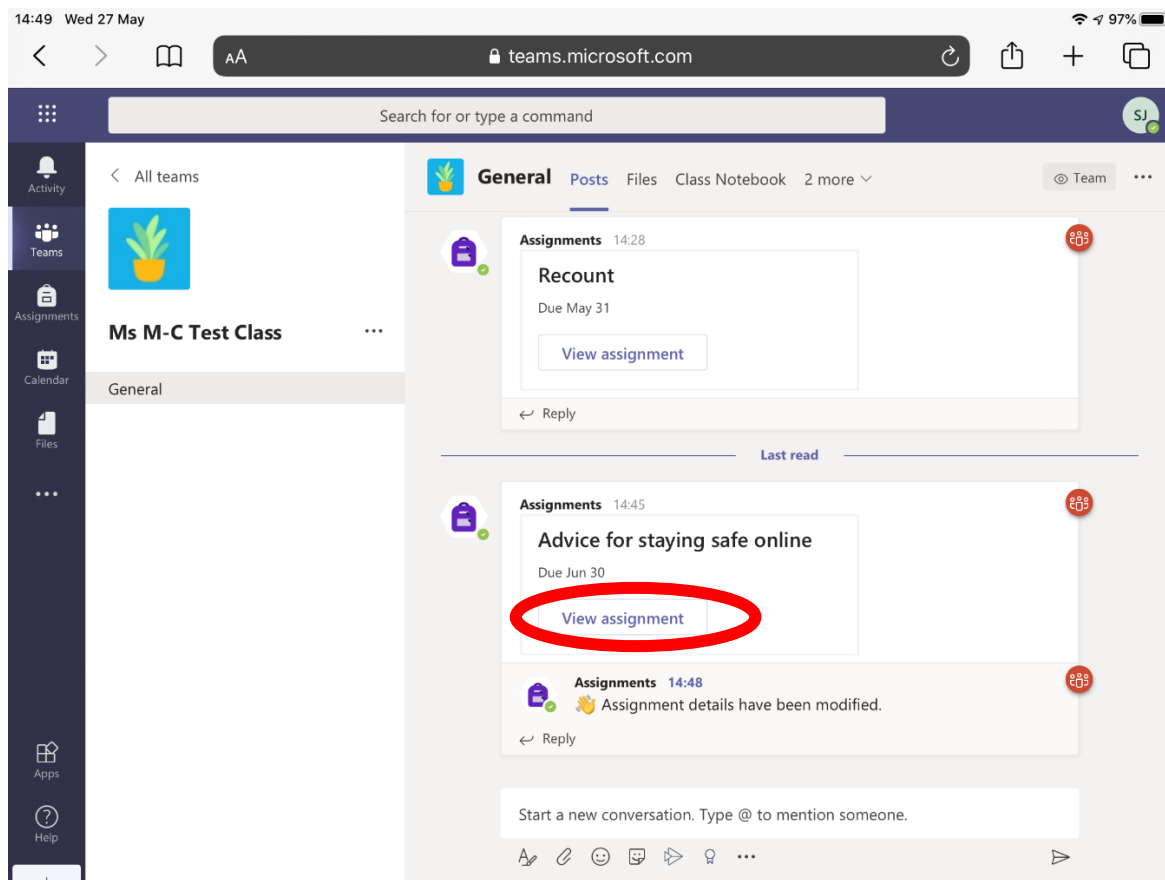
