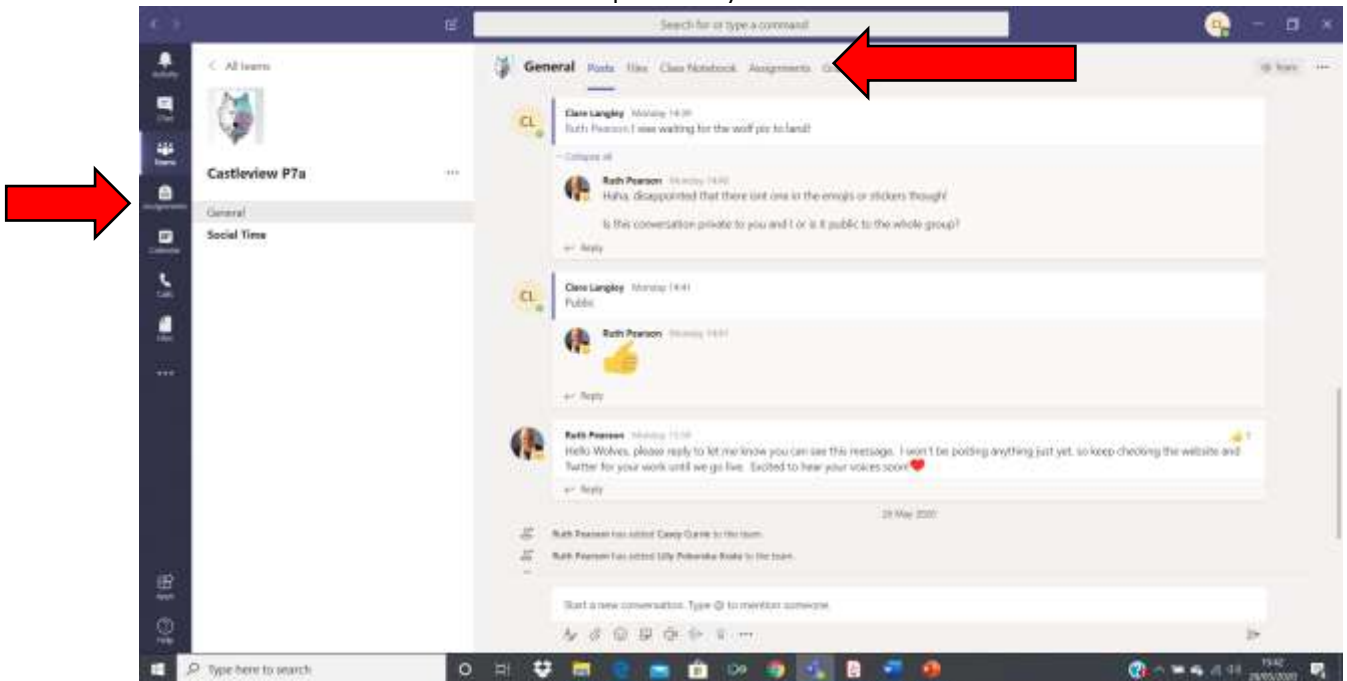




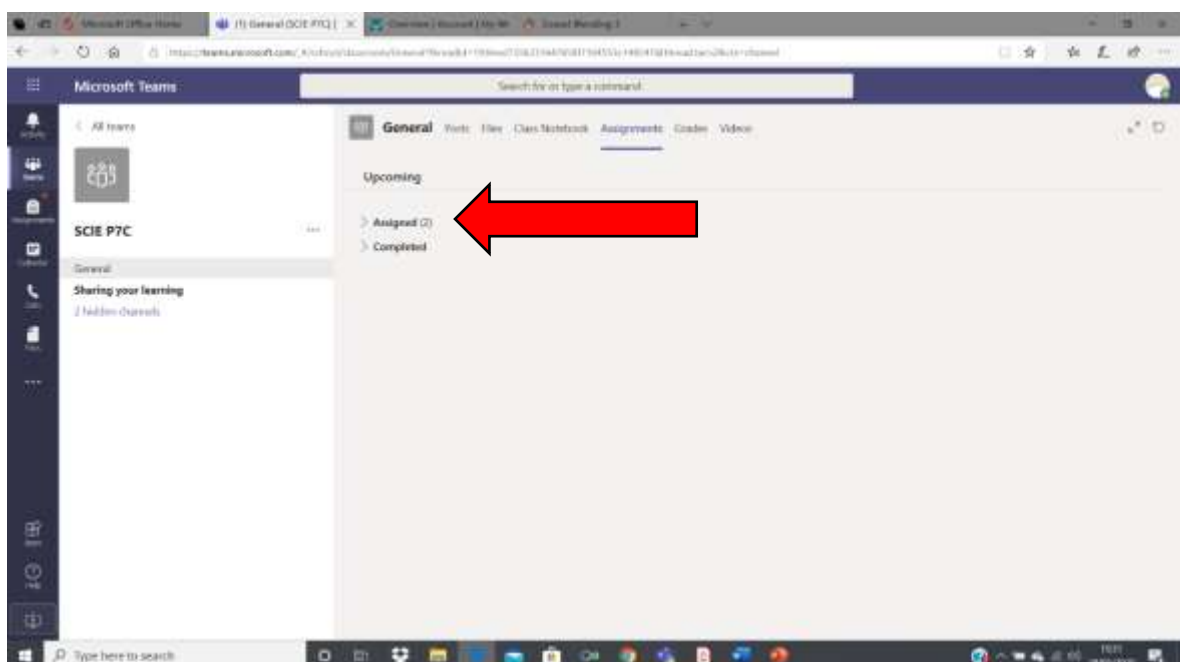
Joy Kindness Respect Honesty

## How to Upload an Assignment in TEAMS

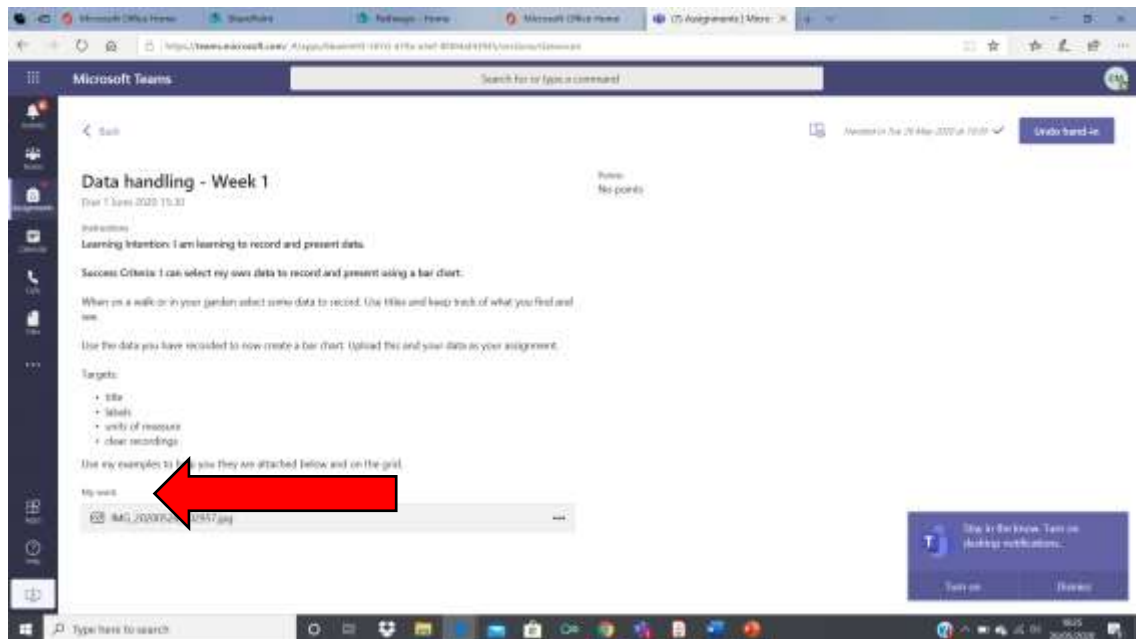
1. Log into your TEAM
2. Click on TEAMS. There are two places you will see it. You can choose either.



3. Click on assigned



4. Select your assignment – Writing ‘Lockdown and Me’
5. Read instructions and look at any guidance and/or examples
6. Complete your assignment on paper or an electronic document
7. When you are ready to hand in your completed assignment click on the assignment and scroll to the bottom to upload work. Click on this to upload your work. This might be a photo of writing or a document.



8. To hand in your work for your teacher to read scroll to the top and click on hand in

