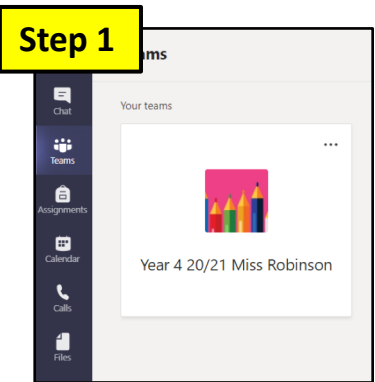
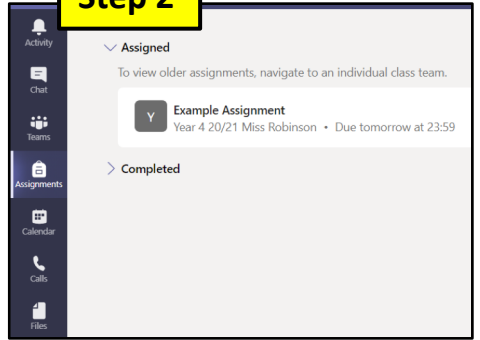


Assignments/Handing in Work in Teams



Step 1

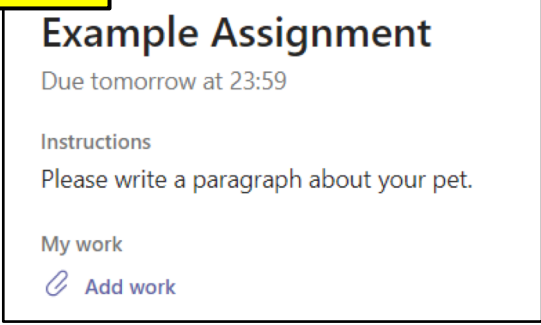
Within Teams select the assignments tab.



Step 2

Select assignment to be completed

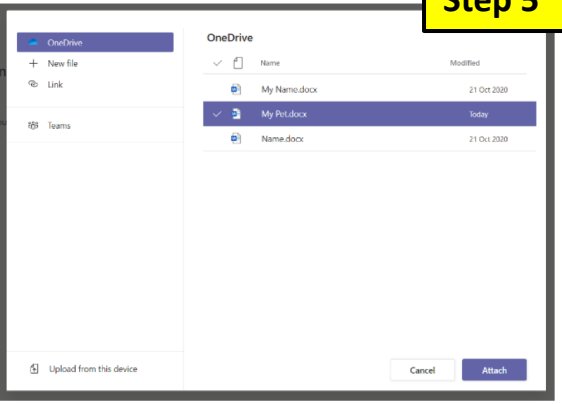
Step 3



There are two ways to submit work completed:

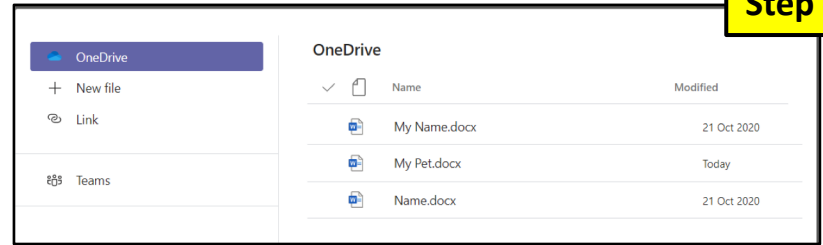
1. When assignment has been completed, select the "add work" link to attach documents.
- or
2. Edit the document included within the assignment via online apps e.g. Word or PowerPoint. When completed, close the document and go straight to Step 7.

Once attached, more work can be added if necessary.



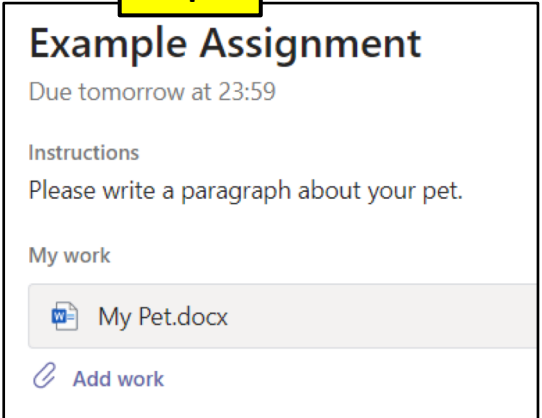
Step 5

Choose the work you would like to hand in and click attach.
(You may skip this step if you have been given a document to edit.)



Step 4

Step 6



When all work has been added, click 'Hand in'.

Step 7



Step 8



Time to relax! The assignment is completed!

Undo hand-in can be clicked if children would like to add more work or if their teacher has asked them to make changes.

