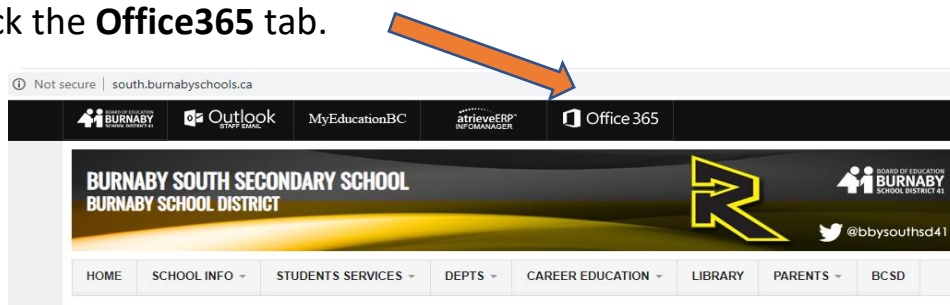


How submit a video assignment to Teams

Step 1 – Log in to Office365

1. Go to the Burnaby South School home page (south.burnabyschools.ca)
2. Click the **Office365** tab.



3. Enter your school email address:
your student #@edu.burnabyschools.ca

A screenshot of the Microsoft Sign in page. The Microsoft logo is at the top left. Below it is the text 'Sign in'. A text input field contains the email address '1234567@edu.burnabyschools.ca'. Below the input field are three links: 'No account? Create one!', 'Can't access your account?', and 'Sign-in options'. At the bottom right is a blue button labeled 'Next'.

4. Enter your school computer password.

SD41 OFFICE365

← 2304398@edu.burnabyschools.ca

Enter password

.....|

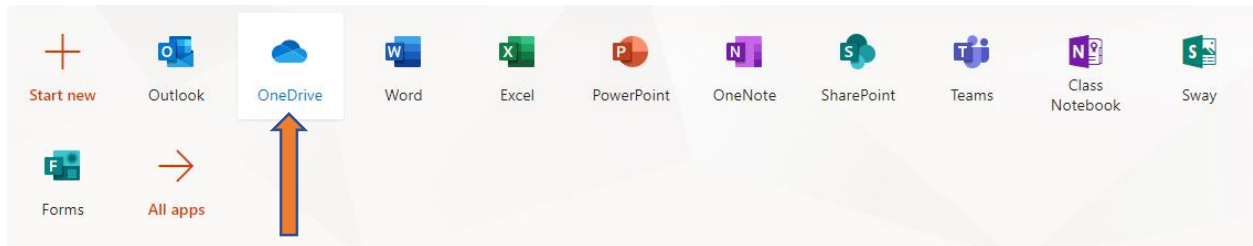
[Forgot my password](#)

Sign in

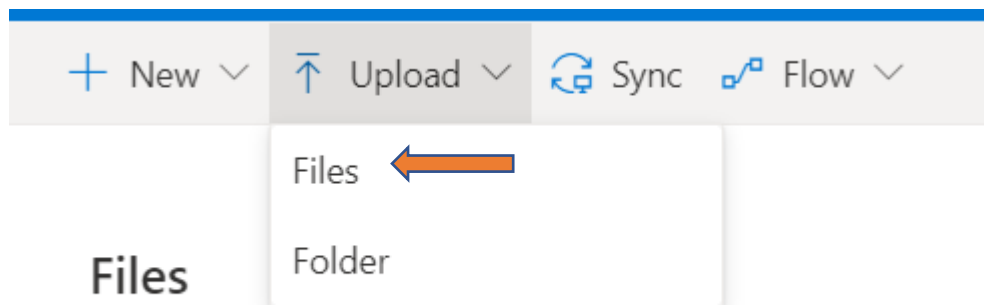
5. If it's the first time you log in, it will ask you to set the time zone. Set it to Pacific Standard Time.

