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.





- 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.





 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.

	Microsoft Teams	ss Q. Search			R
Advity	History of compu	utes tak sheet doox			Close
el out	File Home	Insert Layout References Review View Help 🛇 Tell me what you want to do 🧭 Editing 🗸			Comments
iii Teams	°× ° × ♦	🖇 Calibri (Body) 🗸 16 🗸 A' A B I U 🖉 X A_ A D 🗄 V 🖂 E A_ A	✓ P Find ✓ Reuse Files	🌡 Dictate 🗸 🌽 Editor	~
Assignments		Head	der		
		11.			
Calendar		ANSWER -			
Ç Cais		This was the first computer to <u>use?</u>			
fies -		12. What was Alan Turning famous for?			
		ANSWER -			
		13.			
		ANSWER -			
		Name 3 facts about the ALTAIR			
		Hallie 2 larts about the AFLAIM			
		14,			
		ANSWER -			
		What year was the first IBM PC made?			
		15. What year was the first mass produced PC with a mouse and keyboard built?			
		ANSWER -			



Assignment Tab

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

	Microsoft Teams	Q. Search	R
Activity	History of computers task sheet.docx		Close
E ¹ Chat	File Home Insert Layout Referen	ences Review View Help 🛇 Tell me what you want to do 🖉 Editing 🗸	Comments
	り ビ く 🖇 Calibri (Body) 🗸 16 🗸	A A B I U 🖉 A A · · · E · E · E · E · · · · · · · ·	~
Teams Assignments		Header	
		11	
Calendar		ANSWER -	
Calib Calib		This was the first computer to <u>use?</u>	
fles		12. What was Alan Turning famous for?	
		ANSWER -	
		13.	
		ANSWER -	
		Name 3 facts about the ALTAIR	
		Name 3 facts about the ALLAIK	
		14.	
		ANSWER -	
		What year was the first IBM PC made?	
		15. What year was the first mass produced PC with a mouse	
		and keyboard built?	
		ANSWER -	



• 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.

	Microsoft Teams	Q. Search	·
<mark>ب</mark> 2 Activity	< All teams	General Posts Files Class Notebook Assignments Grades	_k ⁿ ∂ Meet ∨
Chat Teams	ST	K Back	لر <mark>م</mark> Turn in
Assignments	SPA - Team Class 11Y It1	The History of computers	
	General	Due January 26, 2021 11:59 PM	
E Calendar		Instructions	
C alls		In todays lesson we will be looking at the history of computers and how they have changed the way we live, work and play. By the end of the lesson you should have compleated the attached work sheet and it must be sent back to me before the end of the lesson. Please make sure you ask any questions by raising you hand.	
4 Files		My work History of computers task sheet.docx	
		Working on opening in edit mode Please refresh and try again.	



• 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.

- 30			
	A All teams	General Posts Files Class Notebook Assignments Grades	
thet 101 Teams	ST SPA - Team Class 11Y It1 ···		Cigi Turn in
6		The History of computers	
Cancella Can	Generat *	Due Mansary 26. 202 Materials Marker 10 Order Second en By the end of the lesson of Any write C And yook C And yo	
		Upload from this device Cancel Attach	



• You will then have to find the document which is saved on your computer and click on the open button.

ise 🔻 New folde				⊫ • □
avourites Recent places Desktop Downloads	Name	Date modified Type 04/01/2021 20-44 Microsoft Pow	60e 415.KS	
neDrive Apps Documents Email attachments Favourites Pictures Public Shared favourites				
megroup IR K Z DIN				
s PC esktop locuments lownloads fusic ictures ideos ocal Disk (Ci)				
rork HUB5 FICE				Select a file to preview.
	ame			V All Files



• Next click onto *Done*

	Microsoft Teams	Q, Search	
Activity		General Posts Files Class Notebook Assignments Grades	k [™] Õ @ Meet ∨
Chat Teams Assignments	ST SPA - Team Class 11Y It1 ···· General ···	< Back The History of computers Due January 26, 2021 The Unit of Computers Due January 26, 2021 The History of Computers The History of Comput	C3) Turn in
Calendar Calis		In today isson we we by the end of the lesson. Piers - ANSWERS.docx	
rites		History of con- working on opening in a Add work	
		Cancel	
Apps Netp			Stay in the know. Turn on desktop notifications.
			Turn on Dismiss



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.

	Microsoft Teams	Q. Search	· · · · · · · · · · · · · · · · · · ·
<mark>ہ</mark> 2 Activity	< All teams	57 General Posts Files Class Notebook Assignments Grades	k ⁷ Ω ⊕ Meet ∨
Calendar Cited Calendar Calendar Files Calendar Files	ST SPA - Team Class 11Y It1 ···· General	✓ Back Pains Noticinal Priorie Noticinal Noticinal Instructional Noticinal Noticin	Turn in



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

