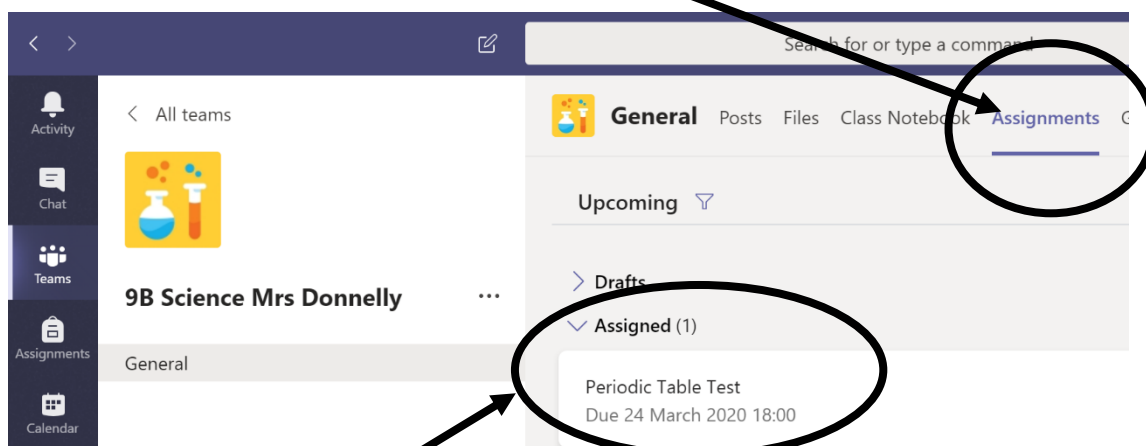


UPLOADING WORK FOR YOUR TEACHER VIA TEAMS

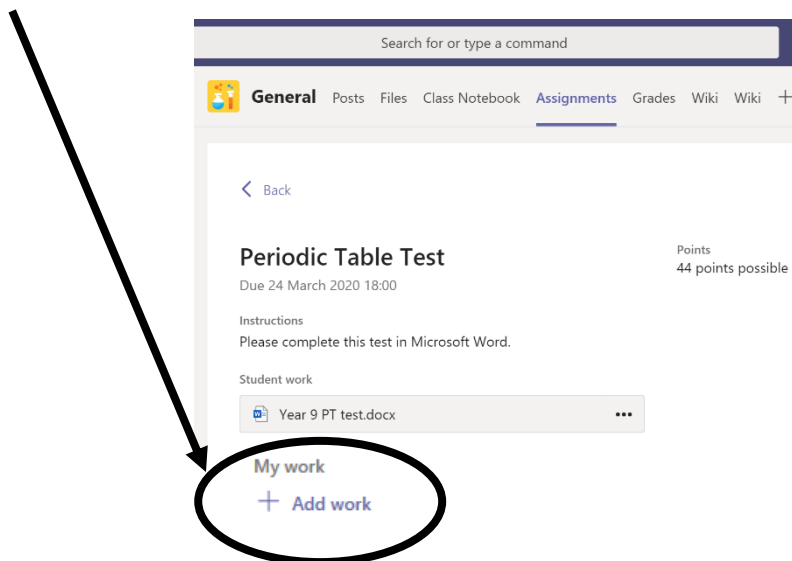
Assignments may be used to 'hand-in' work to your teacher, if they require it. Your teacher will create a folder in Assignments for you to submit your work into.

1. Go to Assignments tab along the top.

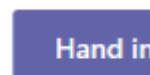


2. Open the Assigned Task that you want to add work by double clicking on it e.g. Periodic Table Test.

3. Select + Add work and upload your file. Note: You can attach a file up to 50MB in size.



4. Select the Hand in button which is found in the top right hand corner of your screen to turn in an assignment before its deadline. The button will change depending on the status:



- Turn in again if you're editing an assignment you've already turned in and need to submit work again.
- Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- Not turned in if the assignment is past the due date and your teacher is no longer accepting turn-ins. You cannot turn in work.
- Undo turn in if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.