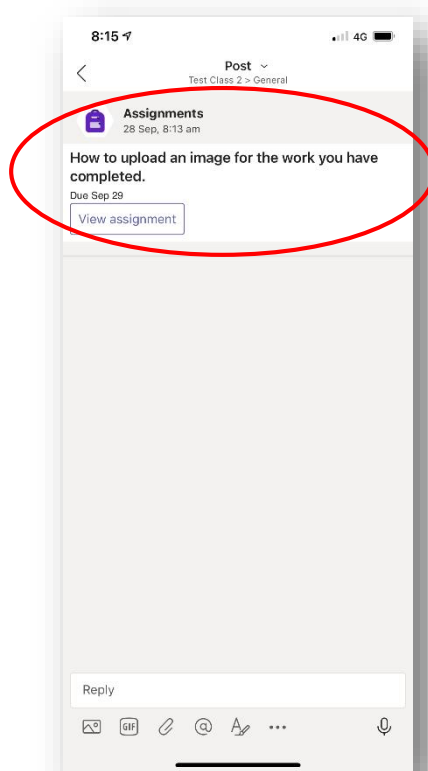


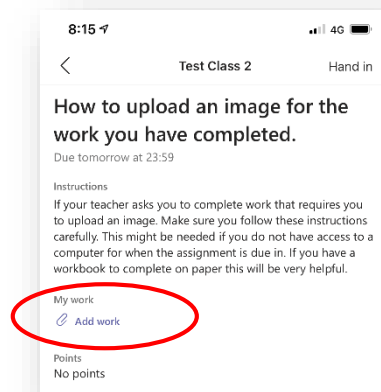
Uploading Work as a Picture on Teams Mobile App

- *Below screen shots have been done on an iPhone - Same steps work on Android phones.*
- *Please ensure students have downloaded the Teams app and are not using the Web Browser version as this may cause issues.*

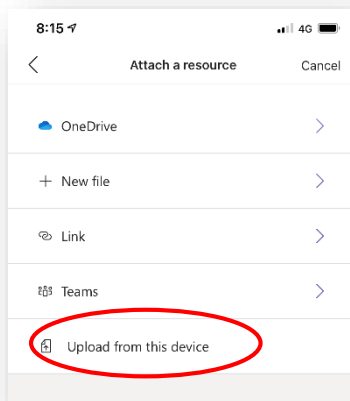
1. Start by opening the Teams app and finding the Team for the class you are uploading work for.
2. Click on the assignment that you have been told to complete by your teacher to find information about what you need to do.
3. Click View Assignment to open the task.



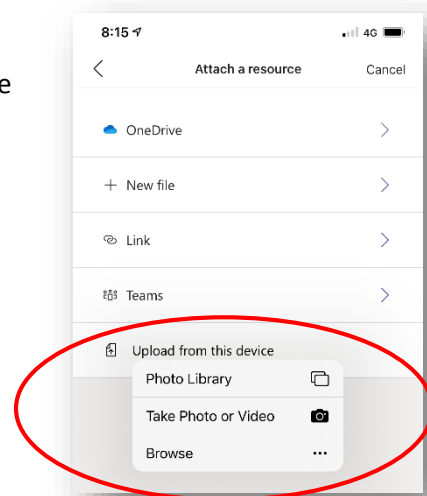
4. To add work to the assignment there will be a button called '+ add work'. This is at the bottom of the assignment so you might need to scroll the page down.



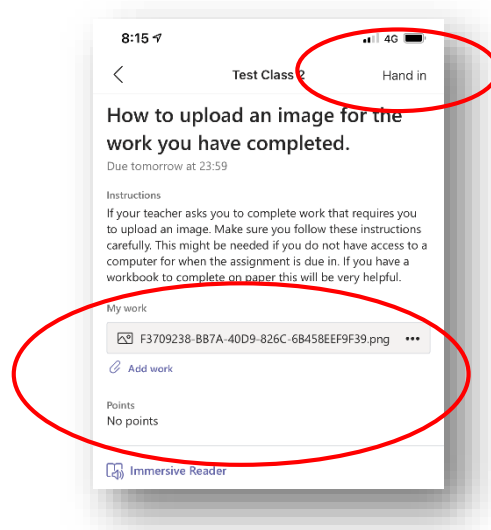
5. When you click on the add work button it will ask you where you want to upload work from. Select 'upload from this device' which will bring up options for where to find the work.



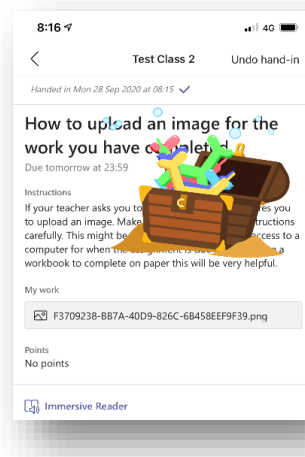
6. If you have already taken a photo of the work you can look in your phones photo library, or it will give you the option to take a photo through the app.



- Once you have taken/selected your photo and uploaded it, it'll show up under 'My work'. You can add more than one photo to an assignment by clicking 'add work' and uploading another photo.
- You can then scroll back up in the assignment and find the 'Hand in' button. This will submit your work to your teacher.



- Once your work is submitted you will be displayed with a small graphic and the hand in button will change to saying 'undo hand-in'. At this point if you wish to change your submission you can do so by undoing the hand in and re uploading.



This will now show up on your teachers page to say the work is completed and handed in.

*****Remember you can undo the 'Hand In' if you want to add extra images or work to your submission before the due date. *****