Step 2: Uploading your file to One Drive

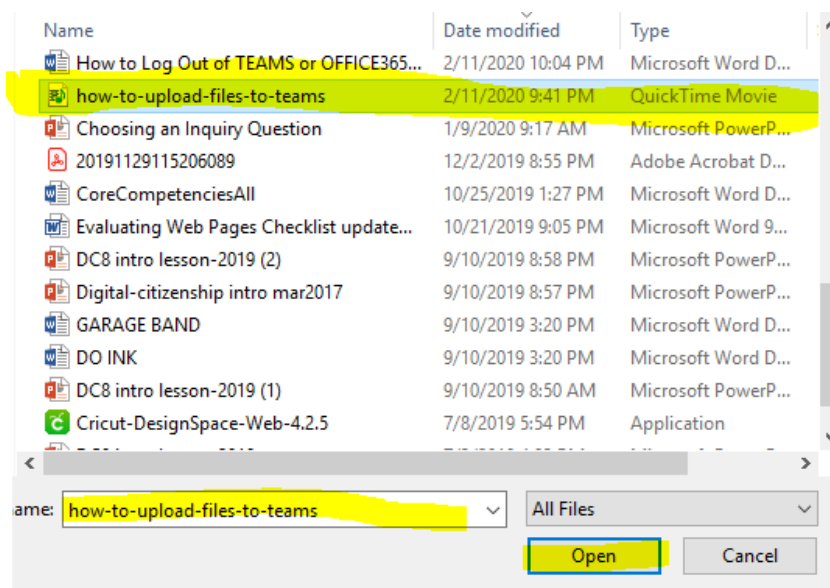
1. Once you're logged in, you will see this screen. Click on **One Drive**





