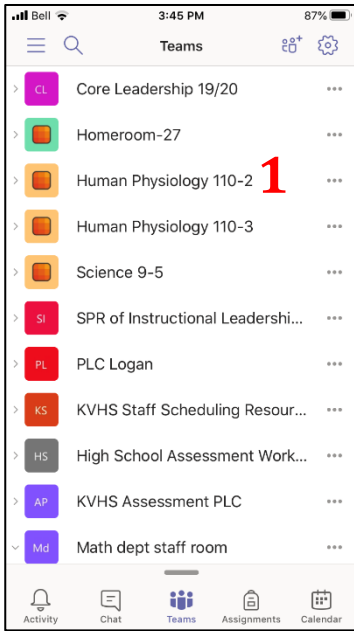
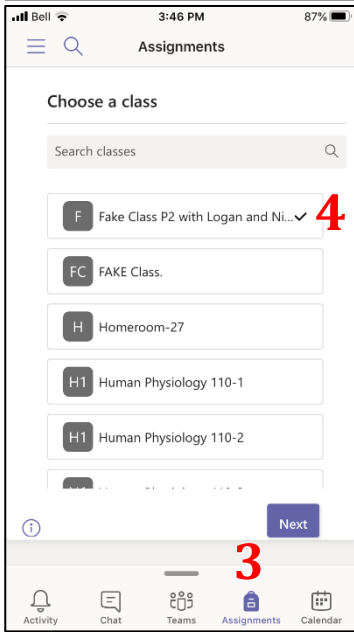
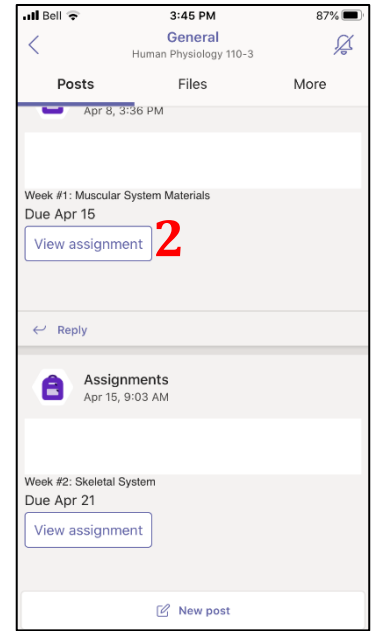


# Students: How to view and submit Assignments using the Teams mobile app

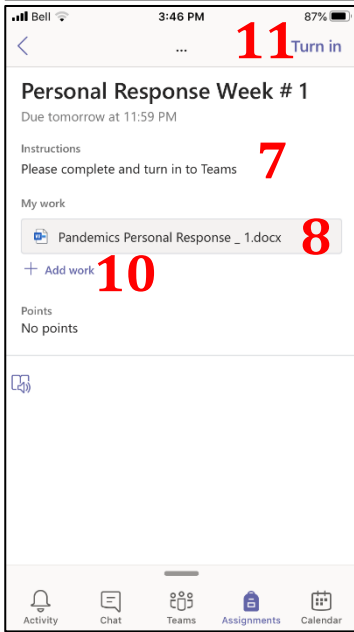
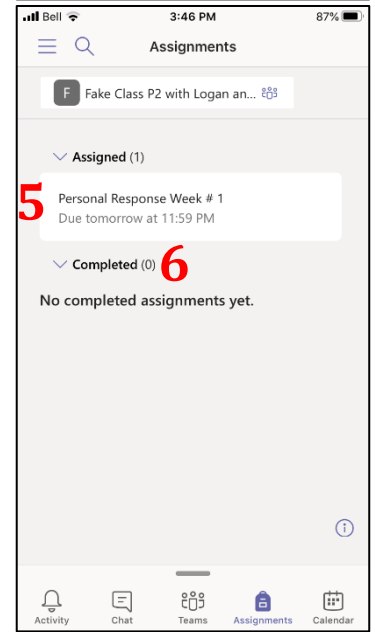


- Open the **Teams app** on your mobile device. If newly downloaded, log in with your student account info (be sure to put **@nbss.nbed.nb.ca** at the end of your username). *You should only see your courses. I have a lot more as a teacher!*

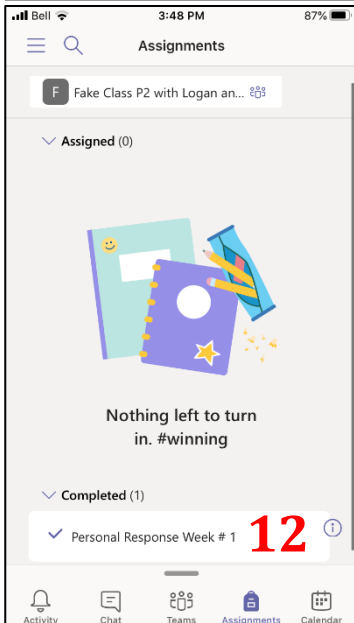
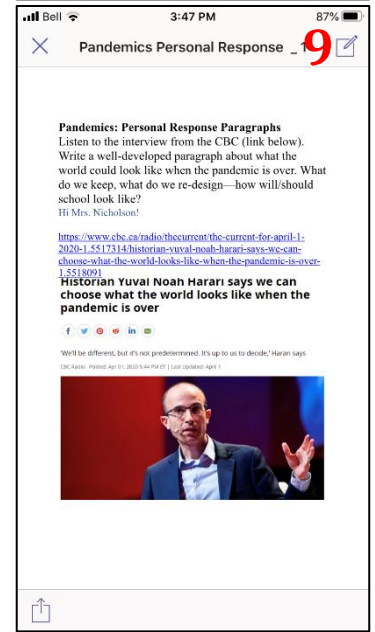
- 1) One way to access an assignment is to click on a course, then the **General** channel when it appears below.
- 2) Newly posted assignments will appear in the **Posts** screen of your class Team. Click **View Assignment**. If you use this method, skip to step 5.



- 3) Another way to access an assignment is to click on the **Assignments** backpack from the options at the bottom.
- 4) Select the class you wish to view and press **Next**.
- 5) If you have a new or incomplete assignment in this class, it will appear here. Click on the assignment to open it.
- 6) A list of all completed assignments will show here as you submit your work for this class.



- 7) Note the important information about this assignment, including the due date, instructions, and any attachments your teacher uploaded for you.
- 8) Click on each attachment to open them, as needed.
- 9) You can edit Word docs by clicking the **edit pencil** in the top right corner. If you have the Microsoft Word app on your phone, it will open there and allow you to edit it. Your work should automatically save. You may be asked to **Save a copy** before you can edit depending on the file's settings.
- 10) You can also upload other files to your assignment using the **+ Add work** option.
- 11) When the assignment is complete, click **Turn in** to submit it to your teacher for review.



- 12) The assignment will show up in your Completed list on the Assignments page. You will receive a notification when your teacher has reviewed your work and returned it to you. Check to see if they left you comments in case there is something to fix.
- If you decide later that you need to edit work that has already been submitted, you can still open it from the Completed List. Click **Undo Turn in** to make changes, then resubmit it.