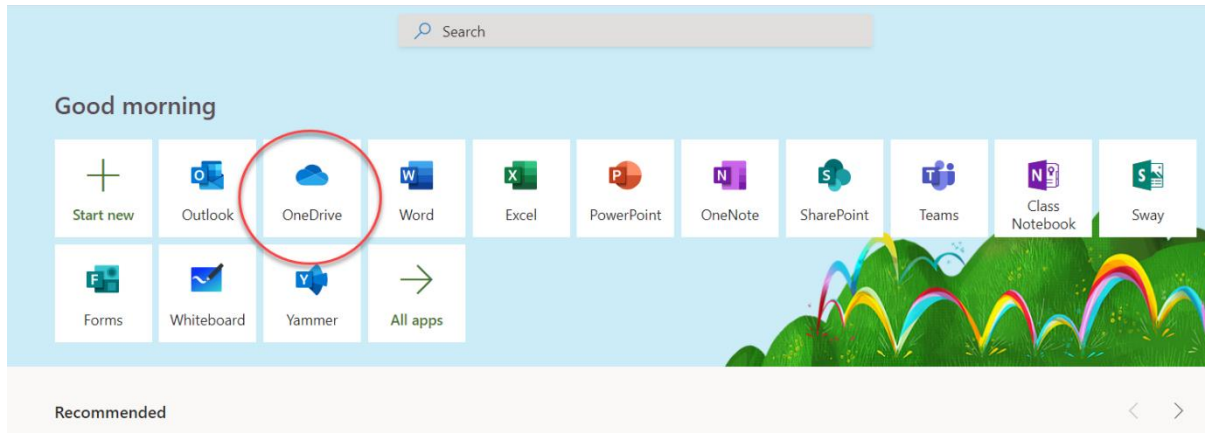




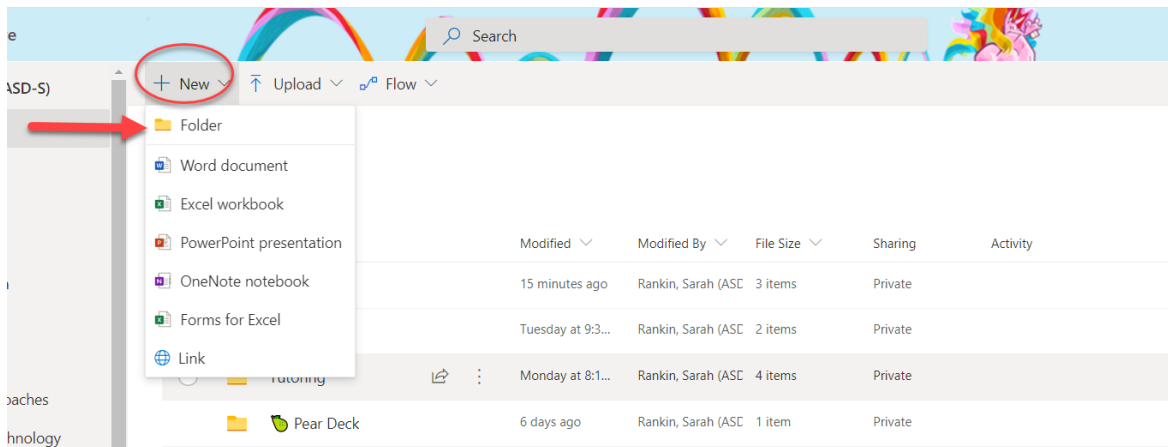
Teams – Creating and Submitting Assignment

Word, PowerPoint and Excel are all a part of your Office 365 suite. You can quickly create a new document and submit them to your teacher in your Teams group.

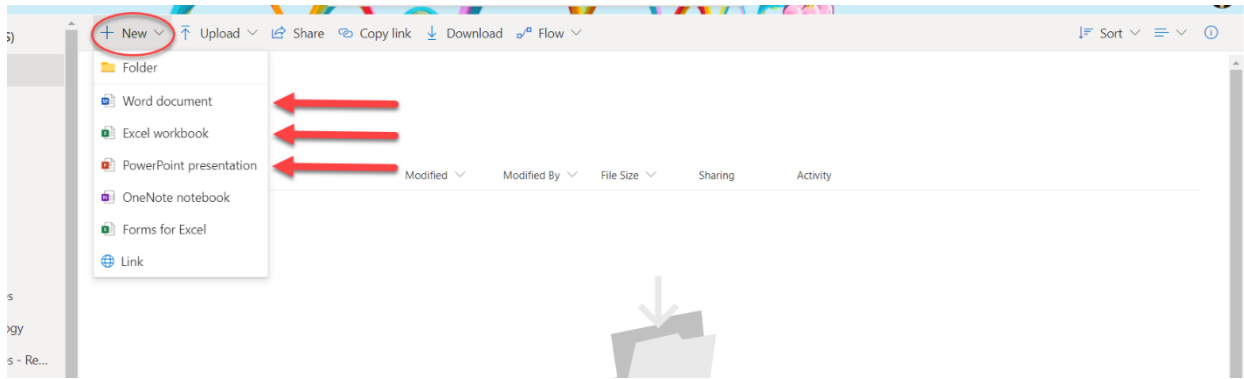
To create a new document, click on the OneDrive icon in portal.office.com.



