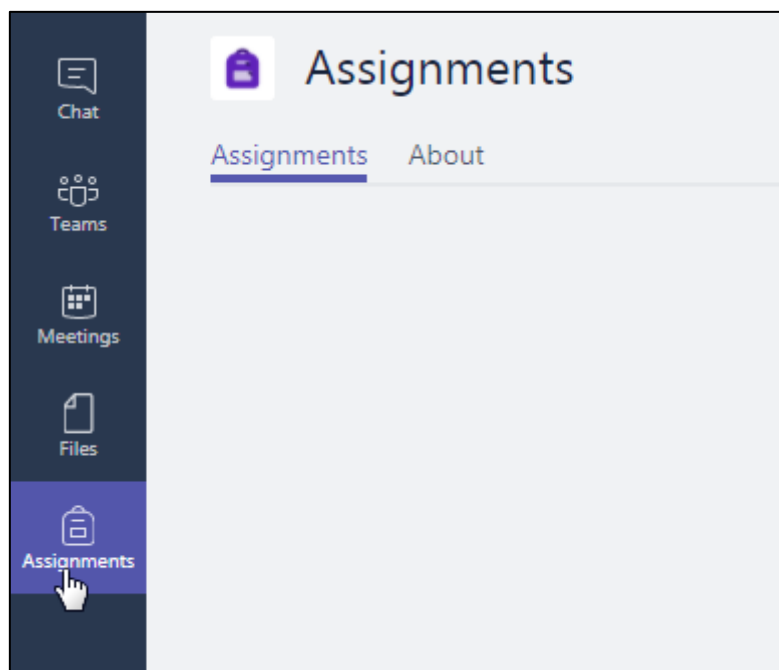




This document will help you view and upload your child's school assignments when using Microsoft Teams.

Viewing the Assignments

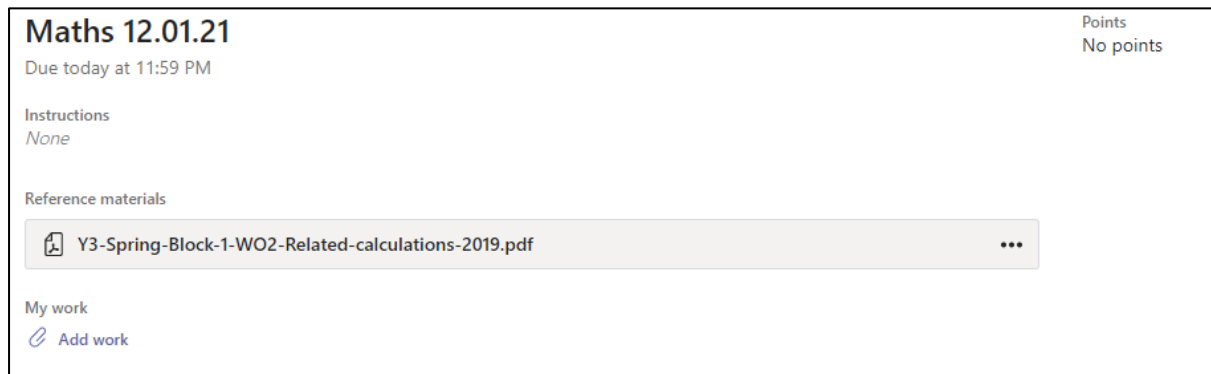
1. After logging into Microsoft Teams click on the Assignment tab on the left hand side of your screen, you will be then able to view and complete any assignments your teacher has set.



