



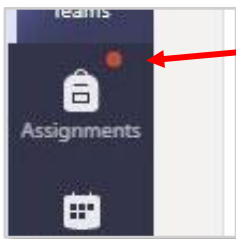
# Completing an assignment in Microsoft Teams

## To complete the task(s) set

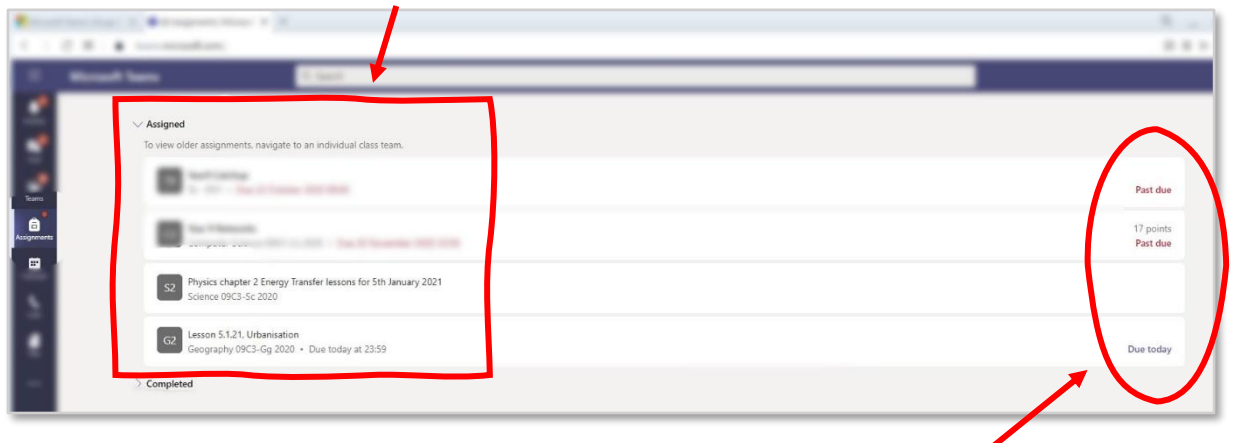
- Open **Teams**
- Click on the **Assignments** tab on the left of the Teams screen.



*Note: If you have new Assignments you will see a red dot to the top-right of the tab*



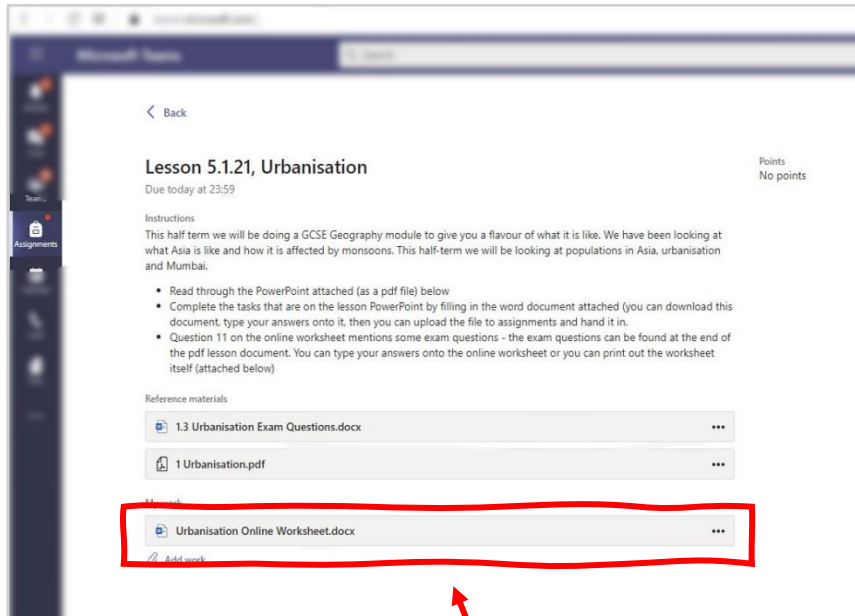
- You will then see a list of all your **open** Assignments



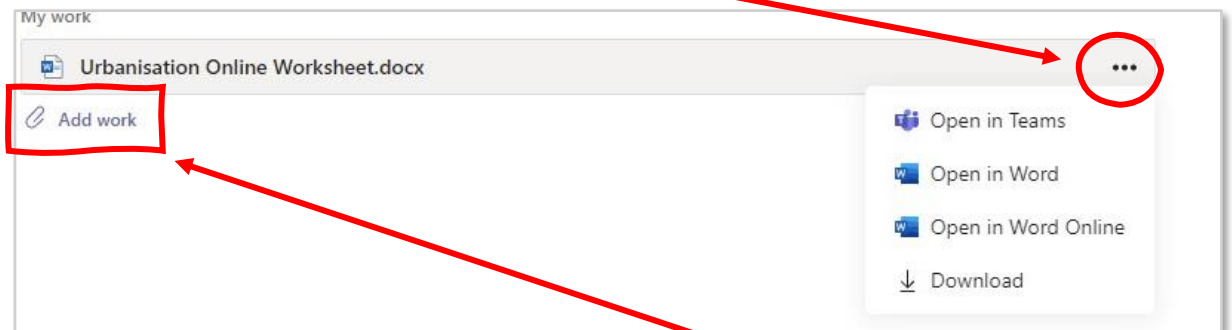
- You will also see, to the right, information regarding the **due date** for the Assignment



- **Click** on the Assignment “**Card**” to open it
- You will then see the details of the Assignment. This will vary depending on the nature of the work and teacher who has set it.



- Open documents by clicking on the link.
- Use the “ellipse” [...] alongside a file to see editing options



- You can also upload your own documents/pictures using the “**Add work**” button

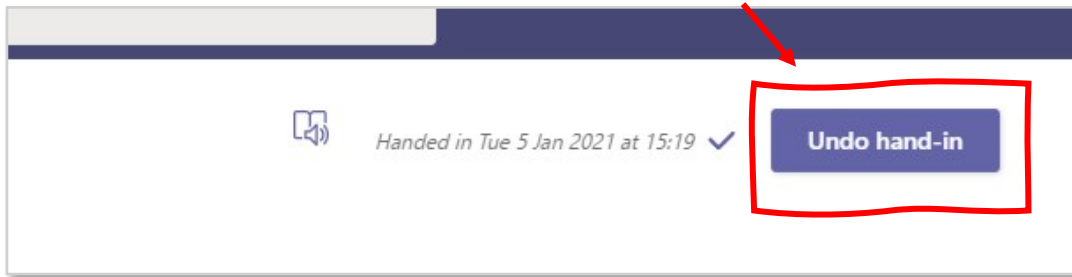
## Handing in completed work

- **Open** the Assignment as above.
- In the Assignment, click the “**Hand In**” button on the top-right of the page





- This will send the work to your teacher for review and marking.
- If you change your mind or realise you have forgotten something and want to take the work back, you will see that the button has changed. Click "**Undo hand in**" to call the work back.



## Getting feedback

Once you have handed your assignment in, your teacher may offer feedback.

