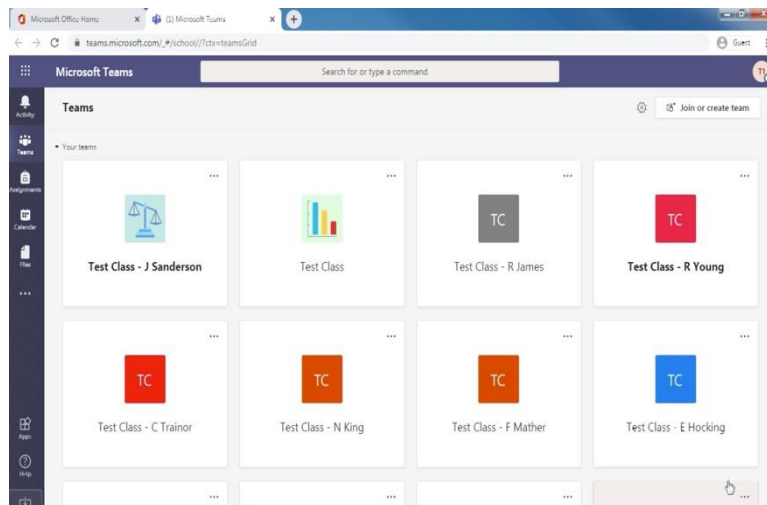
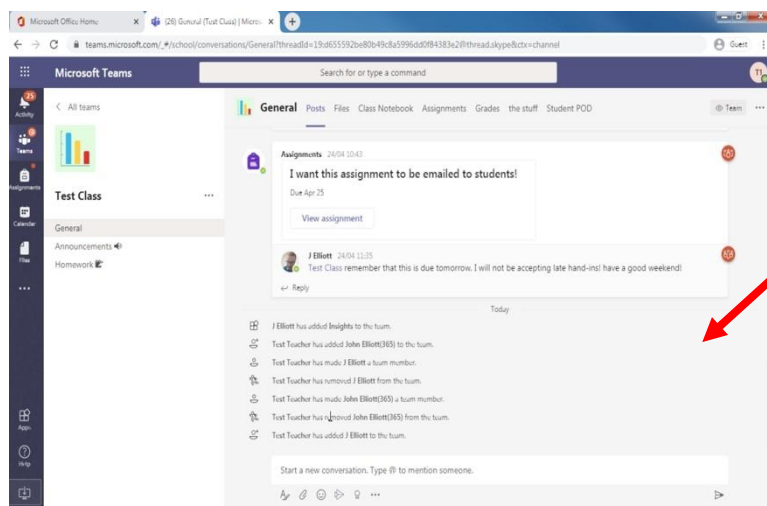


Accessing assignments and submitting work in Teams



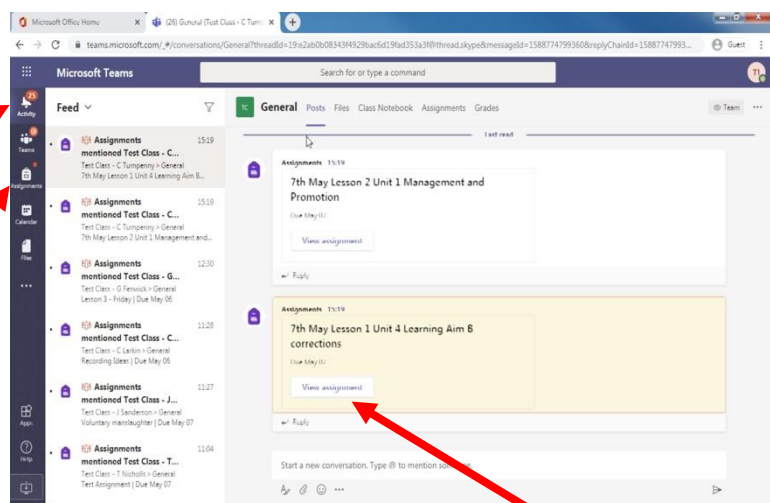
Once in Microsoft Teams you will see all of your classes.



When you click on an individual class you will be taken to the **general** page for that class.

