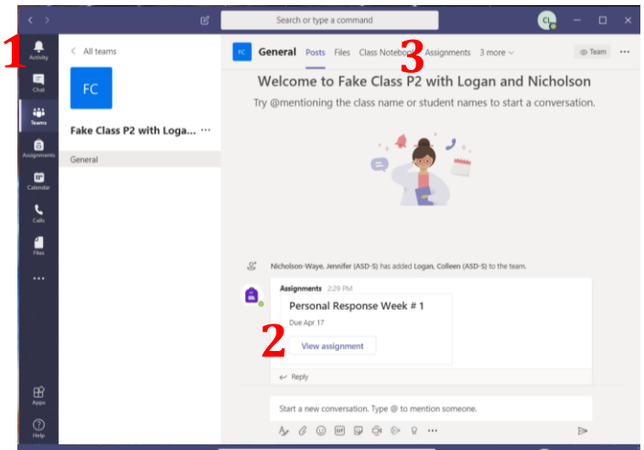
Students: How to view and submit Assignments using the Teams desktop app

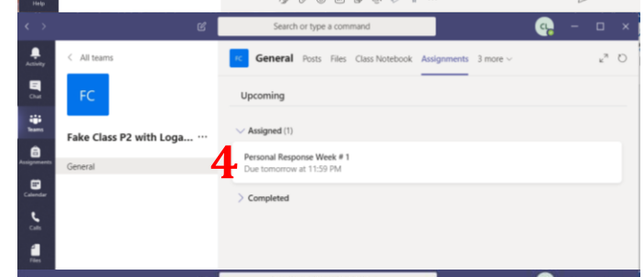
1) If your notifications are turned on, you should receive a notification when new assignments are posted in your classes. Click the **Activity** bell to see your notification history.

2) Newly posted assignments will appear in the **Posts** screen of your class Team. Click **View Assignment**.

3) Another way to access assignments for that class is by opening the **Assignments** screen. This is where **all** assignments (new and completed) can be found.

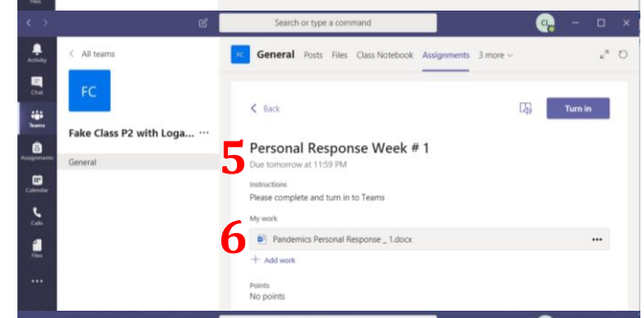


4) Click on the assignment you wish to complete.

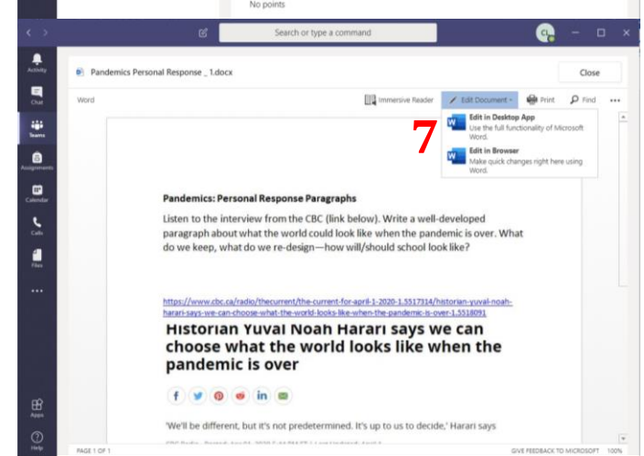


5) You will see important information, including the due date, instructions from your teacher, and files they attached for you.

6) Click on the attachments to open them.

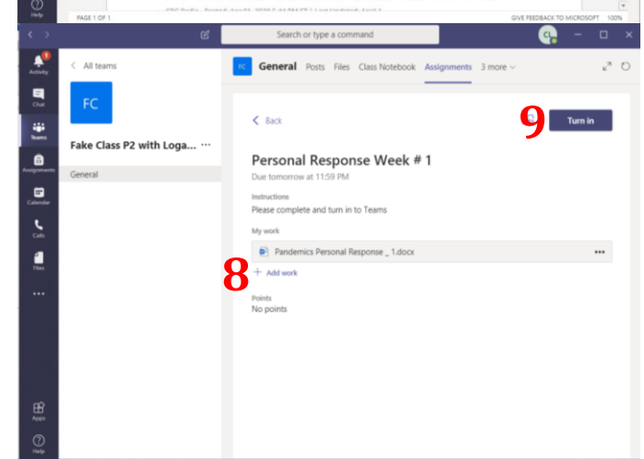


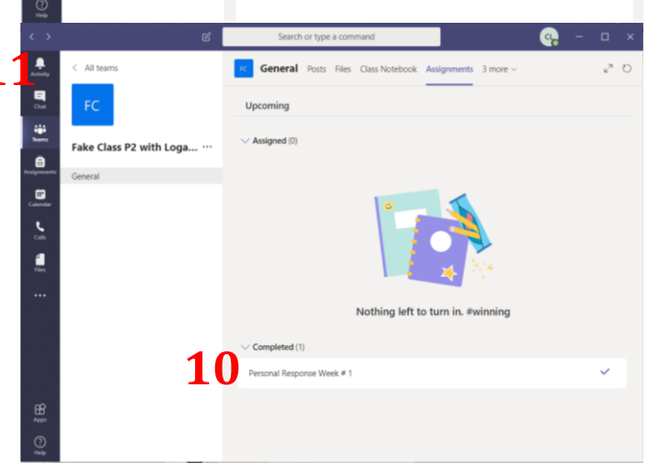
7) Click **Edit Document** if you want to work directly within the attachment.
   - **Edit in Browser** allows you to edit the document directly in Teams. It will automatically save your work. Click **Close** when you're finished.
   - **Edit in Desktop App** works better if the file has complicated formatting. See the instructions below for uploading your edited document to your assignment from your computer.
   - If the file is locked or read-only, you may have to download a copy to your computer first.



8) If you need to upload and submit your own documents, click **+ Add work** and select the file(s) from your computer.

9) When you are finished the entire assignment, click **Turn In**. This will notify your teacher that your work is submitted.



10) After a moment, that assignment will move from **Assigned** to **Completed**.
   - If you would like to edit your completed assignment, open it back up and click **Undo turn in**, make changes, and **Turn in** again.

11) You will receive a notification when your teacher has reviewed your work and given you feedback.