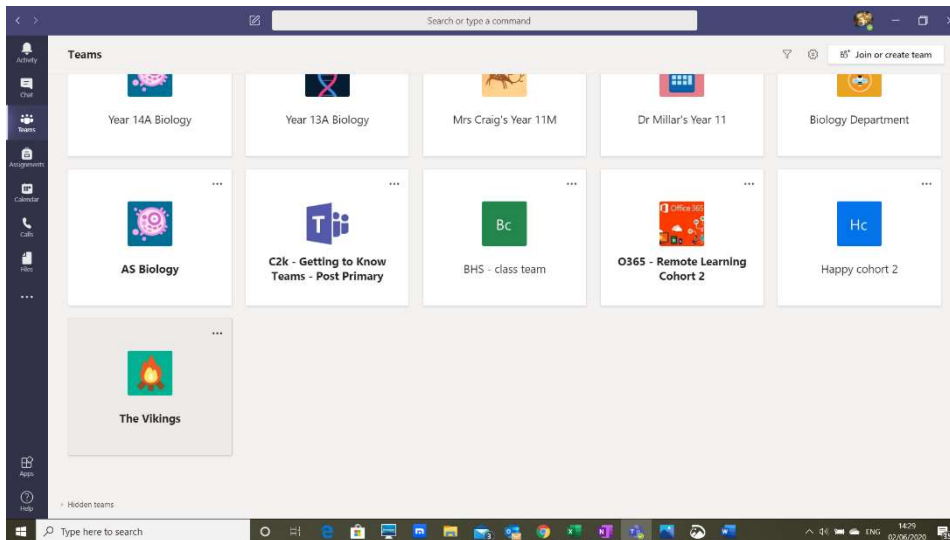


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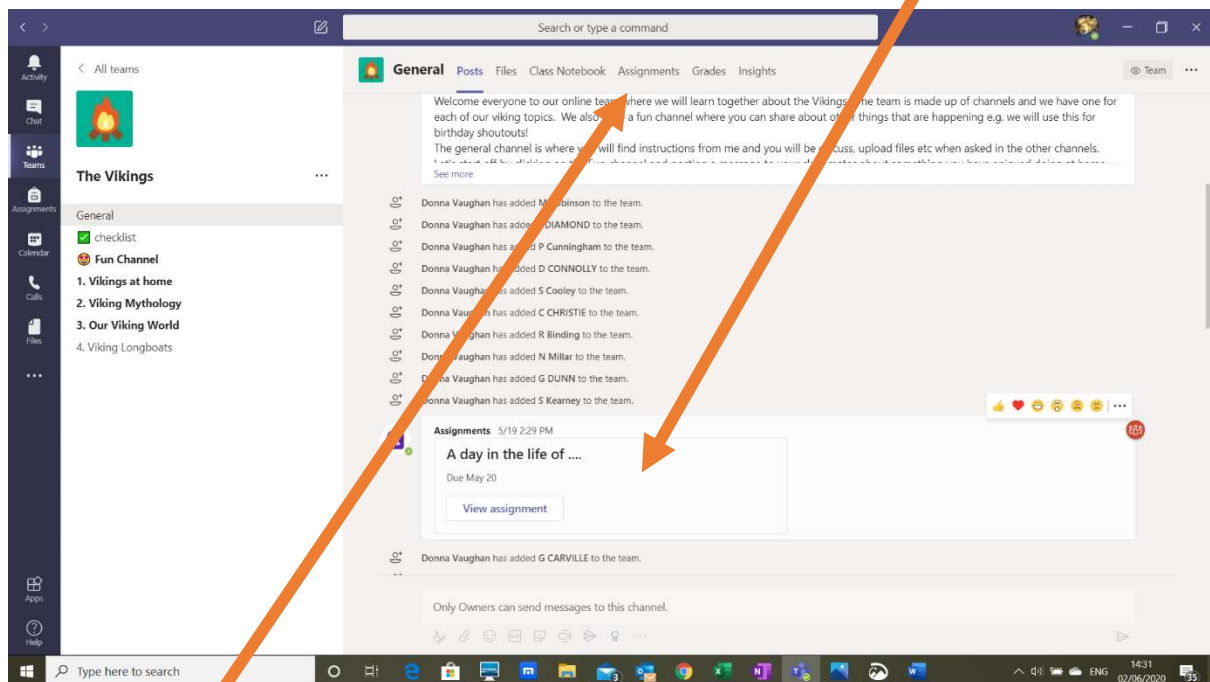
Access, complete and submit an assignment

