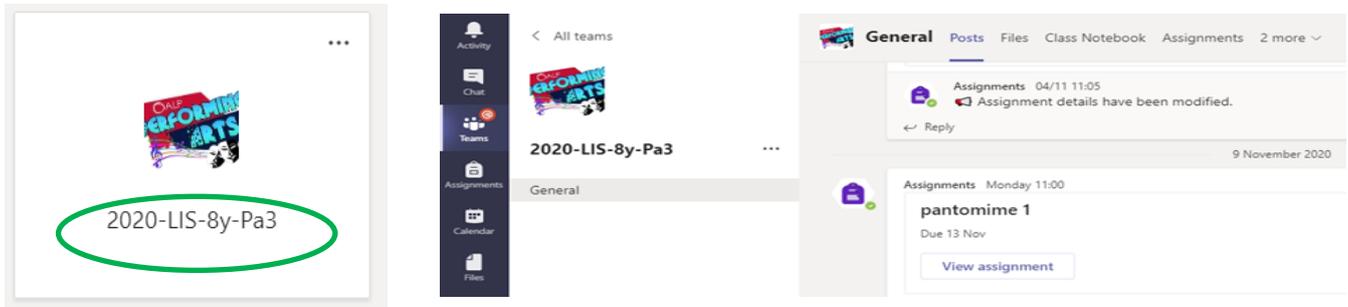# Student Guide

2. How to access and complete an assignment.
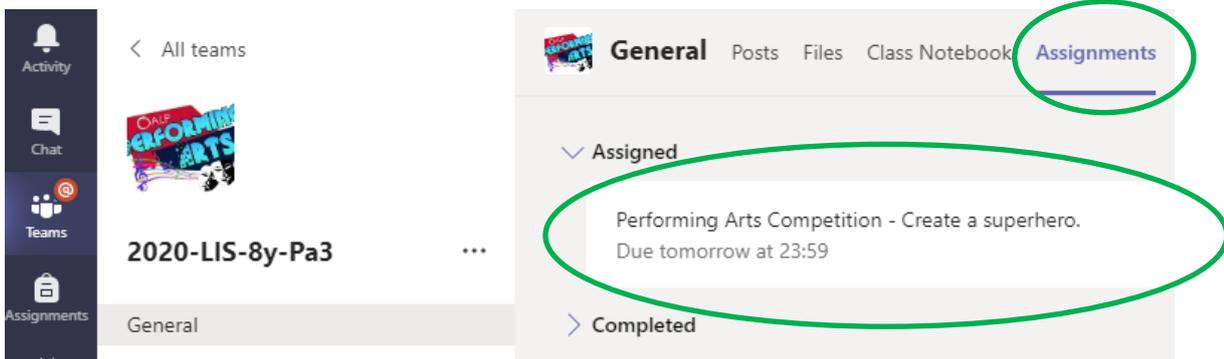
1. Accessing an assignment

You will have been set some assignments by your teachers. To access an assignment you need to go through your class team.

2. Viewing an assignment

1. Click assignments at the top of the screen to view all the assignments you have been set.

2. Click on the assignment you would like to complete to view the instructions.

3. Completing and handing in an assignment.

1. Read the assignment instructions.

2. Complete any documents attached or add your own through the add work link at the bottom of the assignment.

3. Once you have completed your assignment click the hand in button at the top right side of the page to send it to your teacher.