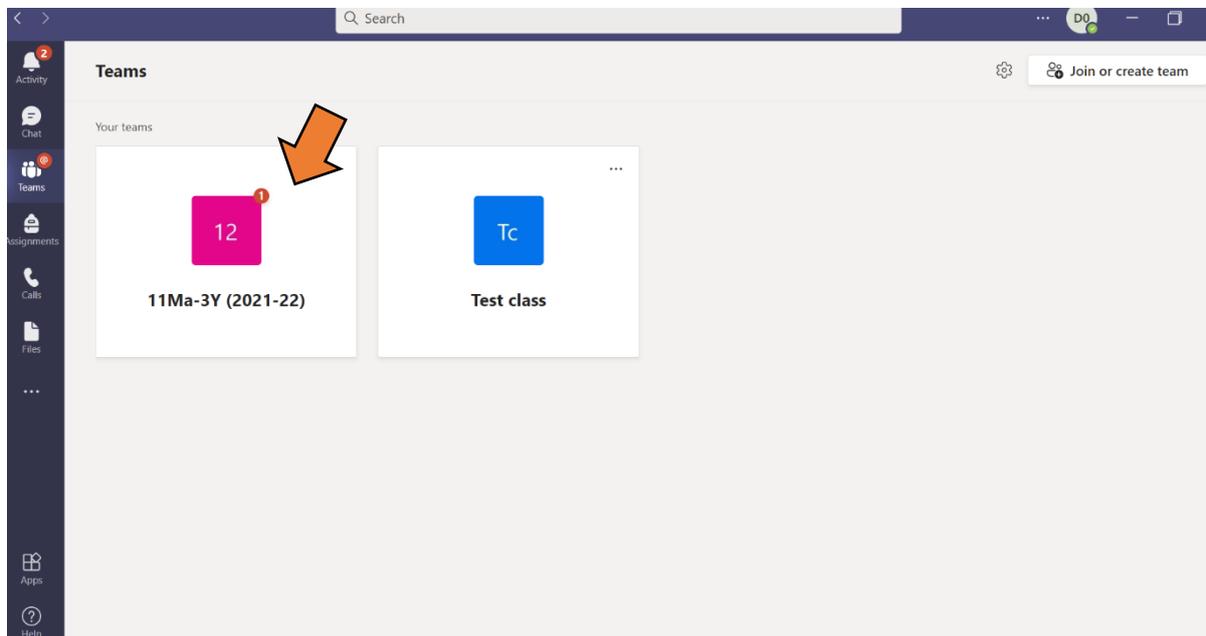


# Uploading Assignments to Microsoft Teams

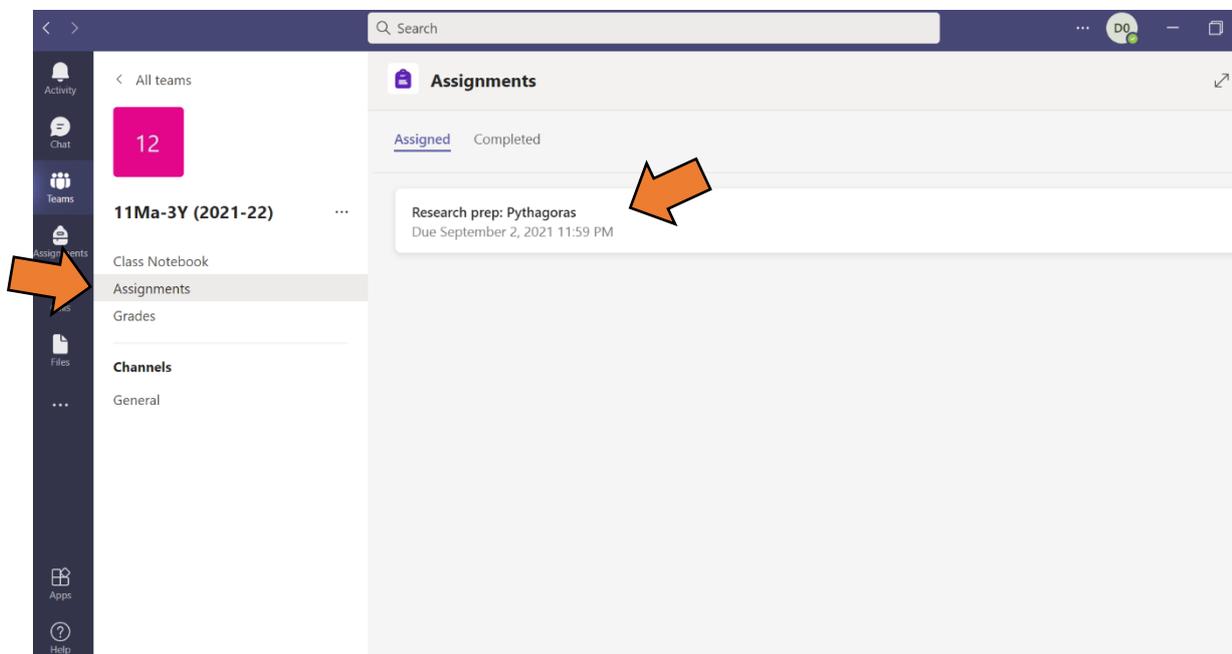


Some teachers will make use of the Assignments functionality in Microsoft Teams to set prep. Once completed, you will need to upload your assignment in the correct place.

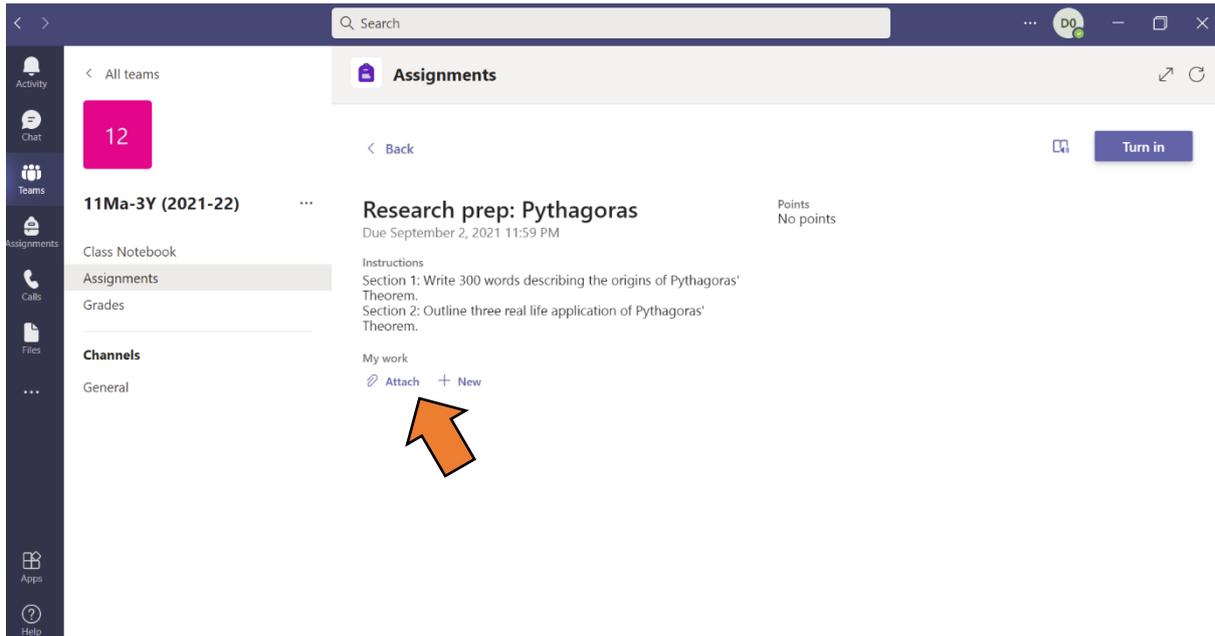
1. Load Microsoft Teams on your device and select the correct Team.



2. Click the “Assignments” option and select the appropriate assignment.



3. Underneath the details of the Assignment, you have the option to “Attach” your work. Select this option and find your document.



4. Once uploaded, your document will become visible. If you have multiple documents to upload, just keep attaching them. When you are finished, click the “Turn in” button to complete.

