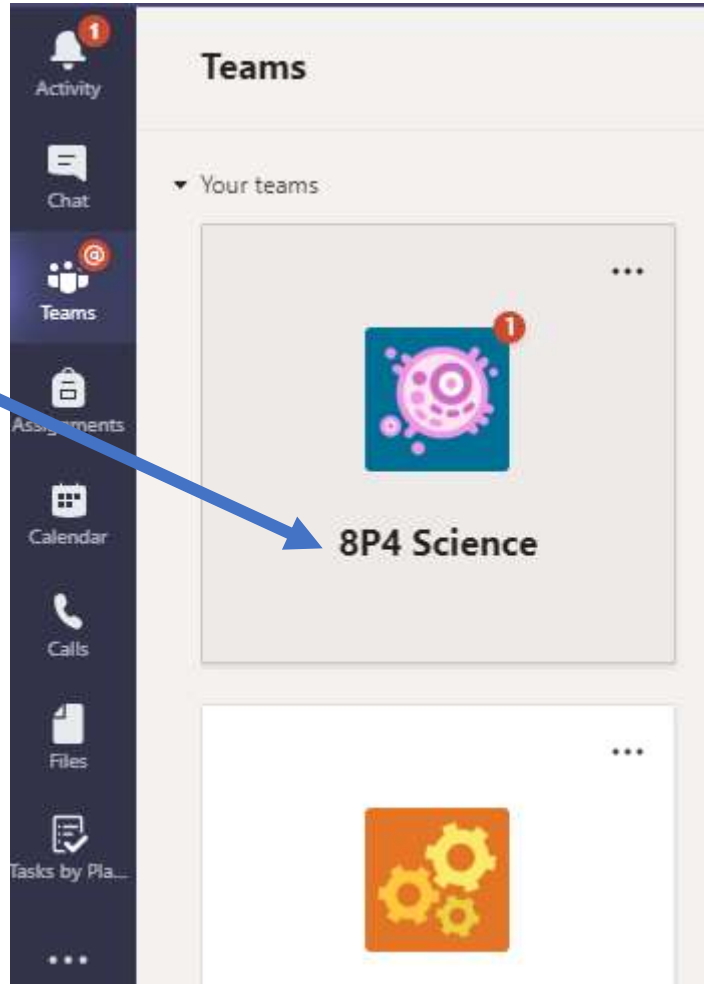
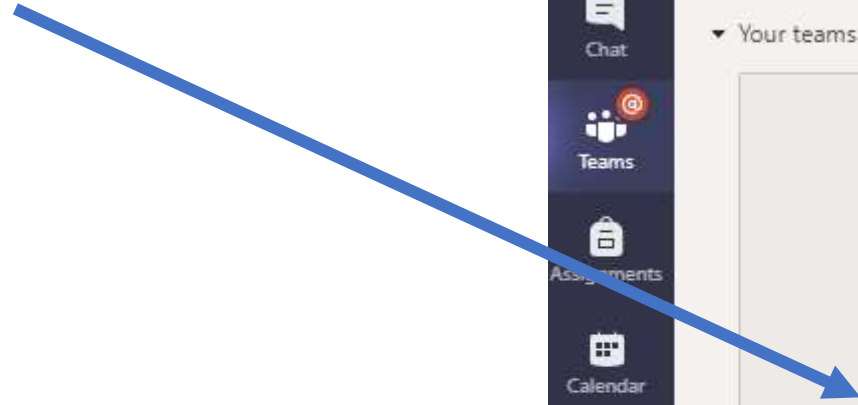


How to upload work on a  
laptop/computer

# Computer/Laptop Instruction how to submit a file or photo as an assignment.

Select the correct team



Find the assignment in posts.

