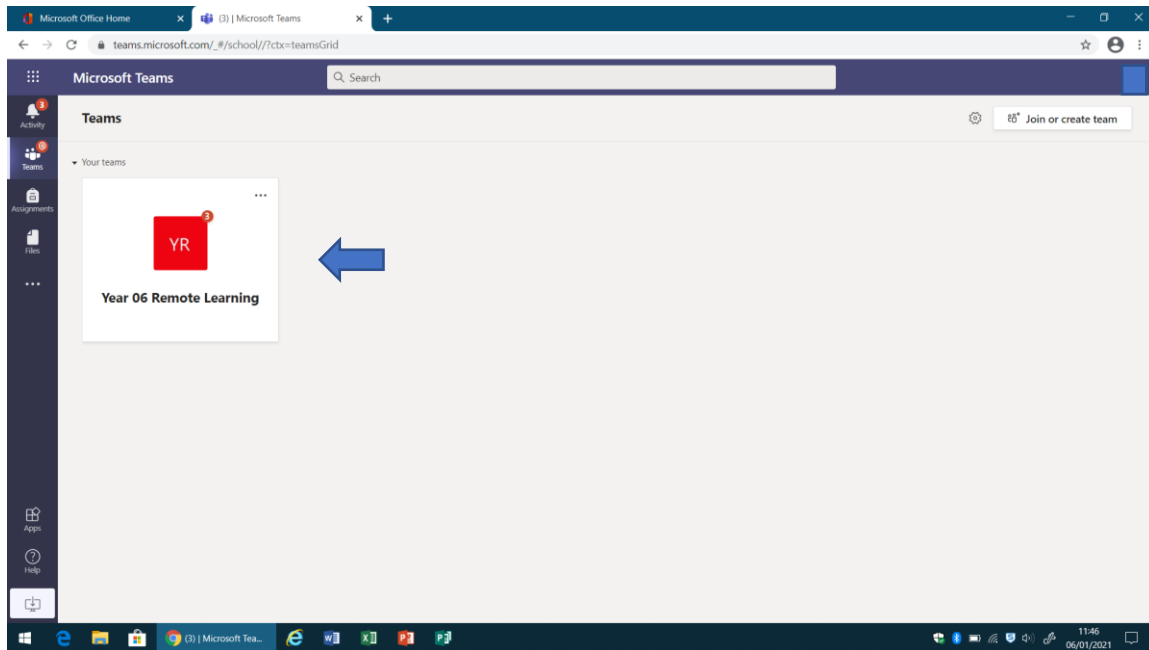
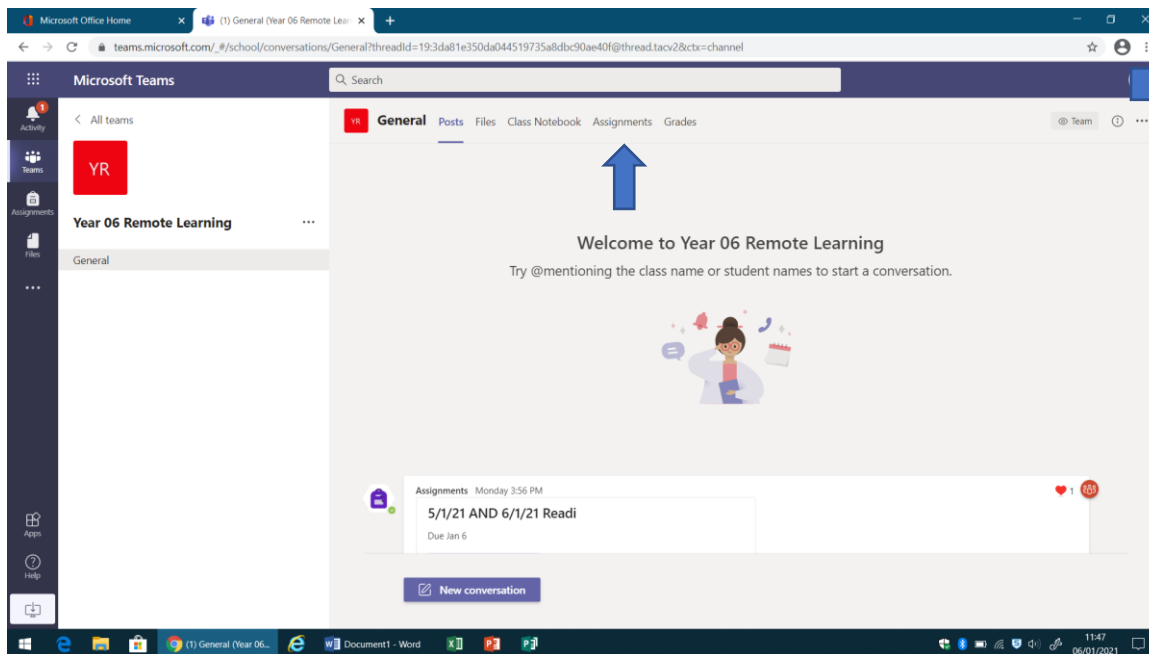


