TURNING IN AN ASSIGNMENT

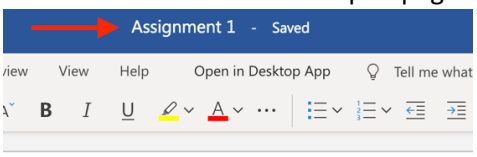
Type/show your work on a **Word document** (start a new document in O365) and attach it to the assignment(s) you are given. When you are finished you can **TURN IN** on **TEAMS**.

1. Go to the O365 **APP LAUNCHER** (Waffle-upper left-hand corner).

2. Go to **Word** app.

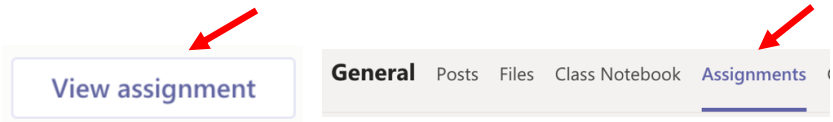
3. Click **+New blank document.**

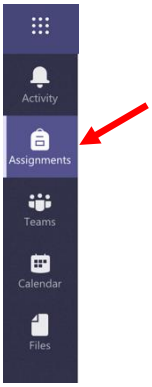
4. Rename the file at the top of page with assignment name.



5. Type your response to the assignment in the Word document.
6. When you're finished with your response, go to **TEAMS app** to **TURN IN** your assignment.

7. Click **View Assignments** button OR click **Assignments tab** (along top or left side).





8. Open assignment and scroll down until you find (**+Add work**)

9. Click **+Add work,** choose the Word document that you created-**click DONE**
10. Scroll back to the **TOP** and click **Turn in** (right hand corner).

11. If you wish to undo the assignment, click **Undo turn in** (right hand corner)