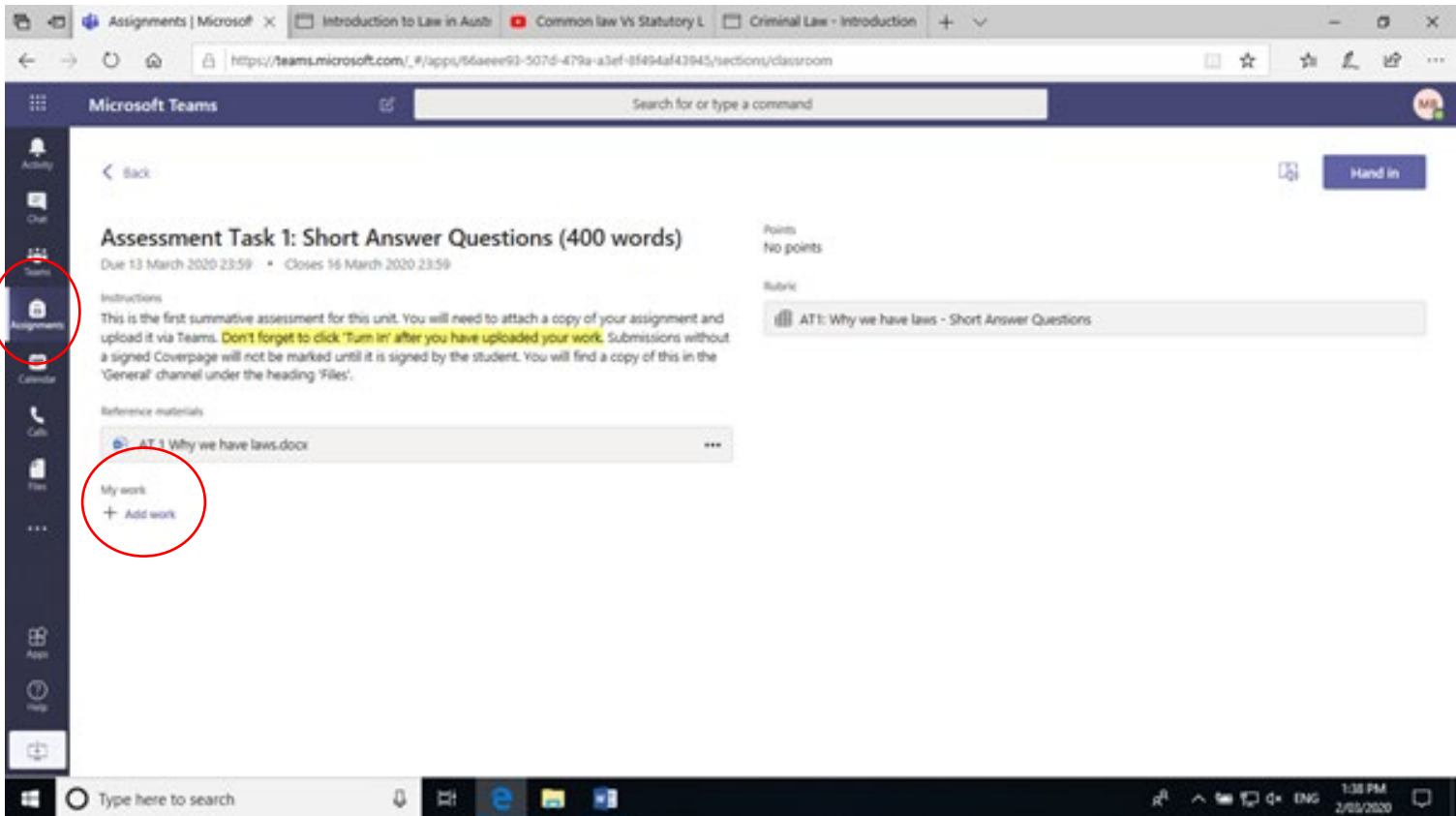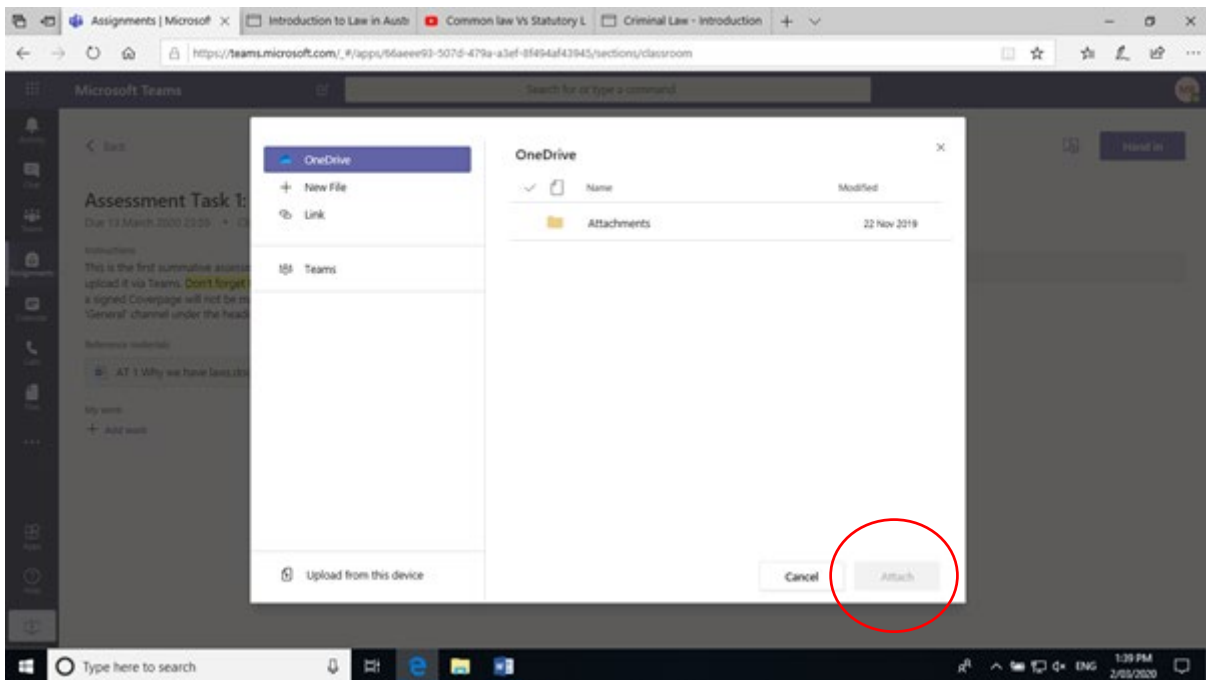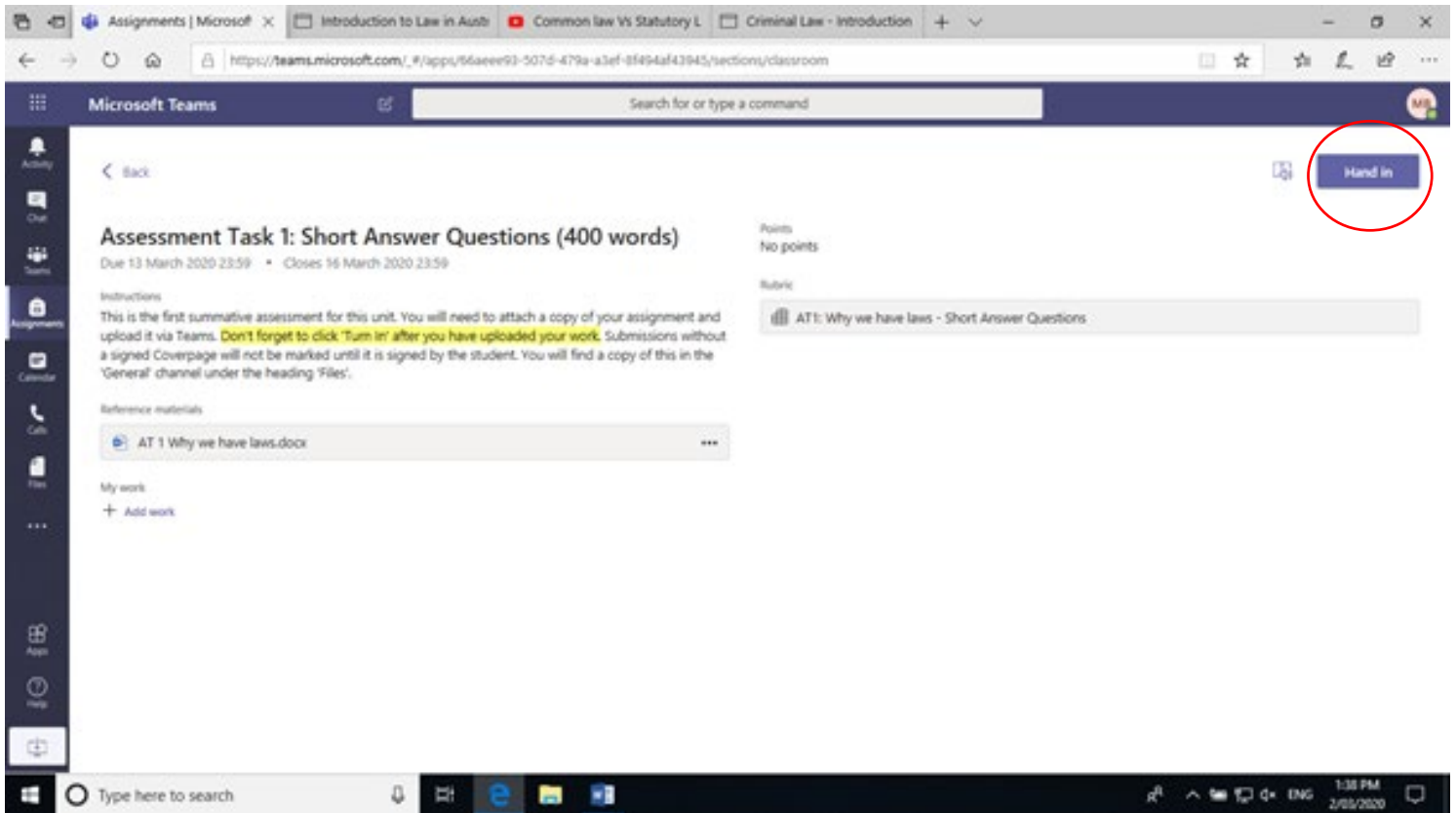# How to submit your Assessment Task to Microsoft Teams

1. Click on 'Assignment's and select the task you want to upload your document to.

2. Click 'Add work' under the My Work heading.
3. Attach your document, following the screen below as a guide. Click 'Attach' when complete.

4. Click on 'Hand in'.

Congratulations! You have successfully submitted your work. Keep an eye out for a notification indicating that it has been graded and returned to you.