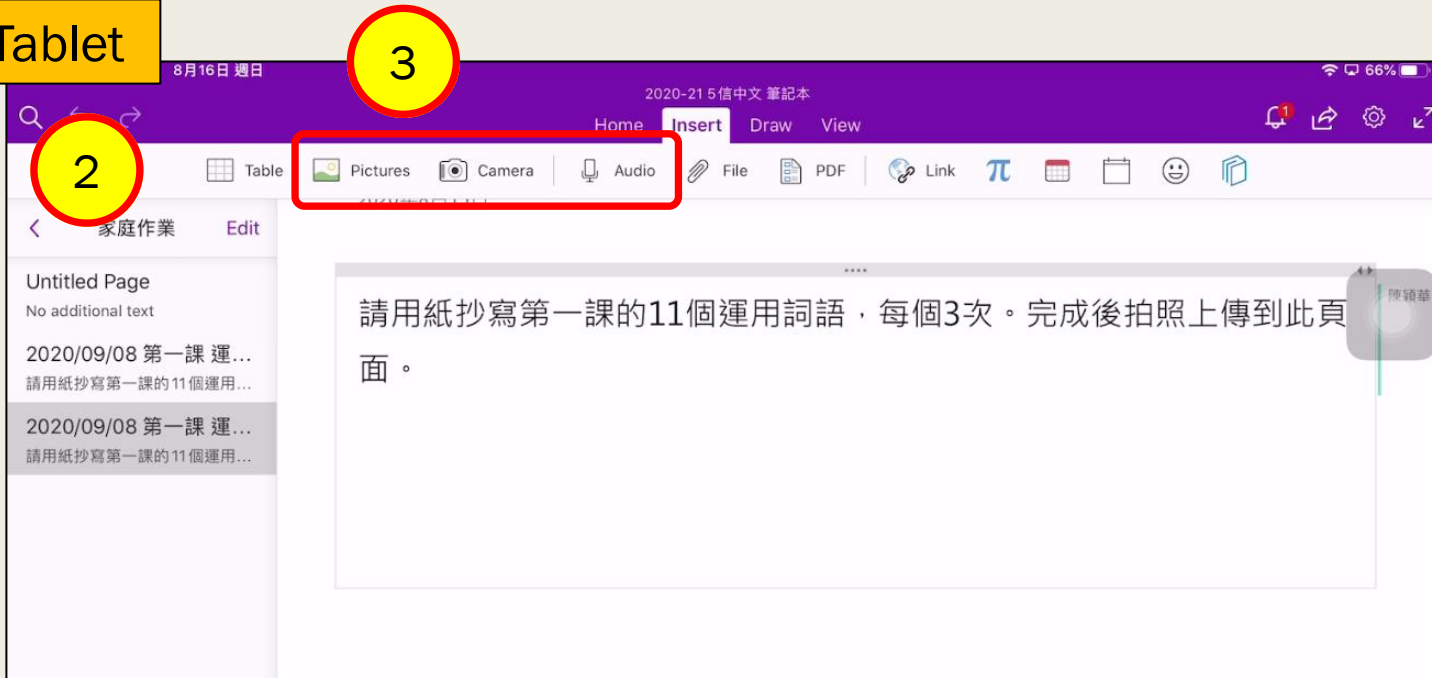
 2020/09/08 第一課 運用詞語

 Add work

 Immersive Reader

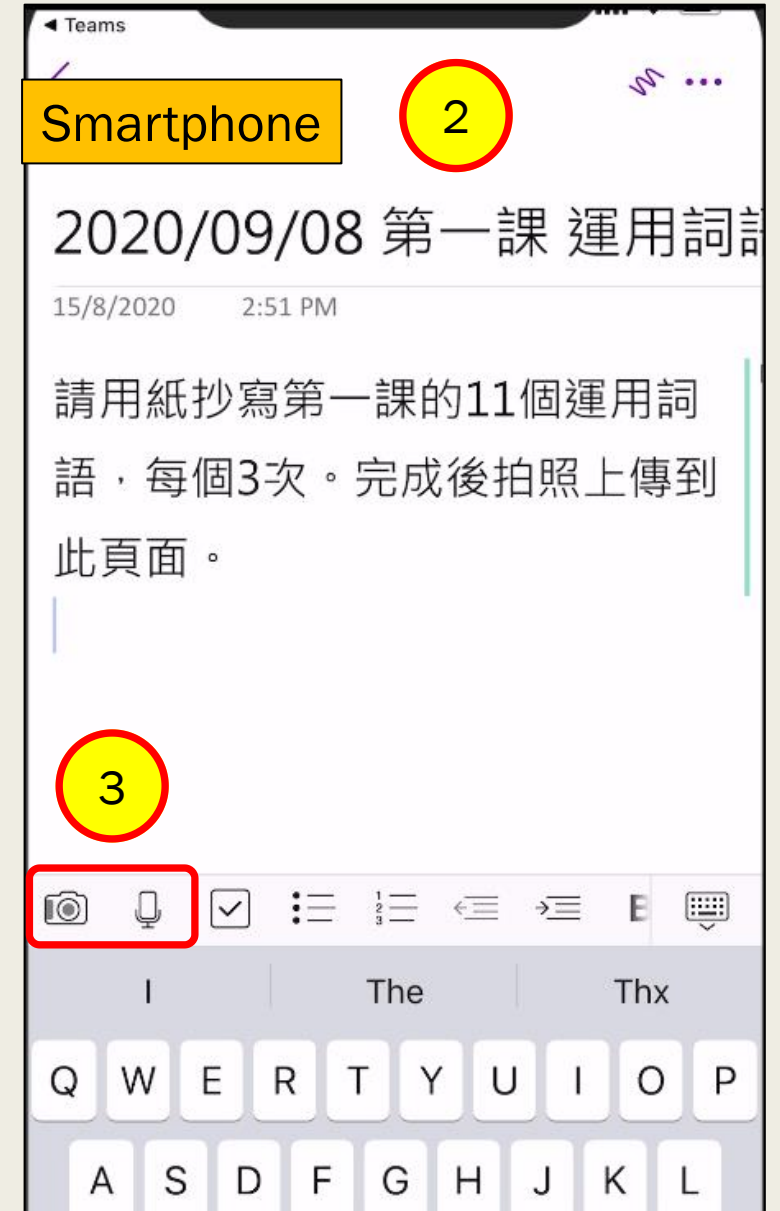
3. Doing assignments

Tablet



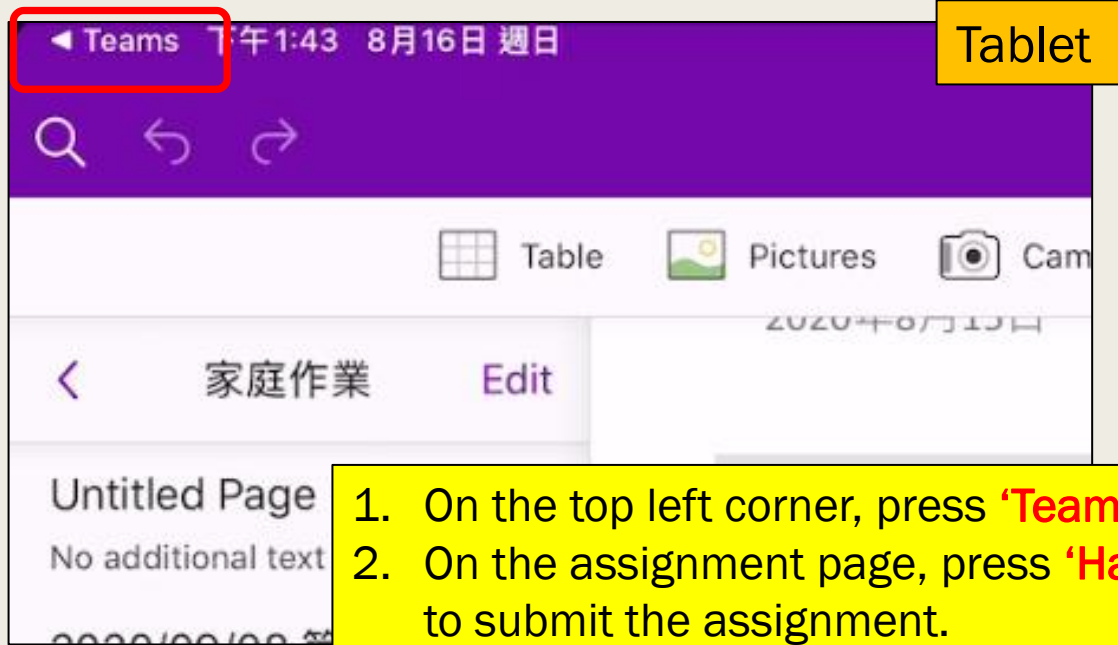
2. The assignment page will be shown in Microsoft OneNote app.
3. Follow the instructions and complete the assignment. Students may be required to take photos or do recording, and then upload the files to the assignment page. Please ask the teacher for details.