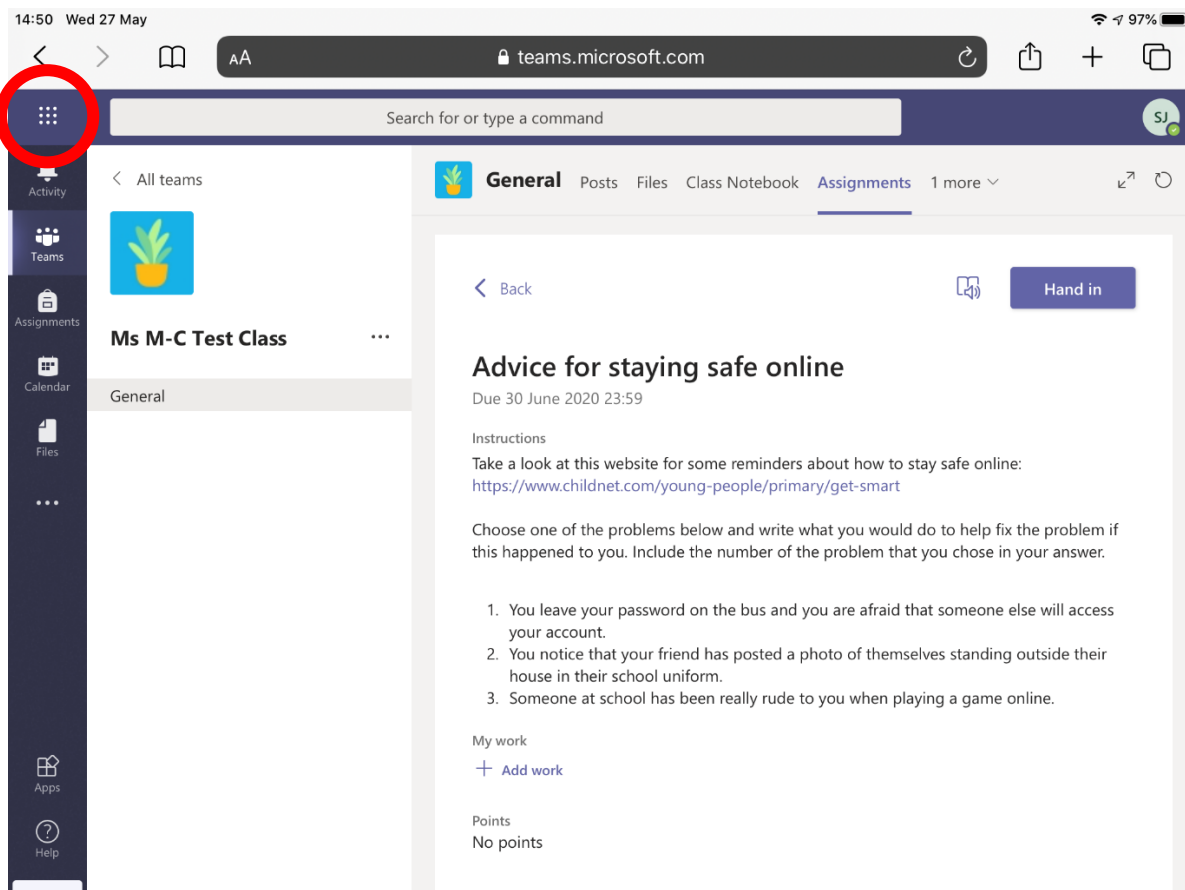