Using a laptop/PC:



1. Select the relevant Team from your homepage

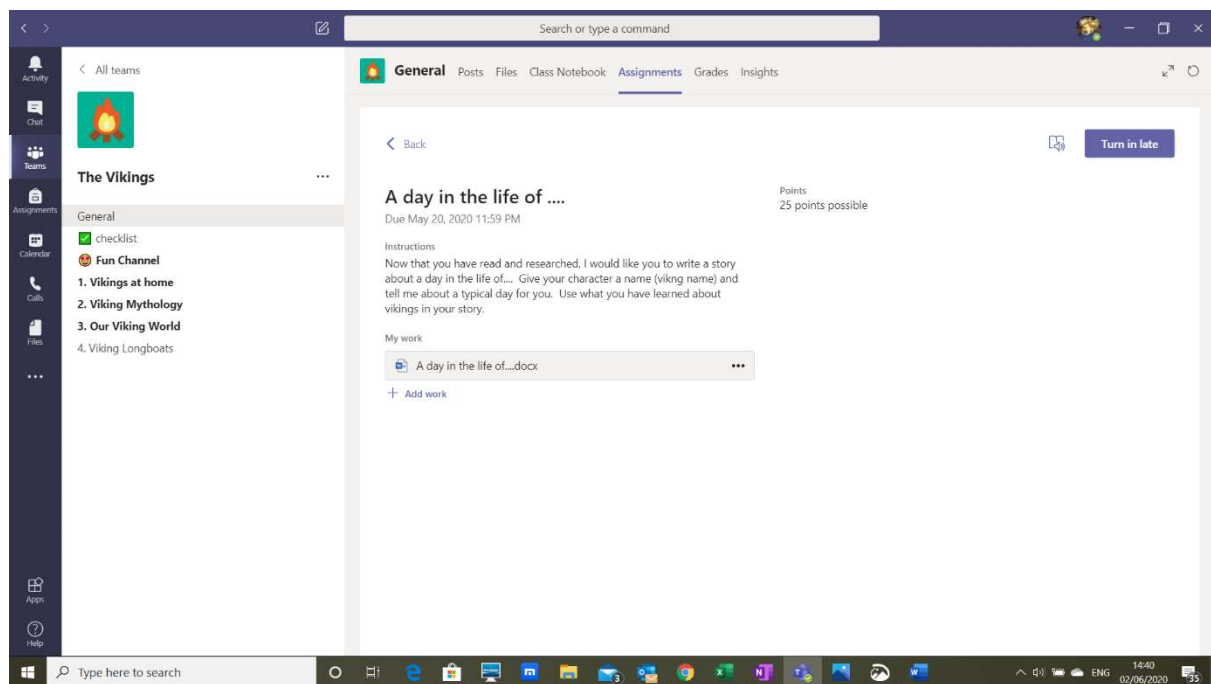
2. To select the assignment either click on the link in the posts tab (this opens the assignment directly):



