

# STUDENT DIRECTIONS FOR TURNING IN TEAMS ASSIGNMENTS

The following are STUDENT DIRECTIONS once the teacher has created an assignment in Teams.

If you need to UPLOAD a Word document, PPT file, etc.:

1. Log into Office 365
2. Click on the Teams app
3. Choose the correct class
4. Click "Assignment"
5. Once the page loads, find your assignment.
6. Click on the box with the assignment name on it.
7. At the bottom of the assignment page that opens is a blue title "My Work" – **Click on the +Add underneath it.**
8. A new box will open. Wait for the files to load.
9. Find your file (Example: Alyss's Journey)
10. Click on your file. This will upload it into the assignment and return you back to the assignment page. **IMPORTANT:** You should see a blue line zip across the bottom of your file name. Once it has gone all the way across and disappeared, your file has loaded completely.
11. Check that your file is showing.
12. At the top right of the assignment page, there is a blue rectangle that says, "Turn in". Click it. Your assignment has been turned in.

**If the teacher has attached a Word document to the Assignment where you (the student) completed your work by typing in the document:**

1. Log into Office 365
2. Click on the Teams app
3. Choose the correct class
4. Click "Assignment"
5. Once the page loads, find your assignment.
6. Click on the box with the assignment name on it.
7. Click on the attached Word document to open it.
8. When you type in this document, it becomes your document.
9. Click Close when you have completed your work.
10. This should return you to the Assignment page.
11. Click Turn In