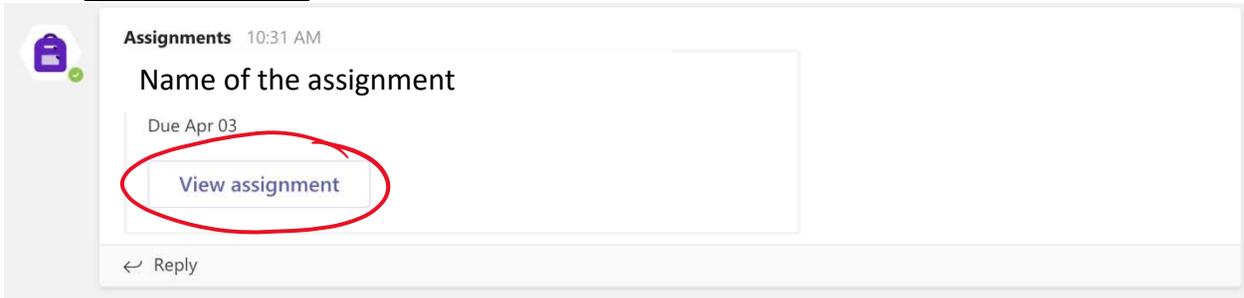
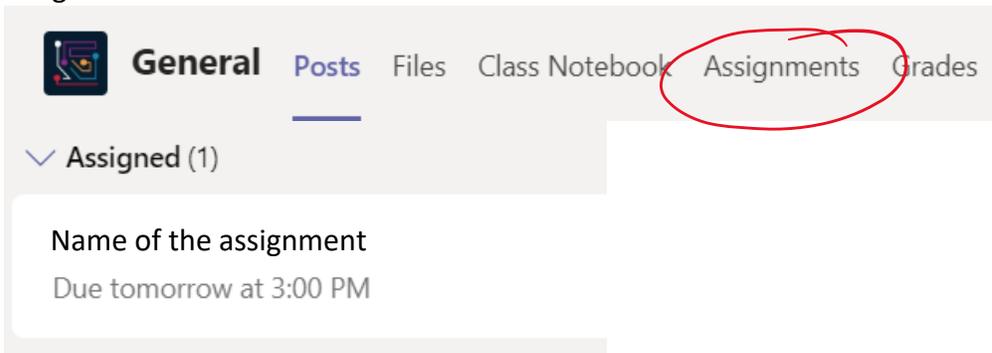


How to upload work (from OneDrive) and submit assignments

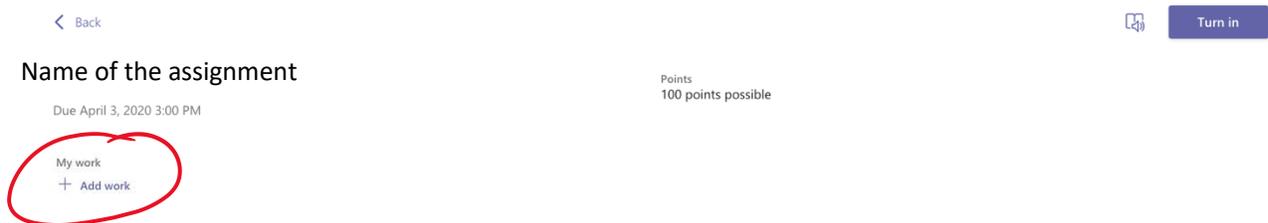
1. Click "View assignment"



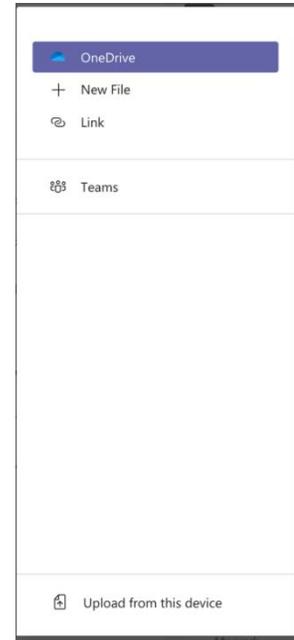
Or select "Assignments" from the tab at the top of the "General" channel and find your assignment on the list.



