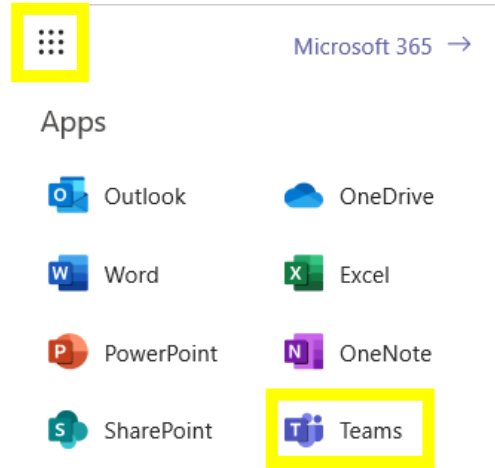
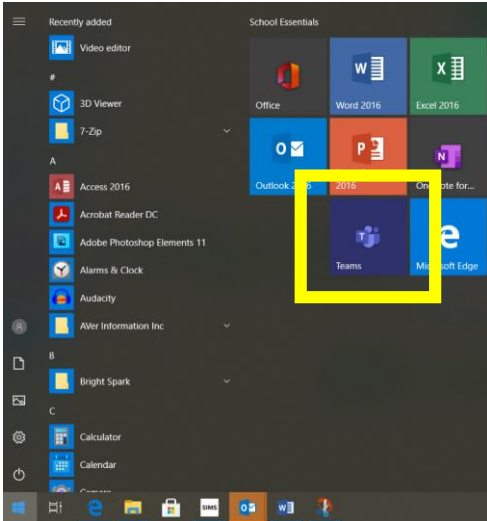


TEAMS - ASSIGNMENTS – handing work in

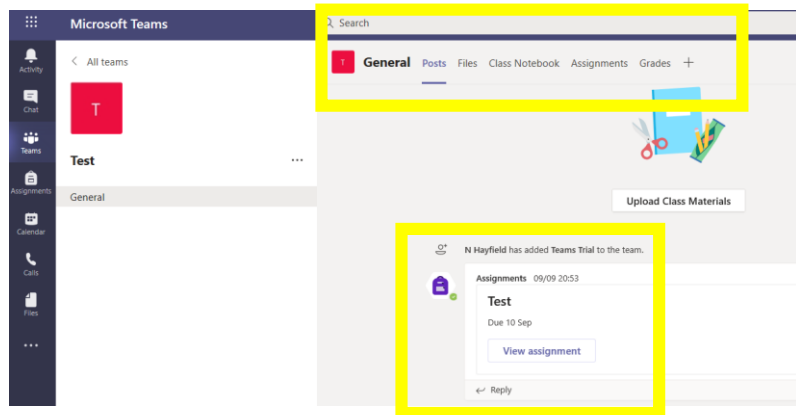
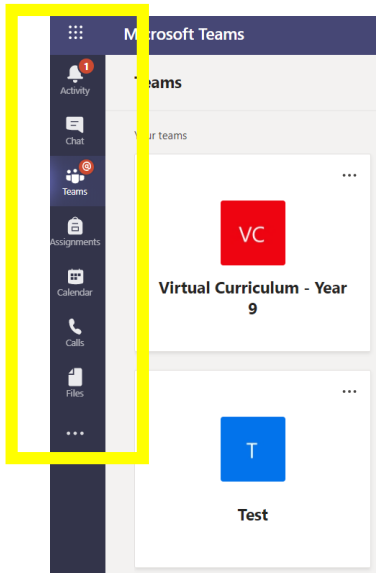
LOGIN to **TEAMS** – through **desktop launch**

or

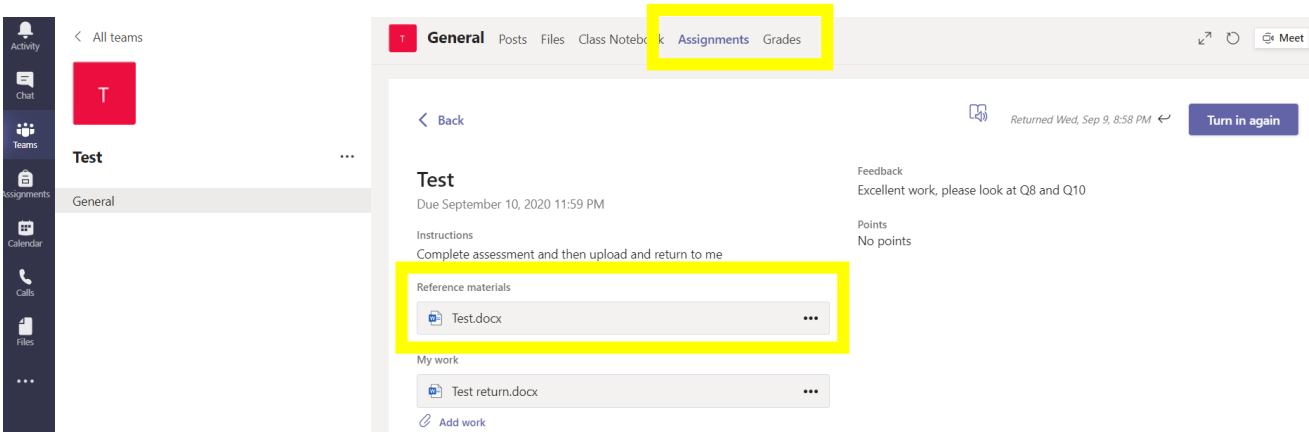
web-based



Look on the left hand side of your **TEAMS** homepage and you can see any **ASSIGNMENTS** you have been set. If you go into each **TEAM** (class you can see what needs to be completed on the **POSTS** section).



