# Turn in an assignment in Microsoft Teams

Microsoft Teams for Education

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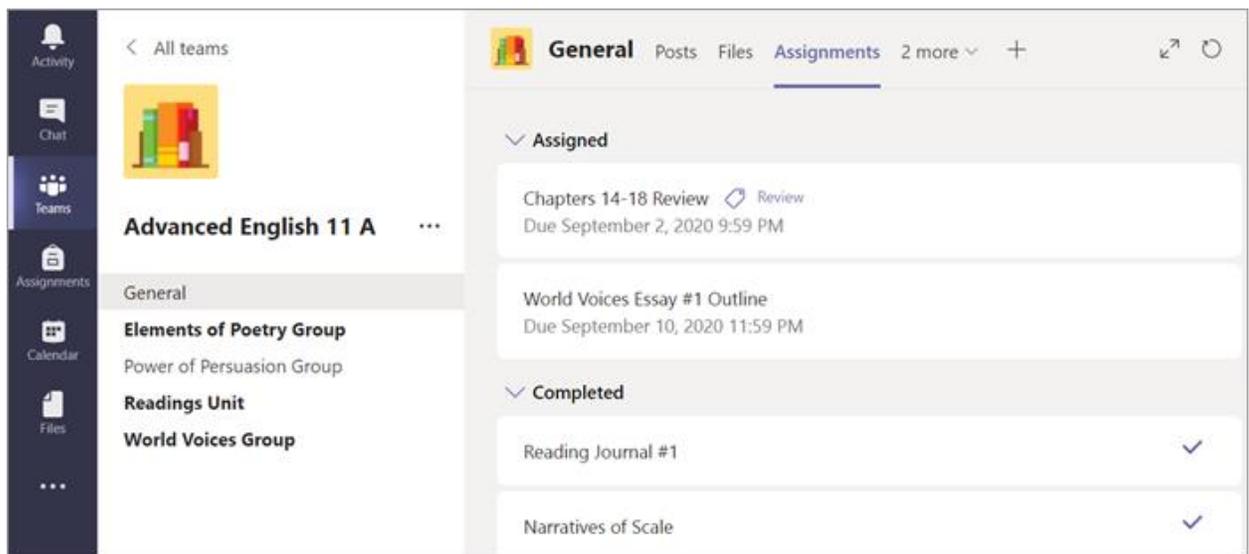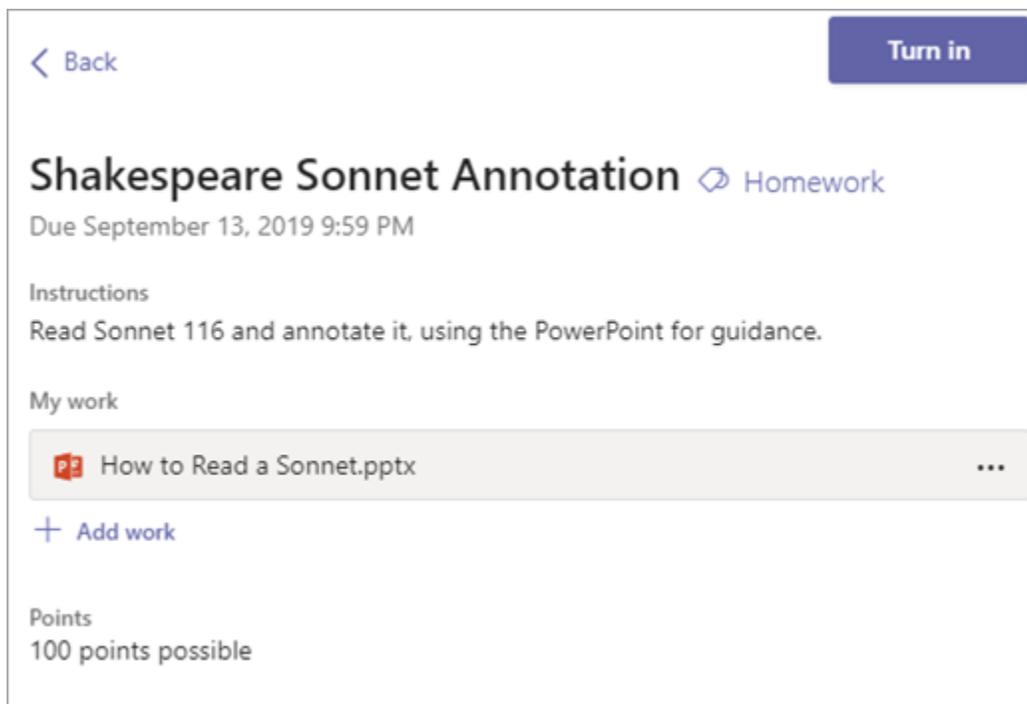
3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file.

   Note: You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.

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.