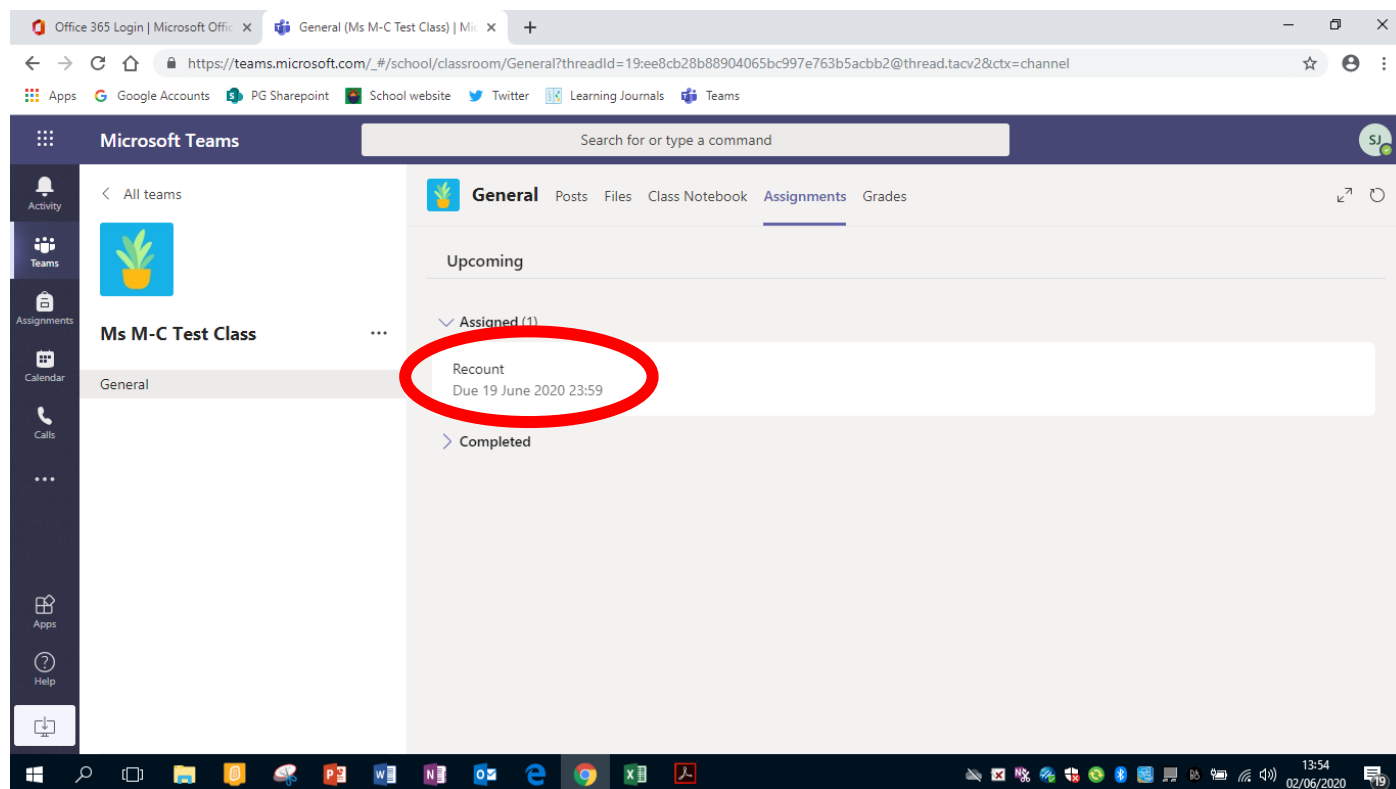
