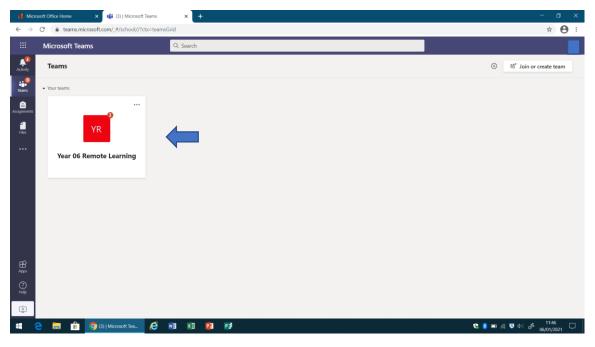
Uploading Work on Teams

1. Access the year group Teams page by clicking on the icon.



2. To access the work, select 'Assignments'.

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3. Select the work that needs to be completed. In this example, 'Maths Rounding' has been selected.

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		RE Week 1 Due yesterday at 3:30 PM	Past due	
		Spring Week 1 Spellings Due yesterday at 11:59 PM	Past due	
		5/1/21 AND 6/1/21 Readi Due today at 3:30 PM	Due today	
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 To complete the work, you can either write it on a piece of paper and take a photo or type the answers on a Word document and save it.

To attach your document or photograph, select 'Add work'.

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5. Select 'Upload from this device' and search for your saved Word document or photograph. Select it and press 'open' to upload.

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6. When your work has fully loaded, press 'done'.

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7. Your work will now be displayed under the heading 'My work'. Finally, select 'Turn in'. Your work will now be uploaded.

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