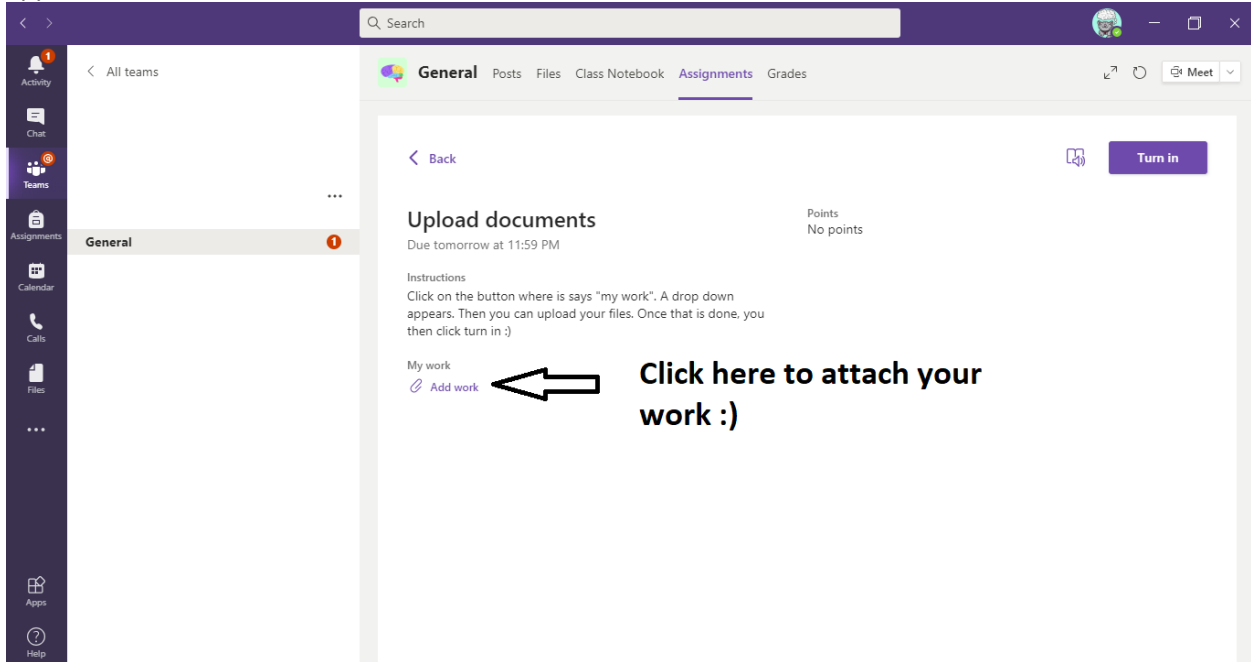


## Turning in an Assignment on Teams

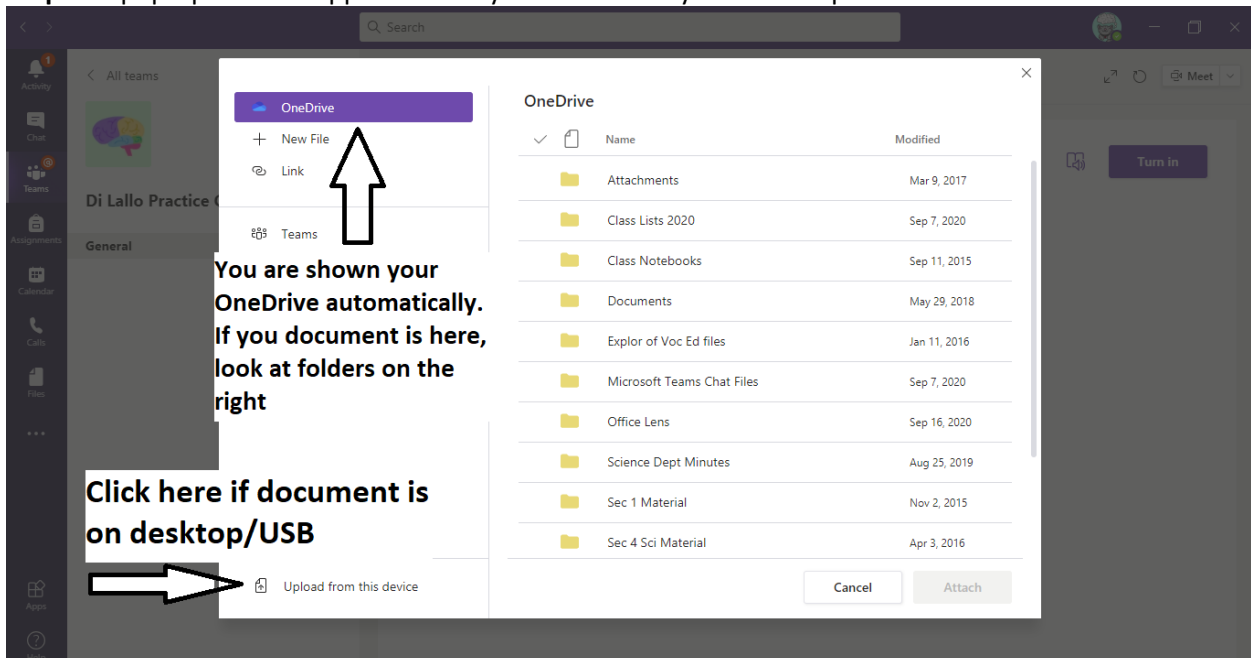
Below is a quick guide to turning in an assignment on teams. For a more detailed explanation, please watch the following explanation videos.