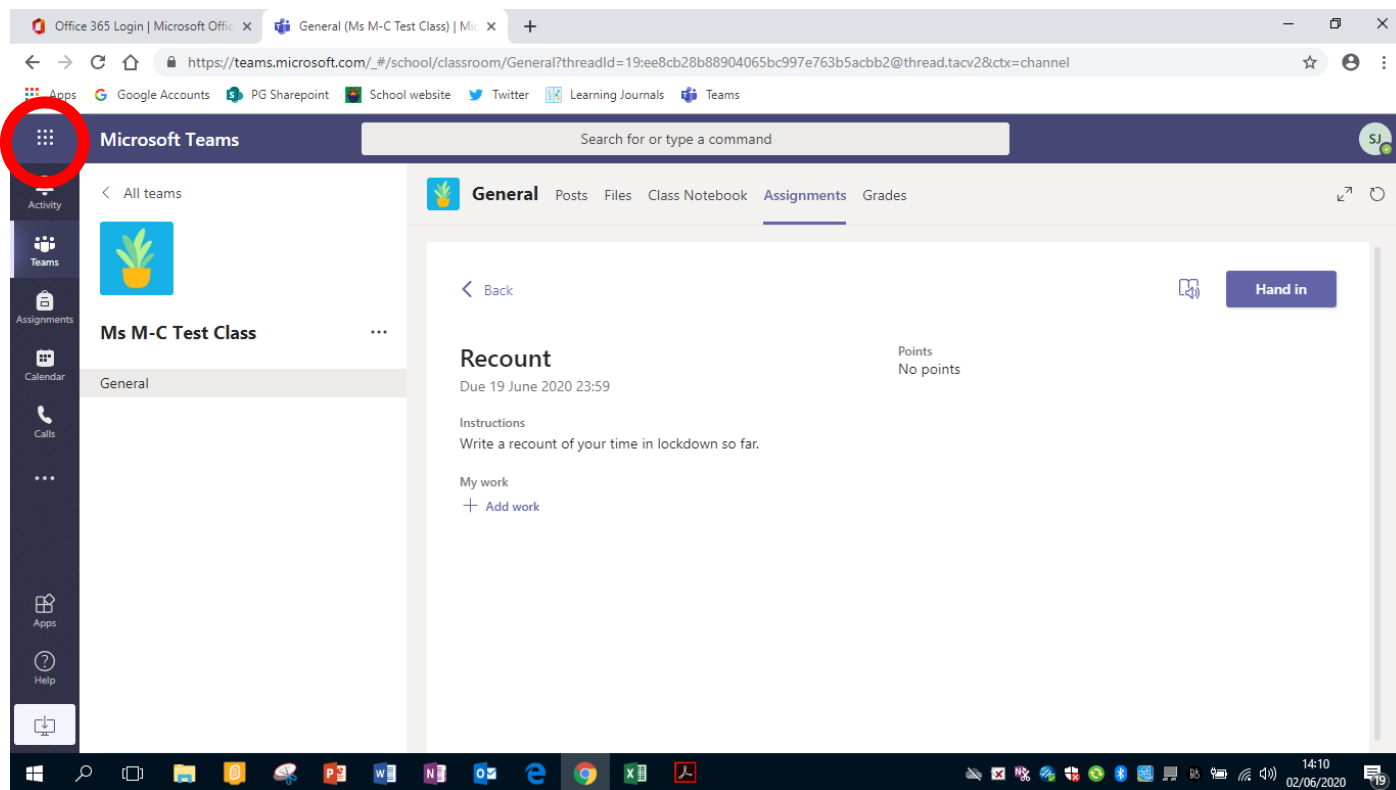


