# Teams – Uploading an assignment

- Your teacher can set assignment for you to complete.
- You will see a new notification every time your teacher sets a new assignment for you, which is circled in blue.
- By clicking on this notification, you will be brought to the assignments page.
- You can also click the assignments button in the left-hand menu to see all the different assignments set by your teacher (red circle), or you can click into your class and click on the assignments button circled in yellow.
-
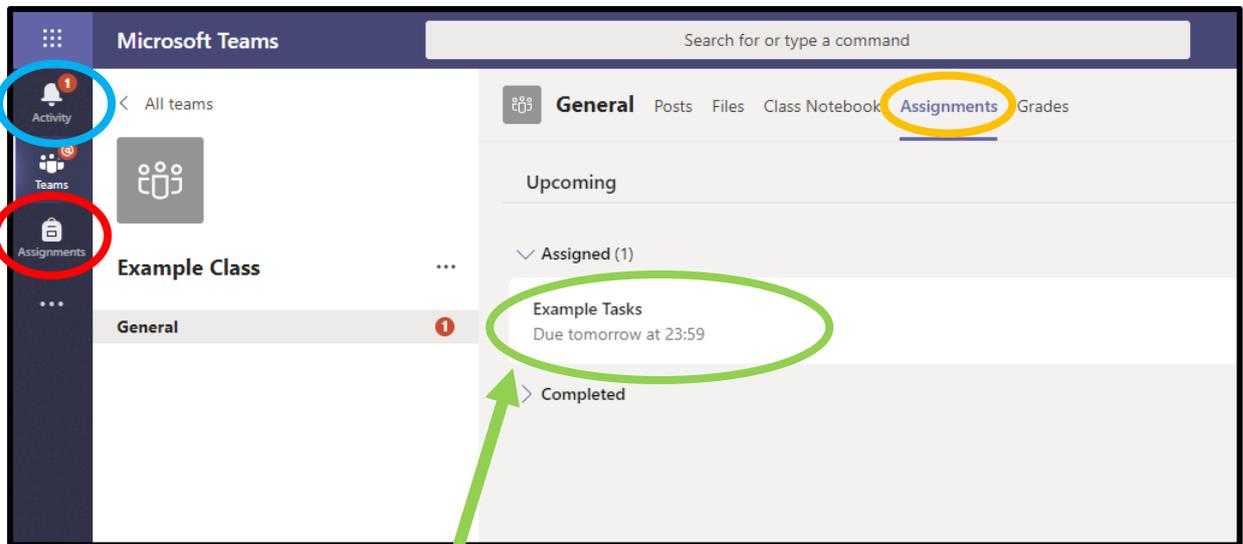
this tells you about the assignment and due date

Click on the assignment to access the task.

To add some work, we either need to create a new document, then complete our work in it or save a file to upload.
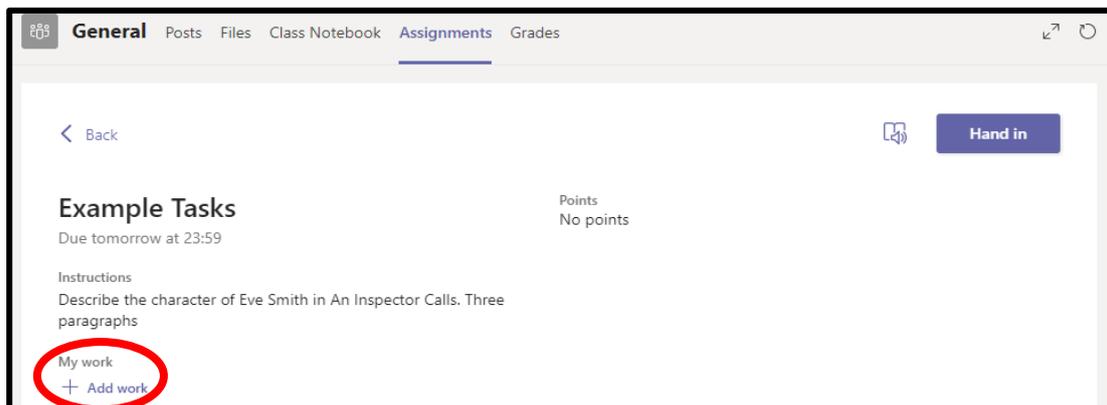
Using a new file (creating a new document)

Choose what type you want to use.

