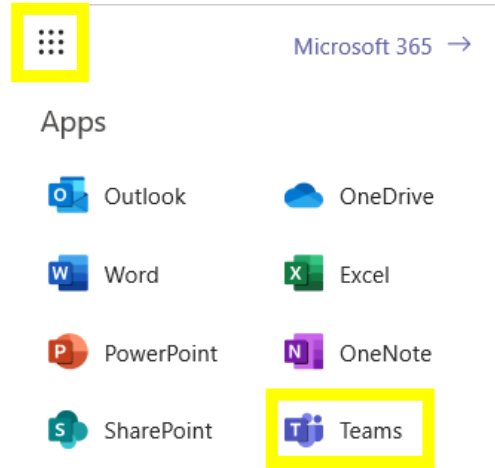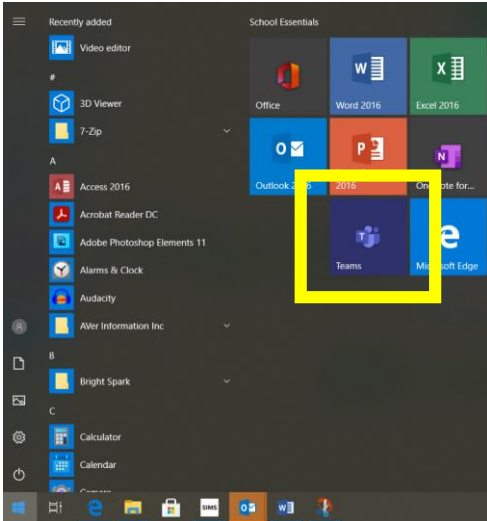## TEAMs - ASSIGNMENTS – handing work in
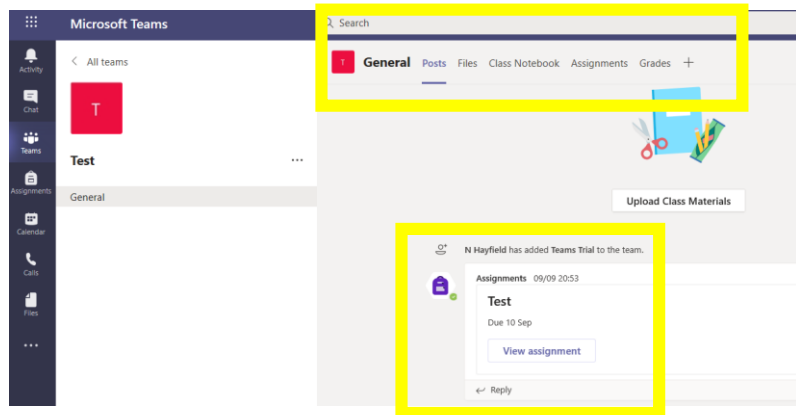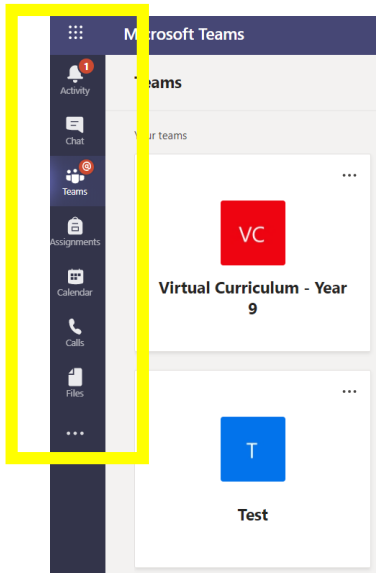
LOGIN to **TEAMs** – through **desktop launch**   or   **web-based**

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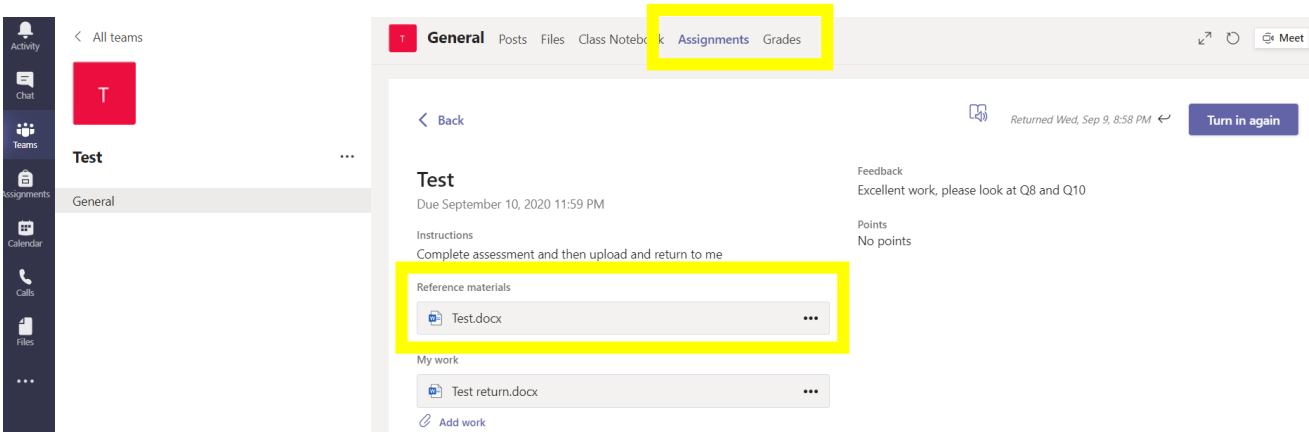
Click **REFERENCE MATERIALS** to see the work that's been set. You can open on your desktop / laptop or use TEAMs and WordOnline to complete the task. When its done **SAVE** the work on your desktop / laptop. Then click **ADD WORK** when you want to send it back.

