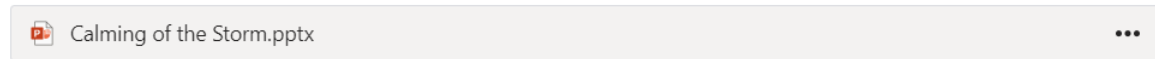# How to submit work

The following instructions will show you how to submit work in Teams.

To add work, there is a button on the assignment in Teams.

Upload your completed answers.

Reference materials

📊 Calming of the Storm.pptx   •••

My work

+ Add work

You will then be presented with the following screen.

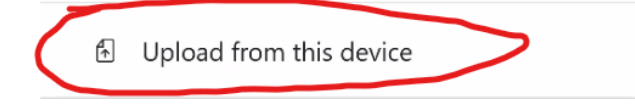☁ OneDrive   ﹥   Choose the location based on where the work is saved.

+ New file   ﹥

                                                                This would usually be in OneDrive or on your device.

🔗 Link   ﹥   Please navigate to where the work is located and click on the file.

👥 Teams   ﹥   You can add multiple files.

🔼 Upload from this device   After you have added the work, click on "Turn in" or "Hand in" depending on device.

This will then submit the work for the teacher to review.

The button is located in the top right of the assignments page.

Turn in

These instructions apply for all devices.

How to upload work using a smartphone camera

If the work you wish to submit was completed digitally then you already have files to submit.

If the work completed was handwritten it will need to be digitised. The easiest way to do this is with a photo. We recommend the Microsoft Office Lens app which can take a photo and upload it to OneDrive.

Here are the links to download the app.

Android https://play.google.com/store/apps/details?id=com.microsoft.office.officelens&hl=en_GB

iOS https://apps.apple.com/gb/app/microsoft-office-lens-pdf-scan/id975925059#?platform=iphone

For instructions on using the app, please visit the following site.

https://support.office.com/en-gb/article/microsoft-office-lens-for-android-ec124207-0049-4201-afaf-b5874a8e6f2b

The instructions should apply to both Android and iOS.

The files uploaded to OneDrive should be in a folder named "Office Lens".

When adding work in Teams, this is the location you will find your files.