## Submitting an Assignment

Before we start it is important to note that this is just one way to edit an assignment and you will not always be issued your work as a word document. As you get used to using Microsoft Teams and depending on your teacher's instructions, you may create your responses in a different way.

1.   You will receive a notification that an assignment has been set in your class team.
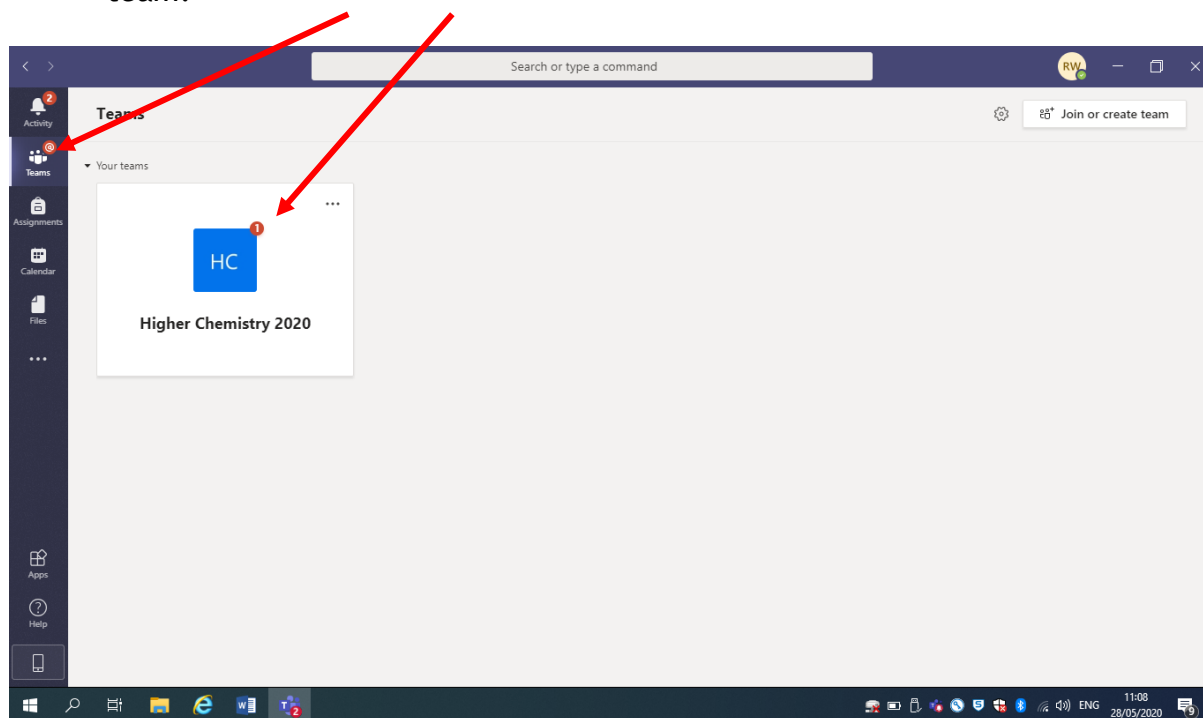

2.   Click on the Team with the notification and you will see details of the assignment on the 'Posts' section. Then click on 'View assignment'.