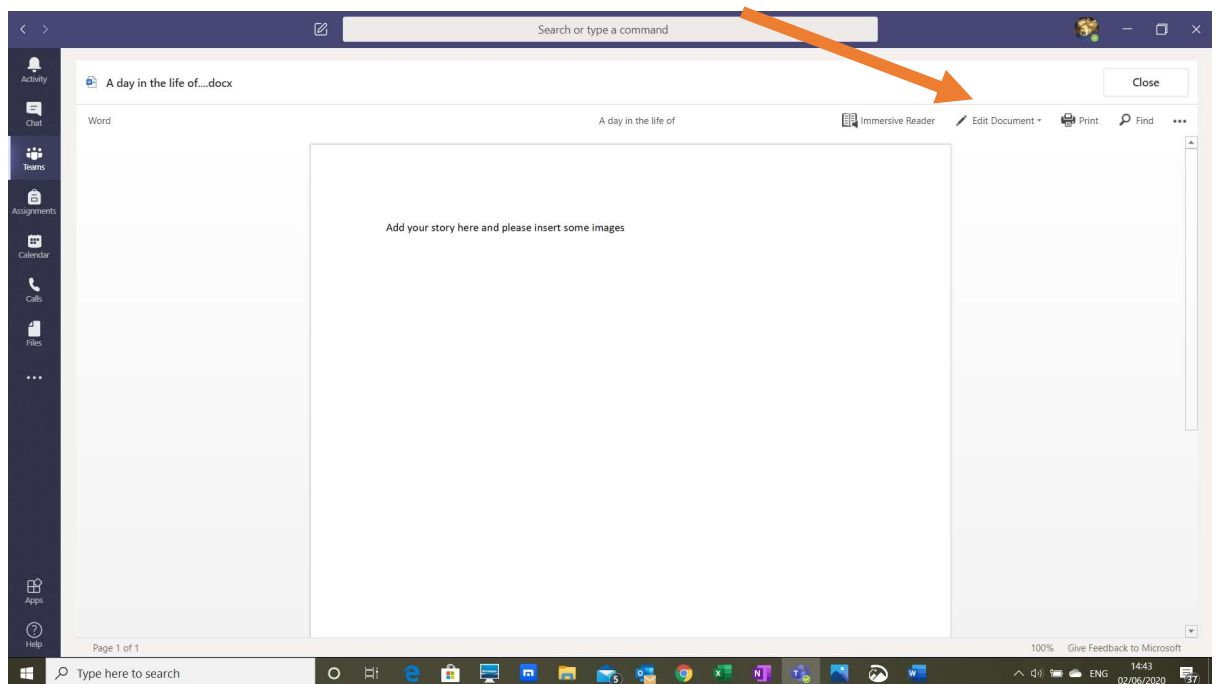
OR by clicking on the assignments tab at the top (you will need to select which assignment you want to do)

3. Read the instructions and click on the assignment document (this may be a Forms Quiz, a Word doc or a PowerPoint doc depending on your task)

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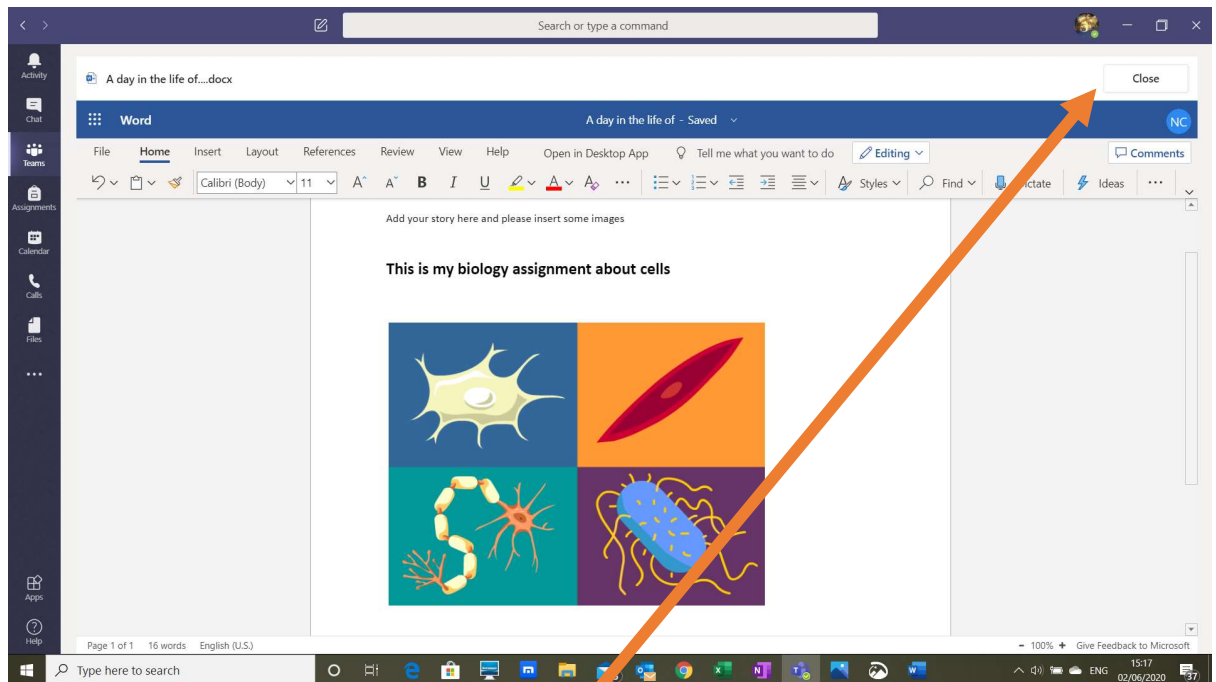


