

## How students upload assignments on Teams

1. View assignment
2. Click on 3 dots of chosen document and download
3. Open downloaded file

### **If using Word:**

4. Enable editing
5. Complete work
6. Save work to computer/device
7. Go back into Team on assignment page and scroll down to ***add work***
8. Click on paperclip
9. Bottom left – upload from device
10. Find where you have saved the work and double click to upload
11. Click done
12. Scroll up and press turn in
13. Class teacher will see you have handed it in

### **If using Pdf:**

- Complete on paper
- Take a picture of work
- Follow steps 7-13