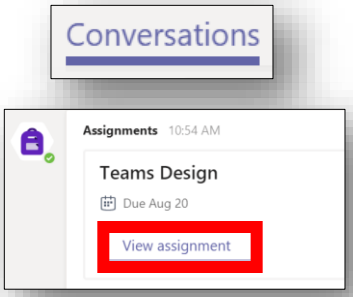
Turning in Assignments in Microsoft Teams

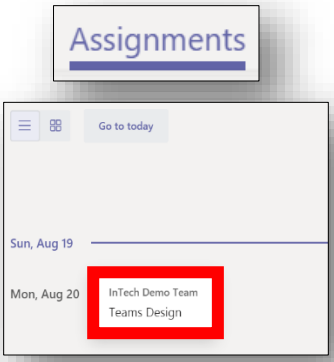
These directions explain how to turn in assignments in Microsoft Teams.

Finding the Assignment

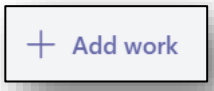
1. Click the **Conversations** tab.



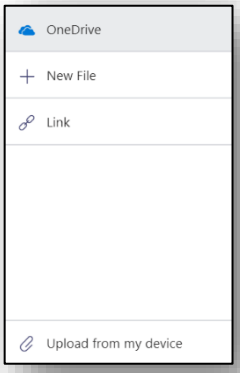
2. Click **View Assignment**.
   Note: The other option is to click the Assignments Tab; then on the Assignment in the calendar view.



3. Click **Add Work**.



4. Select the appropriate choice to access or create the document or link with the completed assignment.

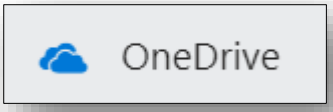


Options for Adding Completed Work

Note: Be sure to select the appropriate option based on how your work is saved.

Uploading a Document from OneDrive

1. After clicking the Add Work button, choose **OneDrive**.



2. Navigate to the document, and click on the **Document Name**.

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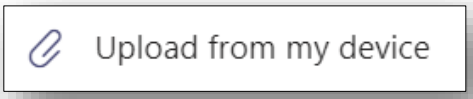
Uploading a Document from the Device

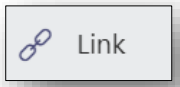
1. After clicking the Add Work button, choose **Upload from my device**.



2. Navigate to the document, and click **Open**.

Adding a Link to your Work

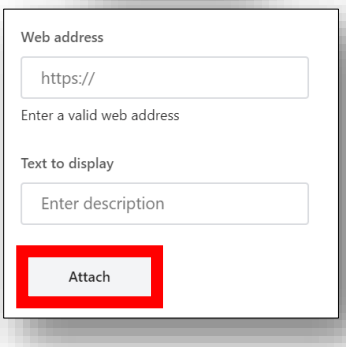
1. After clicking the Add Work button, choose **Link**.



2. Enter the **Web Address**.

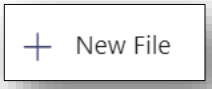
3. Type in the **Text to Display**.

4. Click **Attach**.

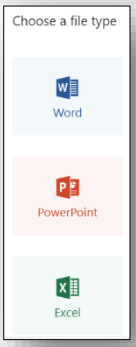


Creating a New Document in Teams

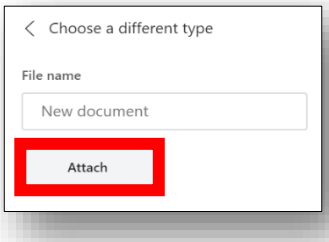
1. Choose **New File**.



2. Select the **file type**.



3. Name the document, and click **Attach**.



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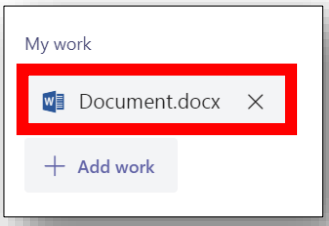
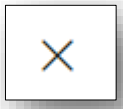
4. Select the **Document** to edit.



5. You will edit the document in the Teams platform. The document will auto-save. Click on the **X** button in the upper right corner of the document in Teams Platform to close the document.



Turning in the Assignment

1. After you have uploaded a Document/Link, click **Turn in**.

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