

# Assignments in Teams

## Microsoft Teams - Quick Reference Guide



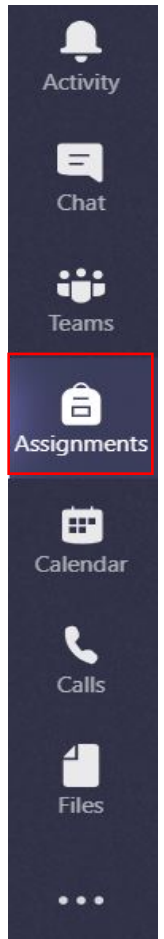
### Submit Assignments in Teams

Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work. There are two ways to turn in an assignment. You can use the assignment tab or you can open your Class Team where the assignment is located. Please follow the steps below to help your students submit their assignments:


#### Assignments Tab

**Step 1:** Click on the **Assignments** tab. The **Assignments** tab is located on the left side menu

**Step 2:** Click the class that you want to turn in the assignment for then click **Next**



#### Choose a class

I Intro to TEAM Class

M Ms. McBain's 4th and Fabulous Scholars ✓

P1 PD Class 1

TT Tech Integration Team

Next

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**Step 3:** The students list of assignments will be shown. This page is broken down into 2 areas, **Assigned** and **Completed**.

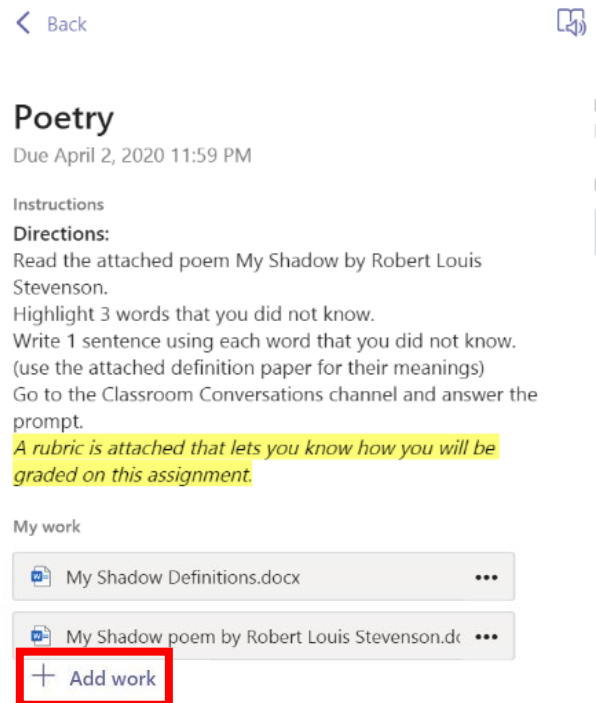
- **Assigned:** This is the location where all active and non-complete assignments are.
- **Completed:** Lists all assignments that have been completed by the student.

After clicking on the Assigned area, select the assignment to view the assignment details and to submit your work. For this example, we select **Word questions**.



**Step 4:** Once you open the assignment you will see the title of the assignment, i.e **Poetry**, **Due Date**, **Instructions**, and **My work**. The **My work** area shows resources that the teacher has uploaded to help the student complete the assignment. These documents can be downloaded, read or reviewed by the student.

Note: If your teacher has specified a document for you to turn in or you have other files to attach to this assignment, click **+Add work** button and upload your file. (**Note:** You can attach a file up to 50 MB in size.)



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**Step 5:** Once you complete the assignment you want to click the button before the Due date. The button may change depending on the status:



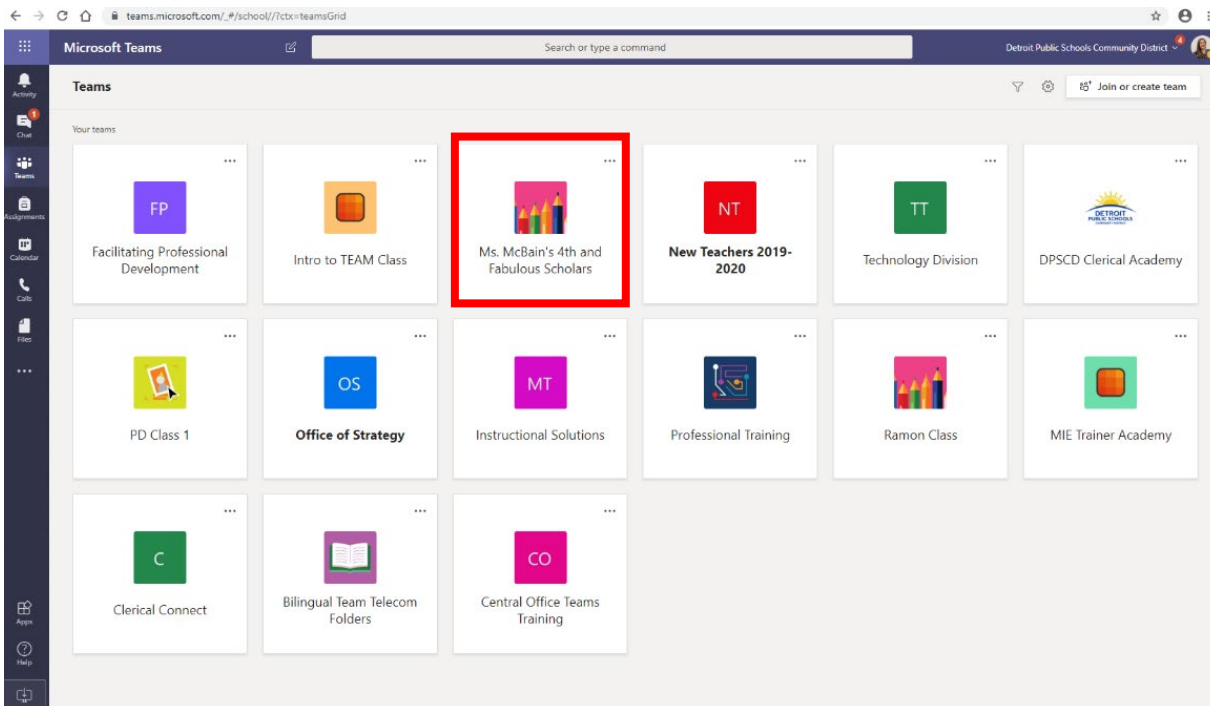
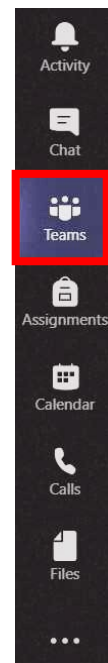
- **Turn in late** if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- **Not turned in** if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

### Accessing A Student's Class Team

**Step 1:** Click on the **Teams** tab which is located on the left side menu

**Step 2:** Once you click on the Teams tab, you will see all of your Class Teams listed.

Select the team from the list that you want to access. For this example we will select **Ms. McBain's 4<sup>th</sup> and Fabulous Scholars**