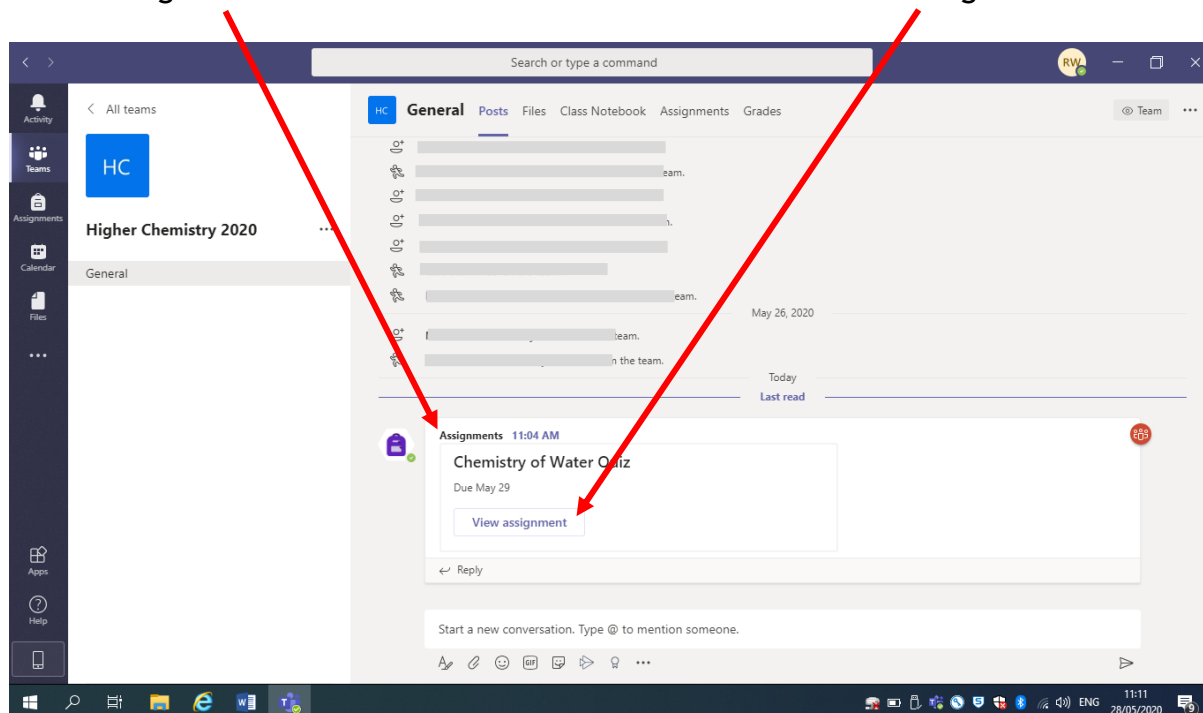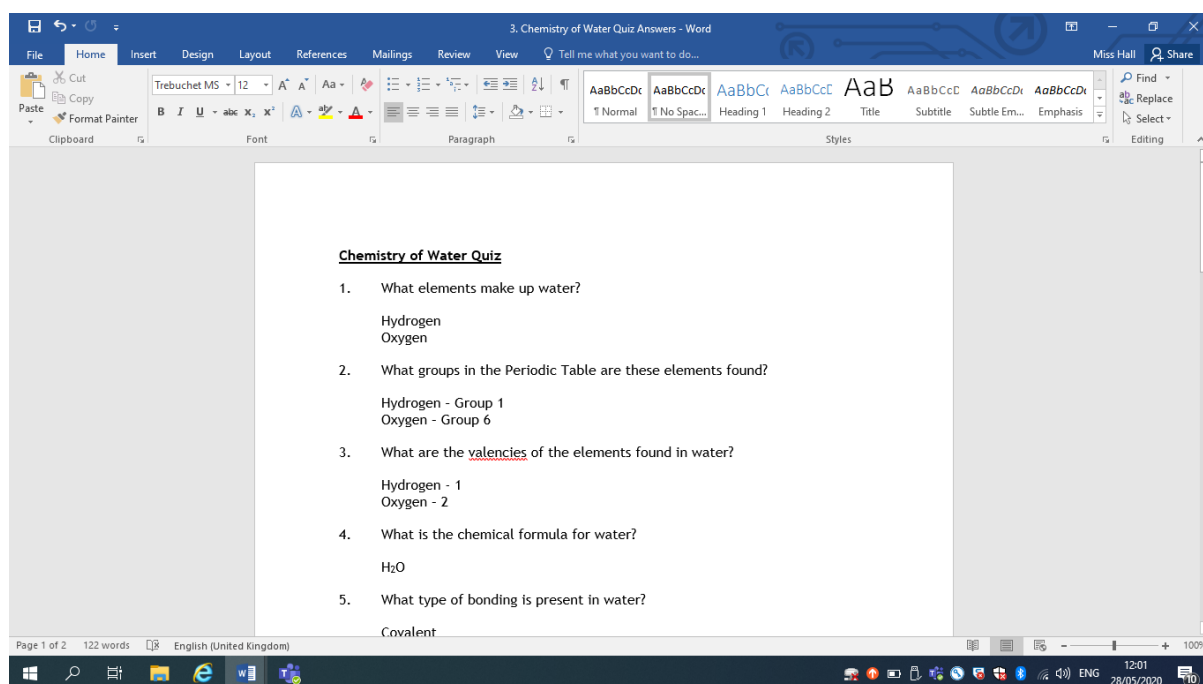
3.   You will be taken to the assignment on the 'Assignments' tab and you will be able to see the details of the assignment. Click on the three dots to see what options you have.