How to upload and submit a word document to a Teams assignment – Laptop/PC browser version

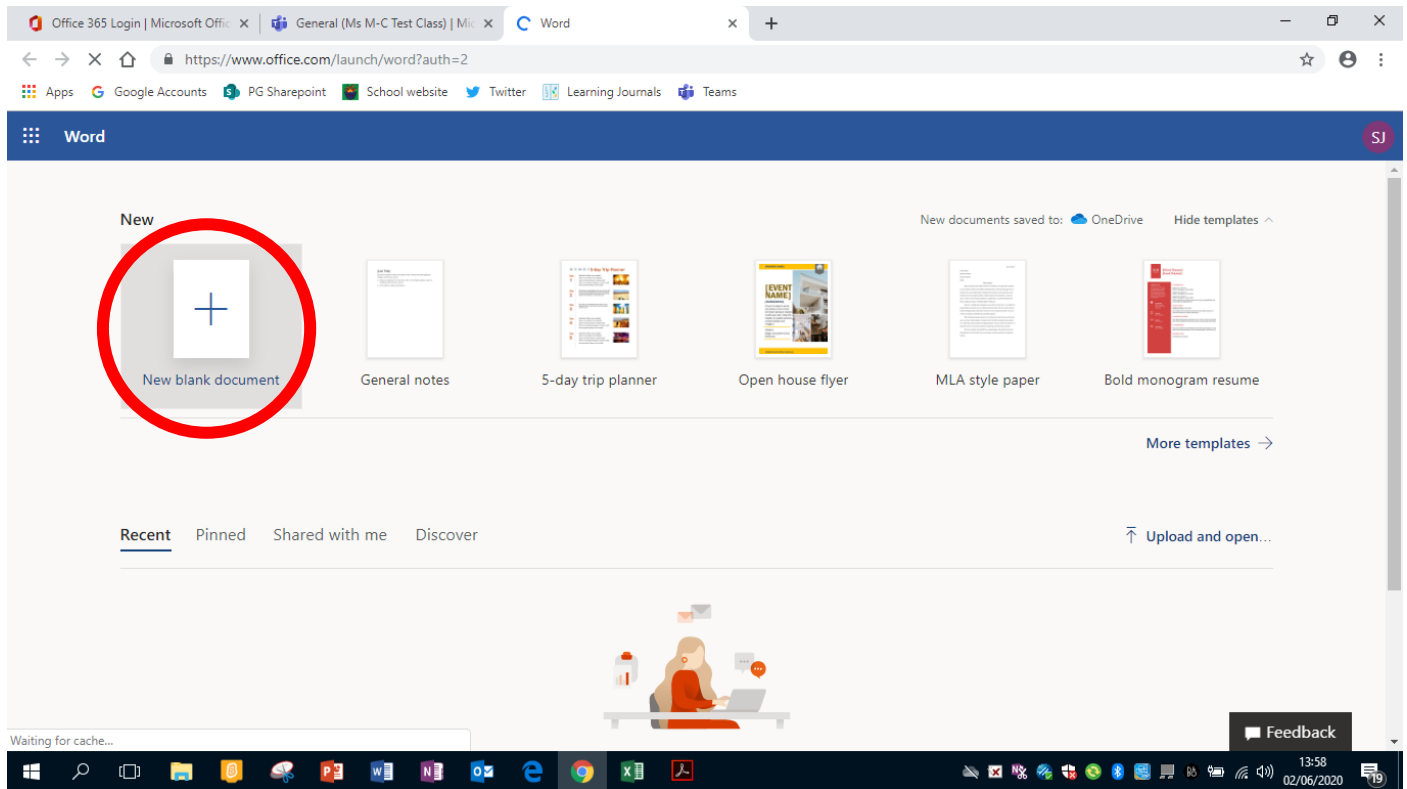
1. Log on to Teams and click on your Assignment.



