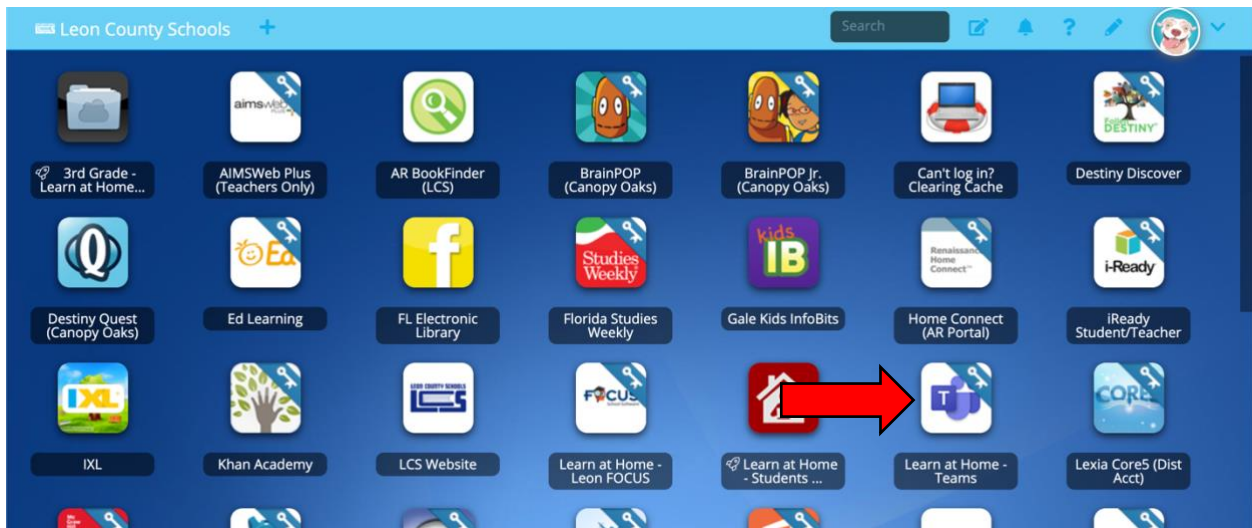
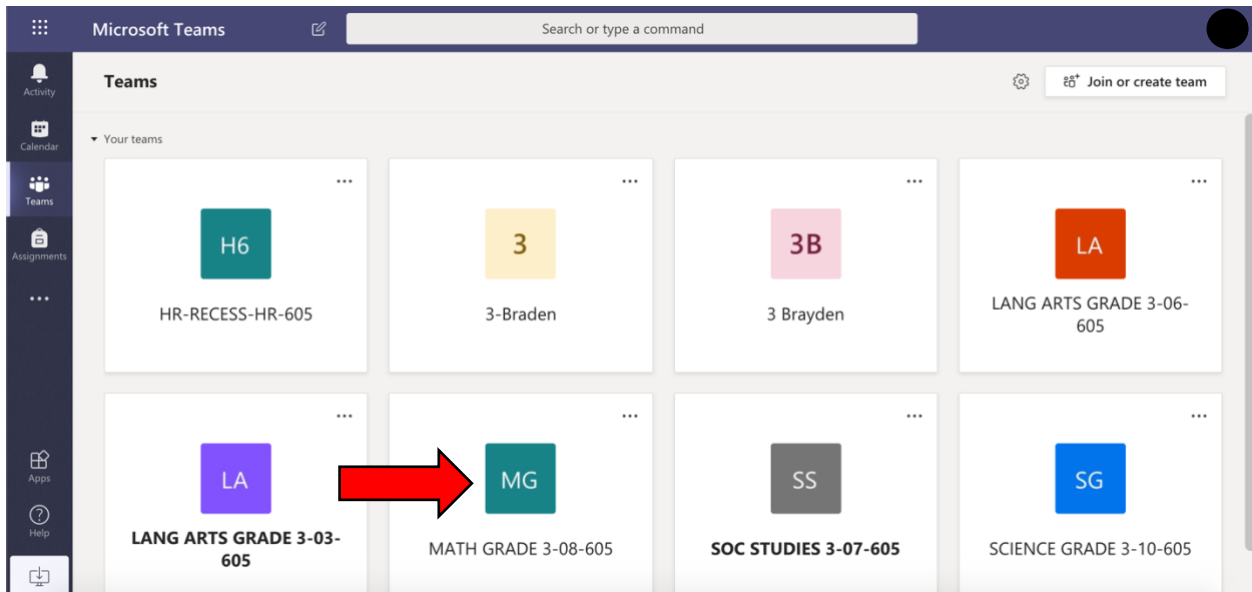


