

Step 1

Log in-Make sure your username and password are in the correct case (capital and lower). Follow below.

_____@chn.compassps.uk

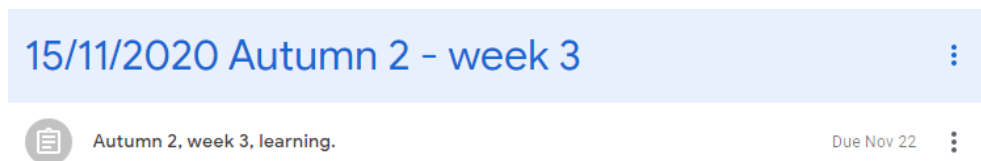
Step 2

Check **stream** for announcements from your teacher. **This is not a place for writing inappropriate comments or a social media platform.** You may post questions for the teacher or anything that might benefit your learning or your classmates. Once you have checked that, click on classwork.

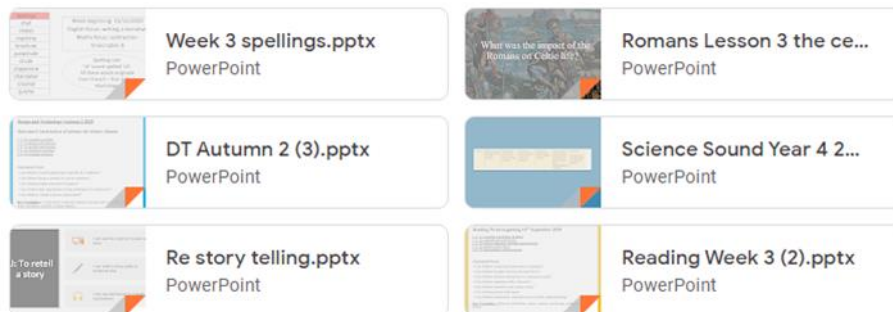


Step 3

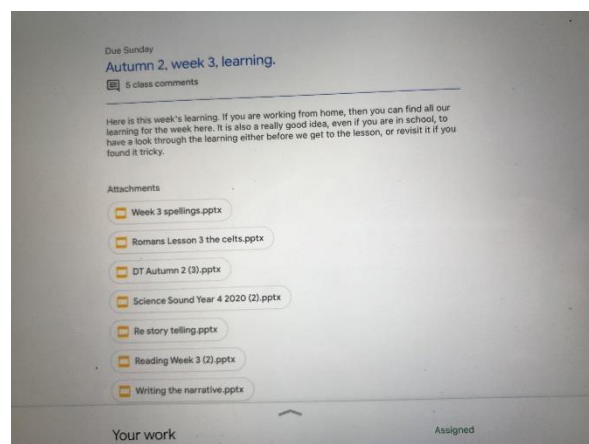
Click on the Week of the current date.



A list of all your subjects will appear like this.

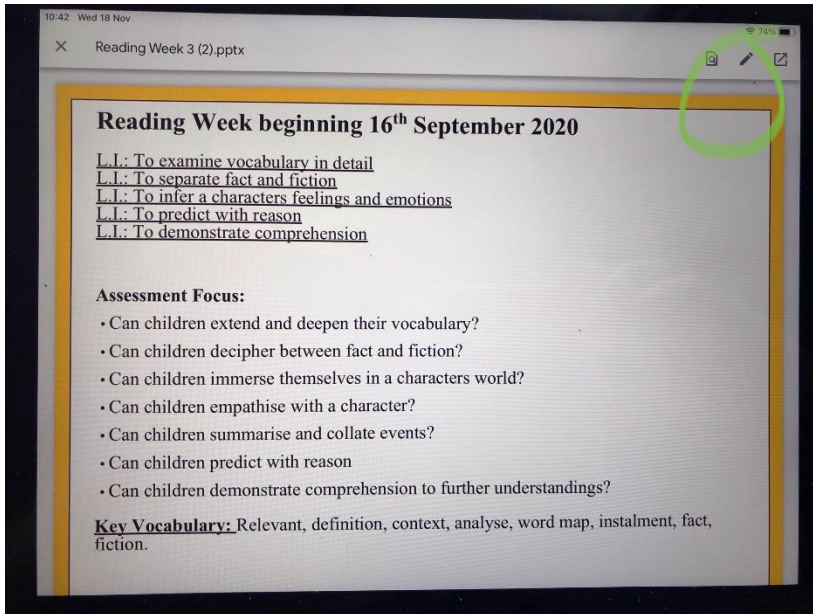


If working on a tablet, they should appear as below. Click on a subject to open the slides.



