Submitting Work for a Microsoft Teams Assignment

If you haven't submitted work using Microsoft Teams before, follow the steps below.

1. Move to the  **Teams section** of the sidebar and select the Team used for your course.
	1. Alternatively, go to the  **Assignments section** and navigate to your assignment from there.
2. Navigate to the **Assignments tab**, or find the assignment in the Conversations tab.
3. Open the assignment you would like to submit work to.
4. Move to the My work section and select the **+ Add work button**.
5. Add the files you would like to submit for the evidence. We'll generate a Similarity Report for each file that is added and turned in if required.



1. When you're happy with your file selections, use the **Turn in button** to submit your files. This will make them available to your instructor and sends them to Turnitin to generate a Similarity Report if required.