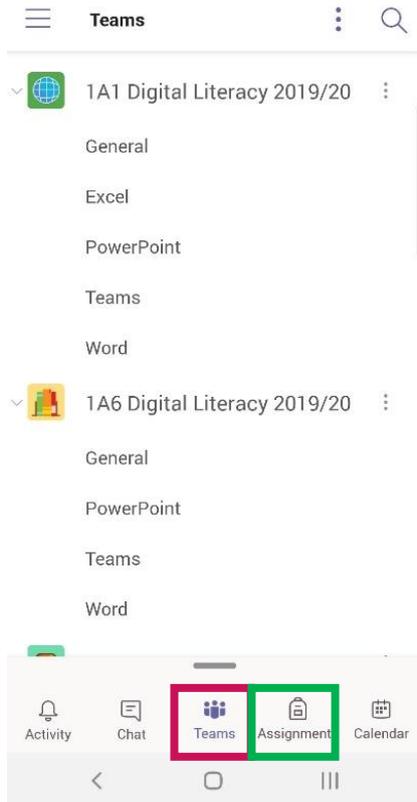


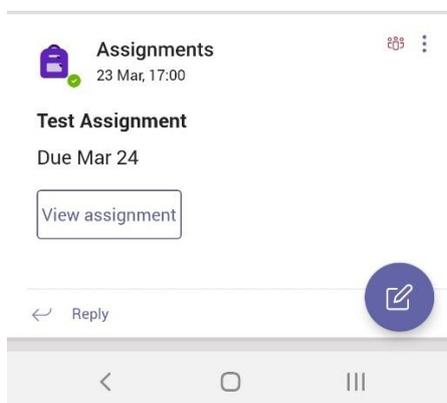
Student Guide - How to submit an Assignment on Teams [phone edition]

1. Open the Teams app. You will see all the Teams that you are currently a member of by selecting 'Teams' at the bottom of the screen [Alternatively, you can select 'Assignments'].



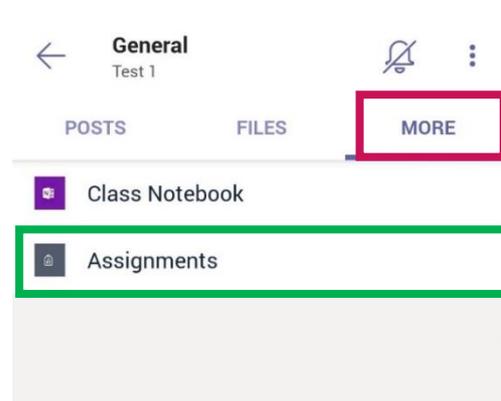
2. Select 'General' under any Team name to go to the main channel for that Team. Assignments will appear in the 'Posts' section. They can also be accessed by clicking 'More' along the top of the screen and then 'Assignments'.

Method 1: In 'Posts'

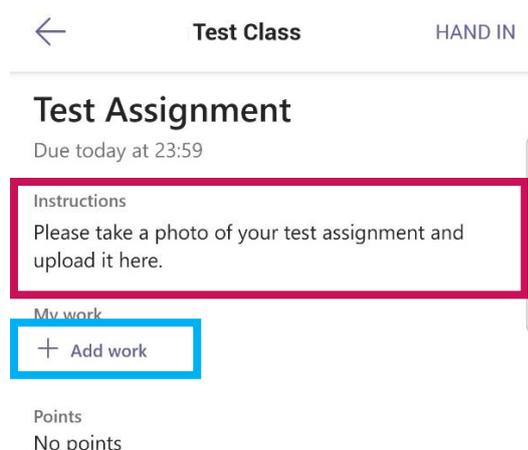


Or

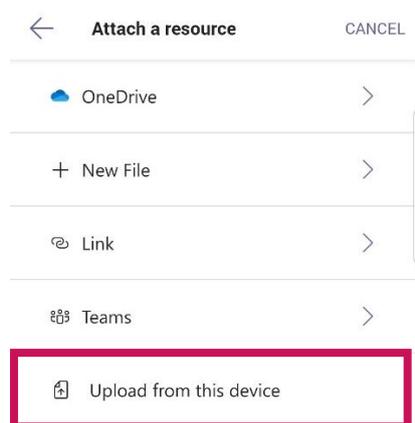
Method 2: 'More', then 'Assignments'



