

How to Download an Assignment from TEAMS and upload it into your ONE NOTE digital Portfolio

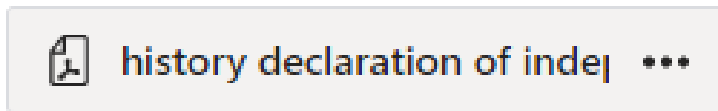
Step I – Downloading a Work Sample from TEAMS

1. In TEAMS, find the class assignment you want use for your portfolio
2. Open the assignment to view it
3. Locate the specific file that was uploaded. Sample below

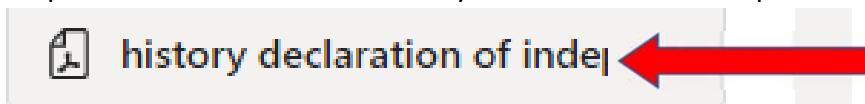
Student Work

Returned November 2, 2020 at 11:08 AM

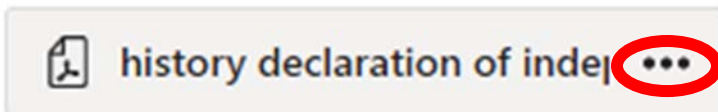
[View History](#)



4. Write down the NAME of the file (you will need the name of the file later).
Example below: Name of file – history of declaration of independence



5. Next to each file that was uploaded you will see “three dots”



6. Click the three dots
7. You will have three choices appear from a drop-down menu – click DOWNLOAD



8. The assignment will be downloaded to your device (make sure you have the name of the file)

Step II – Uploading a Work Sample from TEAMS into your ONE NOTE Portfolio

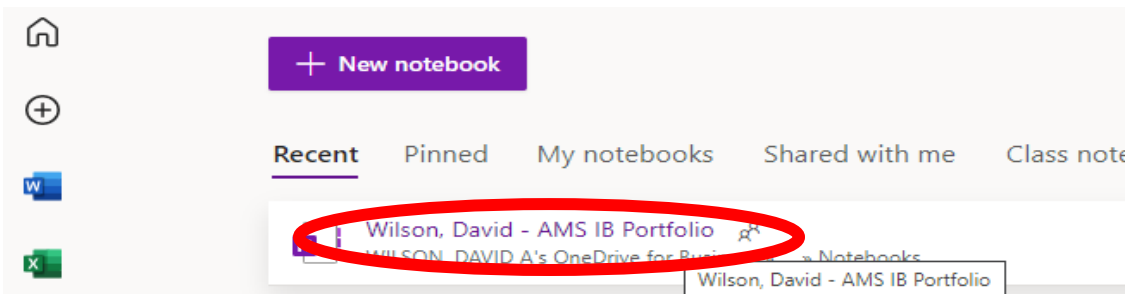
9. Log in to your student portal
10. Go to the OFFICE 365 Tile



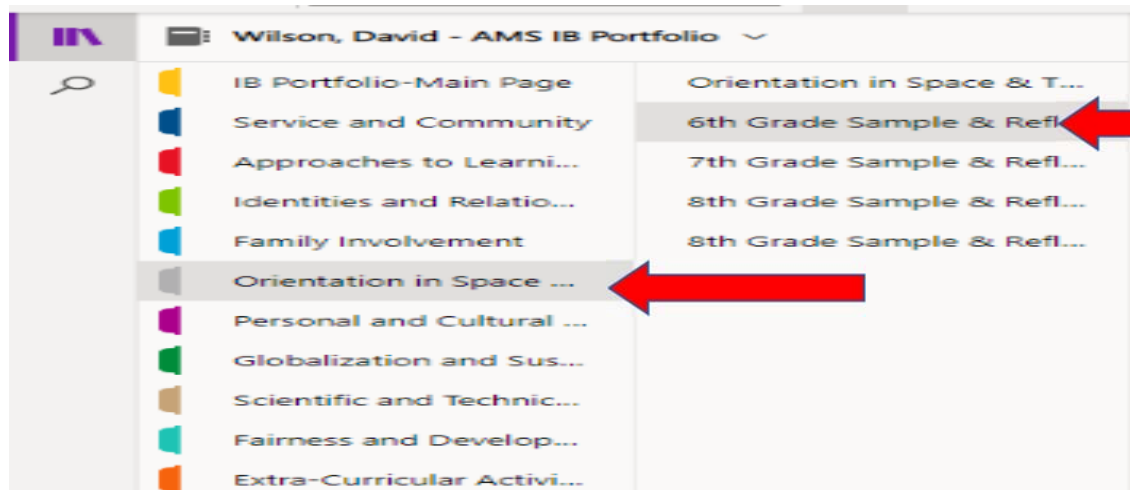
11. On the left side click on the ONE NOTE TILE