Smartphone



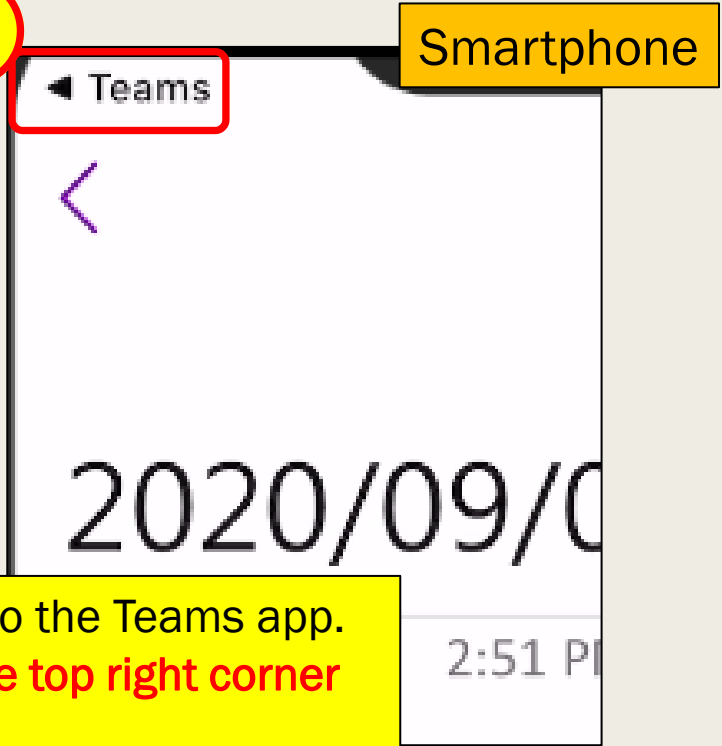
4. Submitting assignments

1



Tablet

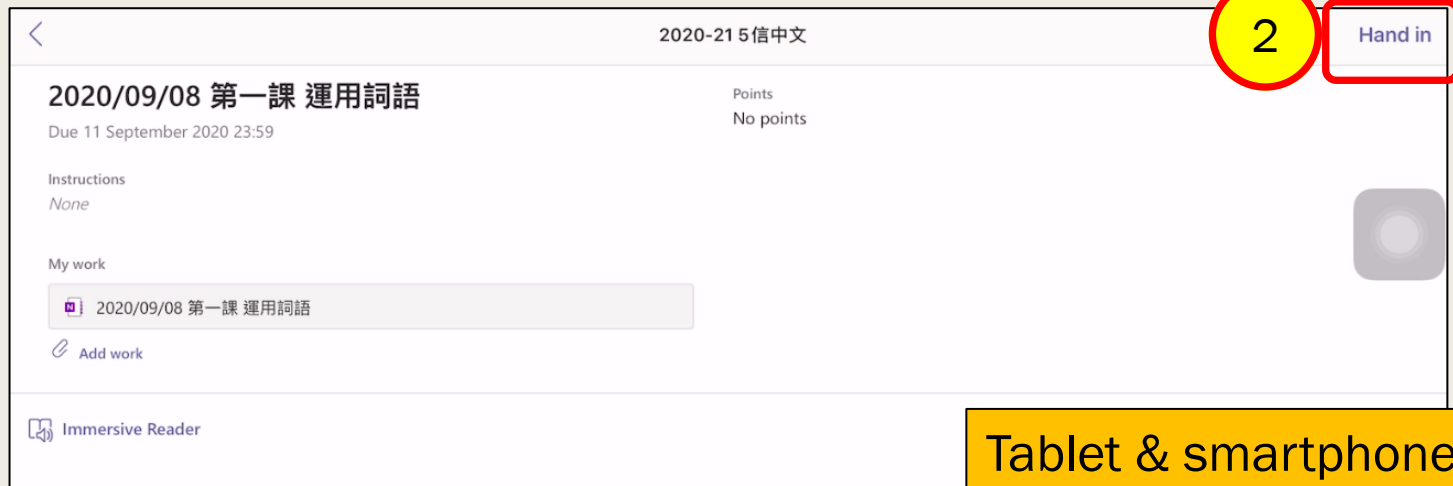
1



Smartphone

1. On the top left corner, press **'Teams'** to return to the Teams app.
2. On the assignment page, press **'Hand in'** on the top right corner to submit the assignment.

