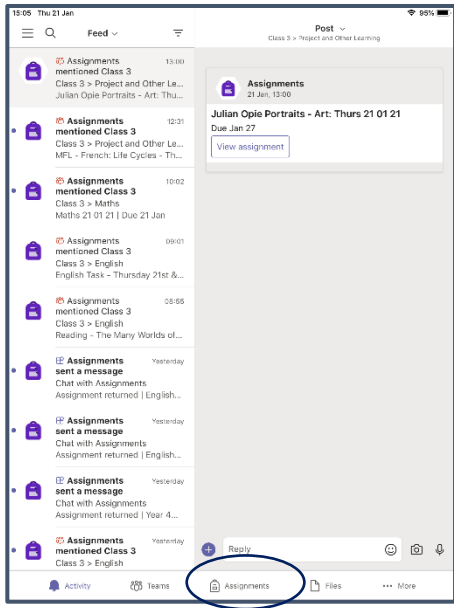# How to add work to Microsoft TEAMS (iPad / iPhone)
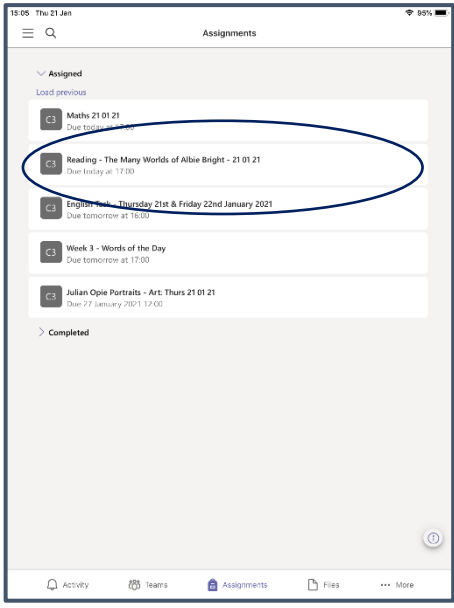
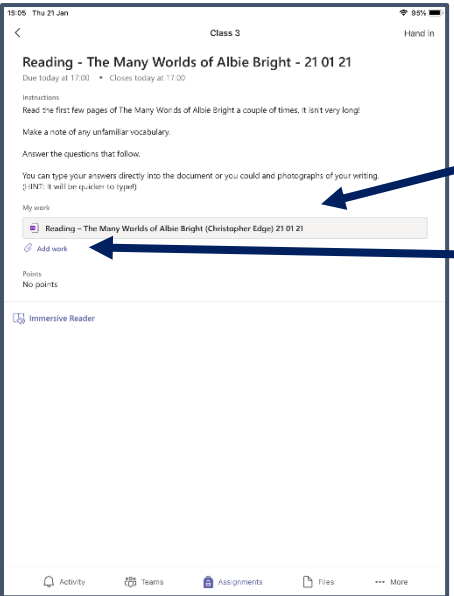**1.**

Open TEAMS and select the Assignments tab

This might need you to select 'More' if the screen size is smaller (i.e. Phone).
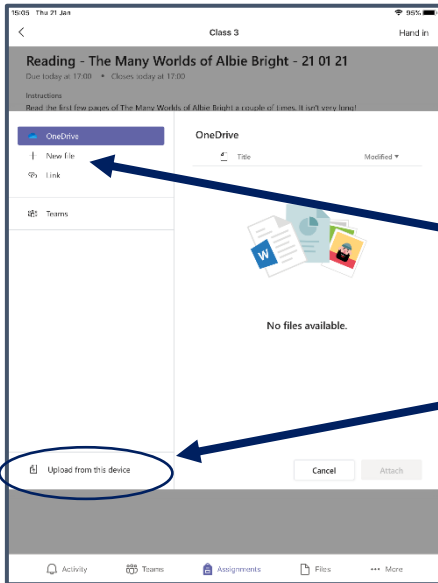
2.

Select the Assignment you want to add work to.

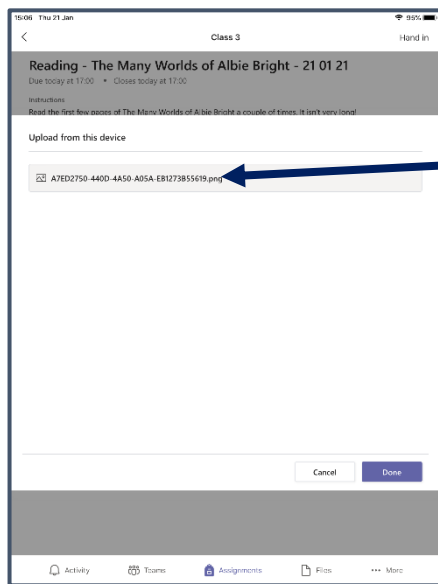This example will be to add a photo of a completed task.

3.

To type in work, select the OneNote file.