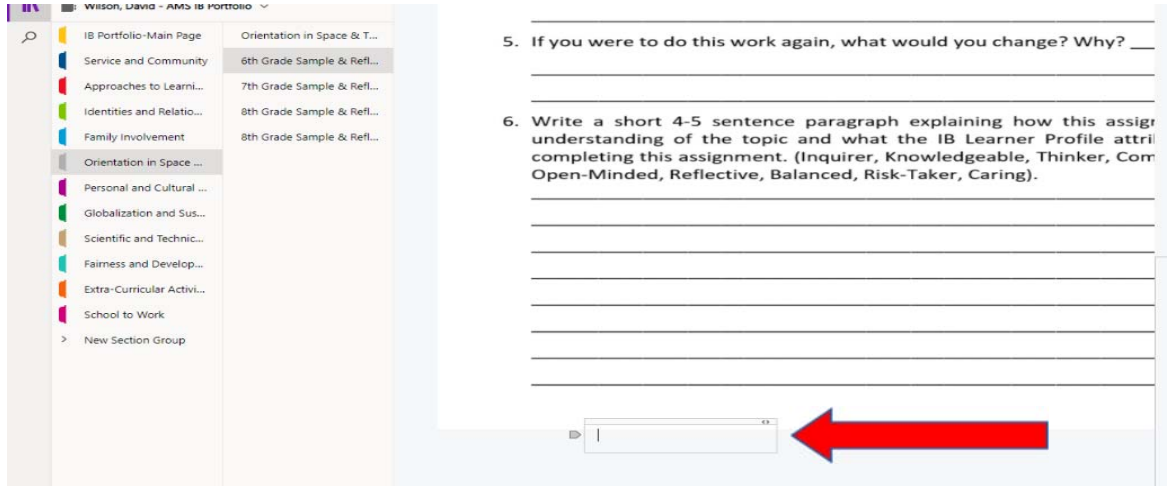
12. In One Note Click on your portfolio (last name, first name – AMS IB PORTFOLIO)



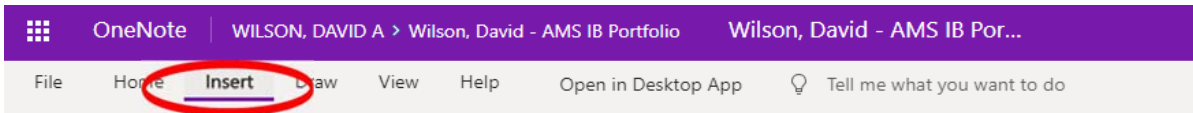
13. Once your portfolio opens in a new window, go to the tab on the left where you want to place the work sample. For this example, the work sample will be placed in the "Orientation in Time and Space" Global Context Tab, subsection "6th grade sample and reflection"



14. Scroll down underneath the “Portfolio Student Reflection Form” and left mouse click anywhere underneath the reflection form



15. Scroll to the top, on the menu bar click INSERT



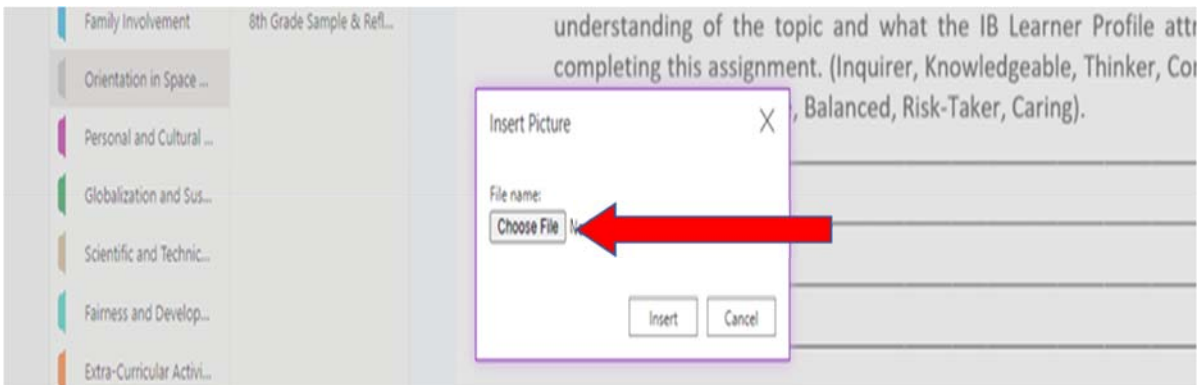
16. Select either FILE or PICTURE (depending on what you are uploading). If you downloaded a document (Word) select FILE. If you downloaded a picture (jpg, gif...) select PICTURE