It can be a word document,

PowerPoint or Excel Spreadsheet.

Choose a file type

Word document

PowerPoint presentation

Excel spreadsheet

OneNote Class Notebook page

Upload from this device   Cancel

OneDrive

New File

Link

Teams

Choose a different type

File name (required)

Mrs Vincett's Arithmetic Monday 11th Jan   10

Upload from this device   Cancel   Attach
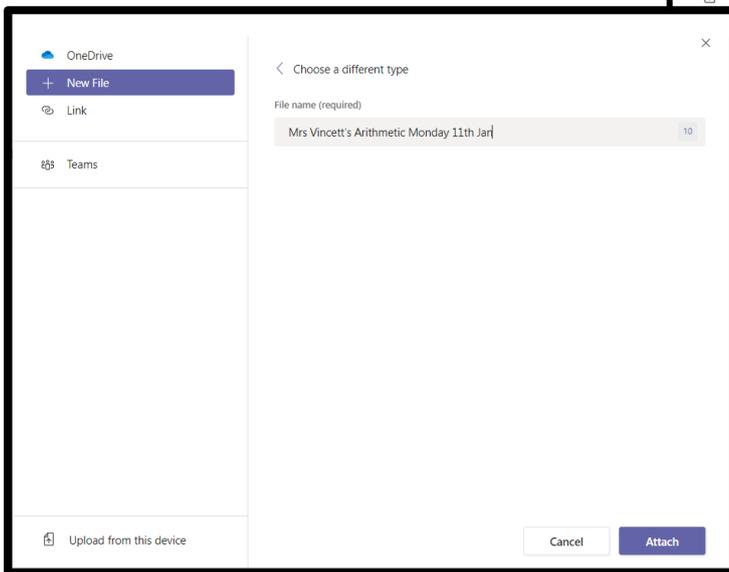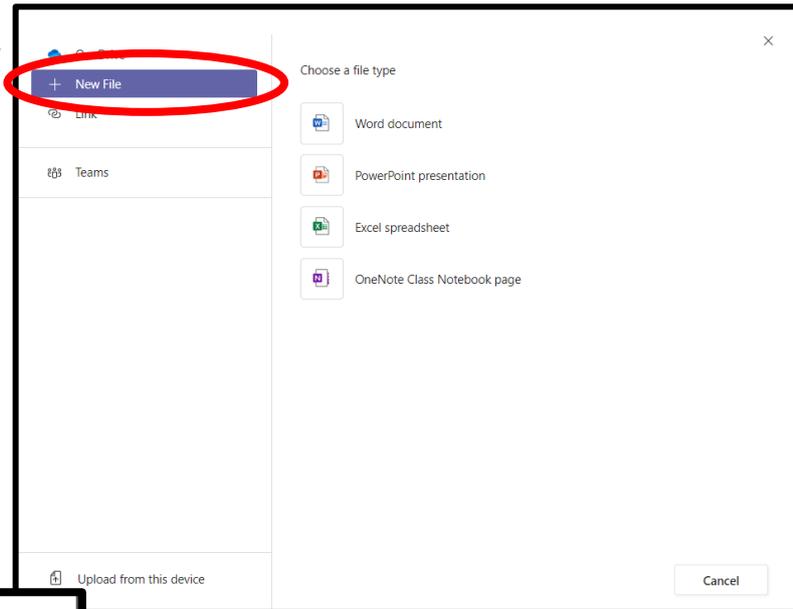
Make sure the name is yours with what work it is.

E.g. Mrs Vincett's Arithmetic Monday 11th Jan

CLICK ATTACH

Arithmetic
Due November 20, 2020 11:59 PM

Points
No points

Instructions
Open the Powerpoint below.
Copy the questions into your book.
Answer each question.
Using slide 2 self mark your answers
Photograph your answers and upload to submitted learning channel.

Reference materials

Year 2 Arithemtic ADDITION week 1.pdf   ...

My work

Mrs Vincett's Arithmetic Monday 11th Jan.docx   ...

Add work

You have now created your document that you can start writing your work into.

To start your work, CLICK ON THE DOCUMENT NAME.

Type your work in here and when you are finished, click close.

