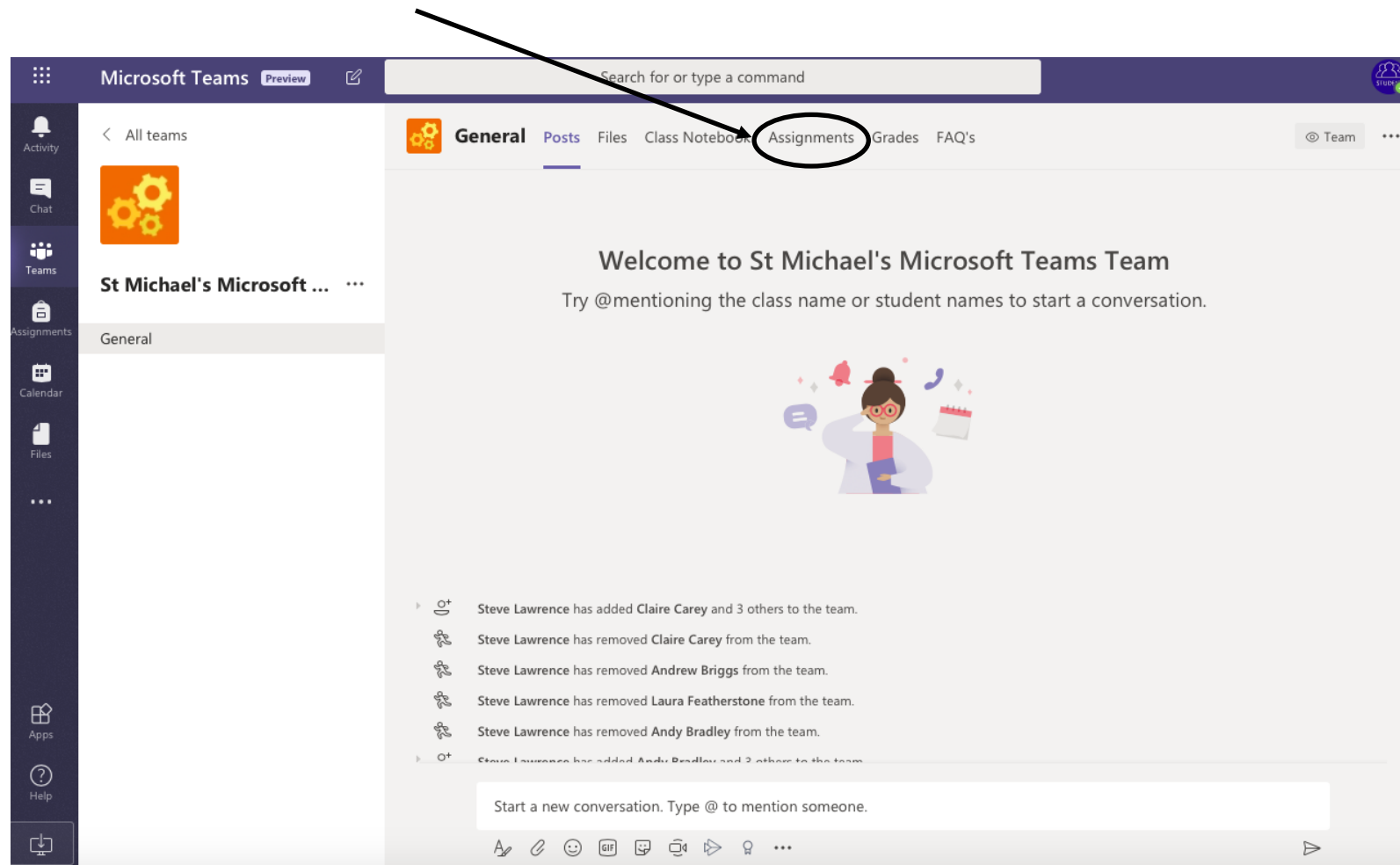


## How to Hand in Assignments:

