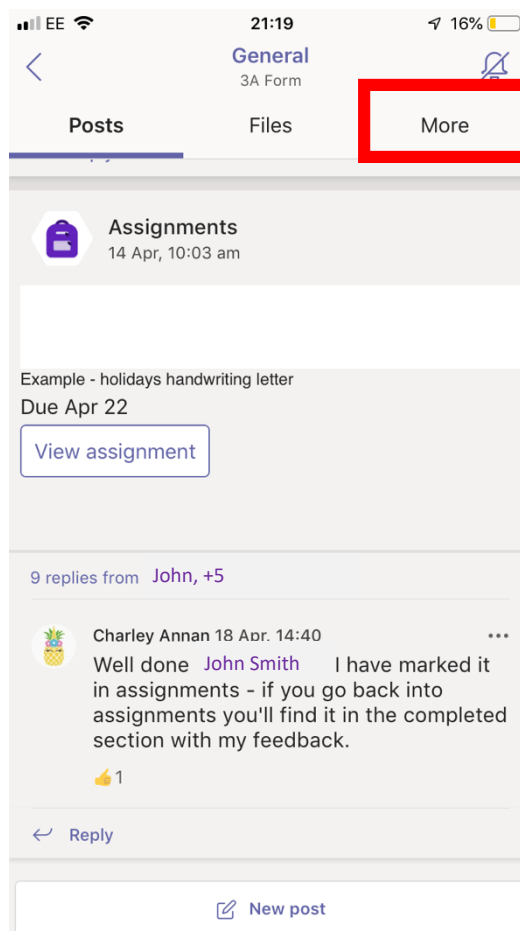




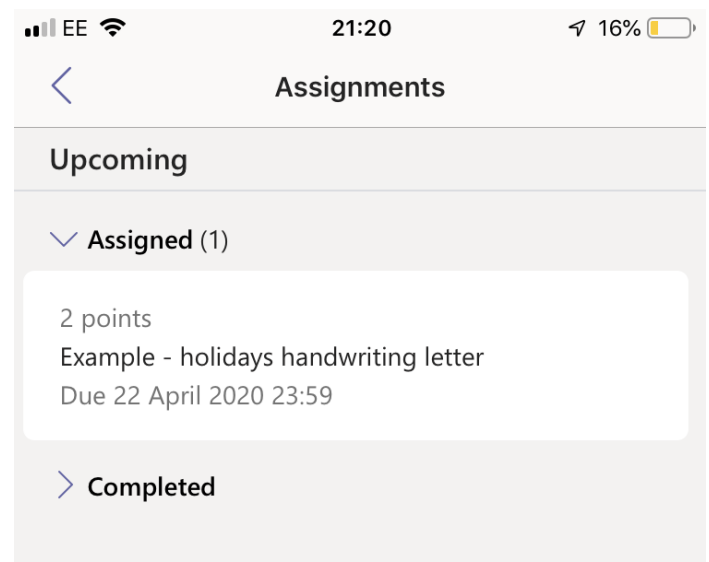
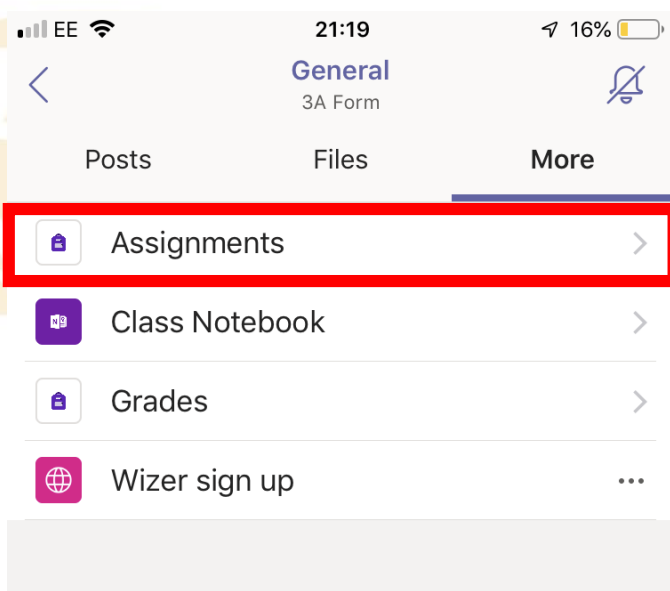
## How to Add Work and Hand in an Assignment on Microsoft Teams – Mobile/Tablet Version

