**Directions for how to submit an assignment in Microsoft Teams by creating a document in Teams:**

**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)** Under “My Work”, click “Add Work”.

**4)** Click “New file” on the left toolbar. Choose the type of file you would like to submit (Word, Powerpoint or Excel. For most assignments, choose Word unless otherwise specified.)

**5)** Name the file with your name, the date and the assignment title. Ex. “Bales 4.15.20 Assignment1”. Click “Attach”.

**6)** Now open the file you just added under My Work. Click “Edit Document”. Choose “Edit in Browser” to keep working in the Teams app (recommended). Choose “Edit in Desktop App” to open on your computer.

**7)** Type your responses into this document. If editing in the browser, click “Close” once you are finished and the top of the page says “Saved”. If editing on the desktop, click the “Save” icon at the top right of the screen. Changes will automatically be saved in Teams.

**8)** Once you have finished your work, click “Turn in” on the assignment page.