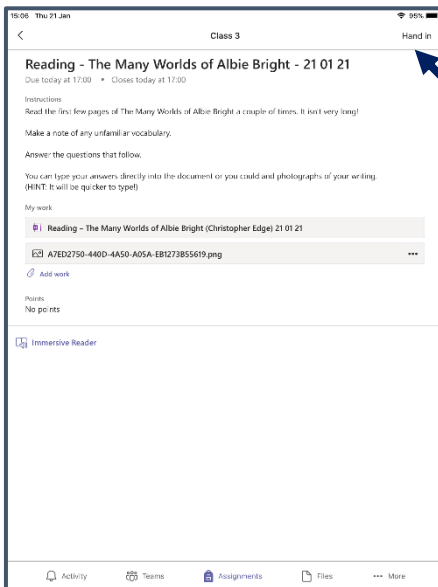To add work in any other format select 'add work'

4.

To add a document, select 'New File'

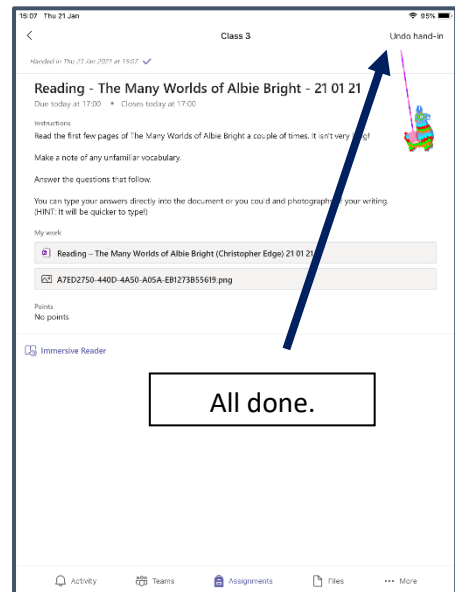To upload a photo – select 'upload from this device' and follow the instructions.

5.

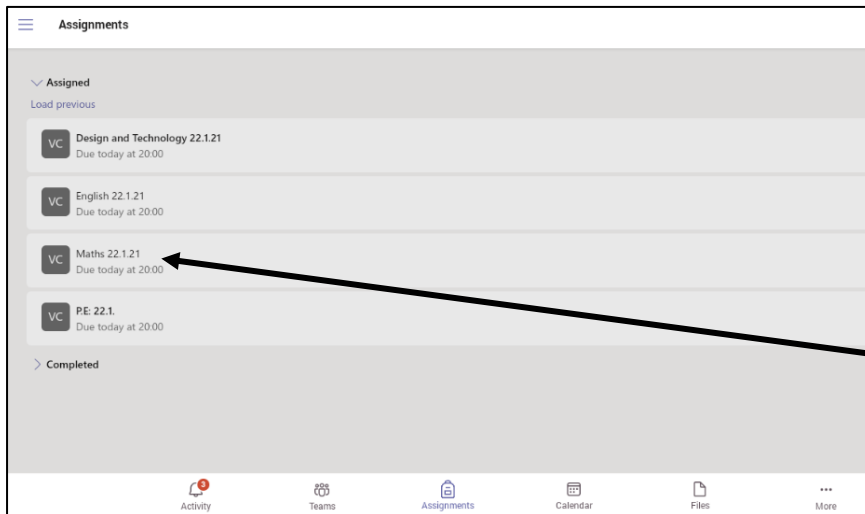File / Photo will upload and appear here.

6.

Now your photo or file has been added

'Hand In'

your Assignment here.

All done.

Assignments can be 'un-handed in' if you wished to add more work and send back to your teacher for feedback.
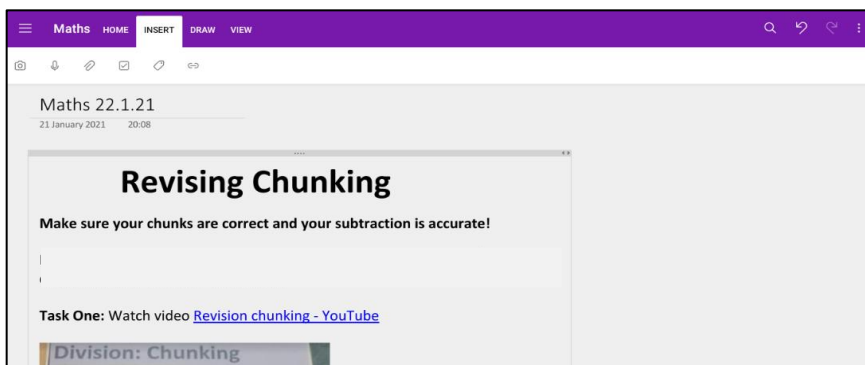
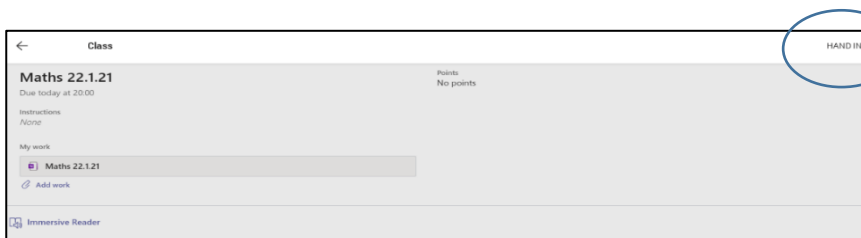# How to add work to Microsoft TEAMS (Chromebook)

