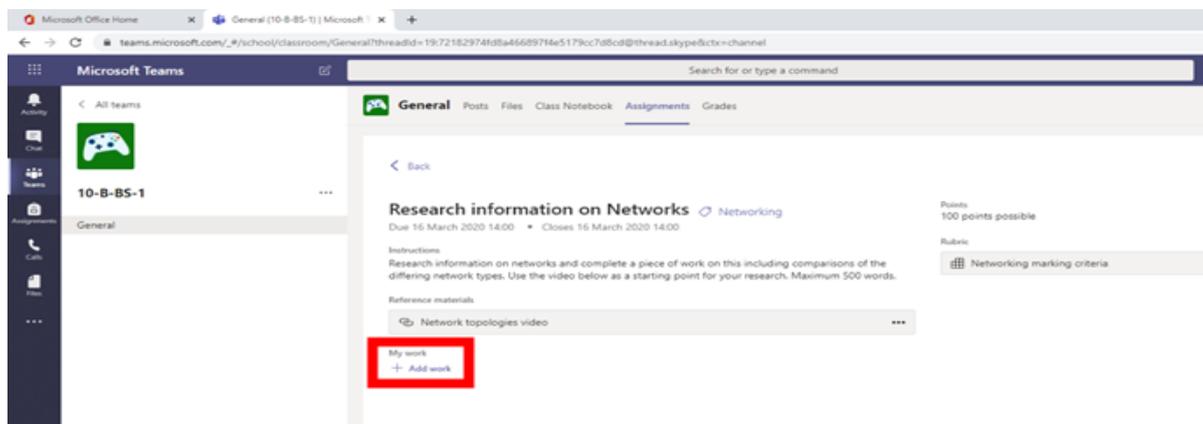


How to Upload Documents to 'Assignments' in Teams



To upload to the Assignment, you will either need to upload a document to OneDrive first, or start a new document.

Upload to OneDrive

- To upload to OneDrive, go to portal.office.com and select OneDrive.
- Next click 'Upload' at the top of the page.
- Click 'Files' to upload a single document, or 'Folder' for a folder of multiple documents.
- A browser window will then open. Find the document you wish to upload then click 'Open'.
- Once the document is uploaded to OneDrive, go to the assignment page as shown above.
- Click '+ Add work' as highlighted.
- Click on OneDrive in the left panel of the window that opens.
- Find the document you previously uploaded, select it, and then click 'Attach' in the bottom right.
- Once the document is attached, and you are happy to submit, click 'Hand in' at the top right of the screen.

Starting a fresh document in Teams

- When looking at the above assignment page, click 'Add work' as highlighted.
- Click 'New file' in the left panel.
- You can then select which type of document you want to produce for the assignment (Word, Excel or PowerPoint).
- Name the document something meaningful for the assignment you are doing and click 'Attach' in the bottom right of the window.
- Now, under 'My work' you will see the document you just attached to the assignment, click on it.
- This will open in the browser, and you will see a blank document.
- Click 'Edit Document' in the top right of the page and select 'Edit in Browser' or if you have Word installed on the device you are using you can 'Edit in Desktop App'.
- You can now write out your assignment. This document will save as you go but be sure the document says 'Saved' at the top of the page before closing. If it is a long assignment you can leave it and come back to it as much as you need. (Click 'Close' in the top right of the screen when editing in browser to leave the page you are on).
- Once you are happy and finished with the document, you can click the 'Hand in' button in the top right of the screen on the assignment page to submit your work.