

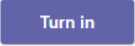


Submitting Home Learning Work Completed by Hand.

Students wanting to submit work that has been completed by hand can do so by uploading a photo of the work, via Teams.

- To do this, log into Teams in the usual way and click onto the class Assignment that you want to hand in.
- Click on “Add work”.  Add work
- Choose “Upload from this device”.  Upload from this device
- From here, you will be able to browse to the photo in your device and select it.
- Click “Done”.
- Repeat the above steps until you have added all of the photos you wish to hand in.
- Now you can click “Turn in”. 
- Done!

Please make sure the photos of your work are clear enough for your teacher to read!

(Try zooming into the photo to make sure your writing is clear.)