How to upload and submit a word document to a Teams assignment – iPad browser version

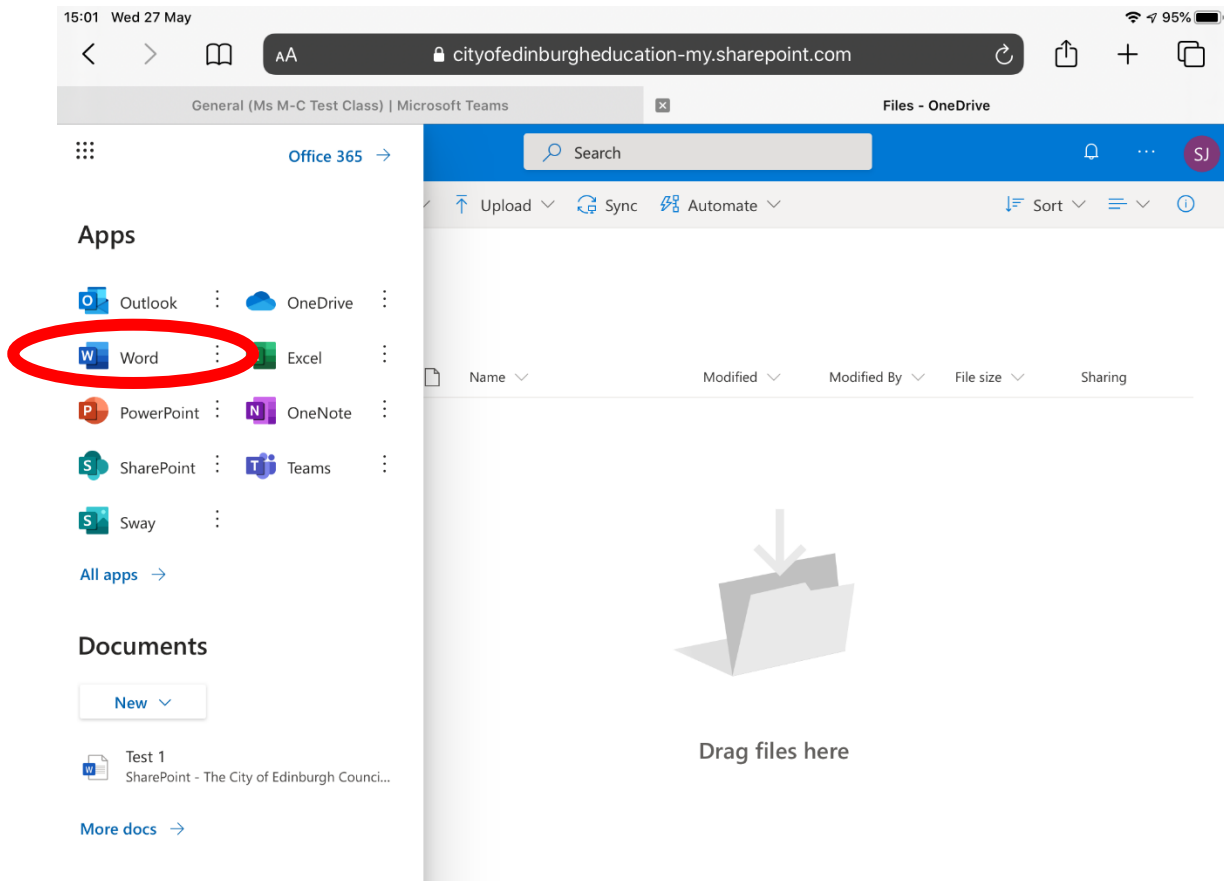
1. Log onto Teams and click on View assignment.



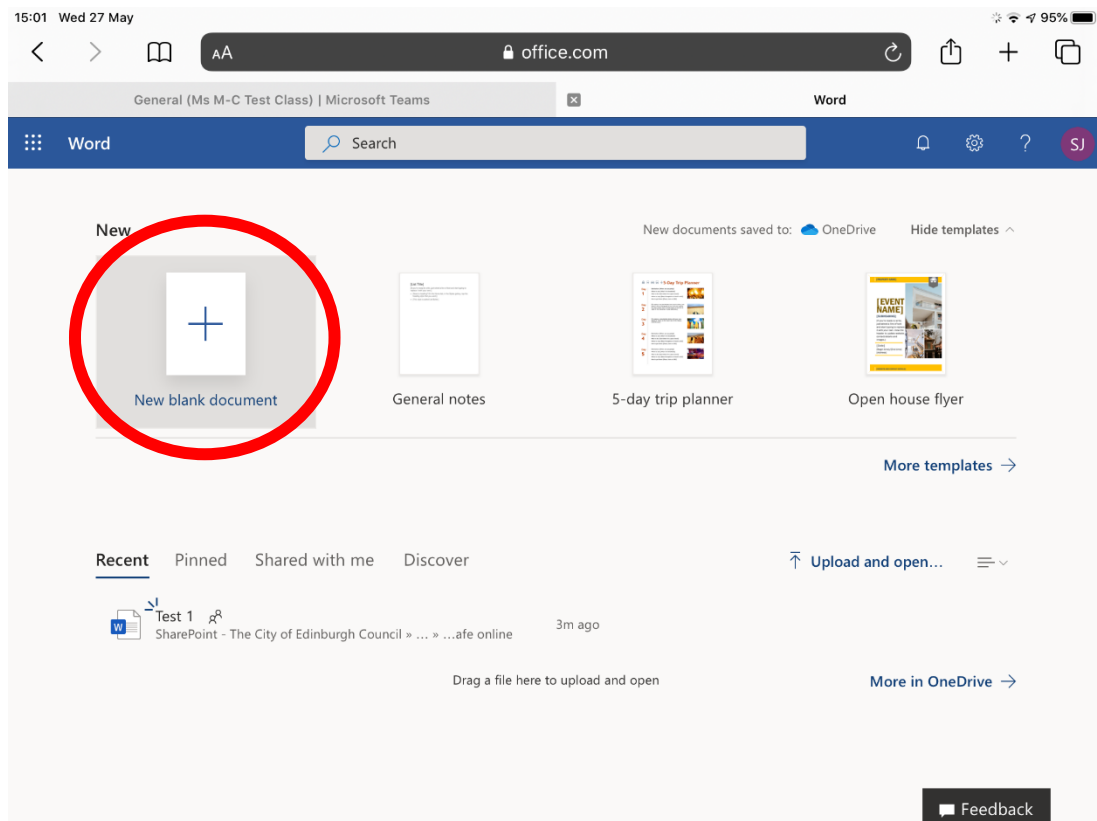
2. Read your assignment check what needs to be done. Then click on the 'waffle' in the top left corner.



