



# Accessing & Uploading Your Work

# Homepage

The screenshot shows the Microsoft Teams interface. At the top, there is a search bar and the text 'Microsoft Teams'. On the left sidebar, there are icons for Activity (with a notification badge), Teams, Assignments, Files, and Apps. The main content area shows a team named 'Class 9 YR4' with a 'Hi Team!' logo. Below the team name, there is a 'General' channel. The channel content includes three assignment posts:

- 07.01.2021 English**  
Due Jan 8  
[View assignment](#)
- Spellings - Group 1 (10 words)**  
Due Jan 12  
[View assignment](#)
- Spellings - Group 2 (6 words)**  
Due Jan 12  
[View assignment](#)

There is also a message from 'Isabella JOHNS' at 7:12 PM saying 'Ok' with a 'Reply' button. At the bottom, there is a 'New conversation' button and a note: 'Only channel moderators can post in this channel.' The interface is clean and professional, with a dark blue header and a light gray background for the main content area.

# Assignments

Open up your assignment page

The screenshot displays the Microsoft Teams interface for a channel named "Class 9 YR4". The left sidebar shows navigation options: Activity (11), Teams, Assignments, Files, and Apps. The main content area shows the "General" channel with tabs for Posts, Files, Class Notebook, Assignments, and Grades. Three assignment cards are visible:

- 07.01.2021 English**  
Due Jan 8  
[View assignment](#)
- Spellings - Group 1 (10 words)**  
Due Jan 12  
[View assignment](#)
- Spellings - Group 2 (6 words)**  
Due Jan 12  
[View assignment](#)

Each assignment card includes a "View assignment" button and a red notification icon. A user named Isabella JOHNS has replied to the first assignment with "Ok". At the bottom, there is a "New conversation" button and a note: "Only channel moderators can post in this channel."

# Assignments

Open up your  
assignment

The screenshot shows a sidebar on the left with icons for Activity (11), Teams, Assignments, Files, and Apps. The main content area is titled 'Assigned' and includes a sub-header 'To view older assignments, navigate to an individual class team.' Below this is a list of assignments:

Assignment Title	Class	Due Date	Status
05.01.2021 - Maths	Class 9 YR4	Due yesterday at 11:59 PM	Past due
05.01.2021 English	Class 9 YR4	Due yesterday at 11:59 PM	Past due
05.01.2021 - Guided Reading	Class 9 YR4	Due today at 11:59 PM	Due today
05.01.2021 Topic	Class 9 YR4	Due today at 11:59 PM	Due today
07/01/21 Maths - Mathetics	Class 9 YR4	Due tomorrow at 11:59 PM	
07.01.2021 English	Class 9 YR4	Due January 8, 2021 11:59 PM	
Spellings - Group 1 (10 words)	Class 9 YR4	Due January 12, 2021 11:59 PM	
Spellings - Group 2 (6 words)	Class 9 YR4	Due January 12, 2021 11:59 PM	

At the bottom of the list, there is a section for 'Completed' assignments.

# Assignments

Click on your  
working document

The screenshot shows a Microsoft Teams assignment page. On the left is a dark blue navigation bar with icons for Activity (11), Teams, Assignments, Files, and Help. The main content area is white and contains the following text:

**05.01.2021 - Maths** Points  
No points

Due yesterday at 11:59 PM

**Instructions**  
This term we will continue focusing on securing our multiplication and division facts. So, today we are focusing on our 6 times tables, looking at both multiplication and division within the table charts and how we can use our knowledge to work out the inverse operation. This task is in Workbook 2, and it's called - 'Divide by 6'

- You have a video link below that will really help you with the questions, so watch this first.
- Then complete the '[6 Times Table and Division Facts](#)' activity, which is attached to this assignment. You can complete this by editing the word document attached or write your answers on a piece of paper and send me a picture of your work.

**Teachers Top Tips**

- Always read the question twice
- Remember that when multiplying by 6, the answer increases by 6.
- Remember that division is the same as sharing into equal groups.
- Use your multiplication fact knowledge!

