



Microsoft Teams

How to hand
your
homework in
on Teams!

Step by step

First step

- Click on the task you want to complete
- Click on the icon saying “**View Assignment**”

The screenshot displays the Microsoft Teams mobile application interface. On the left, a sidebar lists various channels under the 'Teams' header, including 'General', 'Grammar', and several subject-specific channels like 'STA Auggies We...', 'STA Flexible ESOL', 'STA HMaths DrG 2...', 'STA S5 PSE/ Marga...', 'STA- 5E Chemistry...', 'STA-Higher Spanis...', 'STA-RE-S5-20...', and 'STA-S5/6 Higher E...'. The 'General' channel is currently selected. The main chat area on the right shows a conversation in the 'General' channel for the 'STA Advanced Higher Spanish' team. It features a post with a video thumbnail and a reply from 'Sinead Sharp' dated '6 Jan, 12:08'. Below the reply is an 'Assignments' section with a purple folder icon, the title 'Culture essay', and a due date of 'Due Jan 13'. A prominent blue button labeled 'View assignment' is visible within this section. At the bottom of the screen, a navigation bar includes icons for 'Activity', 'Teams', 'Assignments', 'Calendar', 'Files', and 'More'.

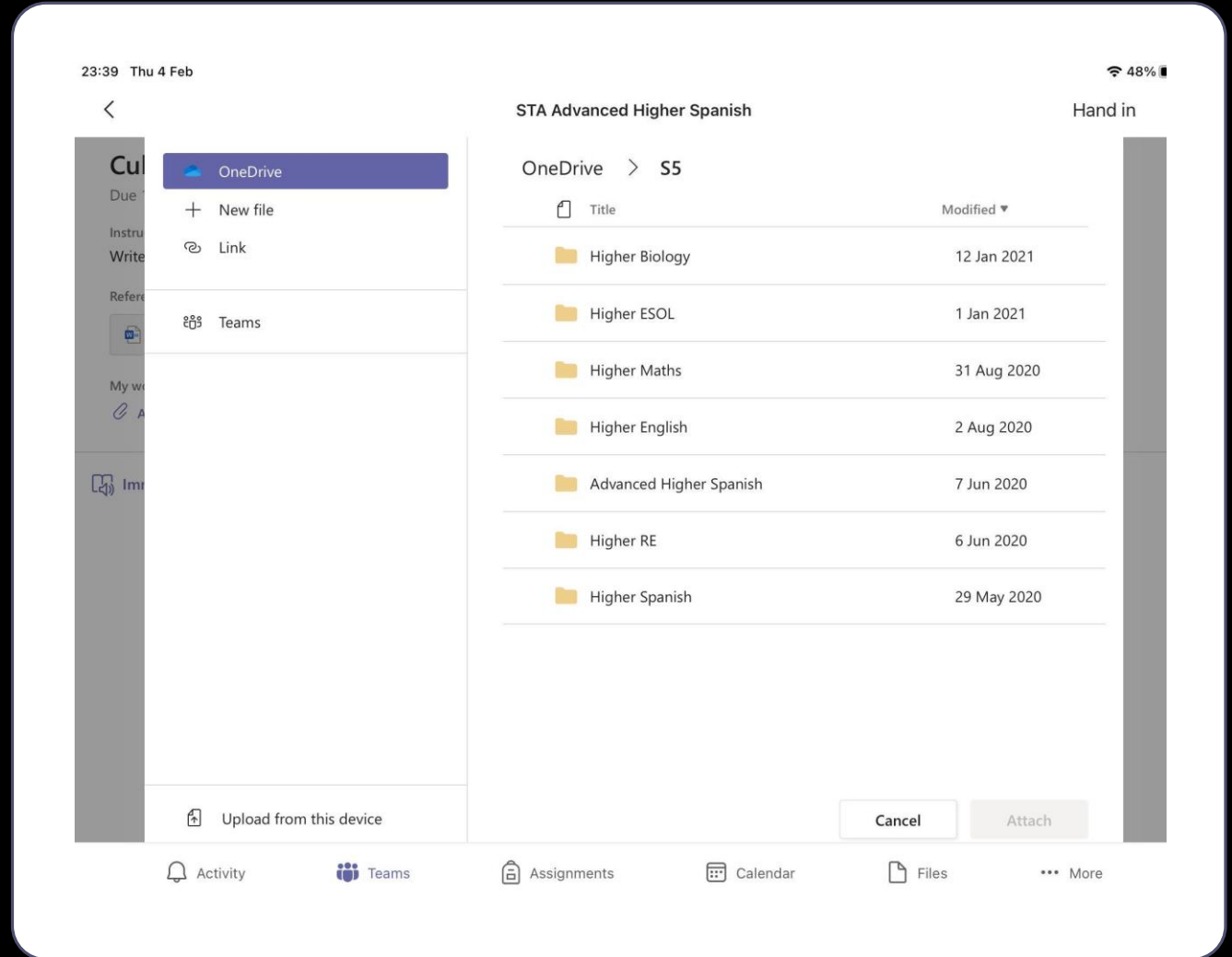
Second step

- Click “Add work” to include your work

The screenshot shows a mobile application interface for a course titled "STA Advanced Higher Spanish". At the top, the time is 23:39 on Thursday, February 4th, and the battery level is 48%. The assignment is titled "Culture essay" and is due on January 13, 2021, at 16:30. It has no points assigned. The instructions are to "Write 300 word essay on Eco-tourism". Under "Reference materials", there is a document titled "Culture Essay.docx". In the "My work" section, there is a button labeled "Add work" with a pencil icon, which is highlighted by a blue arrow. Below this is an "Immersive Reader" option. At the bottom, there is a navigation bar with icons for Activity, Teams, Assignments, Calendar, Files, and More.

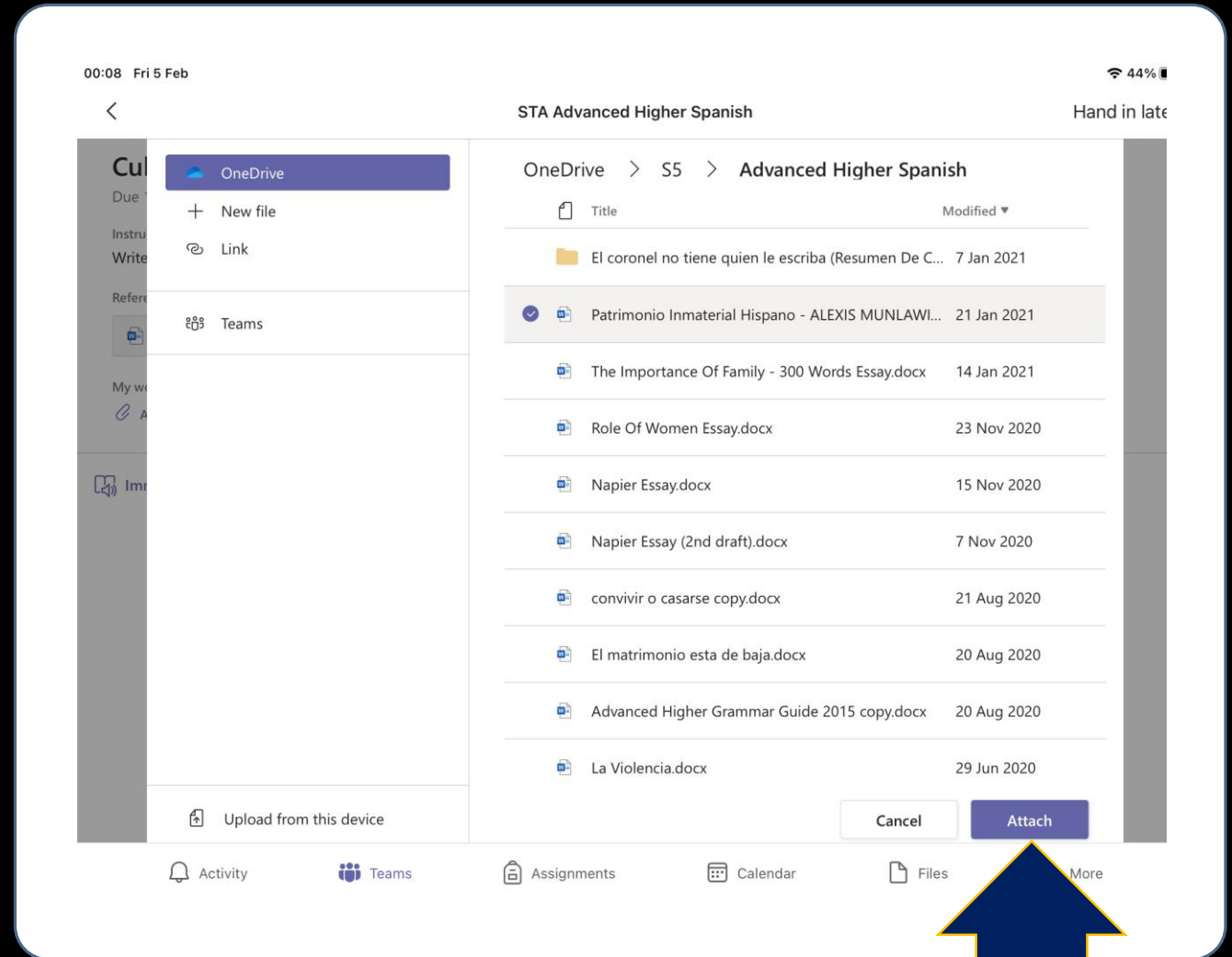
Third step

- Depends on the format your task is on.
- In case it is a DOCUMENT (Word Document), click on your folder, or the place where you have saved your document, to select your task.
- If it's a PHOTO, go forward on the slides until it shows you how to add pictures and photos.



