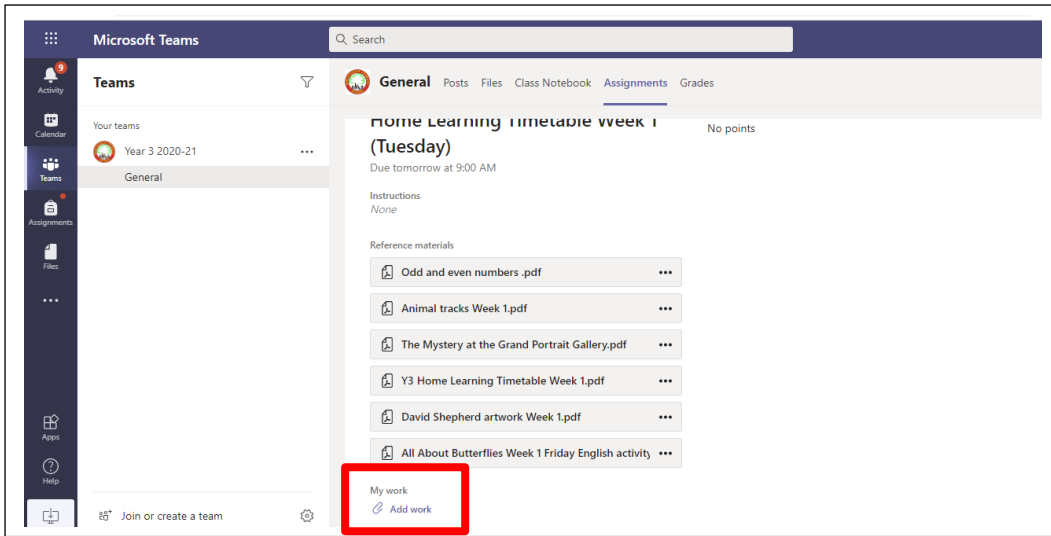
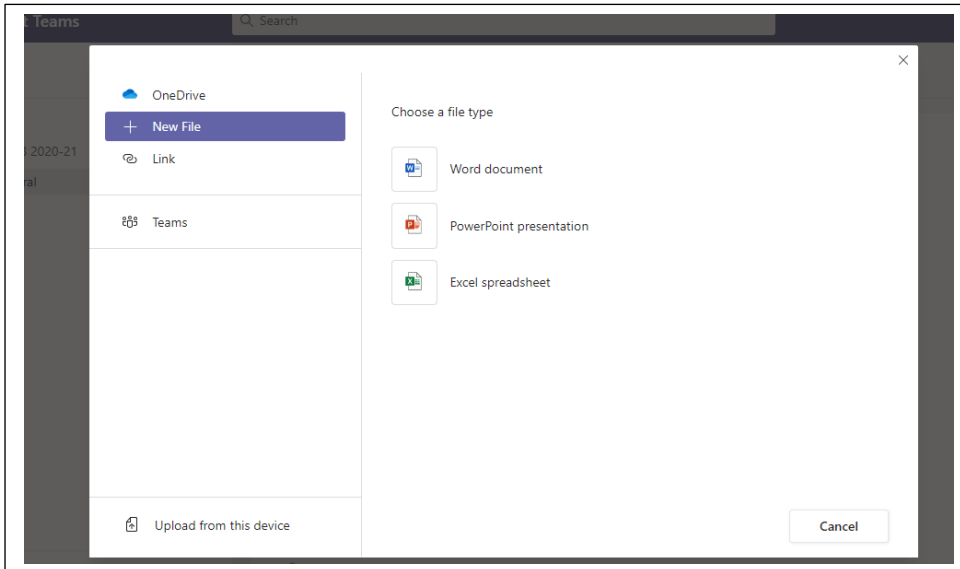


Adding work to Teams

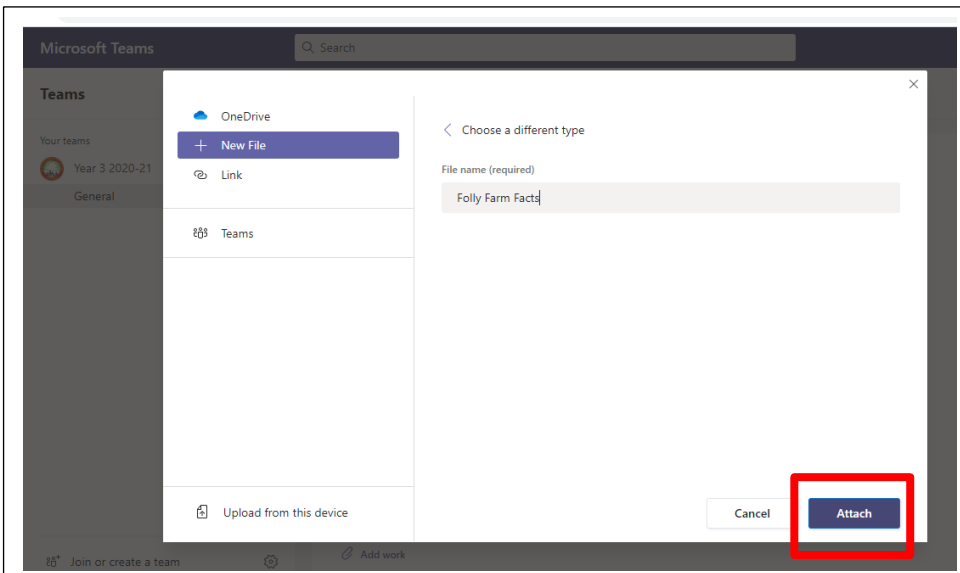
Log into Hwb and access Teams through Microsoft Office. Go to the assignment section that is on the top of the page. You may have to scroll down the page a little and you will need to click the 'Add work' link.



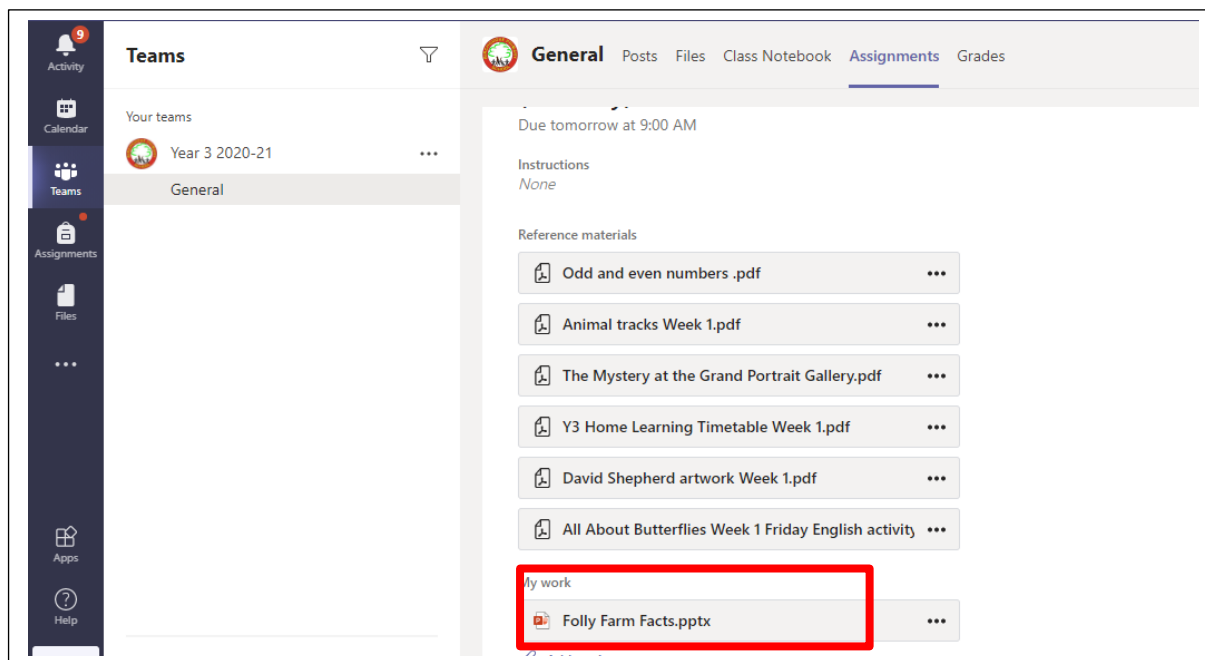
Choose the file type you wish to create.



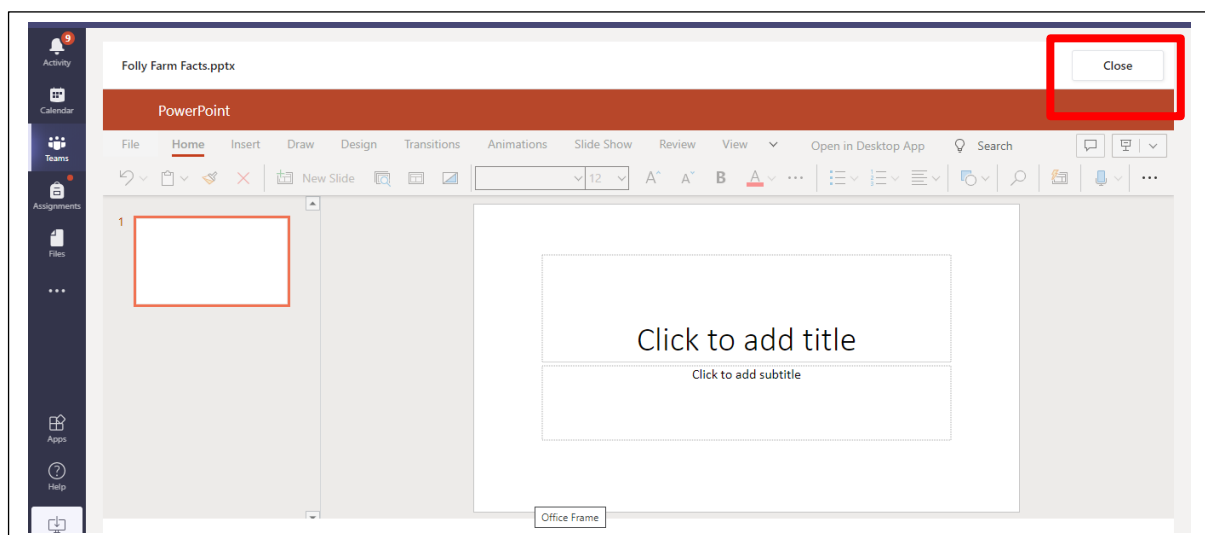
Name the file and click 'Attach'



Now your file will be saved in the assignment.



Click on the name of the file to edit it. When you have finished you can click close.



When you are ready to send you work to your teacher, click 'Turn in'.

