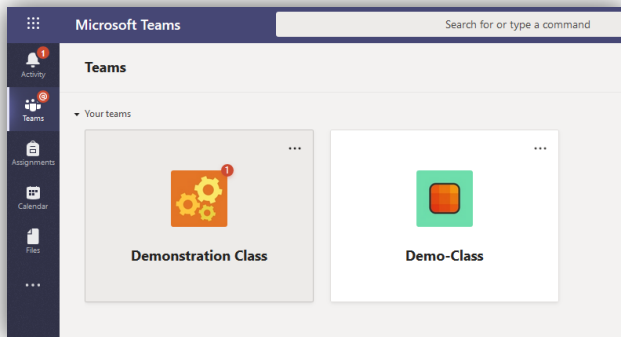
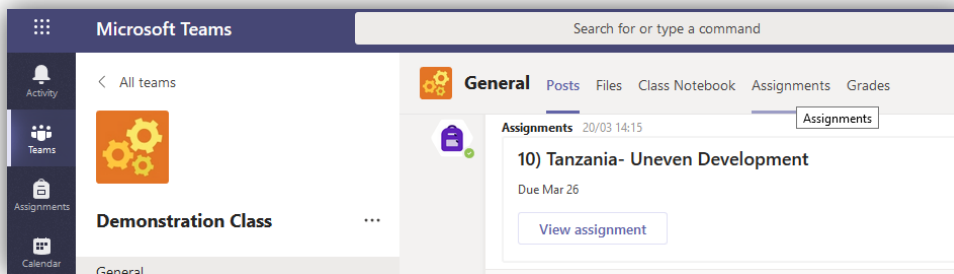


Teams – Handing in Homework

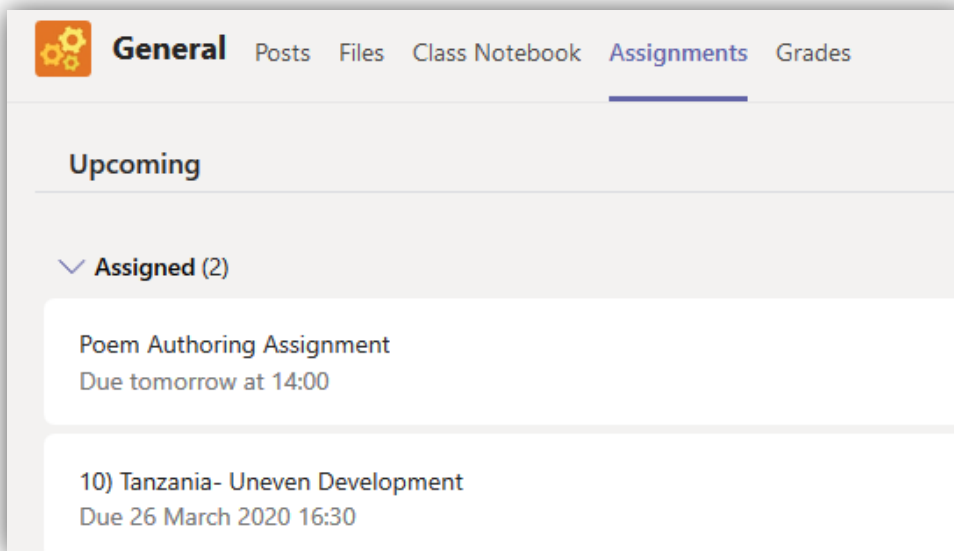
1. Choose the team/class you wish to enter. A red dot indicates something is available in the team.



