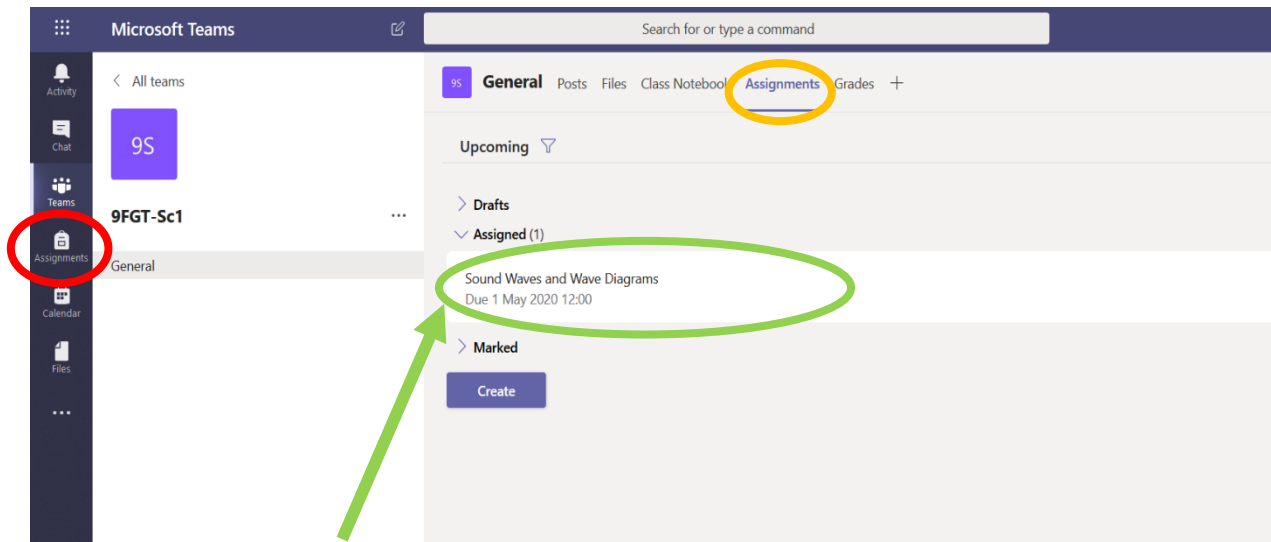


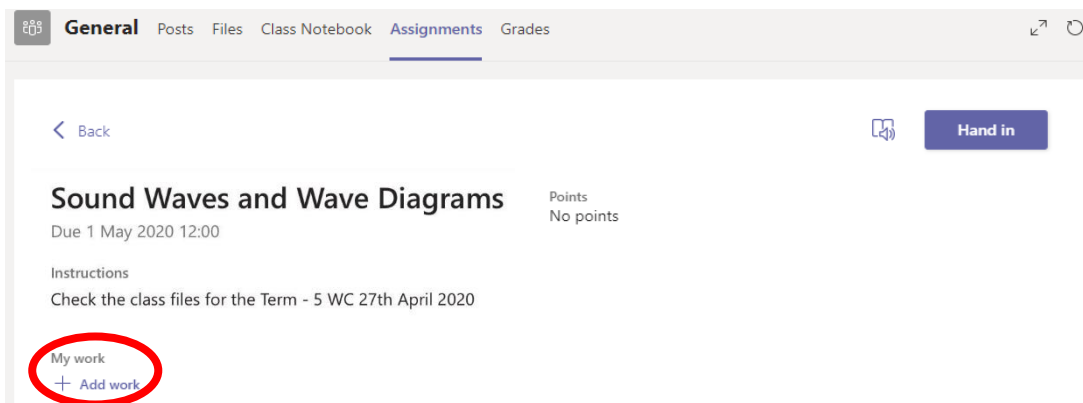
Teams - Uploading an assignment

Your teacher will set an assignment for you to complete. You can access your assignment in two different ways. You can click the assignments button in the left-hand menu to see all the different assignments set by your teachers, or you can click into your class and click on the assignments button circled in yellow.

