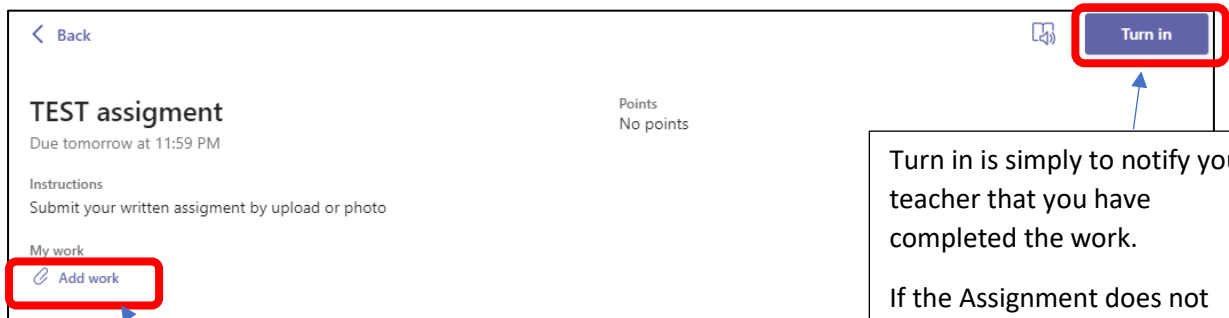


Submitting and handing in work on MS Teams inc. via a phone or tablet:

When you have been set an Assignment and the submission is online to MS Teams – this could be an IT based document or a photo of work you have written / drawn out yourself (remember to use MS Lens for this – see the helpful guide on using MS Lens).

Open the assignment:

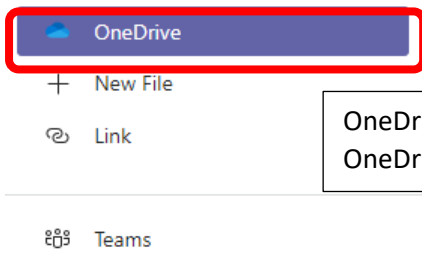


Turn in is simply to notify your teacher that you have completed the work.

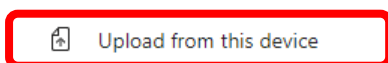
If the Assignment does not require any work to be uploaded – it may have been completed on another website for example – you can click this to let your teacher know it is done.

Add work is where you are able to upload documents directly or from your OneDrive area – where all your work should be saved firstly.

Once you have clicked 'Add work':



OneDrive will allow you to then attach any file from your OneDrive area.



You can upload directly from your device too but it is better to ensure all work is saved in OneDrive first.