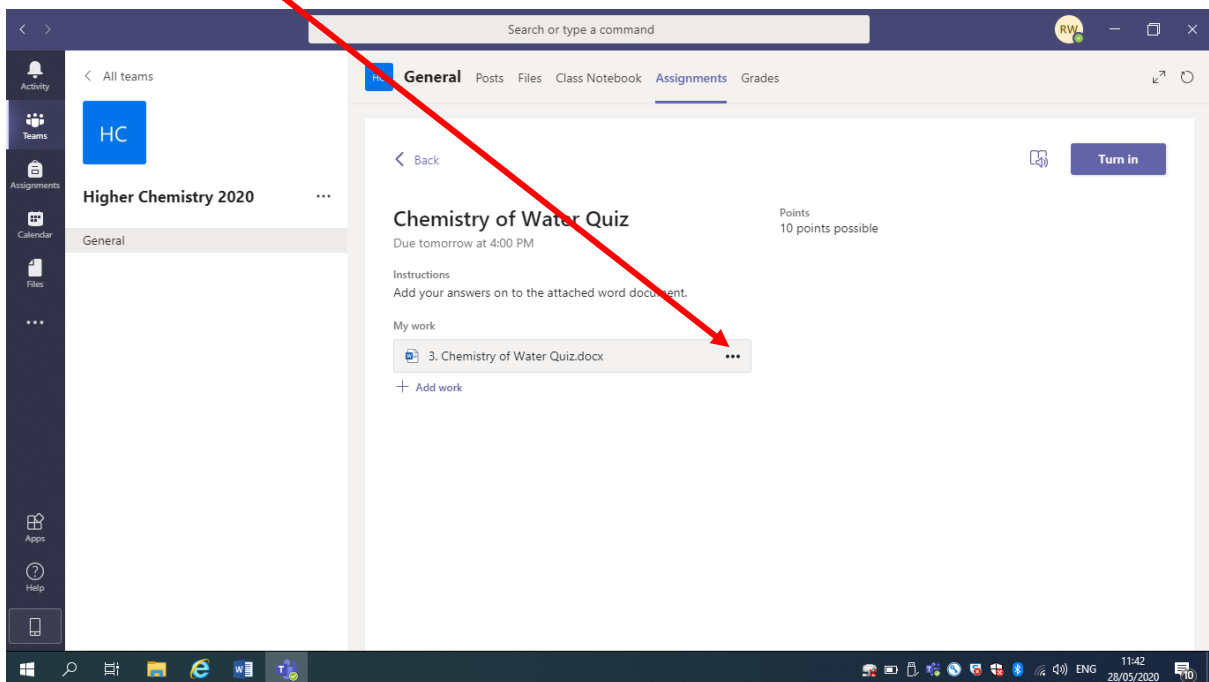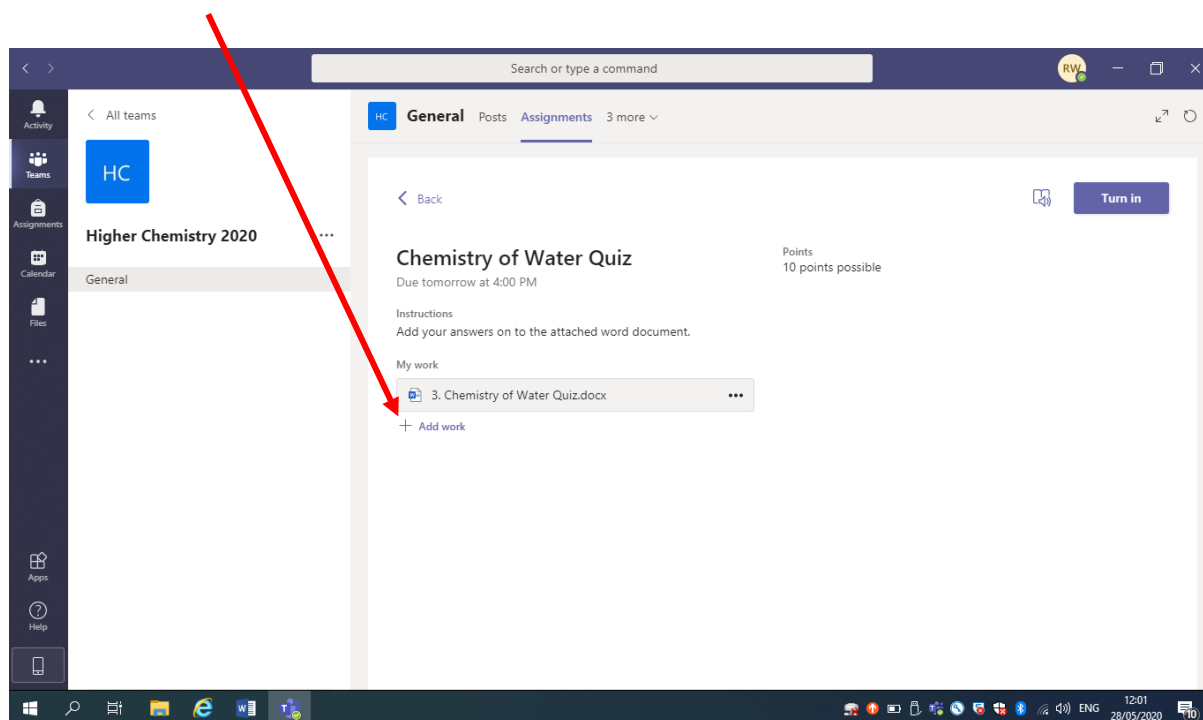