2. Go the bottom of the page. Click "Add Work". This is the only way that you can upload files onto Teams.

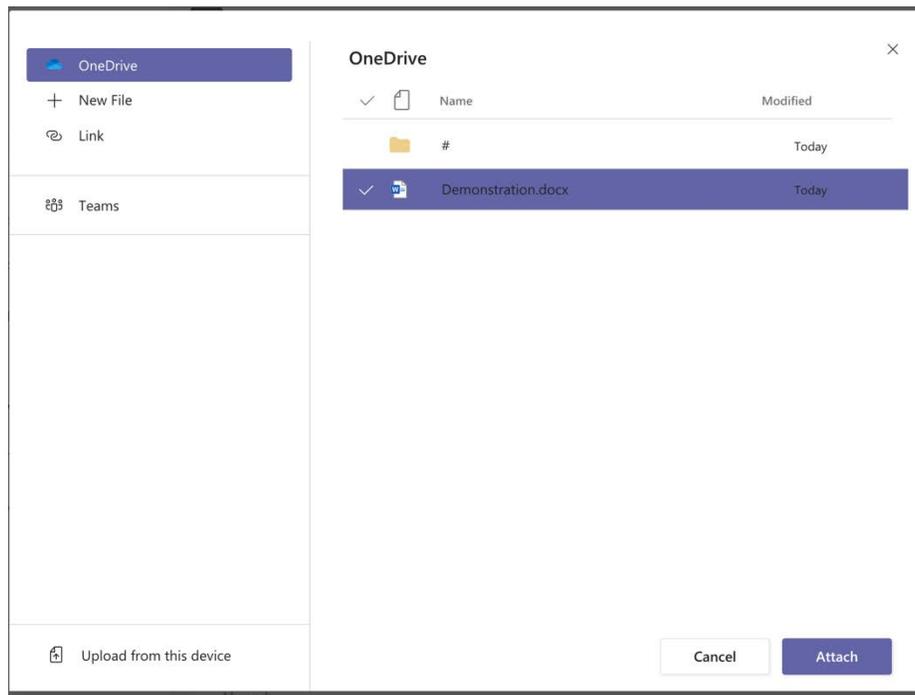


3. As shown, you can upload files from OneDrive when you click on **“OneDrive”**, or create a new file with **“New File”**, or simply submit a link with **“Link”**, or attach files from other Teams with **“Teams”**, and most importantly, you can **“Upload from this device”**.

