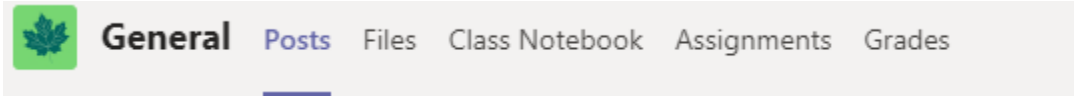
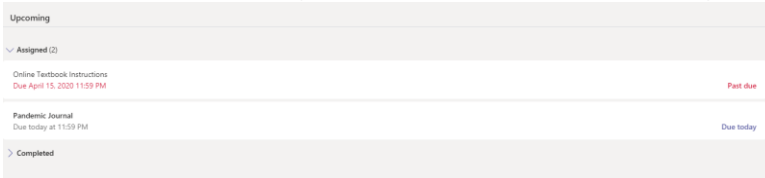


How to Access, work on and turn in assignments in TEAMS

1. Open the TEAM where you have an assignment
2. Click on the Assignments tab at the top

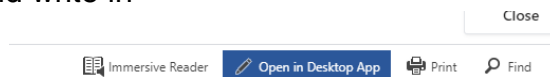


3. You will see the assignments you have been assigned



Notice that it will show 'past due', due dates and completed assignments

4. Click on the assignment you want to work on (this opens it). Read the instructions, look at rubric (if there is one attached), look at assessment marking
5. You may see a few different things depending on how the assignment has been set up
 - OPTION 1 Some assignments will have you click on a word document to open and write in

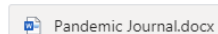


- Choose open in Desktop App (you may be asked for your school login and password)
- Do your assignment in the opened document and then SAVE, you will see either this (click save)



- Or the screen will take you back to TEAMS. **Click TURN IN**

- OPTION 2 – under the instructions for the assignment will be +add work



- + Add work
- Once you have your work done in Word (Google docs does not work), save your document and then attach it using the +add work
- When attached **Click TURN IN**