4.   Click on 'Open in Word' to open the word document so that you can add your answers.
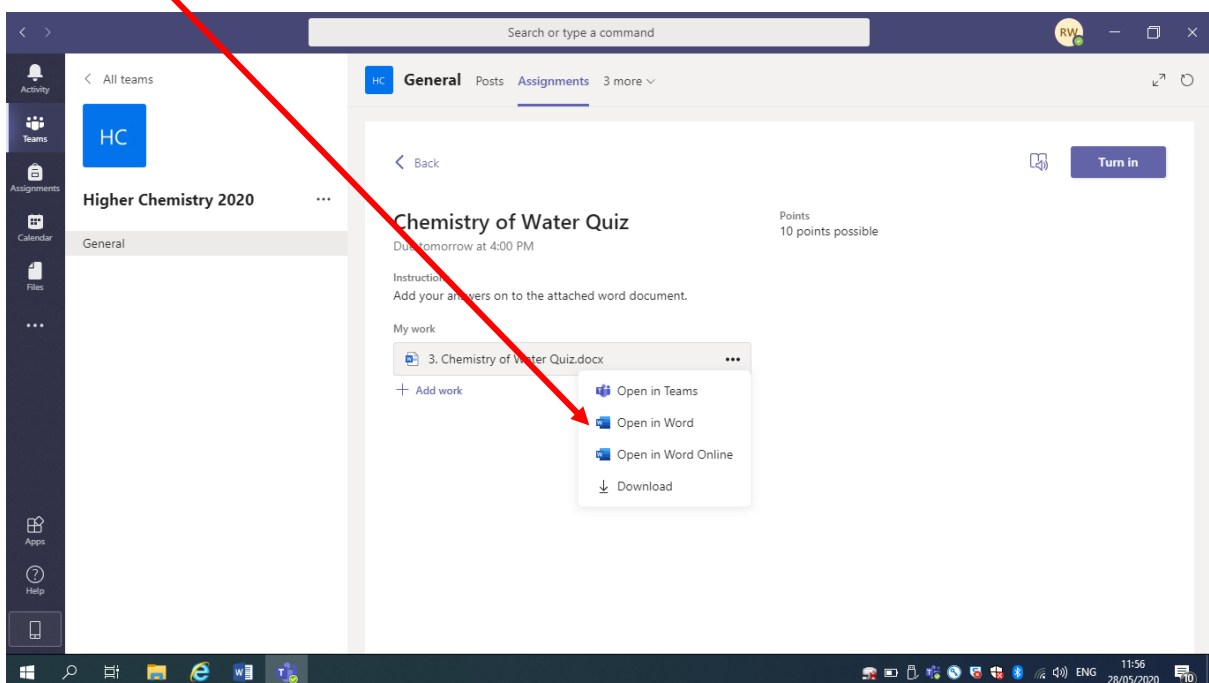