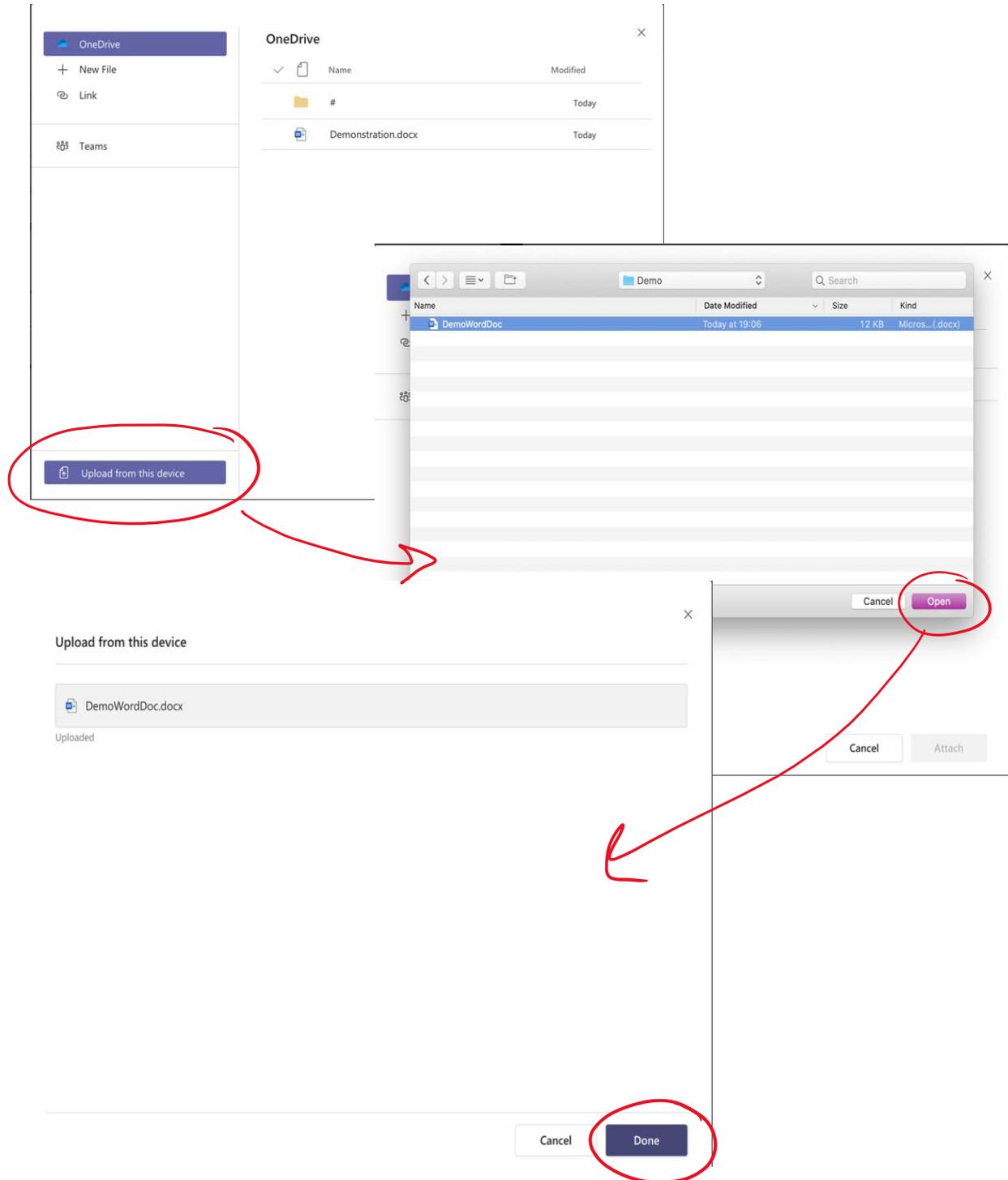


Let’s review how to upload files from OneDrive, your device, and how to submit links.