2. Go to the folder where you want to upload your video to in One Drive. Click **Upload** and select **Files**

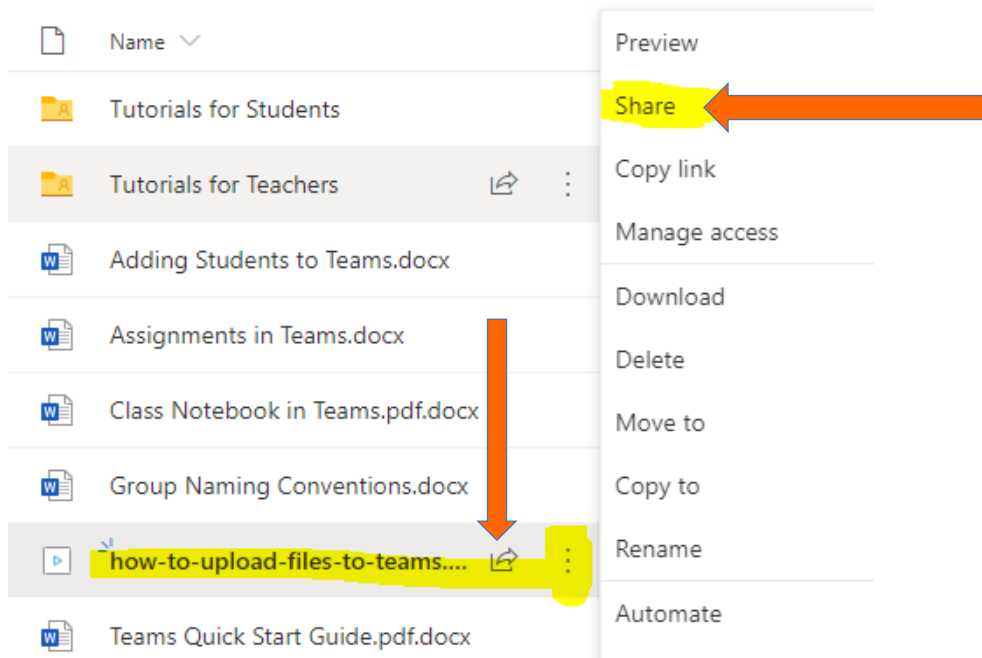


3. Find the file you want to submit on your computer. Select it and click **Open** to upload the file to One Drive.

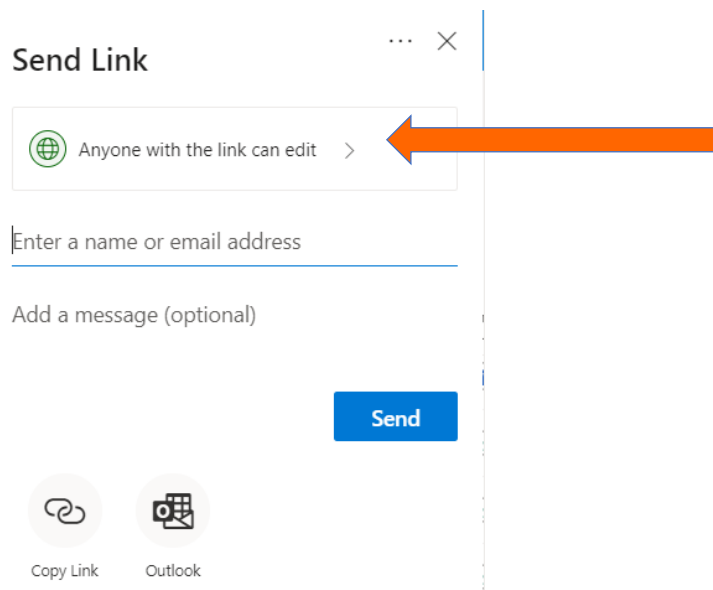


Step 3: Copy the link from One Drive

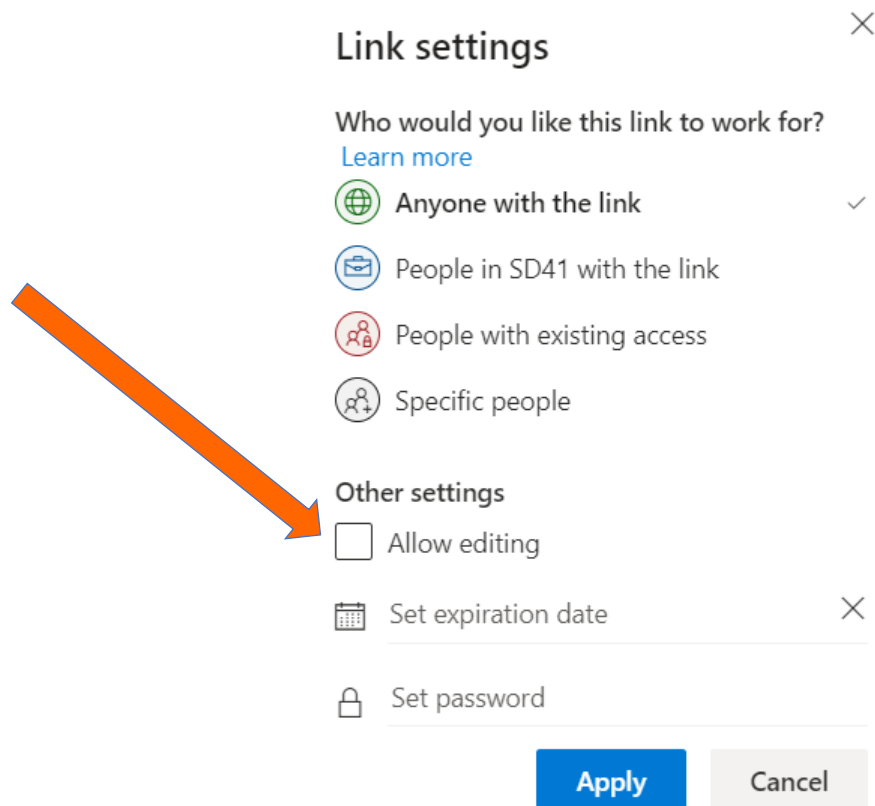
1. Once your file has been uploaded to One Drive. Click on the three vertical dots beside the file  you want to share and click **“Share”** or select the arrow icon .



Next, click **“Anyone with the link can edit”** and **change** this to **“Anyone with the link can view”**



Uncheck the box that says **Allow editing** and click **Apply**.



Link settings

Who would you like this link to work for?
[Learn more](#)

- ☒ Anyone with the link
- ☐ People in SD41 with the link
- ☐ People with existing access
- ☐ Specific people

Other settings

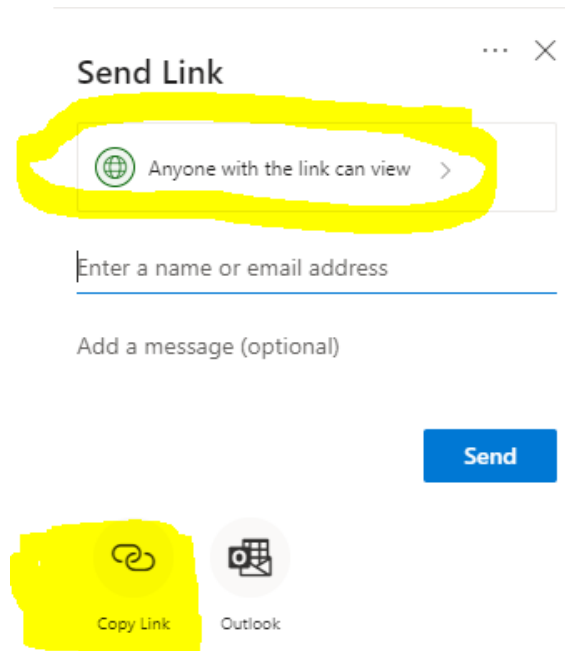
☐ Allow editing

☐ Set expiration date

☐ Set password

Apply **Cancel**

This should change the link to “**Anyone with the link can view**”. Next, click “copy link” and close this tab.



