How to submit work using Teams – Click here for the Youtube video version of the guide.

Click on Teams
Select your class
If you have a question for your teacher, you can type it here.
Type message and then click send.
Accessing any set assignments.
Click assignments.
Any assignments set will be listed here.

Select the assignment by clicking on it.
Read through any work that has been set work.
Once you have completed the work you can upload it by clicking **Add work** here
Files can be uploaded from either OneDrive or uploaded from the device you are using.

Locate the file and click attach.
Once it has been uploaded click the **Hand in** button.

Your teacher should now be able to see your work and comment on it.