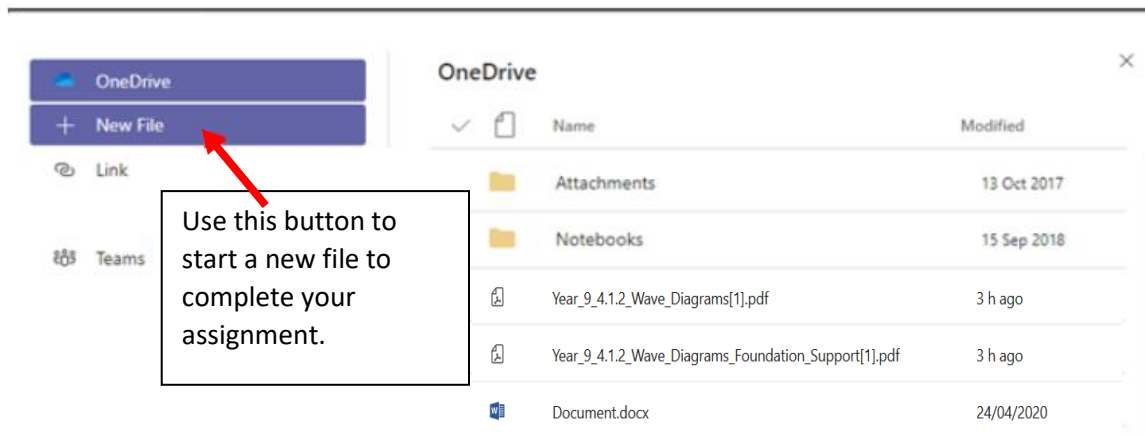


Click on the assignment to access the task.

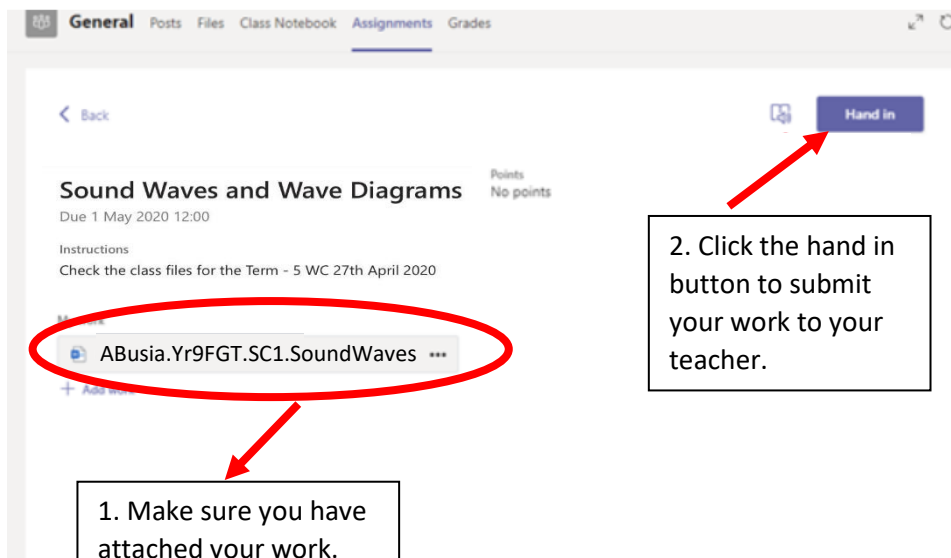
To add your work, click on the add work. You can add a document that you have already been working on or create a new one that you can do your work on. Your teacher will have given you some instructions on how to submit your work.



Before adding your work, you must save the document as the first letter of your first name and your full last name.class group.title of the work, for example ABusia.Yr9FGT.SC1.SoundWaves



Use this button to upload a file that is saved on your computer



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

This piece of work has been looked at by this student's teacher and has been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher (if necessary).

