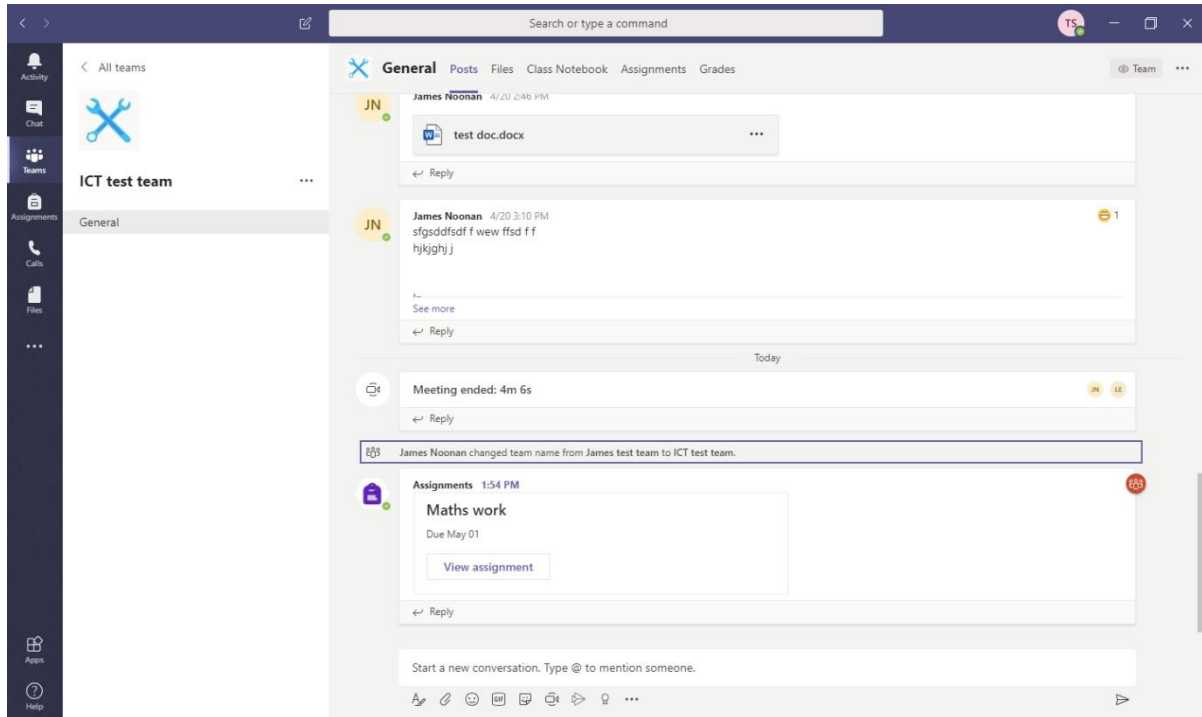




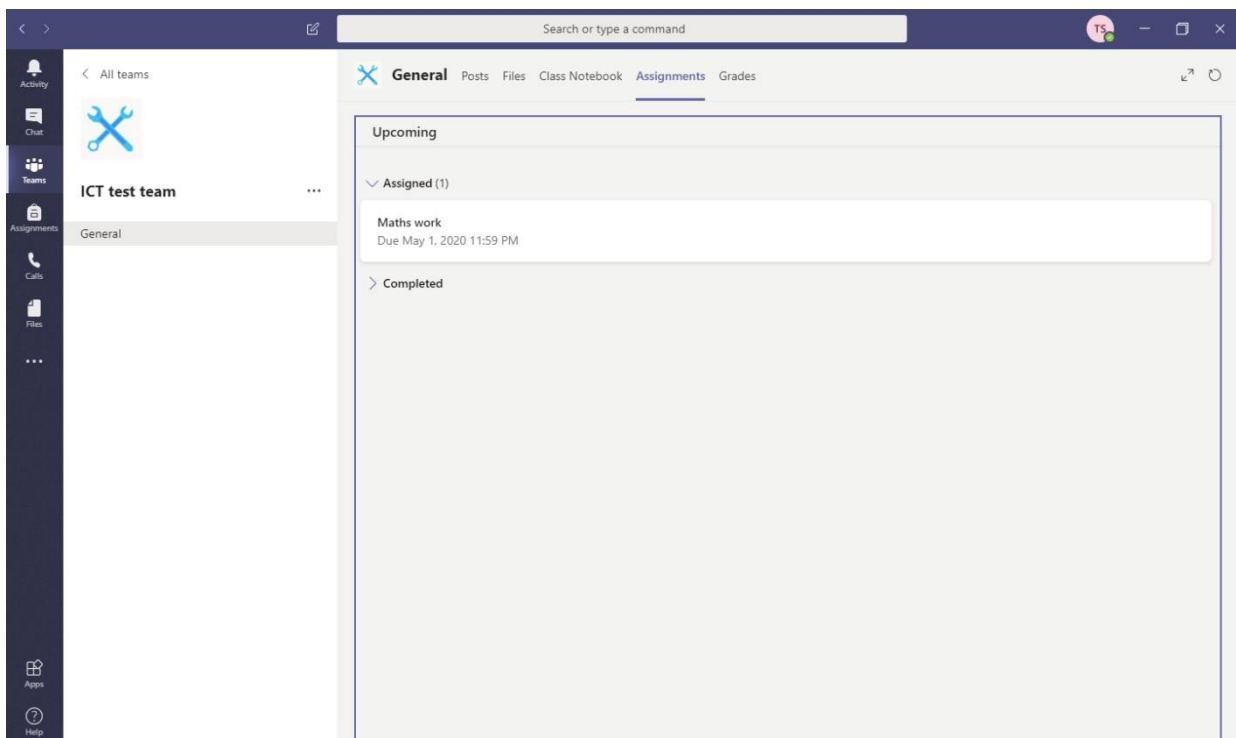
# COBRAM ANGLICAN GRAMMAR SCHOOL

## How