Accessing Teams
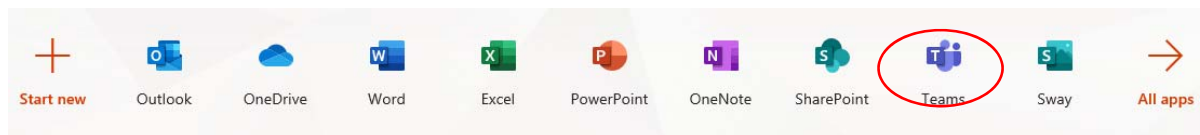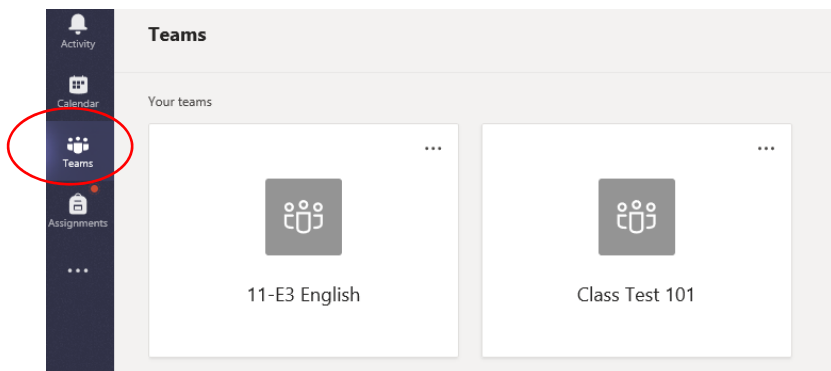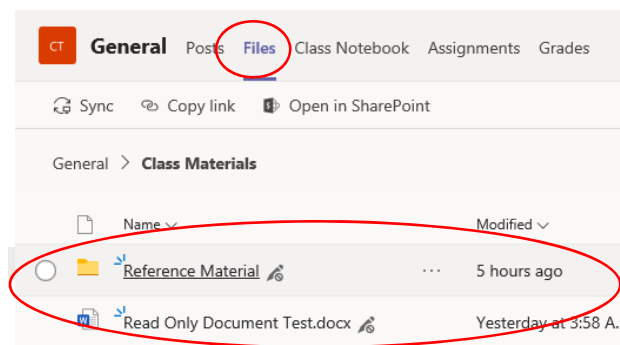
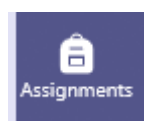You can either download the Teams app from or log into Office365 and select **Teams**

Select the **Teams** App from the left toolbar to view all of your current teams
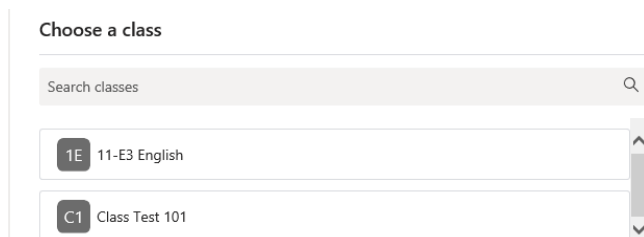

Each team will contain resource files available to you. To access these, open a team and select **Files** from the menu. You can then browse through any class materials
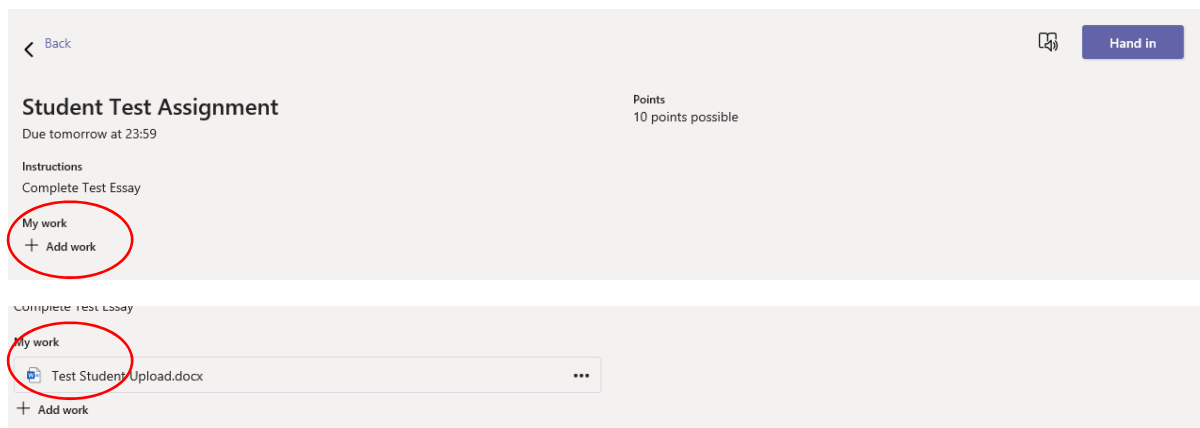

Selecting the **Assignments** App from the toolbar will give you access to your current and previous assignments.
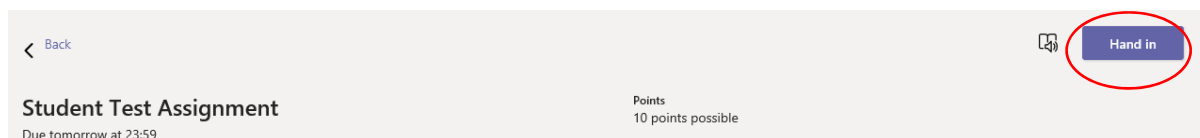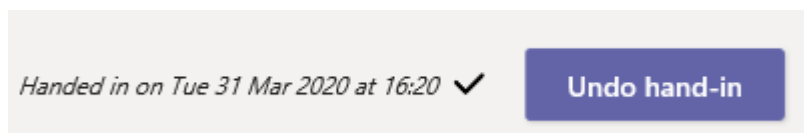

Select a class from the list

Open an assigned assignment to view the details, including Instructions, due date and available points. To hand in an assignment attach your file via the **Add work** option

Then press the **Hand in** button to submit your work to the teacher.

Once this completes the **Hand in** will, update and you will be given the option to **Undo hand in**

Once the teacher has graded your work, it will appear in your completed assignments, show points, and any feedback where applicable.