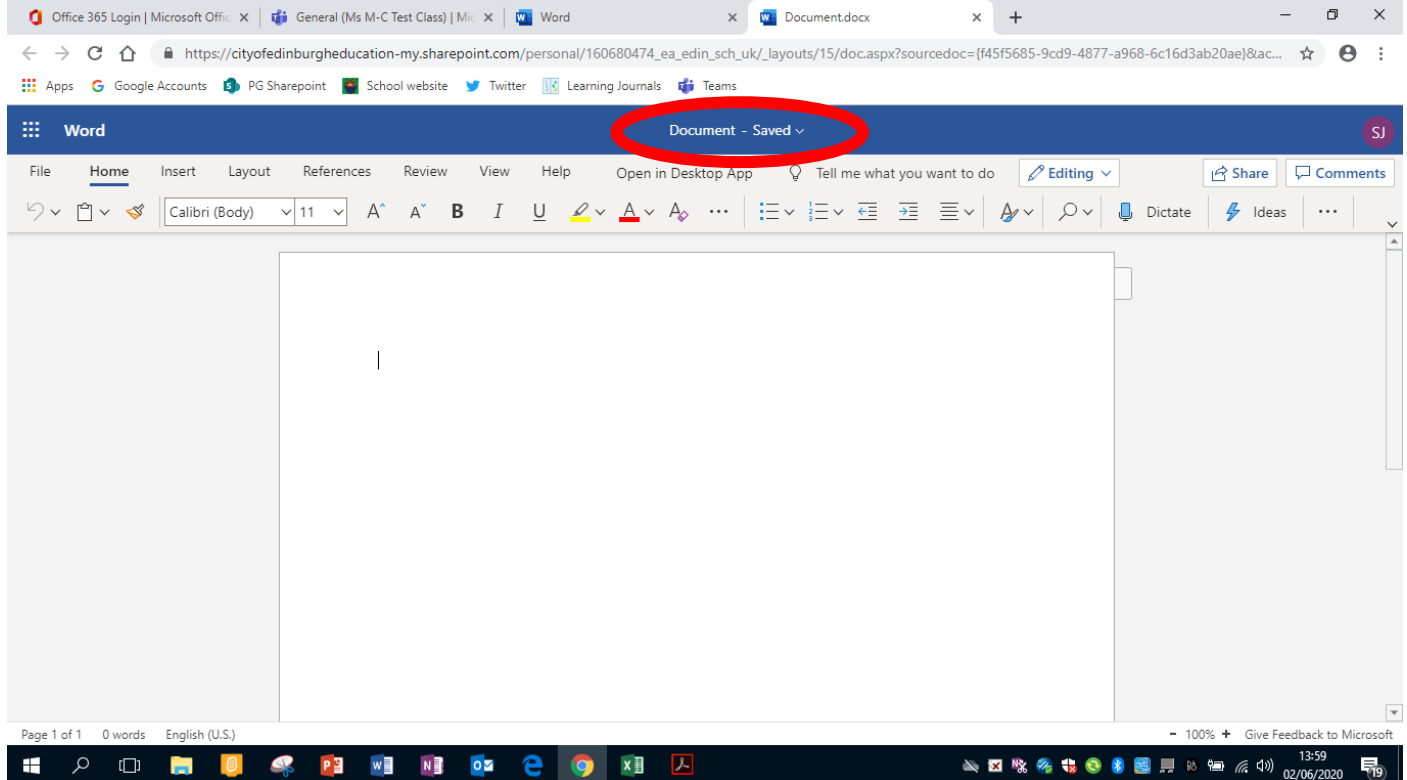
2. Read your assignment check what needs to be done. Then click on the 'waffle' in the top left corner of Teams.