You can also see any assignments or messages you have been sent by clicking on the **activity** icon.

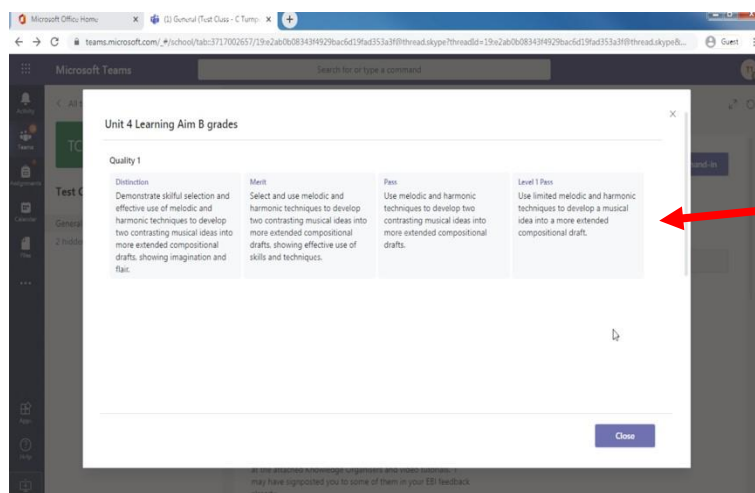
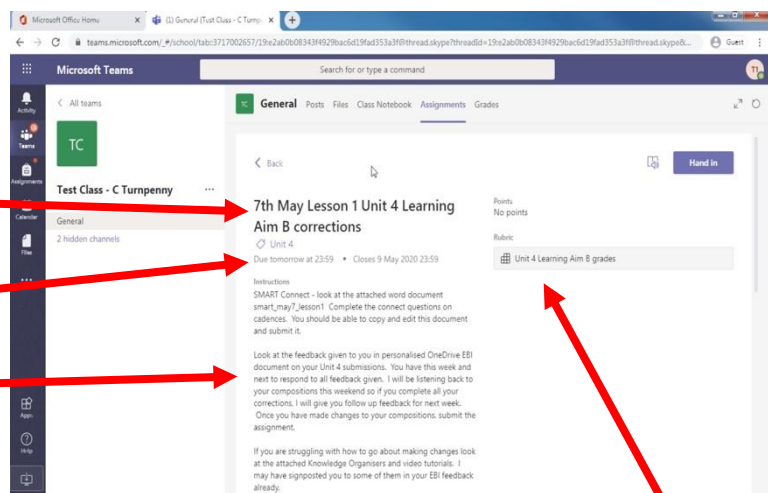
You can also search for your assignments by clicking on the **assignments** icon.



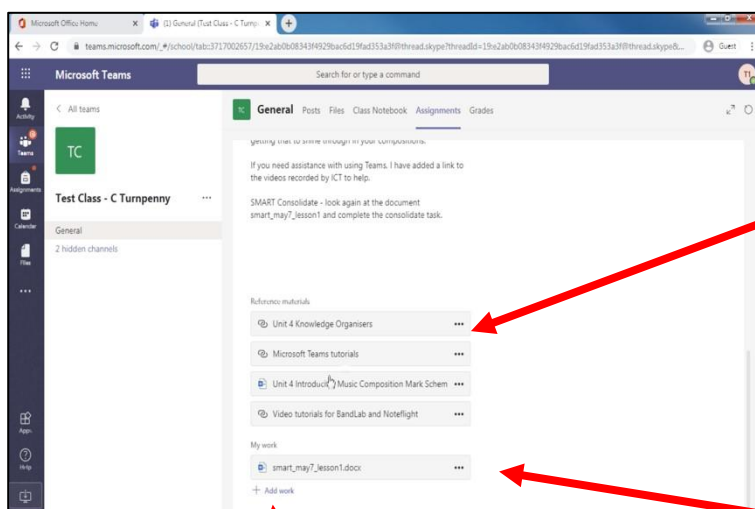
To view the assignment details click on the **View assignment** button.