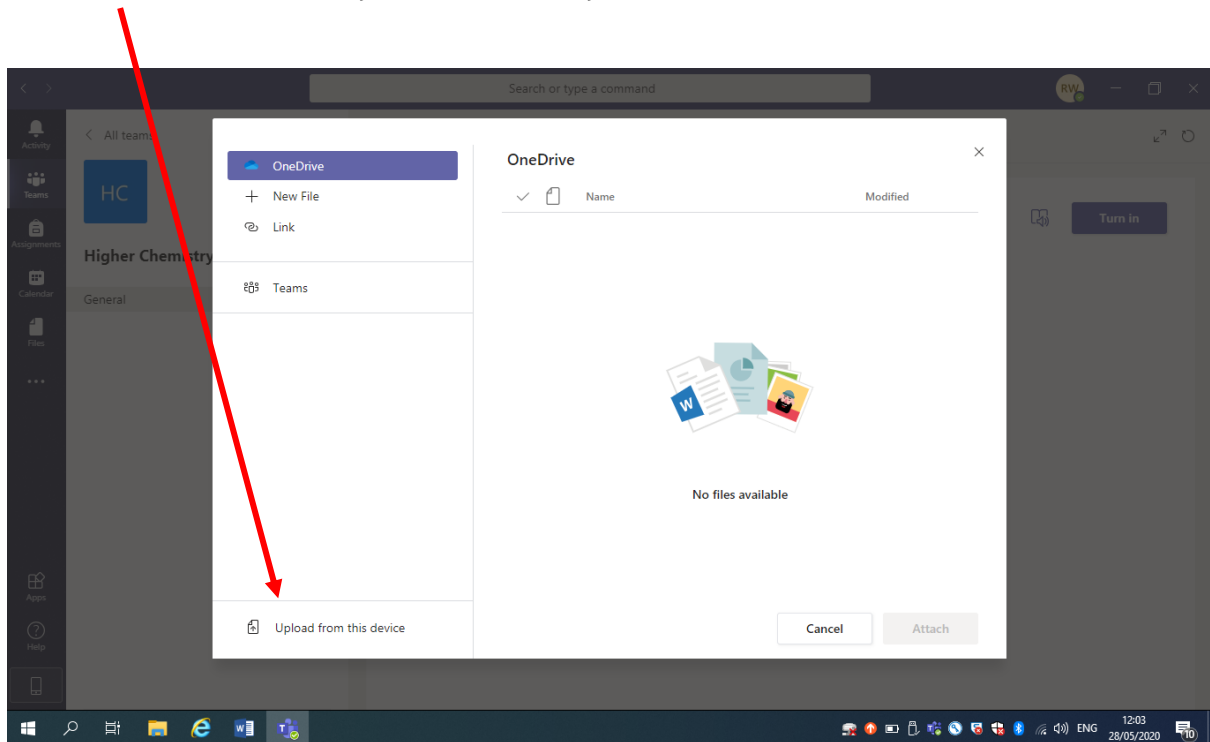
5.   Type in your answers and save it somewhere on your computer.