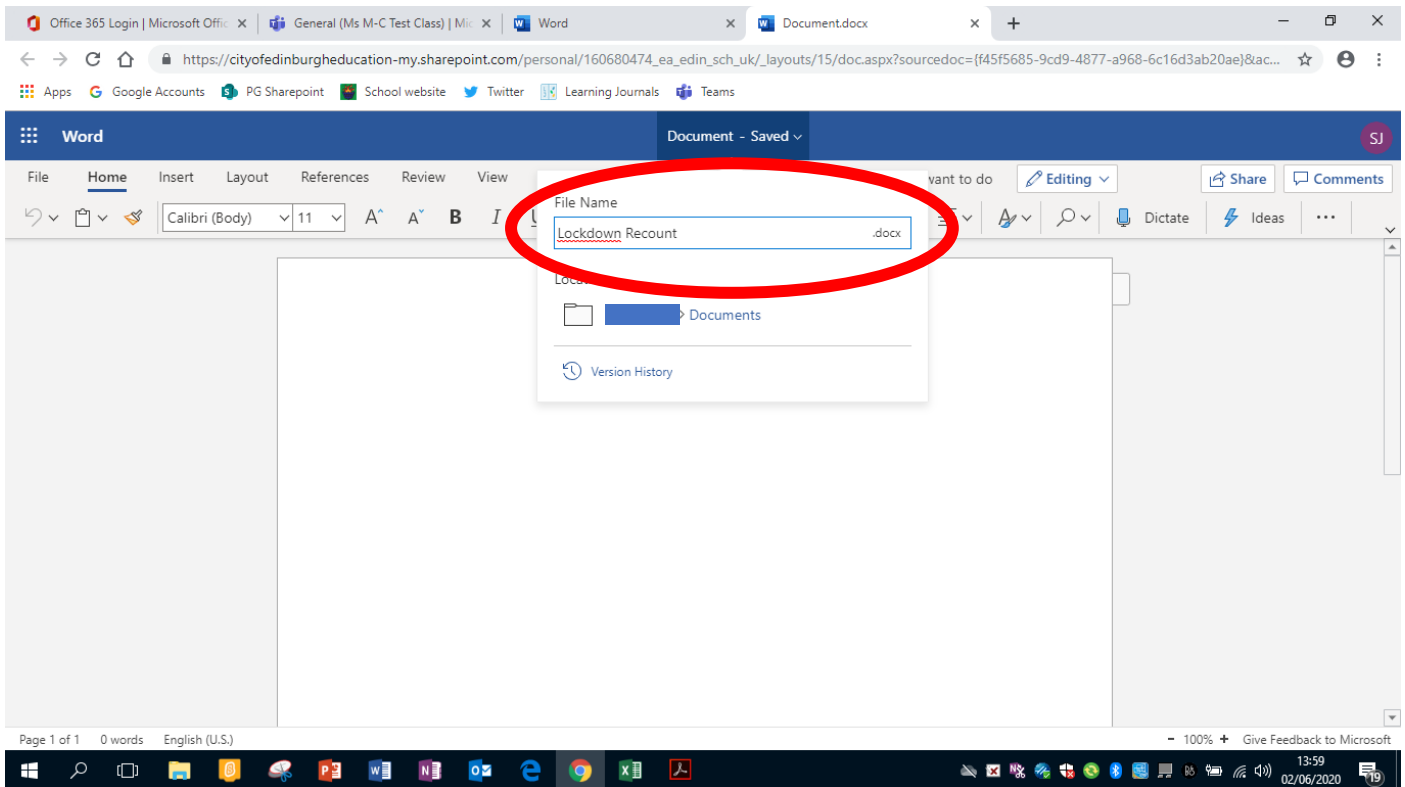
3. Click on Word, then click on New blank document.