Click **ASSIGNMENTS** in the top tab bar, click and you can see any assignments you have for that class. Click **VIEW ASSIGNMENT** to see what's been set for you.



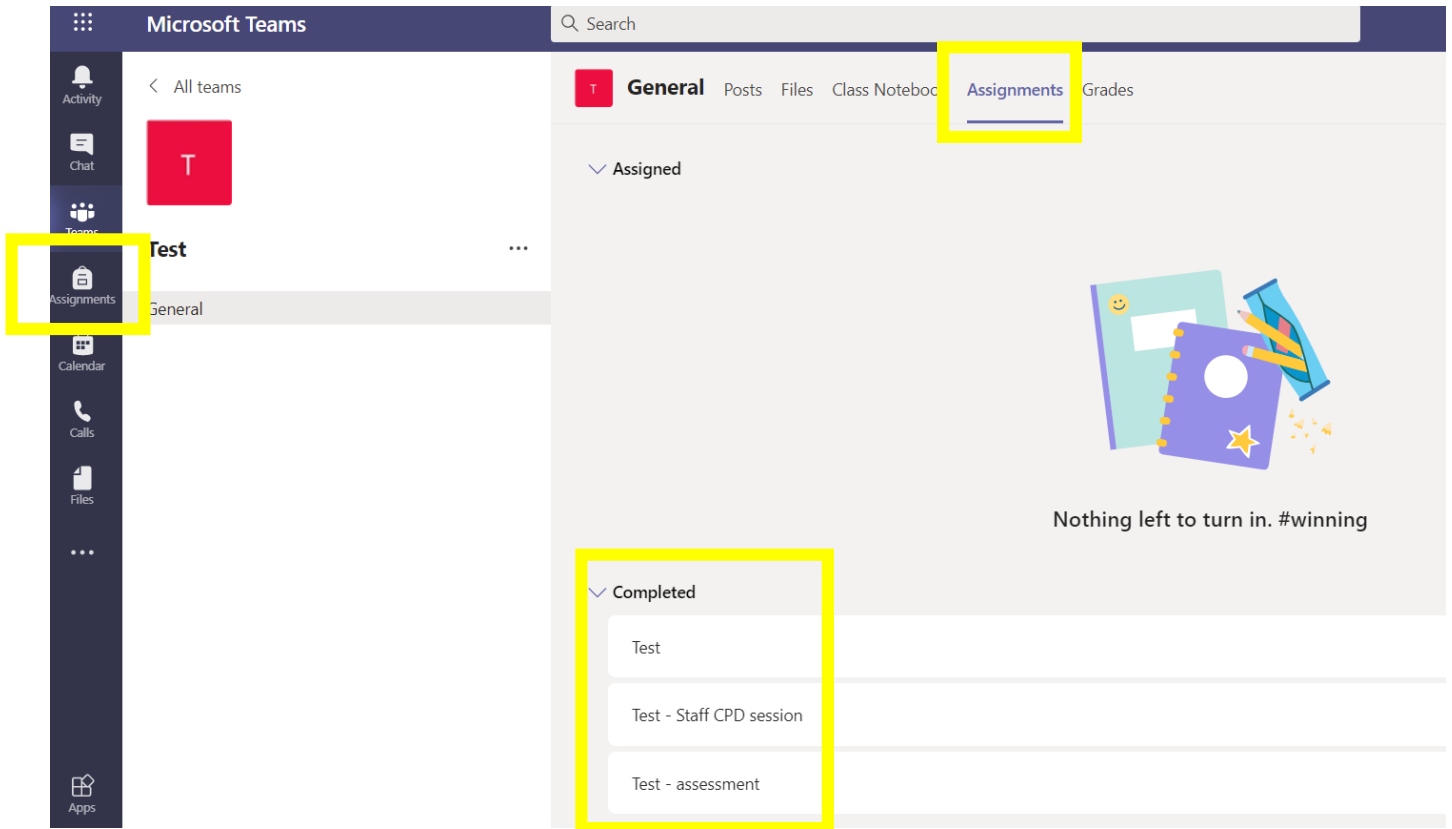
Click **REFERENCE MATERIALS** to see the work that's been set. You can open on your desktop / laptop or use TEAMS and WordOnline to complete the task. When its done **SAVE** the work on your desktop / laptop. Then click **ADD WORK** when you want to send it back.

The screenshot shows the Microsoft Teams interface. On the left, there is a sidebar with 'All teams' and a team named 'Test'. The main area shows the 'General' channel for the 'Test' team. The assignment 'Test' is due on September 10, 2020, at 11:59 PM. The instructions are 'Complete assessment and then upload and return to me'. Under 'Reference materials', there is a document 'Test.docx'. Under 'My work', there is a document 'Test return.docx' and an 'Add work' button. A context menu is open over the 'Test return.docx' document, showing options: 'Open in Teams', 'Open in Word', 'Open in Word Online', and 'Download'. The 'Add work' button and the context menu are highlighted with yellow boxes.

Final task is to **TURN IN** your work.

The screenshot shows the Microsoft Teams interface for the 'Test - assessment' assignment. The assignment is due on September 21, 2020, at 11:59 PM. The instructions are 'Complete all task on the worksheet and then return / hand in to me (the class teacher)'. Under 'My work', there is a document 'Example assessment.docx' and an 'Add work' button. A 'Turn in' button is highlighted with a yellow box in the top right corner of the assignment area.

Click ASSIGNMENTS, then the correct assignment below again to see the feedback your teacher has provide to you. You do this for every piece of work you hand in.



Feedback can be found here or by opening your answer again