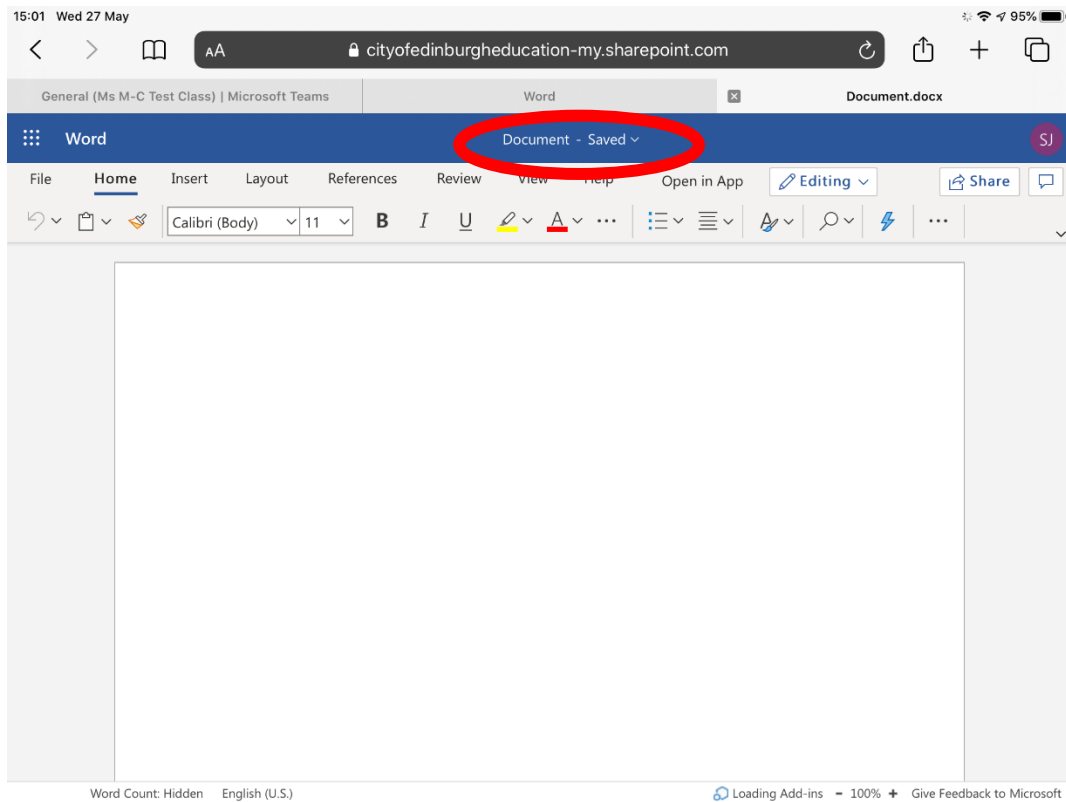
3. Click on Word.