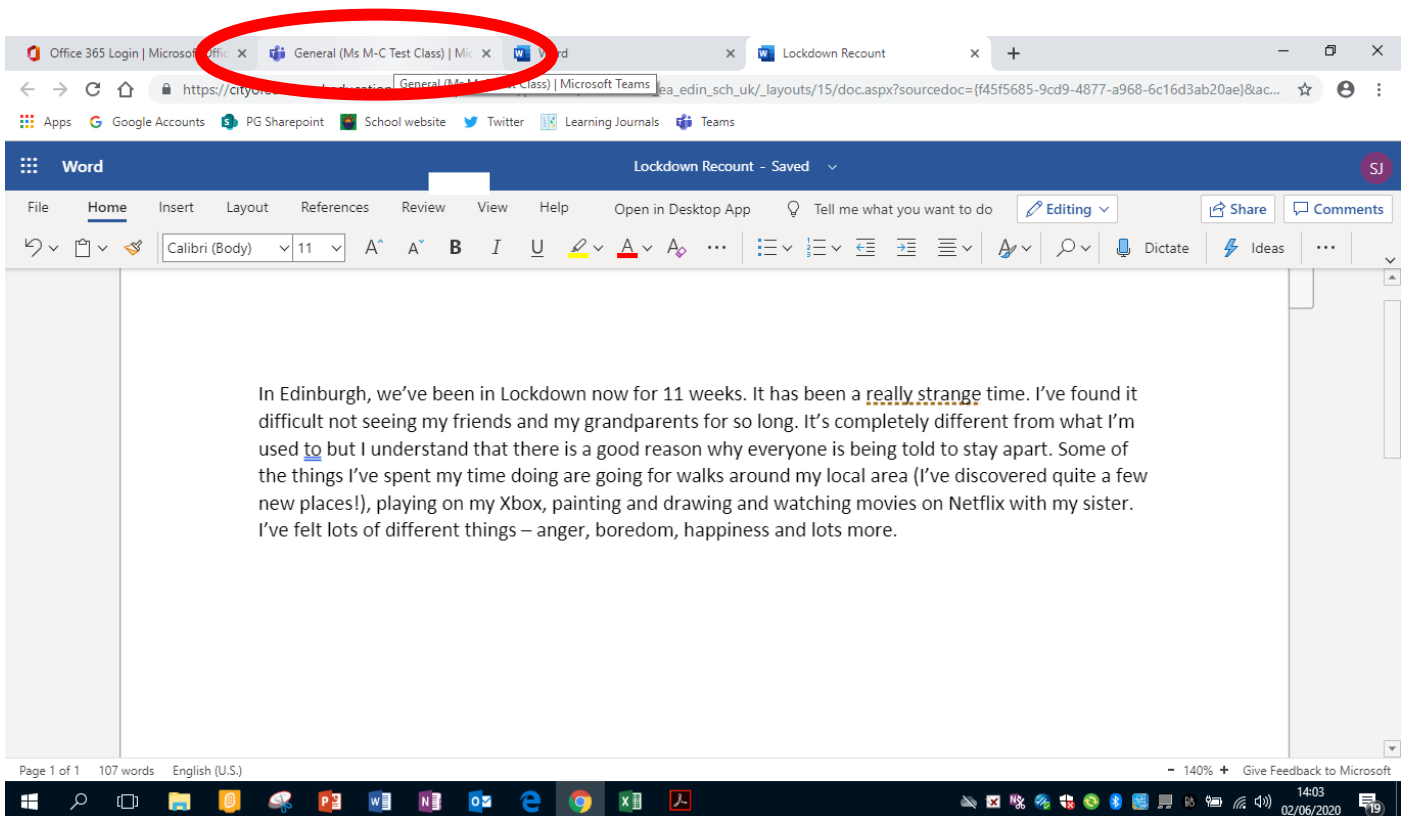
4. Click where it says Document in the blue bar to add your title.



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



6. 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.