- [Uploading an assignment on teams \(updated video – more detailed\)](#)
- [Uploading an assignment on teams \(basic upload\)](#)

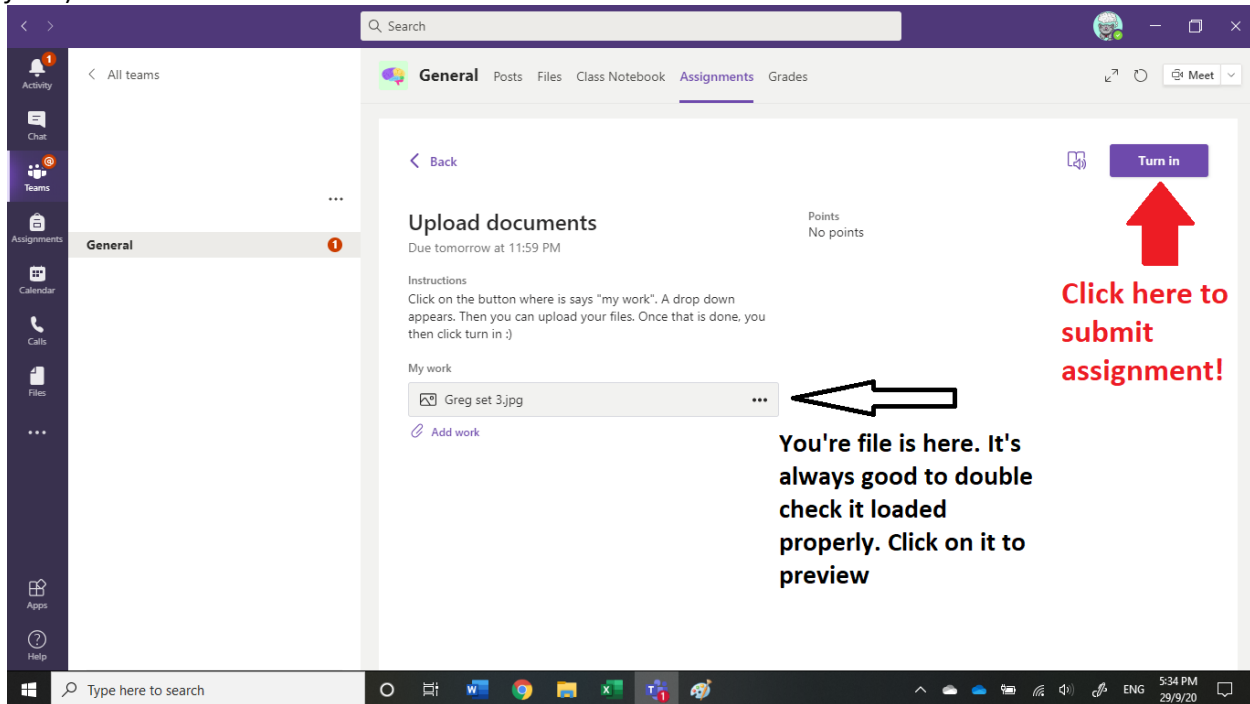
**Step 1:** Click on the assignment tab. Click on the assignment to be submitted. The following screen will appear.



