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	Log in to the **Portal** and find your teacher's website: -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.	
2	Find your teacher's website under classes and click on the name of the class.	
3	Click on **Assignments** on the navigation bar.	
4	Click on the name of the assignment you would like to open.	
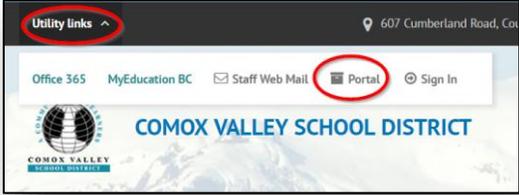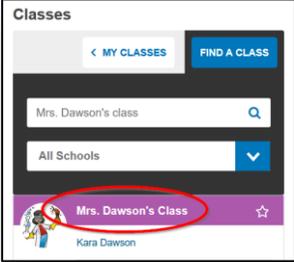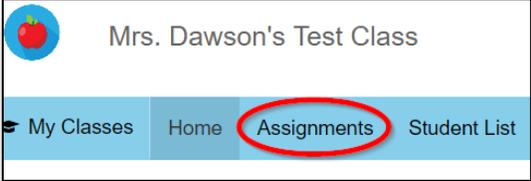
5	To open a copy of the teacher's assignment to work on it, click on **Edit** at the lower middle of the screen. This will open your assignment in the Microsoft Browser version of the assignment (ex. MSWord).	
6	Complete the assignment in the Browser.	
7	When finished, close the Browser (don't worry, your assignment is saved automatically) and return to your teacher's assignments page.	
8	Click on **TURN IN** underneath the assignment.	
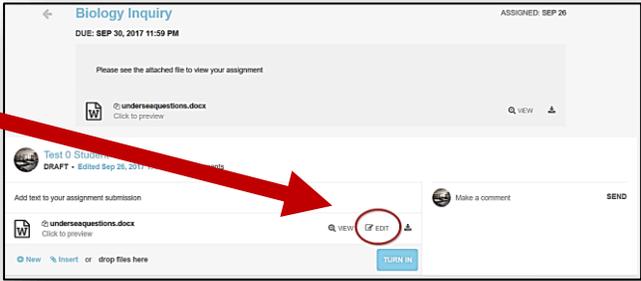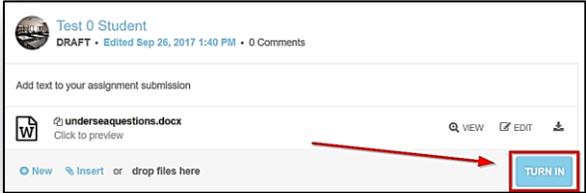
💡 Tip… If you do not understand your assignment or would like to ask your teacher a question, you can click on the comment section to the right of your assignment and write a comment. Then click on SEND. Your teacher can write you comments this way too.