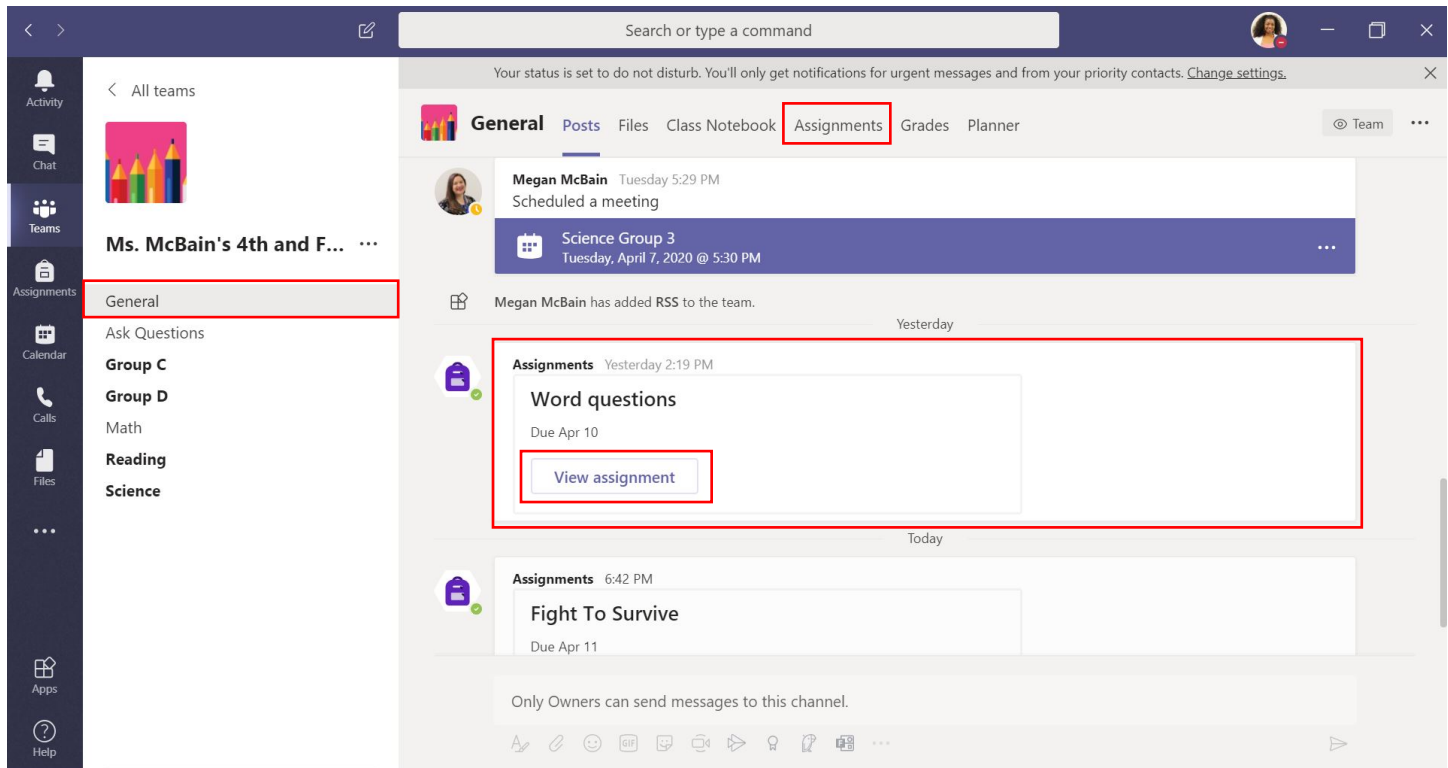
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**Step 3:** Once you click on the class you will see all of the class information. On the left side, you will see a list of channels available within the Team. If the teacher has created an assignment within the channel, it will be listed directly in the chat area. In the **General** channel, the teacher posted a assignment called **Word questions**. You can click directly on **View assignment** button on directly in the chat to access the assignment.



*Note: You can also click on the **Assignments** tab found at the top of the screen to access all assignments given by the teacher.*

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**Step 4:** Once you open the assignment you will see the title of the assignment, i.e **Poetry**, **Due Date**, **Instructions**, and **My work**. The **My work** area shows resources that the teacher has uploaded to help the student complete the assignment. These documents can be downloaded, read or reviewed by the student.

Note: If your teacher has specified a document for you to turn in or you have other files to attach to this assignment, click **+Add work** button and upload your file. (**Note:** You can attach a file up to 50 MB in size.)

The screenshot shows a Microsoft Teams assignment interface. At the top left is a 'Back' arrow and at the top right is a speech bubble icon. The assignment title is 'Poetry' with a due date of 'Due April 2, 2020 11:59 PM'. Under the 'Instructions' section, the 'Directions' are: 'Read the attached poem My Shadow by Robert Louis Stevenson. Highlight 3 words that you did not know. Write 1 sentence using each word that you did not know. (use the attached definition paper for their meanings) Go to the Classroom Conversations channel and answer the prompt.' A yellow highlight is present under the text: 'A rubric is attached that lets you know how you will be graded on this assignment.' Below the instructions is the 'My work' section, which contains two file attachments: 'My Shadow Definitions.docx' and 'My Shadow poem by Robert Louis Stevenson.docx'. At the bottom of the 'My work' section is a red-bordered button with a plus sign and the text '+ Add work'.

