Quick Guide for Students: Creating, Editing and Submitting Assignments in MS Teams

Login to Teams
- Click on the **specific Team** (ie. Math 9 – Mr. Smith)
- Find an assignment either from a mention in the class **Posts** or from the **Assignments** menu
- In the specific assignment, make note of:
    - Directions for completing the assignment
    - Any resources that might help you with the assignment
    - Documents to be edited and submitted
        - You may also need to create and upload your own documents, files, etc. as part of the assignment. These could be images, movies, etc.

Opening and editing a document from an Assignment in Teams

In an assignment, your teacher may have created a Word document, PPT slide, Excel file etc. that they wish you to edit and submit. It is important that when editing any Word, PPT or Excel documents that students use the **Online**/Browser versions of MS Office365 suite. Each student will have a personal copy of a file created for them.

- To open and edit any document in Teams that is an Office document (ie. Word, Excel, PPT, etc.) click on the "*ellipsis*" (the 3 dots **…** next to the document): you will be given the option to open in the desktop or online (browser) version of the application.
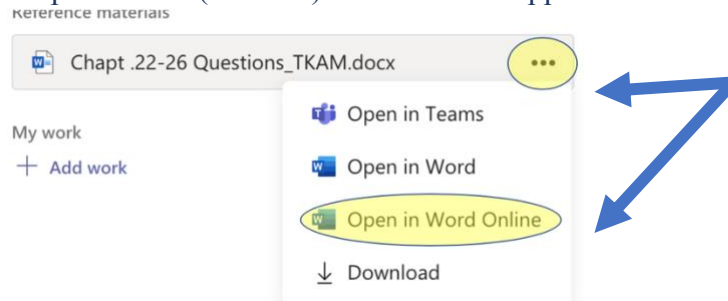
- Students must **choose the Online/browser version** of Word, etc.

- Once opened, you will be able to edit as needed; the document is auto-saved. When you are done editing and the document is indicated as 'saved', simply close the tab for the document. The completed copy of the document is waiting for you in the teacher's assignment….all you need to do is click on the "**Turn In**" button in the upper right of the screen.

- You may wish to create new documents or upload items such as photos, movies, scans of documents, as part of their assignments. To do this click on **+ Add work** and select from the list below**.** Students are recommended to keep work in One Drive or directly on their computer to ease upload.
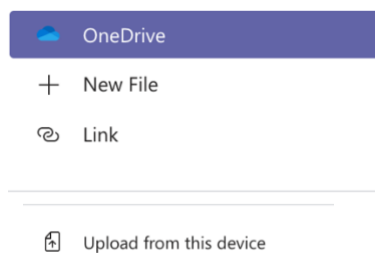
- '+ New File' will provide a direct option of creating a word, excel or PPT file.

NOTE: for creation of your own documents, you have access to the full Office365 suite any time you are in the NVSD portal

To access the suite log into the portal and open any of MS applications such as Teams, Outlook, One Drive, etc.,

Click on the '*Waffle*" next to the application name. This will provide a list of MS Office365 suite applications as below.