



## Microsoft Teams

### Weekly Assignment Summary

As part of the schools transition to 'Digital Learning', parents and guardians will receive a weekly email from 'Microsoft Office 365'. This email will entail all the work that has been set by the student's teachers for the week completed and give a glimpse into the upcoming week.

All assignments for the completed week will show whether the student has completed the work with a tick or an exclamation mark next to each assignment. A tick demonstrates the work has been completed and an exclamation mark shows the work has not been completed; this further implies that the work is now overdue.

As the school moves away from traditional planners, this new system will ensure parents and carers are kept in the loop with regards to their child's work.

Please see a preview of how the 'Weekly Digest' will appear each week:

