How-To Guide: Submit Assignments on Microsoft Teams

- 1. Sign in to teams using your student email (<u>studentID#@edu.leonschools.net</u>) and password.
- 2. Go to the class Team that you need to submit the assignment for. (i.e. General Biology)
- 3. Click on the "Assignments" tab

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4. Click on the assignment that you need to turn in from the list



5. On the left side after the description, it says "+ add ". Upload your documents/images here.

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63*	Join or create a team			

6. When everything has been added, click **"Turn in"**. You'll get a rocket ship confirmation. It will submit everything you attached.