to view and Turn In an Assignments in Teams

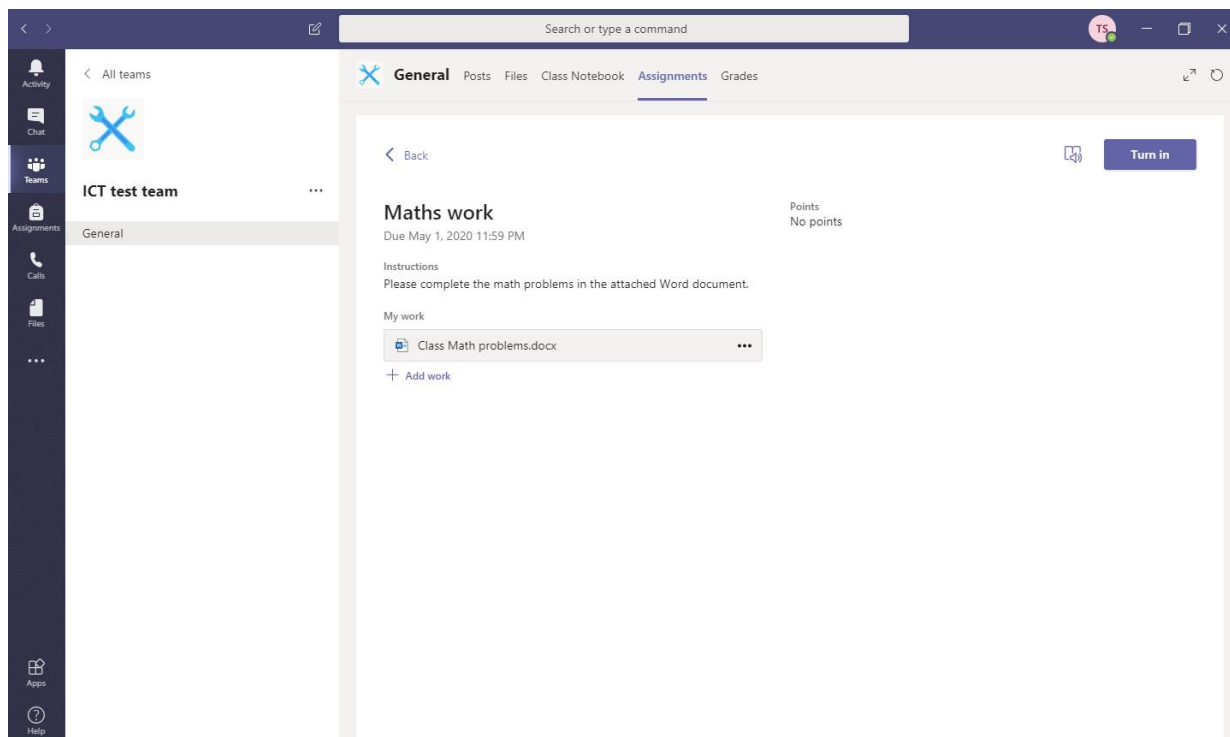
1. Open Teams and go to your class team.