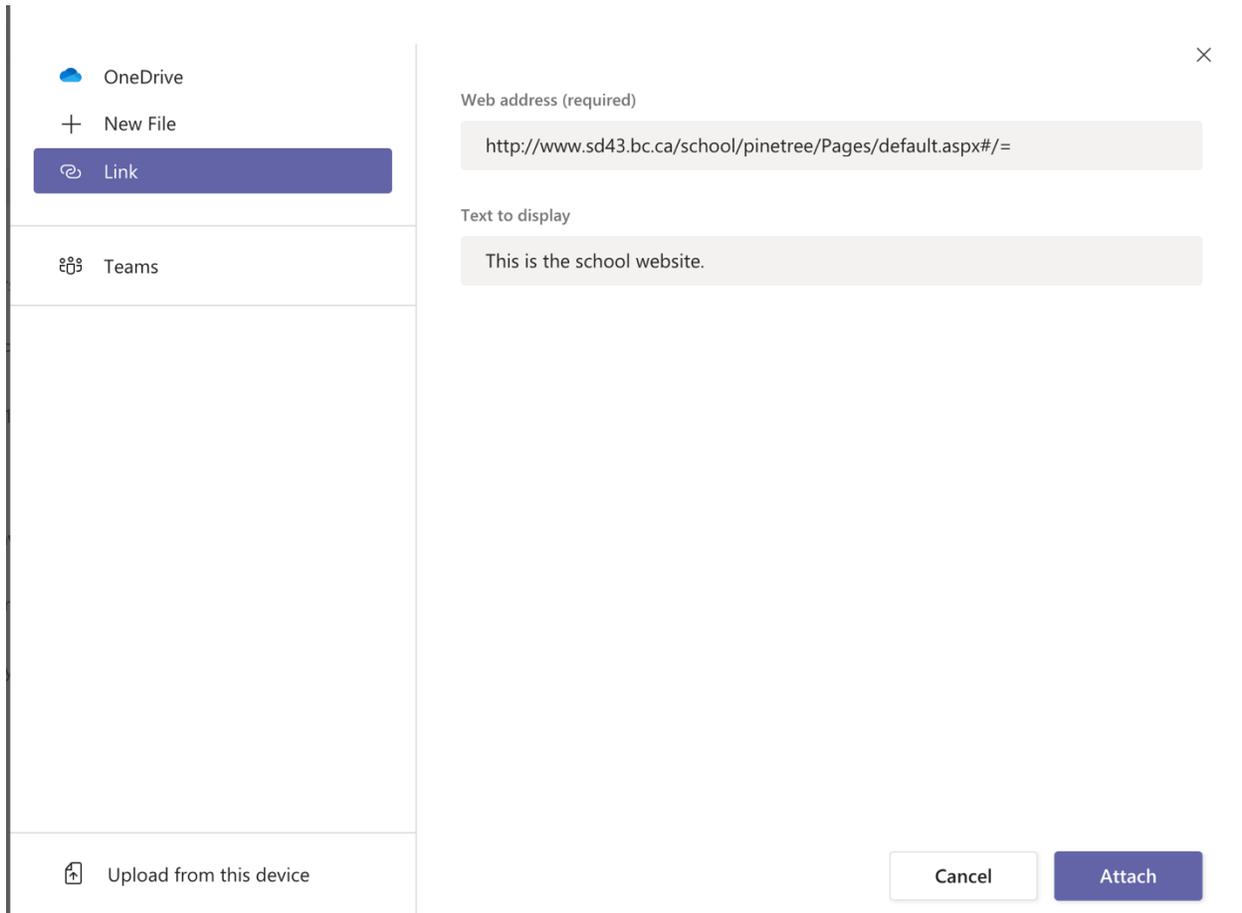
OneDrive: All you need to do is select the file you need to submit, in this case, “Dmonstration.docx”, (note that you can select more than one file every time) and do not forget to click **“Attach”**.



Upload from this device: It is very similar to uploading from OneDrive. All you need to do is to select from where you have your assignment saved on your device. Do not forget to click **“Attach”**



Link: This is very helpful when you only need to submit a link, but nothing else. Click on "**Link**", and again, do not forget to click "**Attach**"



The image shows a file upload dialog box with a sidebar on the left and a main form area on the right. The sidebar contains the following options:

- OneDrive (with a cloud icon)
- + New File
- Link** (highlighted in a dark blue bar)
- Teams (with a Teams icon)
- Upload from this device (with a folder icon)

The main form area contains the following fields:

- A close button (X) in the top right corner.
- A label "Web address (required)" above a text input field containing the URL: `http://www.sd43.bc.ca/school/pinetree/Pages/default.aspx#/=/`
- A label "Text to display" above a text input field containing the text: "This is the school website."
- At the bottom right, there are two buttons: "Cancel" (white with a grey border) and "Attach" (dark blue).

4. I have attached two files and one link to this assignment. It should look like this when you scroll down to the bottom of the page. You can remove an unwanted file by clicking on the three dots on the right and selecting "**Remove**".

- How to access/view assignments
- How to upload work (from OneDrive) to assignments (must click on the file icon)
- How to view feedback
- Using the **rich text** editor to format text because she does this so
- Organizing files in OneDrive
- Using the tabs in Teams to access assignments, Posts/Files/OneNote/etc

My work

Remove

DemoWordDoc.docx

Demonstration.docx

This is the school website.

+ Add work

5. **YOU MUST CLICK "TURN IN" IN ORDER TO LET YOUR TEACHER RECEIVE YOUR ASSIGNMENTS.** (It is just like physically handing in your assignment into your teachers' hands)

< Back

Name of the assignment

Due April 3, 2020 3:00 PM

Points 100 points possible

Turn in

You can check if you have turned your assignments in by looking at if it changes "Undo turn in". If so, you are good to go. *Note that you can always undo turn in and turn in again if you want to change files to submit.*

Turned in Wed Apr 1, 2020 at 7:07 PM ✓

Undo turn in