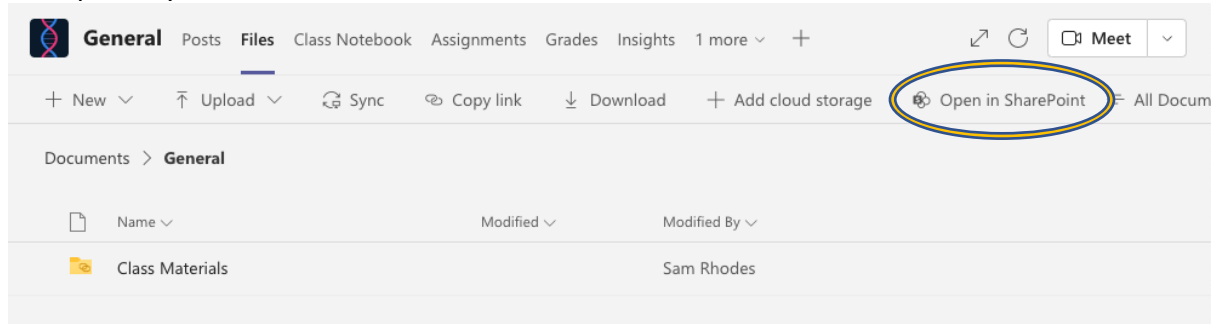
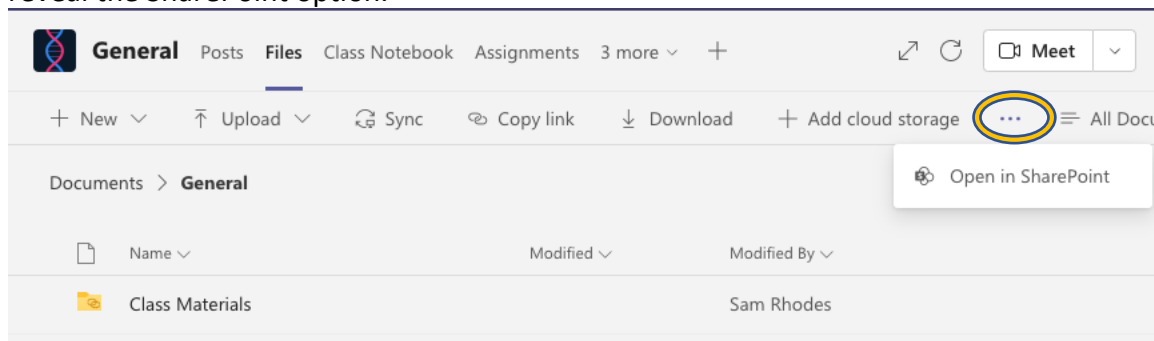


Downloading submitted assignments from Teams SharePoint area

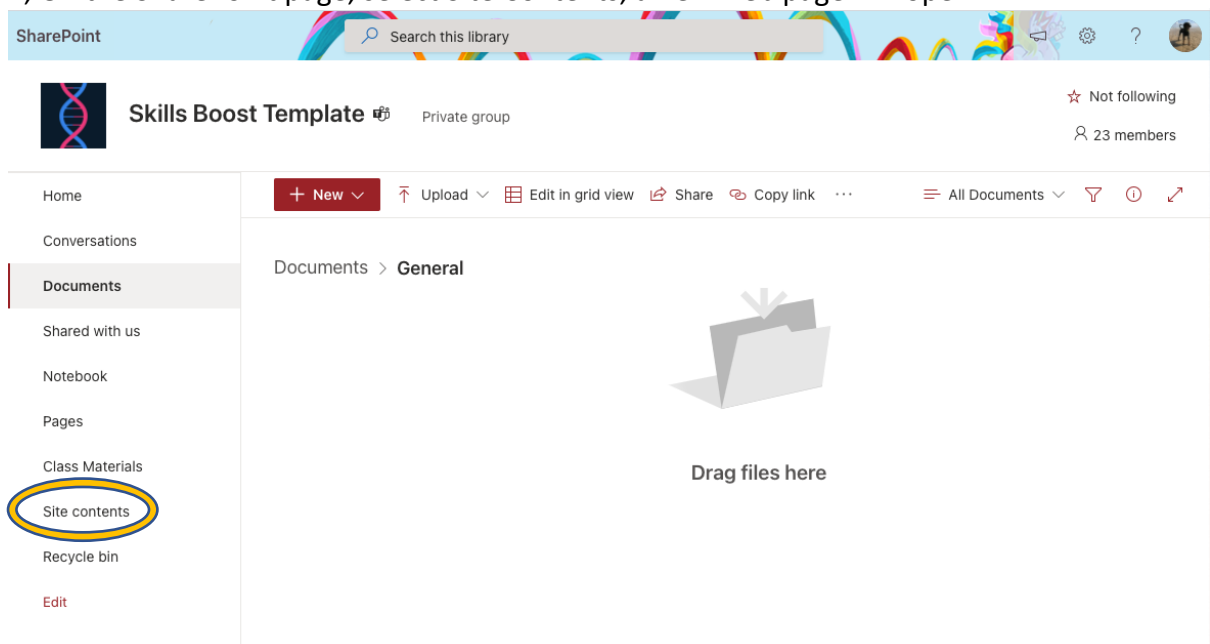
1, Open your Class Team and click on the Files tab. Then click on Open in SharePoint, this will open in your web browser.



Depending on the size of your screen you may need to click on the three dots (ellipsis) to reveal the SharePoint option.



2, On the SharePoint page, select Site Contents, a new web page will open.



3, On the new web page select Student Work.

The screenshot shows the 'Skills Boost Template' SharePoint site. The left navigation pane includes 'Home', 'Conversations', 'Documents', 'Notebook', 'Pages', 'Class Materials', 'Site contents', 'Recycle bin', and 'Edit'. The 'Site contents' section is active, displaying a table of site contents. The 'Student Work' folder is highlighted with a yellow circle. The table has columns for Name, Type, Items, and Modified.

Name	Type	Items	Modified
Class Files	Document library	12	5/11/2021 3:20 PM
Class Materials	Document library	5	8/18/2020 3:17 PM
Documents	Document library	3	11/3/2020 4:07 PM
Form Templates	Document library	0	8/4/2020 12:13 PM
Site Assets	Document library	160	8/12/2021 8:07 PM
Student Work	Document library	62	6/28/2021 8:41 AM
Style Library	Document library	0	8/2/2020 1:56 AM
Site Pages	Page library	1	8/11/2020 12:30 PM

On this page, click on the three dots (ellipsis) next to Submitted Files and select download. A zip file will be downloaded, save this to your OneDrive.

The screenshot shows the 'Student Work' folder in SharePoint. The 'Submitted files' folder is selected, and a context menu is open over it. The 'Download' option is highlighted with a yellow circle. The context menu includes options like 'Share', 'Copy link', 'Manage access', 'Download', 'Add shortcut to OneDrive', 'Delete', and 'Automate'.