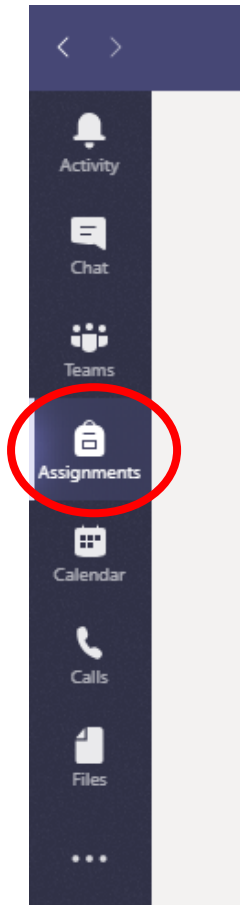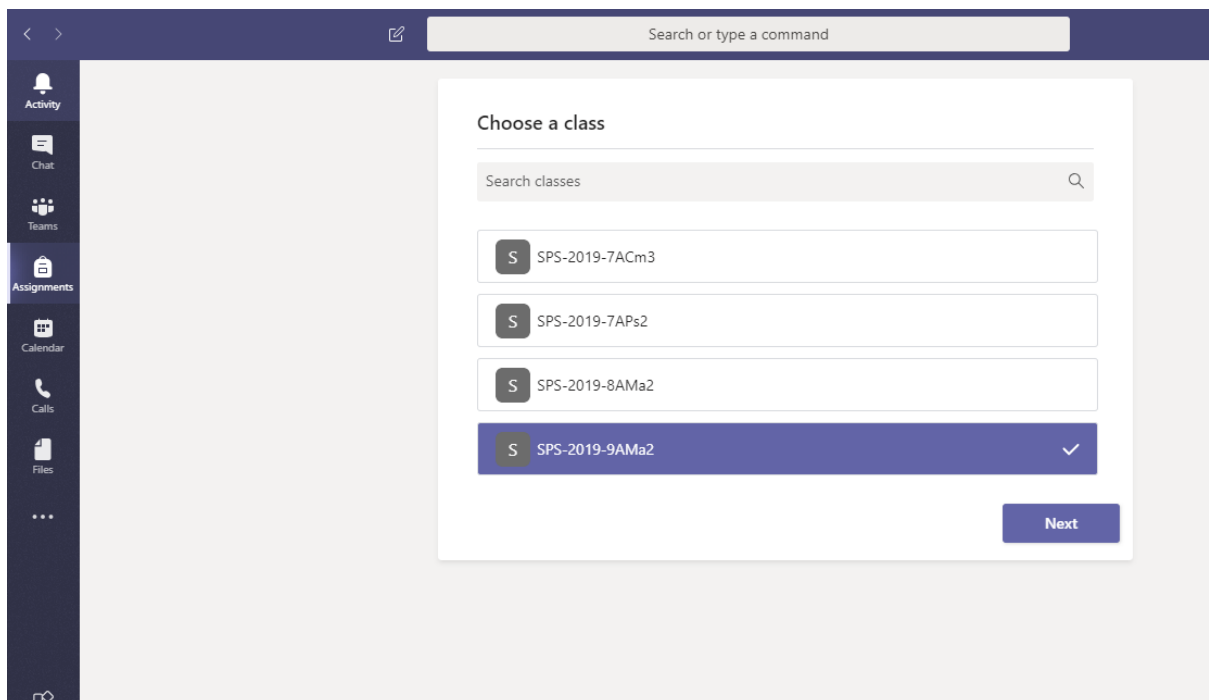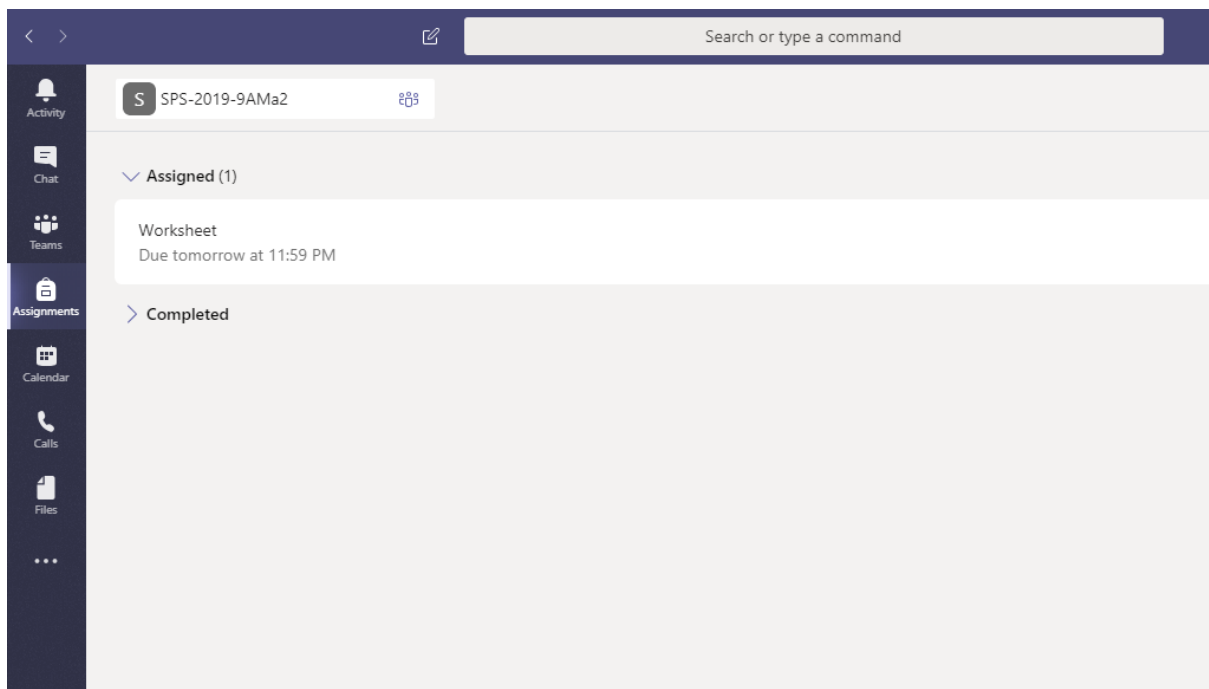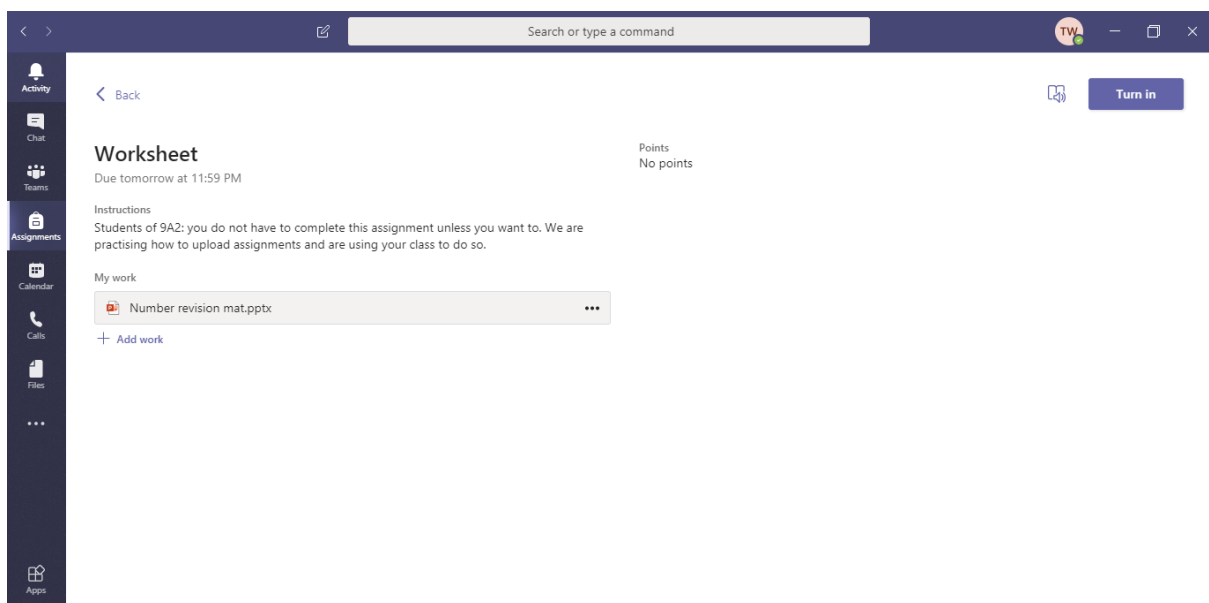# Assignments in Teams