24 divided by 6 =  
\*What do you know about 24 and 6 in the 6 times table? (Well I know that  $6 \times 4 = 24$  So if I divide 24 by 6 it must = 4!)

- Remember, that division is the inverse operation of division.

That means it's the opposite operation and when we use this, we can just move the number around to make them make sense! 😊

Reading the question is key today!

Try your best

Reference materials

- [Video Link multiplying and dividing by 6](#)

My work

- [Tuesday Maths - Sheet.pptx](#)

# Editing Your Documents

04.01.21 - Maths.docx

File Home Insert Layout References Review View Help Tell me what you want to do Editing

Undo Paste Copy Format Painter Font Paragraph Styles Editing Reuse Files Dictation Editor

05.01.2021

Multiplying and Dividing by 6

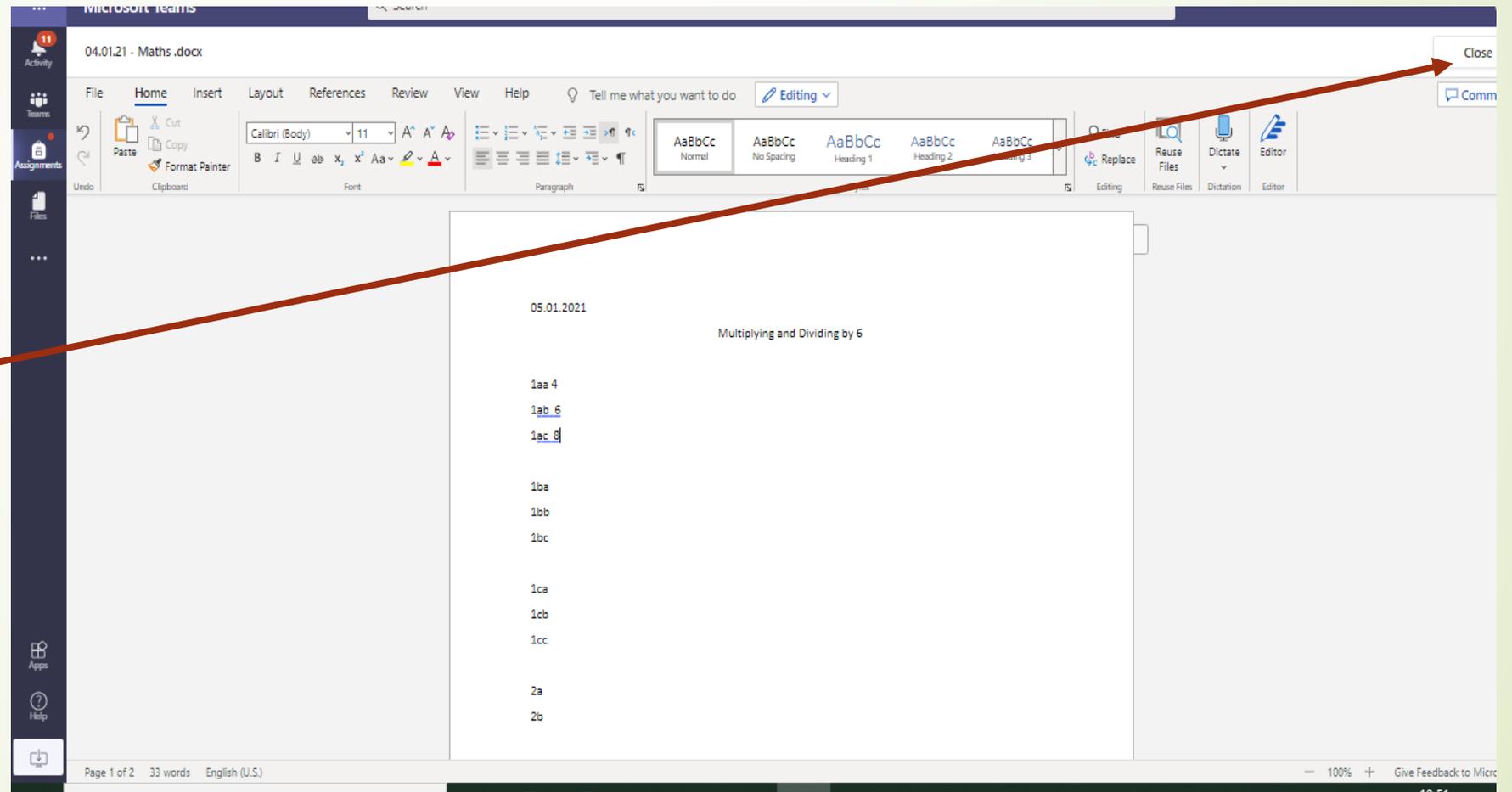
1aa  
1ab  
1ac  
1ba  
1bb  
1bc  
1ca  
1cb  
1cc  
2a  
2b

