

Creating an Assignment

Assignments and quizzes can be pushed out to all students enrolled in a class or to specific students of your choosing. Assignments can be shared across classes and assessment rubrics can be created and shared amongst teachers.

Note: The Assignments tab is only available in **Class Teams**.

There are two ways to access the 'Assignments' tool in MS Teams:

a. Navigate to the **General** channel in the desired classroom, then select **Assignments**.

b. Select the **Assignments Icon** from the Tool Bar located on the Left of the Teams window

Note: Using the Assignments Icon in the Tool Bar will prompt you to select the class for which you would like to create the assignment.

You will be directed to the 'Assignments' tab.

Click **Grades** to see all 'Assigned' and 'Graded' assignments in a spreadsheet format.

Note: there are no Gradebook features associated with this tab.

Select **Create**

'Assignment' will be the option most often selected.

'Quiz' will direct you towards Microsoft Forms – guide forthcoming

'From existing' provides the option of using an assignment that was previously created

Creating an Assignment

Main Assignment Page

Note: If you select **Discard** all work on the assignment will be lost.

1. Enter a **Title** for this assignment—**this is required.**

2. OPTIONAL STEPS:

a. Select **Add category**
- Categories can be used to group your assignments

Tip: Remove a category from the assignment by selecting the **X**. Categories currently being used will appear in the dropdown of choices when you select **Add category**.

b. Add additional **Instructions**

c. Select **Add resources**

During this step, add a document from your personal OneDrive, computer, or create a blank Word (.docx), Excel (.xlsx), or PowerPoint (.pptx) document to hand out to your students.

- The default for the file will be **Students can't edit**, which means the document is read-only. This is a great option for reference materials.

- Select **More options**

Students edit their own copy to edit their own document and turn it in for a grade.

d. Select the amount of points this assignment is worth, if any. You can use points on any number-based scale.

e. Select **Add rubric** to add a grading rubric.

[Check out How to use Rubrics in MS Teams.](#)

Discard **Save** **Assign**

Saved: Jul 11, 3:58 PM

Title
Unit 1 Vocabulary Review

Add category

Instructions
Enter instructions

Add resources

Points
No points

Add rubric

Assign to
Advanced English 11 A All students

Date due
Fri, Jul 12, 2019

Time due
11:59 PM

Assignment will post immediately with late turn-ins allowed. **Edit**

Select **Save** to return to the assignment and edit it later. Assignments will be saved into the **Drafts** folder on the main assignment page.

Select **Assign when all steps are complete**. Your students will be notified of the new assignment on the day you specified.

For more assignment timeline options, select **Edit**.

Note: If you have older documents with the file extension .doc, .xls, or .ppt, students won't be able to edit them. To update the extension open the old file and re-save with an updated .docx, .xlsx, and .pptx file extension.

Students edit their own copy

Students can't edit ✓

Open in Teams

Open in Word

Open in Word Online

Download

Remove

Note: Rubrics cannot be added to assignments that have already been posted to students.

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2. OPTIONAL STEPS cont'd:

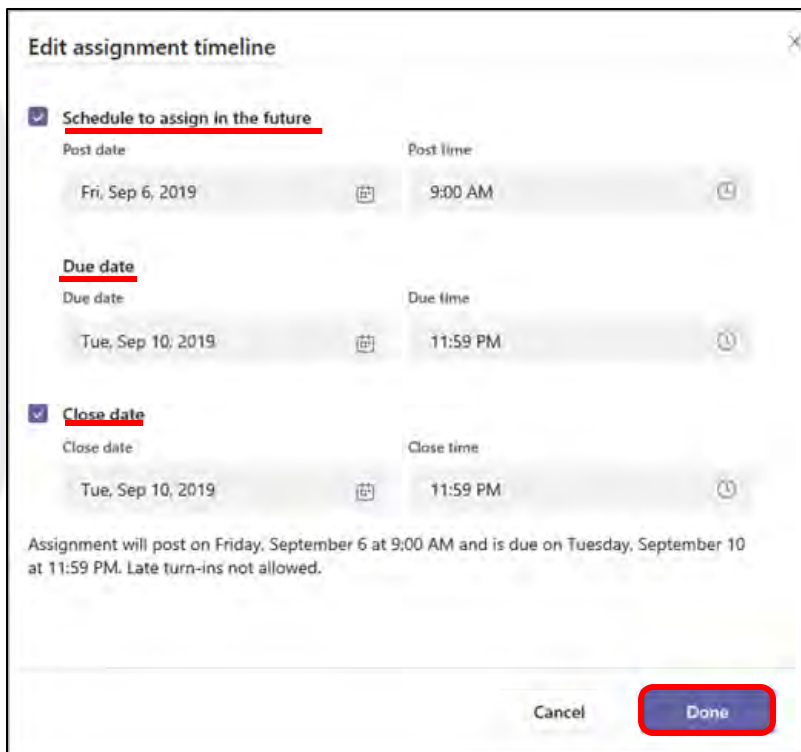
f. Choose multiple classes or individual students in one class to assign to.

g. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. *By default, no close date will be selected, which allows students to turn in assignments late.*

g. Select a Post date and Post time for the assignment.

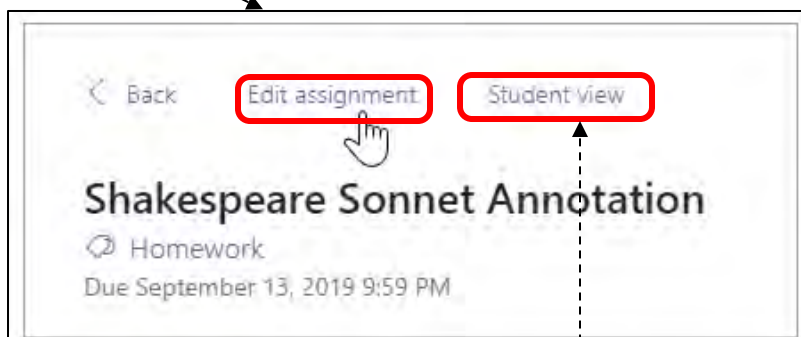
h. Select a due date and time.

To edit a posted assignment select the assignment title from the Assigned folder and click **Edit**



The Feedback and Assessment Loop

[Check out the this resource to get started with Assessing student work](#)



Shows how students will see the assignment