

Uploading file to your assignment to hand in on Teams

If you need to attach a file to the Assignment on Teams then this is easy to do and here are the steps to do it.

1. Log into Microsoft Teams using your school email address and password. Go to the assignment that you want to attach work too.
2. Click on the option that says 'Add work'
3. After you have clicked add work it will bring up a pop-up box where you can choose what file to attach. If you have saved the file in OneDrive, click that tab says OneDrive and then choose the file to upload. If you have done the work on the device and saved it to your own device, you want to click on 'Upload from this device' and select the correct file.

The screenshot shows the OneDrive file selection interface. On the left, there is a sidebar with a blue header 'OneDrive' and two options: '+ New file' and 'Link'. Below this, there is a 'Teams' option. The main area displays a list of files with columns for 'Title' and 'Modified'. The files listed are:

Title	Modified
test1.docx	18 Jan 2021
test.png	Yesterday
Document.docx	2 Jul 2020

At the bottom left, the 'Upload from this device' button is circled in red. At the bottom right, there are 'Cancel' and 'Attach' buttons.

4. Once you have chosen the correct file, click the button in the left hand corner that says 'Attach'.
5. After the work has finished uploading, click the purple 'Hand in' button and this will then submit your work.