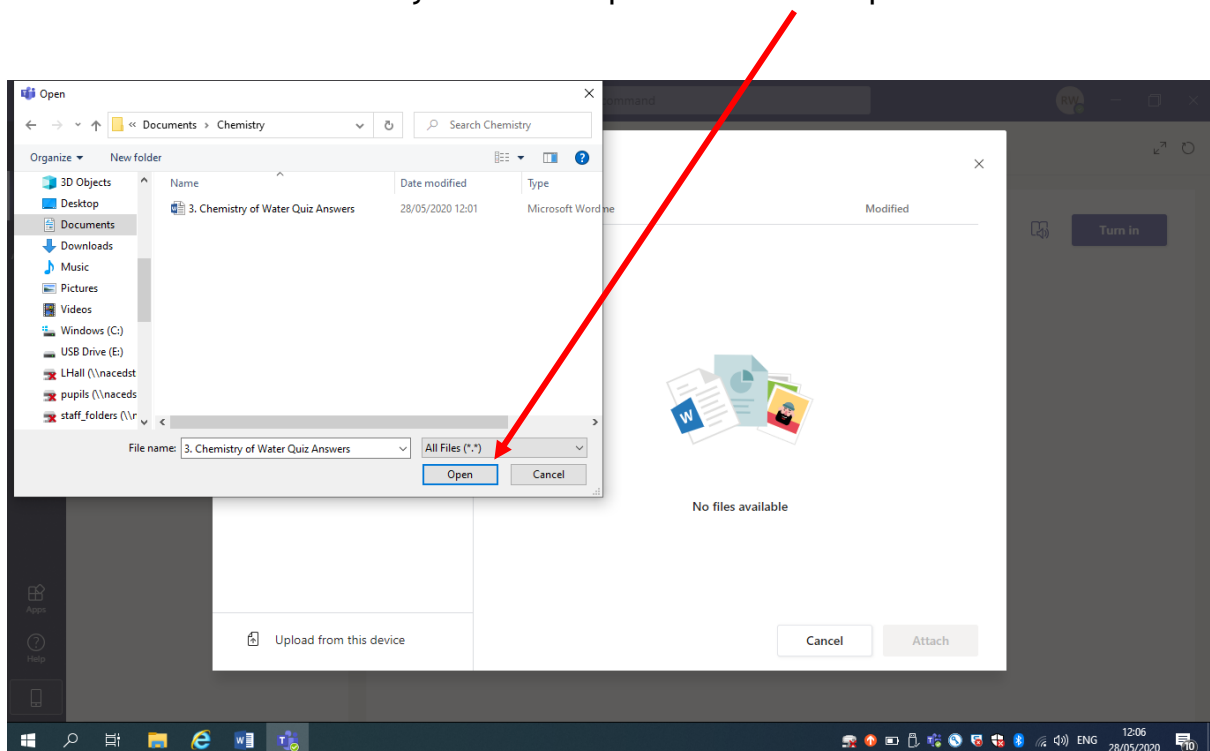

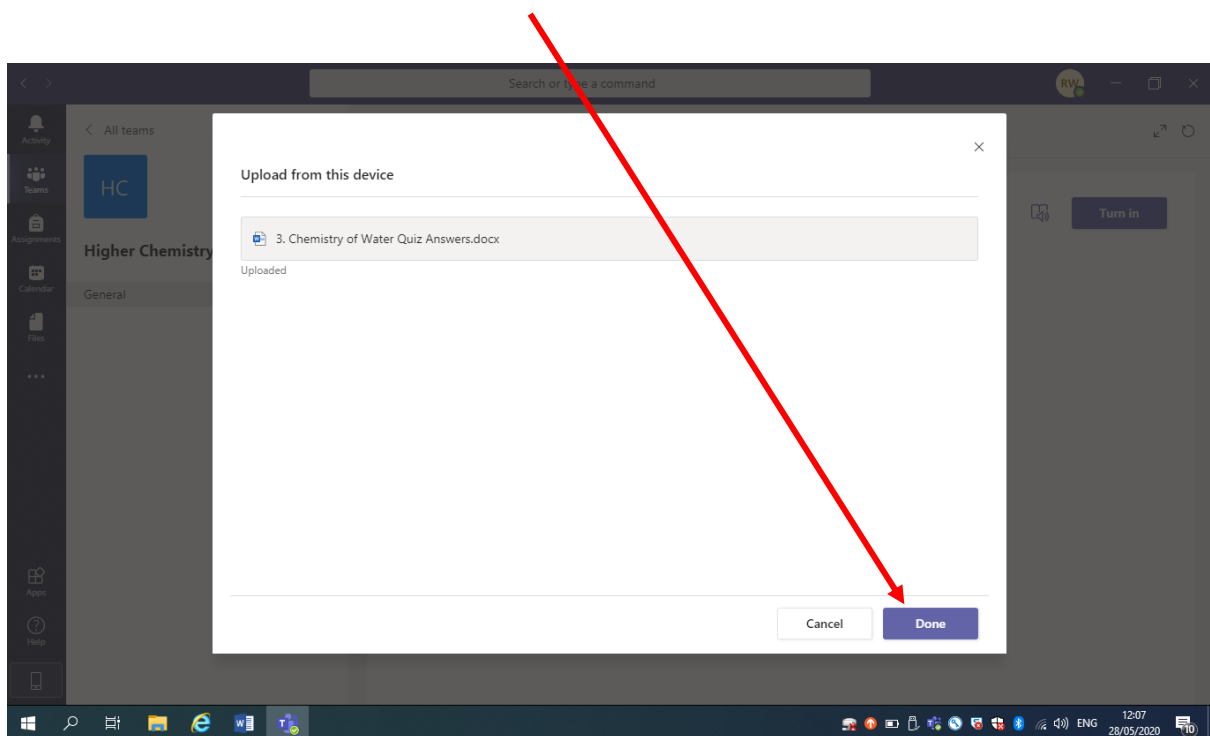6.   To upload your assignment