# Turn In Your Assignment in Microsoft Teams

If your teacher is using Microsoft Teams, here is how to submit your assignments.



### How to turn in your assignment in MS Teams

- 1. Click on Assignments at the bottom of the screen
- 2. Then choose the class you are submitting the assignment to



#### 3. Select the Assignment

4:15 PM Wed Apr 8									
	≡ Q			Assignments					
	FC Fake Class	ĉĝŝ							
	V Assigned (3)								
	Fake Assignment #2 Due tomorrow at 11:59 F	PM							
	Fake Assignment #2 Due May 9, 2020 11:59 P	M					30 points		
	<b>Fake Assignment</b> Due May 22, 2020 11:59	PM					100 points		
	> Completed								
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### How to turn in your assignment in MS Teams

#### 4. Click the Add work link



#### 5. Find your file (it's wherever you saved it)



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## How to turn in your assignment in MS Teams

*For this example the file was saved in OneDrive in the Bible folder* 



#### 6. Click Attach

#### 7. Be sure the file is showing

### 8. Click Turn In (Please don't forget)!