Send Link

☒ Anyone with the link can view

Enter a name or email address

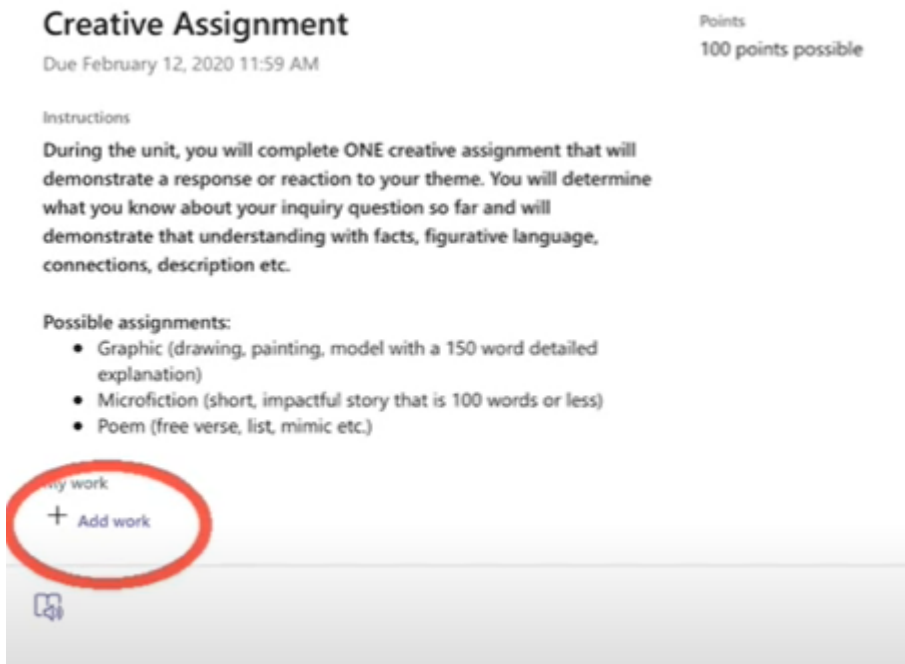
Add a message (optional)

Send

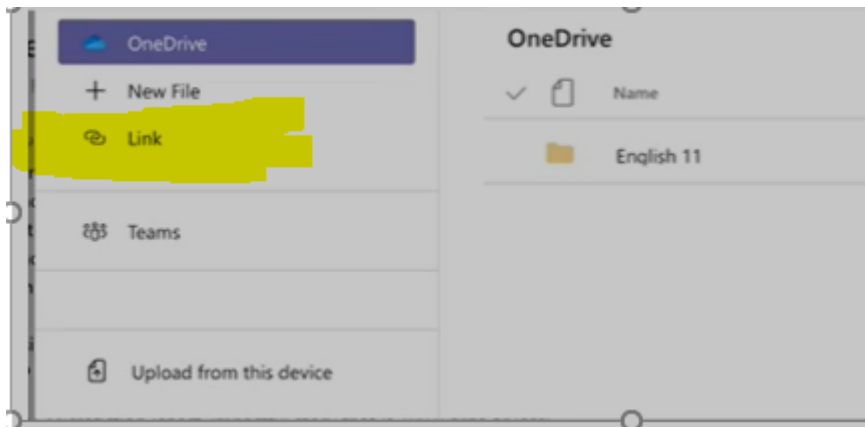
Copy Link Outlook

Step 4: Submit video link in Assignments Tab in Teams

1. Find the correct assignment to submit to in “Assignments” Tab. Select the **+ Add work** link on the left.



2. Choose **Link** on the left and paste the link you’ve copied from One Drive here. Next, click “**Attach**” and “**Turn in**”.



3. When you see the animation on the top right hand corner, you’ll know that the assignment has been submitted.