

What to do when you have to complete a WORD assignment on Teams?

1. Open the assignment.

French Sitcom Episode 2
Due April 22, 2020 11:59 PM

Instructions
Read the summary, study the vocabulary sheet, then watch Episode 2 (link provided). (If you want to challenge yourself, watch the episode and try to understand as much as you can, then read the information and watch it again.) Answer the questions in the exercise sheet. The advanced group will find their tasks at the end of the document. You find the Episode guide in *Files*, the link to the episode is in *Assignments*.

Reference materials

- French Sitcom Episode 2

Student work

- Episode 2 Exercices.docx


2. You'll see three dots beside the title. 4 options will show up:

- Open in Teams
- Open in Word
- Open in Word Online
- Download

3. Choose "Open in Teams". The document will open:

Episode 2

1.



Qui est-ce?

A. C'est Sasha. C. _____
B. _____ D. _____

4. In the upper right hand corner there is an option: "Edit Document". Click on it and choose "Edit in Browser"

Immersive Reader

Edit Document

- Edit in Desktop App
Use the full functionality of Microsoft Word.
- Edit in Browser
Make quick changes right here using Word.

5. You can close the document any time and work on it later. When it's ready to be submitted to your teacher, click on "Turn in". Your teacher will see your work. Don't worry, you can still "Undo Turn in" and make changes. It's possible that your teacher would send it back for corrections.

There are other ways to do it, but this one seems to work every time.