



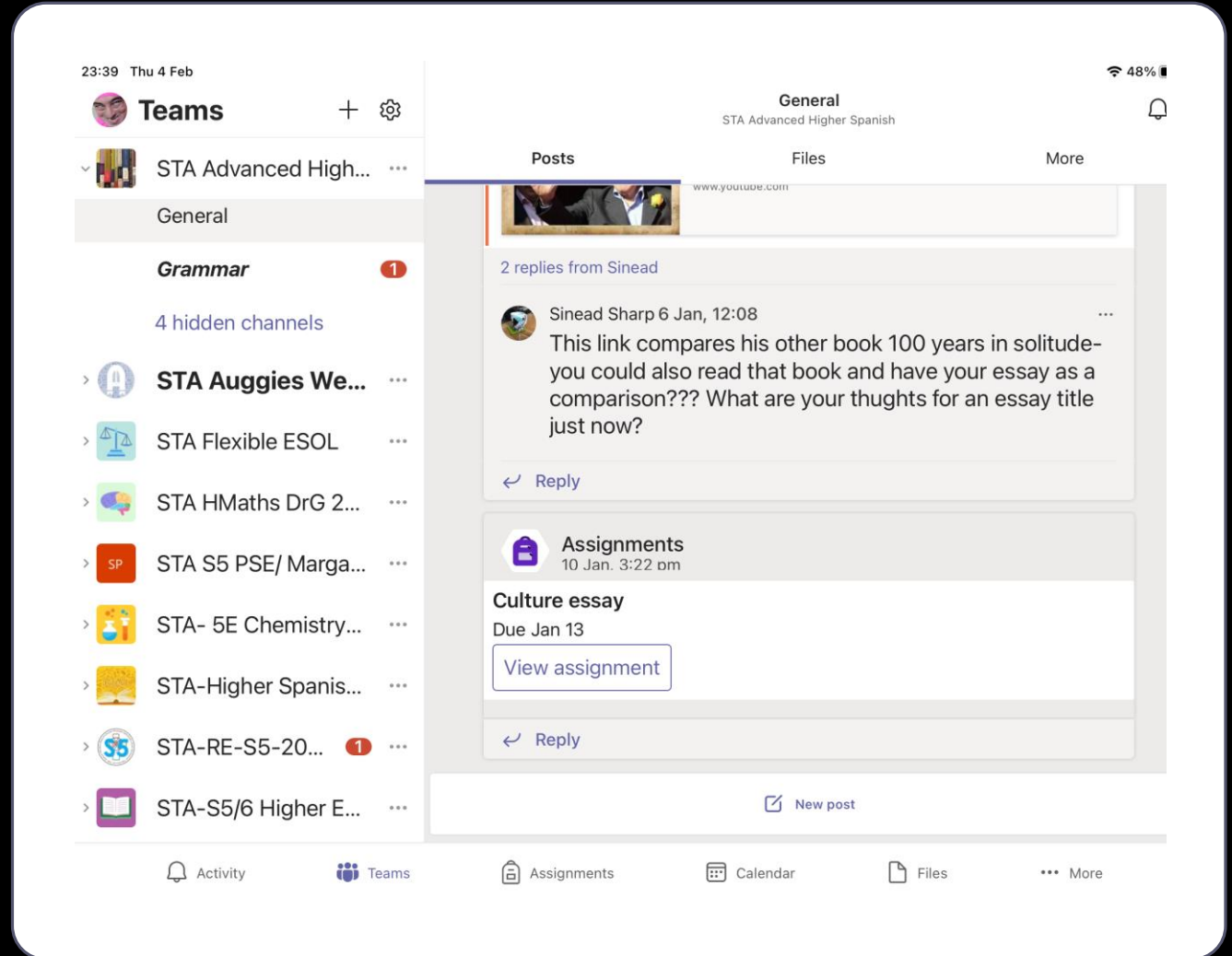
Microsoft Teams

Come
consegnare i
compiti

Passo a passo

Primo passo

- Cliccare sul compito che vuoi completare
- Cliccare su **“View Assignment”**



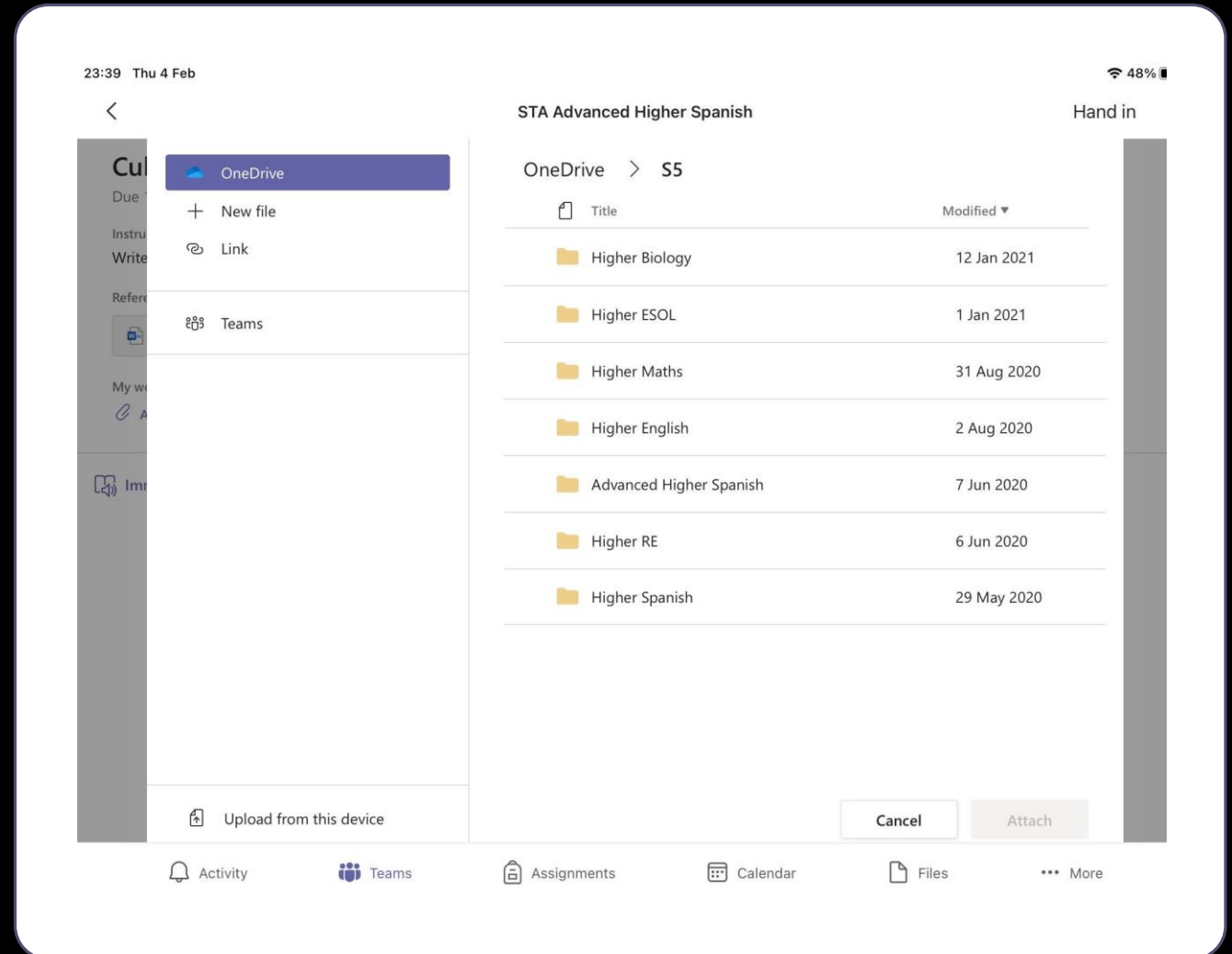
Secondo passo

- Cliccare su **“add Work”** per caricare il tuo documento.

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 at 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", a document named "Culture Essay.docx" is listed. Below this, there is a section for "My work" with an "Add work" button, which is highlighted by a blue arrow. At the bottom of the screen, there is a navigation bar with icons for Activity, Teams, Assignments, Calendar, Files, and More.

