How to submit/ hand in work using MS Teams
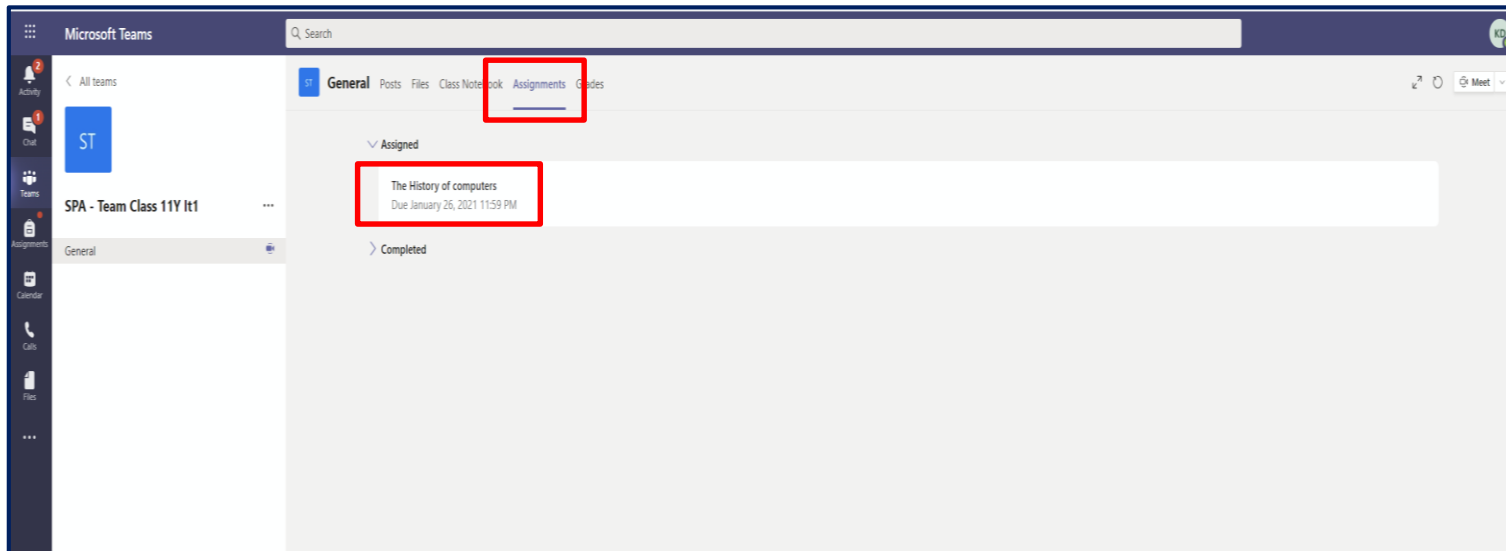
# How to submit work using the assignment tab

Assignment Tab

- All the work which students have been set/ assigned can be found within the assignments tab of the class/team
- The assigned work will come under the assigned section of the page.

