MICROSOFT TEAMS

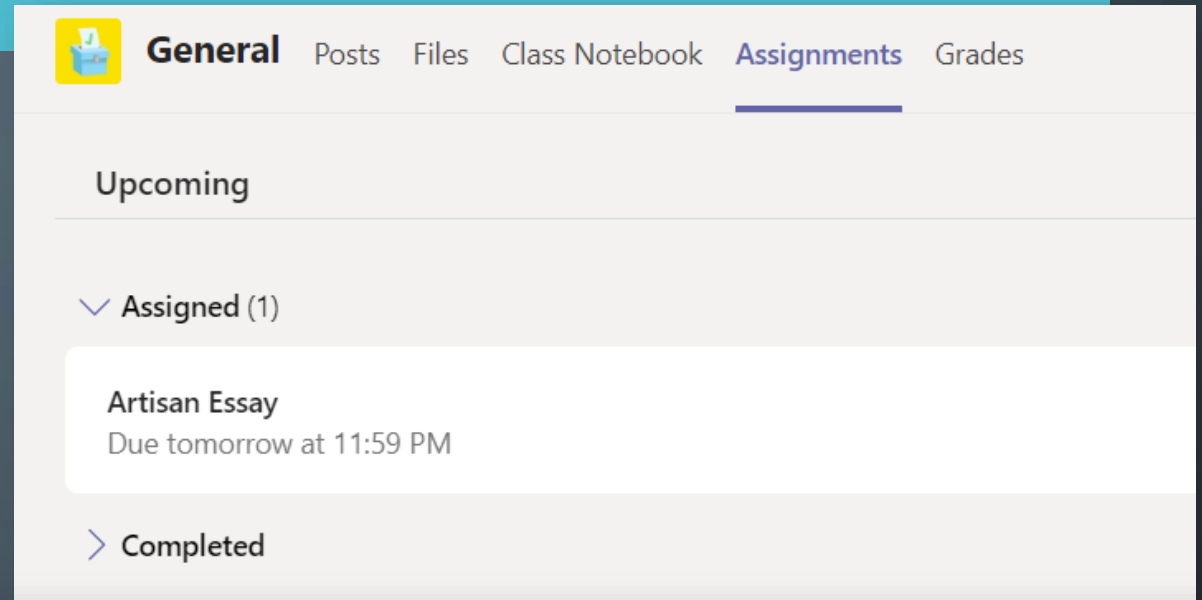ASSIGNMENTS: HOW TO HAND IN ASSIGNMENTS SET IN TEAMS
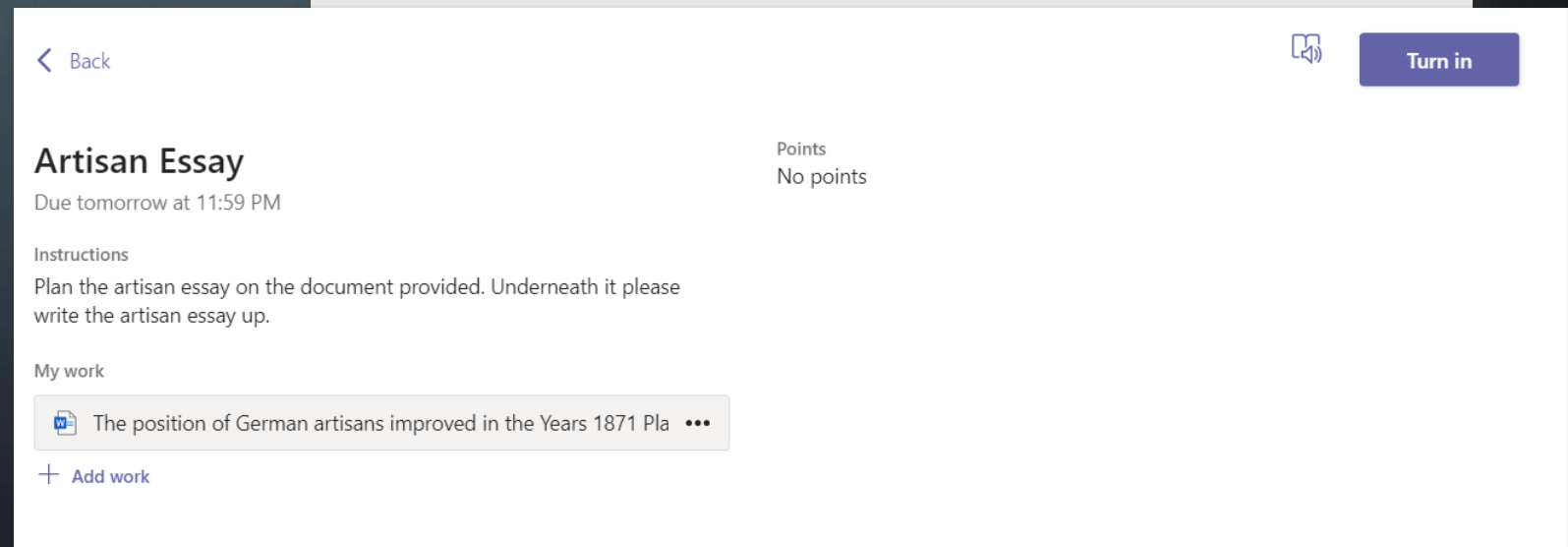
THOMAS
TALLIS
SCHOOL

MICROSOFT TEAMS

When you have an assignment to complete in Teams you can access it from the Assignments Tab in Teams.

- Select the Assignment you need to complete
- Your teacher will have given you instructions and may have attached a file for you to fill in
- Clicking on the file will open it where it can be edited

General Posts Files Class Notebook **Assignments** Grades

Upcoming

∨ **Assigned** (1)

Artisan Essay
Due tomorrow at 11:59 PM

› Completed

‹ Back

Turn in

Artisan Essay
Due tomorrow at 11:59 PM

Points
No points

Instructions
Plan the artisan essay on the document provided. Underneath it please write the artisan essay up.

My work

📄 The position of German artisans improved in the Years 1871 Pla •••

➕ Add work

MICROSOFT TEAMS

- Click Edit Document to edit it (either in the desktop app or in the internet browser)
- When done, click Close, your changes will be saved and you can always come back to it later
- When finished click Turn In
- Your teacher will then be able to see that you have finished your work
- Don't worry if you click it by accident you can always click Undo turn in to reset it
- If your teacher has asked you to, or you wish to add additional documents (a photo of written work for example) you can attach these by clicking Add Work at the bottom of the screen (remember to click Turn in if you do!)