# HOW TO ACCESS AND TURN IN ASSIGNMENTS IN MICROSOFT TEAMS

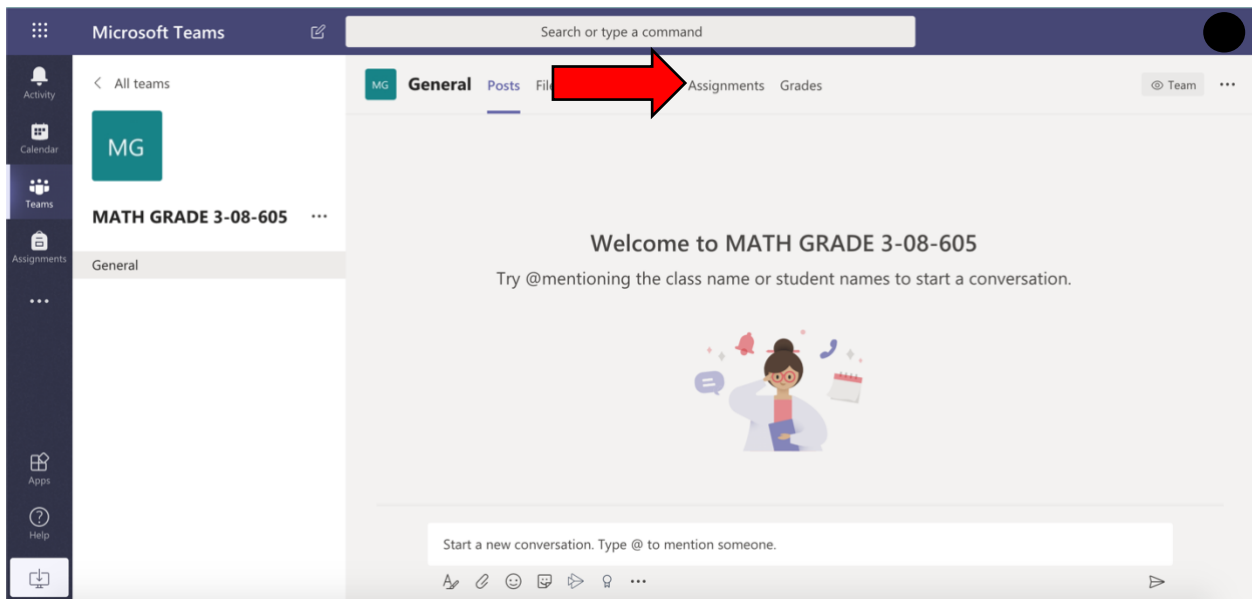
*\*\*This tutorial is completed on an Apple MacBook computer. Your PDFs may look slightly different depending on the type of computer you have, but the concept is the same!\*\**