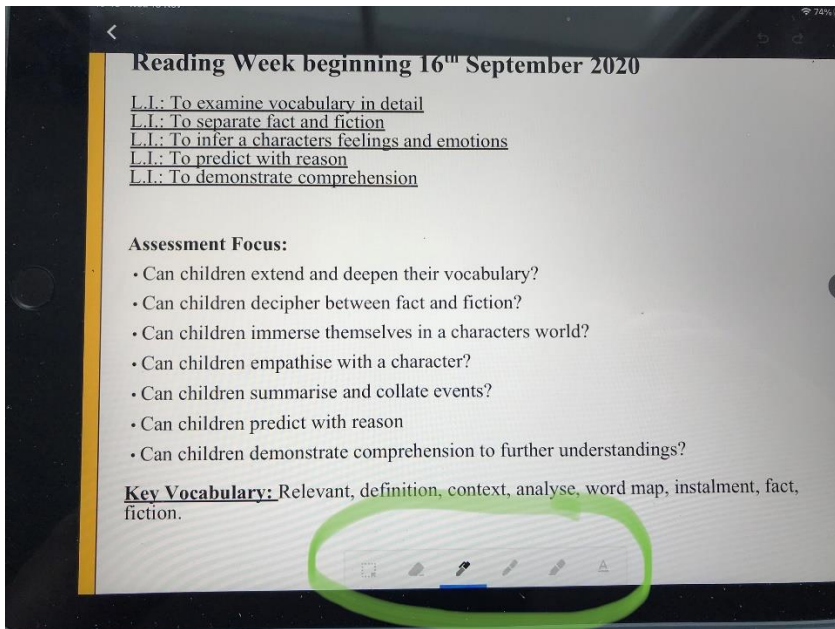
Step 4

Once the slides are open, click on the pen icon, in the top right-hand corner (circled in green).



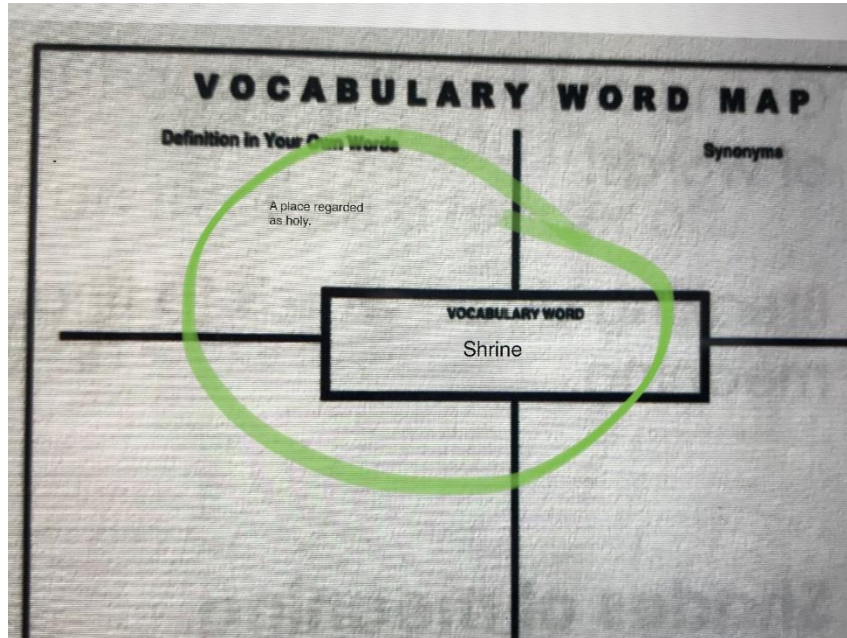
Step 5

You will see a toolbar appear down the bottom with pens and an A. These give you options to write on the slides. **I am going to request everyone uses the text box and types their answers please.**