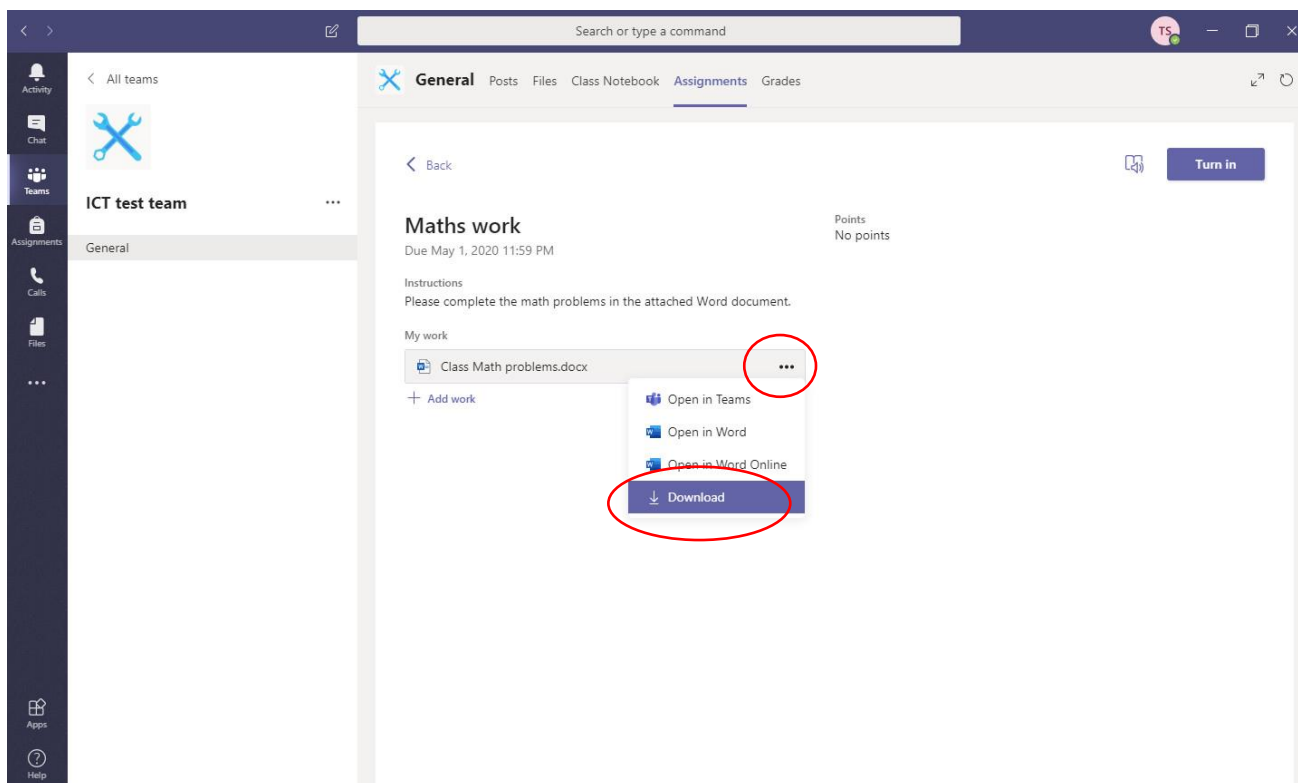
2. The assignment (the work set by your teacher) is located in the assignment tab in the menu bar across the top of the team.