Assignment Tab

- Once you click onto the assignment it will bring up a description of the work also any resources which are required for the lesson.
- The resources could be for reference in the lesson or to complete and hand in to the teachers.
- There may also be instructions for students to create a new documents for their work which they then need to submit.
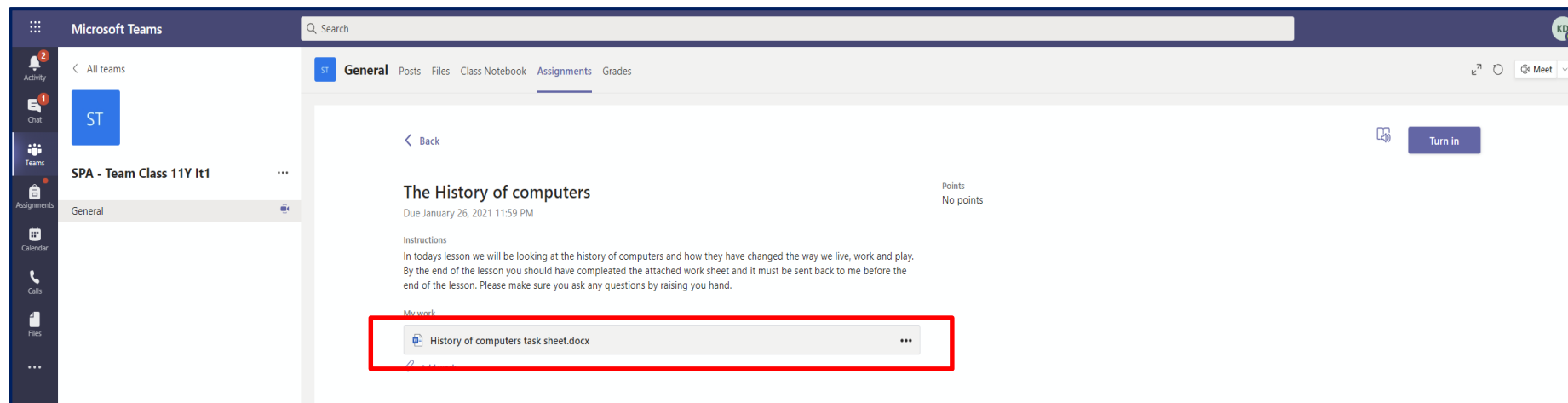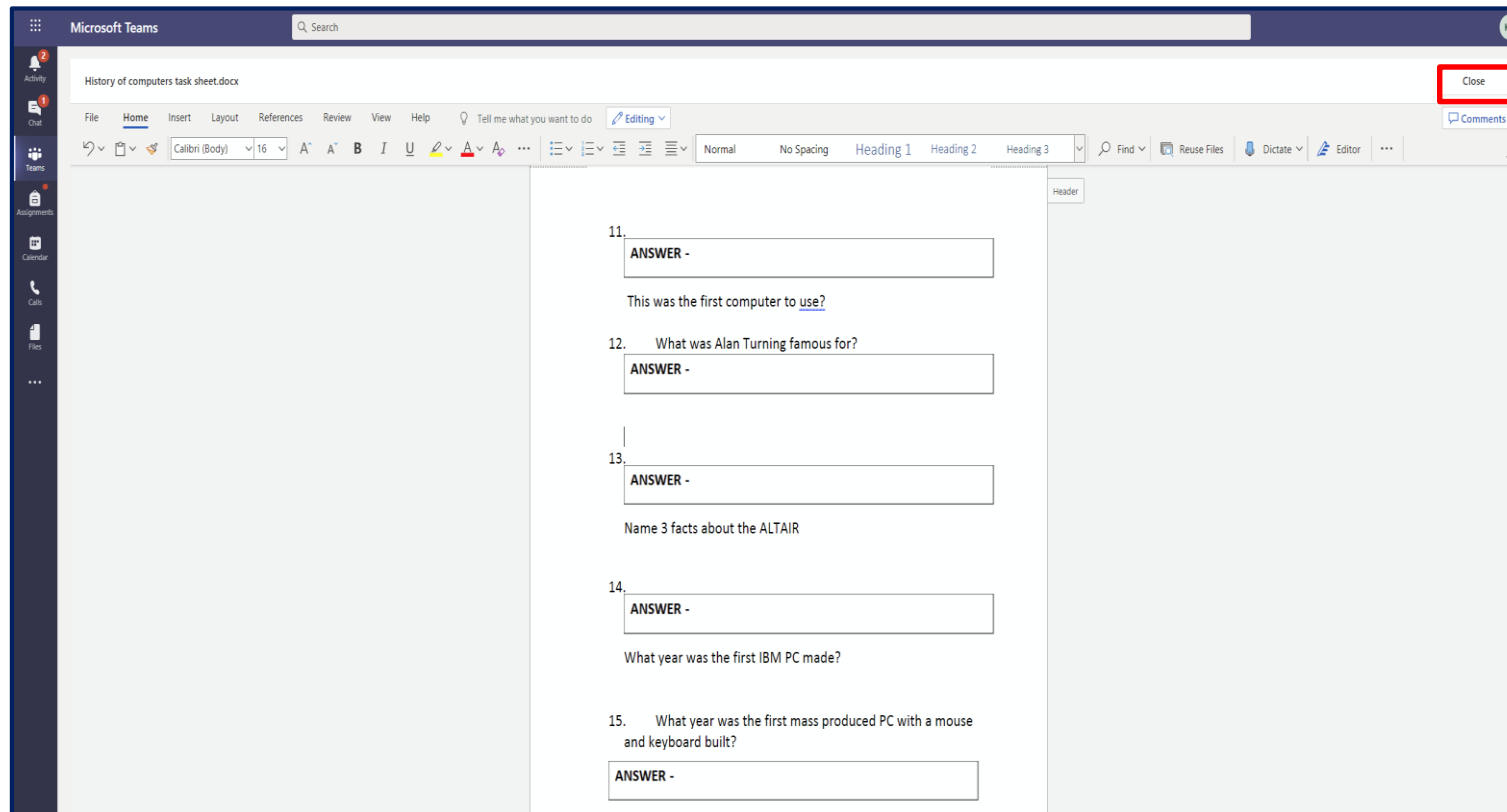
Assignment Tab