It saves automatically once you click close

2. Click the hand in button to submit your work to your teacher

1. Make sure your work is attached
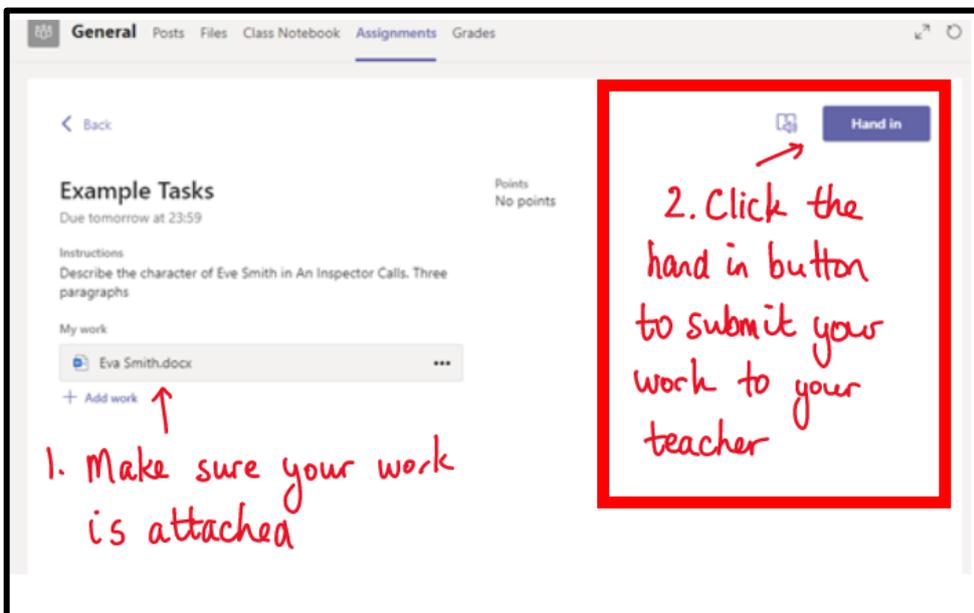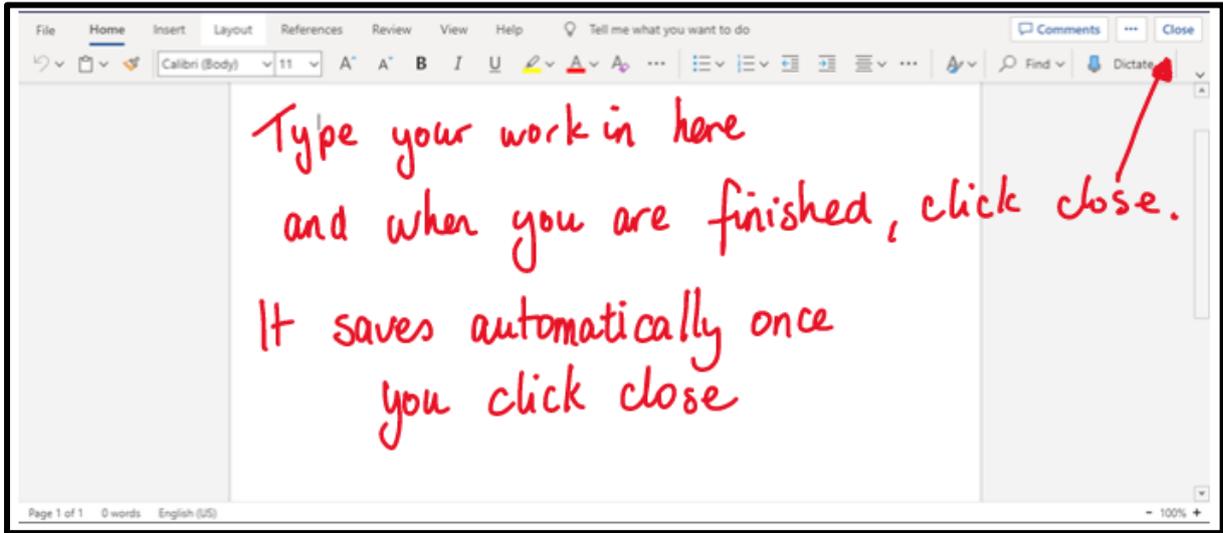
Make sure that you have your work attached and that it is not blank.