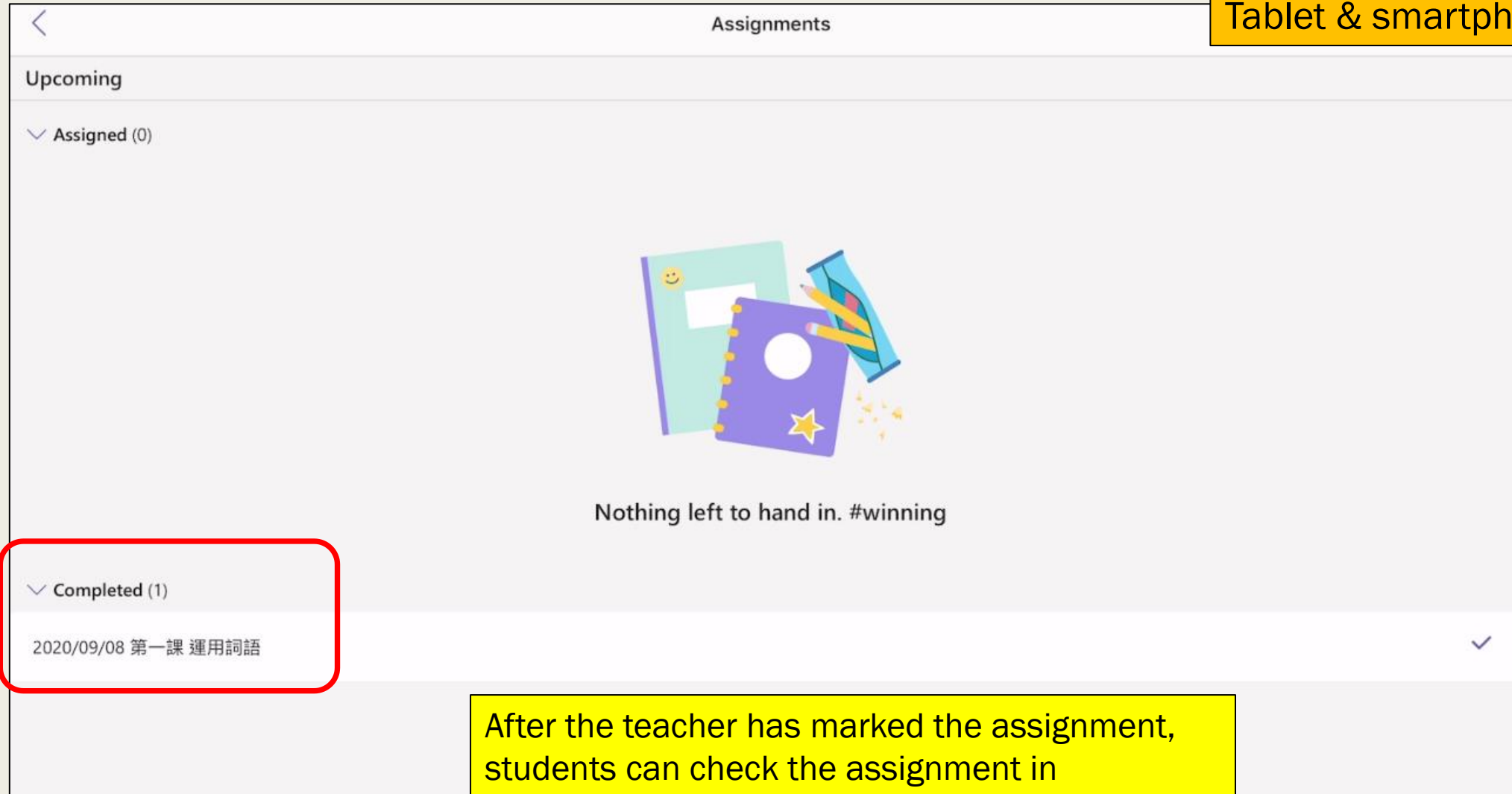
2



Tablet & smartphone

5. Checking assignments

Tablet & smartphone



After the teacher has marked the assignment, students can check the assignment in Assignments section.

6. Other assignments

The screenshot displays the Microsoft Teams interface. On the left, a list of channels is shown for the team '2020-21 5信中文'. The channel '第一課' is selected and highlighted with a red box. In the main area, the '預習影片' (Preview Video) tab is also highlighted with a red box. A red arrow points from this tab to an inset window showing a video player. The video content is a lesson on the Chinese character '款待' (招待), featuring a grid of related terms like '款待', '傳統', '規模', '古色古香', '美輪美奐', '佈局', '清晰', and '壯觀'. The video player interface includes a play button and a progress bar.

For some assignments not to be submitted, e.g. watching a video, the teacher will put the content in a tab in channels. It can be found in 'More' in each channel. For details, please pay attention to the teacher's instructions during the video lesson.