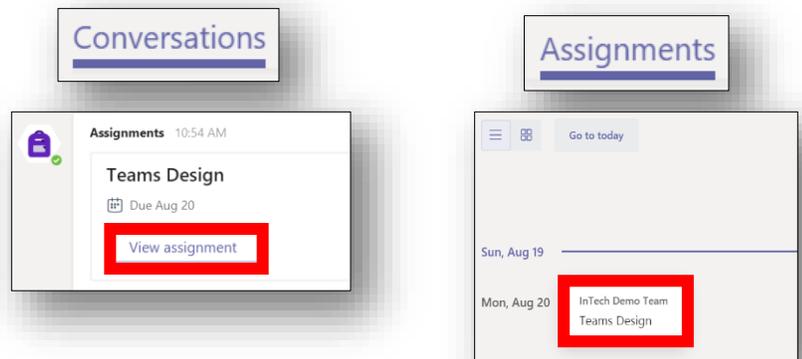


# Turning in Assignments in Microsoft Teams

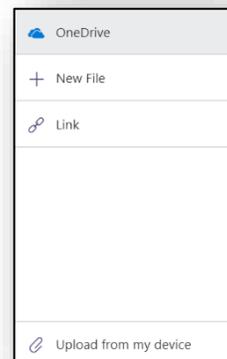
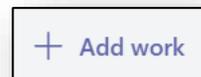
These directions explain how to turn in assignments in Microsoft Teams.

## 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**.
4. Select the appropriate choice to access or create the document or link with the completed assignment.



## Options for Adding Completed Work

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

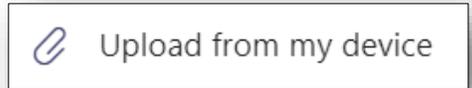
### Uploading a Document from OneDrive

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**.



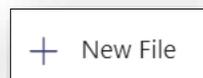
## Adding a Link to your Work

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

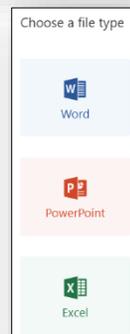
A form with two input fields and a button. The first field is labeled "Web address" and contains "https://". Below it is the text "Enter a valid web address". The second field is labeled "Text to display" and contains "Enter description". At the bottom is a button labeled "Attach" which is highlighted with a red border.

## Creating a New Document in Teams

1. Choose **New File**.



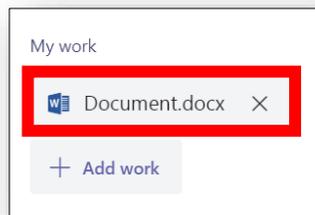
2. Select the **file type**.



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

A form titled "Choose a different type" with a "File name" input field containing "New document". At the bottom is a button labeled "Attach" which is highlighted with a red border.

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



5. You will edit the document in the Teams platform. The document will auto-save. 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**.

