

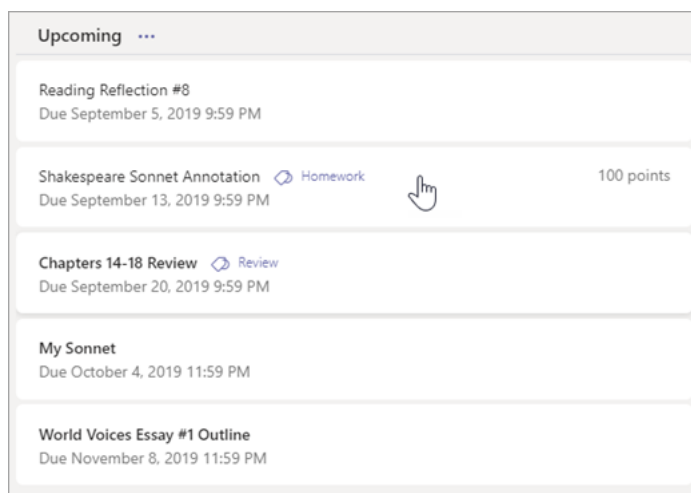


Consortia Gwella Ysgolion Rhanbarthol Regional School Improvement Consortia

Turn in an assignment in Microsoft Teams

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your upcoming assignments will show in order of when they're due. Select any assignment card to open it and view the assignment's details.



3. **Add work** and upload your file.

Note: You can attach a file up to 50 mb in size.

The screenshot shows a Canvas LMS assignment page. At the top left is a 'Back' button with a left-pointing arrow. At the top right is a blue 'Turn in' button. The main title is 'Shakespeare Sonnet Annotation' with a link icon and the word 'Homework' next to it. Below the title is the due date: 'Due September 13, 2019 9:59 PM'. The 'Instructions' section says 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' The 'My work' section shows a file named 'How to Read a Sonnet.pptx' with a red 'x' icon and a three-dot menu. Below the file is a '+ Add work' button. At the bottom, the 'Points' section indicates '100 points possible'.

4. Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:

- **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
- **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.