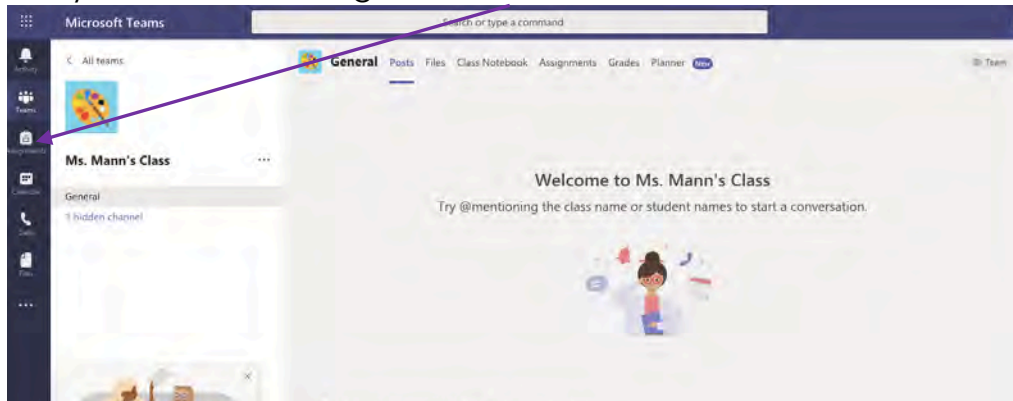


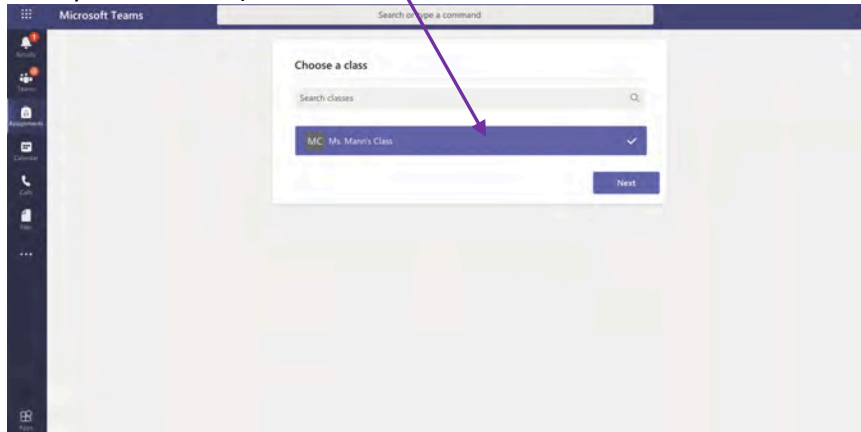
How do I open and turn in homework in Microsoft Teams?

If you're here now, you've gotten into Teams and now you're ready to take the next step! Opening, completing and turning in assignments!

1) Click on the Assignments tab:



2) Click on your class:



3) You'll see any active assignment here that has not been handed in yet.
Click on it and it will open:



How do I open and turn in homework in Microsoft Teams?

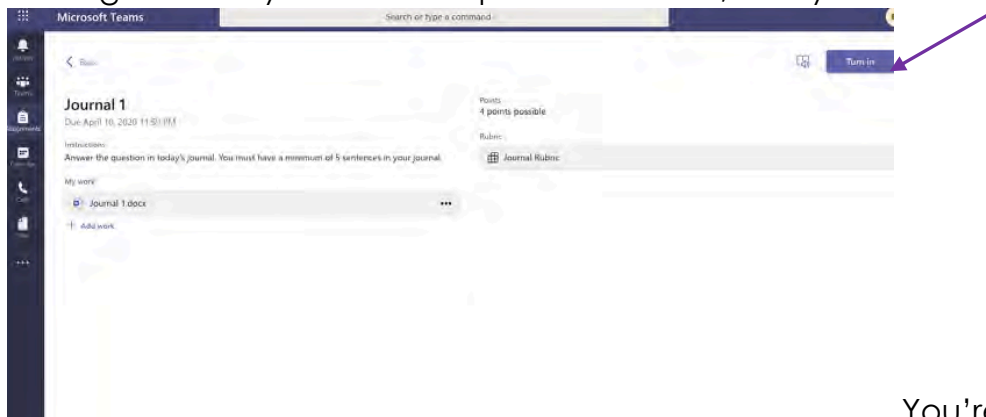
- 4) Once you open the assignment page, you will need to open the actual assignment.



- 5) When you open an assignment, if you try to type on it, it'll say that the document is "READ ONLY". In order to type in it, you'll need to click "EDIT DOCUMENT" by pushing this button:



- 6) Once you've done that, you're set to go!
7) After you're done your assignment, click close at the top
8) Closing will take you back the previous screen, and you'll click Turn In:



You're Done! 😊