- In this example the work document in the assignments tab is one which students can edit and then hand in. Once the document has been clicked on it opens up within Teams. At this point students can edit the document and complete it ready to submit. There is no need to save any thing at it automatically does this.
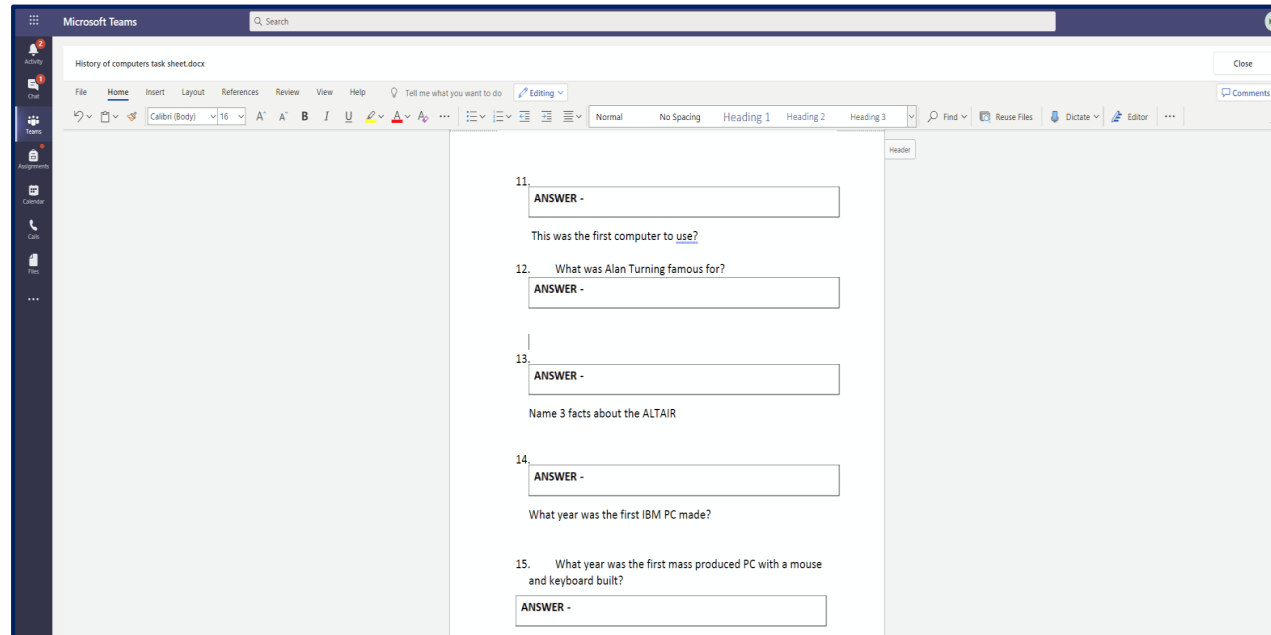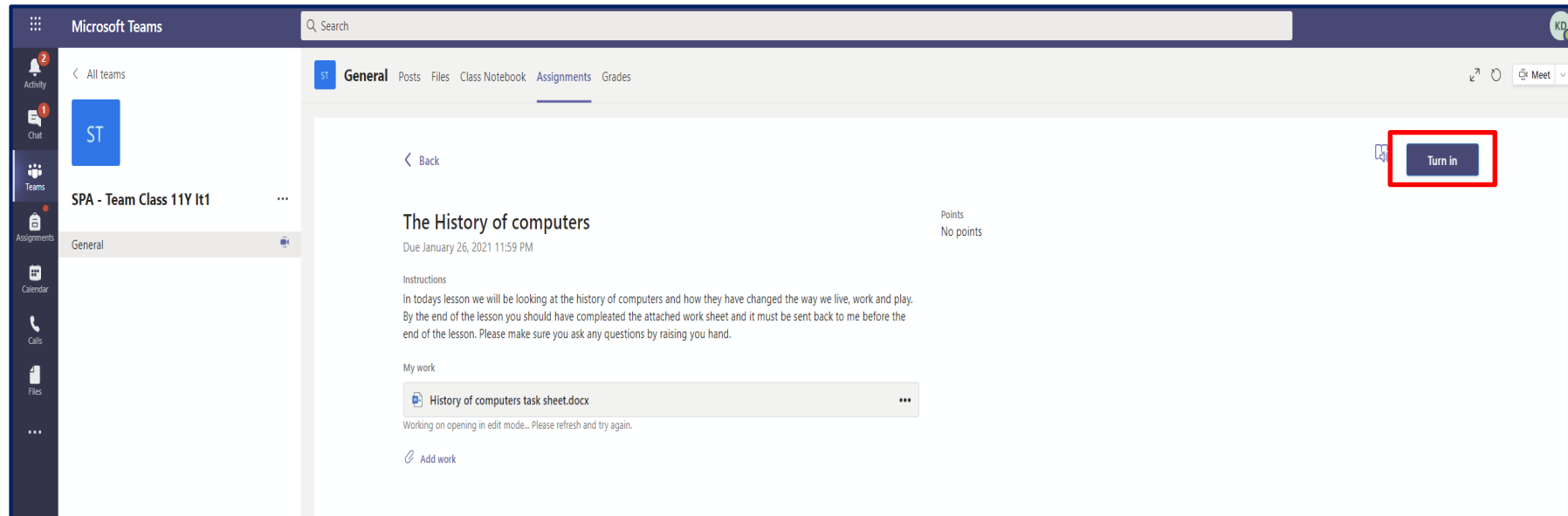
Assignment Tab