When you view the assignment details you will see:

- the title of the assignment
- the due date
- and your instructions



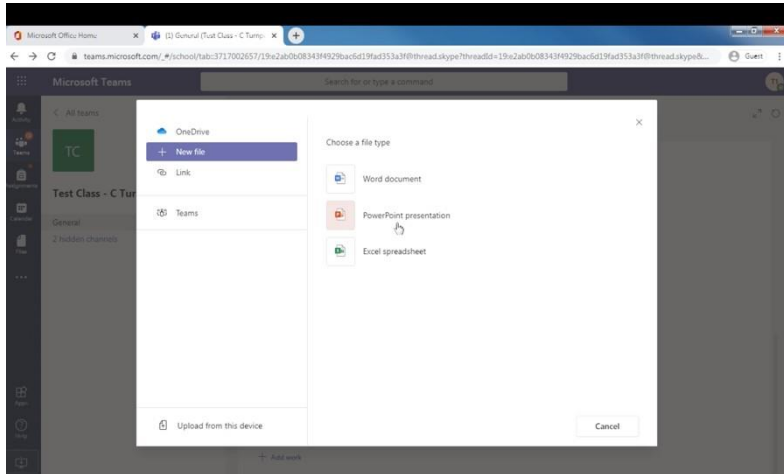
You may also see a **rubric** or **mark scheme** attached to your assignment. By clicking on this you will be able to check what you need to cover in your assignment and how you will be assessed.



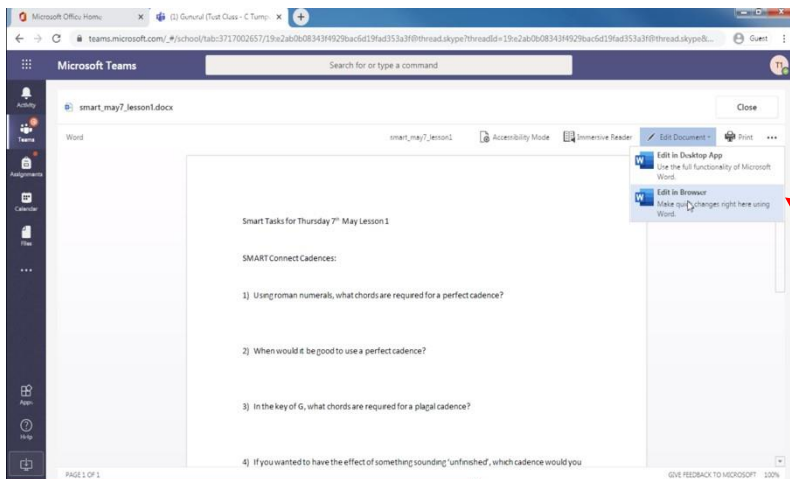
Underneath the instructions you will see any resources or **reference materials** you might need to complete the assignment and that you can view online or download.

You will also have the option to upload other documents by clicking **Add work**.

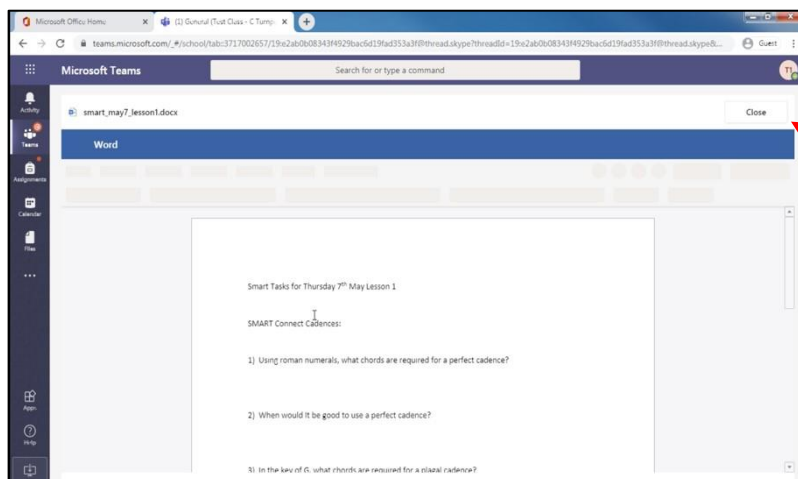
Anything under **My work** you will be able to edit in Teams and you will be able to send to your teacher.