Uploading Work on Teams

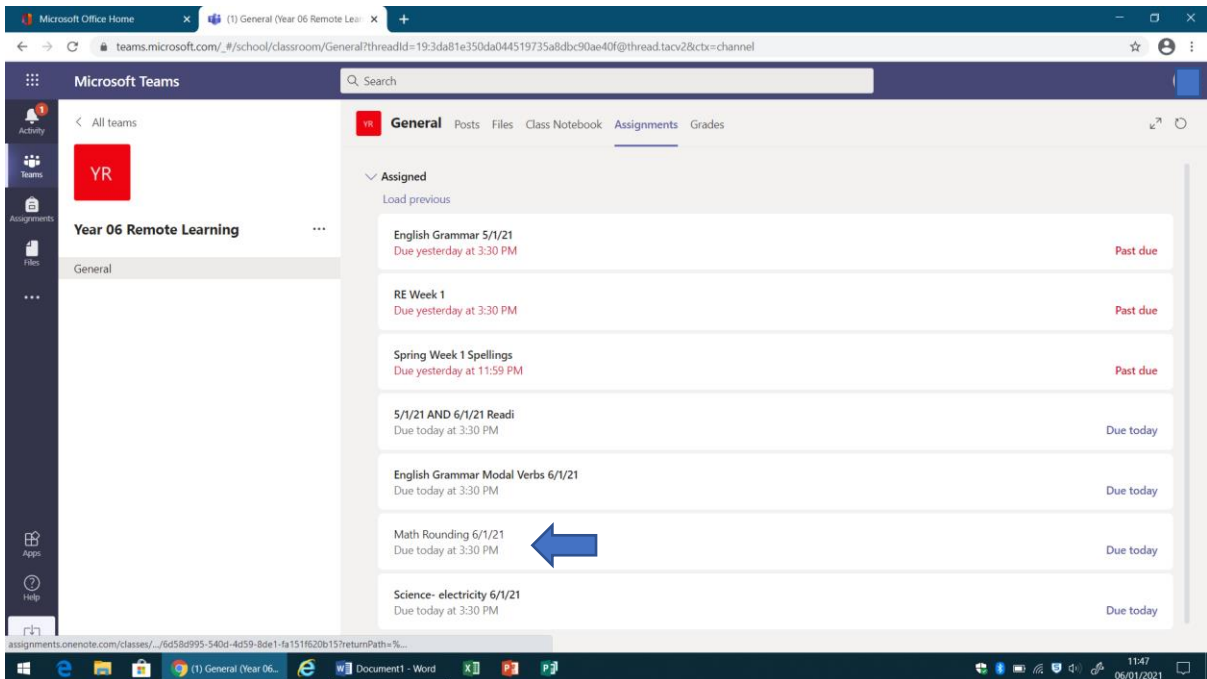
1. Access the year group Teams page by clicking on the icon.