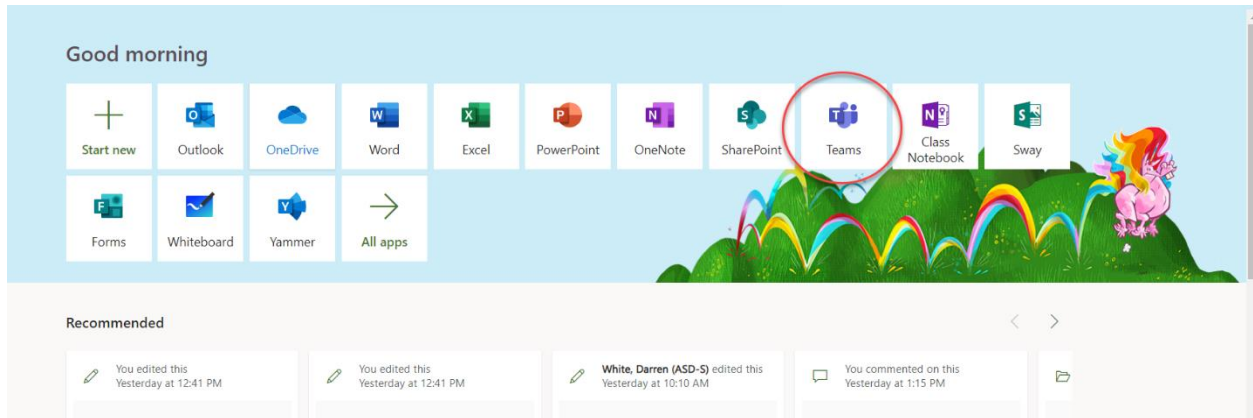
Once you're in your OneDrive, create a new folder for your class. Give it a name that connects to what you'll save there, such as "Writing", "Social Studies" or "French". This will help keep your work organized and easy to find.



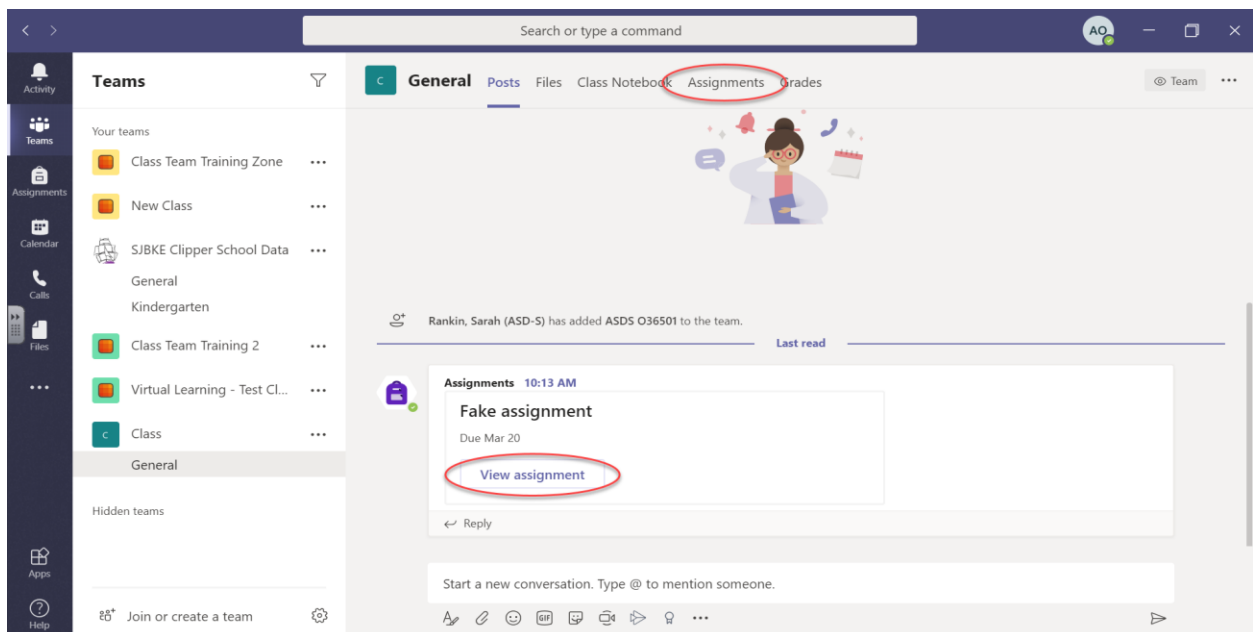
Open the folder you created and click NEW at the top of the page. You will see option to create new Word, PowerPoint and Excel documents. When you click on one of them, it will automatically open. The document will also auto-save to that folder in your OneDrive.