- Once the work has been completed click onto the close tab in the top right hand side of the screen.
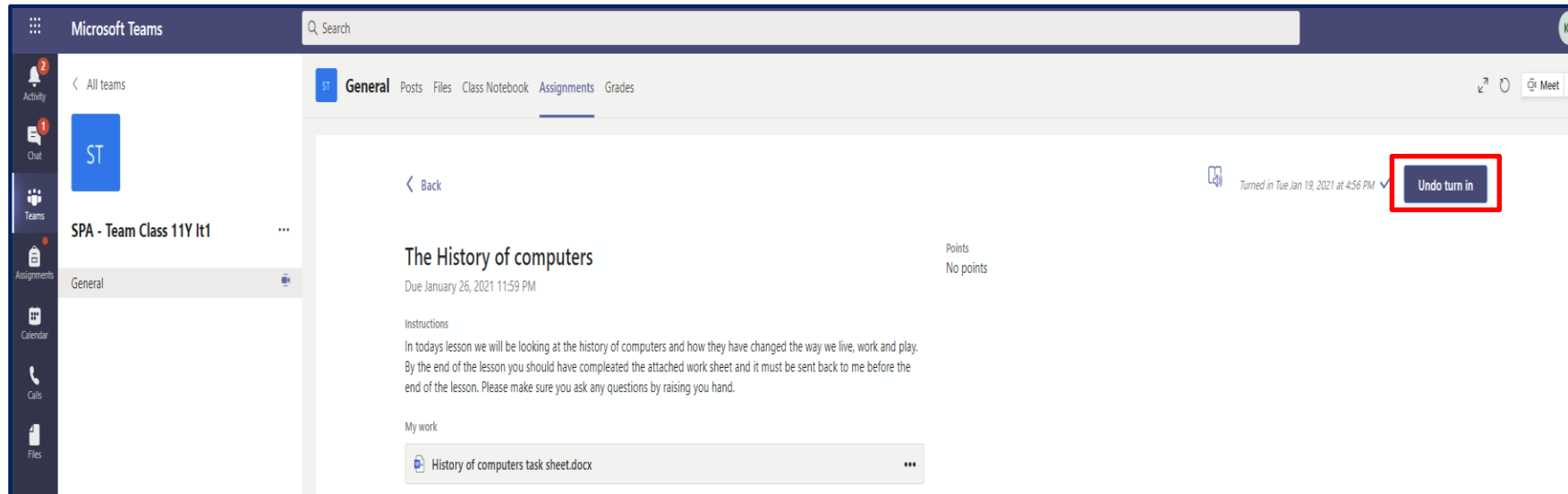
Assignment Tab

- The work which has been completed can now be sent back to the teacher by simply clicking on the turn in button on the top right hand side of screen.

