Handing in Assignments on Teams using a PC or Laptop

1. When viewing the assignment click on the file that you want to edit.

	Microsoft Teams	Search for or type a command	3 2
Activity	< All teams	General Posts Files Class Notebook Assignments Grades	^ر ۳
Teams		Sack	[2] Hand in
Calendar	Year 7 - RE	Context on Life After Death - Assignment 0	
Files	General	Loue 31 March 2020 UBOU Instructions This Assignment Is To Provide You With Context On General Views Regarding The Topic of Life After Death. Complete The Checklist Below.	
		 Watch The YouTube Video. Make Notes While Watching The YouTube Video. Maa Any Adjustments To Your Notes Compared To The Model Notes In The YouTube Video. Make Any Adjustments To Your Notes If Necessary (Correcting & Expanding). Using Your Notes Complete The Worksheet <i>ADE - LAO - EPO - CA</i>. Type Your Answers To The Tasks on The Word Document. Once The Worksheet is Completed Close The Word Document. Correct Any Mistakes on The Worksheet Next Week Once It Has Been Marked. Reference materials YouTube Video To Watch On Context of Life After Death *** 	
πŶ		+ Add work	

2. This will then open the document in Teams. Now to edit this document you will need to click on the three dots in the right hand corner and then press Open in Browser.

	Microsoft Teams	Search for or type a command	
Activity	4DRE - LAD - EP0 - CO.docx		Close ····
Teams Calendar Assignments Files		4D Religious Education Series: Life After Death Episode: Zero – Context Worksheet Code: 4DRE – LAD – EPO – CO Watch The Video on YouTube, Make Notes Using The 4D Religious Education Sheet Then Using Your Notes From The Video Complete The Sheet Below.	Download Open in SharePoint Open in Desktop App Open in Browser
		D-B-r	

- 3. Your document will then open in another tab using Word online. Work through the document like you would before in teams until you have completed it.
- 4. When you are finished then go back to the Teams page and press the close button in the top right hand corner by the three dots. This will then take you back to the assignment view.
- 5. Now you are back at the assignment view you can then press the Hand-In button and this will submit the work you have done.