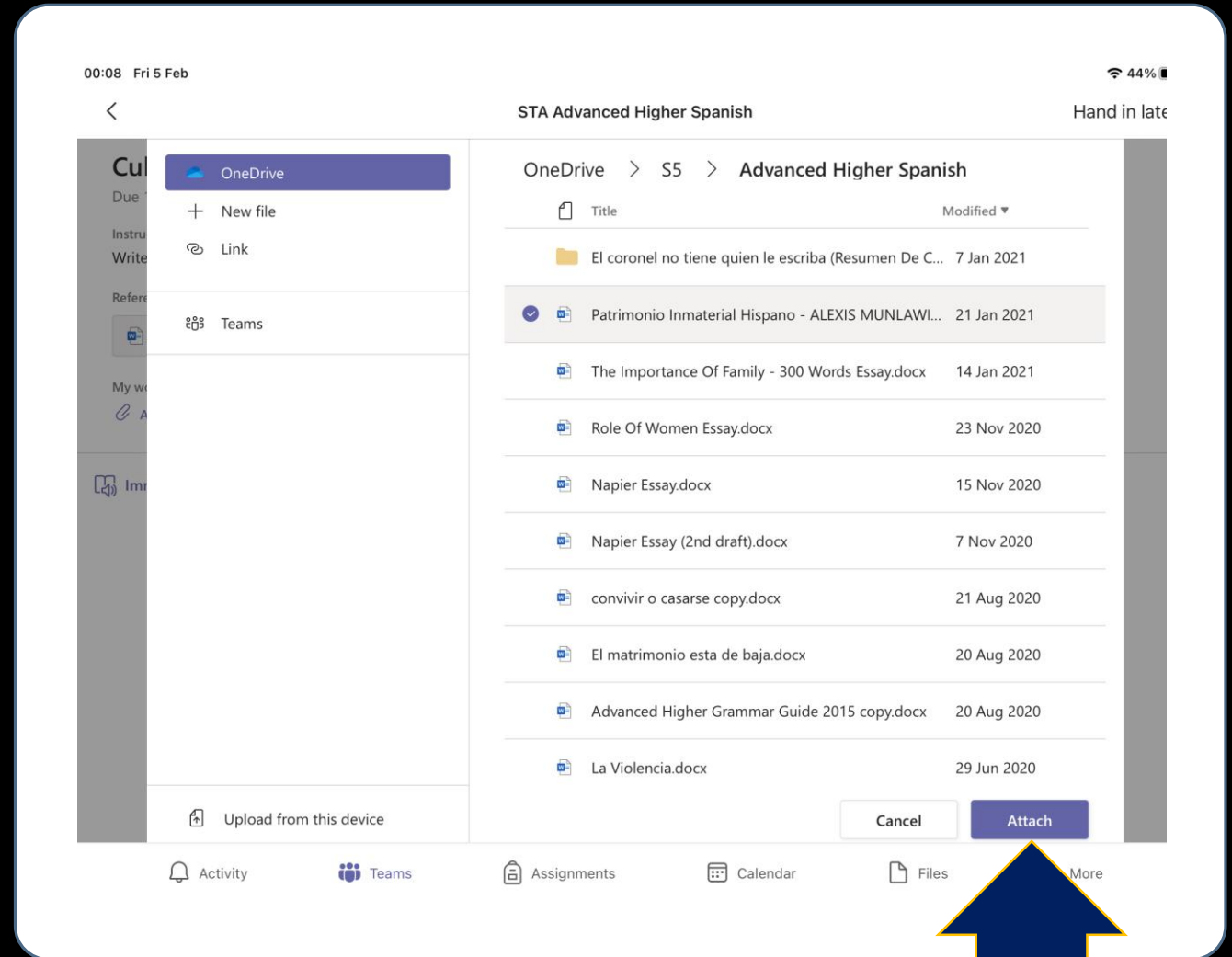
Terzo passo

- Dipendentemente dal tipo di file:
- Se documento Word, seleziona la cartella o la posizione dove il tuo documento è stato salvato.
- Se foto, procedi più avanti in queste istruzioni e ti diremo come fare.