Click the hand in button. Your teacher can now look at your work and give you feedback if required.

If you missed the deadline, do not worry you can still submit work but it will say TURN IN LATE. Please bear in mind, your teacher will see it but you may not get individual feedback.

Upload from device –

This is likely to be a screenshot/ photo of the work

Once you have clicked Add Work, in the bottom left hand corner is upload from this device.
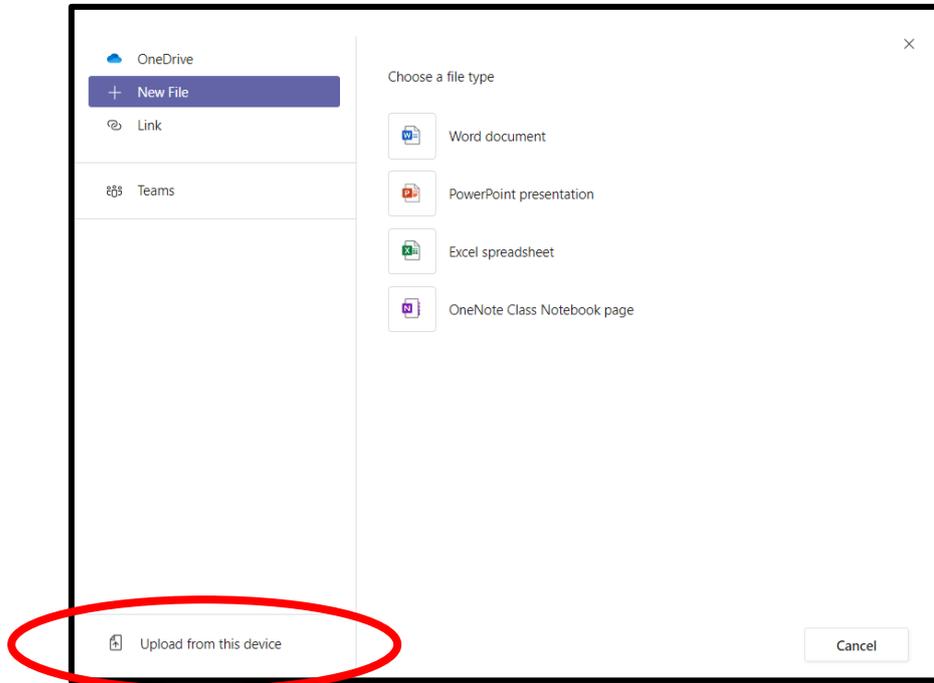
This will open a new window. You need to find the relevant image or file and click on it.

THIS WILL DEPEND ON WHERE YOU HAVE SAVED THE FILE
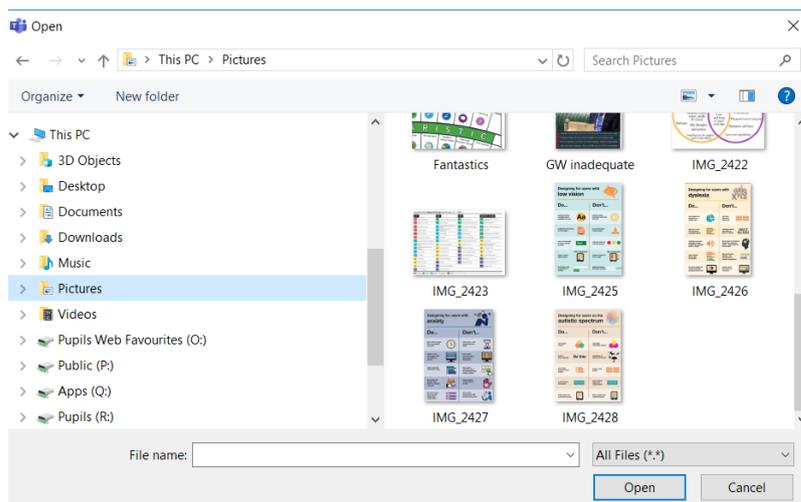
Once it has loaded, click DONE and then the HAND IN button in the TOP RIGHT hand corner (or turn in late if you have missed the given deadline)

If uploading from your phone, it is easier to have the TEAMS app on there to submit directly.