

Directions for uploading assignments into TEAMS!

One option to submitting work moving forward will be to upload through TEAMS

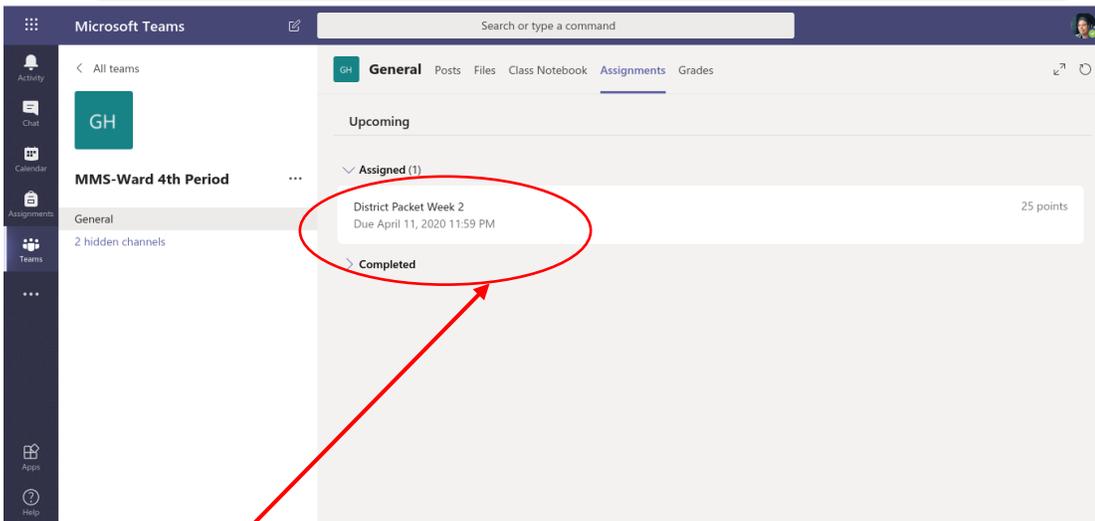
- Start by logging into your TEAMS account by going through class link.
- Next select your Math class by clicking on teams on the left hand side, if it is not on the home screen (this will show all the teams that you are a part of)

When you go to our class page, you will see a screen like this:

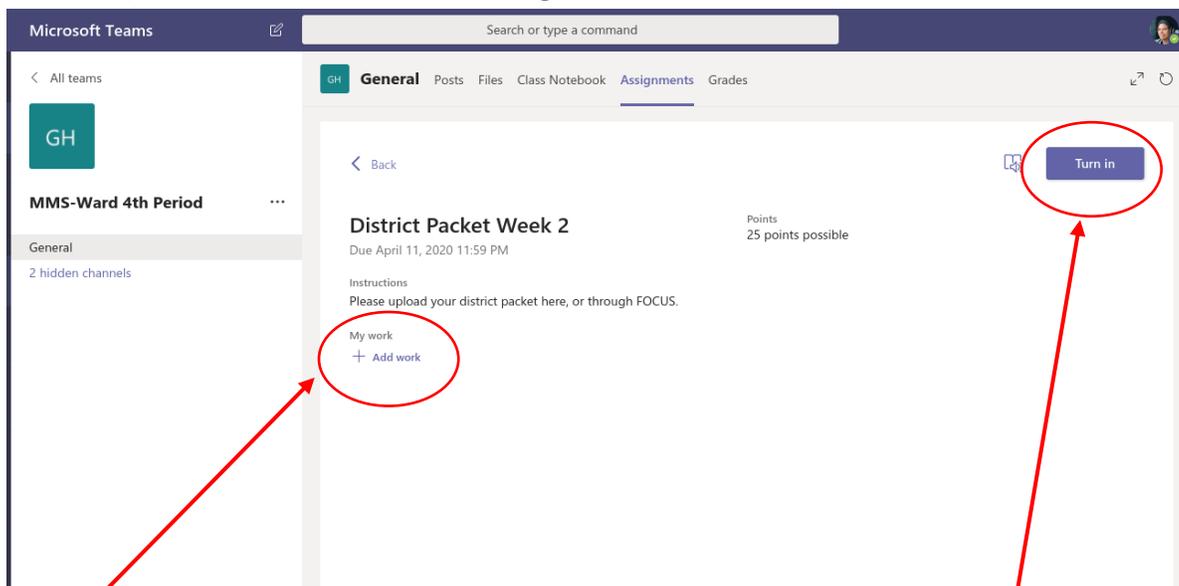
The screenshot shows the Microsoft Teams interface for a class. On the left, the class name 'MMS-Ward 3rd Period' is visible. The top navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is highlighted and circled in red. Below the navigation bar, there is a post from 'Mrs. Ward's Pre-Algebra Class' with an 'Assignment Schedule This Week' graphic. Below that, a post titled 'District Packet Week 2' is shown, with a 'View assignment' button circled in red. A red arrow points from the 'View assignment' button to the 'Assignments' tab.

- You can either click on the View Assignment in the middle(ish) of the page, or the Assignments tab on the top. (The Assignments tab will show ALL Assignments)

If you clicked on the actual assignment skip this step.
If you clicked on the assignments tab, it should look like this:



➤ Click the assignment that you want to upload to.
Once you click on the assignment, it will look like this:



Click on Add Work to upload your assignment. You can upload more than one file if needed. Files can include PDFs, pictures, word documents, etc.

Once you have uploaded your assignment, click Turn In