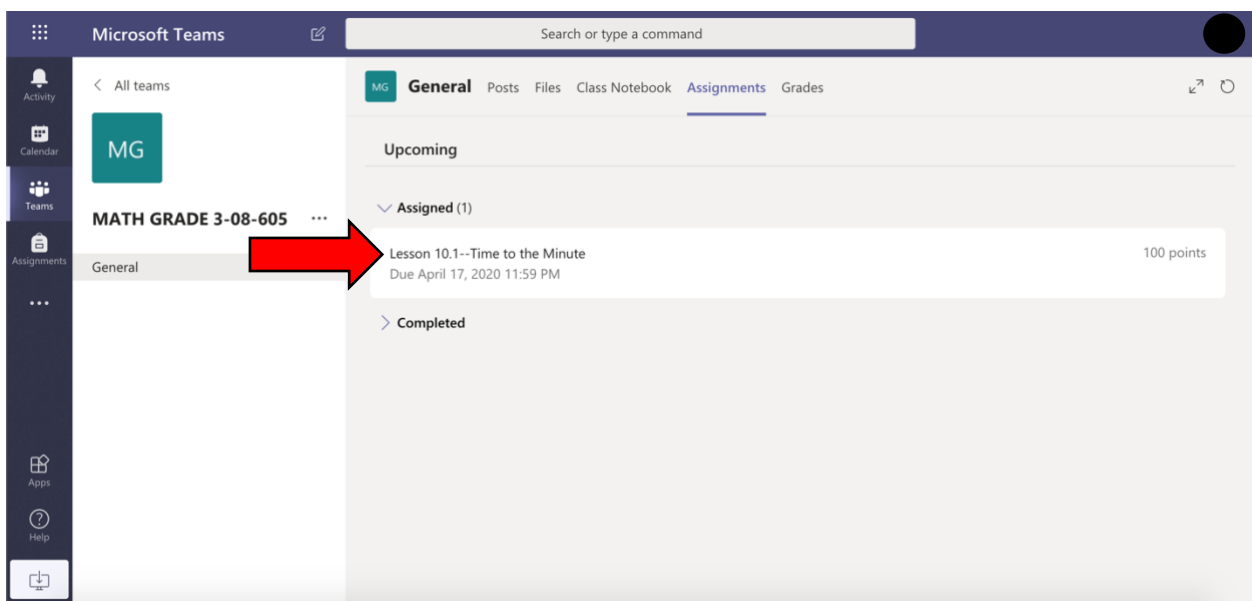
Start by logging into ClassLink. This process is the same each time. Select the **“Learn at Home—Teams”** icon.



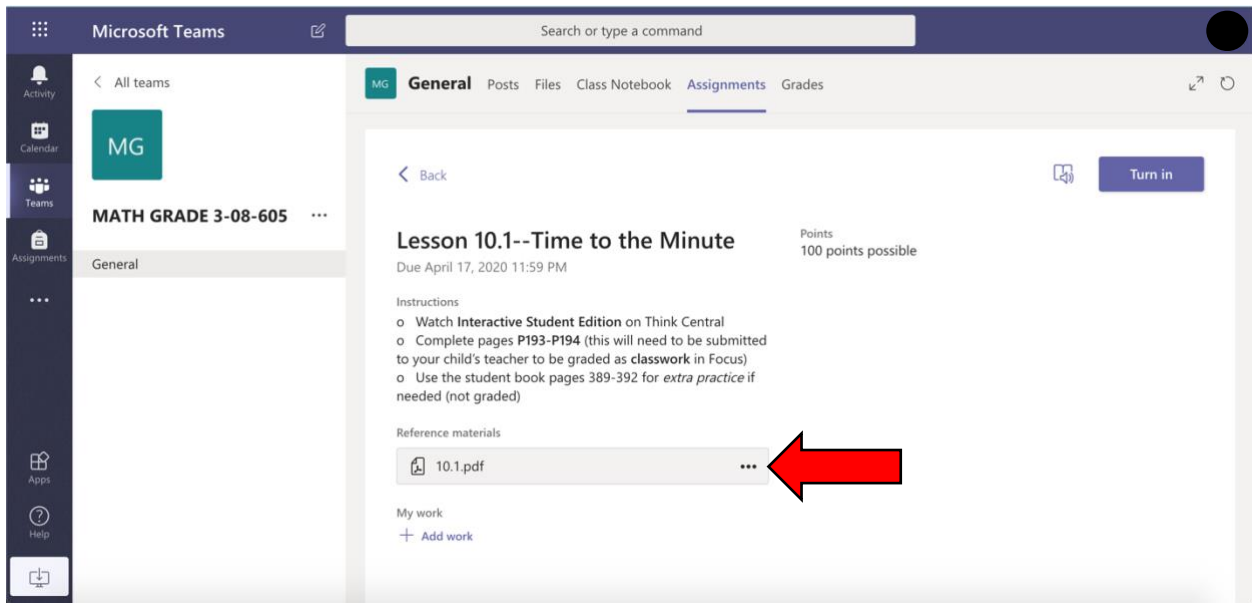
This is what the TEAMS home page looks like for your student. *Each school subject has its own folder.* Let's access an example assignment. We are going to find **Lesson 10.1—Time to the Minute** for math. Click on the “Math” icon.



