

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.

Assignments
Assignments About

 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

 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'.

Maths 12.01.21 Due today at 11:59 PM	Points No points
Instructions None	
Reference materials Y3-Spring-Block-1-WO2-Related-calculations-2019.pdf ••••	
My work C 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.

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OneDrive	OneDrive	
+ New File	d Title	Modified 🔻
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	No fil	es available.
Description: Upload from this device		Cancel Attach

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

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Upload from this device		
e test.docx		
	Cancel	Done

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

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Maths 12.01.21 Due today at 11:59 PM	Points No points	
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My work		
E test 2.docx		
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