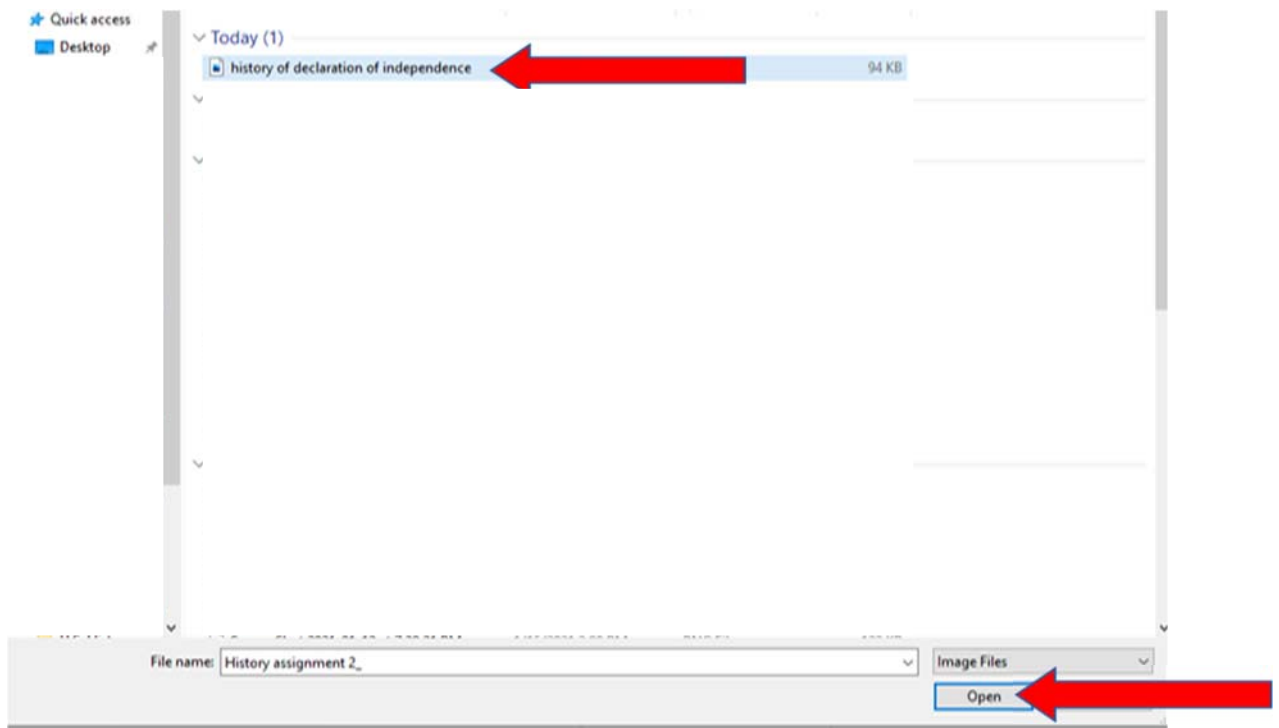
17. If FILE, select “INSERT FILE ATTACHMENT.” If PICTURE select “FROM FILE”

18. A box will appear for you to select the file to upload

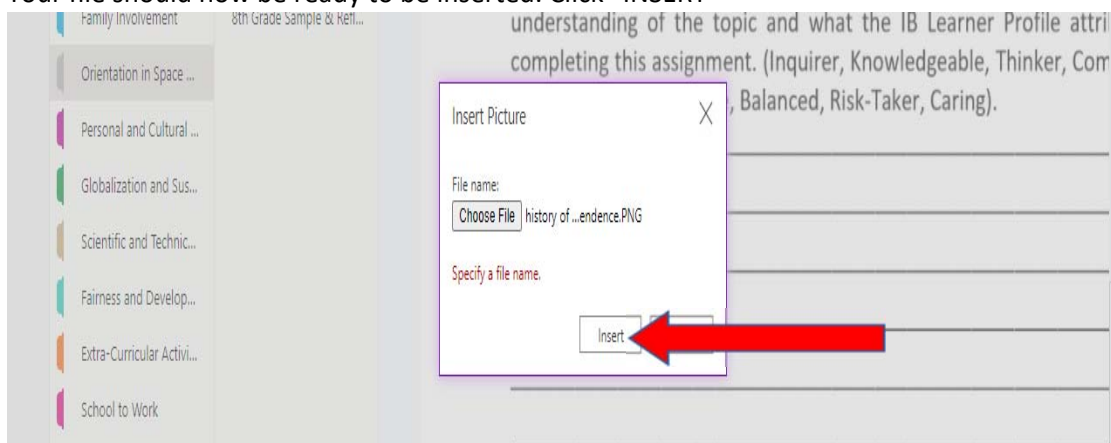
19. Click Choose File and locate the file you want to upload



20. Find the file you downloaded earlier. Use the name you wrote down to locate it. Click on file and select “OPEN”



21. Your file should now be ready to be inserted. Click “INSERT”



22. Your work sample should now be inserted on to the page
23. You can now click on the file and move it around. You can also make it bigger and smaller by stretching it.
24. Don't forget to complete your student reflection form!