The screenshot shows a Microsoft Teams interface for a channel named "8P4 Science". The channel tabs at the top include "General", "Posts", "Files", "Class Notebook", "Assignments", "Grades", and "Insights". The "Posts" tab is active. A post from user "SN" dated 18/10/2020 14:05 contains a link to "Insights" and has 3 replies. Below this, an assignment post titled "Y8 Conduction and convection Demonstrate (12.01.21)" is shown, due on 12 Jan, with a "View assignment" button. A second assignment post titled "TESTER" is due on 13 Jan, also with a "View assignment" button. Two blue arrows originate from the text "Find the assignment in posts."; one points to the "Posts" tab, and the other points to the "View assignment" button of the "TESTER" assignment.

OR Find the assignment in assignment area.

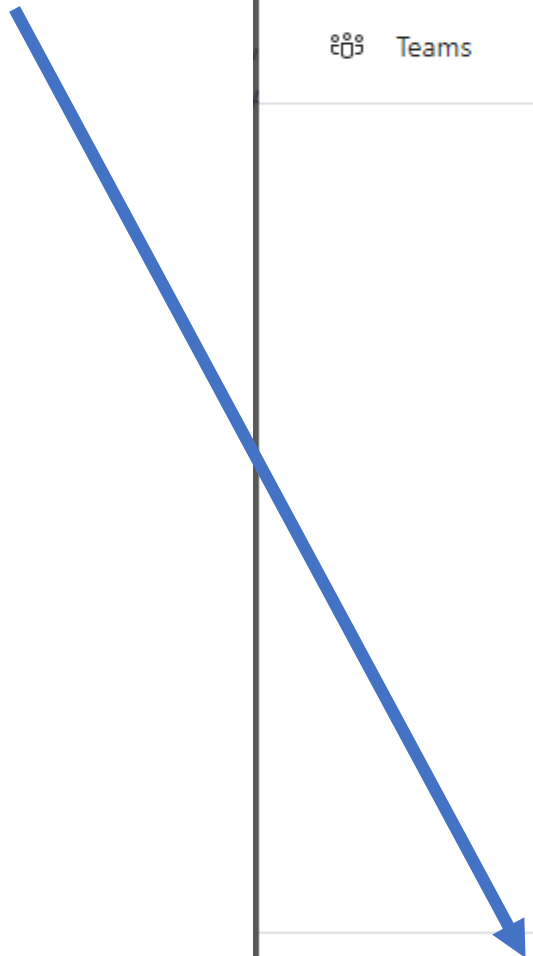
Select the correct assignment

The screenshot displays the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, and Calls. The main area shows the '8P4 Science' team page. At the top, there's a search bar and a navigation menu with 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Insights'. The 'Assignments' tab is selected. Below it, there are two sections: 'Assigned' and 'Completed'. Under 'Assigned', there is a card for an assignment titled 'TESTER' with a due date of 'Due tomorrow at 23:59'. A blue arrow points from the text 'OR Find the assignment in assignment area.' to the 'Assignments' tab. Another blue arrow points from the text 'Select the correct assignment' to the 'TESTER' assignment card.

Add your work.

The screenshot shows a Canvas LMS interface. At the top, there is a navigation bar with a 'General' header and tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', and 'Insights'. The 'Assignments' tab is selected. On the right side of the navigation bar, there are icons for a share link and a refresh button. Below the navigation bar, the assignment details are displayed. On the left, there is a 'Back' link. The assignment title is 'TESTER', with a due date of 'Due tomorrow at 23:59'. Below the title, the 'Instructions' are listed as 'None'. Underneath, there is a 'My work' section containing a link with a plus icon and the text 'Add work'. On the right side of the assignment details, the 'Points' are listed as 'No points'. In the top right corner of the main content area, there is a 'Hand in' button and a speech bubble icon.

Click 'upload from this device'  
then find the file or photo



OneDrive

+ New file

🔗 Link

👥 Teams

📁 Upload from this device

OneDrive

📁 Title	Modified ▾
Working from home	19 Sep 2020
Careers	19 Jun 2020
Other subjects	21 Apr 2020
Home learning	31 Mar 2020
Yr11	8 Jan 2020
Biology	6 Jan 2020
Physics	22 Aug 2019
Less used folders	22 Aug 2019
GCSE specs	22 Aug 2019
Chemistry	15 Jul 2019

Cancel Attach

General Posts Files Class Notebook Assignments Grades Insights

< Back

TESTER

Due tomorrow at 23:59

Points  
No points

Instructions  
None

My work

Periodic table AQA.PDF

Working on opening in edit mode... Please refresh and try again.