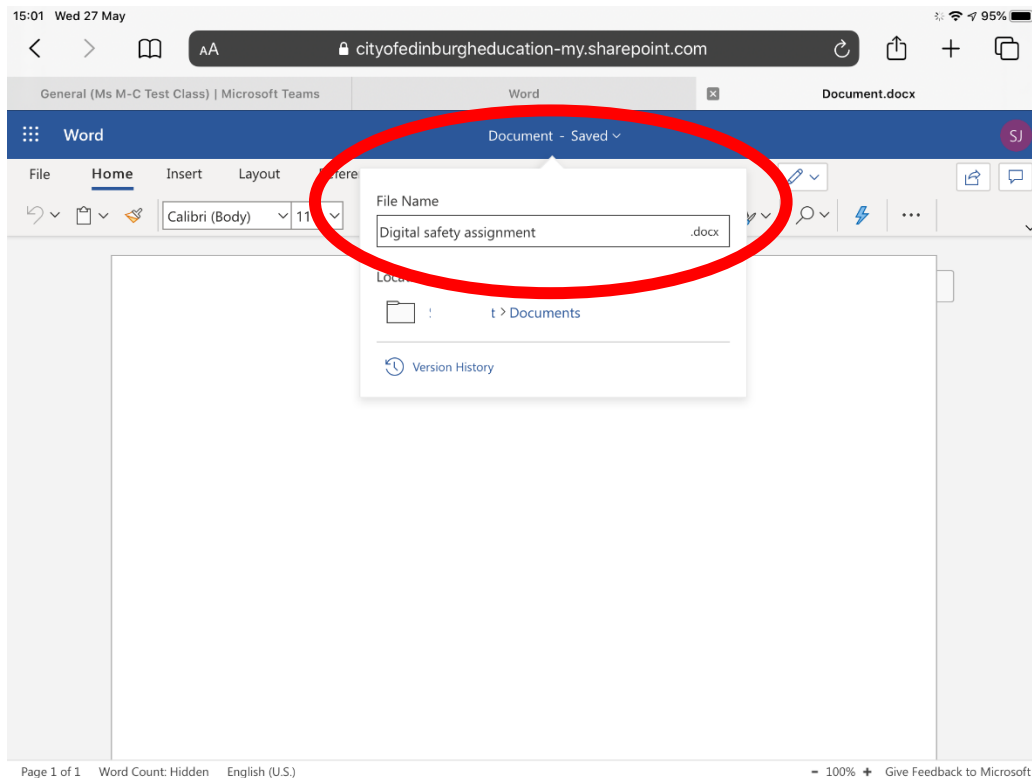
4. Choose New blank document.



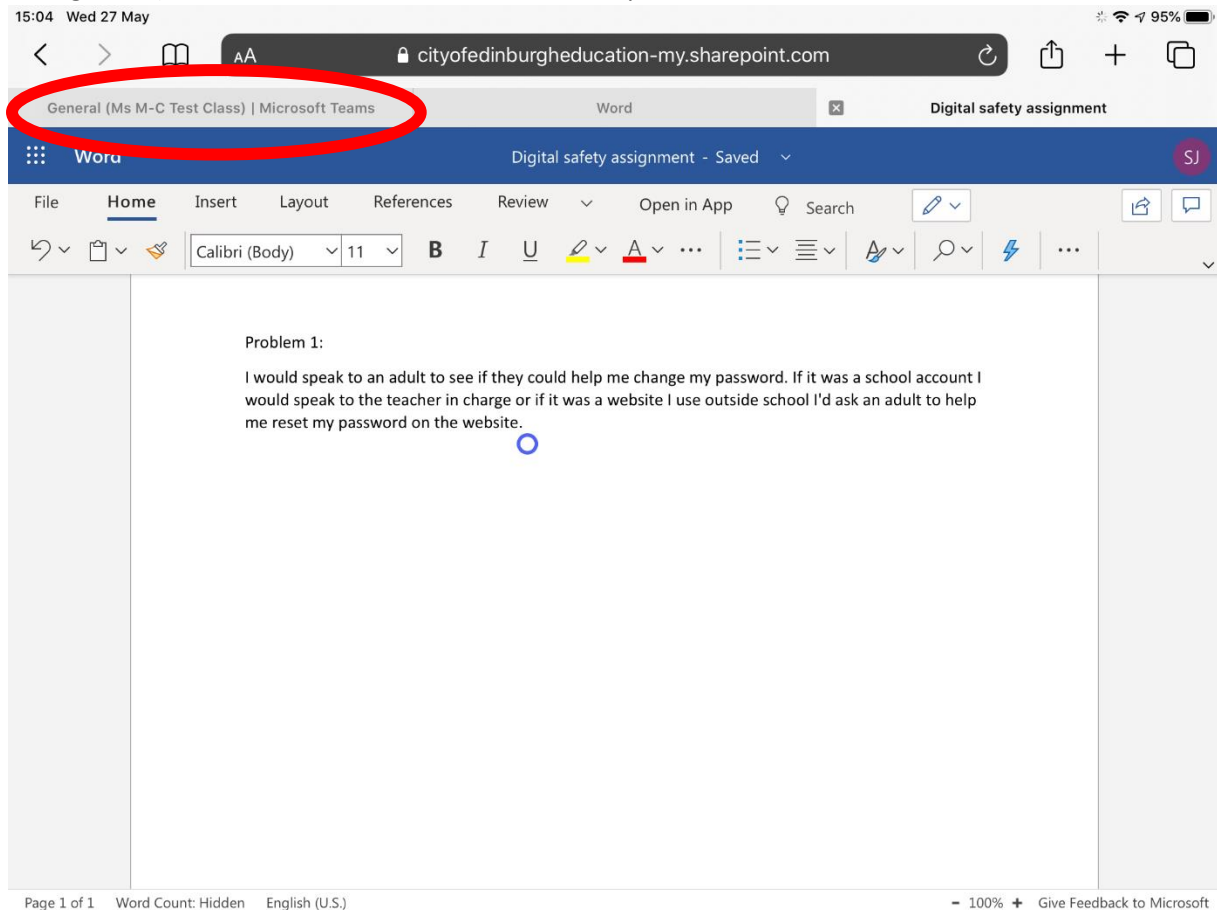
5. Click where it says Document in the blue bar to add your title.



