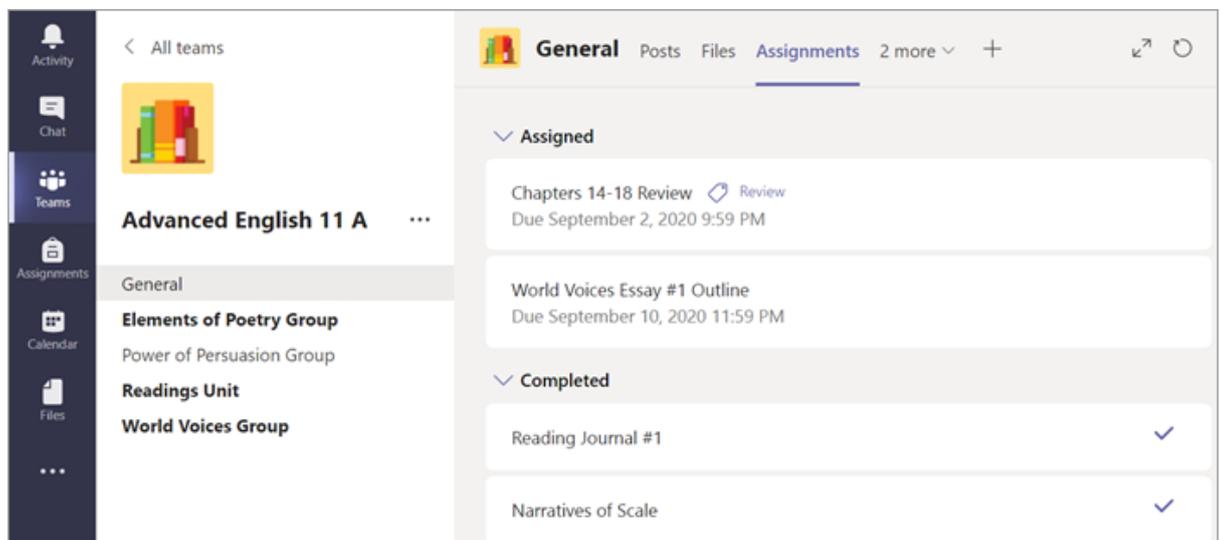


How to [Turn in](#) an assignment in Microsoft Teams

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

1. Go to the **General** channel in the desired classroom/Team, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.

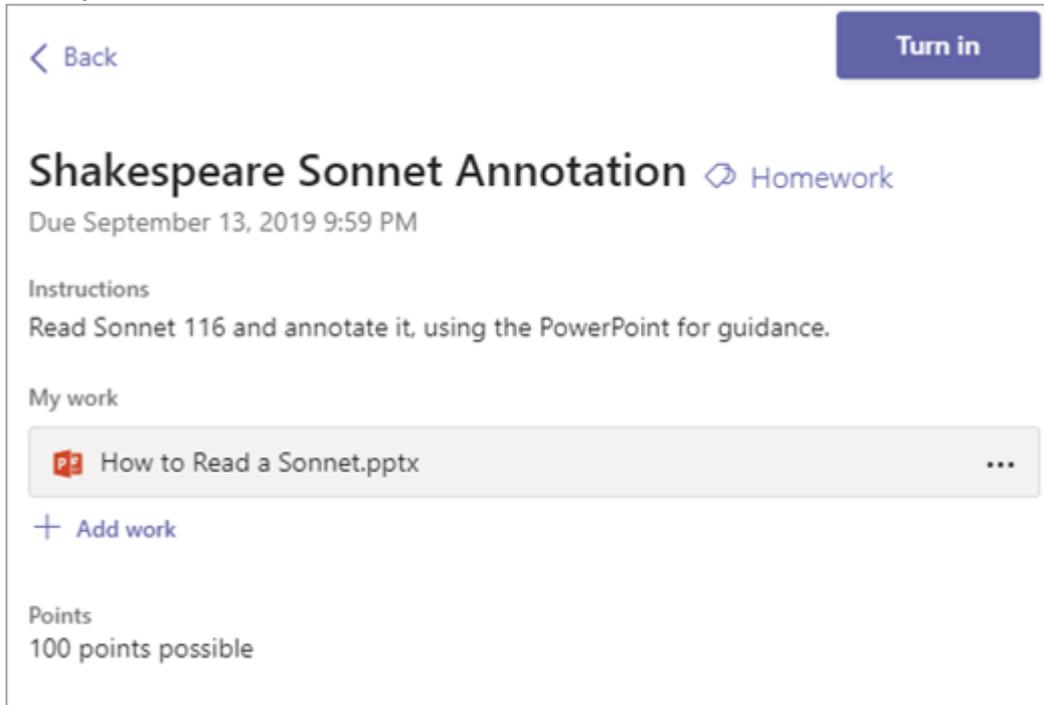


Tip: Select the Expansion icon (diagonal, double sided arrow) to work in full-screen mode.

3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file.

Note: You can add up to 10 additional resources to an assignment.

Example



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

4. 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.