

3<sup>rd</sup> February 2021

**Re: MS Teams - Assignments**

Dear Parent,

Thank you for your continued support with the MS Teams remote provision that has been operating this term.

Some parents have enquired about how they are able to support their child's engagement in the remote provision, in particular, tracking the work their child submits to their subject teachers.

Although teachers are assessing pupils' work in a number of different ways - refer to Q11 in the [Remote Learning FAQ](#) - parents are able, through the '**Assignments**' section in MS Teams, to view subject work that has been set, its due date, and whether it has been completed. I have included instructions on how to access 'Assignments' on the next page.

I would advise looking at the 'Assignments' section at least once a week, possibly at the weekend, to check on your child's progress.

If you have any questions, queries or concerns, please e-mail the teacher directly or, in the case of general and/or technical issues, e-mail [Office365@eastwood.southend.sch.uk](mailto:Office365@eastwood.southend.sch.uk)

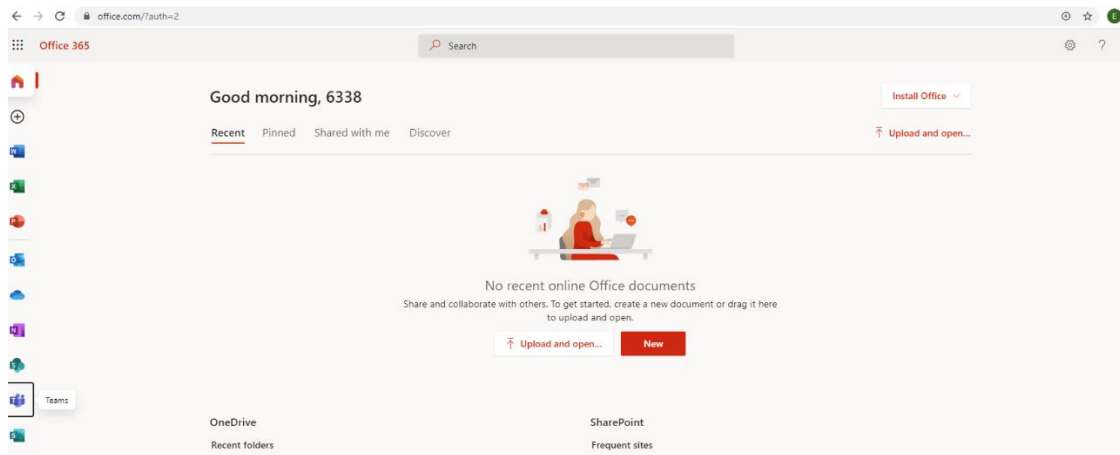
Yours sincerely,



Mr. N. Houchen  
Principal

## Instructions on How to Access 'Assignments' in MS Teams

1. Click on <https://www.office.com/> and enter your child's login details.
2. Click on the 'MS Teams' icon (on the left-hand side).



3. Click on 'Assignments' to see what work has been set (assigned) and completed.