**Step 5:** Once you complete the assignment you want to click the button before the Due date. The button may change depending on the status:



- **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.
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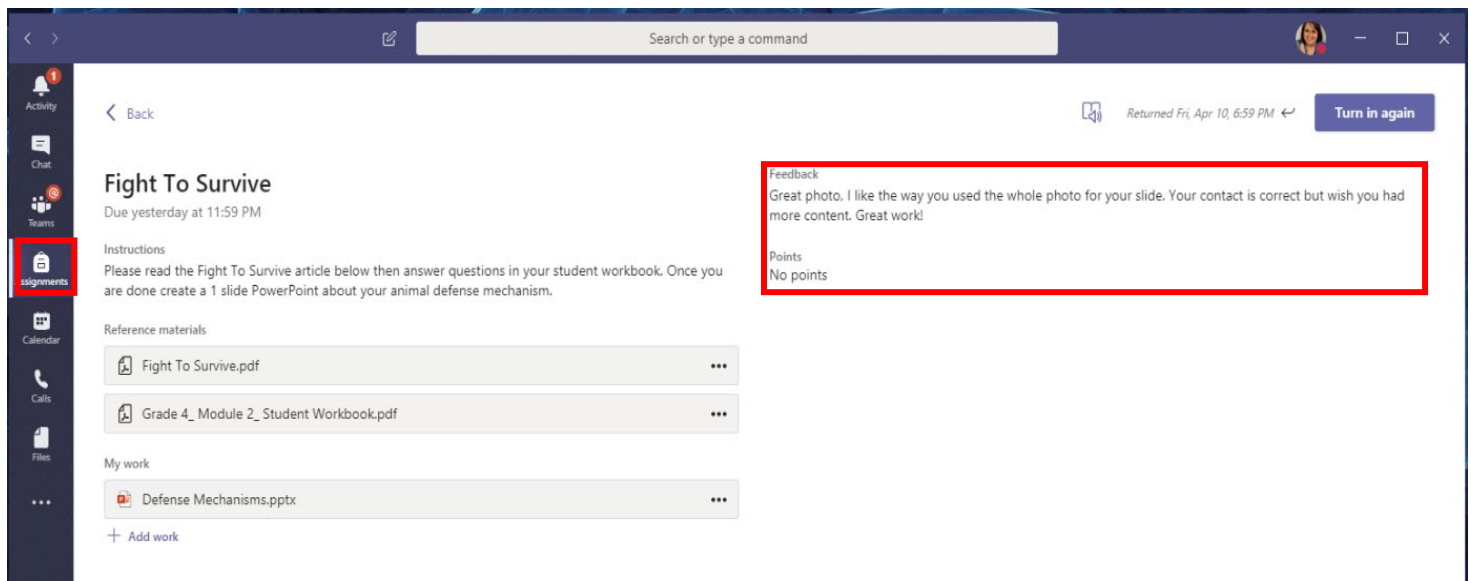
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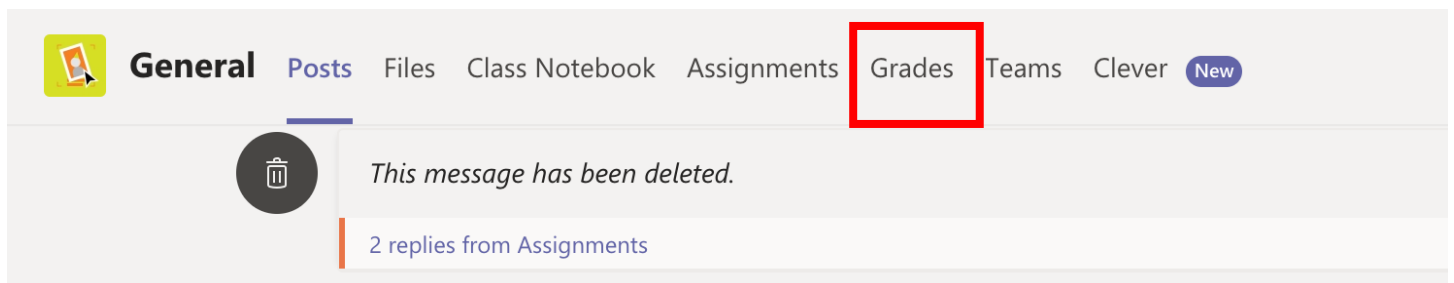
### Review Teacher Feedback

To review teacher feedback, click on **Assignments** tab located on the middle left side of your screen and click on the assignment you would like to review. Once you have clicked on the assignment, there will be teacher feedback and points found on the right side of the page.

Students can also click on the Activity tab at the top left to see if they have missed any notifications from their teacher. There will be a notification about a returned assignment that they can click on to and view feedback.



The student can also view grades for their class by opening a class in Teams. Once there, select the **Grades** tab which is in your General channel in a class team. You will now find a list of assignments with the status of the assignment as well as points.



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