

# Guide- Uploading work to Teams

In Microsoft teams to upload work there are several options.

## Taking a photo of your work.

The best way of uploading a photo of paper-based work is to use **Office Lens**. This is pre-installed on school iPads and free from the app stores for tablets and phones.



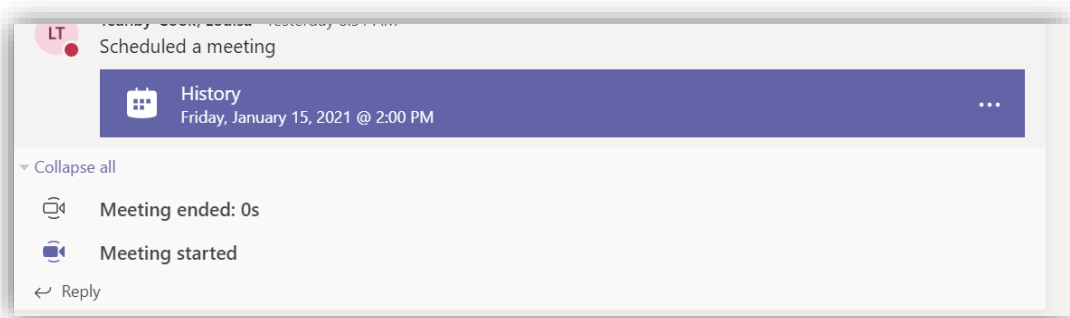
Office Lens scans for paper and saves it as a nicely formatted picture on your tablet or phone.

Click **save to photos** when you have taken the photo

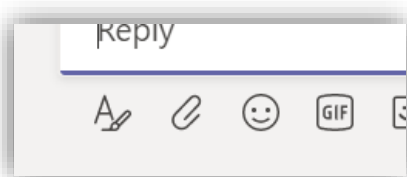
(If not just use the normal **Camera** App for work)

## Uploading your work to Teams

Find the meeting for the work in Teams. And **reply** to the post.

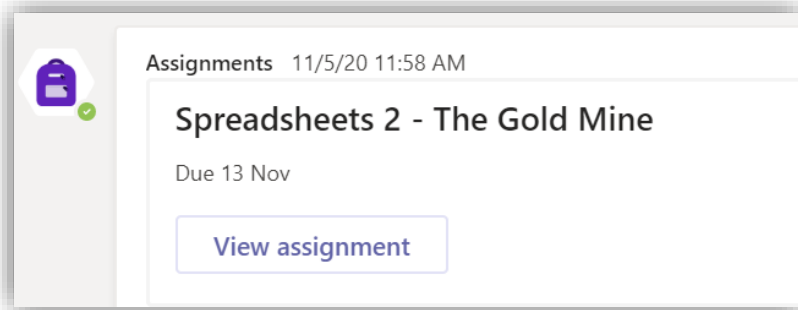


Click on the **Paperclip** icon and find the Photo/File from your device. You can then upload the work.

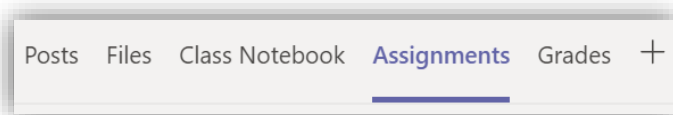


## Using Assignments

Sometimes you will be given assignments with work inside it.

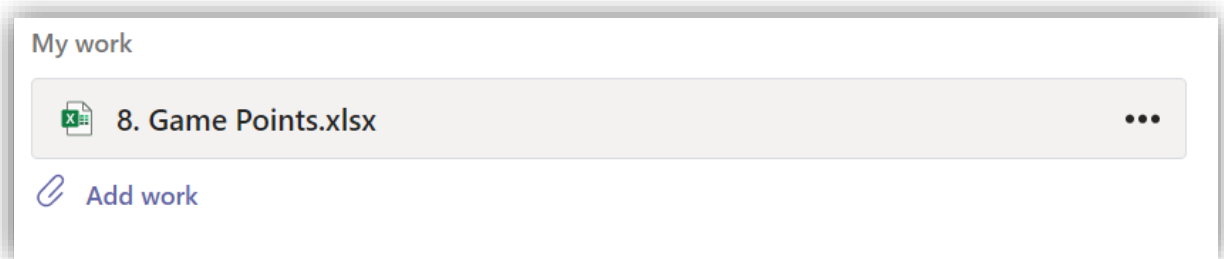


Click on **View assignment**, or click on the **Assignments tab** to see what work is assigned.



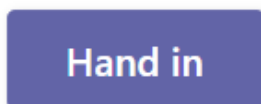
If a file is assigned in the **My work** section, all you will need to do is complete the work within teams. (No need to upload)

If there are no files in the **My work** section, you will need to upload your work.



Use the **Paperclip** to upload the work file or the photo of the work.

Use the **Hand in** button to tell your teacher you are finished and ready to hand the work in.



If you need to make changes to work, or the teacher gives you some corrections. You will need to **Undo Hand in** and make the changes/corrections and then Hand in again.