Page 1 of 2 20 words English (UK) 100%

- Place your mouse where you would like to start typing.
- Click, until it starts flashing.
- Then you will be able to type.

# Saving Your Work

Click the close button, your work will automatically save.



# Sending Your Work

Once you have completed your work and closed your document, press the 'Turn in' button.

The screenshot shows the Microsoft Teams interface for an assignment titled "05.01.2021 - Maths". The assignment is due yesterday at 11:59 PM and has no points. The instructions state that the term will focus on multiplication and division facts, specifically 6 times tables and their inverse operations. A video link is provided to help with the questions. The assignment includes a "Teachers Top Tips" section with advice on reading questions and using multiplication facts. A sample question is shown: "24 divided by 6 = ?" with a hint: "What do you know about 24 and 6 in the 6 times table? (Well I know that 6 x 4 = 24 So if I divide 24 by 6 it must = 4!)". The "Turn in late" button is highlighted with a red arrow.

Microsoft Teams

Search

Activity

Teams

Assignments

Files

...

Apps

Help

Turn in late

### 05.01.2021 - Maths

Due yesterday at 11:59 PM

Points  
No points

Instructions

This term we will continue focusing on securing our multiplication and division facts. So, today we are focusing on our 6 times tables, looking at both multiplication and division within the table charts and how we can use our knowledge to work out the inverse operation. This task is in Workbook 2, and it's called - 'Divide by 6'

- You have a video link below that will really help you with the questions, so watch this first.
- Then complete the '6 Times Table and Division Facts' activity, which is attached to this assignment. You can complete this by editing the word document attached, write your answers on a piece of paper and send me a picture of your work.

Teachers Top Tips

- Always read the question twice
- Remember that when multiplying by 6, the answer increases by 6.
- Remember that division is the same as sharing into equal groups.
- Use your multiplication fact knowledge!

24 divided by 6 =  
\*What do you know about 24 and 6 in the 6 times table? (Well I know that 6 x 4 = 24 So if I divide 24 by 6 it must = 4!)

- Remember, that division is the inverse operation of division.

That means it's the opposite operation and when we use this, we can just move the number around to make them make sense! 😊

Reading the question is key today!