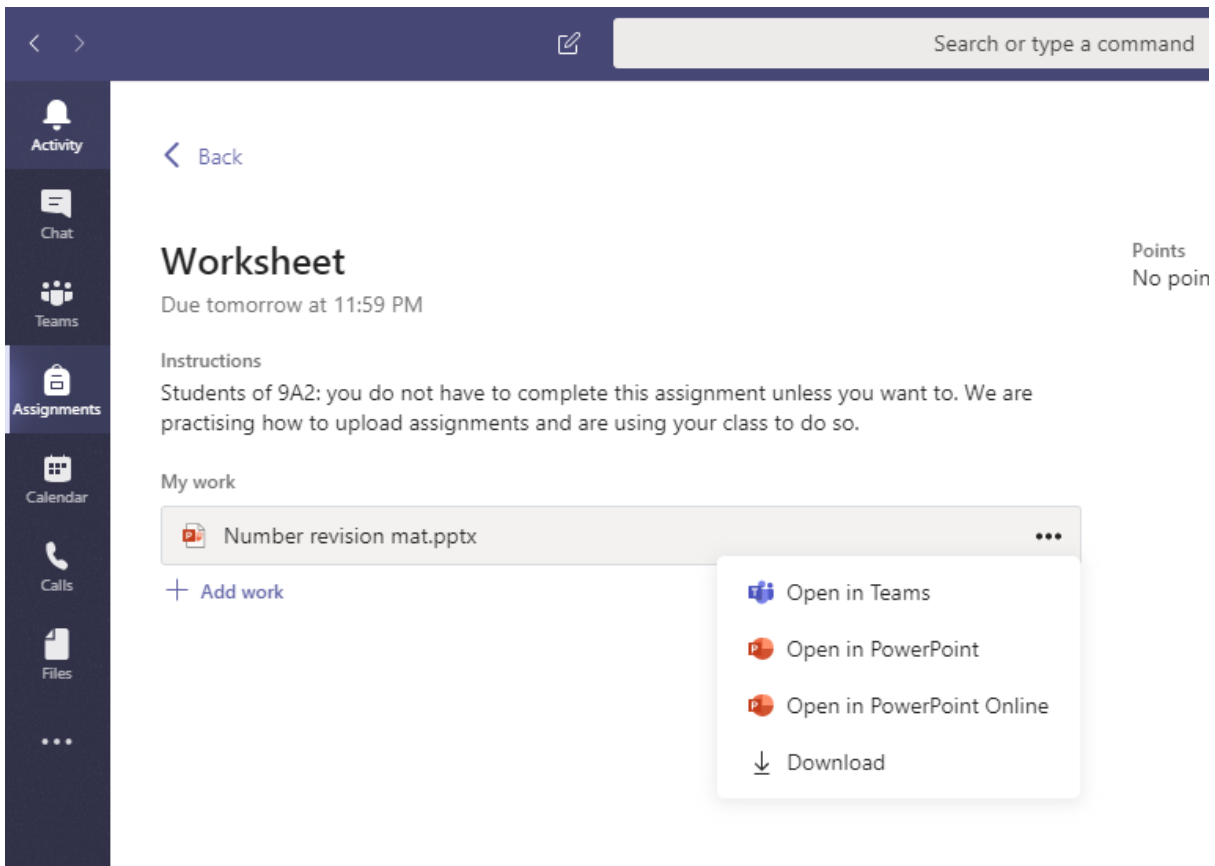In order to access Assignments click on the 'Assignments' button on the left in Teams.