4. If it is a Word or PowerPoint document, click 'edit document'. Open in app is ok.

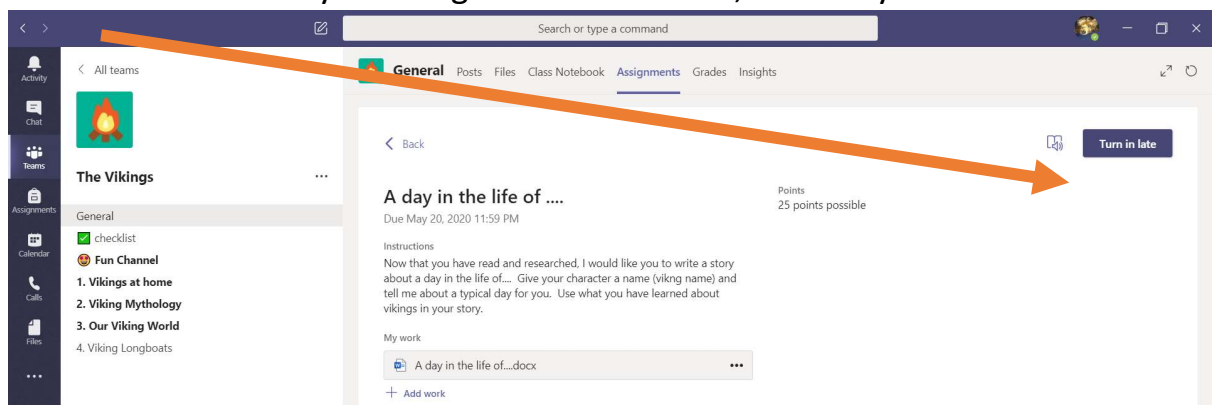


5. Type in your work. It will automatically save after each key stroke.

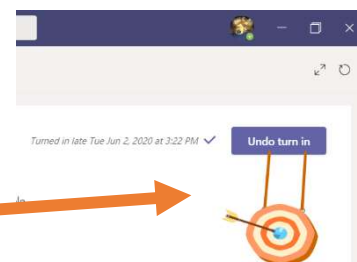
MS Teams: How to...



6. When you are finished, click 'close'.
7. Click 'turn in' button. If your assignment is overdue, it will say 'turn in late'

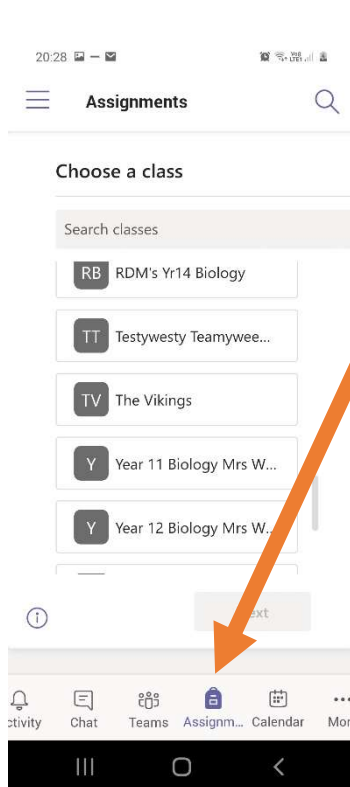


8. You will see an animation (this varies!) and it will tell you the date and time you turned in your assignment. **It is only after this point that your teacher will be able to see and mark your work!**
9. You can click 'undo turn in' if you forgot to add something or add work if you have another document to include.

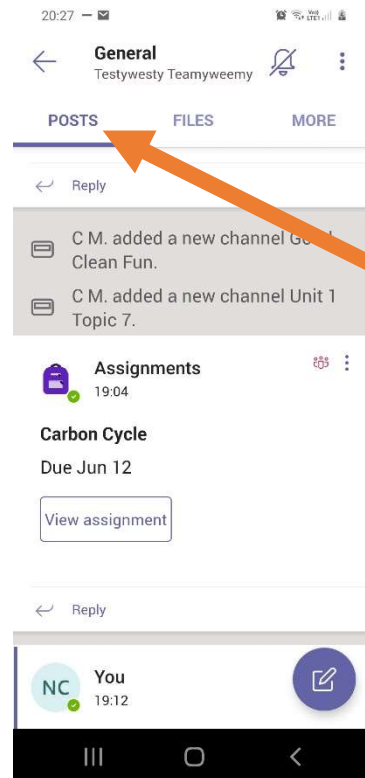


MS Teams: How to...