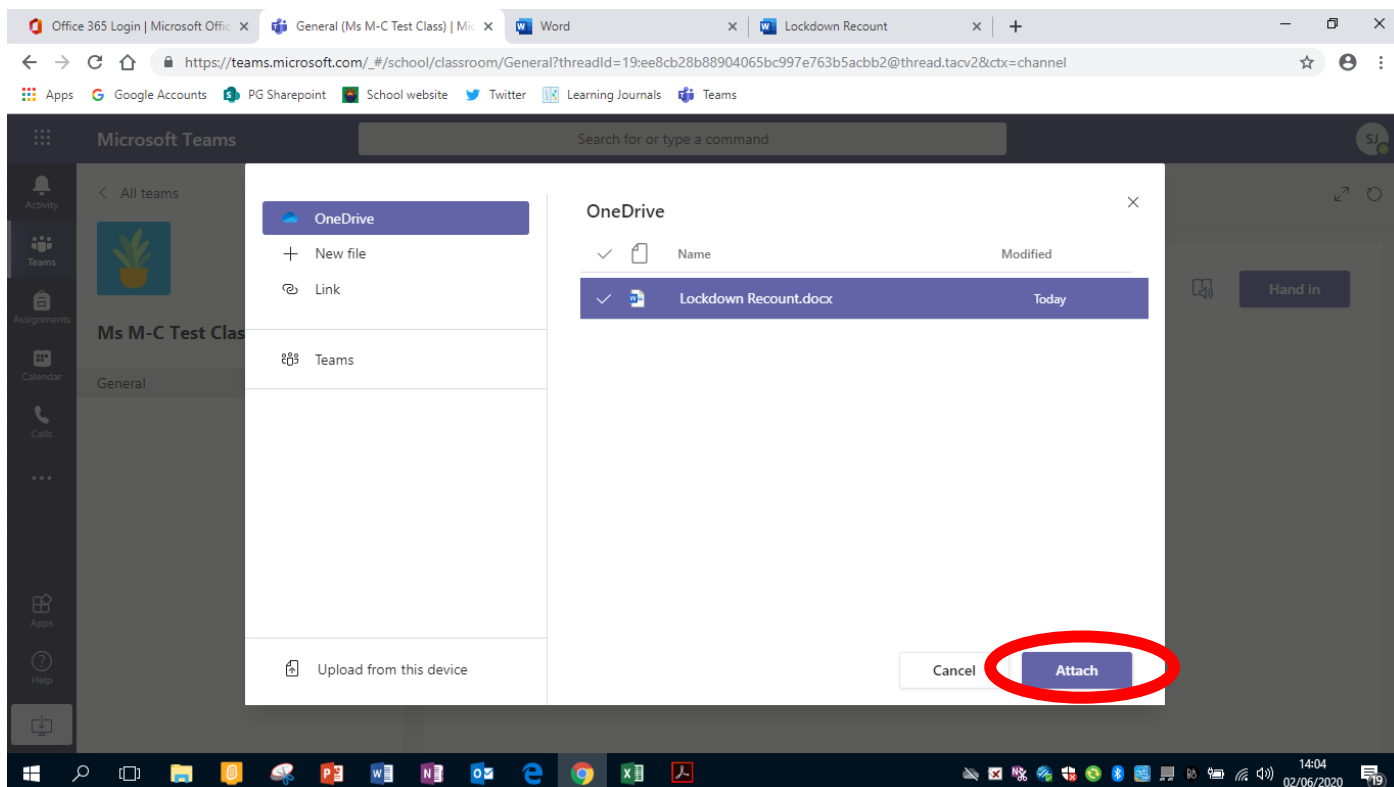
7. Click on + Work

The screenshot shows the Microsoft Teams interface. On the left, the 'Ms M-C Test Class' team is selected. The main area displays an assignment titled 'Recount' with a due date of 'Due 19 June 2020 23:59'. The instructions state: 'Write a recount of your time in lockdown so far.' Below the instructions, the 'My work' section is visible, and the '+ Add work' link is circled in red. A 'Hand in' button is located in the top right corner of the assignment card.