This will list all of your classes. Choose the class you wish to complete an assignment for and click 'Next'.
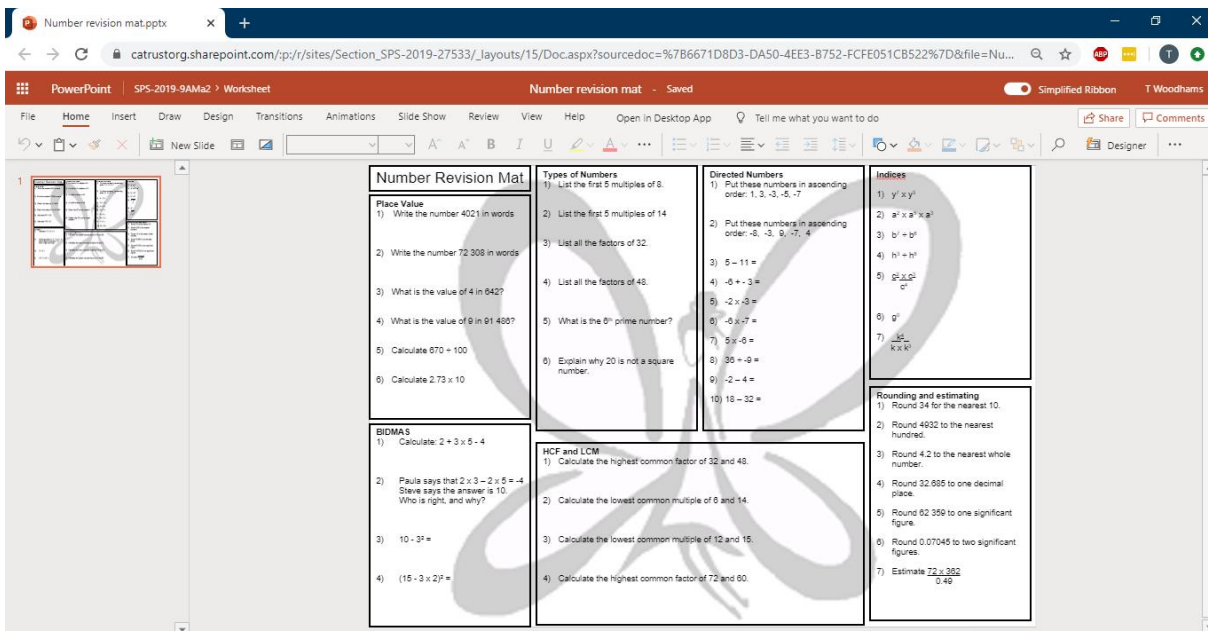
Once you have selected your class then all available assignments will show up with the Due Date shown. Click on the assignment you want to complete, for this example I only have one.
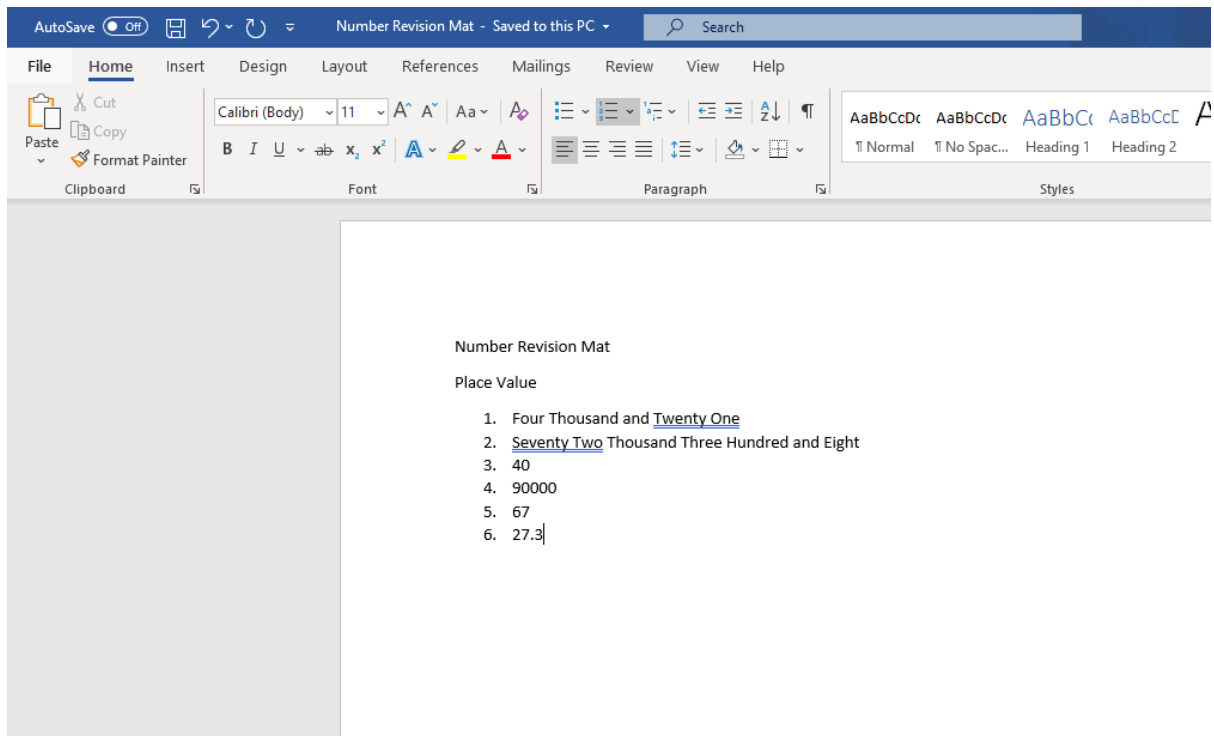

Once opened you can see everything that the teacher has uploaded for you to do. I have been given a worksheet on PowerPoint to fill in.
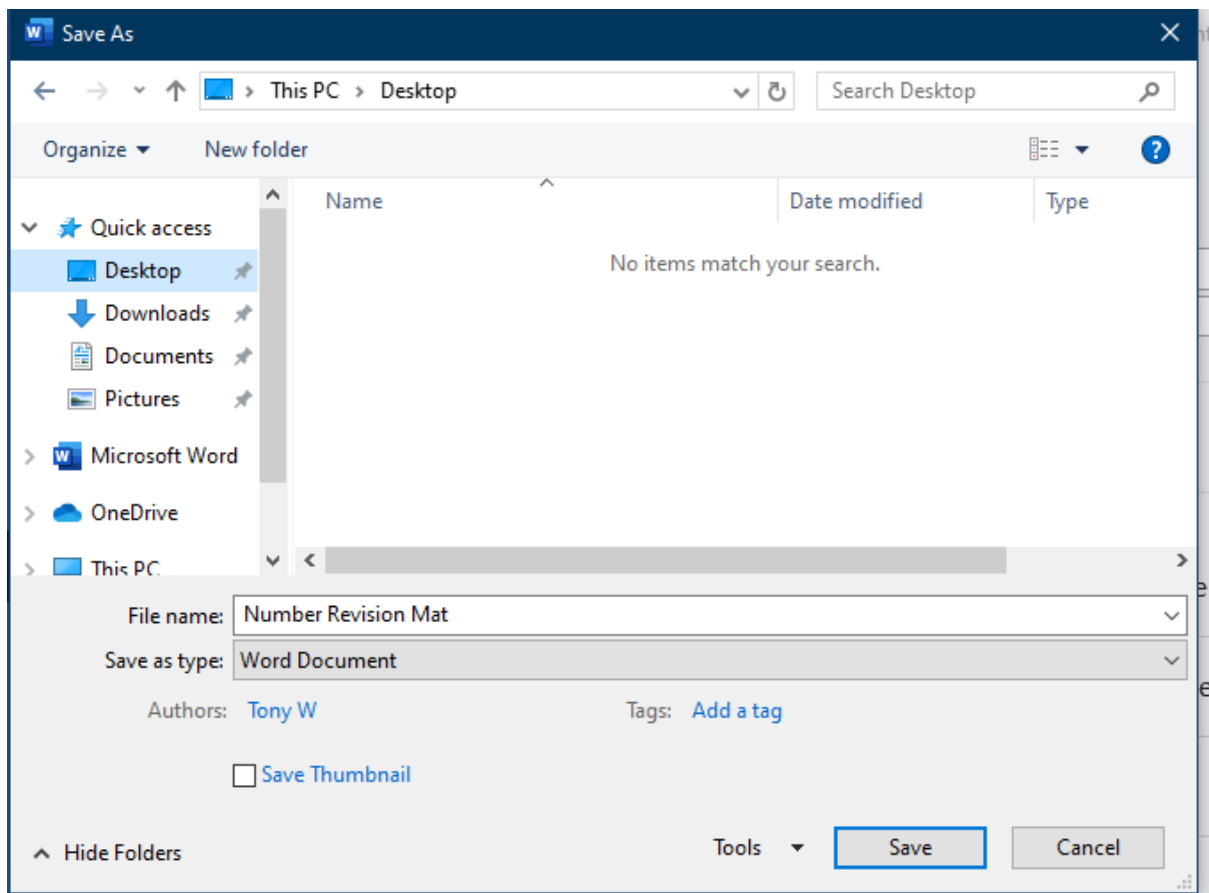
When you click the three dots next to an attachment you get some options on how to open the attachment. I have chosen to 'Open in PowerPoint Online'.
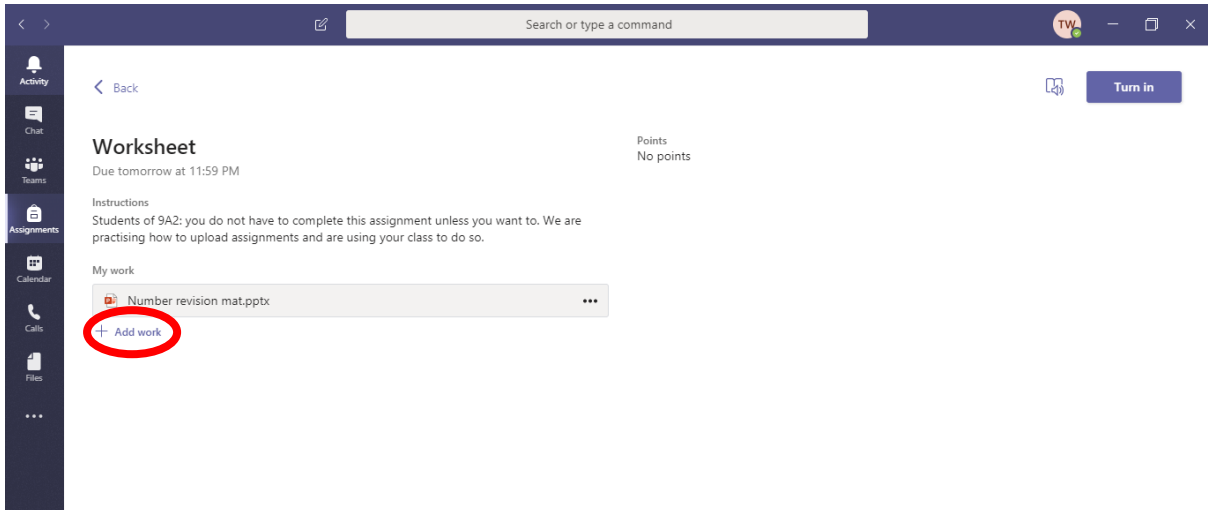

