

How do I submit an assignment on Teams?

1. Click on the **Team** you want to submit an assignment for (e.g. English).
2. Click on the **assignments** tab at the top of the screen.
3. Click on the specific assignment.
4. If the assignment has a worksheet to complete attached, you can click on this and complete the worksheet on Microsoft online. It saves automatically, so you can click close, then click **turn in**.
5. If you are submitting a document (word, PowerPoint, picture of handwritten work, etc.) click **add work**, then **upload from this device** and find the appropriate document. Then, click **turn in**.

Click on the link(s) below for an instructional video:

[How to upload on assignments on Teams - YouTube](#)

[How to turn in an assignment in Teams - YouTube](#)