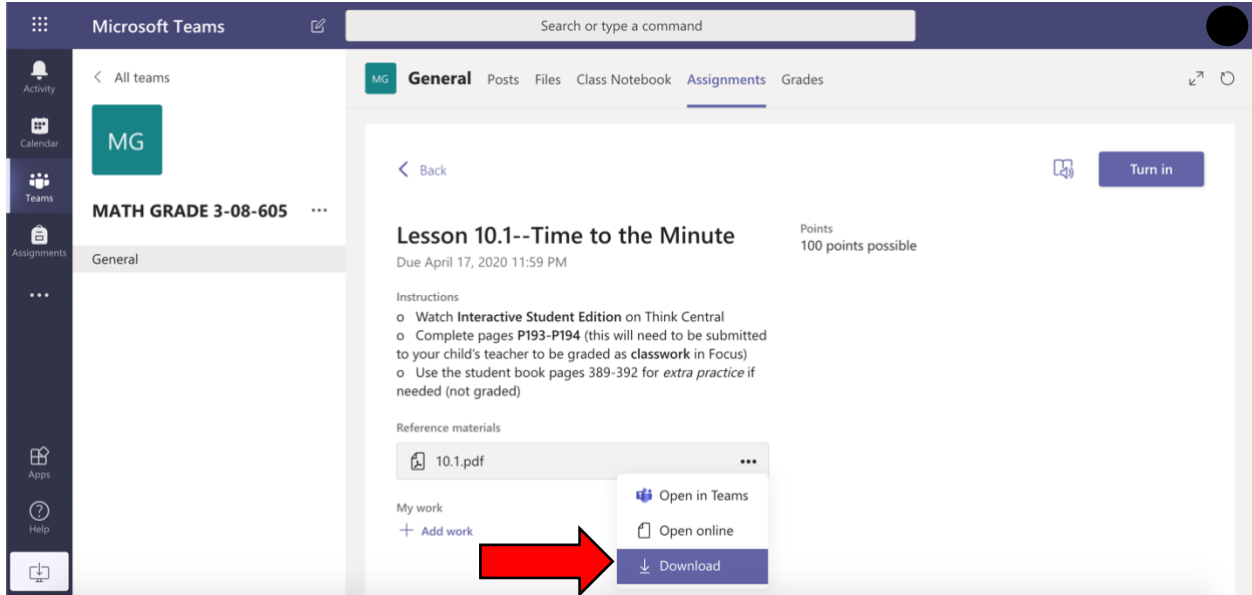
You will see the conversation stream for each class when you click on it. At the top, there are several different tabs. Let's click on the **"Assignments"** tab.



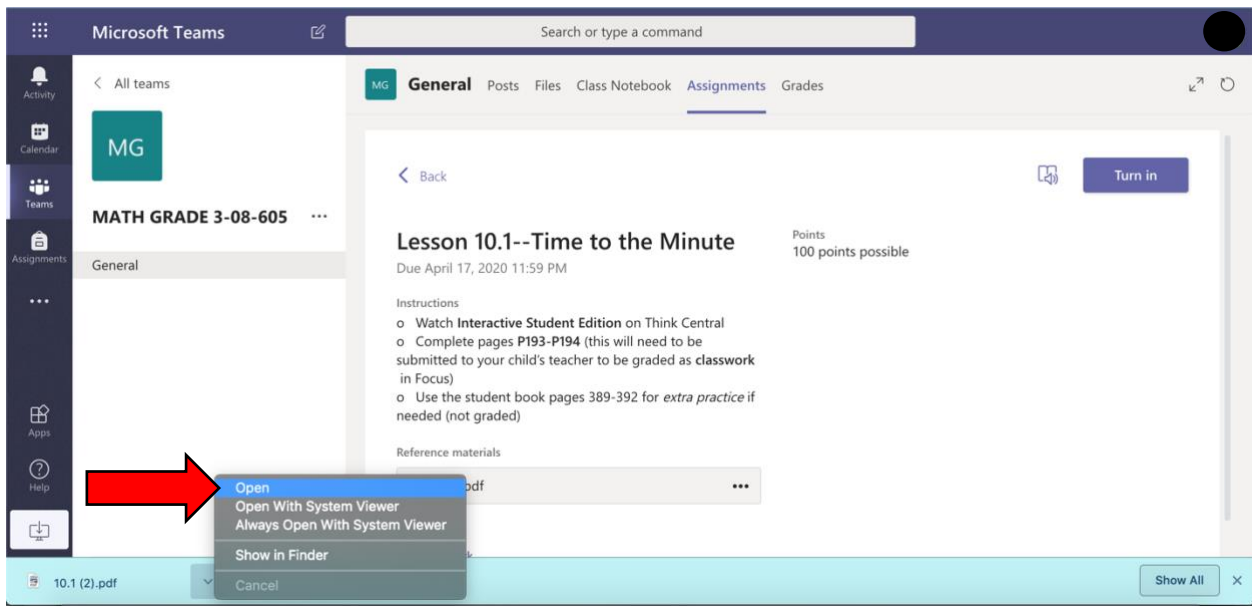
Under "Assignments" you will find all of your student's current assignments that have not been submitted. For this example, we have only uploaded one. Let's see what it looks like. Click "Lesson 10.1—Time to the Minute"