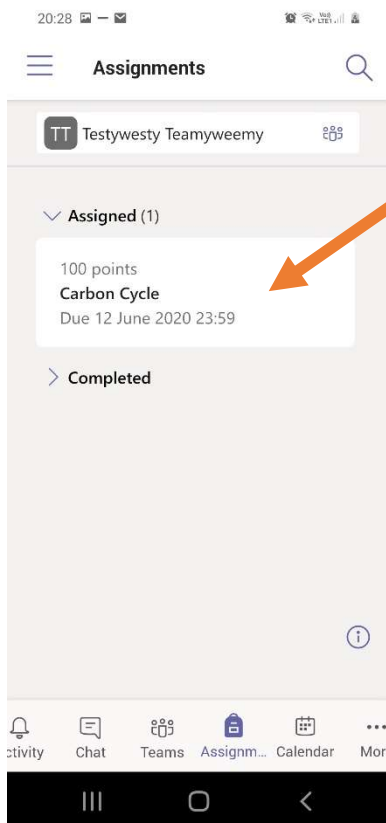
Using a mobile phone:



1. Open up the Teams app and select assignments tab. Choose the relevant class.

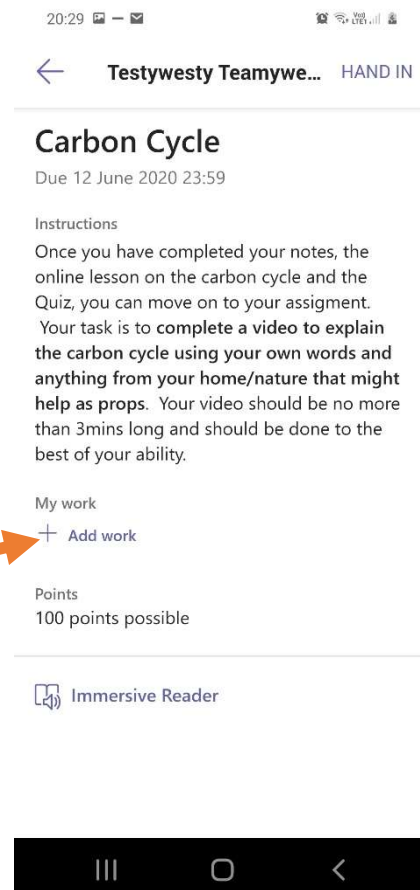


2. The assignment can also be accessed via the general posts tab

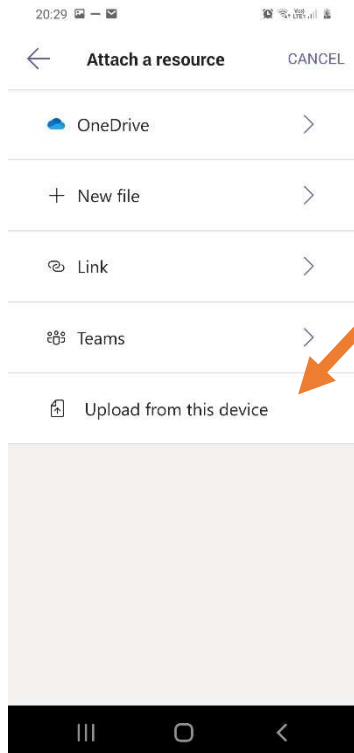


3. Click on the assignment to see details about what you need to do.

4. Click on add work if you need to add a photo/video/word or PowerPoint document

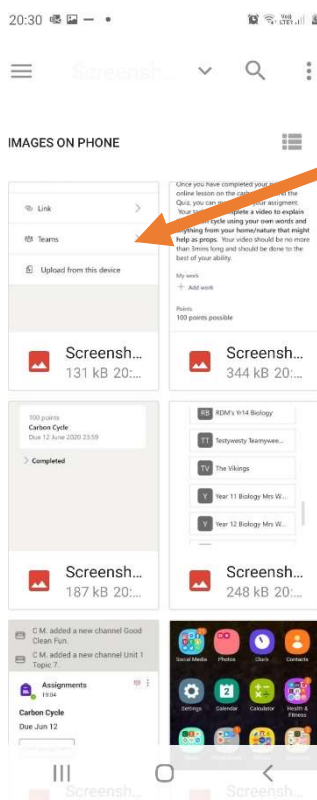
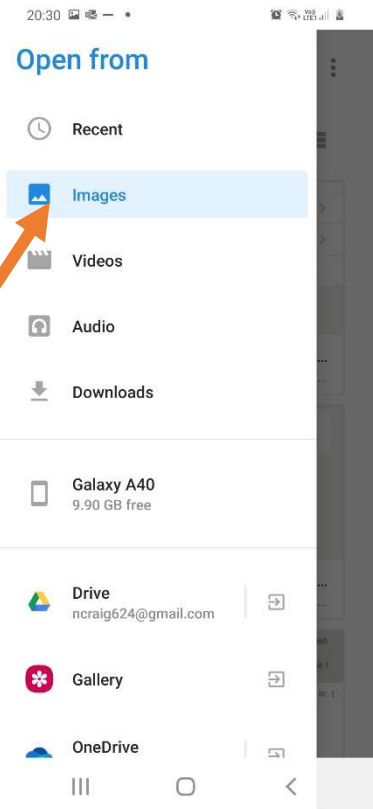


MS Teams: How to...



5. Choose the relevant place that you want to upload your document from e.g. OneDrive or from device