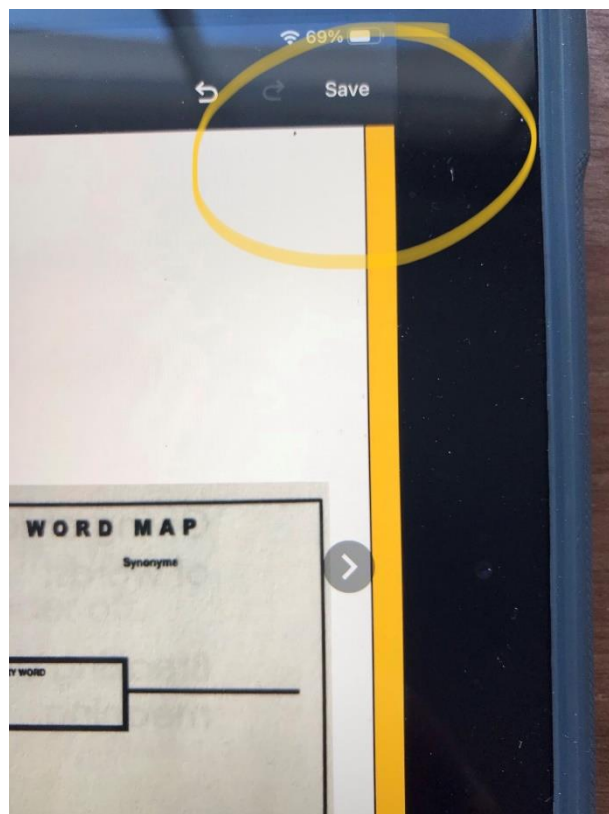
Step 6

You can see from the example below, how I have typed in some text for Monday's Reading lesson on the word map.



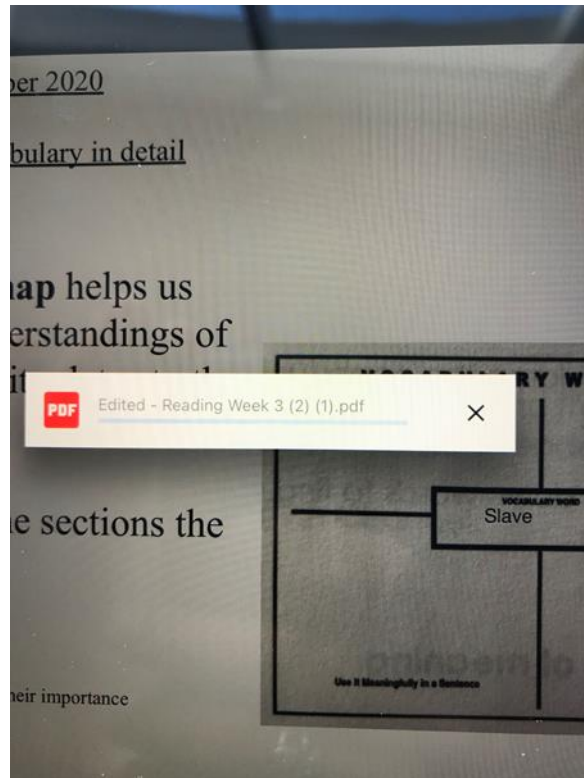
Step 7

Once you have completed the task, click on the save button in the top right-hand corner.



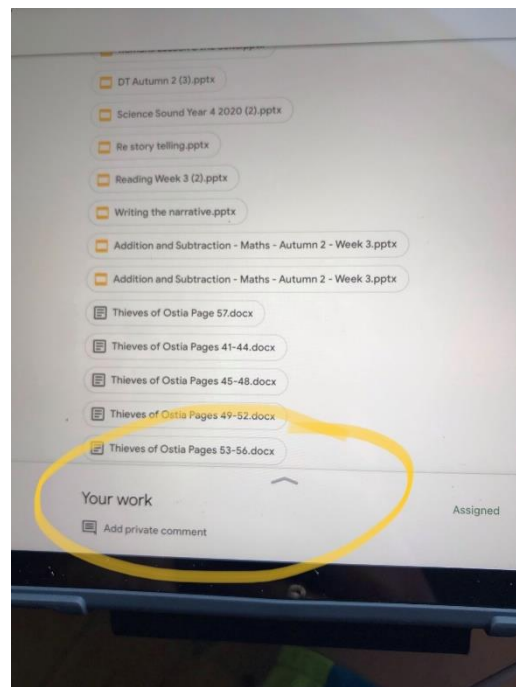
Step 8

You will be given the message that your document is being saved as a PDF.



Step 9

Under the initial page where all the subjects are listed, will appear a section titled, **Your work**. Click on the arrow.



Step 10

Finally, you will see all PDF's appear. Click **Hand in** and your learning is submitted.