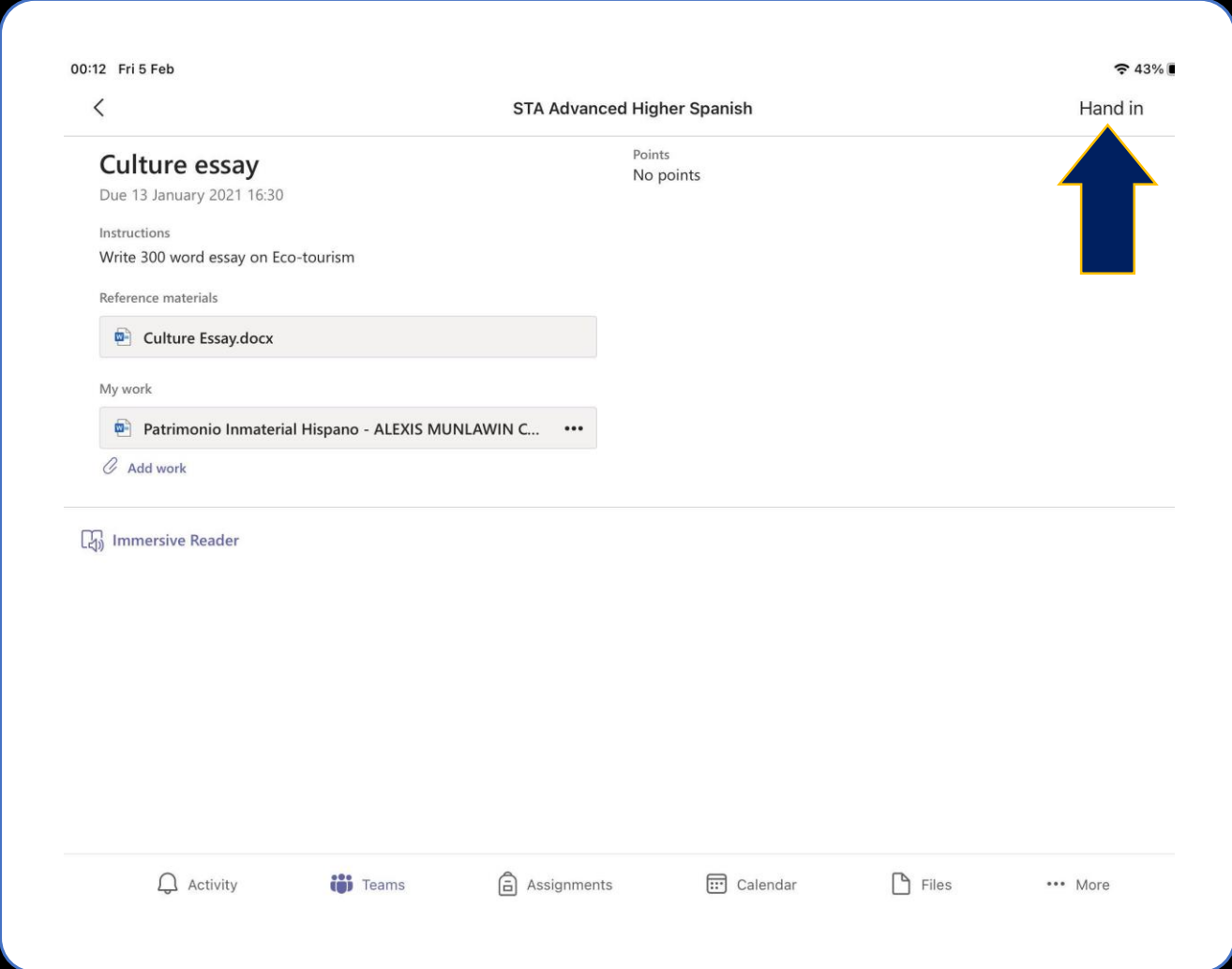
Caricare documenti

- Appena trovato il documento da caricare, selezionalo e clicca su “**attach**”.
- Puoi selezionare più di un documento in una sola volta.



