

INSTRUCTIONS FOR UPLOADING HOMEWORK ON TEAMS



Step 1: Take pictures of the completed homework on a phone, so that the photos will be in your camera roll.



Step 2: Download the Microsoft Teams app. if you have not done so already. Then, log into Microsoft Teams on a phone the same way you would on the computer.



Step 3: Click the assignments tab on the bottom. It has a backpack as the picture.



Step 4: Choose the correct class. Our class is “533- Mrs. Smith’s Third Grade 2020-2021”. This is the class you will choose and click the next button in the bottom right corner.

Step 5: Next, find the homework assignment based on the current date.

- For example, if the date is 9/21/20 you will find the homework titled, “Homework Week of 9-21-20 to 9-25-20” and click that link.
 - 1. Then click the link where it says “Add work” under the section “My Work”.
 - 2. There will be five options for how to add work. Click the fifth option titled, “Upload from this device”.
 - 3. Then, you have the option to “Take Photo or Video”, which means you can take pictures of the homework right at that moment OR click “Photo Library”. This will bring you to your camera roll where you can upload the pictures that have already been taken.
 - 4. Next, select the photos of the homework you would like to upload to TEAMS and click “Done” in the right corner.
 - 5. Finally, your work will be uploaded and the teacher will be able to see the photos of the homework you submitted.