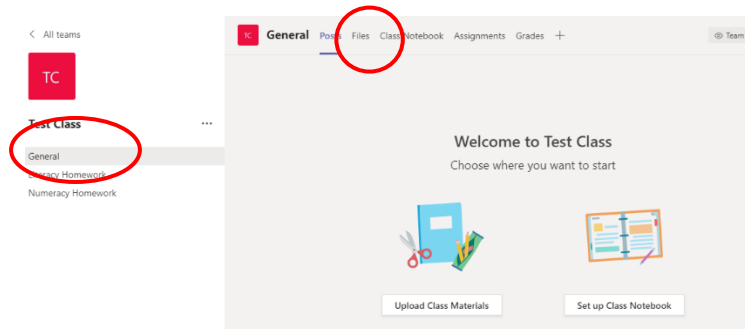
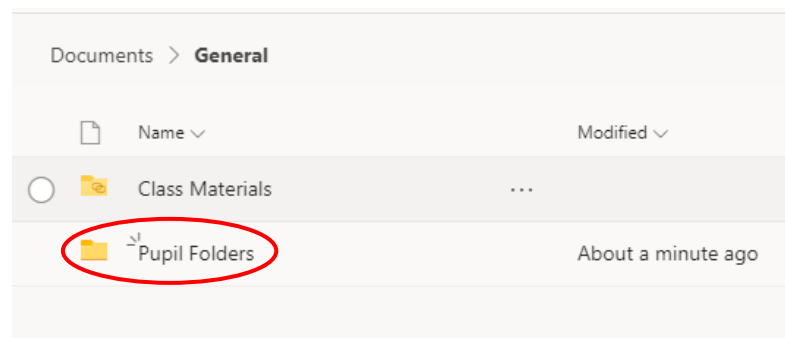


# How to Upload Completed Homework to MS Teams

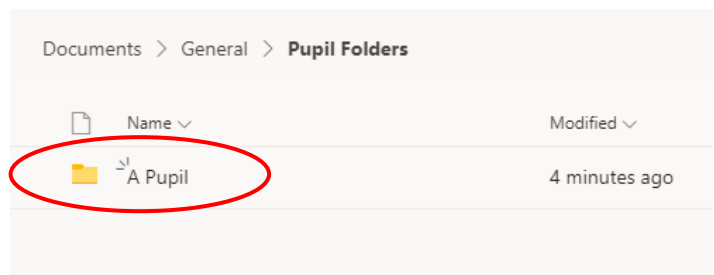
- Go to your class Team.
- Choose the General Channel
- At the top of the screen choose Files.



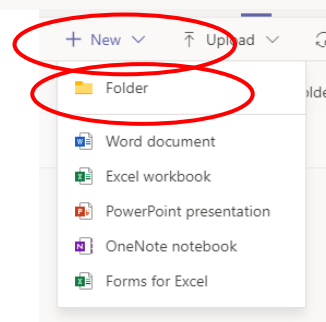
- Once in Files section choose Pupil Folders.



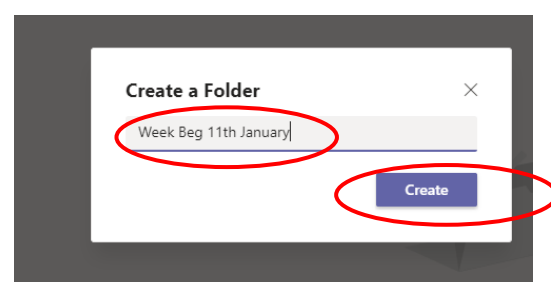
- Then select the Folder with your name.
- Click on your Folder to Open it.



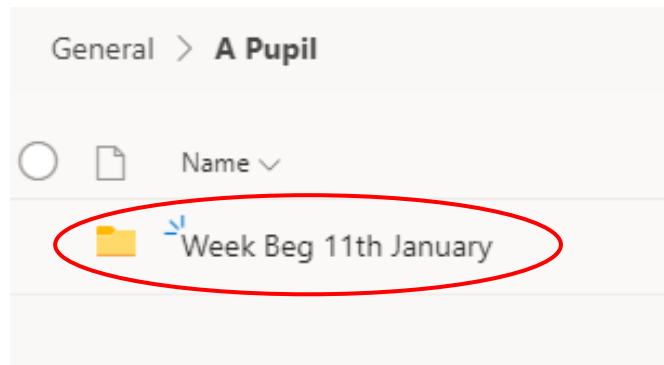
- Once inside your Folder create another Folder for this week's Work by choosing the + sign then Folder.



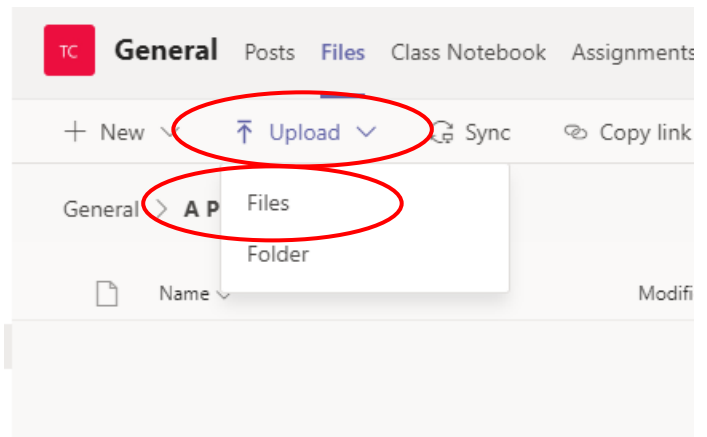
- Name the Folder with this week's date as shown. Then click create.



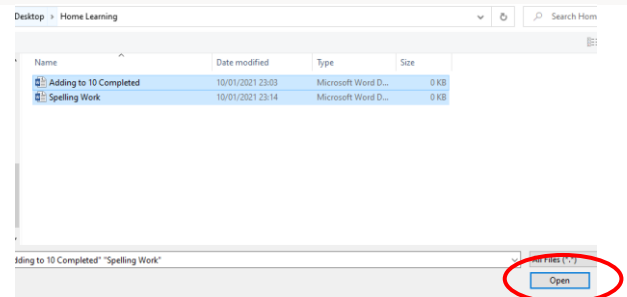
- Click to open this week's Folder.



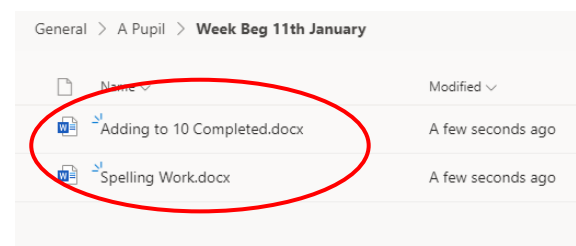
- Once inside your Folder click upload and then Files.



- Choose your file(s) and click open,
- You can choose more than one File at a time.
- Your File(s) will now upload to Teams.
- You can also upload Folders in this way by choosing Folder instead of Files.



- You will now see your Files in your Folder in Teams



- The last step is to return to the channel and leave a message for your teacher that you have posted your work.