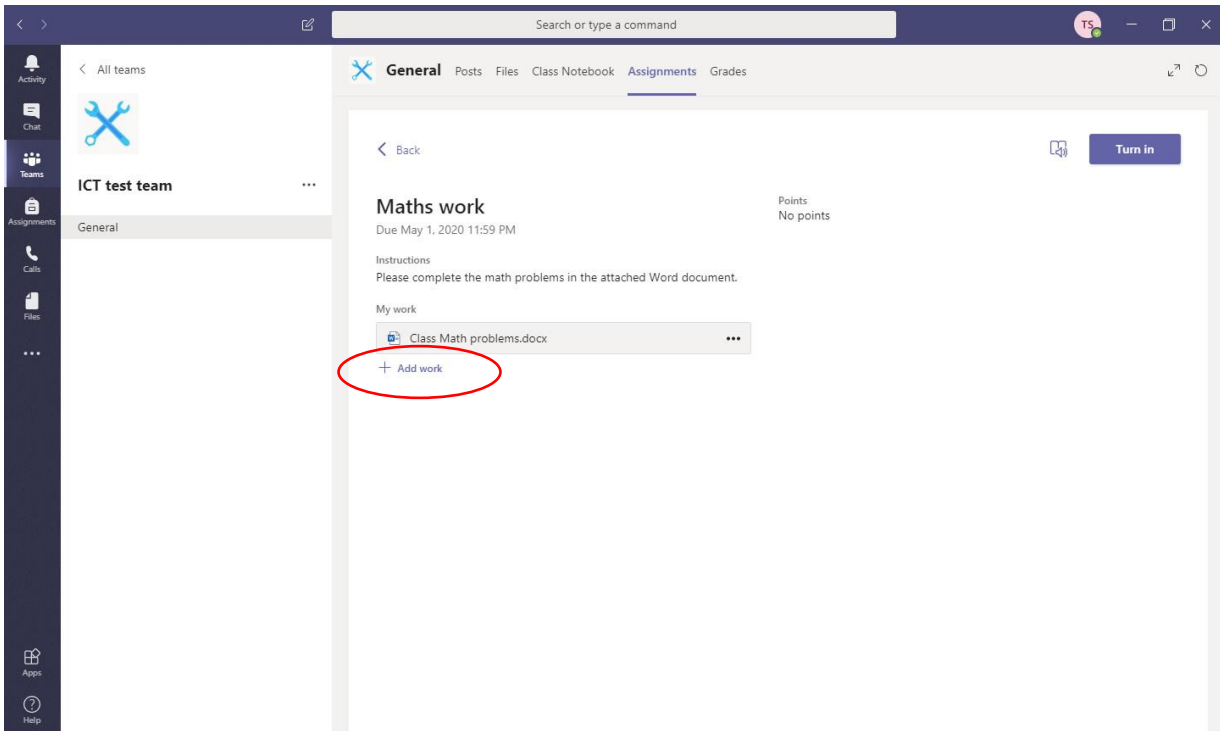
- Once you have the assignment open, read the instructions you teacher has written you. In this case we will 'complete the math problems in the attached Word document'.