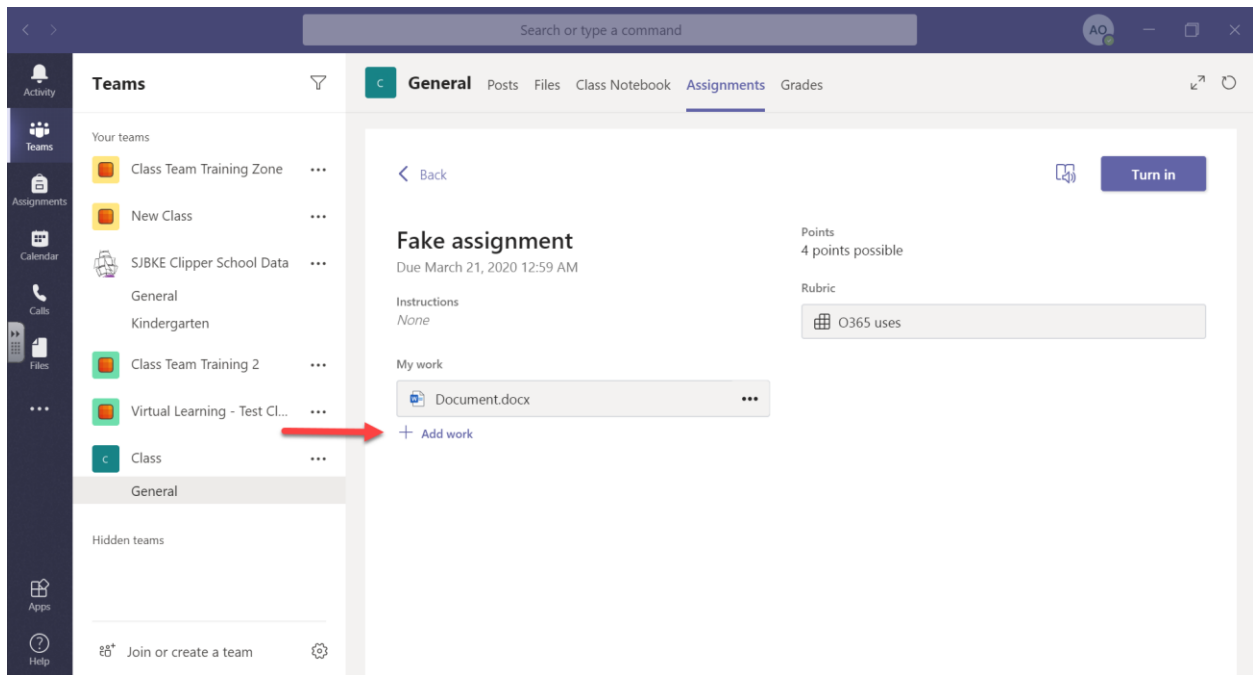
Once you have your assignment ready to submit, go back to the portal.office.com homepage and open Teams.