click on 'Add work'.

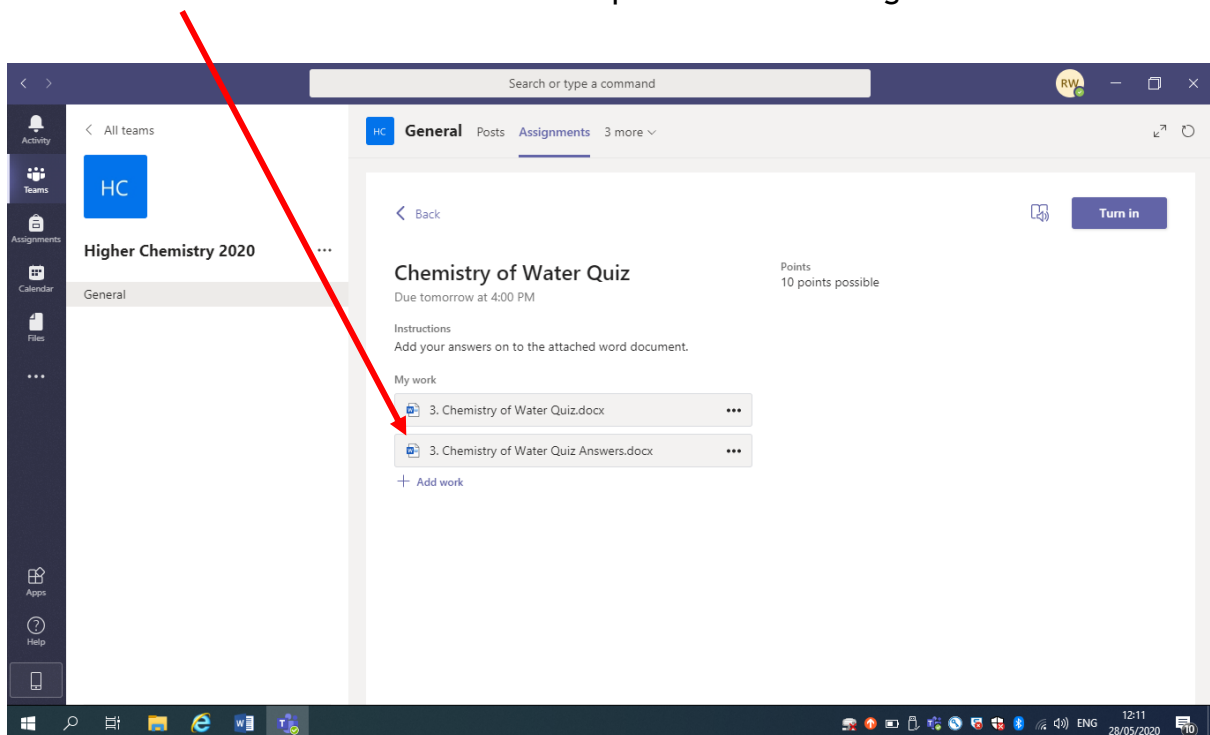7.   Choose wherever you have saved your document.