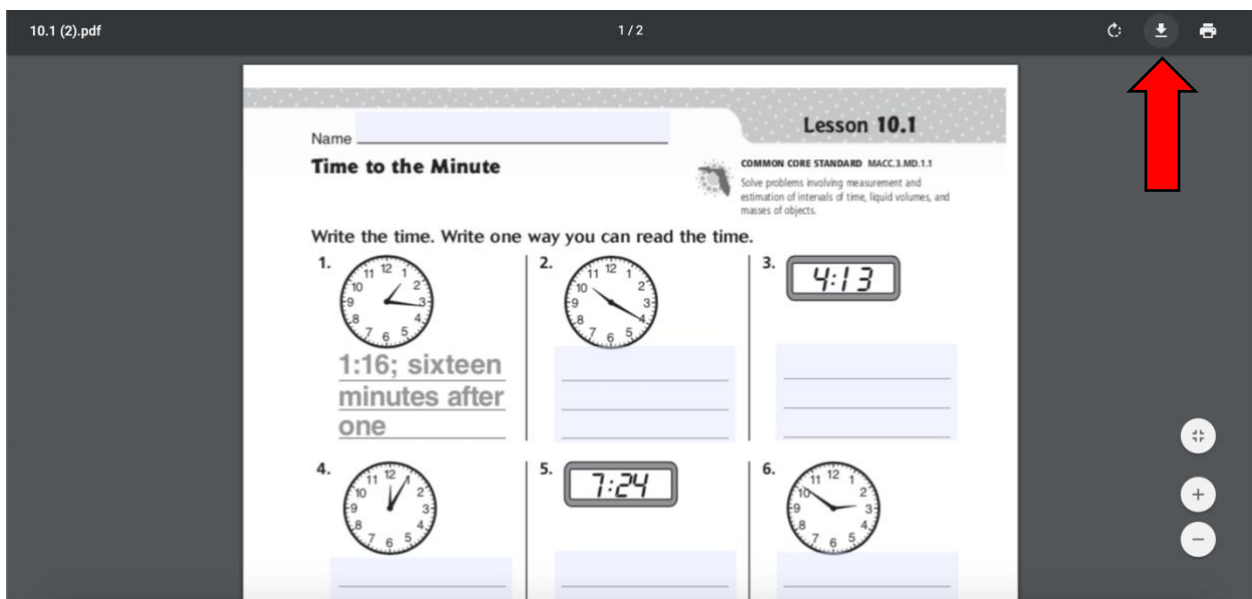
When you open the assignment, you can see the instructions, when it is due, how many points it is worth, and the actual classwork assignment to be graded is attached under “reference materials”. This math lesson has been created to be EDITABLE on your computer, so there is no printing necessary! **Hover over the three dots next to the assignment.**