*These screen shots are from an iPhone; other phones may vary slightly.*

1. Start by opening the Teams app, signing in and finding the Team for the class you are uploading work for.

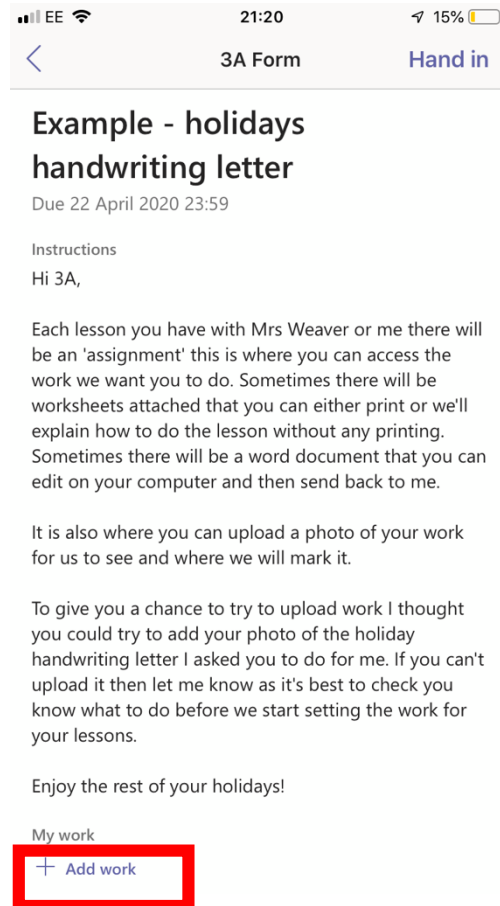


2. If you can't see the assignment in the *Posts* page, click on the 'More' button and then find the *Assignments* page.

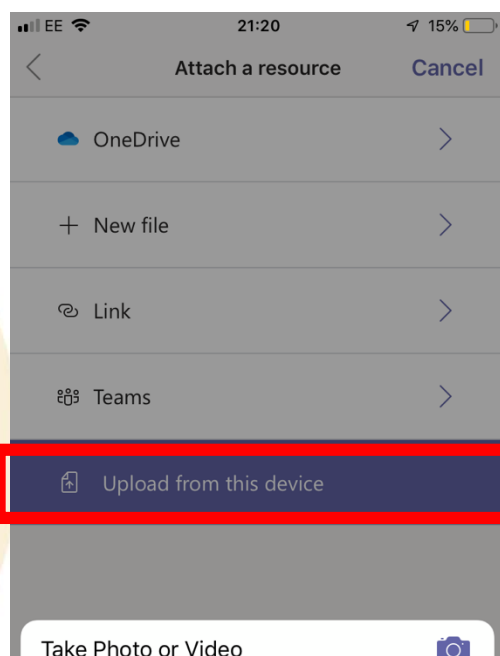




- Click on the Assignment that you have been assigned by your teacher (i.e. asked to complete) to find information about what you need to do. To add work to the assignment there will be a button called '+ Add work'. This is at the bottom of the assignment so you might need to scroll the page down.



- When you click on the add work button it will ask you where you want to upload work from. Select 'Upload from this device' which will bring up options for where to find the work. If you have already taken a photo of the work you can look in your phone's photo library, or it will give you the option to take a photo through the app.





5. Once you have taken/selected your photo and uploaded it, it will be listed under 'My work'. You can add more than one photo to an Assignment by clicking '+ Add work' and uploading another photo. Once you have added it, it will be listed under 'My work'.
6. Scroll back up in the Assignment and find the 'Hand in' button. This will submit your work to your teacher.

The screenshot shows a mobile app interface. At the top, the status bar displays signal strength, 'EE', Wi-Fi, time '21:20', and battery level '15%'. Below this is a navigation bar with a back arrow, the title '3A Form', and a 'Hand in' button highlighted with a red rectangle. The main content area is titled 'handwriting letter' with a due date of 'Due 22 April 2020 23:59'. Under 'Instructions', it says 'Hi 3A,' followed by a paragraph explaining the assignment process. Another paragraph mentions uploading a photo of work. A third paragraph encourages uploading a holiday handwriting letter. The text 'Enjoy the rest of your holidays!' is at the bottom. Below this is a 'My work' section with a red rectangle highlighting a photo icon, a long alphanumeric string '1803C6CF-50D2-41CD-89DA-E33B04F8...', and a three-dot menu icon. At the bottom is a '+ Add work' button.

EE 21:20 15%

< 3A Form Hand in

## handwriting letter

Due 22 April 2020 23:59

Instructions

Hi 3A,

Each lesson you have with Mrs Weaver or me there will be an 'assignment' this is where you can access the work we want you to do. Sometimes there will be worksheets attached that you can either print or we'll explain how to do the lesson without any printing. Sometimes there will be a word document that you can edit on your computer and then send back to me.

It is also where you can upload a photo of your work for us to see and where we will mark it.

To give you a chance to try to upload work I thought you could try to add your photo of the holiday handwriting letter I asked you to do for me. If you can't upload it then let me know as it's best to check you know what to do before we start setting the work for your lessons.

Enjoy the rest of your holidays!

My work

📷 1803C6CF-50D2-41CD-89DA-E33B04F8... ⋮

+ Add work