**Directions for how to submit an assignment in Microsoft Teams by uploading a document from your computer:**

**1)** On the General page for the team, click “View Assignment” in the feed,

or

Click “Assignments” from the top toolbar and then select the assignment you would like to view.

**2)** Read the instructions for the assignment and view any resources that are available for the assignment.

**3)** If a worksheet has been provided, download and save this worksheet to your computer. Open this file and type your answers into this document.

**4)** If a worksheet has not been provided, open a new document in Microsoft Word, and type your answers into this document. Make sure your name, date and the assignment title are at the top of the page.

**5)** Once you have finished your work, click “File” and then “Save as”. Save this file with your name, the date and the assignment title. Ex. “Bales 4.15.20 Worksheet1”. Save this to a place where you can find it again, like “Desktop” or a folder that you have made.

**6)** Go back to Teams and the assignment you completed. Under “My Work”, click “Add Work”.

**7)** Click “Upload from this device” at the bottom of the window.

**8)** Find the location where you saved your work. Click on the correct file and then “Open”. Once the file has uploaded, click “Done”.

**9)** Continue this process if there are more documents to submit. Once all documents have been uploaded, click “Turn in”.