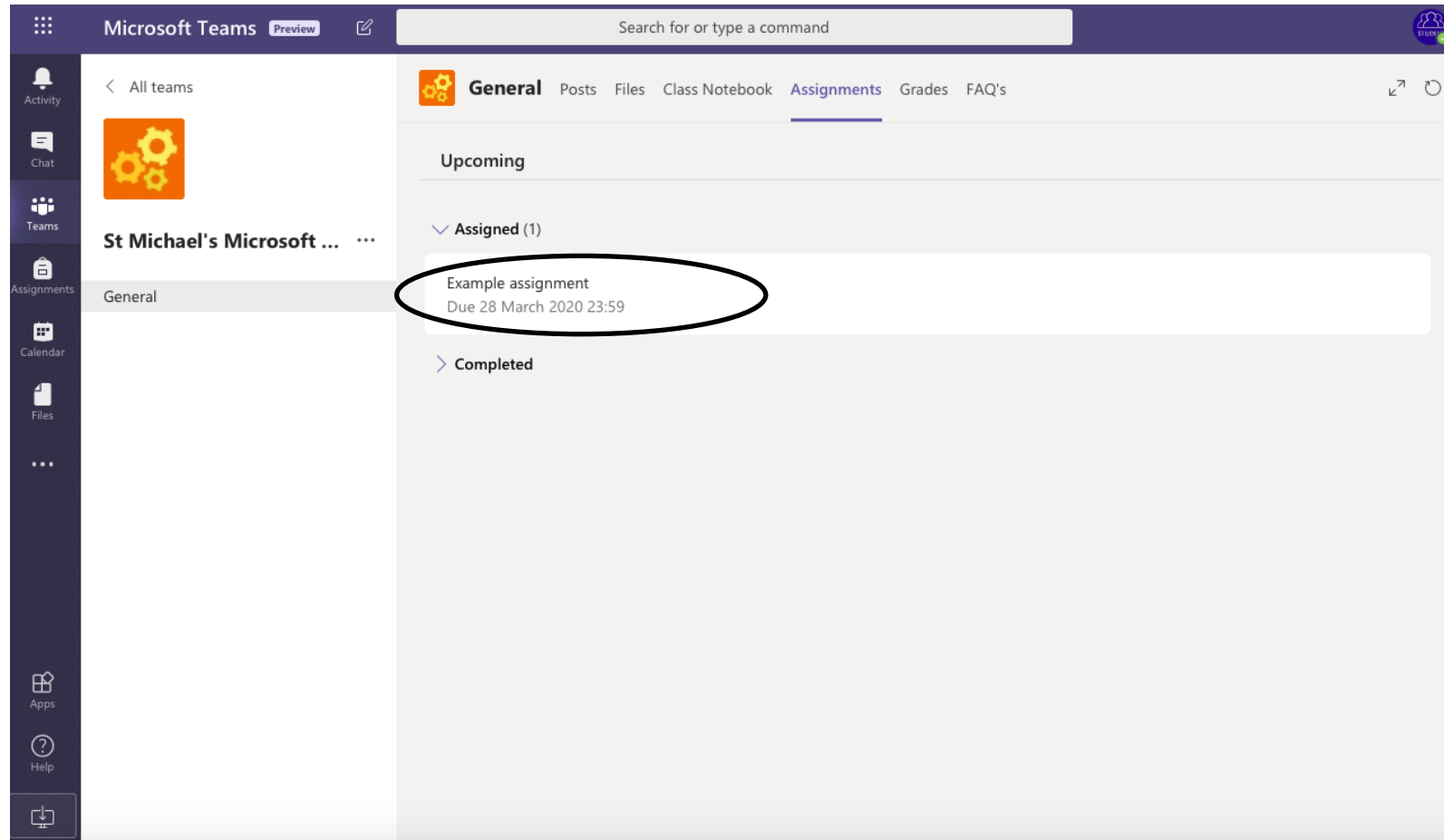
Hand in assignments:

