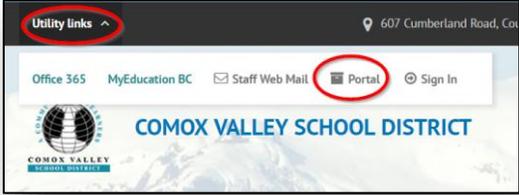
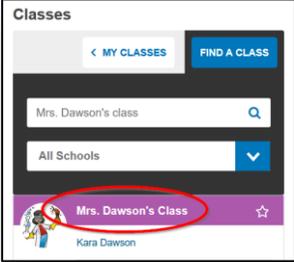
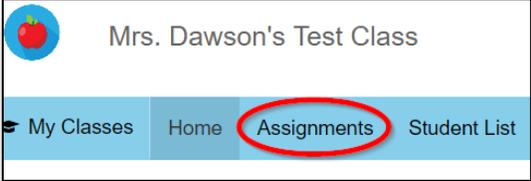


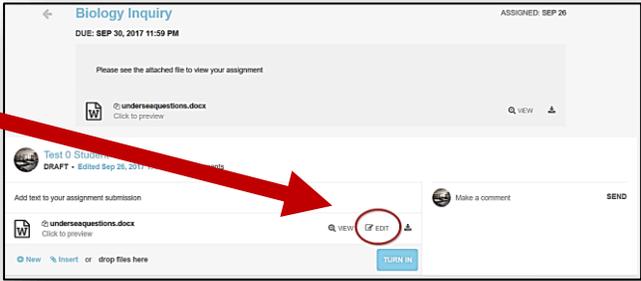
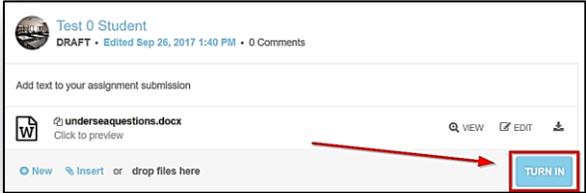
Student Opening and Completing Assignments

Introduction

Students are able to open up the assignment that the teacher has given them and work on it in the browser and then turn it in. While the student is working the teacher can pop in and see their progress and comment.

Step 1 – These instructions are for students

1	<p>Log in to the Portal and find your teacher's website:</p> <ul style="list-style-type: none">-visit www.sd71.bc.ca-Click on Utility Links on the top or bottom-Click on Portal-Log in using the same username and password that you use to log in to the school computers.	 <p>The screenshot shows the top navigation bar of the Comox Valley School District website. The 'Utility Links' menu is open, and the 'Portal' option is circled in red. Other options include Office 365, MyEducation BC, Staff Web Mail, and Sign In.</p>
2	<p>Find your teacher's website under classes and click on the name of the class.</p>	 <p>The screenshot shows the 'Classes' page with a search bar containing 'Mrs. Dawson's class'. Below the search bar, a list of classes is displayed, with 'Mrs. Dawson's Class' by Kara Dawson circled in red.</p>
3	<p>Click on Assignments on the navigation bar.</p>	 <p>The screenshot shows the 'Mrs. Dawson's Test Class' page. The navigation bar at the bottom has four items: 'My Classes', 'Home', 'Assignments', and 'Student List'. The 'Assignments' item is circled in red.</p>
4	<p>Click on the name of the assignment you would like to open.</p>	

5	<p>To open a copy of the teacher's assignment to work on it, click on Edit at the lower middle of the screen.</p> <p>This will open your assignment in the Microsoft Browser version of the assignment (ex. MSWord).</p>	
6	Complete the assignment in the Browser.	
7	When finished, close the Browser (don't worry, your assignment is saved automatically) and return to your teacher's assignments page.	
8	Click on TURN IN underneath the assignment.	



Tip... If you do not understand your assignment or would like to ask your teacher a question, you can click on the comment section to the right of your assignment and write a comment. Then click on SEND. Your teacher can write you comments this way too.