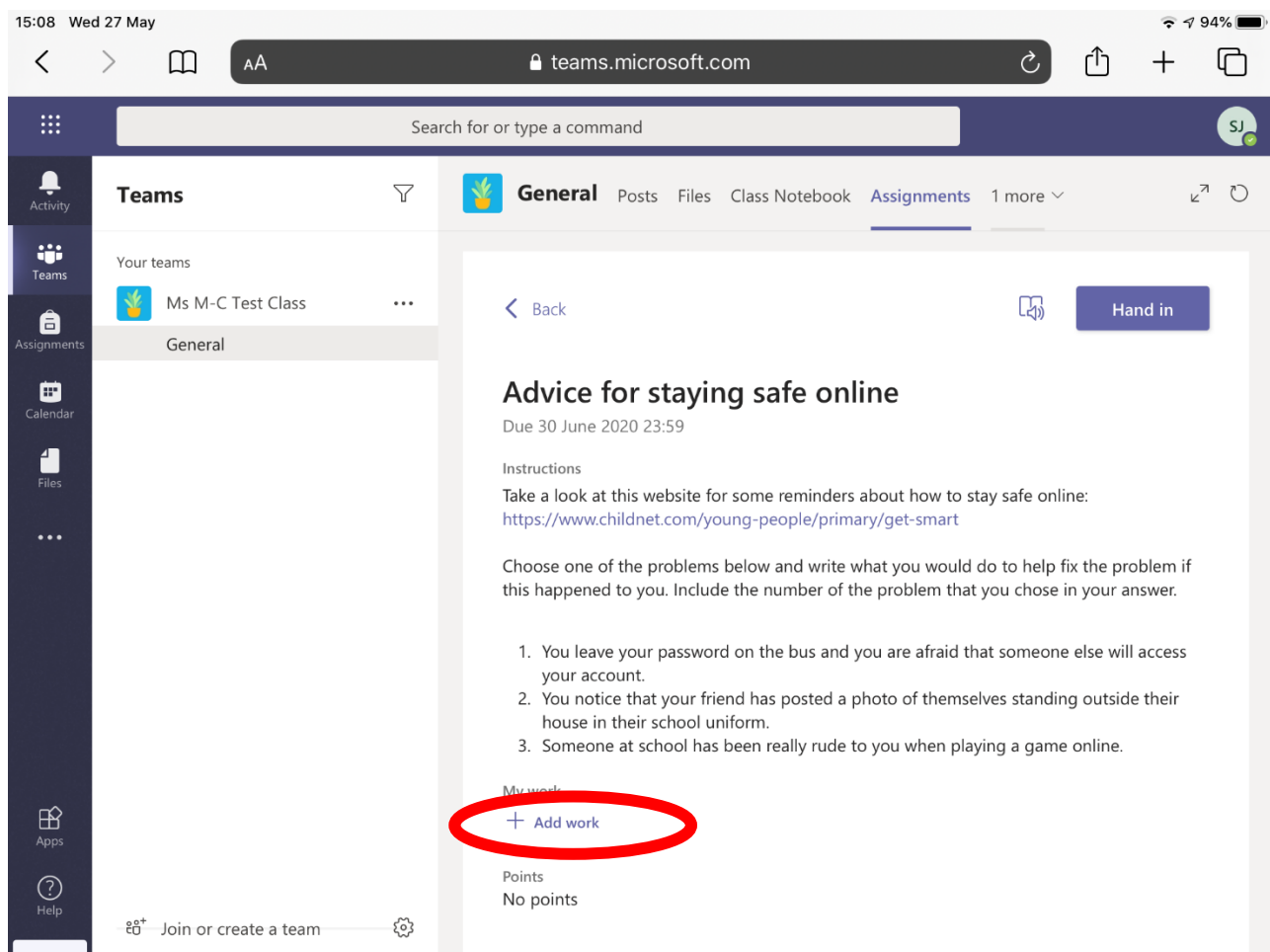
6. Type in the title of your assignment. This is what the document will be saved as.