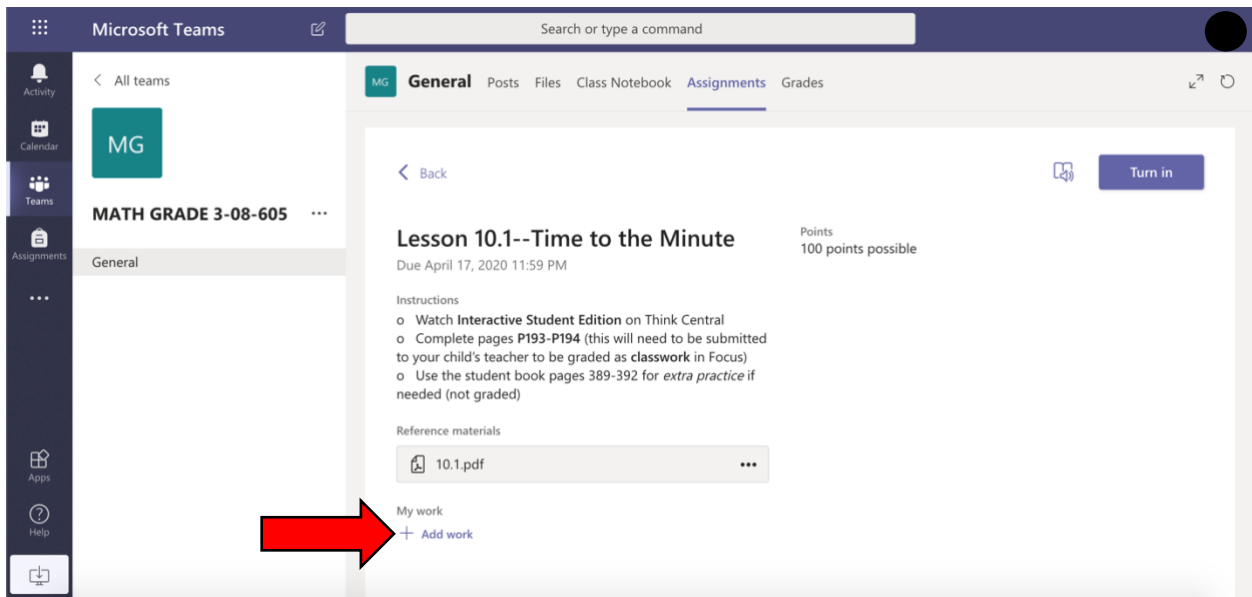
Click the “**Download**” option. This is how you will be able to edit it and submit it straight from your computer!



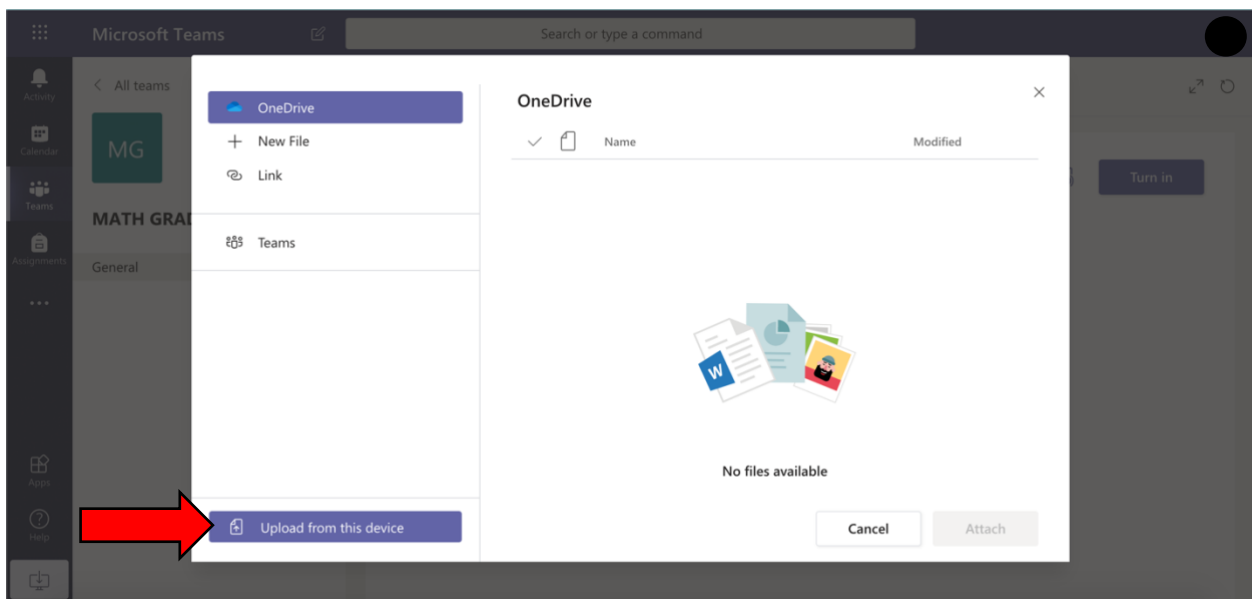
On a MacBook computer, the downloads go to the bottom bar. Your computer may look different. Either way you want to open the document and **SAVE BEFORE YOU EDIT**. Your work will not be saved if you do not save the document first! Let's click "Open" to see the document.