**Step 2:** A pop-up window appears. Here you can choose your file to upload.



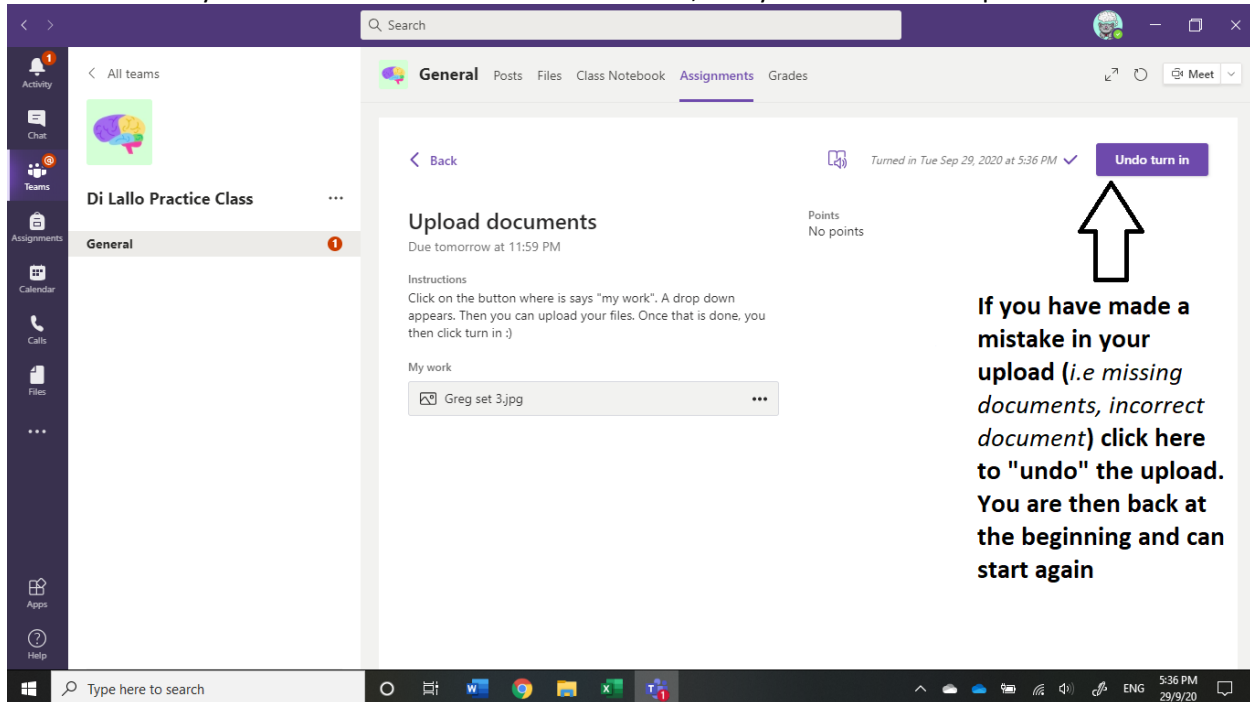
**Step 3:** Once you have chosen your picture, it appears under “My work”. If you have another document to attach, click on “add work” and repeat step 2. Once all is attached (*and verified you have the correct form*) click “Turn in”



The screenshot shows the Microsoft Teams interface for an assignment submission. The assignment is titled "Upload documents" and is due tomorrow at 11:59 PM. The "My work" section shows a file named "Greg set 3.jpg" has been uploaded. A red arrow points to the "Turn in" button in the top right corner, with the text "Click here to submit assignment!". A black arrow points to the file name "Greg set 3.jpg", with the text "You're file is here. It's always good to double check it loaded properly. Click on it to preview".

**If you have turned in the wrong document!**

You can “undo” your turn in. This “takes back” the turn in, and you are back at step 1



The screenshot shows the Microsoft Teams interface after the assignment has been turned in. The "My work" section still shows the file "Greg set 3.jpg". A purple button labeled "Undo turn in" is visible in the top right corner, with a white arrow pointing to it. The text below the button reads: "If you have made a mistake in your upload (i.e. missing documents, incorrect document) click here to 'undo' the upload. You are then back at the beginning and can start again".