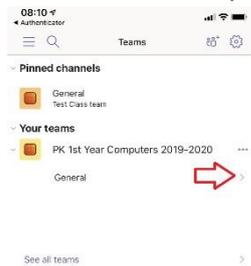# Teams Assignments

1. Handing in Assignments

Below is the process you must follow to hand in an assignment for your teacher.

You can hand in assignments by taking a photo of it using your phone or tablet and then uploading it through the Teams app, or you can upload your homework as a document through the Teams app on your computer.
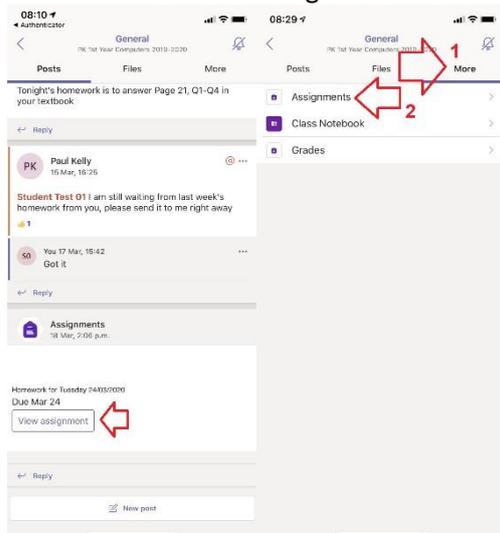
Below is the process to upload it through your phone – the process on the web is almost identical.

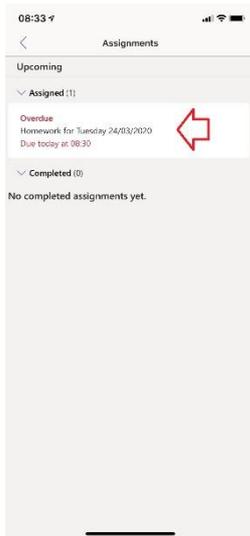### 1.1 Click Teams within the Teams app
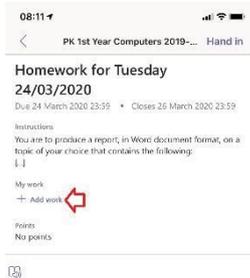Find the Team for your class and click "General"

1.2 Look at the "Posts" tab – you'll see reference to the Assignment assigned to you You can also navigate to "More" > "Assignments" to see a complete list

1.3 Click on the Assignment

Upcoming

∨ Assigned (1)

Overdue
Homework for Tuesday 24/03/2020
Due today at 08:30

∨ Completed (0)

No completed assignments yet.

1.4 Click "Add Work"

08:11 ◀
< PK 1st Year Computers 2019-... Hand in

Homework for Tuesday 24/03/2020
Due 24 March 2020 23:59 • Closes 26 March 2020 23:59

Instructions
You are to produce a report, in Word document format, on a topic of your choice that contains the following:
[...]

My work
+ Add work

Points
No points
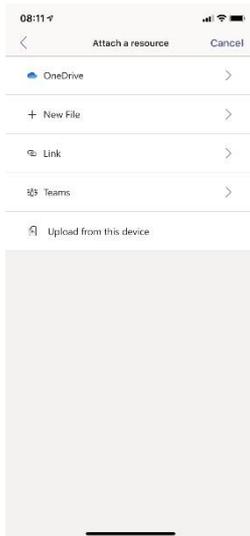
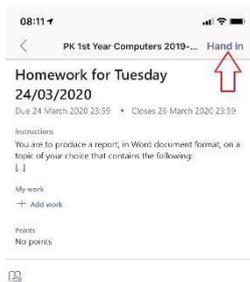## 1.5 Locate the file you wish to turn in

- If it's something on your @student.stpaulscollege.ie OneDrive account, click "OneDrive", follow the instructions
- If you want to take a photo of your homework that you've written out by hand, take a photo of it first using your phone camera app, then come back to this step and click
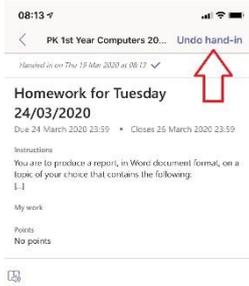
"Upload from this device"

Follow the instructions

1.6 When you are finished make sure you click "Hand in" in the top right-hand corner of the screen Your work is not handed in until you do so
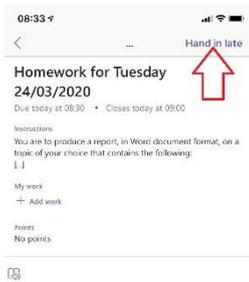

1.7 If you need to edit your work after you've clicked "Hand in", click "Undo hand-in" Make sure you click "Hand in" again afterwards!
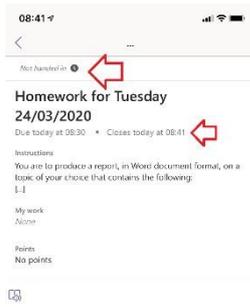
1.8 If you have missed the deadline then you will notice the option changes to "Hand in late"

1.9 If your teacher has set a closing date and you're too late you will not be able to hand in your work at all. Contact your teacher for next steps.

Having Trouble?

E-mail: itsupport@stpaulscollege.ie