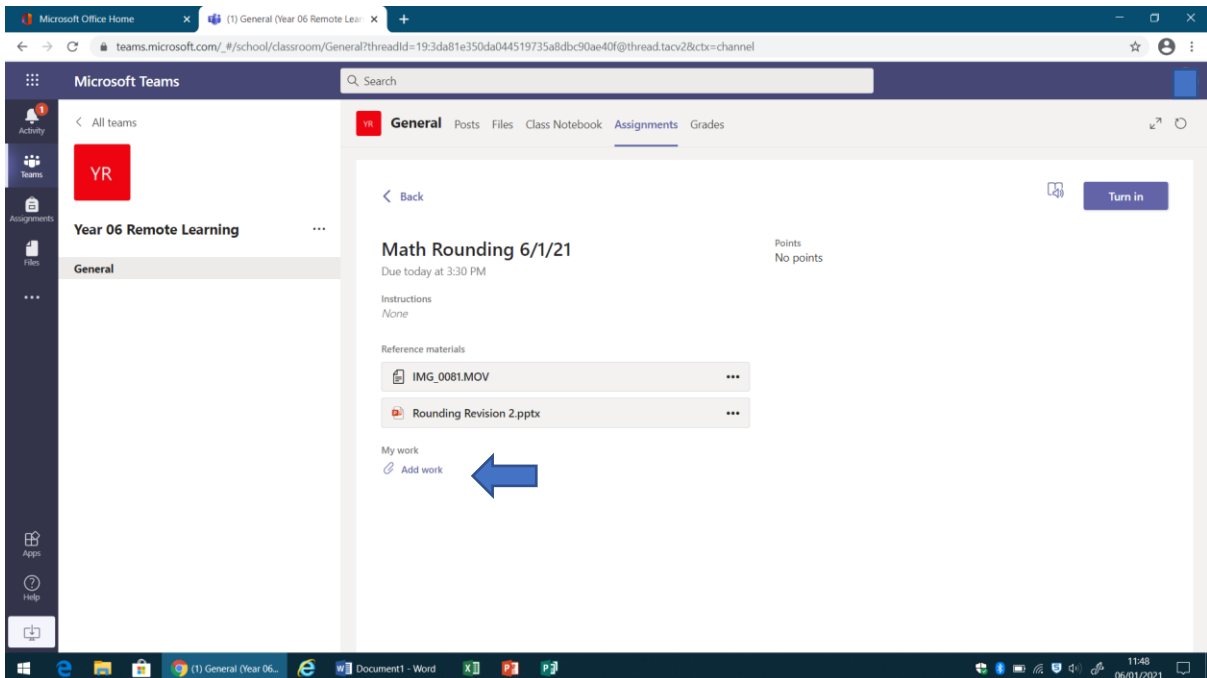
2. To access the work, select 'Assignments'.



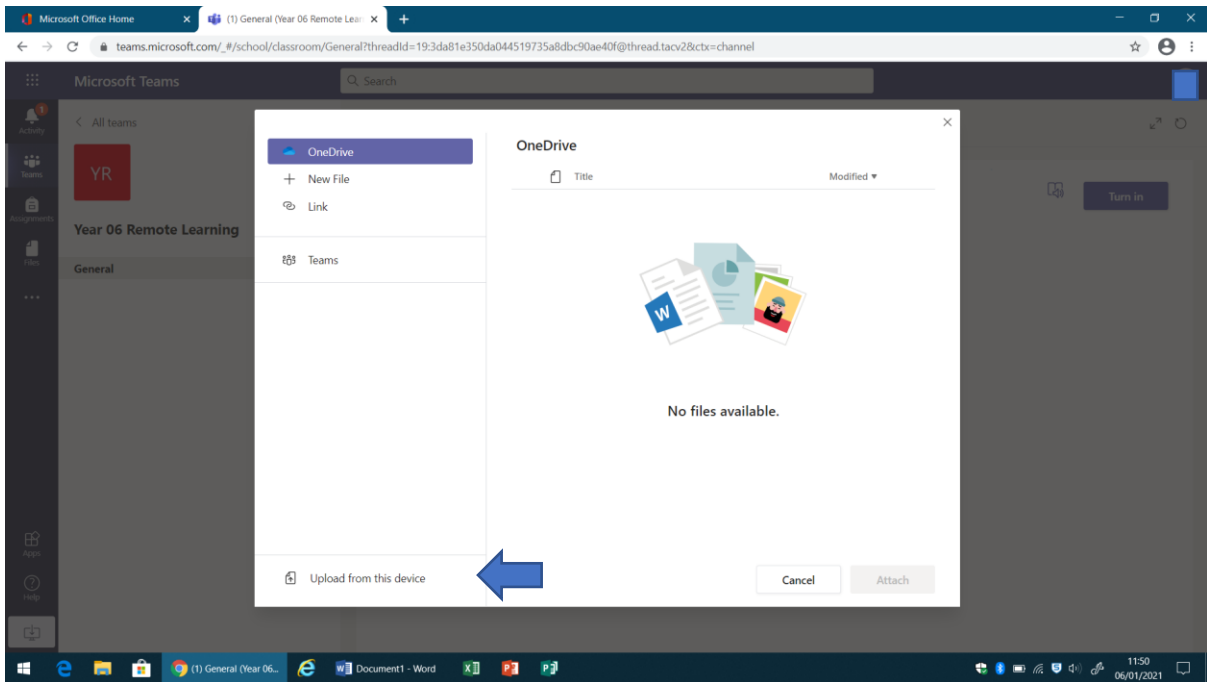
3. Select the work that needs to be completed. In this example, 'Maths Rounding' has been selected.



