

Teams: How to upload work on OneNote for Feedback.



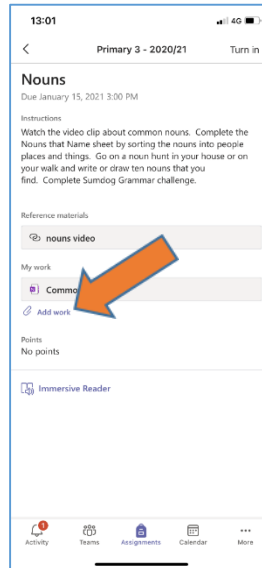
Image 1



Steps

1. In **Teams**, click on the **Assignments** tab at the bottom of the screen. This will show you the **assignments** and work that has been set for your class. (See [Image 1](#)).

Image 2

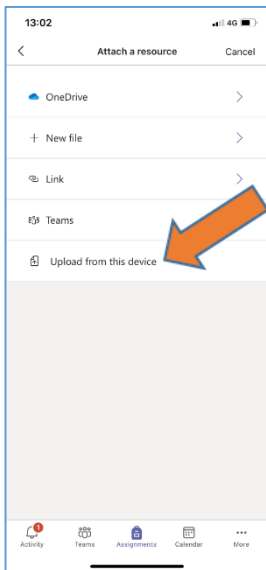


Steps

2. In [Image 2](#) you will see that the assignment that has been selected is **'Nouns'**. On this page, you can now **Add work**.

This could be a photograph of your work that you have taken, stored on your phone or device. Alternatively it can be a file (eg. **Powerpoint, MS Word file or PDF**).

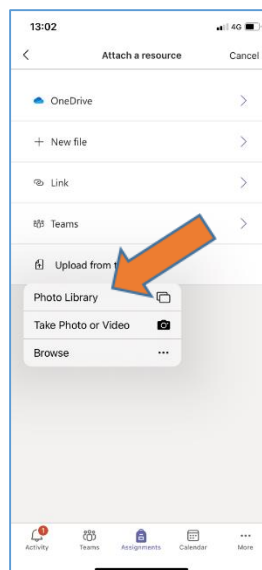
Image 3



Steps

3. [Image 3](#) shows a variety of different options and ways to upload your work to **assignments**. In this example we will be uploading a photograph directly from the device.

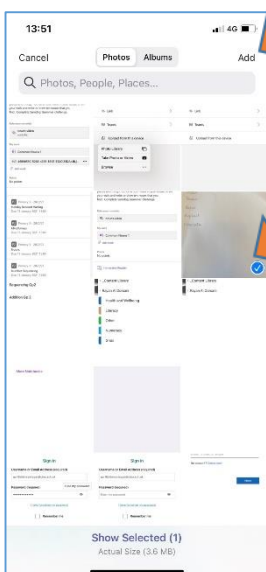
Image 4



Steps

4. You can select the photograph from your photo library using the button on [Image 4](#).

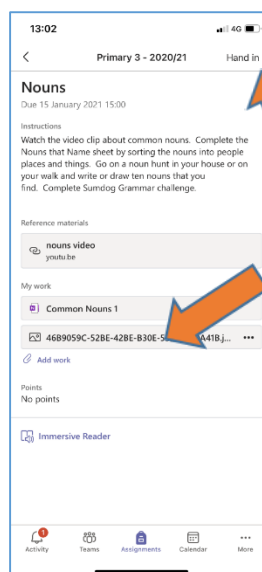
Image 5



Steps

5. [Image 5](#) shows the gallery of images on the device, you can select more than 1 of these photographs. However, only 1 photograph has been selected in the example. Click **Add** at the top of the screen to attach the photograph.

Image 6



Steps

6. After clicking the Add button (as shown in [Image 5](#)) you will see that your file has been attached to the assignment and you can **'Hand In'** the assignment by clicking the button on the top right-hand side of the screen. This will notify the teacher that the work has been completed and submitted.