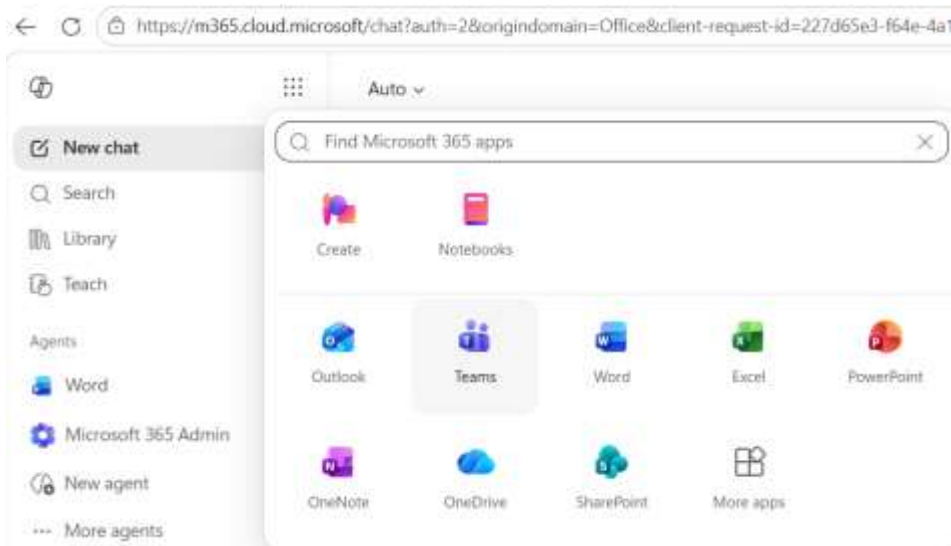


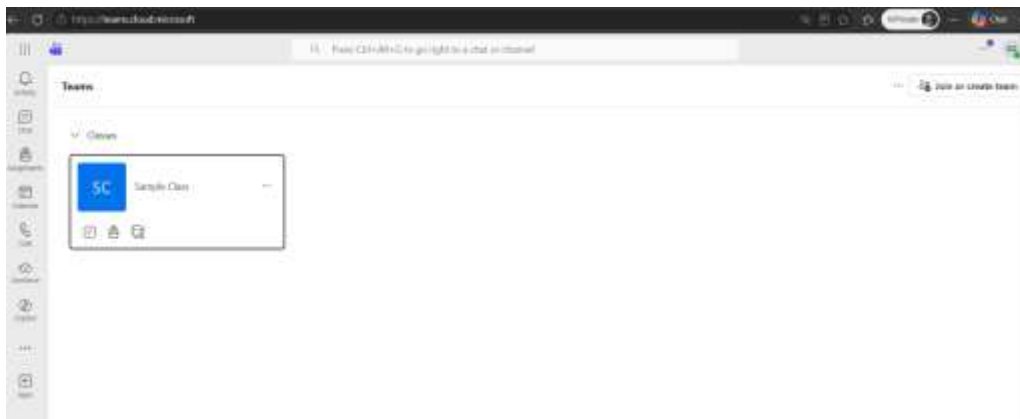
How to Access Your Assignments

In **Microsoft Teams**, the **Assignments** feature is available in each one of your online classes.

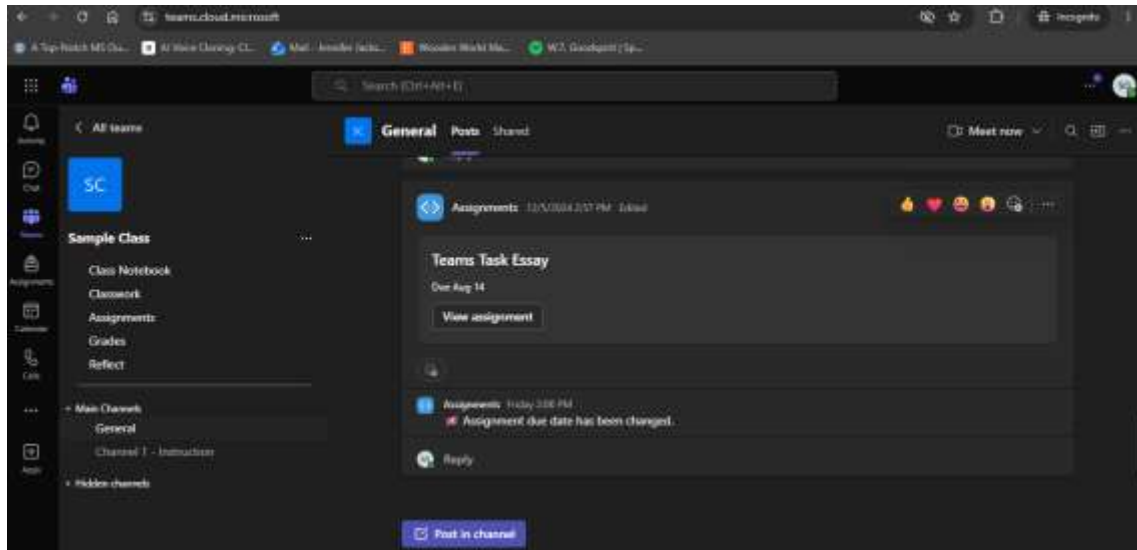
Open Microsoft Teams. To do this, click on your App Launcher and click Teams.



In Teams, your screen will show you all the classes you are enrolled in for the current semester. Click on the class you want.



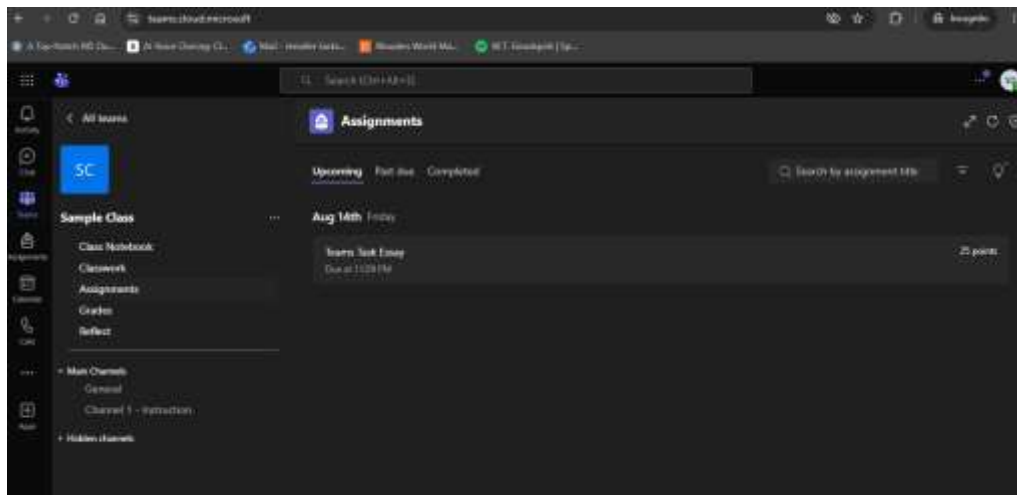
In your Teams class, your screen should similar to the image below. To find your assignments, click on Assignments.



You'll see: **Upcoming:** assignments due soon.

Past Due: assignments that have past the deadline date.

Completed: assignments you've submitted.



Click on the assignment you are looking for. Once you open your assignment, you will see the assignment. When you scroll to the bottom of the assignment, you will see an area where you can attach your work. Once you attach your work to the assignment, click on Turn in.

