

For Students:

The screenshot shows a Microsoft Teams interface. On the left is a navigation pane with various class activities. The main area displays a post from Ms. Janice Moumne. The post includes two Excel files: 'Excel_4-3.xlsx' and 'Excel_4-3_results.xlsx'. A green arrow points to the 'Download' button under the first file. Below the files is an assignment titled 'Assignment: upload link for Conditional Functions - Monday, March 09 2020 @ 7:00PM' with a blue 'Submit' button. A red arrow points to this button. Below the assignment is another post from Ms. Janice Moumne with a file named 'Sample American Top 40 for'.

To download files:

1. Go to the class page. * It can be done from the Recent Activity feed, but it is easier to find within the class page.
2. Hover over the bottom of the file until “download” appears. (See green arrow above)
3. Click to download the file. It will be at the bottom left of your screen. You can also find it in your *Downloads folder*.
4. Open and Save a copy if needed.

All files your teacher posts will also be in the LIBRARY for that class. Download in the same way.

To upload/send to your teacher:

1. Click on the blue SUBMIT button found near the assignment name.
2. A box will open. Click on the icon that looks like papers in the middle.
3. Find the file you want to send and double-click on it. Make sure it is green along the bottom before submitting. Images and big files take several seconds.
4. Click SUBMIT.
5. Your original SUBMIT button should now say “Resubmit”. Refresh your page if it doesn’t. If it still says Submit, you may not have done it correctly. Message your teacher.