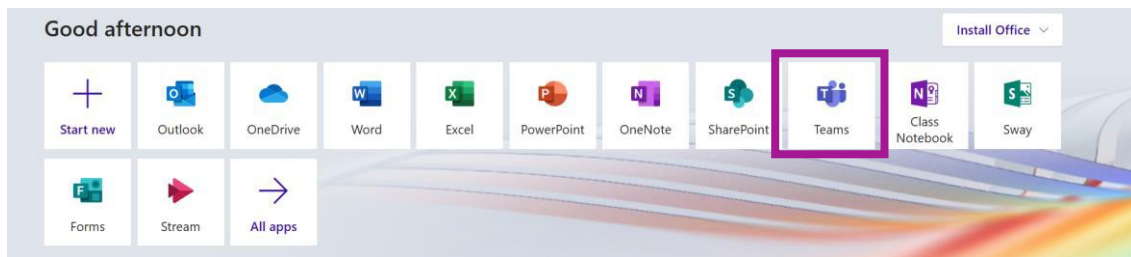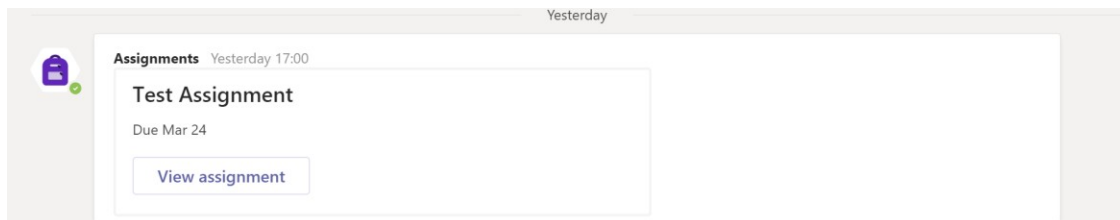# Student Guide - How to submit an Assignment on Teams [computer edition]
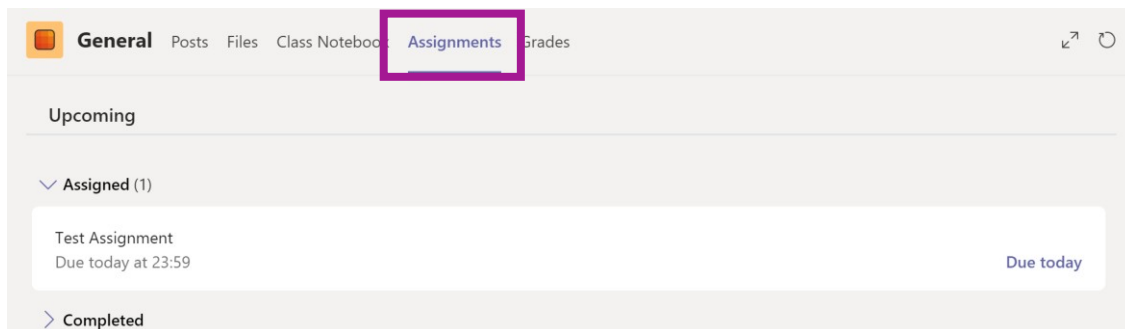
1. Go to www.ashcom.ie and log in with your student email and password. Once you have logged in, select 'Teams'.