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

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.
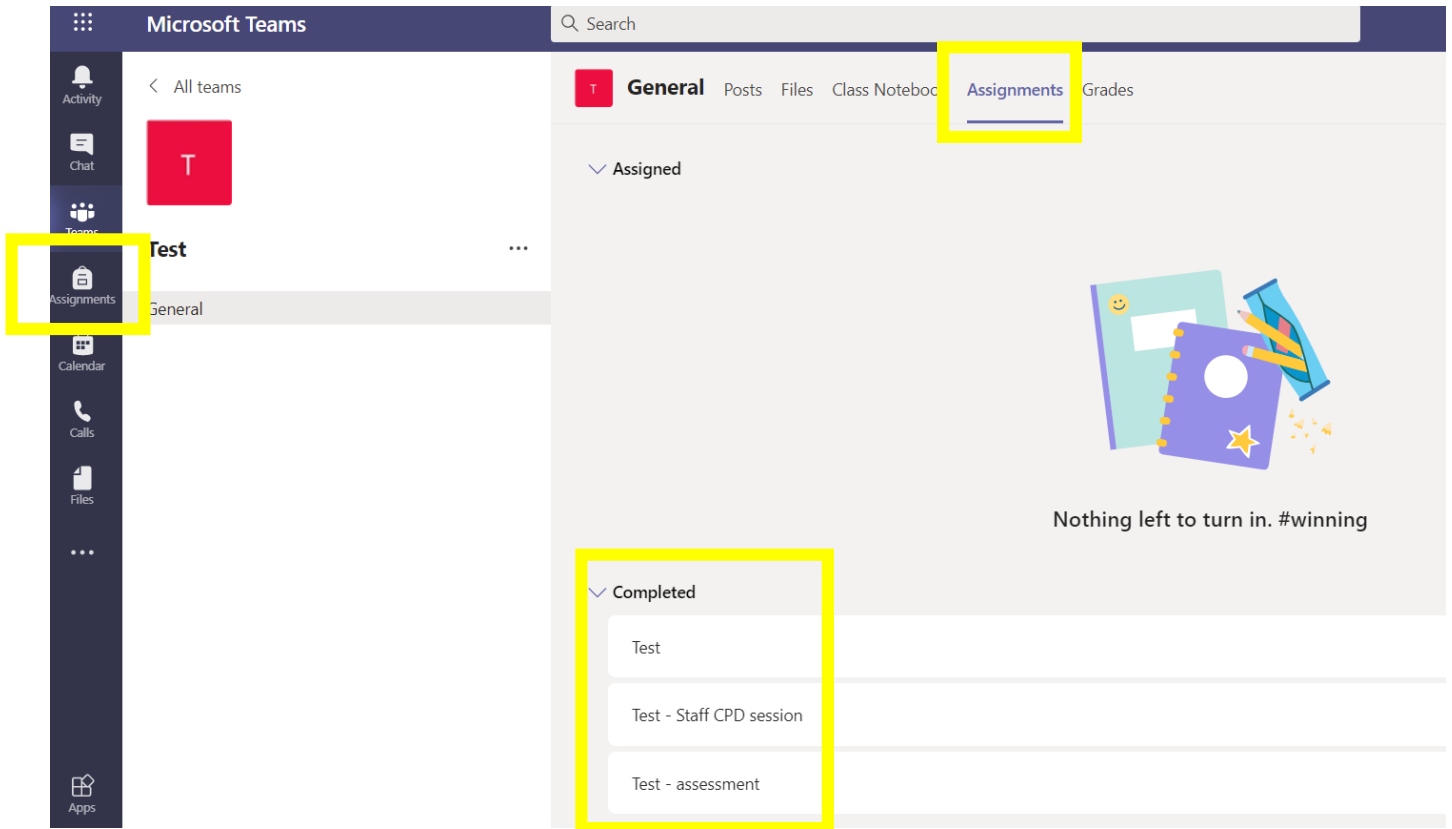
Feedback can be found here or by opening your answer again