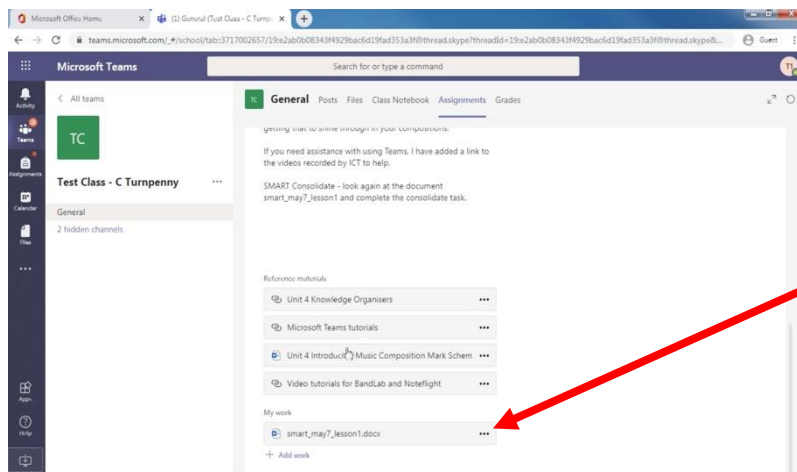
If you need to upload your own work to an assignment when you click **Add work** you will be given the opportunity to create a new document that you can edit online, use a document from your OneDrive or upload a document from your computer.



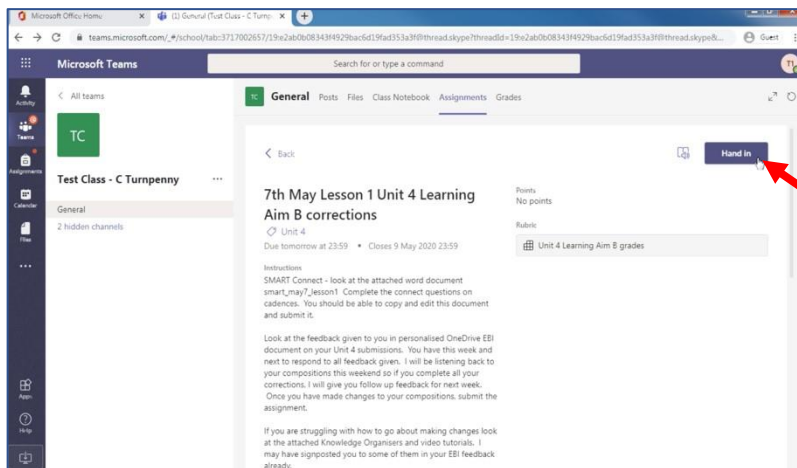
If you have been asked to edit a document and it is under the **My work** section you can open that straight into your browser. Click on **Edit document** and **Edit in Browser**.



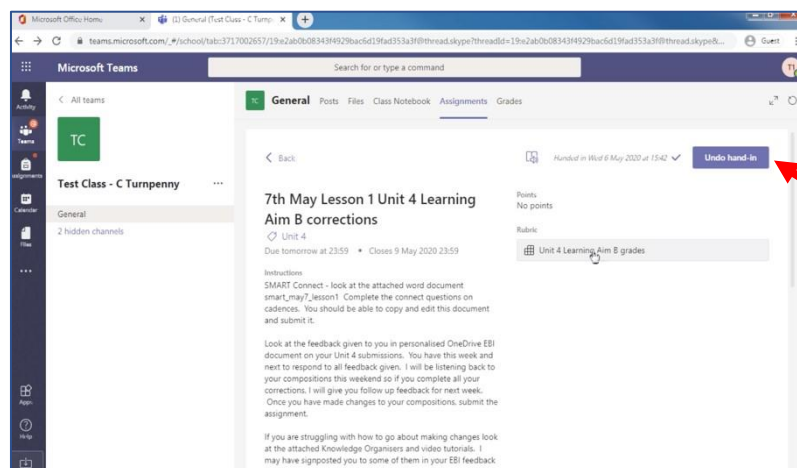
Once you have completed editing the work there is no need to save or download the document, it will save automatically. If you click **close** this will automatically save your work and return you to the assignment details page.