Assignment Tab

- After turning in your work the turn in button will change to *undo turn in*. This mean that the teacher has the work which you have submitted but you are still able to undo the hand in and make further changes to the work before resubmitting the work.
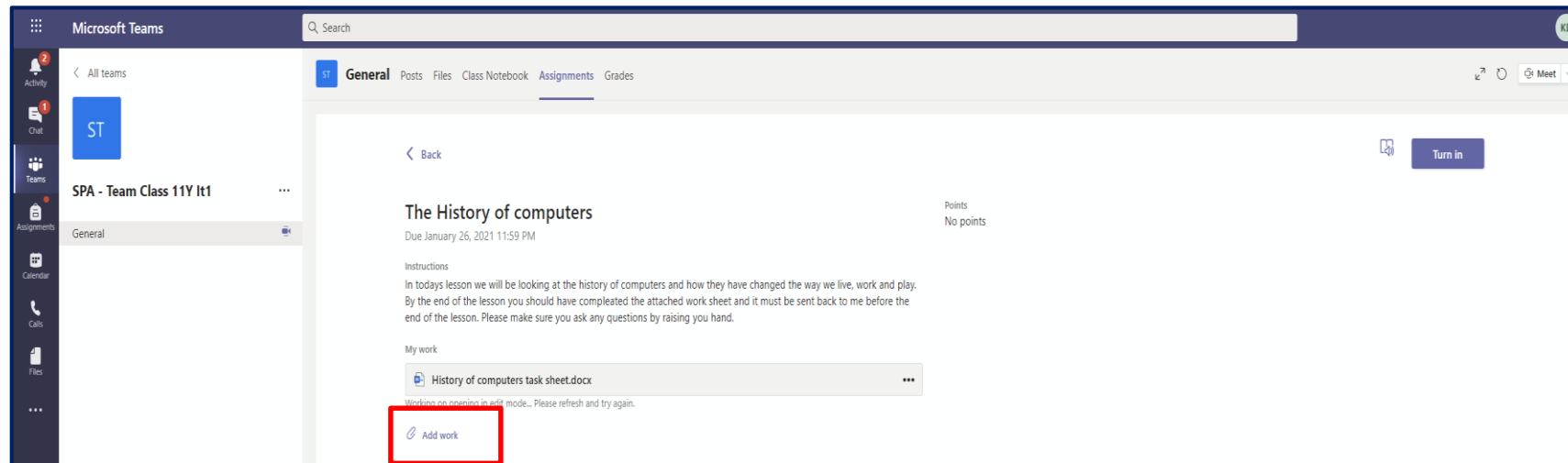
How to add documents in Teams to hand in which you have saved on OneDrive or your computer
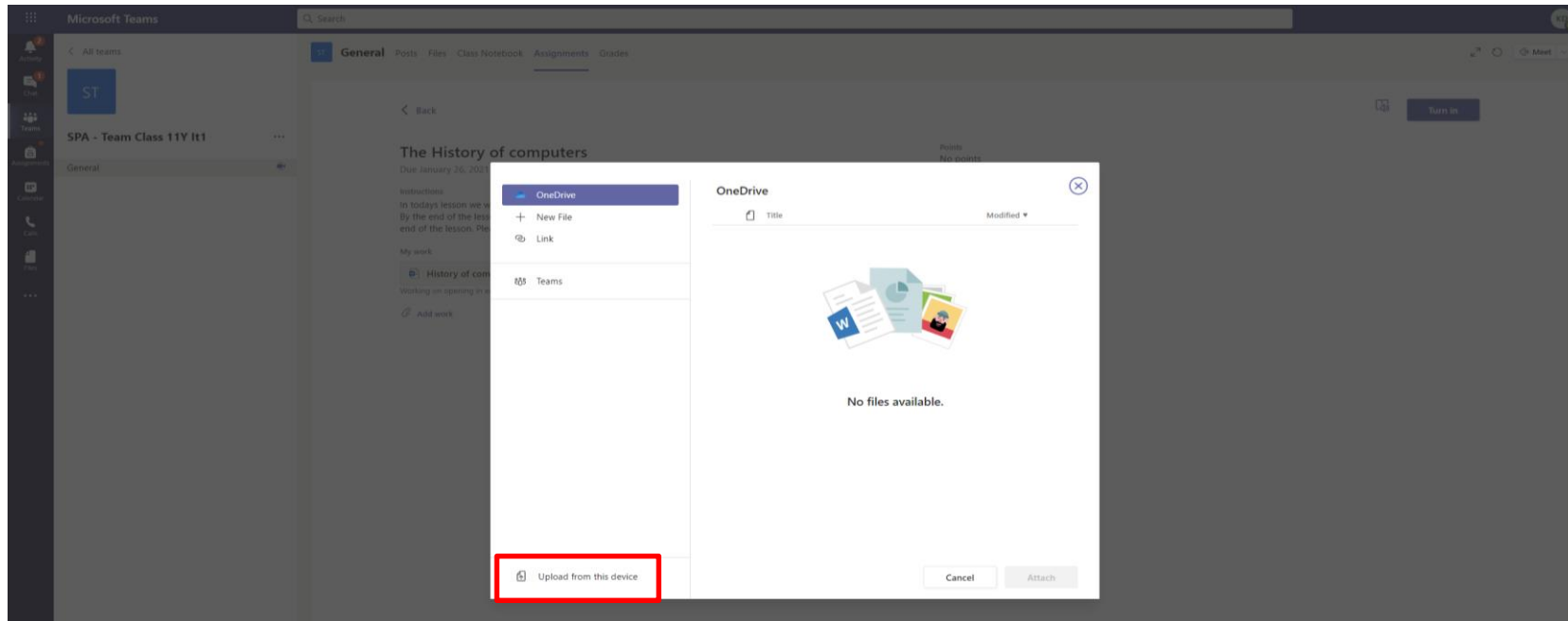
Add work tab