The PowerPoint has now opened in my Google Chrome window and you can see in the screenshot the worksheet I have been given. For the purpose of this demonstration the attachment is very difficult to fill in on the sheet so I have decided to create a new Word document for this.

Number Revision Mat

Place Value

1. Four Thousand and Twenty One
2. Seventy Two Thousand Three Hundred and Eight
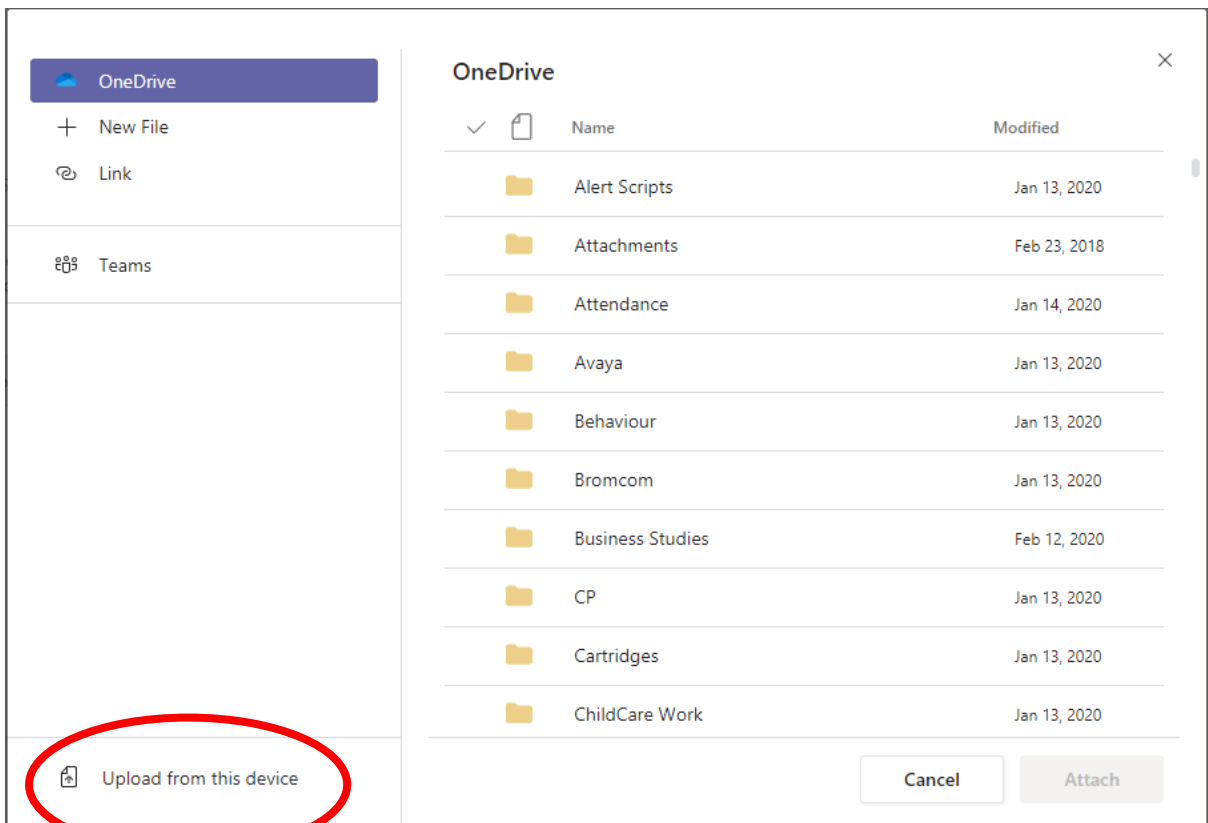3. 40
4. 90000
5. 67
6. 27.3

I have Word installed on my laptop so I have just started a new document and using the PowerPoint I am typing my answers on that document. I am not typing all of the question as the worksheet is still attached to the assignment. I could even have added a new slide to the PowerPoint if I wanted to keep the answers in the same document.
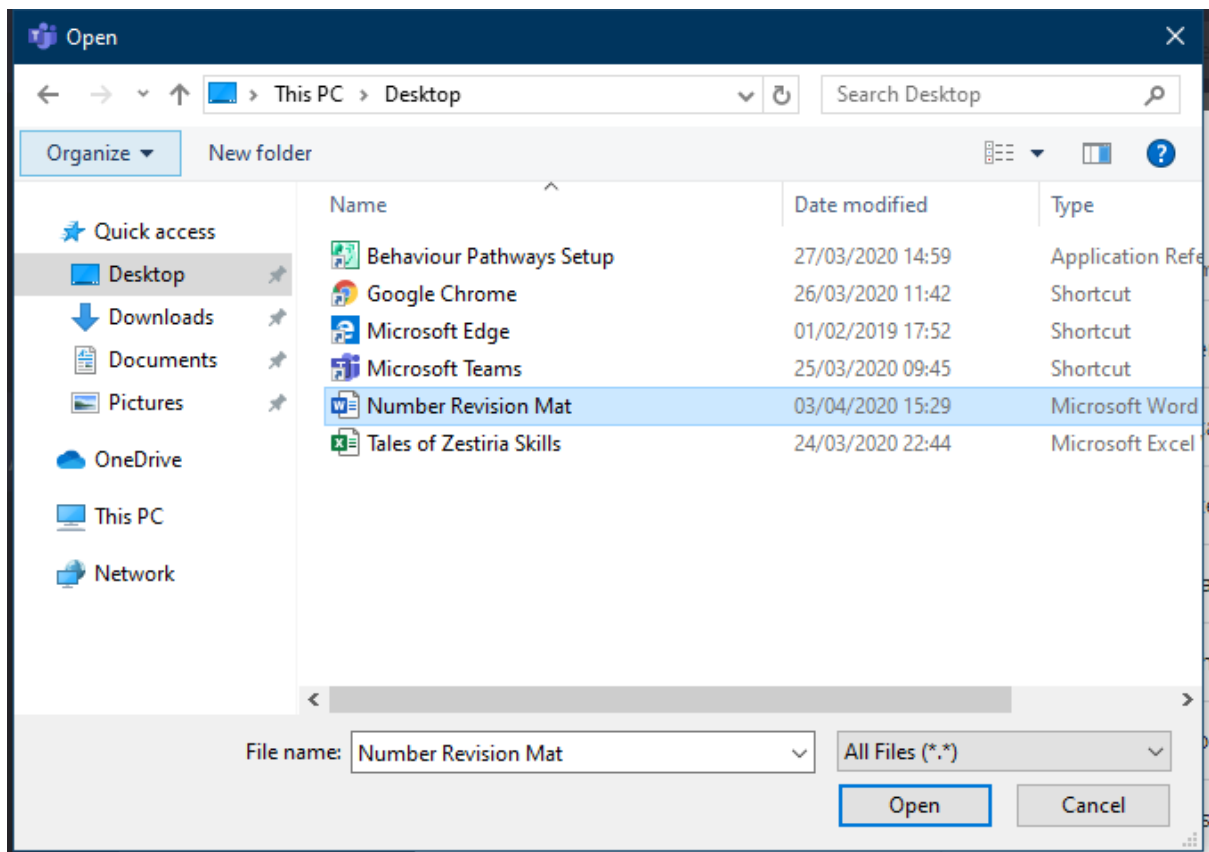