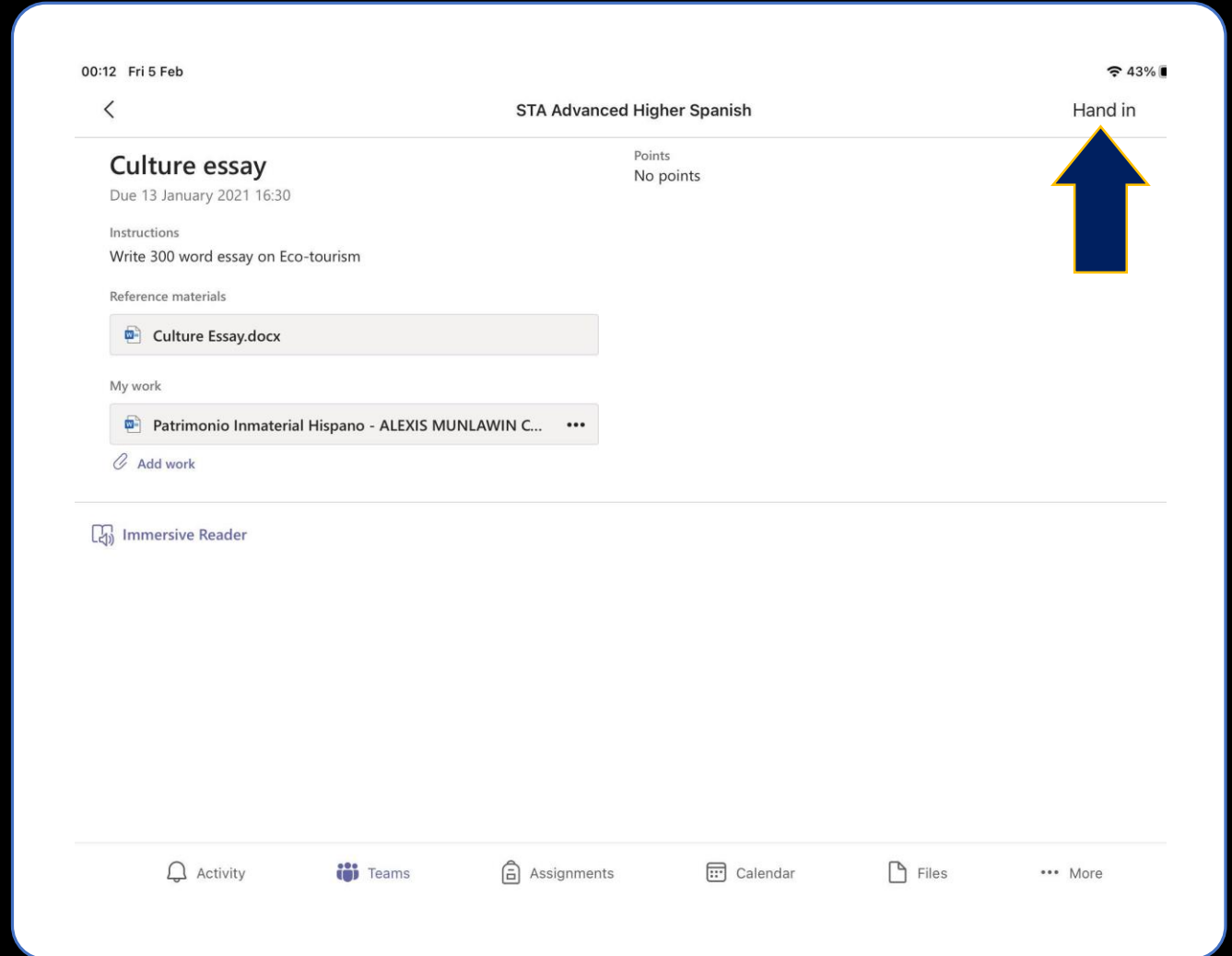
Adding documents

- When you find your document, click on it to select and next click on “**Attach**”.
- You can select more than one document at the same time.