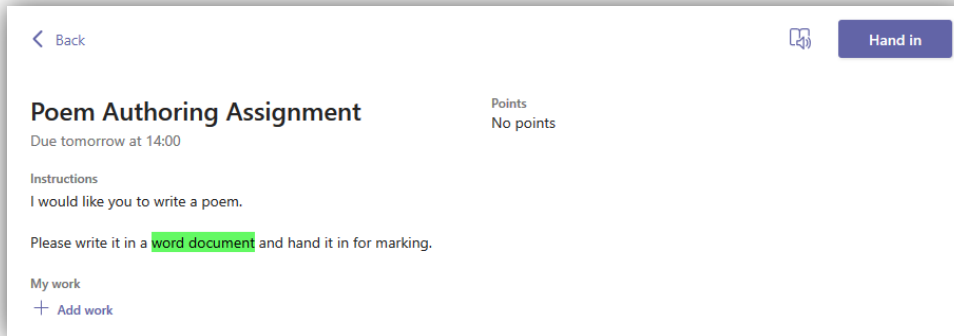
2. Choose the Assignments tab



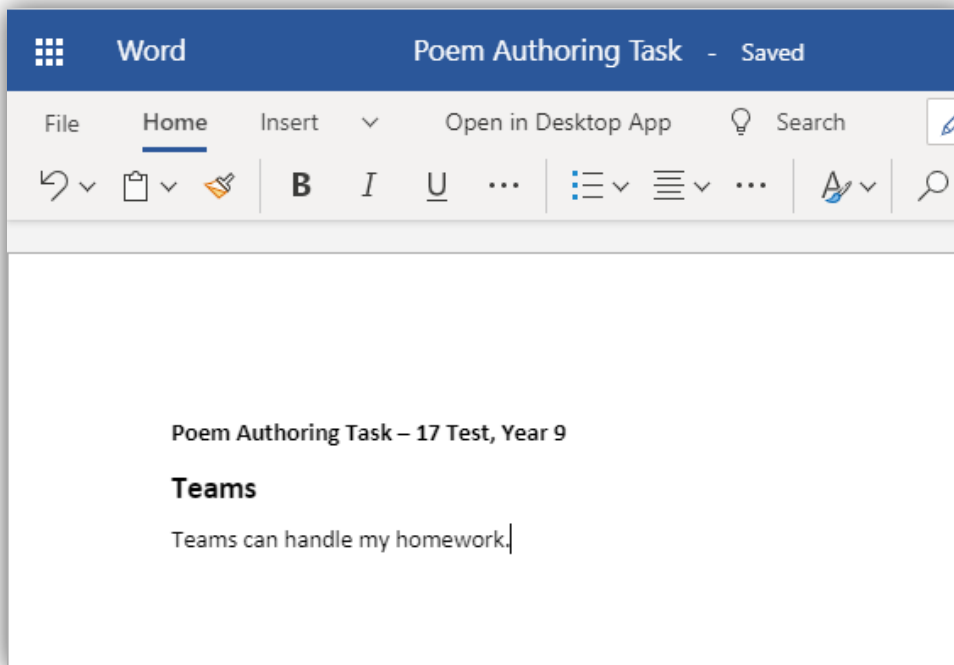
3. Choose the assignment you wish to complete, the poem authoring assignment is due tomorrow, so I chose this.



4. Read your teacher's instructions, in this case, they want you to create a word document and upload it, to hand it in. But this could be a presentation, excel workbook, PDF, photograph, etc.



5. Create the Word document and save it on your computer (or OneDrive if you know how)



6. Go back to the assignment in teams (Steps 1-4) and choose **+ Add Work**

Poem Authoring Assignment

Due tomorrow at 14:00

Points

No points

Instructions

I would like you to write a poem.

Please write it in a **word document** and hand it in for marking.

My work

+ Add work



7. Upload from the place you saved the work. OneDrive if you saved it there, or Upload from this device if you saved it to your computer.



