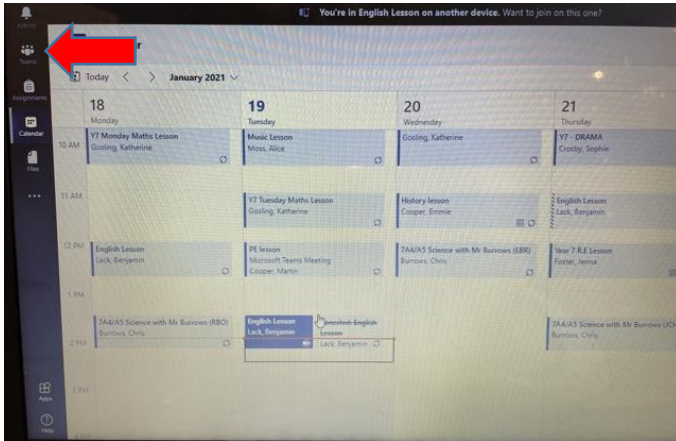
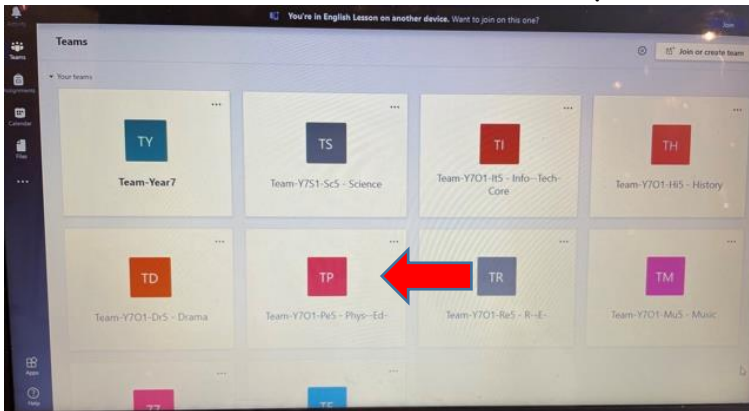


## How to hand in an Assignment in Teams

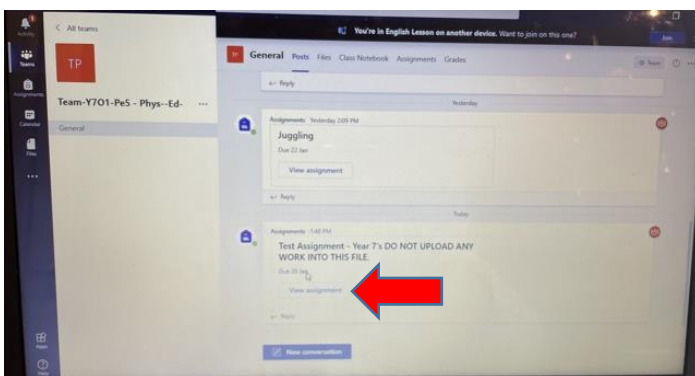
1. In teams click on the Teams icon.



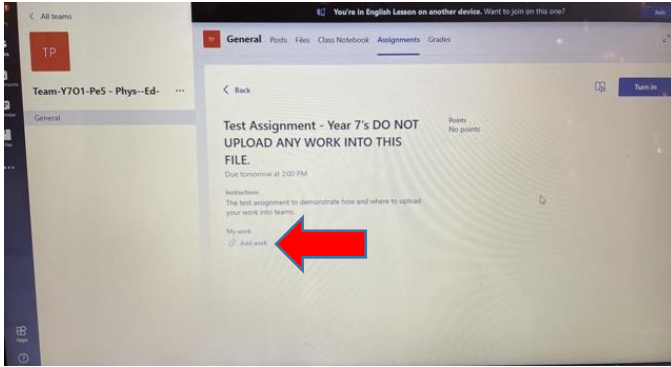
2. In the teams click on the one for your class, for example, your PE class.



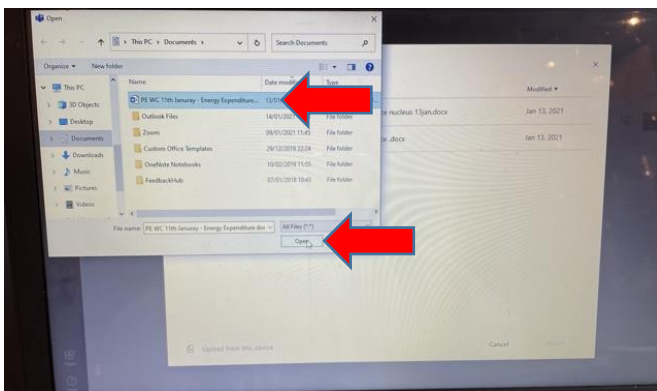
3. Click on 'view assignment' for the correct assignment for that week that the teacher has set:



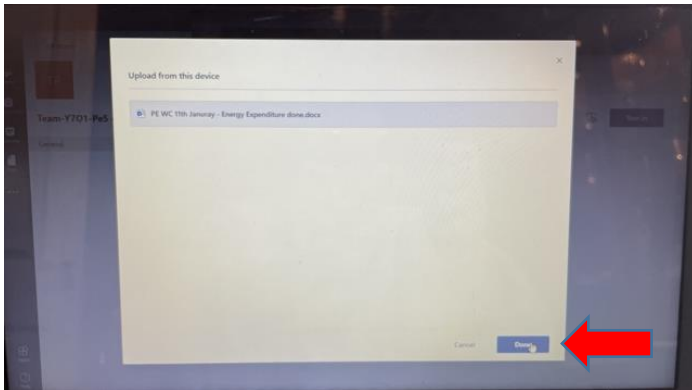
4. At the bottom of the writing it says 'add work' next to a small paperclip. Click on this.



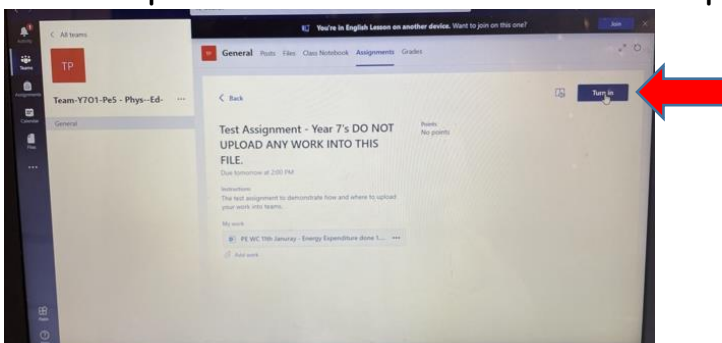
5. Find the word document/ photo/ video that you need to upload to the teacher and attach it.



6. The work will now upload from your device. Click Done.



7. You can see the document listed under 'my work'. Double check it is the correct piece of work and then in the top right hand corner click 'turn in'.



8. You will get a little gif character to show that you have handed in your work along with the date and time that you sent it. Your teacher will now be able to see your work and give you feedback on how you did.