- If you have been working on a document which you would like to hand in from the assignments tab open up the assignment which the work refers to. You will then see a *add work* button under the resources. Click on this.
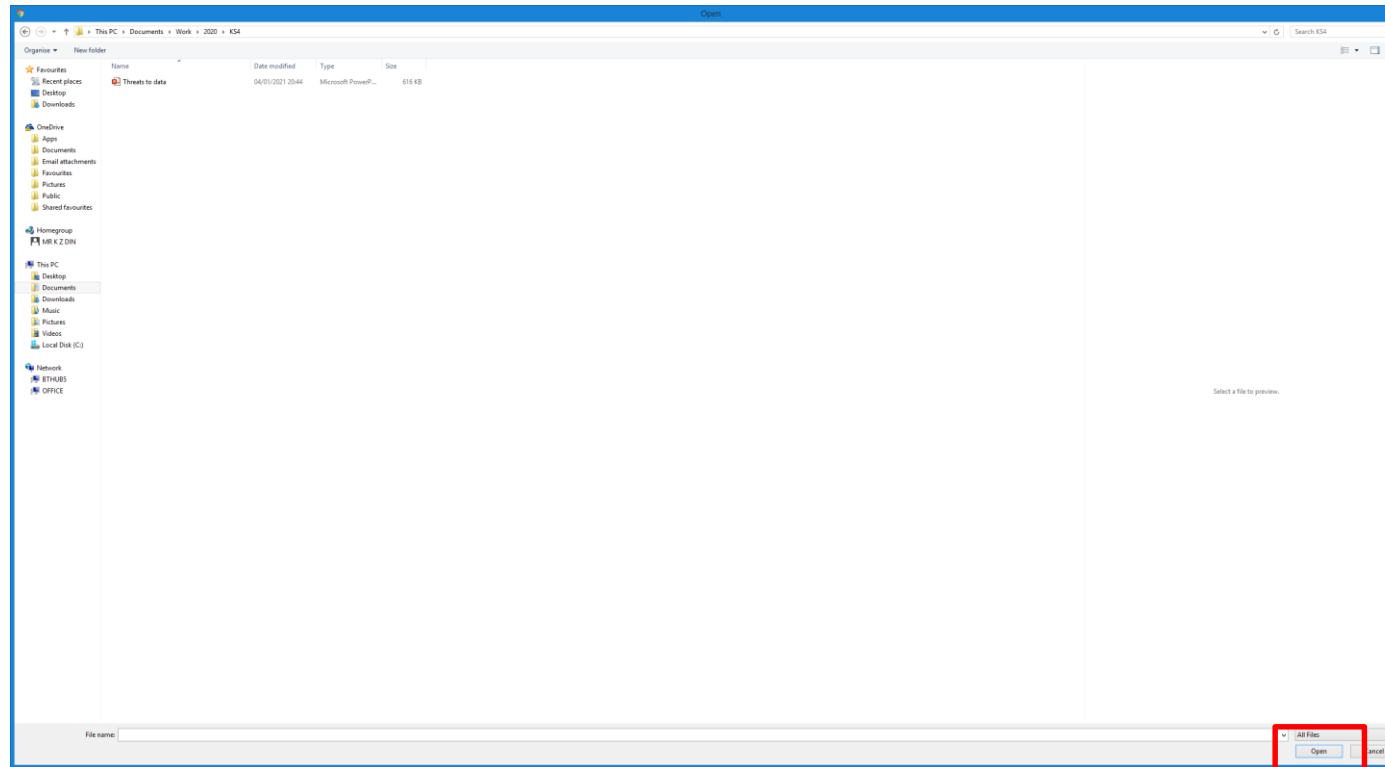
Add work tab