OneDrive



New File



Link

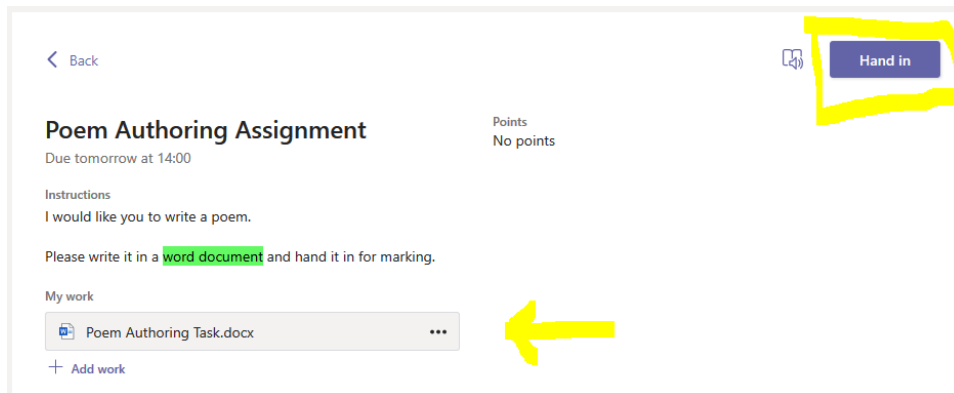


Teams

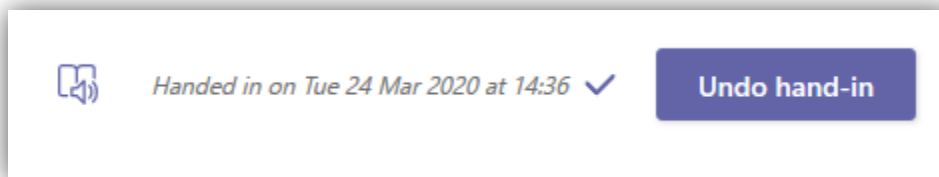


Upload from this device

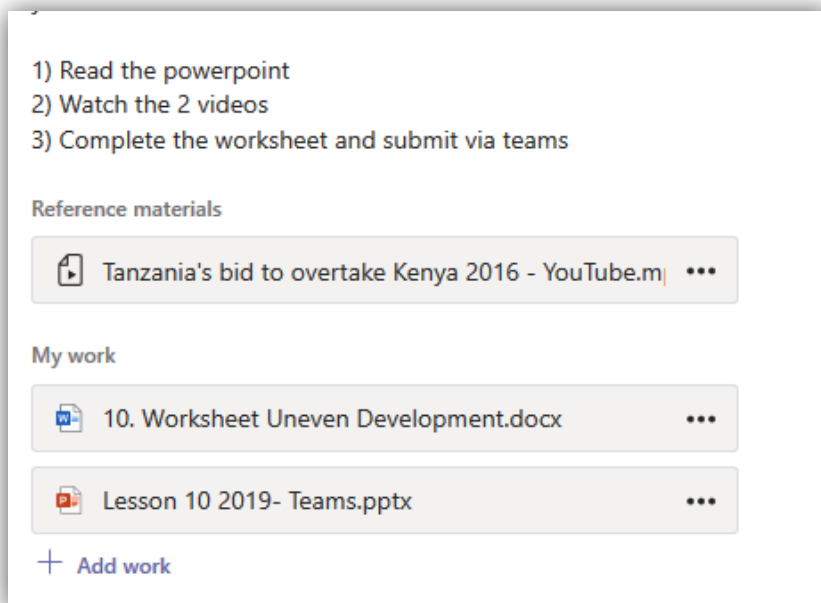
8. Once you have uploaded your completed work you will see the file at the bottom of the assignment, you can then Hand it in using the button at the top right.



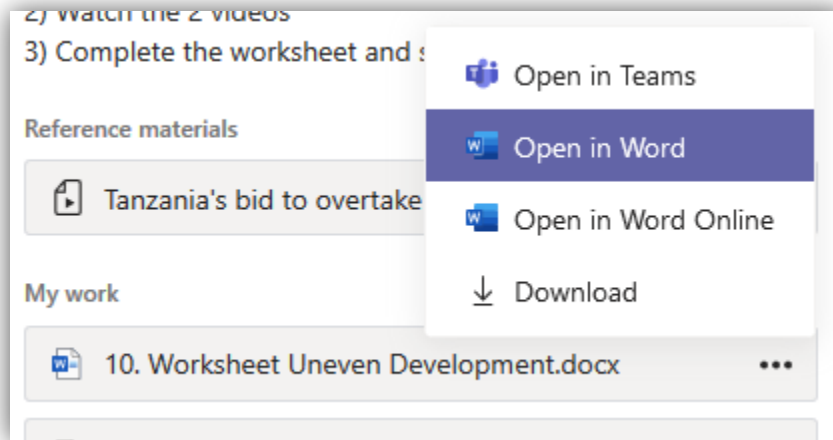
9. Once you press Hand In you will see a small animation and the Hand in button will change to the following and the teacher has your work.



10. In this example, a worksheet has been provided and each member of the class can edit their own version of the file to hand back in.



11. To open the worksheet, click on the ellipsis (Three dots) to the right of the filename. Choose one of the three bottom options (Open in Word, Open in Word Online or Download). Open in Teams has been advised against by Microsoft for the present.



12. If you choose to open in Word or Word Online changes are saved straight back to the assignment and when you are happy, you can Hand in the work, see step 8.
13. If you download the file, you will need to upload the file again, see step 7.