6. If choosing 'from device' select the correct area e.g. images or videos etc

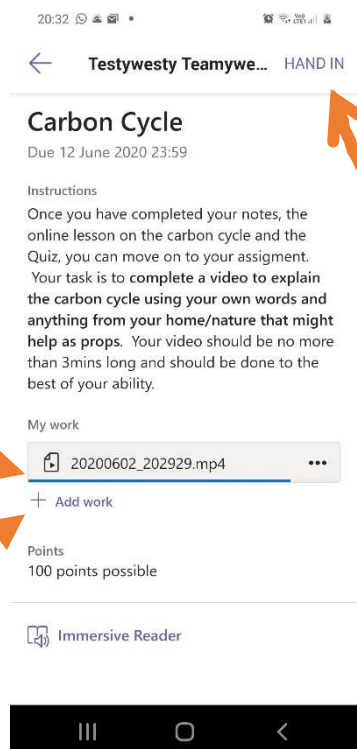


7. If it is an image, choose the correct one you want to upload.

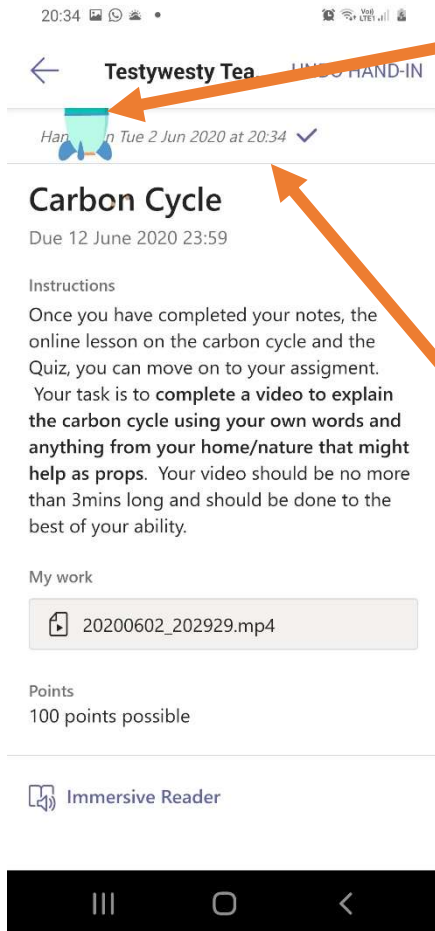
8. You can see the progress of the upload using the blue line. Ensure you allow it to fully upload!

9. You can add other files using the '+ add work'

10. Click 'hand in' to submit your work



MS Teams: How to...



11. You will know that your work has been successfully submitted because an animation will appear e.g. a rocket

12. You can also see the date and time you handed your work in

13. In the assignments section, it will let you know you have nothing left to hand in