- You will then see the following screen. You can then either click onto *OneDrive* if you have the work saved there if not click onto *upload from this device* if the work is saved on your computer.
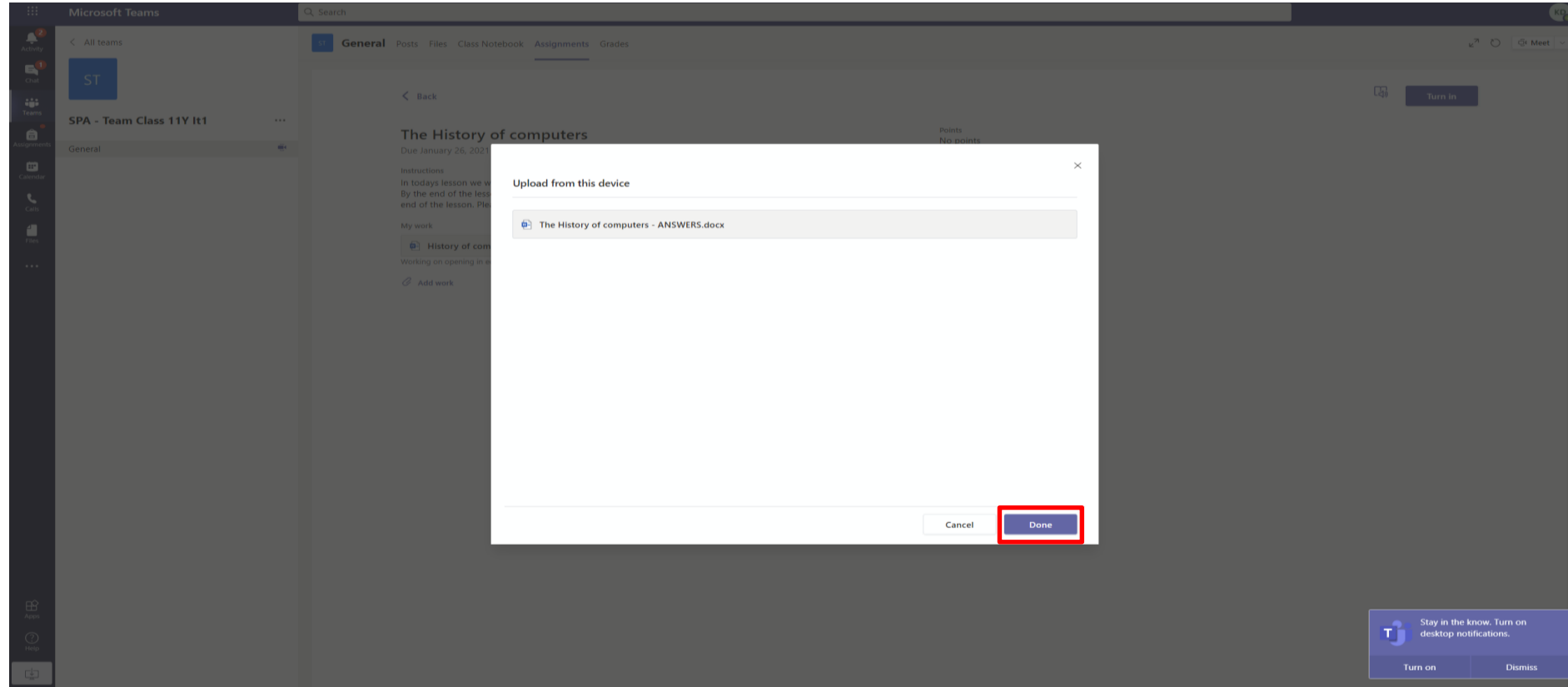
Add work tab