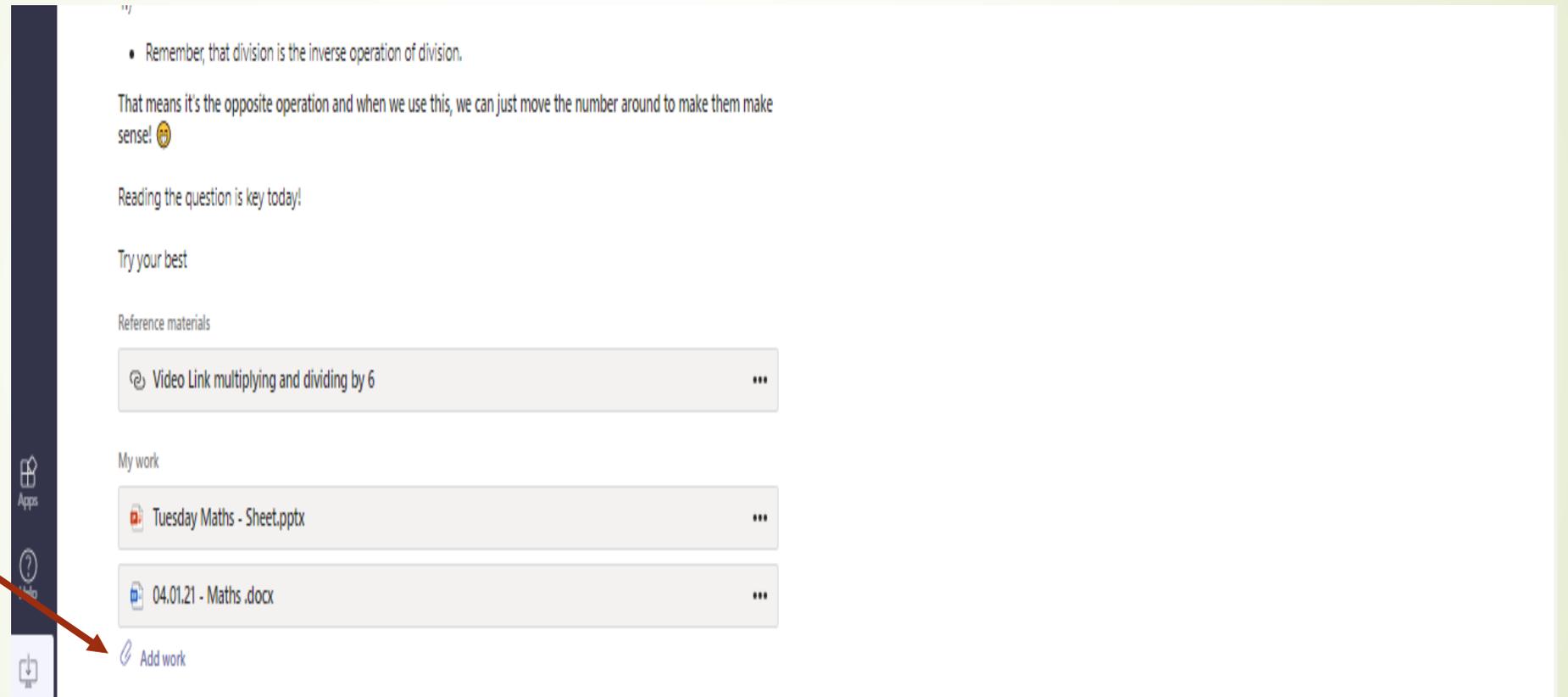
Try your best

Reference materials

Video Link multiplying and dividing by 6

# Adding Pictures to your work

- Scroll to the bottom of your teacher's documents.
- Click on the 'Add work' link (it has a paperclip picture by it.)



The screenshot shows a user interface with a dark blue sidebar on the left containing icons for 'Apps', a question mark, and a computer monitor. The main content area is white and contains the following text:

- Remember, that division is the inverse operation of division.

That means it's the opposite operation and when we use this, we can just move the number around to make them make sense! 😊

Reading the question is key today!

Try your best

Reference materials

- 🔗 Video Link multiplying and dividing by 6 ...

My work

- 📄 Tuesday Maths - Sheet.pptx ...
- 📄 04.01.21 - Maths .docx ...

