**Directions for how to submit an assignment in Microsoft Teams by uploading a picture of your work from your phone:**

**1)** Open the Teams app and click Teams from the bottom toolbar. Click on the class you would like to access, then click “General” under that class.

**2)** Scroll through the posts to find the assignment you would like to access and click “View Assignment”

-or-

Click “More” on the top tool bar and then click “Assignments”. Select the assignment you wish to view.

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

**4)** If a worksheet has been provided, click on the file to view it on your phone.

**5)** On a sheet of paper, write your name, the date and the assignment title clearly and legibly at the top of the page. Complete the assignment on this sheet of paper, being sure to label everything clearly, according to the directions provided.

**6)** Once you have finished the assignment, go to the assignment screen, then click “Add Work” under My Work.

**7)** If you have one page of work to submit, click “Upload from this device”, then click “Take a Photo or Video”. Then, using the camera on your phone, take a clear picture of the assignment you completed. Make sure that all of your work is in the photo. Click “Use photo” once you have taken a clear picture of your work.

**8)** If you have multiple pages of work to submit, first take a picture of each page using your phone. Click, “Upload from this device” and then “Photo Library”. Choose the image you would like to upload, choose the size for the photo (Small or Medium suggested”, then click “Done”. Continue this process until you have uploaded all the work you wish to submit.

**9)** Once all of your work has been uploaded, click “Turn In” at the top right of the screen.