2. Select the Class Team where work has been assigned. Assignments will appear in the 'Posts' section. They can also be accessed by clicking the 'Assignment' tab along the top of the screen.
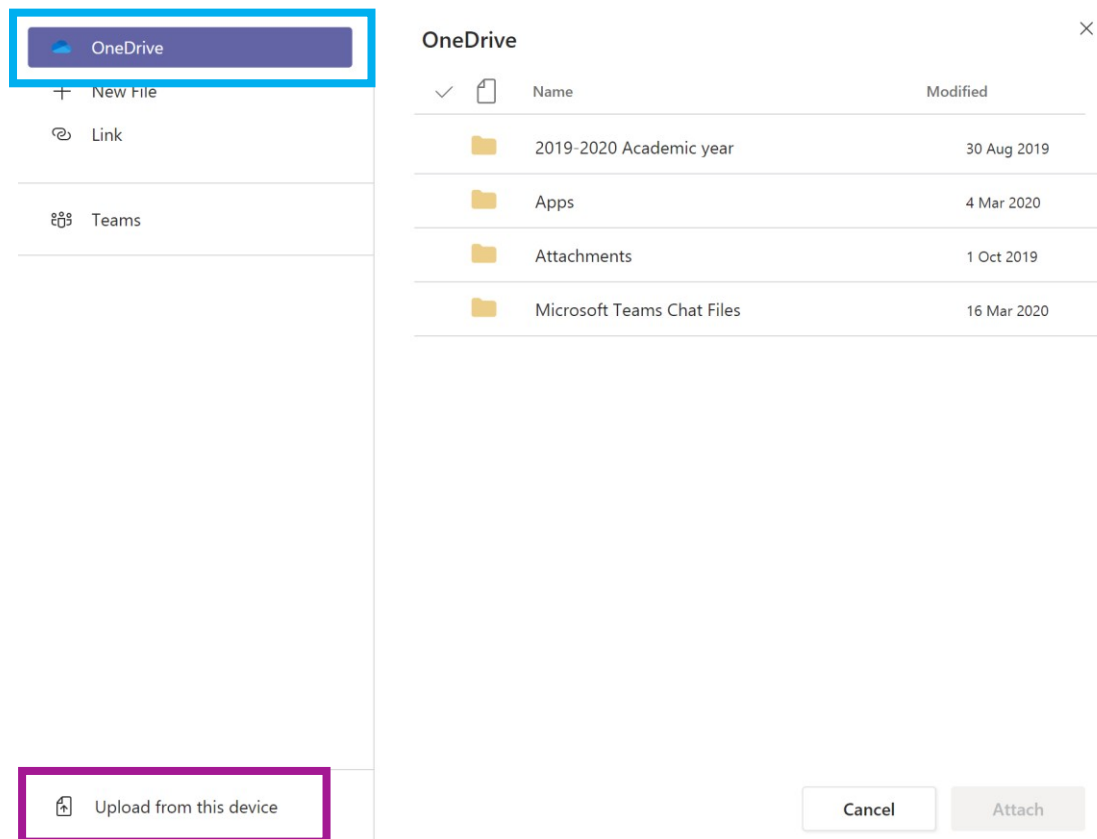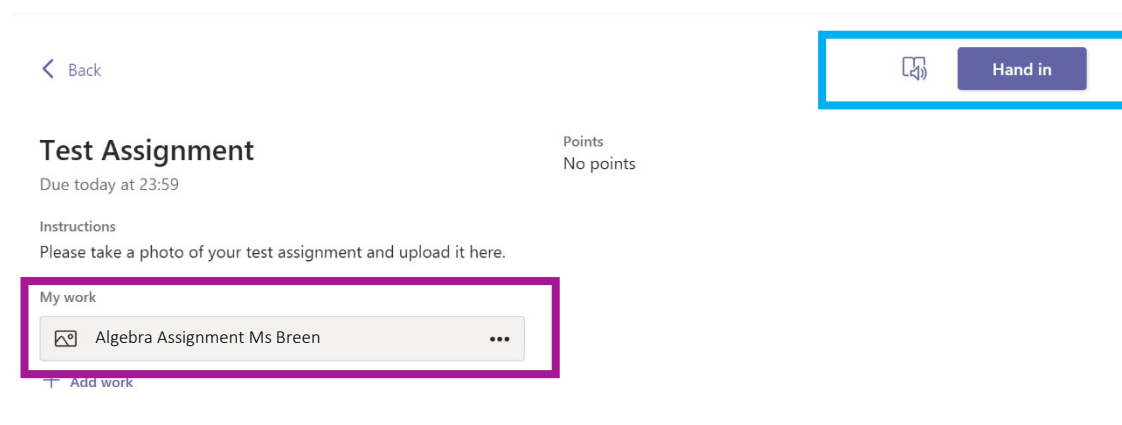

Or

3. Select the assignment in either the Posts tab or in the Assignment tab. This will then display the details of the task that has been set. To attach your work, select '+ Add work' under the assignment details.
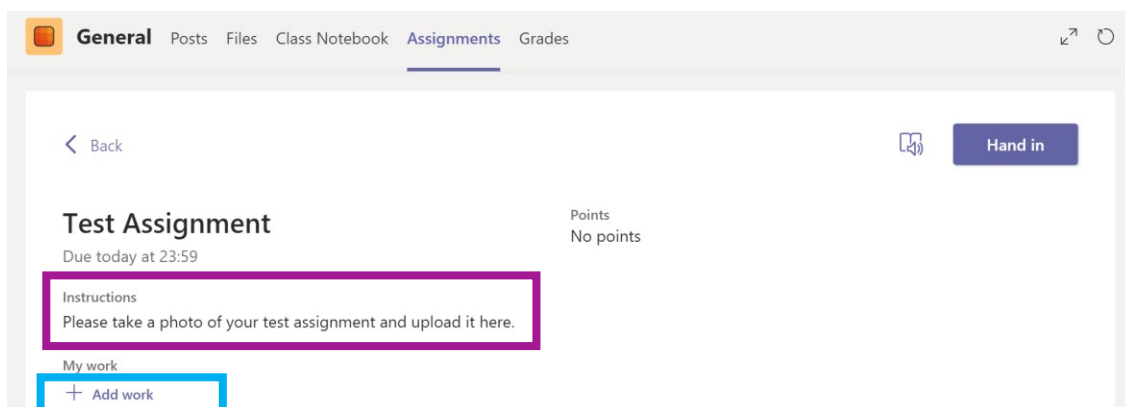
4. This will bring up a window where you can select a file to upload. To upload a file that is saved on your computer, select 'Upload from this device' and then click on the relevant file (e.g. a word document, photo etc.) or you can select a file directly from your OneDrive. **Note:** If you are uploading photos from your phone, you can email them to yourself first to save it onto your laptop.

OneDrive		
2019-2020 Academic year		30 Aug 2019
Apps		4 Mar 2020
Attachments		1 Oct 2019
Microsoft Teams Chat Files		16 Mar 2020

OneDrive
New File
Link

Teams

Upload from this device

Cancel   Attach

5. Below you can see an example of a photo that has been uploaded for submission. You can upload multiple files or photos by selecting '+ Add work' again under the assignment details. Once you are ready to submit, click 'Hand in' in the top right-hand corner.

< Back   Hand in

Test Assignment   Points
Due today at 23:59   No points

Instructions
Please take a photo of your test assignment and upload it here.

My work
Algebra Assignment Ms Breen   ...

+ Add work

6. If you forgot to submit one of your files or submitted the wrong one, you can go back into the Assignment and select 'Undo hand-in'. Repeat the steps above to submit the correct file(s).

7. If you wish to remove one of the files you uploaded, select the three dots beside the respective file and click 'Remove'. You can do this before or after submitting the assignment.