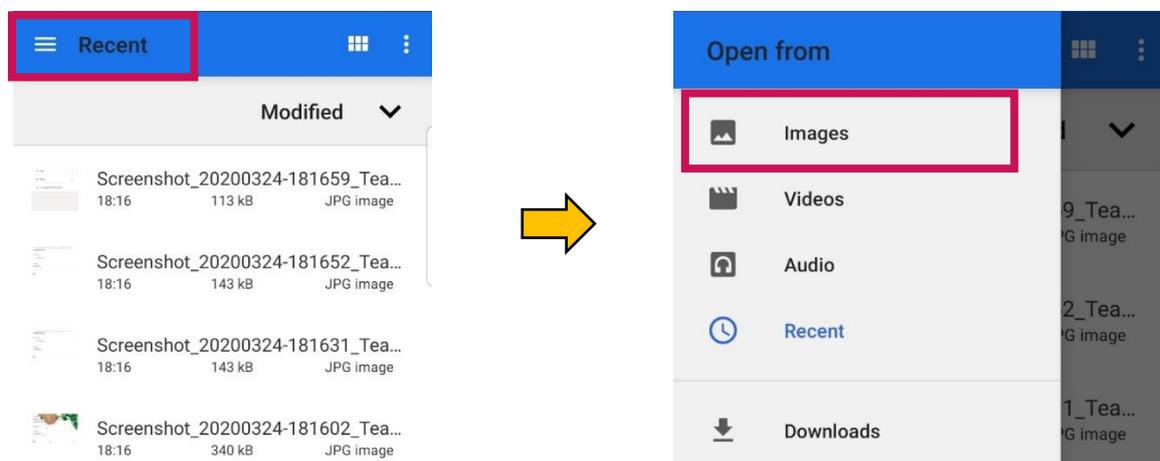
3. Select the assignment in either the Posts tab or in the Assignment tab. This will then display the details of the task that has been set. To attach your work, select '+ Add work' under the assignment details.



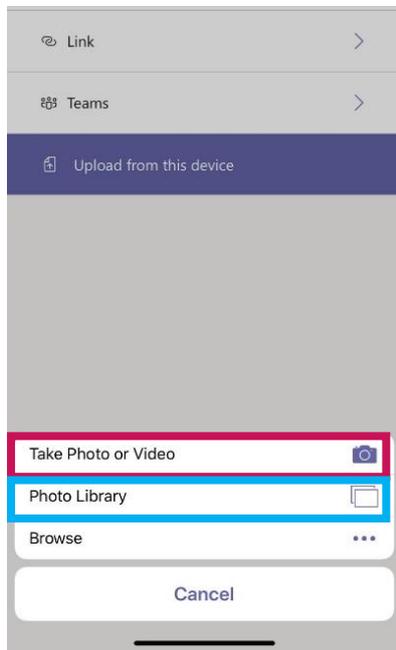
4. This will bring up a window where you can select a file to attach. To attach a file that is saved on your device (such as a photo), select 'Upload from this device'. **Note: you can attach multiple files before handing in the assignment by selecting '+ Add work' again after attaching the first file.**



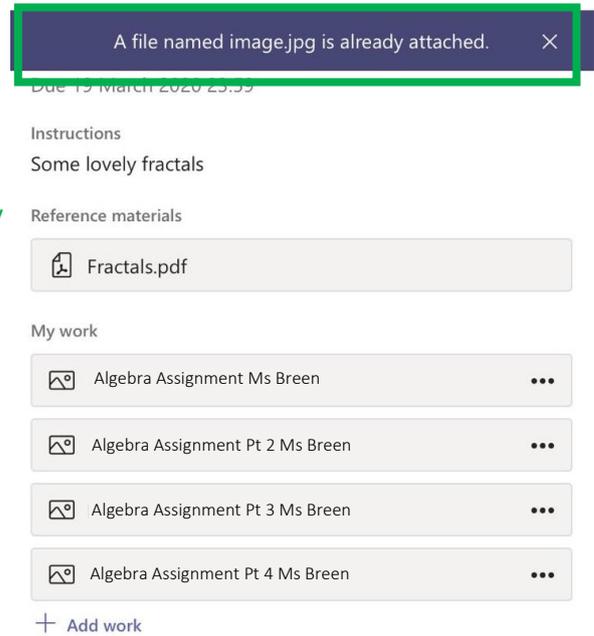
Android Users: For Android users, take the photo(s) of your work in advance and select 'Upload from this device'. Navigate to your photo gallery and select the file you wish to attach [Depending on your phone make and model, these steps may vary slightly].



