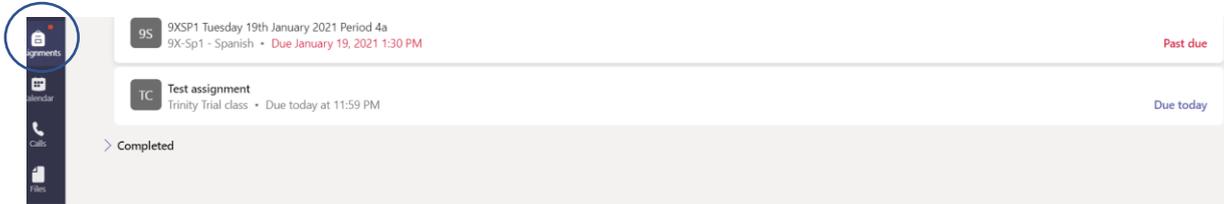


Student guide - How to view, complete and turn in your assignment on MS Teams

This information is for students using smart phones, tablets and computers.

You can find all your assignments by clicking on the **Assignments** icon at the left of the screen.

Alternatively you can view the assignments for each subject, by clicking on the Assignment link in the top bar of your class team.



We're going to look at the assignment above called '**Test assignment**', that says **Due today**.

In the screen above you can also see an assignment that is **Past due**. (Sometimes teachers allow you to submit work after the deadline date.)

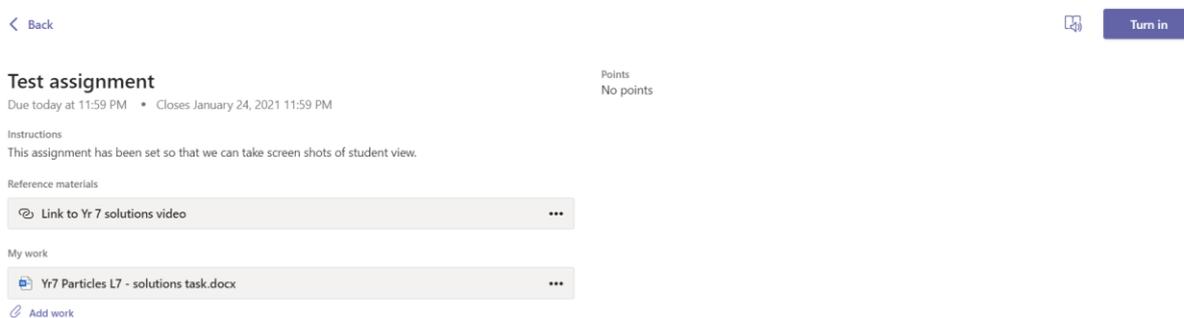
When you click on the assignment you see the view below.

The title – **Test assignment**

The **Instructions** – This is where the teacher explains what the task is.

The **Reference materials** – in this case a video link

My work – in this case there is a word document to type your answer into



Underneath the '**My work**' section there is a paperclip icon and '**Add work**'. This is where you can upload work if you've written anything in a different document, or if you have been writing on paper and you have taken a photo of your work. At the top right of the screen is a blue **Turn in** button.

You must click on that button to submit your work.

Reference materials



My work



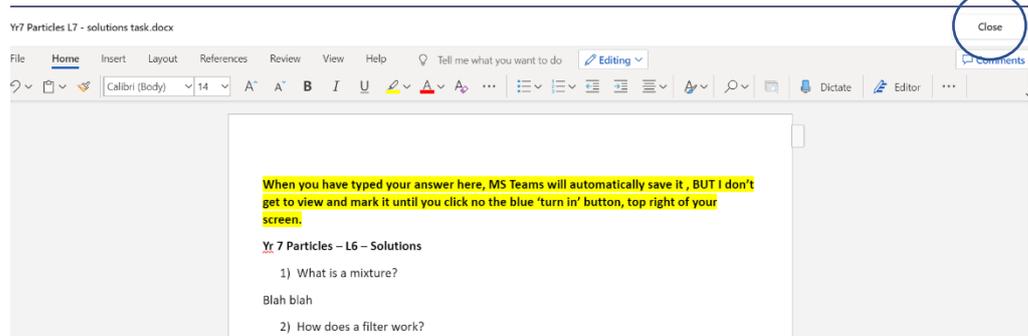
Add work



Turn in

Using a document given to you by the teacher

If you click on the document in the **My work** section you can type your answers on that document and it will automatically save as you type. When you have finished, click on the **Close** button (top right) and then click on the blue **Turn in** button to submit the work to your teacher.