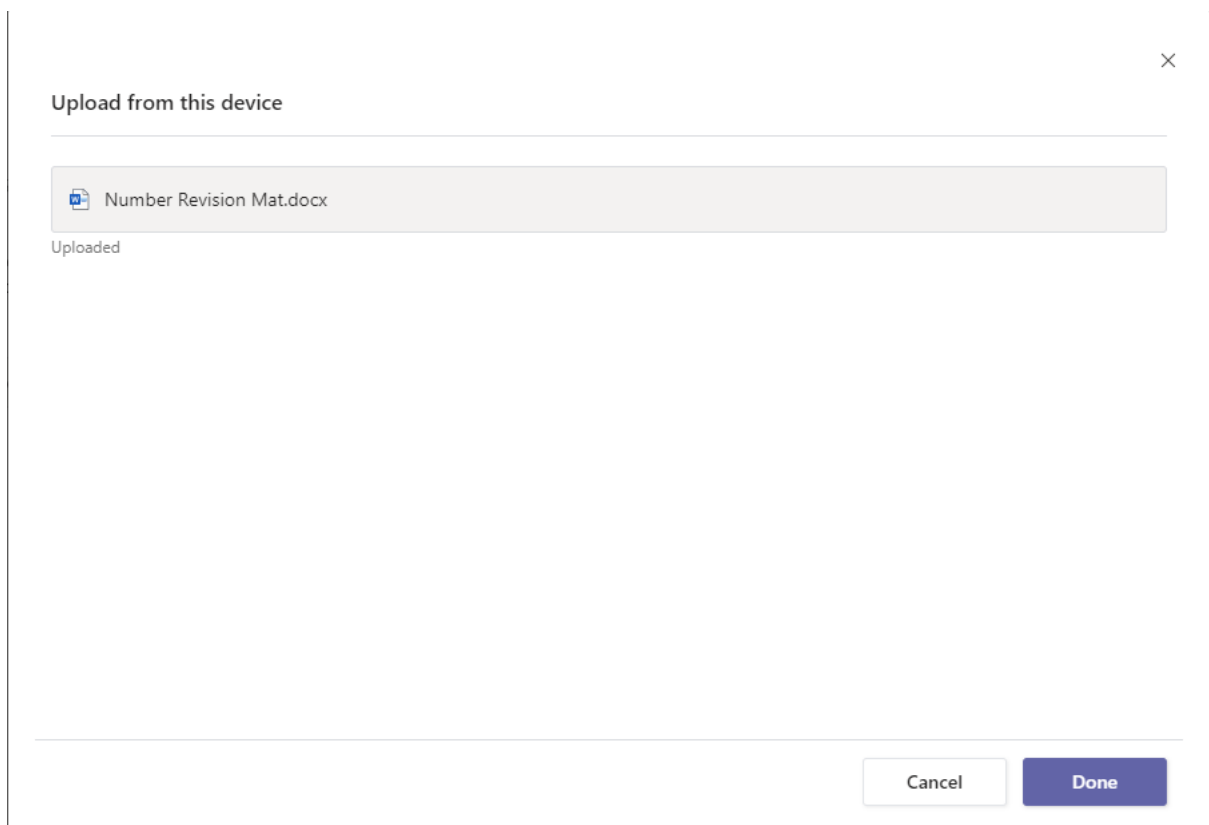Once finished I saved the document to my computer.

Back on the Assignment page in Teams I now need to add the Answer document I have created. To do this I clicked on 'Add work'.
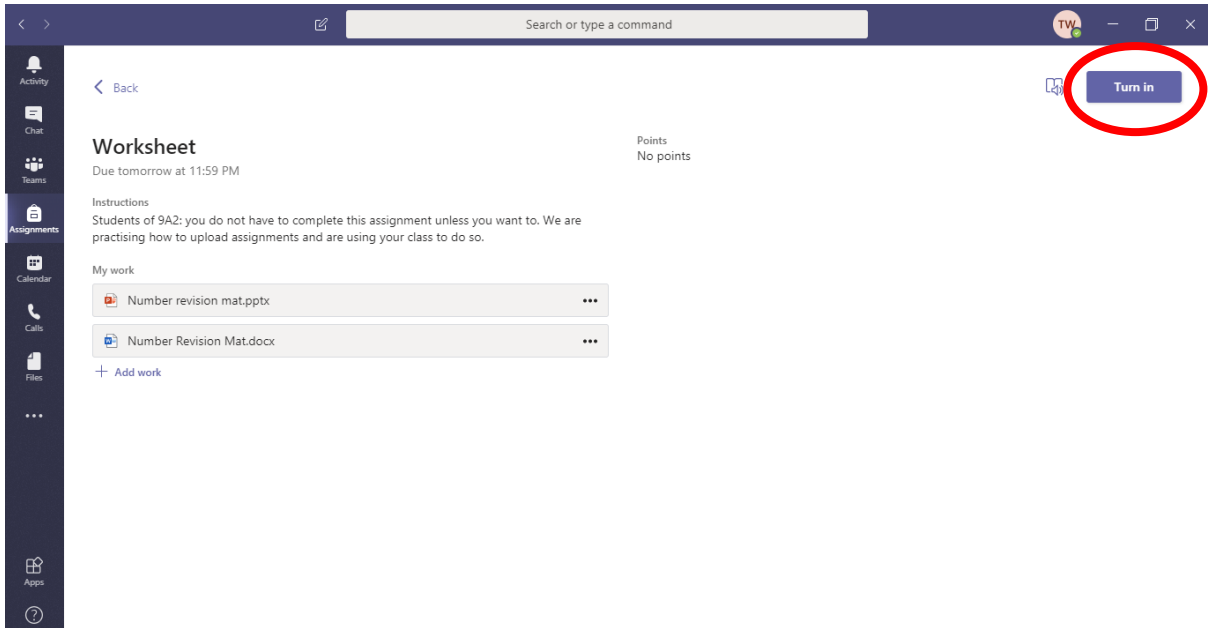