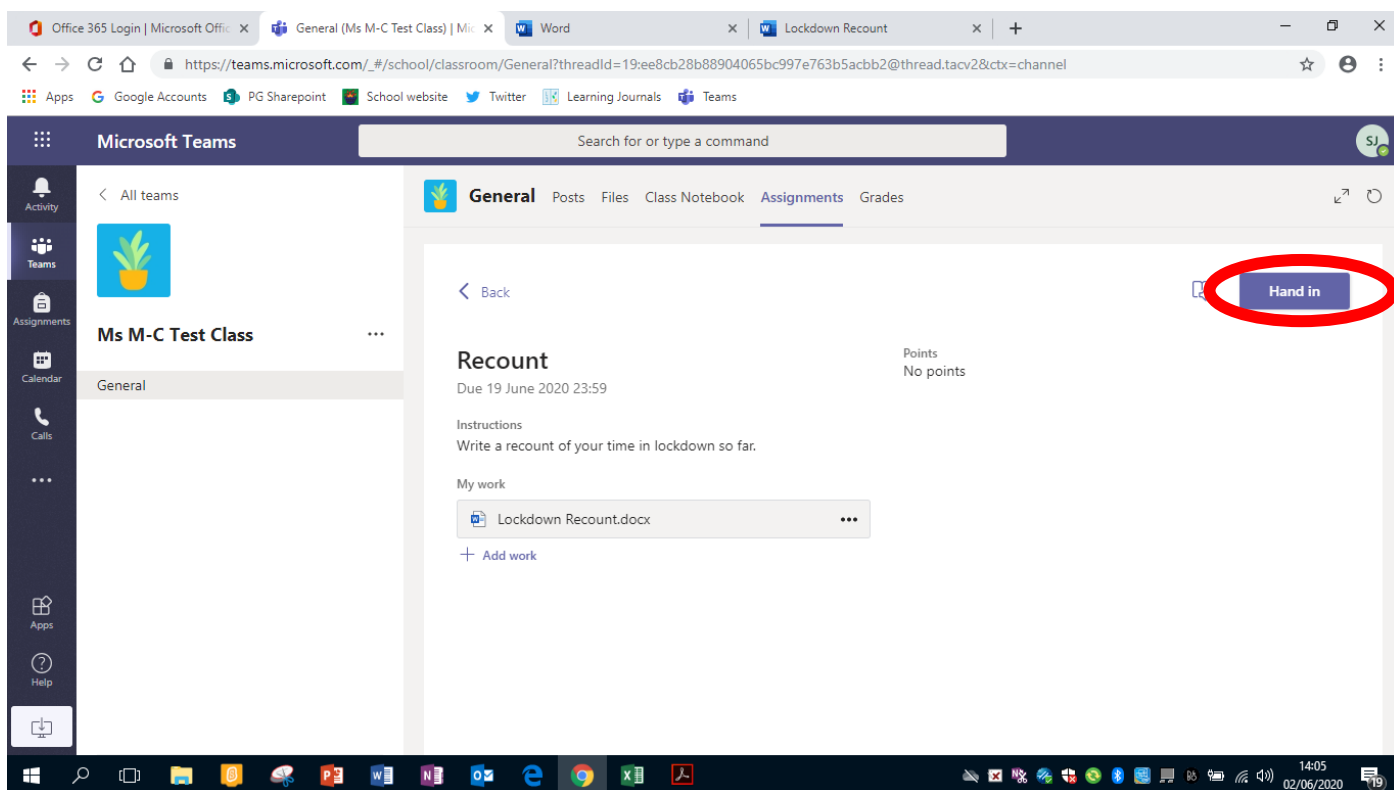
8. You should see your saved files appear in your OneDrive storage area.

The screenshot shows the OneDrive storage area within Microsoft Teams. The 'OneDrive' pane is open, displaying a list of files. The file 'Lockdown Recount.docx' is circled in red, indicating it is the file being referenced. The file is listed with a checkmark, a document icon, the name 'Lockdown Recount.docx', and a modified date of 'Today'. The 'Upload from this device' option is visible at the bottom of the OneDrive pane.

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



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



11. Your work is now uploaded and handed in. Well done – your assignment is complete! (If there are any problems there is an Undo hand-in button here.)

The screenshot displays the Microsoft Teams web interface. The browser's address bar shows the URL: https://teams.microsoft.com/_/#/school/classroom/General?threadId=19:ee8cb28b88904065bc997e763b5acbb2@thread.tacv2&ctx=channel. The left sidebar contains navigation icons for Activity, Teams, Assignments, Calendar, Calls, and Help. The main content area is titled 'Ms M-C Test Class' and shows the 'General' channel. The 'Assignments' tab is active, displaying an assignment titled 'Recount' due on 19 June 2020 at 23:59. The assignment instructions state: 'Write a recount of your time in lockdown so far.' Under the 'My work' section, a document titled 'Lockdown Recount.docx' is shown as submitted. In the top right corner of the assignment submission area, a status bar indicates 'Handed in Tue 2 Jun 2020 at 14:05' with a checkmark. A blue button labeled 'Undo hand-in' is circled in red, providing a way to retract the submission.