- You will then have to find the document which is saved on your computer and click on the open button.
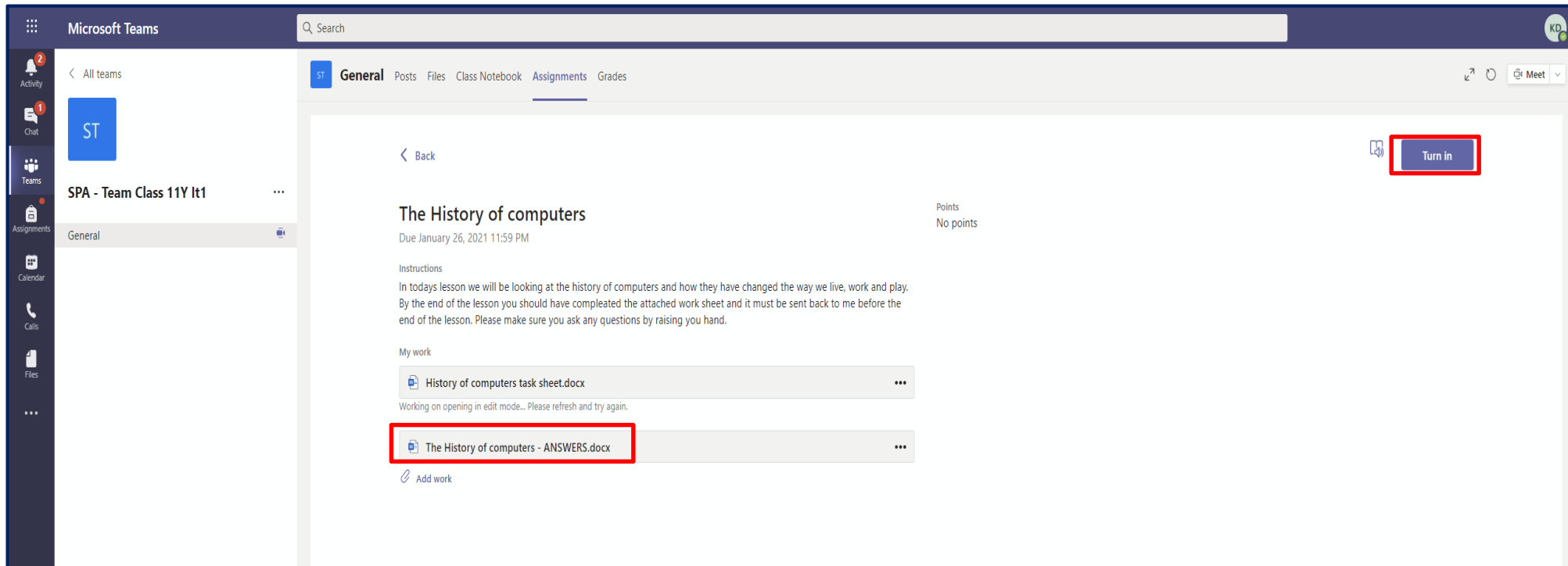
Add work tab

- Next click onto *Done*

Add work tab

- You will now see the document which you have uploaded from your computer listed under my work. You are now ready to click turn in and send the work to your teacher.

Questions?

- If you think of a question later please ask your form tutor who will be able to assist you further

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