Now I need to choose the file. I could have saved my document to One Drive which would keep it in Office 365 and allow me to choose it from this window however because I saved it on My Computer I need to select 'Upload from this device'.
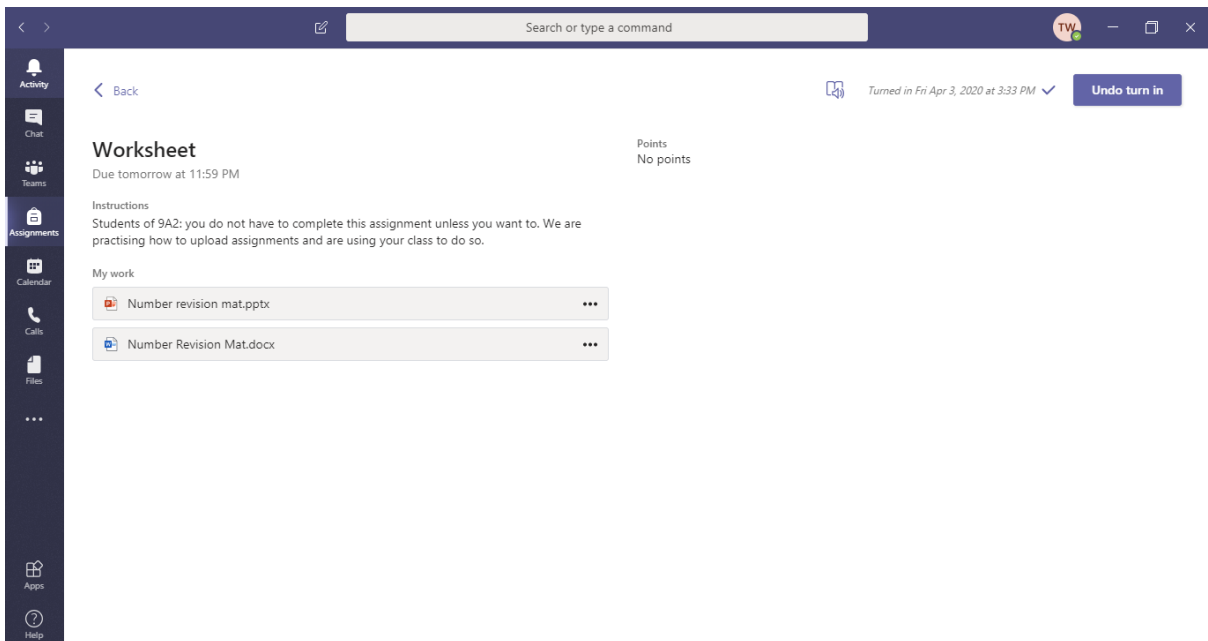
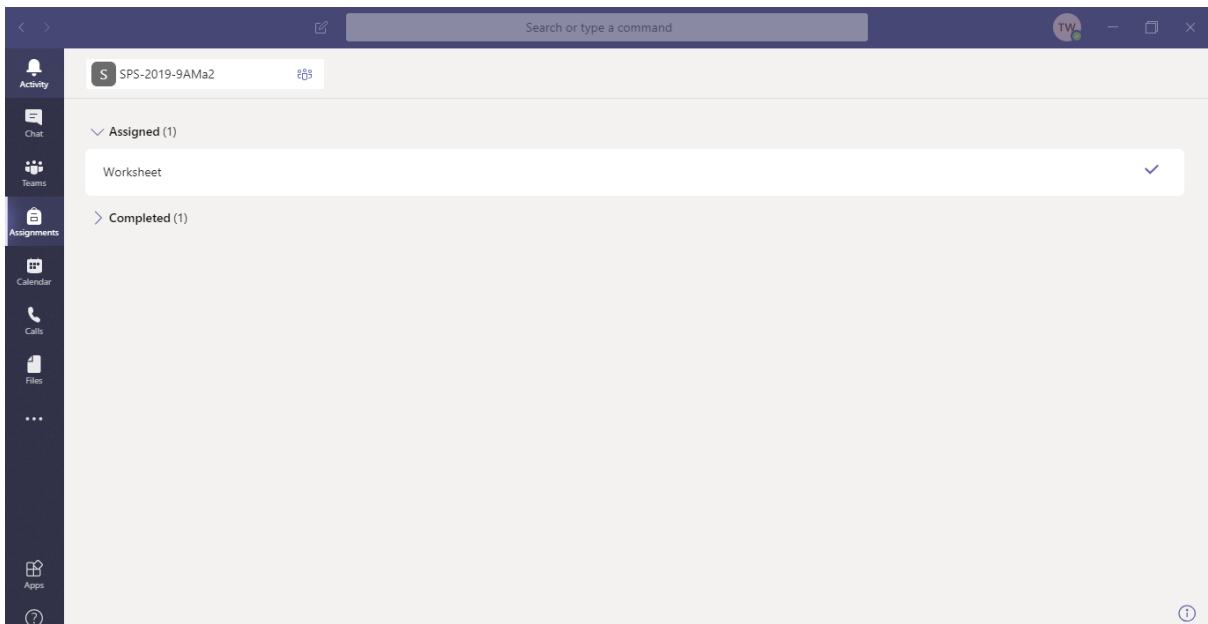Then I just need to browse to the saved document and click 'Open'.

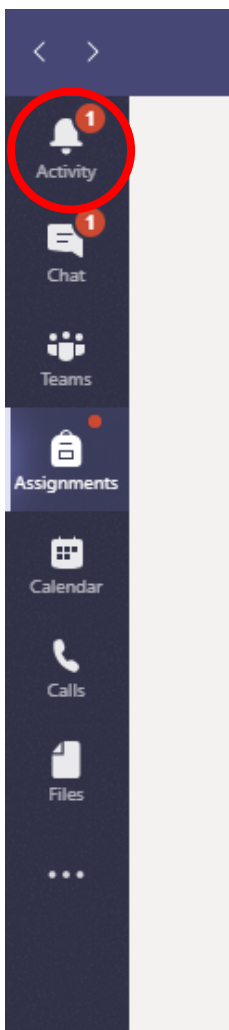Once it has finished uploading click on 'Done'.

Under 'My Work' you can see I now have both the PowerPoint Worksheet and the new Word document with my answers. Once you are happy your documents are uploaded you can hand this work in by clicking 'Turn in' at the top of the page.
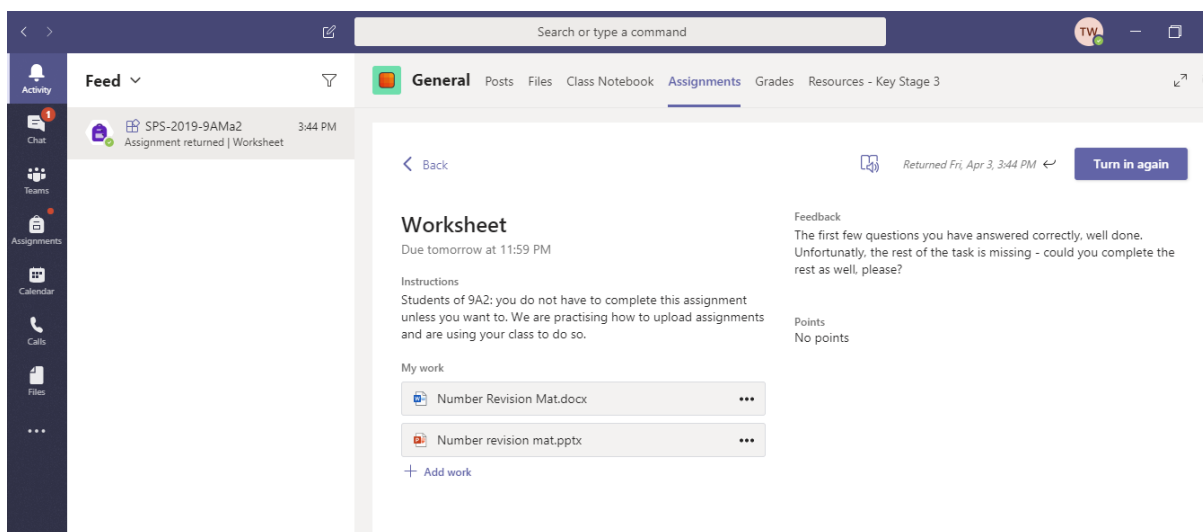