Handing documents in

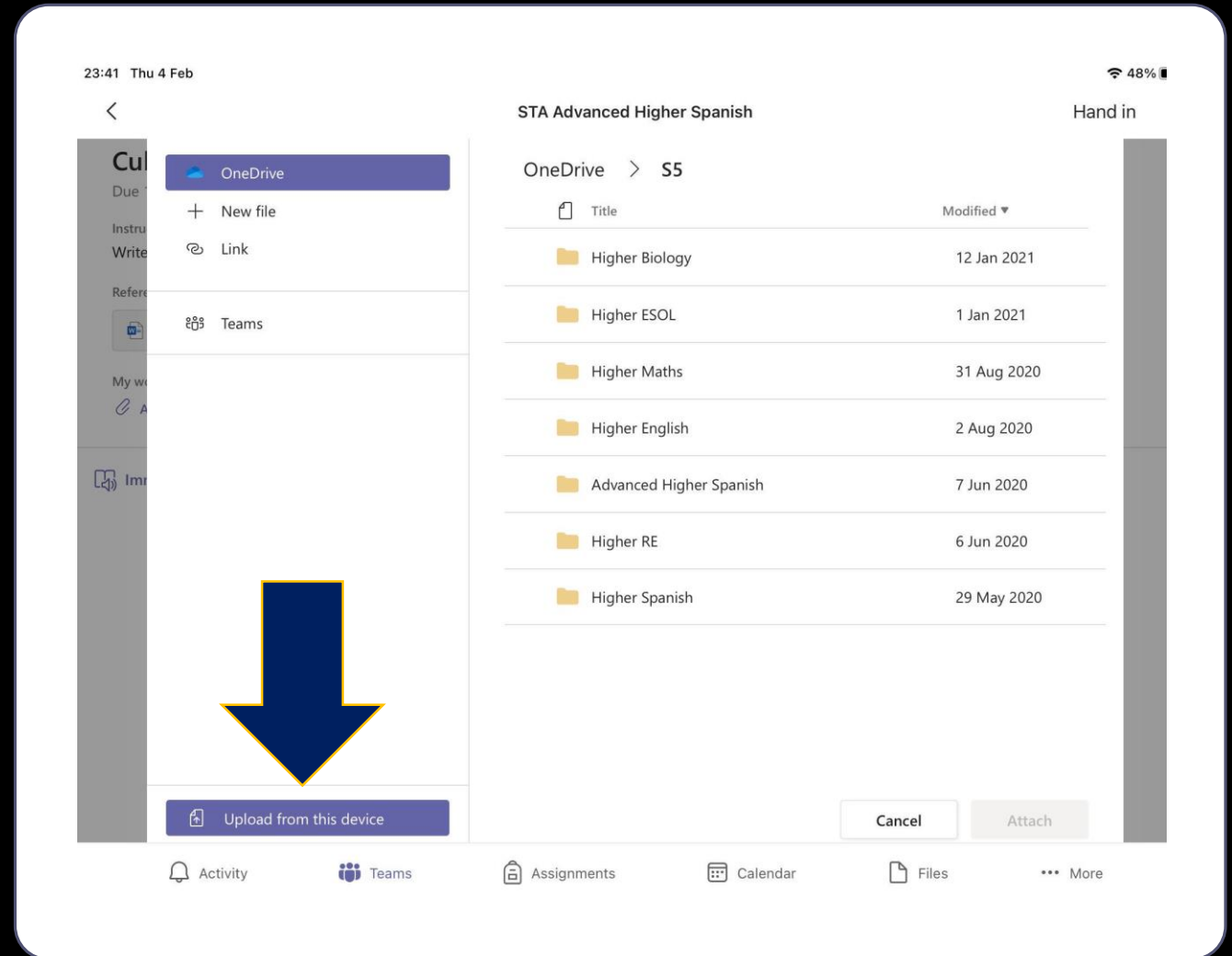
- Now you only have to click on **“Hand in”**
- And it’s done, folks! 🙌



The screenshot shows a mobile application interface for a course titled "STA Advanced Higher Spanish". At the top right, there is a "Hand in" button, which is highlighted by a blue arrow. The main content area displays a "Culture essay" assignment with a due date of "13 January 2021 16:30" and "No points". Below the assignment details, there are sections for "Reference materials" (containing a document titled "Culture Essay.docx") and "My work" (containing a document titled "Patrimonio Inmaterial Hispano - ALEXIS MUNLAWIN C..."). At the bottom of the screen, there is a navigation bar with icons for "Activity", "Teams", "Assignments", "Calendar", "Files", and "More".

Adding photos

- In case you need to upload a PHOTO.
- Click on **“Upload from this device”**.



Select photo/s

- Click on “**Photo Library**” if you have already taken your picture, or “**Take Photo or Video**” to take the picture right now.
- Once you have selected your picture, the process is the same as with a document.
- And it’s done, folks! 🙌