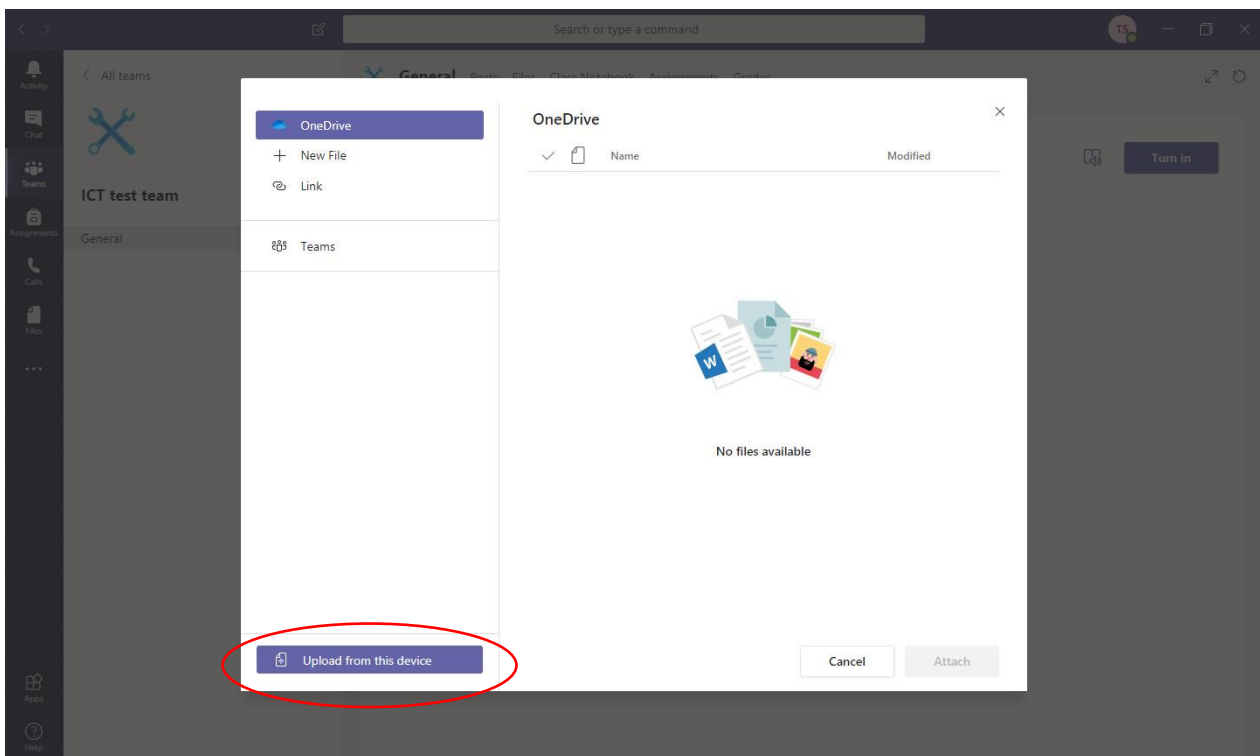
- To download the document so you can work on it click on the 3 dots next to the document then download the document.



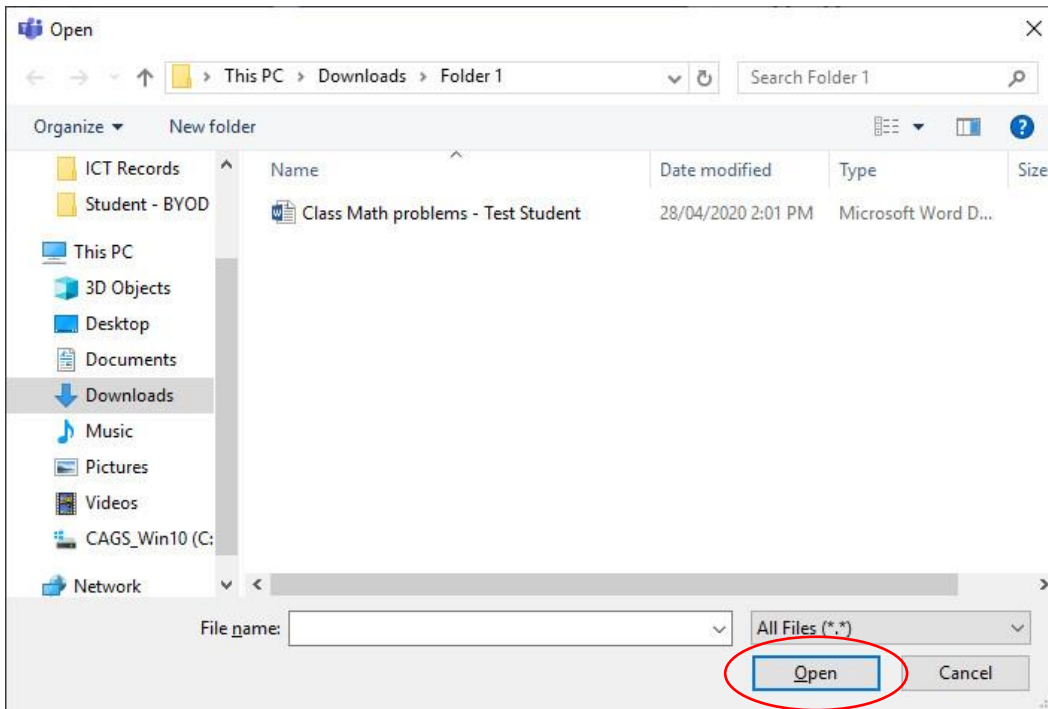
- Once the document has finished downloading it should be saved in your downloads folder on your computer.
- Once you have completed the required work and need to Turn it in to your teacher save the document with your name in the title.
- Then come back to this screen in Teams and click on add work.



