

A decorative graphic on the left side of the slide, consisting of a network of white lines and circles resembling a circuit board or a neural network, set against a dark blue background.

# MICROSOFT TEAMS

ASSIGNMENTS: HOW TO HAND IN ASSIGNMENTS SET IN TEAMS

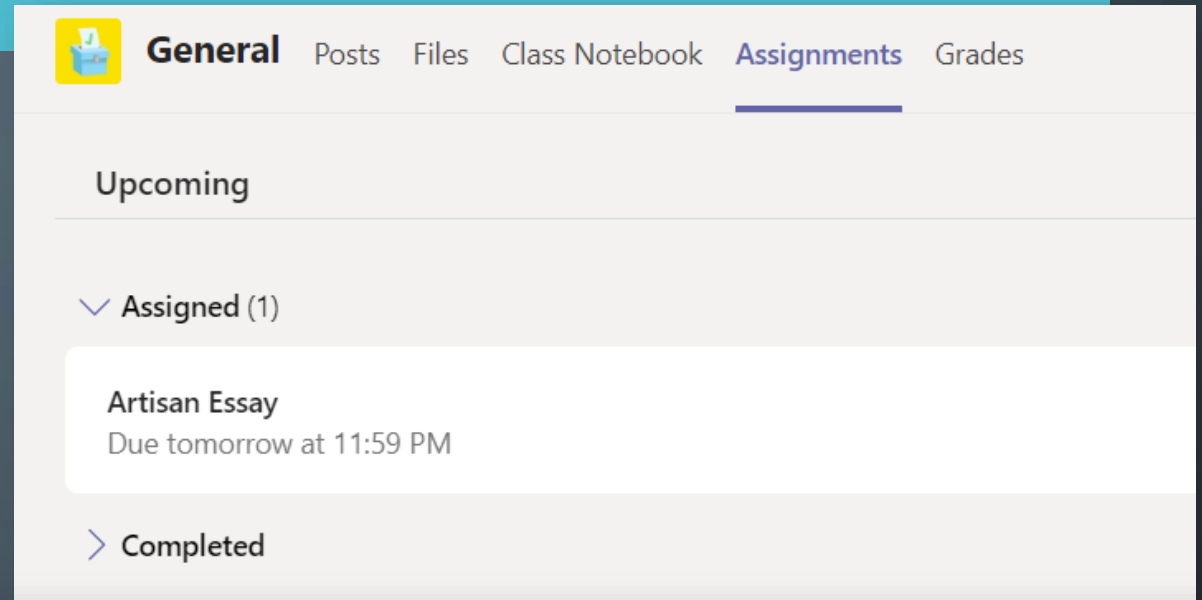
THOMAS  
TALLIS  
SCHOOL



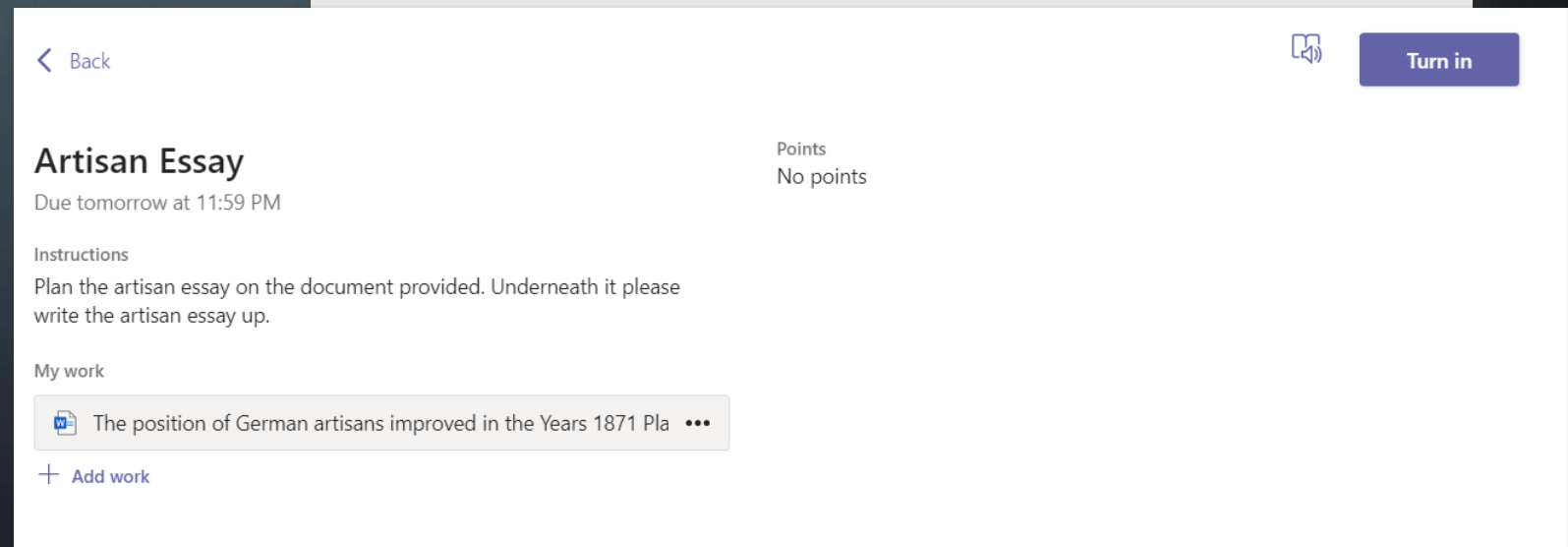
# MICROSOFT TEAMS

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



The screenshot shows the Microsoft Teams interface for a channel named 'General'. At the top, there are navigation tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is selected and underlined. Below the tabs, there is a section titled 'Upcoming'. Underneath, there is a dropdown menu labeled 'Assigned (1)' which is expanded to show a single assignment card. The card is titled 'Artisan Essay' and indicates it is 'Due tomorrow at 11:59 PM'. Below the assigned assignment, there is a section for 'Completed' assignments, which is currently empty.



The screenshot shows the details page for the 'Artisan Essay' assignment. At the top left, there is a 'Back' button. At the top right, there is a 'Turn in' button. The assignment title 'Artisan Essay' is prominently displayed, with the due date 'Due tomorrow at 11:59 PM' below it. To the right of the title, it says 'Points: No points'. Under the title, there is an 'Instructions' section with the text: 'Plan the artisan essay on the document provided. Underneath it please write the artisan essay up.' Below the instructions, there is a 'My work' section. In this section, a document file is shown with the title 'The position of German artisans improved in the Years 1871 Pla' and a three-dot menu icon to its right. At the bottom of the 'My work' section, there is a '+ Add work' button.

# 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!)