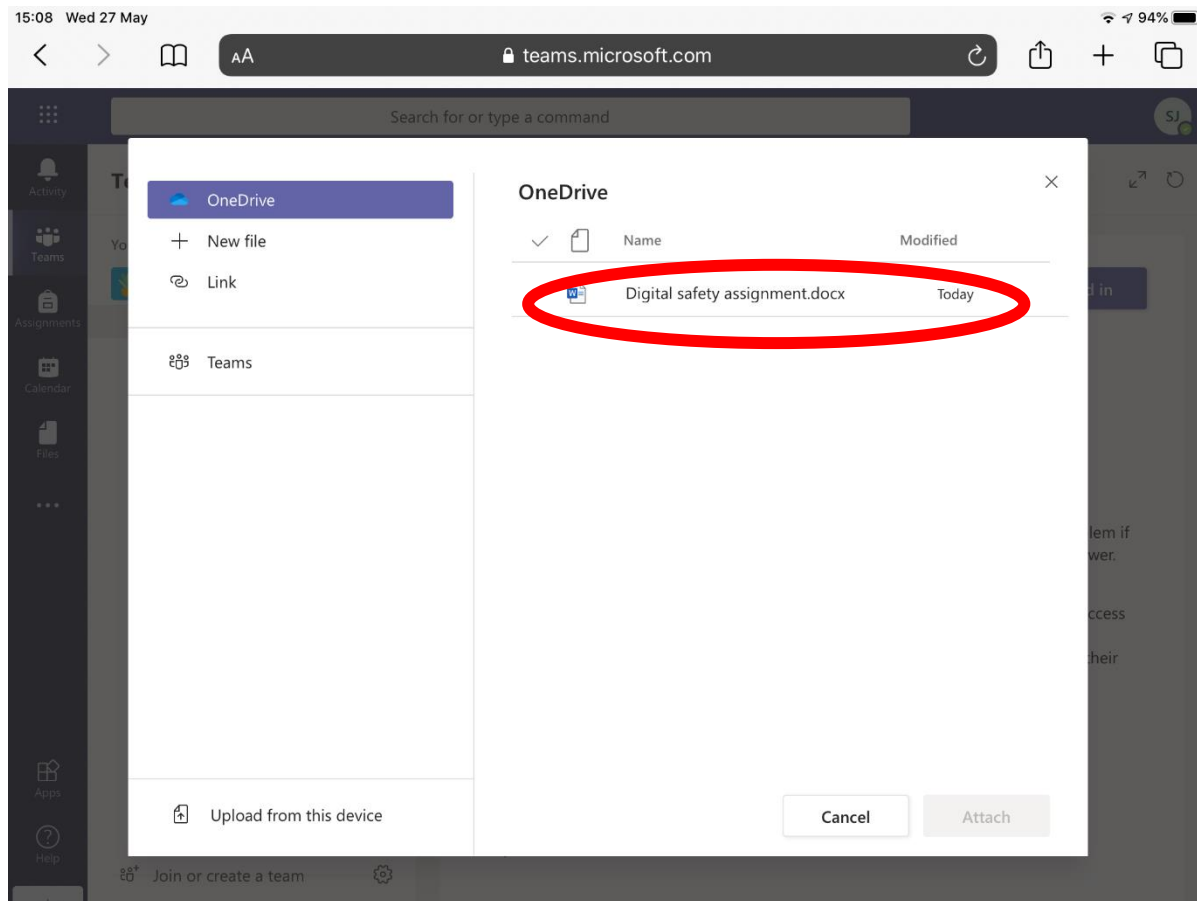
7. Complete your task in the Word document. Your document will automatically save to OneDrive (your online storage area). Click on the tab where Teams is still open.