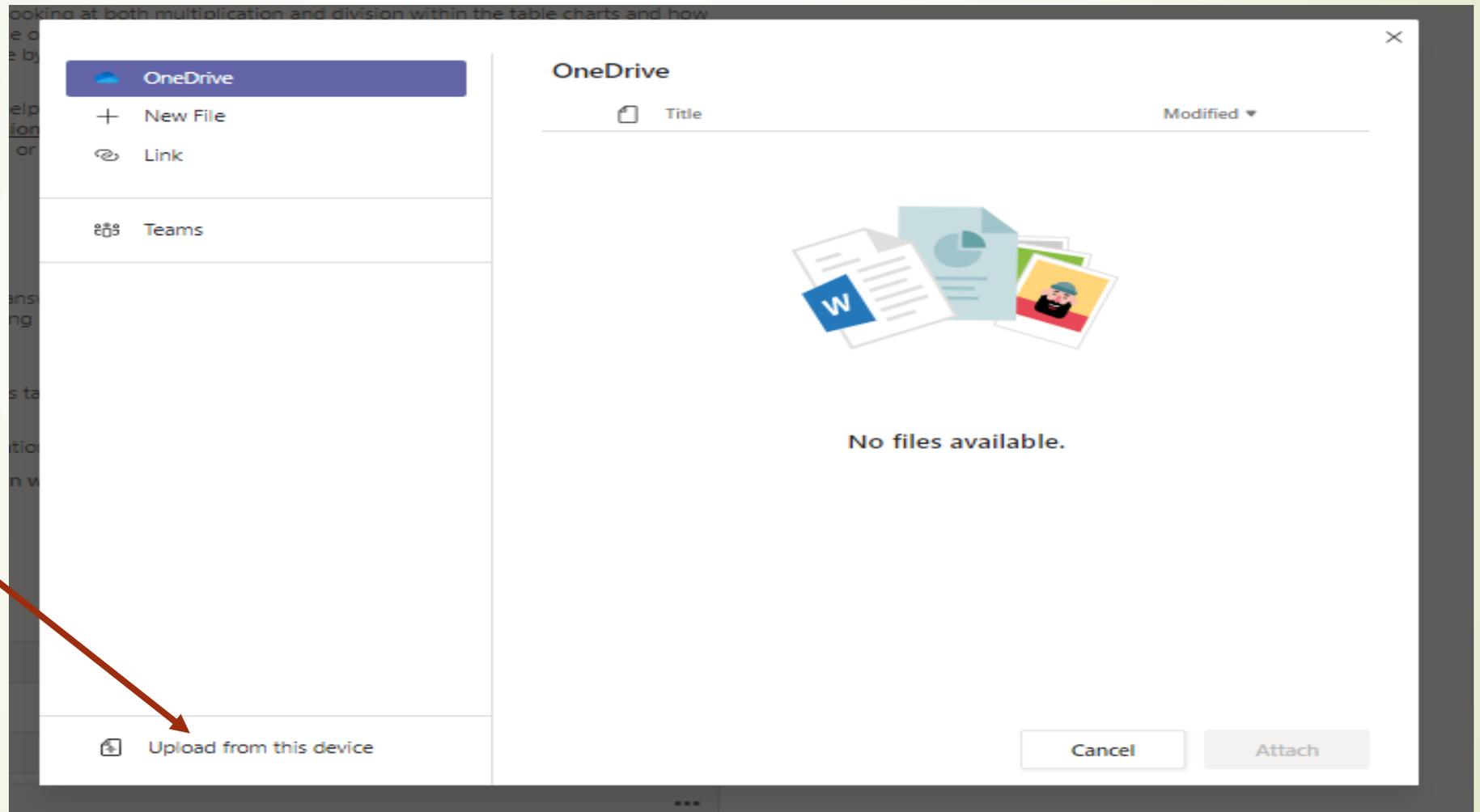
📎 Add work

An arrow from the red callout box points to the 'Add work' link at the bottom of the list.

# Adding Pictures to your work

This screen will appear.