The work has now been handed in and it tells you the time you submitted your work. If you realise that something was wrong or you need to add to the work you can click 'Undo turn in' to go back to the previous screen.
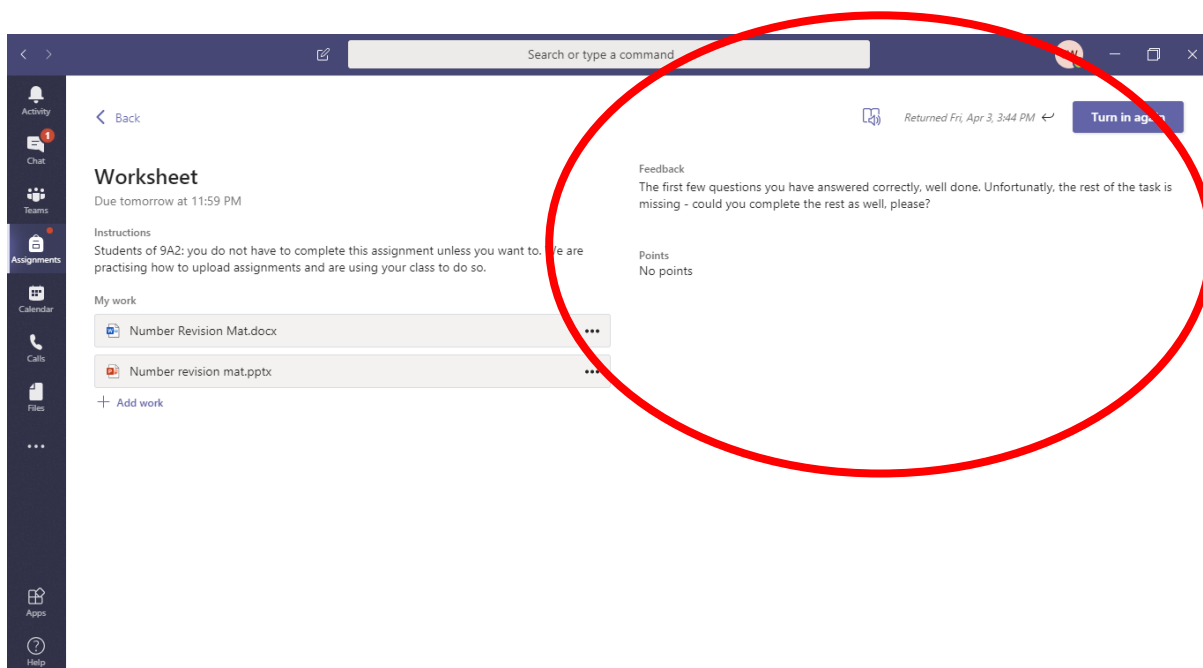
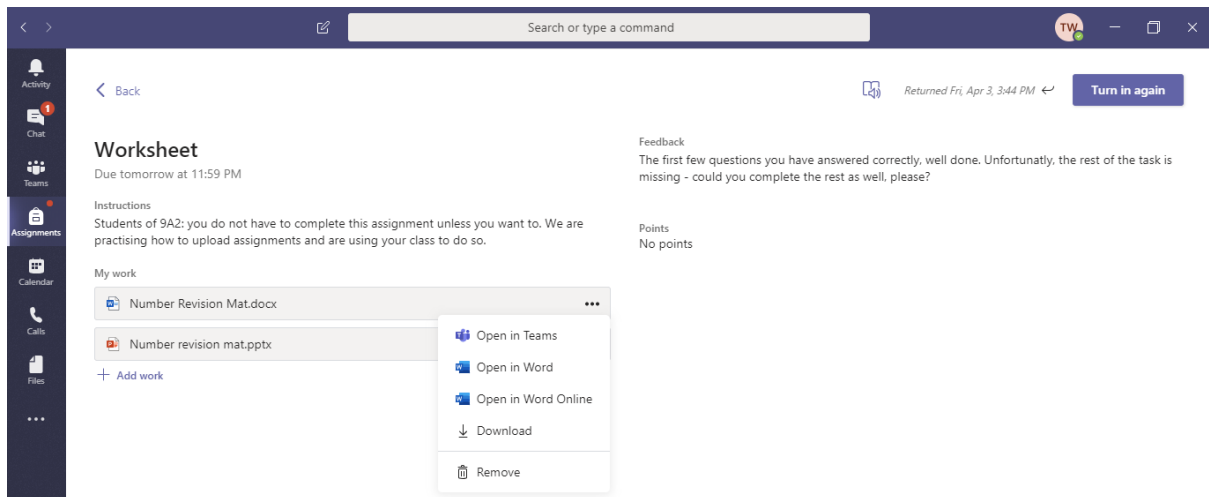Now all available Assignments for this class have been completed.