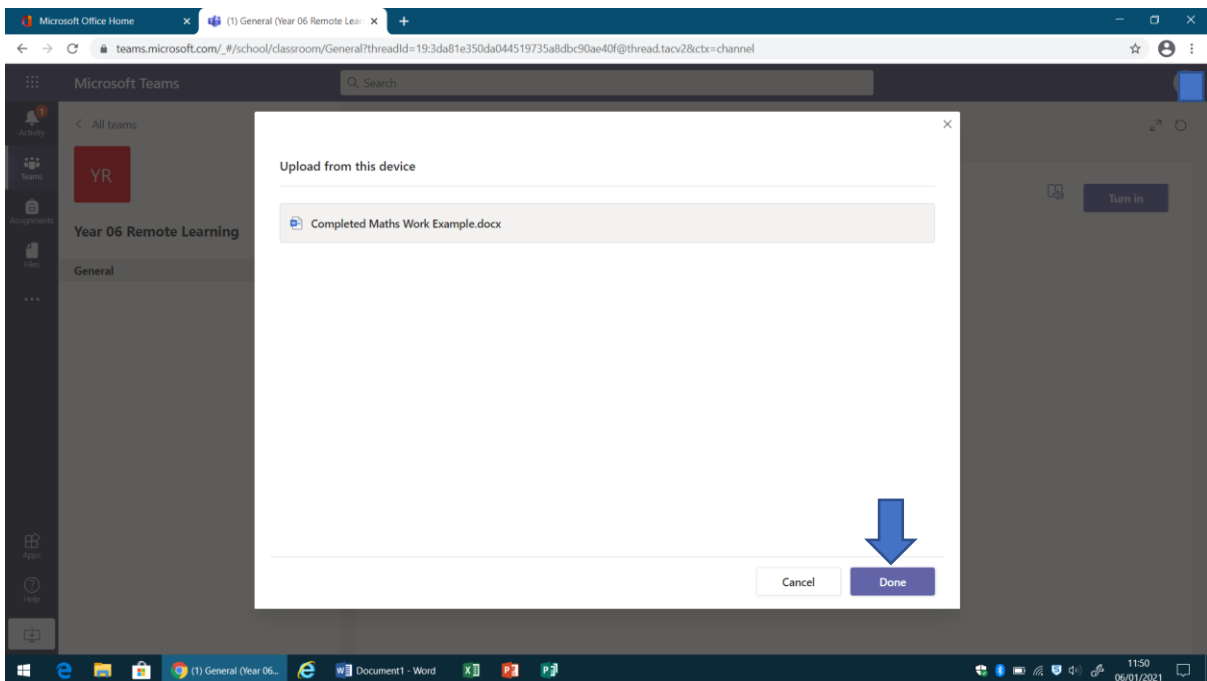
4. To complete the work, you can either write it on a piece of paper and take a photo or type the answers on a Word document and save it. To attach your document or photograph, select 'Add work'.



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



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



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

