



TURN IN AN ASSIGNMENT IN MICROSOFT TEAMS

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

1. Navigate to the General channel in the desired classroom, then select Assignments. You can also use your search bar to search for an assignment by keyword.



2. Your **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.

The screenshot displays the Microsoft Teams application interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Assignments, Calendar, and Files. The main area is divided into two panes. The left pane shows the 'All teams' list with a team named 'Advanced English 11 A' selected, displaying its icon and a three-dot menu. The right pane shows the 'Assigned' tab for this team, with a sub-tab bar containing 'General', 'Posts', 'Files', 'Assignments', and '2 more'. The 'Assignments' sub-tab is active, showing a list of assignments under the 'Assigned' section. The first assignment is 'Chapters 14-18 Review' with a due date of 'September 2, 2020 9:59 PM' and a 'Review' icon. The second assignment is 'World Voices Essay #1 Outline' with a due date of 'September 10, 2020 11:59 PM'. Below these, the 'Completed' section shows 'Reading Journal #1' and 'Narratives of Scale', both marked with checkmarks.

Activity
Chat
Teams
Assignments
Calendar
Files

< All teams

Advanced English 11 A ...

General

Elements of Poetry Group
Power of Persuasion Group
Readings Unit
World Voices Group

General Posts Files Assignments 2 more +

Assigned

Chapters 14-18 Review Review
Due September 2, 2020 9:59 PM

World Voices Essay #1 Outline
Due September 10, 2020 11:59 PM

Completed

Reading Journal #1 ✓

Narratives of Scale ✓



3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file.

Note: You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.

[< Back](#)

Turn in

Shakespeare Sonnet Annotation


[Homework](#)

Due September 13, 2019 9:59 PM

Instructions

Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

My work

 How to Read a Sonnet.pptx ...

[+ Add work](#)

Points

100 points possible



4. Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:

Turn in again if you're editing an assignment you've already turned in and need to submit work again.

Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.

Not turned in if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.

Undo turn in if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.