When you have finished your assignment make sure you can see the document under **My work** this will be the work that you will send to your teacher. If you have uploaded a document from your OneDrive or computer make sure you can see it here.

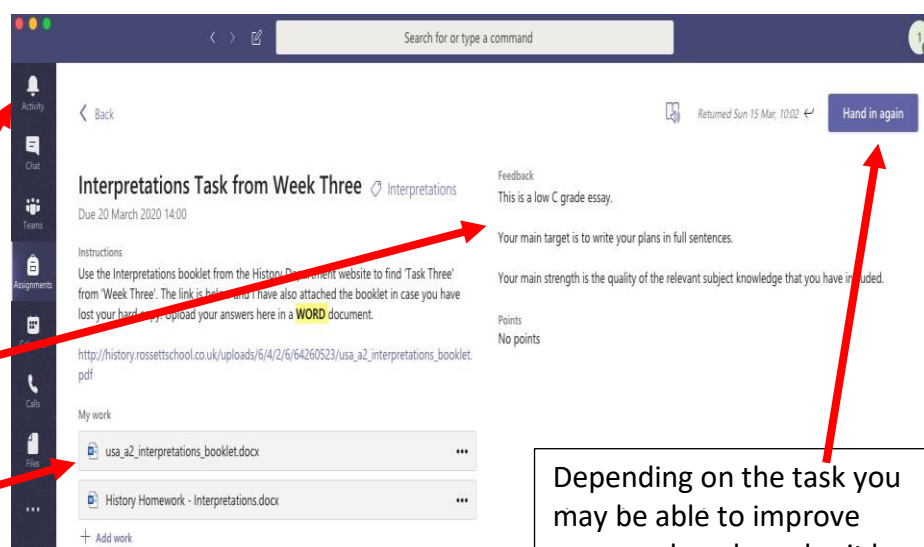


When you are ready to submit your work click on the **hand in** button. This will then be submitted to your teacher and they will be notified that you have submitted your assignment.

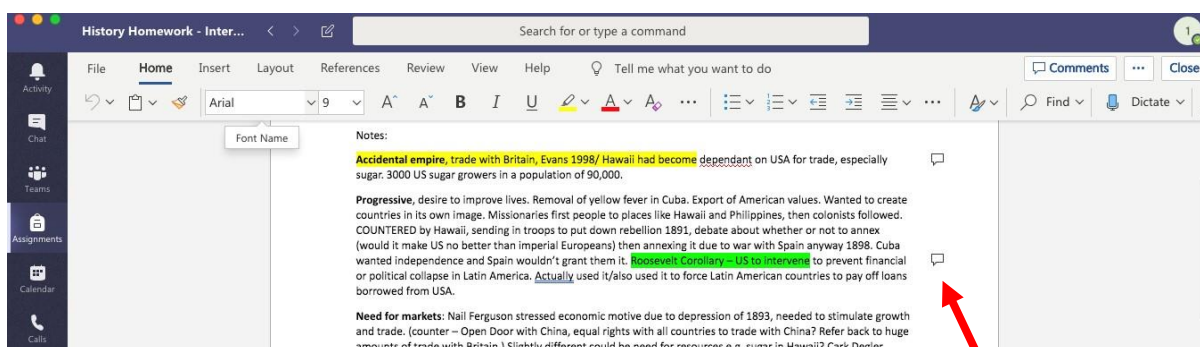


If you feel that you need to edit your work or add more detail you can click the **Undo hand-in** and edit your work further. Remember to **hand in** again if you do this.

When your work has been marked you will receive a notification in the **activity** page. You will be able to view any feedback on the **assignment** page. When your work has been returned it will be in the **My work** section.



Depending on the task you may be able to improve your work and resubmit by clicking the **Hand in again** button.



Your teacher may have provided comments on your work. If you see a **speech bubble** next to your work you can click on these to view the **comments** made by your teacher.