IMG\_20210107\_191151.jpg

Working on opening in edit mode... Please refresh and try again.

Add work

Hand in

Click hand in.



General Posts Files Class Notebook Assignments Grades Insights

< Back

TESTER

Due tomorrow at 23:59

Points  
No points

Instructions  
None

My work

Periodic table AQA.PDF

Handed in Tue 12 Jan 2021 at 18:18 ✓

Undo hand-in

You can undo if you've forgotten something.



How to upload from a phone

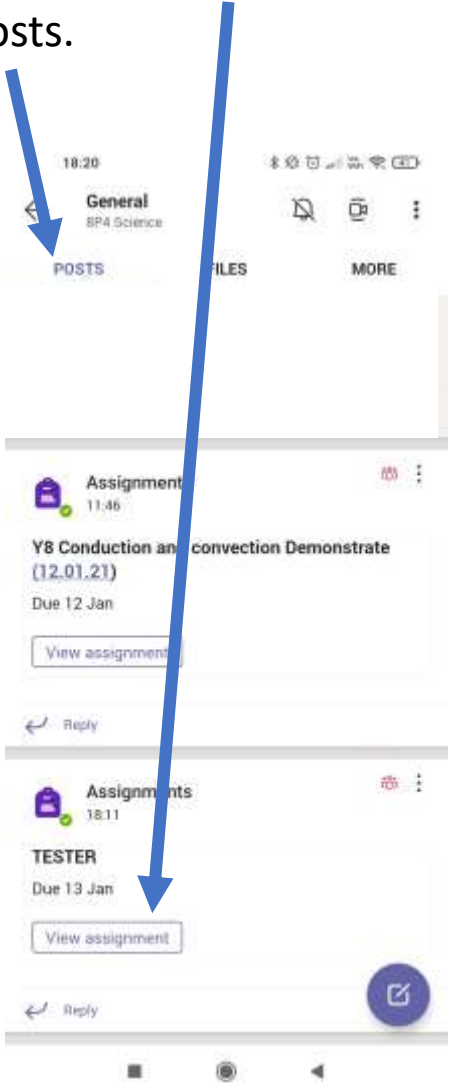


# Phone Instruction how to submit a file or photo as an assignment.

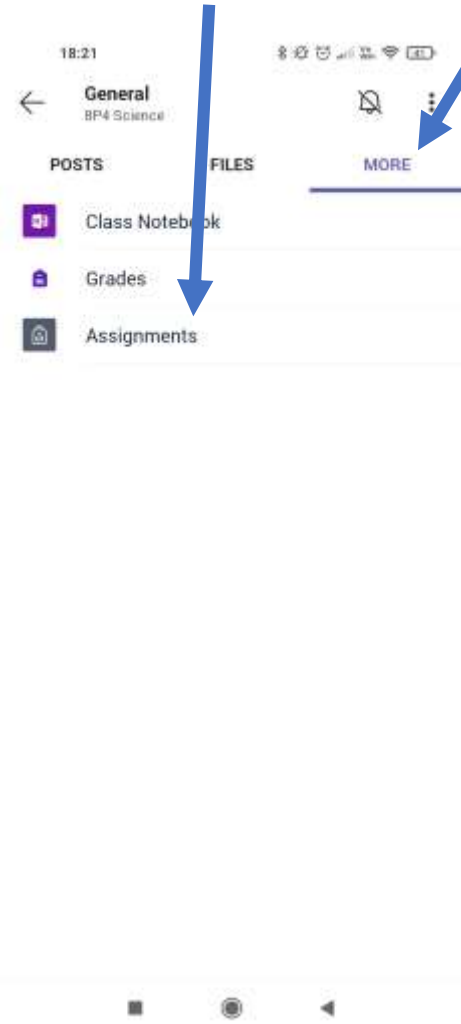
Select the correct team



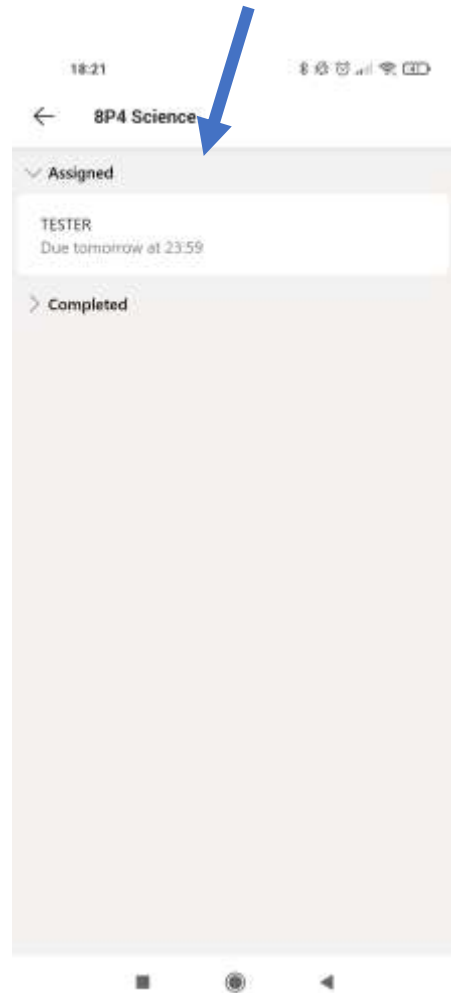
Find the assignment in posts.



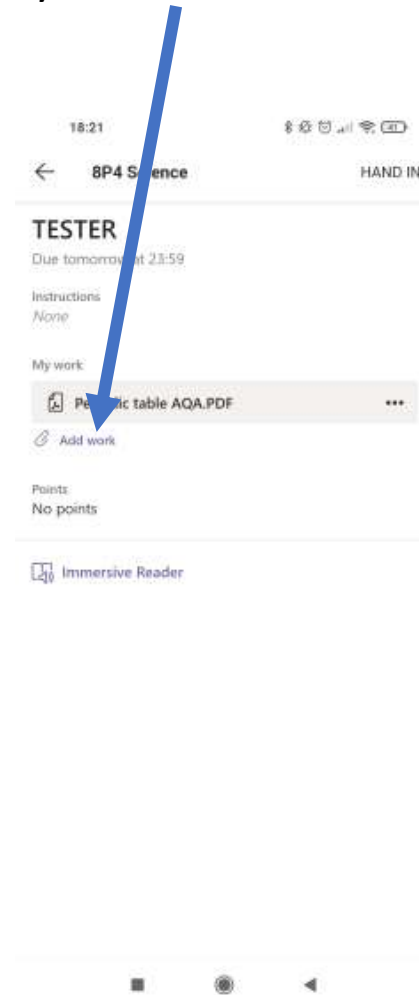
OR Find the assignment in assignment area (click more)



