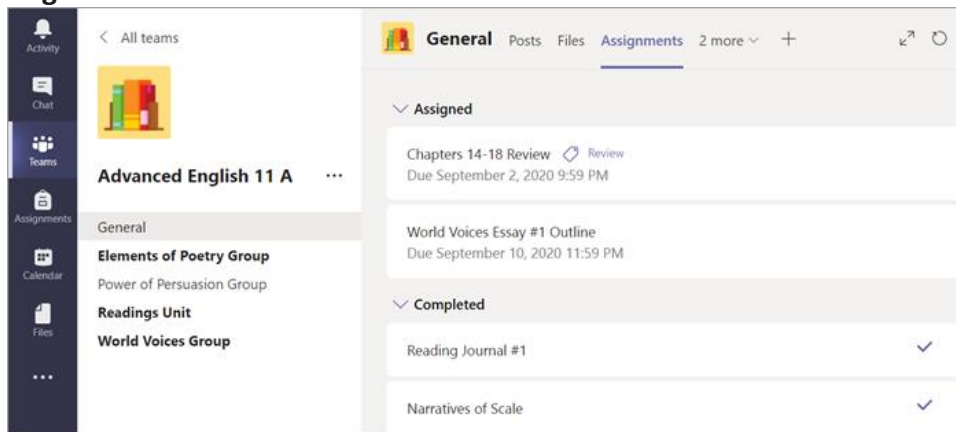


How to Submit Homework on Teams

1. Go to <https://teams.microsoft.com/> or the **Teams** app on your phone (you can download it in the app store)
2. Log in with you BCS email, eg Joe.bloggs@blackwatercs.com and your password.
3. Go to classroom eg. "1B English" and click on the **General** channel, then select **Assignments**



4. Select **+Add work** and upload your file (if you have already done it on the computer) or click **+New File** and **Microsoft word** to type up your homework on teams.

The screenshot shows a Canvas LMS assignment page. At the top left is a blue back arrow and the text '< Back'. At the top right is a blue button with white text that says 'Turn in'. Below this is the assignment title 'Shakespeare Sonnet Annotation' followed by a lock icon and the word 'Homework'. Underneath the title is the due date and time: 'Due September 13, 2019 9:59 PM'. The 'Instructions' section reads: 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' The 'My work' section shows a single file upload: a PowerPoint icon followed by the text 'How to Read a Sonnet.pptx' and three dots on the right. Below the file list is a blue plus sign followed by the text '+ Add work'. At the bottom left, the 'Points' section shows '100 points possible'.

- 5.
6. Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:
 - **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
 - **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
 - **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
 - **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.