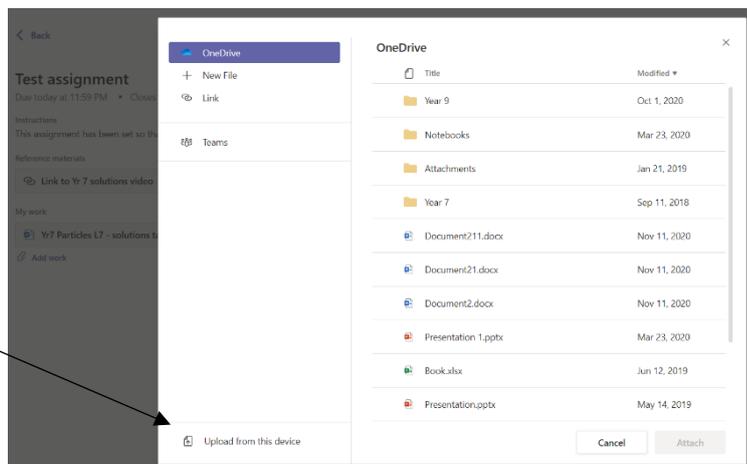
Uploading a different document to the assignment

If you need to upload a different document from your computer click on **Add work** and you will see several choices.

You can upload a file that you have saved on your **One Drive**.

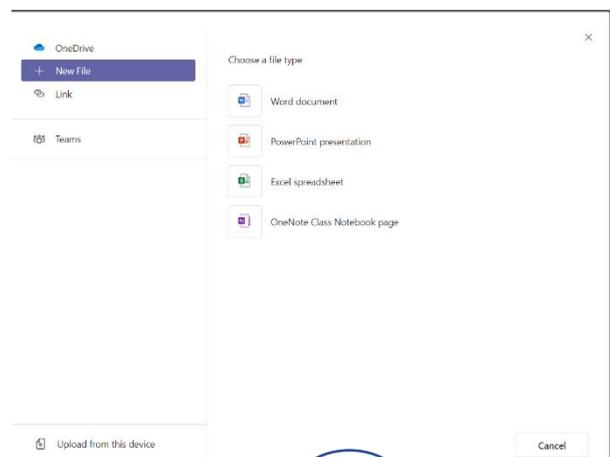
You can click on **Upload from this device**.

Some students using phones and tablets are uploading photos of their handwritten work this way.



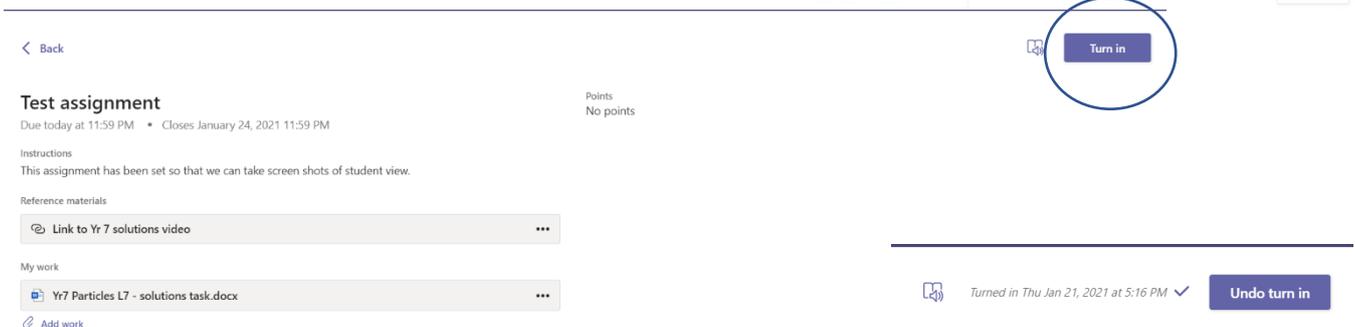
Alternatively, you can open a new file and do your work there.

You can click on Uploading **New File** and this will give you the option of opening a **Word** document, **PowerPoint** presentation, **Excel** spreadsheet or **OneNote Class Notebook** page.



REMEMBER! When you have uploaded your file, or closed the file that you were given to use by your teacher, you still need to click on the blue **Turn in** button.

You'll find it at the top right of your assignment screen.



If you suddenly remember you need to add something extra to your work you can click on **Undo turn in**, to take it back and edit before clicking on Turn in again!