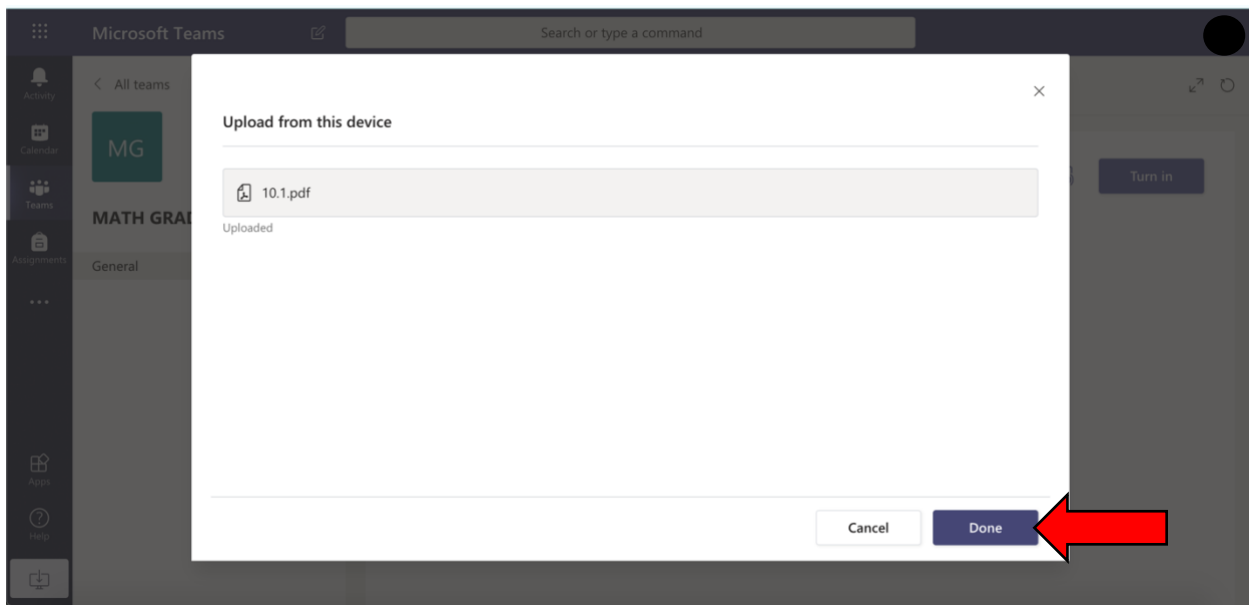
You may be familiar with this style of worksheet, only now there are text editable places for you to record your answers directly on the sheet. No printing or handwriting needed! **Remember, SAVE FIRST—THEN EDIT FROM YOUR COMPUTER.** This Apple computer has the save option at the top. Once you are done, go back to the assignment on TEAMS to submit.