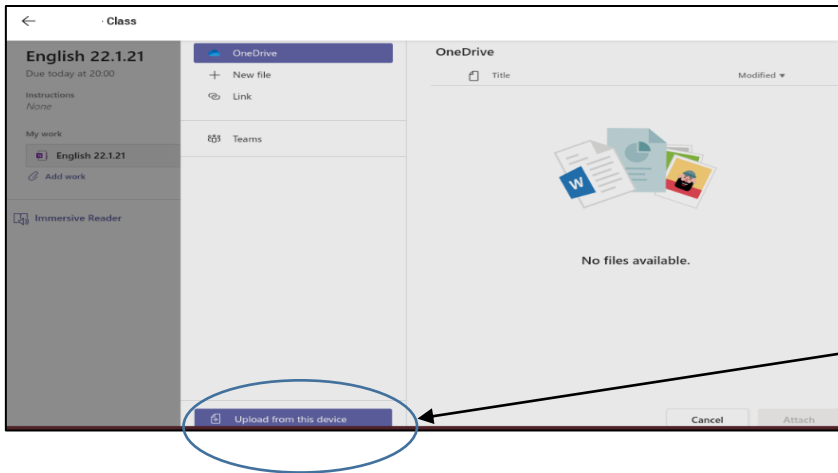Select 'Assignments' and click on the activity you need to complete.

Eg. Maths

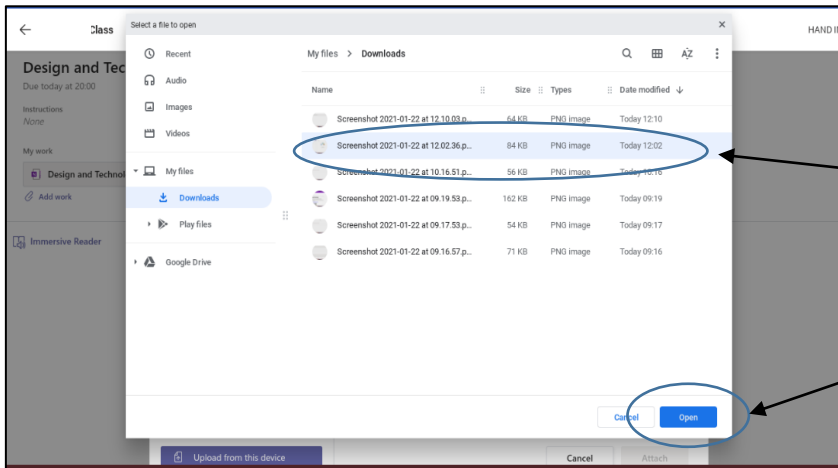Click on the activity file to open the document.

Scroll through the document, follow the instructions, click the links (if applicable) and complete the activity.

You can work on paper to photograph, on a document or within the document if your device allows functionality (eg One Note App)
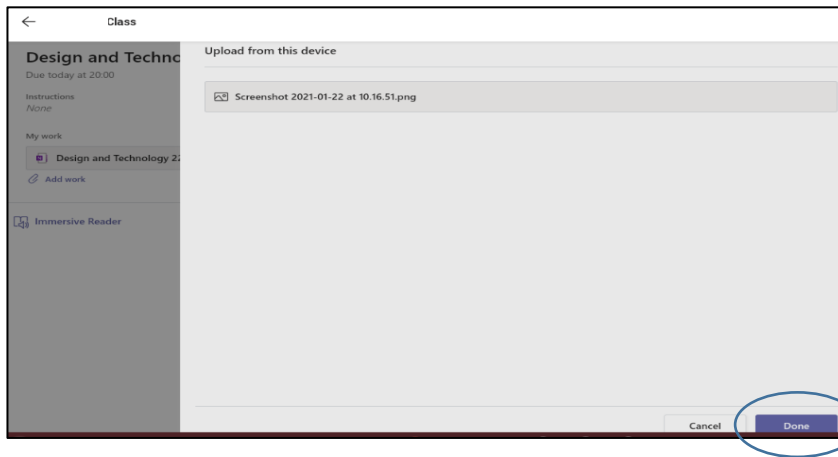

If you are editing the document, you can go in and out as you work – it will be saved. Then simply click 'hand-in'

If you need to upload a document you have made or a photograph of pencil and paper work, click on 'upload from this device'

Navigate through your files to find the location of the document you need to upload and click 'open'

Once checked that you have selected the correct file, click 'done'.

Then select 'hand in' as per above

If you are using a different device to those listed above and can successfully upload, any top tips or screenshots that you can pass on for us to then share with other families would be greatly appreciated.