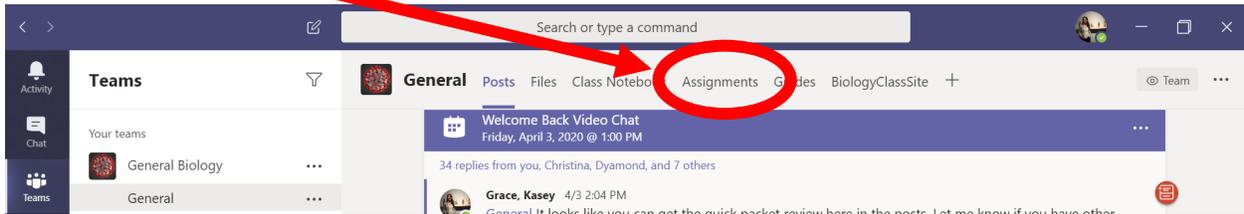
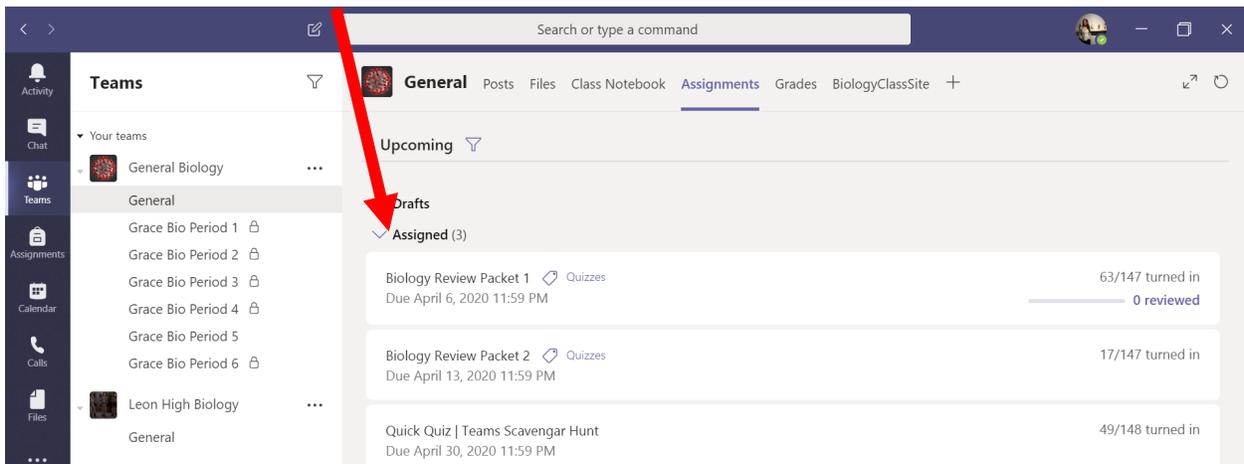


## How-To Guide: Submit Assignments on Microsoft Teams

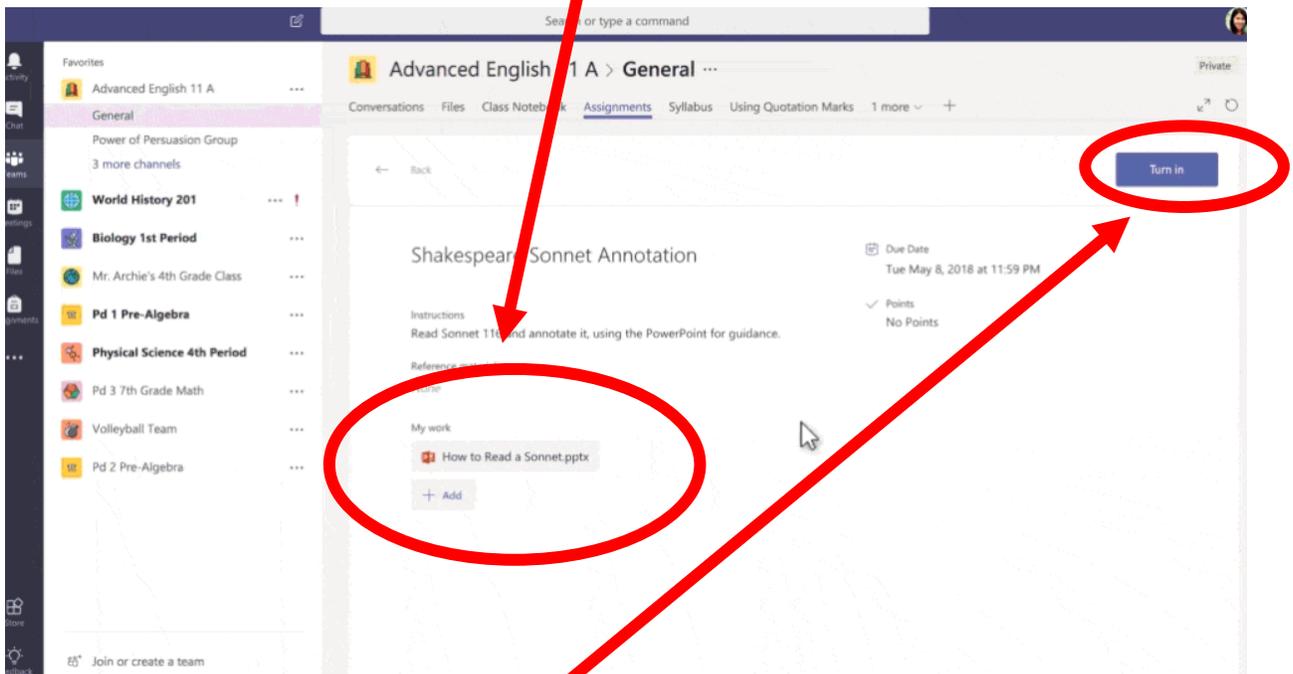
1. Sign in to teams using your student email ([studentID#@edu.leonschools.net](mailto:studentID#@edu.leonschools.net)) and password.
2. Go to the class Team that you need to submit the assignment for. (i.e. General Biology)
3. Click on the “Assignments” tab



4. Click on the assignment that you need to turn in from the list



5. On the left side after the description, it says “+ add”. Upload your documents/images here.



6. When everything has been added, click “Turn in”. You’ll get a rocket ship confirmation. It will submit everything you attached.