iOS Users: For iOS users, you can take a photo directly within the app by selecting the option 'Take Photo or Video'. By default, all photos taken within Teams are called 'image' and so you can only upload ONE photo in this way **as you cannot have two files with the same name**. It is therefore recommended that you take the photo in advance and then attach the files from your 'Photo library' instead.

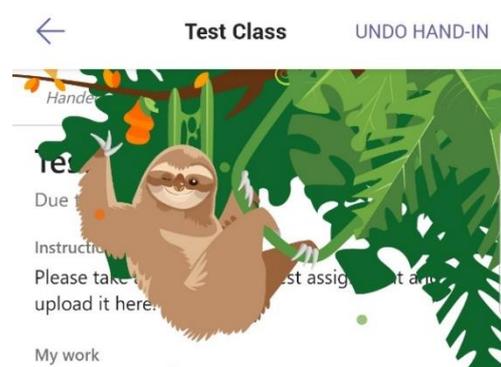
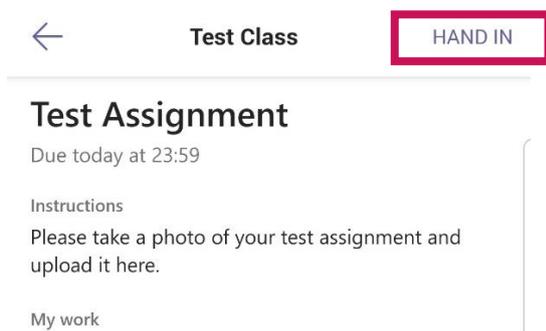


This error message will appear if you try to take more than one photo directly within the app

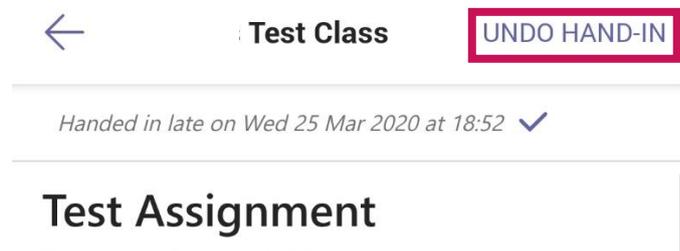


5. Once you have attached all files, click 'hand in'. A cartoon will then appear on the screen.

N.B. Make sure to check that you have submitted all the correct files for your assignments (you can click to open them).



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 an assignment.

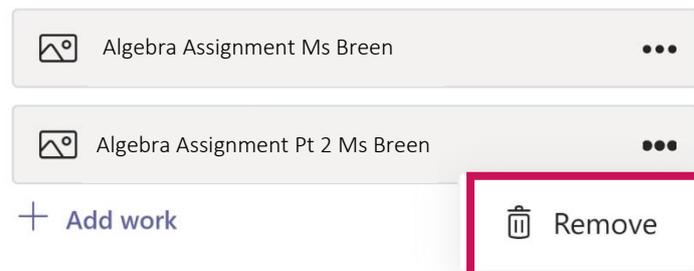
Test Assignment

Due yesterday at 23:59

Instructions

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

My work



A screenshot of the 'My work' section in a digital learning platform. It shows two uploaded files, each in a light gray box. The first file is 'Algebra Assignment Ms Breen' and the second is 'Algebra Assignment Pt 2 Ms Breen'. Each file box has a small icon on the left and three dots on the right. Below the files is a '+ Add work' button. A red rectangular box highlights a 'Remove' button, which consists of a trash can icon and the text 'Remove'.