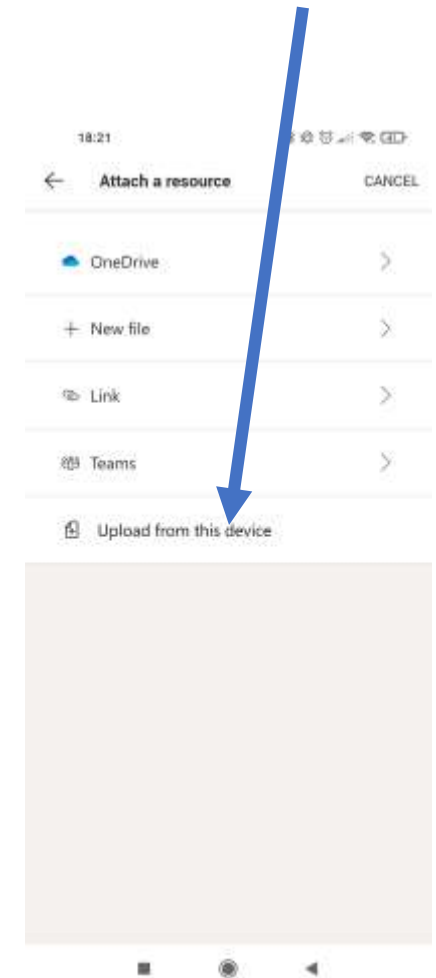
Select the correct assignment



Add your work.



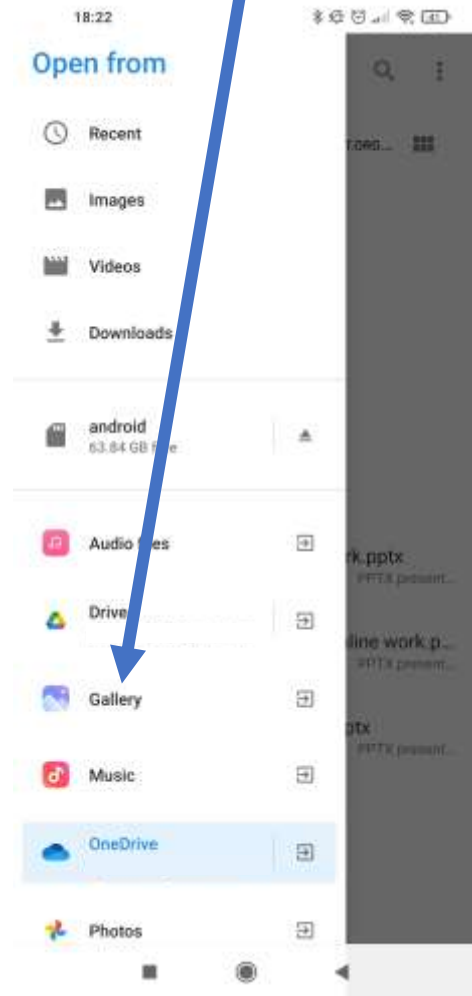
Click 'upload from this device'  
then find the file or photo



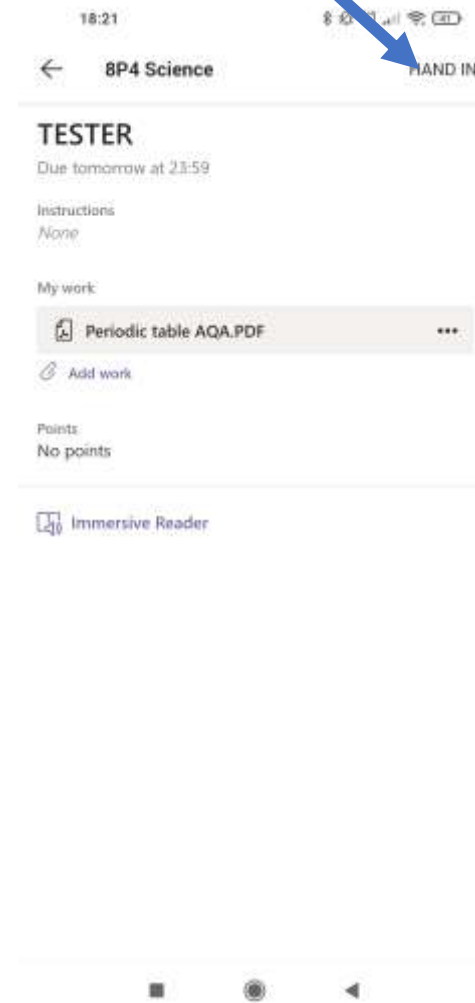
Find the photos on your phone



Find the photos on your phone



Click hand in.



Get a virtual ice cream 😊