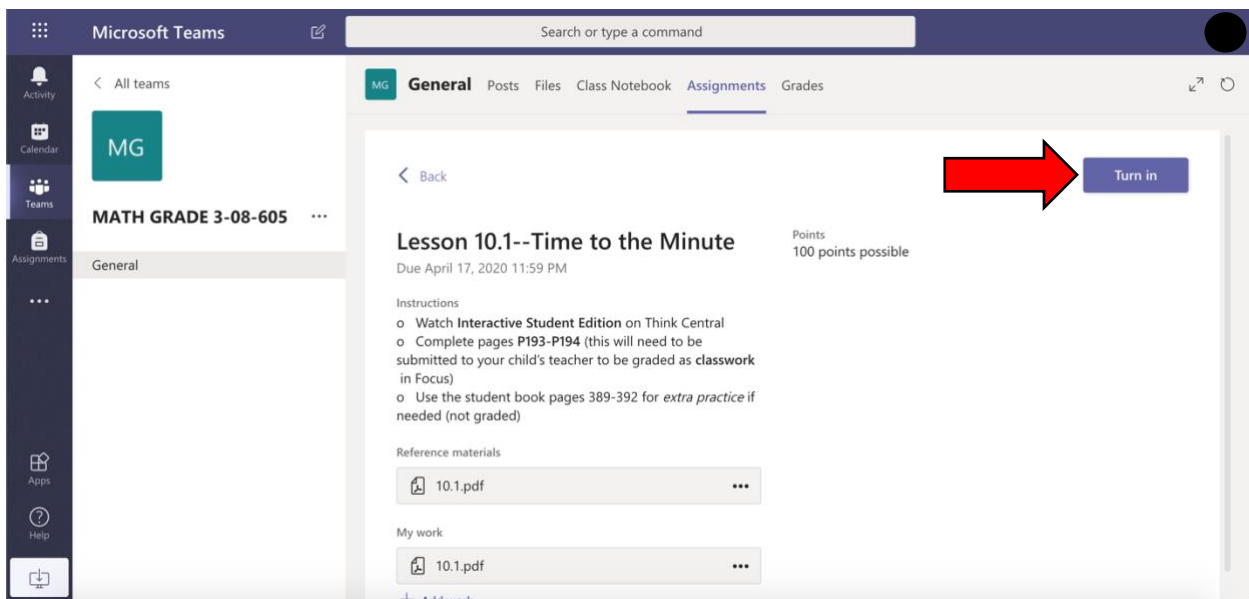
Once you are back to the assignment, under my work click **“+ Add Work”**.



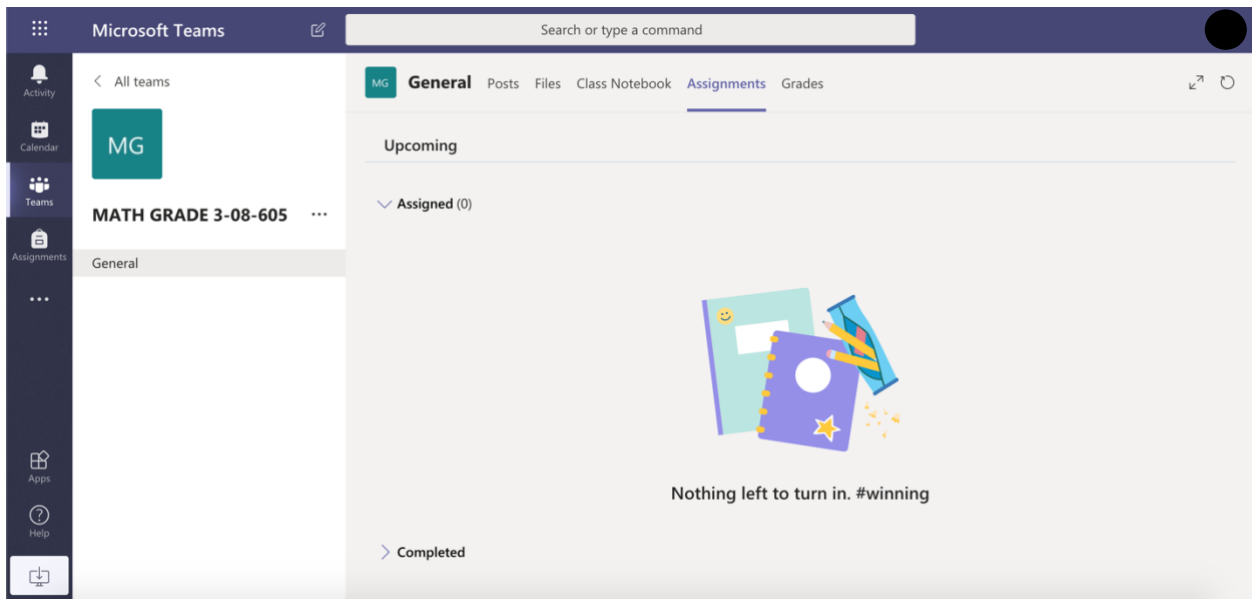
If you saved the document to your computer, click “Upload from this device”. Even if you are uploading a PDF that you scanned in yourself, this is where you will do it!



Find the document on your computer and select it. Your file should appear as uploaded. Click **“done”**.



Once you have uploaded your work, it should appear under my work. This is what your child's teacher will be able to look at and give a grade for. Once the work is there, you can click **“Turn in”**.



And that's it! If you have no more assignments left to turn in for that class, you will see the screen that says **“Nothing left to turn in. #winning”** for that subject.