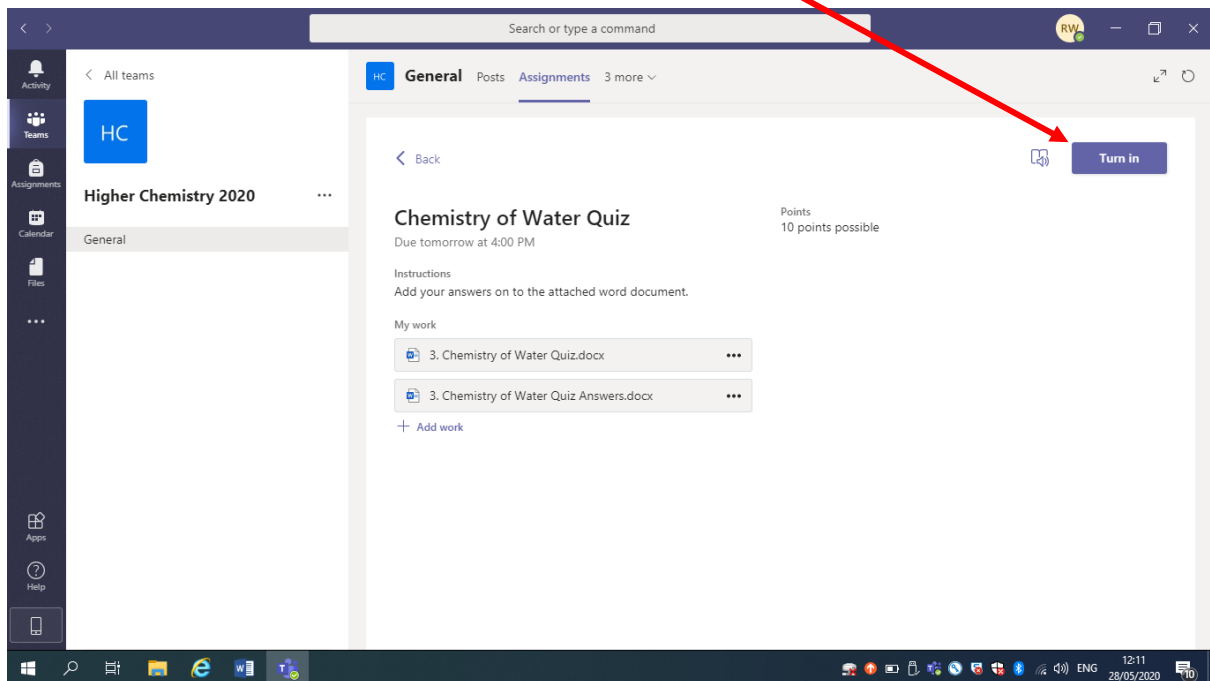8.   Select the document you want to upload and click 'Open'.

9.   Once the file has uploaded click 'Done'.

10.   You will now see that the file has uploaded to the assignment.

11.   Click 'Turn in' to submit the assignment to your teacher.

12.   You will then see that it has been submitted.