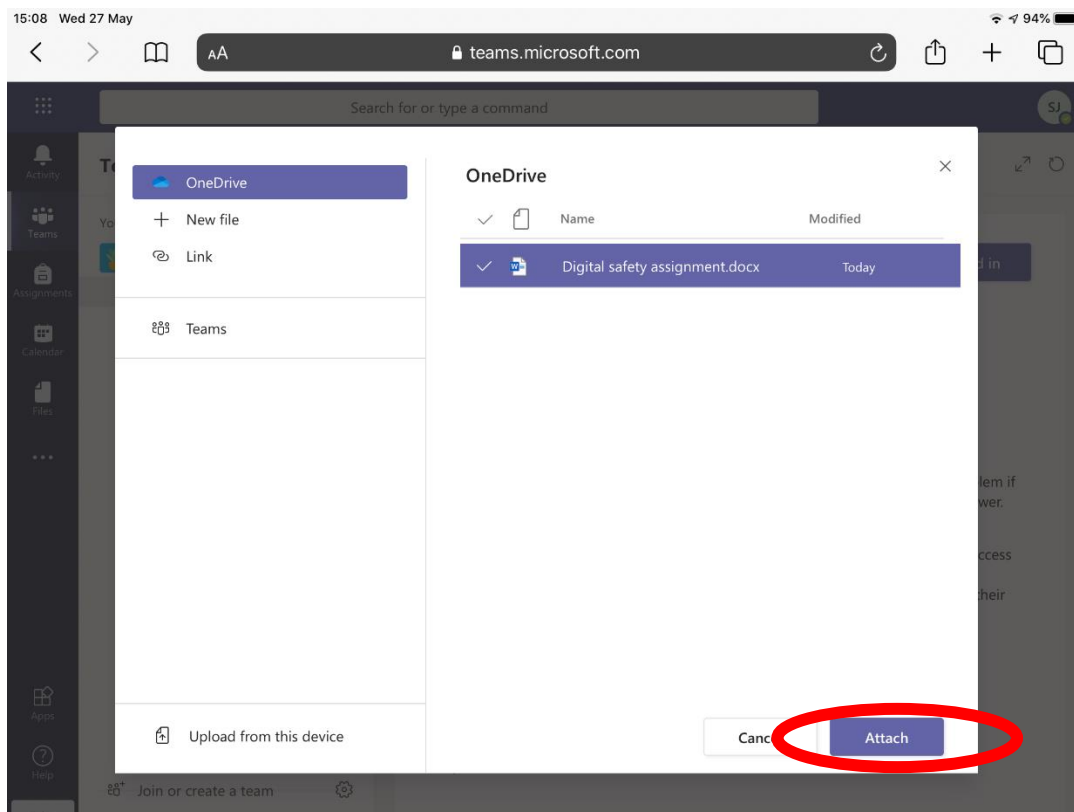
8. Click on + Work



9. You should see your saved files appear in your OneDrive storage area.



10. Click on the file you want to upload and press attach.



11. It will upload and you will see it attached in the My work section. Now click on the Hand in button.

The screenshot shows the Microsoft Teams web interface. On the left is a navigation pane with icons for Activity, Teams, Assignments, Calendar, Files, and Apps. The main area is titled 'Teams' and shows a list of teams, including 'Ms M-C Test Class'. The 'General' channel is selected. The 'Assignments' tab is active, displaying an assignment titled 'Advice for staying safe online' due on 30 June 2020. The assignment instructions ask students to choose one of three problems and write a solution. In the 'My work' section, a file named 'Digital safety assignment.docx' is uploaded and highlighted with a red oval. A 'Hand in' button is also highlighted with a red oval in the top right corner of the assignment card.

12. Your work is now uploaded and handed in. Well done – your assignment is complete!

This screenshot shows the same Microsoft Teams interface as the previous one, but the 'Hand in' button has been replaced by an 'Undo hand-in' button. Below the assignment card, a confirmation message states 'Handed in Wed 27 May 2020 at 15:08' with a checkmark icon. The 'My work' section still shows the 'Digital safety assignment.docx' file. The assignment details, including the title 'Advice for staying safe online' and the list of three problems, remain visible.