Turning in Assignments in Microsoft Teams

These directions explain how to turn in assignments in Microsoft Teams.

Finding the Assignment

- 1. Click the **Conversations** tab.
- 2. Click **View Assignment**. Note: The other option is to click the Assignments Tab; then on the Assignment in the calendar view.
- 3. Click Add Work.
- Select the appropriate choice to access or create the document or link with the completed assignment.

-	+ Add work
6	OneDrive
+	New File
o	Link
O	Upload from my device
	-

Conversations

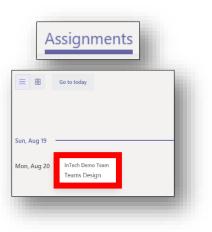
Assignments 10:54 AM

Teams Design

View assignment

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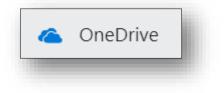


Options for Adding Completed Work

Note: Be sure to select the appropriate option based on how your work is saved.

Uploading a Document from OneDrive

- 1. After clicking the Add Work button, choose **OneDrive**.
- 2. Navigate to the document, and click on the **Document Name**.





Uploading a Document from the Device

- 1. After clicking the Add Work button, choose **Upload from my device**.
- 2. Navigate to the document, and click **Open**.

Adding a Link to your Work

- 1. After clicking the Add Work button, choose Link.
- 2. Enter the **Web Address**.
- 3. Type in the **Text to Display**.
- 4. Click Attach.

Creating a New Document in Teams

1. Choose New File.



New File

Choose a file type

3. Name the document, and click **Attach**.

< Choose a different type	
File name	
New document	
Attach	





& Link				
Web address				
https://				
Enter a valid web address				
Text to display				
Enter description				
Attach				

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4. Select the **Document** to edit.

5. You will edit the document in the Teams platform. The document will autosave. Click on the X button in the upper right corner of the document in Teams Platform to close the document.

Turning in the Assignment

1. After you have uploaded a Document/Link, click Turn in.



My we	ork		
W	Document.docx	×	
+	Add work		•



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