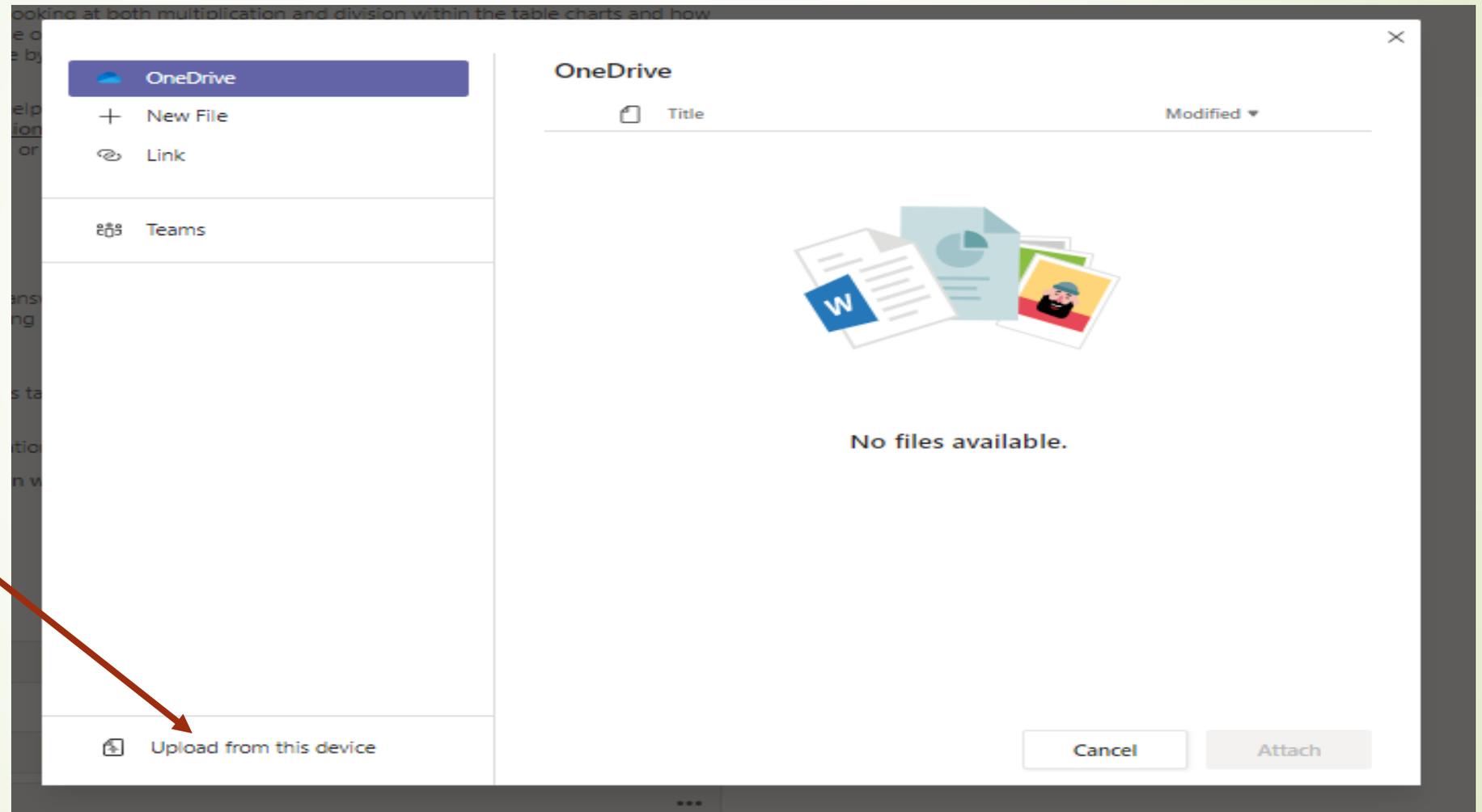
You can then upload from your device.



# Adding Photos to your work

This screen will appear.

You can then upload photos, files or documents from your device.



# Adding Photos to your work

Once you have uploaded your photo or file remember to 'Turn it in'.

The screenshot shows a Microsoft Teams interface. At the top, there's a search bar and a 'Turn in late' button. The main content area displays an assignment titled '05.01.2021 - Maths' with a due date of 'yesterday at 11:59 PM' and 'No points'. The instructions mention focusing on multiplication and division facts, specifically 6 times tables. A list of instructions includes watching a video and completing a '6 Times Table and Division Facts' activity. Below this, there are 'Teachers Top Tips' and a math problem: '24 divided by 6 ='. The problem is followed by a question: '\*What do you know about 24 and 6 in the 6 times table? (Well I know that 6 x 4 = 24 So if I divide 24 by 6 it must = 4!)'. A tip suggests remembering that division is the inverse operation of multiplication. The page ends with 'Reading the question is key today!', 'Try your best', and 'Reference materials'.