Consegnare i documenti

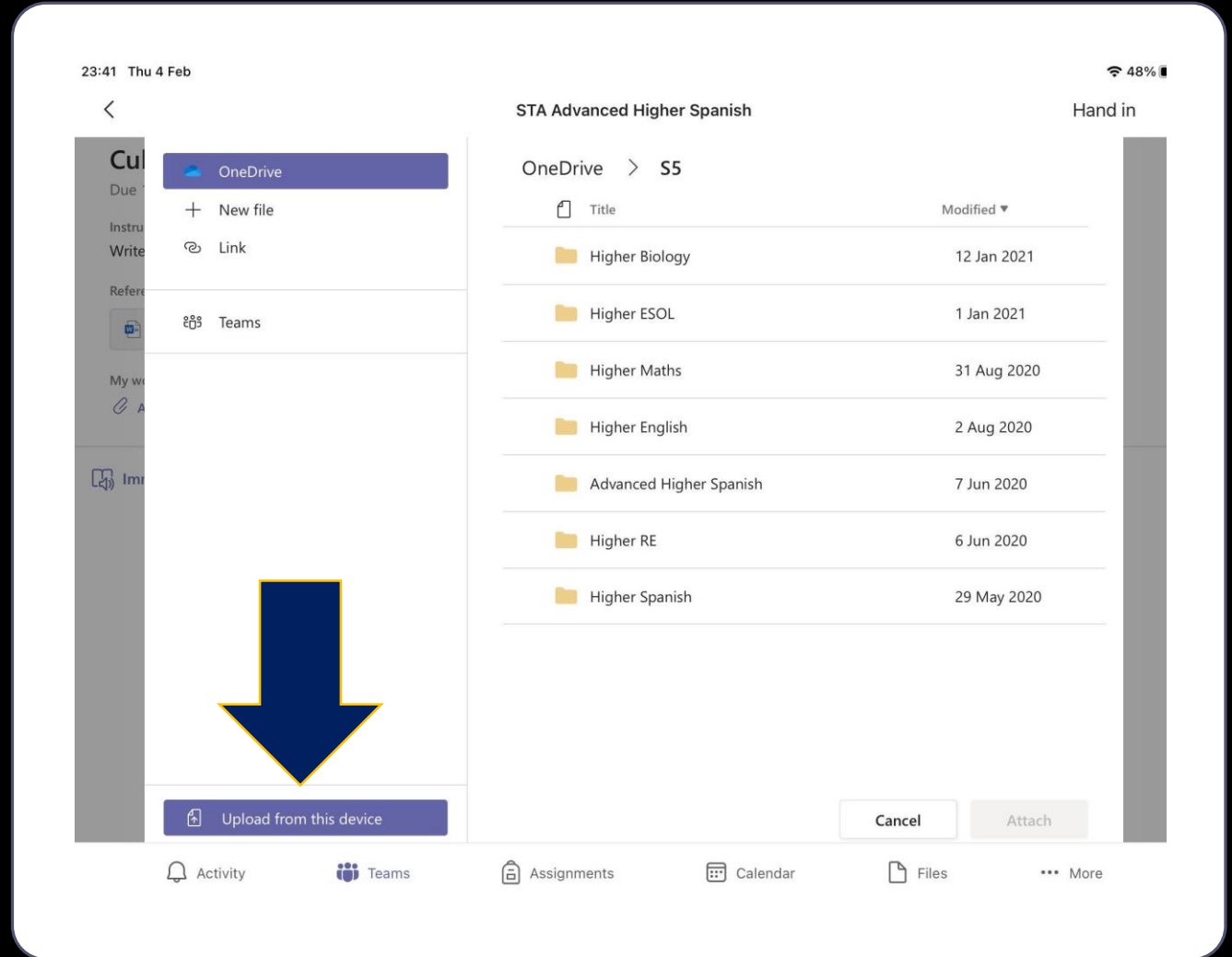
- Ora basta solo cliccare su **“hand in”**
- Ed ecco fatto, ragazzi!



The screenshot shows a mobile application interface for an assignment submission. At the top, the status bar displays the time 00:12, the date Fri 5 Feb, and a 43% battery level. The app header includes a back arrow, the course name "STA Advanced Higher Spanish", and a "Hand in" button. The main content area is titled "Culture essay" and shows a due date of "Due 13 January 2021 16:30". It includes instructions to "Write 300 word essay on Eco-tourism" and a list of reference materials, specifically "Culture Essay.docx". Under the "My work" section, there is a document titled "Patrimonio Inmaterial Hispano - ALEXIS MUNLAWIN C..." with a three-dot menu icon. An "Add work" button is located below the work list. At the bottom of the screen, there is a navigation bar with icons for Activity, Teams, Assignments, Calendar, Files, and More. A large blue arrow with a yellow outline points to the "Hand in" button in the top right corner.

Aggiungere foto

- In caso desideri caricare una o più foto.
- Clicca su **“upload from device”**.



Selezionare foto

- Clicca su **“Photo Library”** se la foto è già stata salvata, oppure **“Take Photo or Video”** per farne una subito.
- Appena selezionata la foto, il procedimento è lo stesso rispetto a quello per i documenti.
- Ed è tutto fatto, ragazzi!