When something happens with your Assignments you will see a notification under 'Activity'.
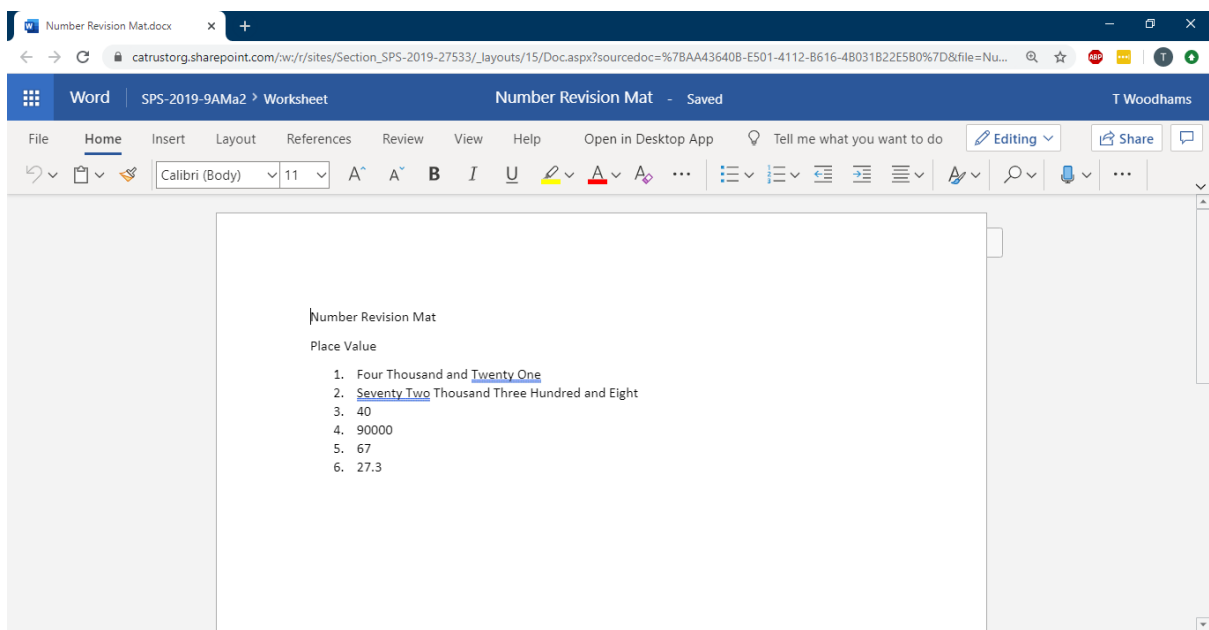
You can click on the 'Activity' button to see the notification and in this instance the Assignment I just completed has been handed back to me. I can work on it from here however for the purpose of the demonstration I will go back to the Assignment through 'Assignments' as before.
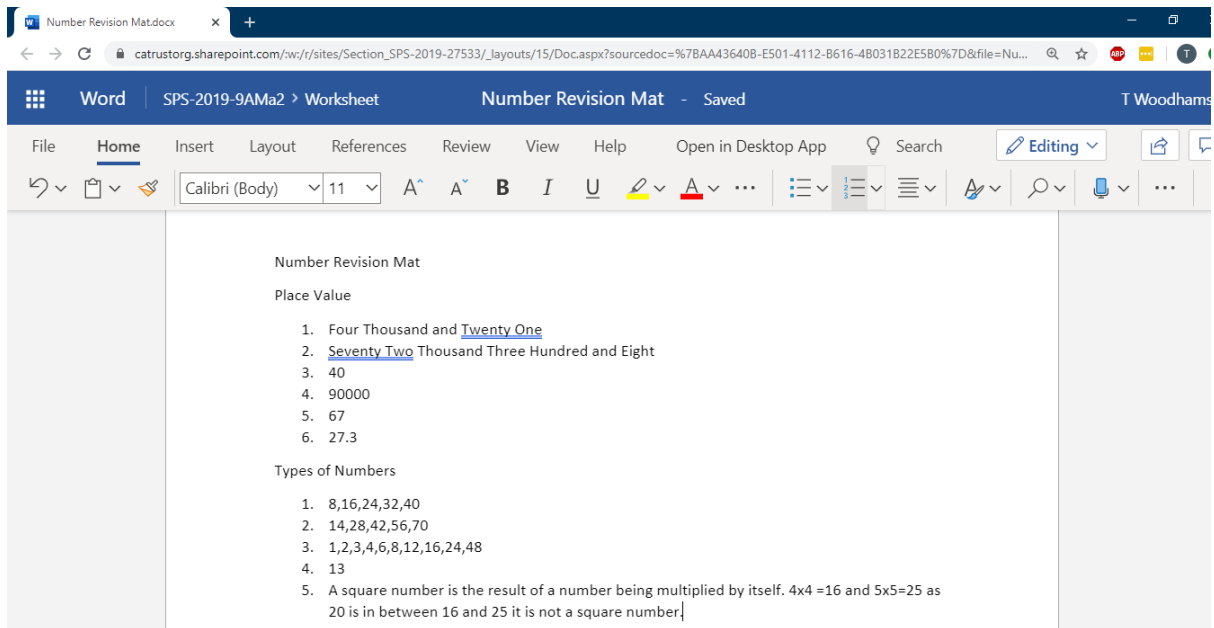

The teacher has seen my work and has given me some feedback informing me that I did not complete all of the tasks.
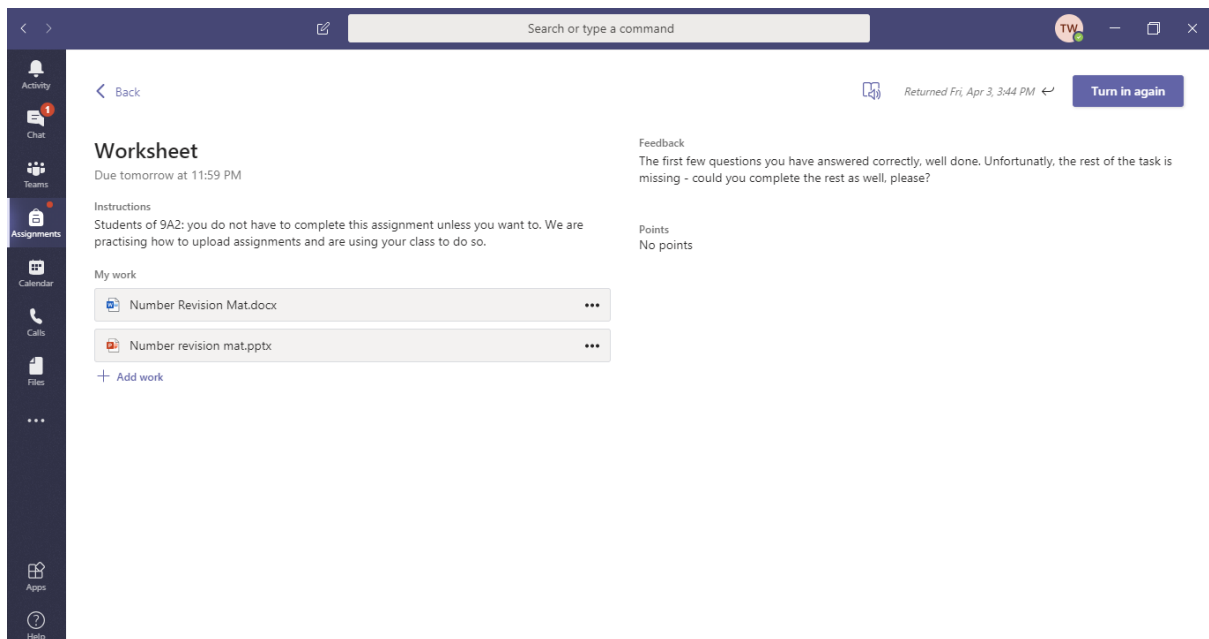
I need to continue work on the document however because I have already uploaded it to the assignment I can edit it from this page. To do this I clicked on the three dots for my Word document and then selected 'Open in Word Online'.

This has opened the Word document in my Google Chrome browser and I can edit it here. You will see at the top of the page that it saves as you type.

Number Revision Mat

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1. Four Thousand and Twenty One
2. Seventy Two Thousand Three Hundred and Eight
3. 40
4. 90000
5. 67
6. 27.3

Types of Numbers

1. 8,16,24,32,40
2. 14,28,42,56,70
3. 1,2,3,4,6,8,12,16,24,48
4. 13
5. A square number is the result of a number being multiplied by itself. 4x4 =16 and 5x5=25 as 20 is in between 16 and 25 it is not a square number.

I have now completed ore of the Assignment and once I know that the work is saved (indicated at the top) I can close the document. As I opened this from the assignment page it is saving directly to my assignment.

As I edited the document from here I do not need to upload again as this is already the latest version (you could use the three dots to download the document and check if you want to be certain). Once you are happy you simply click 'Turn in again' to send the assignment back to the teacher.

Again it will tell you what time you submitted your work and give you the option to 'Undo turn in' in case you need to make some adjustments. Your teacher is then able to give you more feedback if they need to and this cycle continues until you and your teacher are happy with your work.