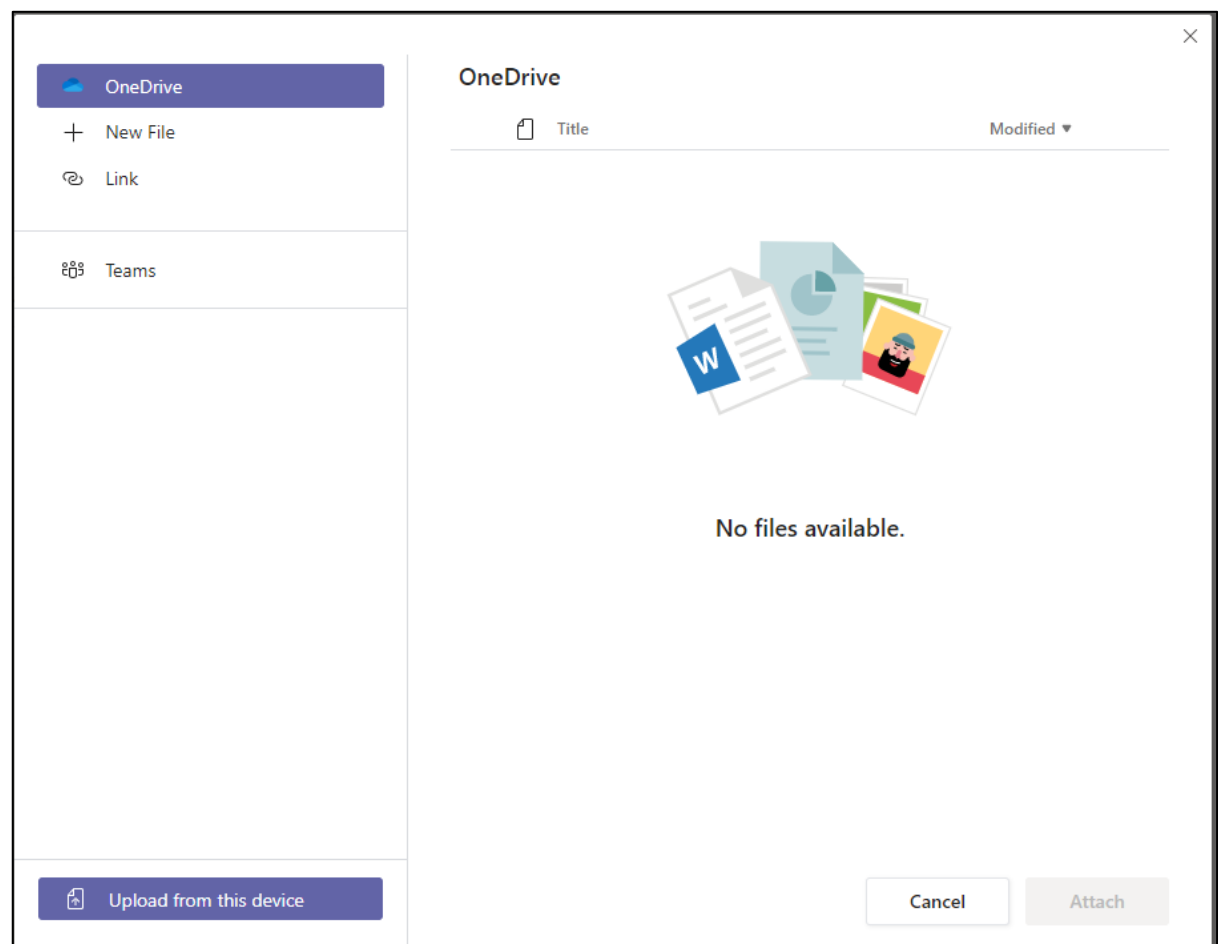
Y2	Maths I see Reasoning Y3 2020/21 • Due today at 11:59 PM
Y2	Table of information that we created on the live feed Y3 2020/21 • Due tomorrow at 11:59 PM

Uploading the Assignments

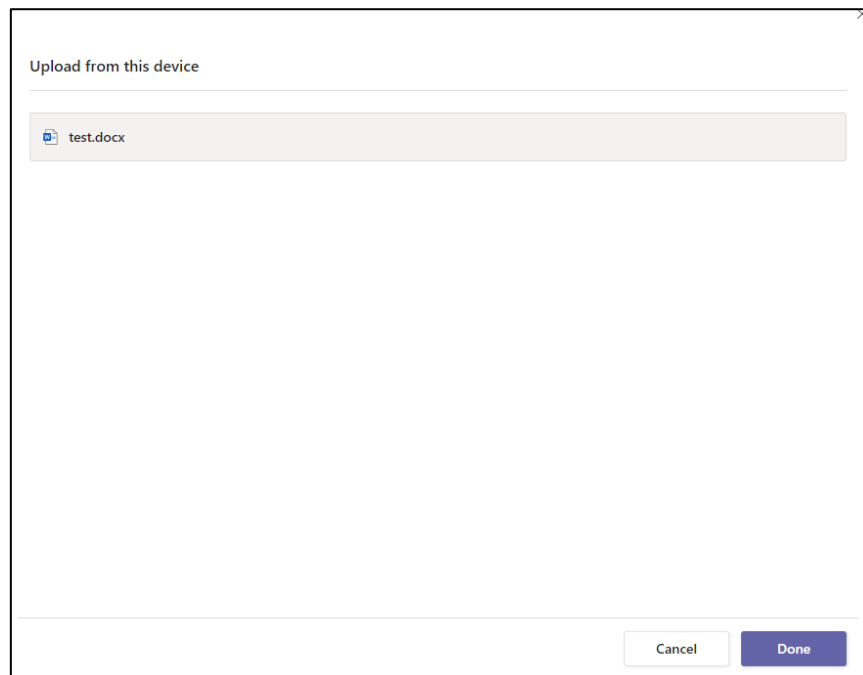
1. Click on the Assignment that you have just finished within Teams using the method detailed above, once inside you should see the option to **'Add work'** under the **'My Work'** heading, click on **'Add work'**.



2. Here you have the option to **'Upload from this Device'** click on it and find the work that you have just finished.



3. Once you have uploaded the work click **'Done'**



4. Once you have uploaded the work, you can click **'Turn in'**.