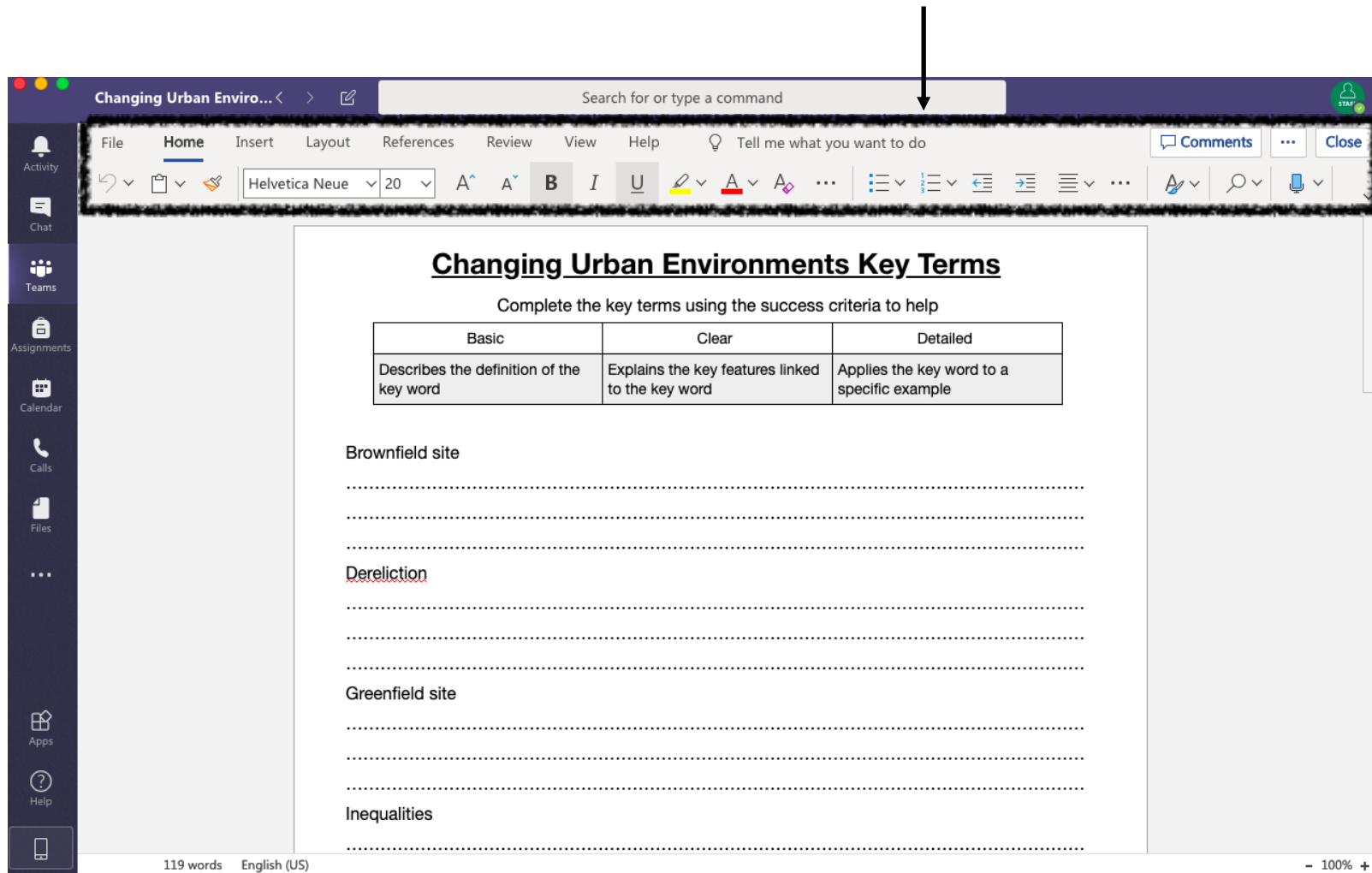
1. To access assignments, click on the team you want to access:



2. When on the team, click the assignments tab which is at the menu running along the top of the page

3. On the assignments page, you will see the assignment you need to complete. Click on the document and if you can edit/complete your work on there do so.