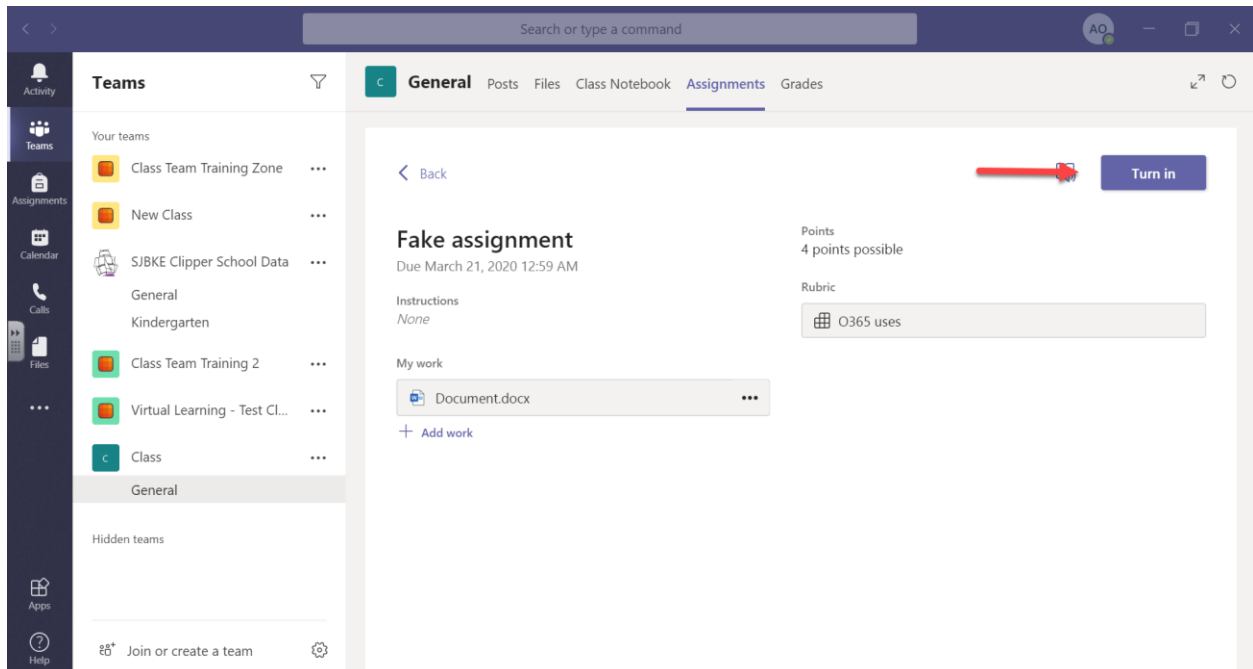
Go to your classes' team, and click on the assignment, either from Posts or by going to the Assignments tab at the top of the screen.



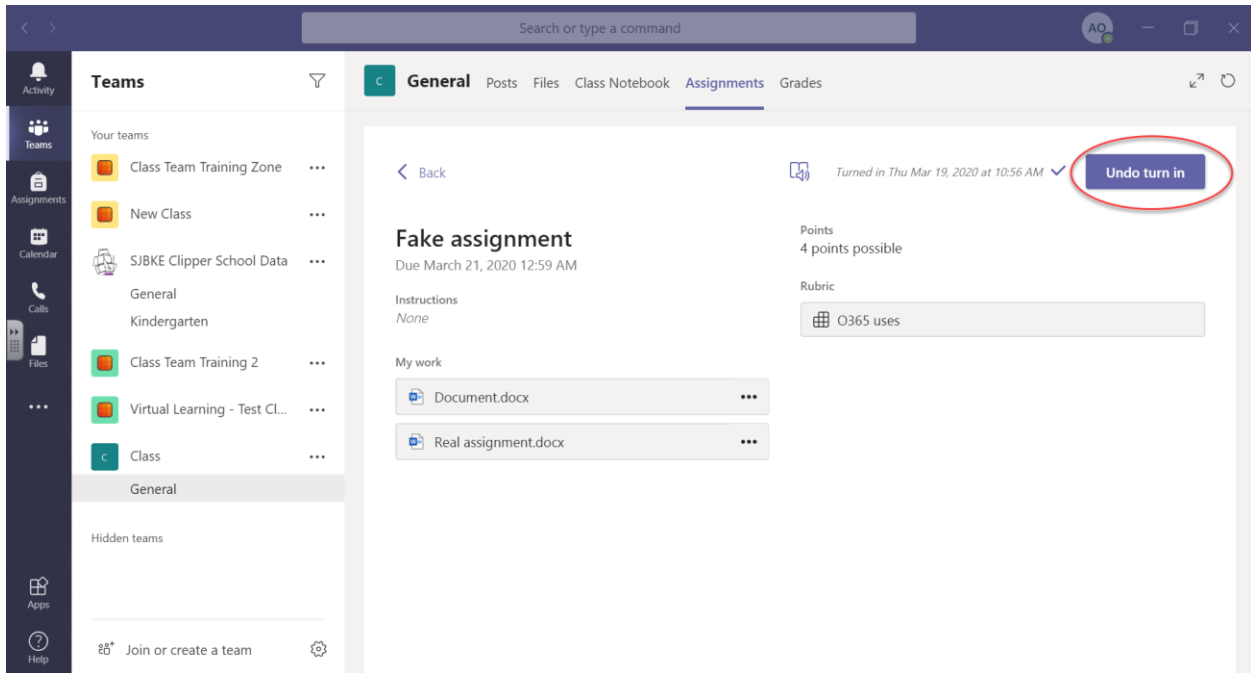
In the assignment, attach your work by clicking on “Add Work”.



Once it has been attached, click “Turn In” to send the work to your teacher.



If you made a mistake in your document or attached the wrong file, you can always undo a turn in. Go into assignments, under the “Completed” section and click on your assignment. You’ll now see an option to “Undo Turn In”.



Once an assignment is turned in, your teacher will receive it and assign a grade. Under the “Grades” tab, you can check to see if your teacher has marked it or if your teacher has returned your work to be corrected.

