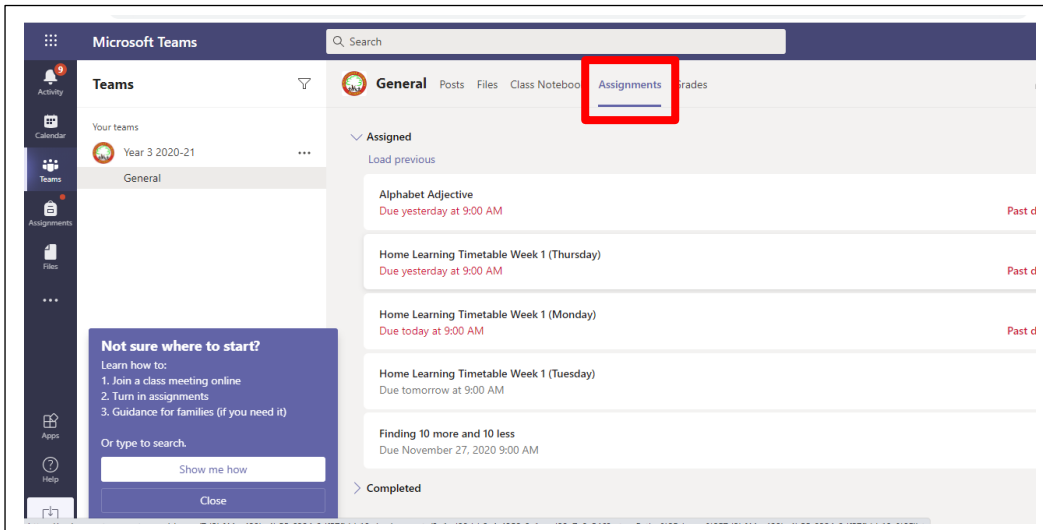
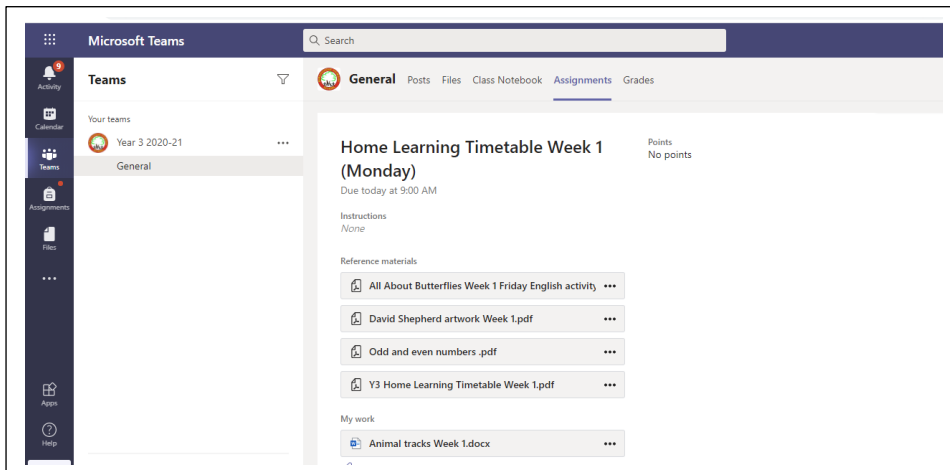


## Opening and turning in assignments in Teams

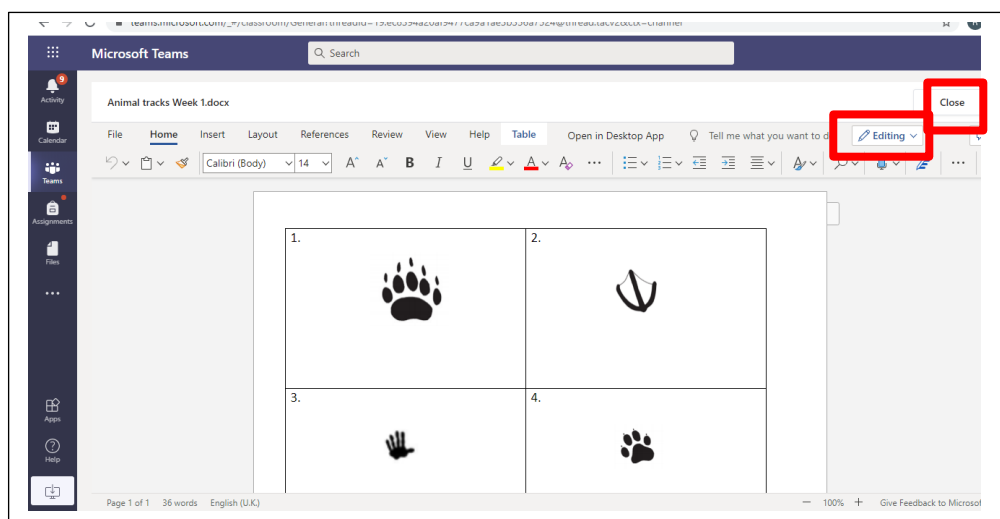
Log into Hwb and access Teams through Microsoft Office. Go to the assignment section that is on the top of the page. When you first log into teams a window will appear at the bottom left of your screen offering you help and support.



Choose the assignment you wish to access. A list of documents linked to the assignment will show.



When opening a Microsoft Word document, you should be able to add your work to it automatically. If not, there will be a button to choose to edit the work. There is no need to change the name of the document because each pupil has an individual copy. When you are finished, click close at the top right hand corner of the page.



You will need click 'Turn in' which is the button on the top right hand corner of the page. This will allow the teacher to see the work and to provide feedback. Once the teacher has viewed your work, it will be returned for you to access and edit, if necessary.