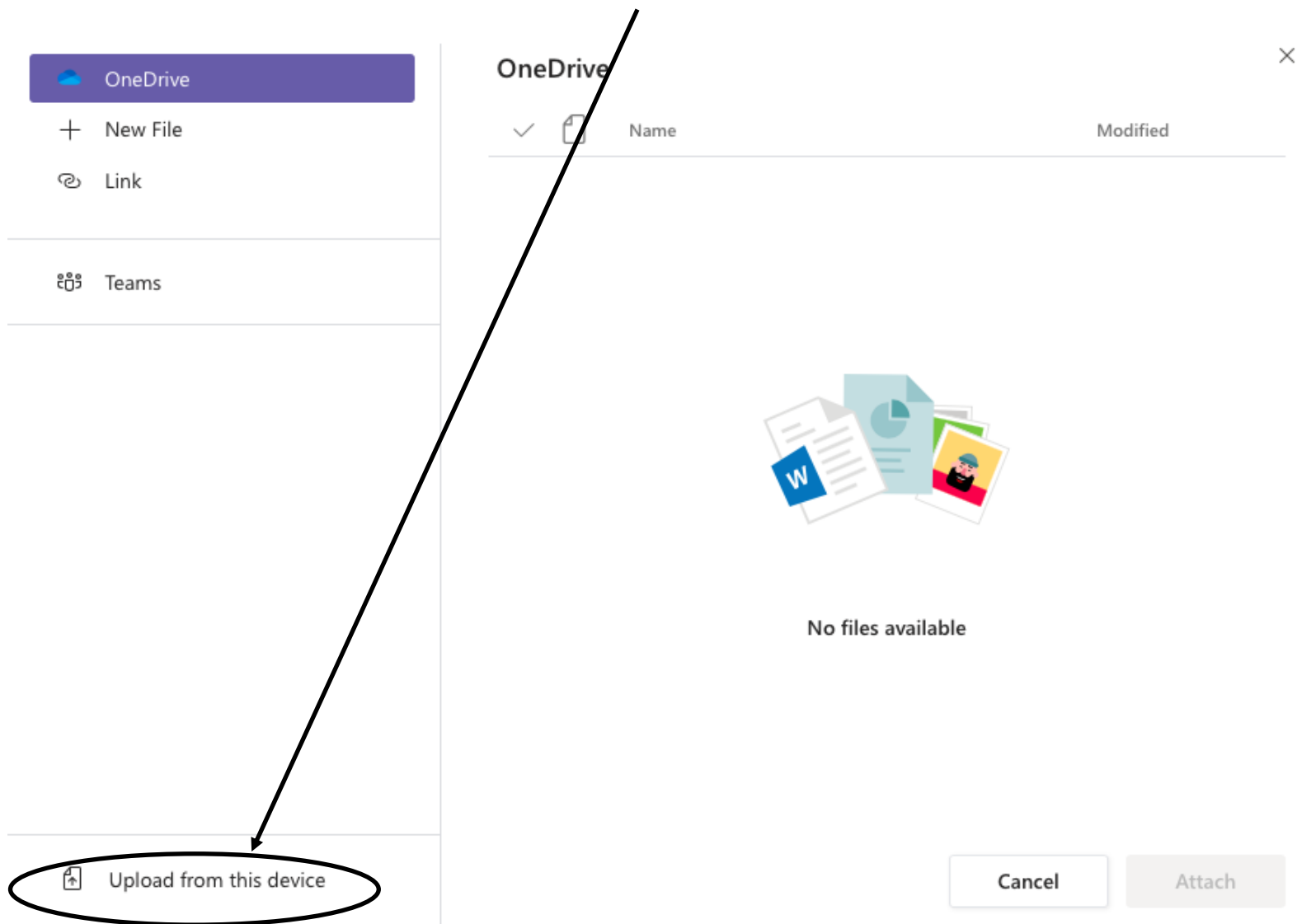




4. The document should open as an editable file if it is in word or PowerPoint. This is only editable for you.

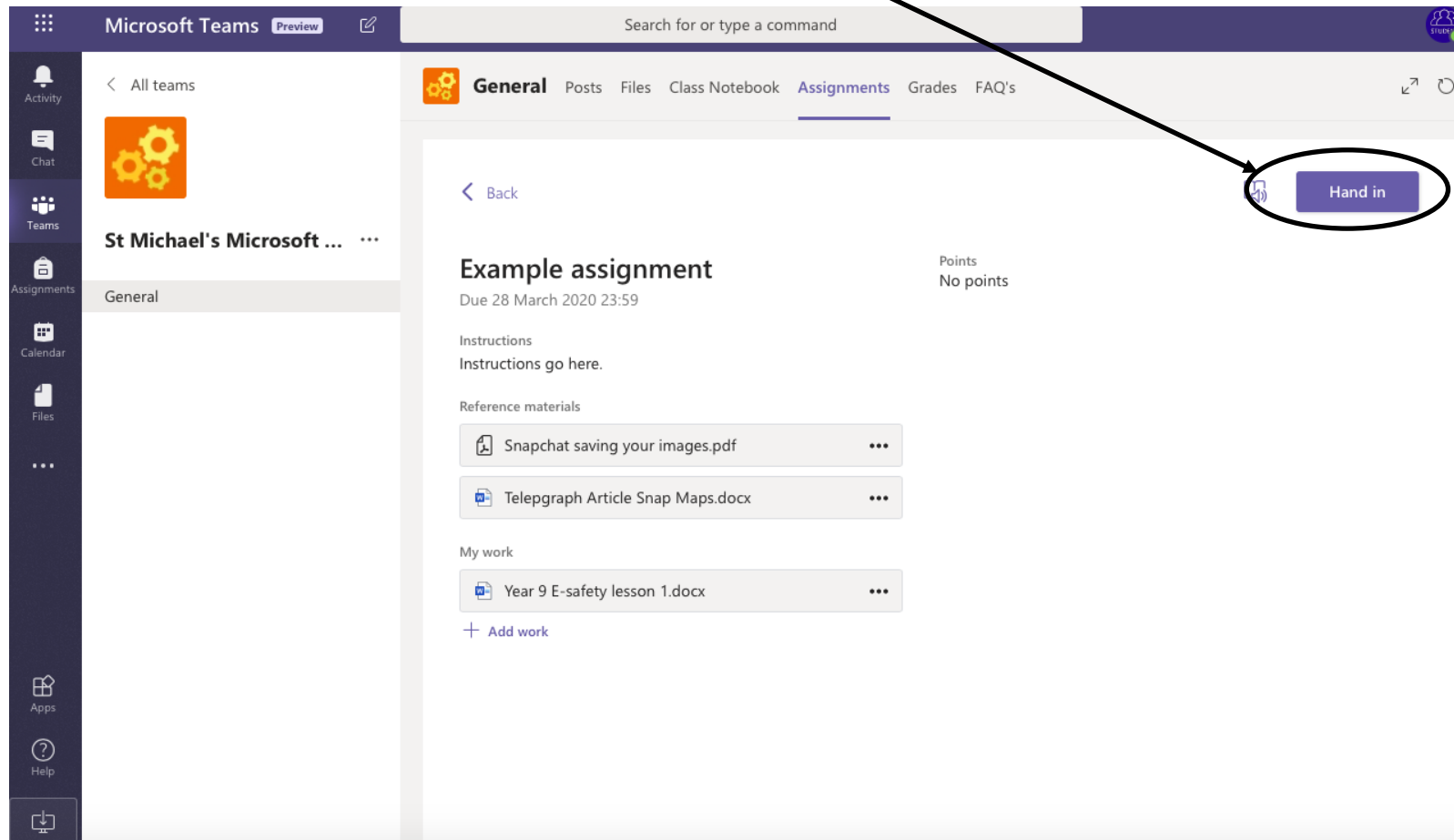
The screenshot displays the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Files, Apps, and Help. The main area shows a team named 'St Michael's Microsoft ...' with a 'General' channel selected. The 'Assignments' tab is active, displaying an assignment titled 'Example assignment' due on 28 March 2020 at 23:59. The assignment has 'No points' and 'Instructions go here.' It lists reference materials: 'Snapchat saving your images.pdf' and 'Telegraph Article Snap Maps.docx'. Under 'My work', there is one item: 'Year 9 E-safety lesson 1.docx'. A blue '+ Add work' button is circled in black, with a black arrow pointing to it from the top right of the image. A 'Hand in' button is visible in the top right corner of the assignment card.

5. If you are unable to edit on the document or have additional work to hand in you can upload it before you hand it in. First click the add work button:



6. You will then see this screen, you need to click upload from this device.

7. Find the file on your device and click upload. This will be different depending on if you are using phone or computer



8. Then finally to hand in you work you need to click the blue 'hand in' button