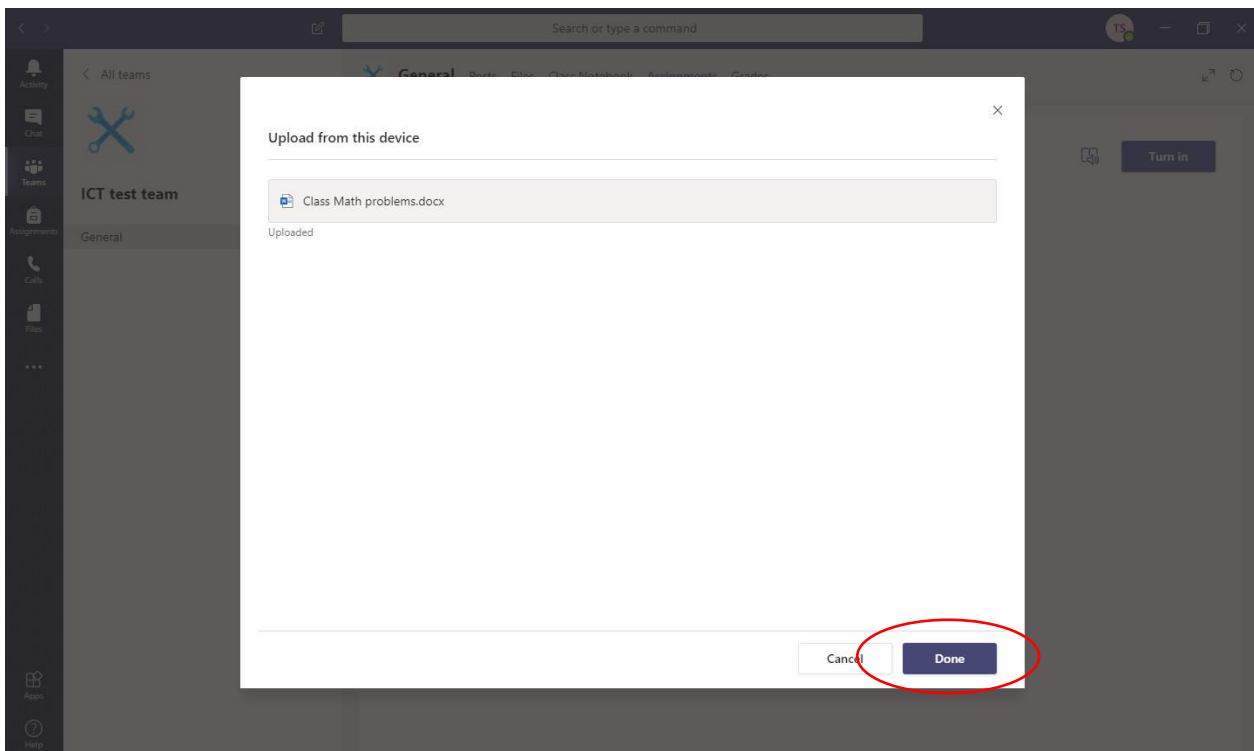
- Then click on Upload from this device.



9. And select the completed work you will send to the teacher and click open.



10. Now wait for the completed work to upload the click Done.



11. Then just click Turn In.

