



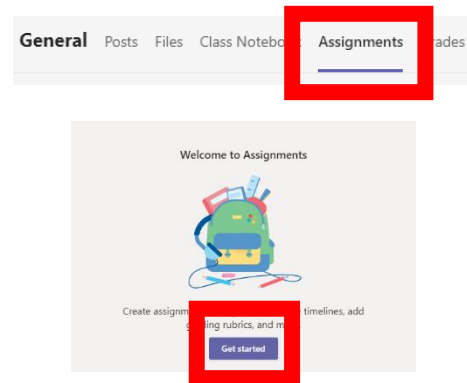
Office 365 Resources

Teams Assignments

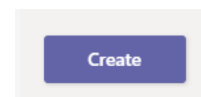
1. Teams Assignments provide teachers with the ability to create assignments and quizzes, manage timelines, add grading rubrics, and more.

To use this feature, available only from the General channel, click the **Assignments** tab.

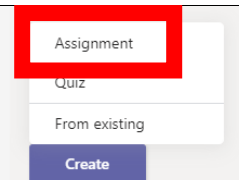
Then click the **Get started** button.



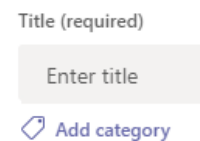
2. Click the **Create** button.



3. Click to create an **Assignment**.



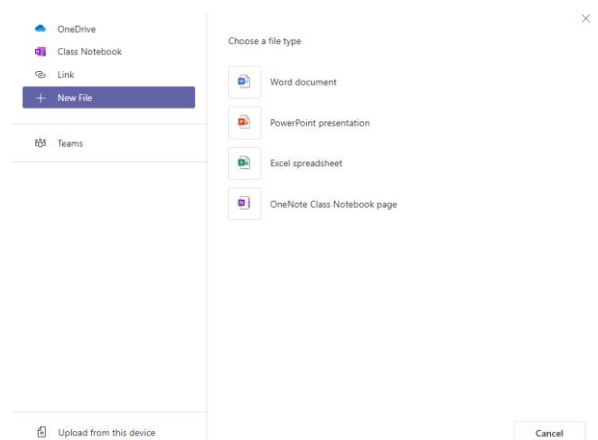
4. For the *New assignment*, first provide a Title (required). Teachers can set up tags for categories. This is done through the Manage Tags feature.

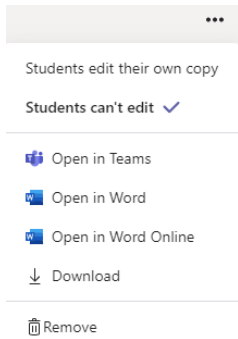
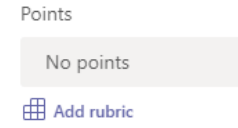
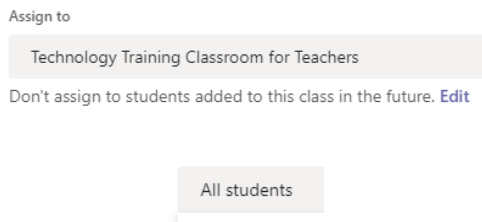
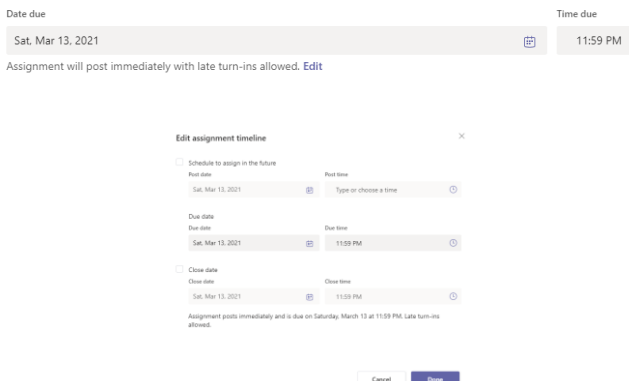
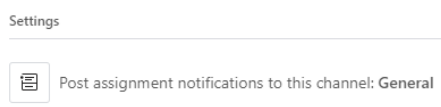
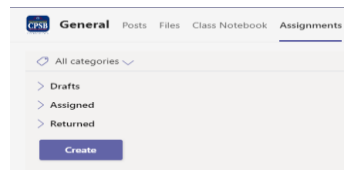


5. Provide instructions for the assignment.

Click *resources* to include content from OneDrive, an integrated Class Notebook, a web link, New file (choose Word doc, PowerPoint presentation, Excel spreadsheet, or OneNote Class Notebook page), or add a file from the device.

Doing so attaches a copy for students.



<p>6. Once added, determine if students need to read only or be able to edit the file. Click the <i>ellipsis</i> to determine permissions and the default way in which students will open.</p> <p>Assignment files can open within Teams or open in the Office 365 tool app (desktop or online) for the file type selected. They can also be set for students to download.</p>	 <p>A screenshot of a file permissions menu. At the top, it says "Students edit their own copy". Below that, "Students can't edit" is selected with a checkmark. There are four options: "Open in Teams", "Open in Word", "Open in Word Online", and "Download". At the bottom, there is a "Remove" option with a trash icon.</p>
<p>7. Next, enter the <i>Points</i> for the assignment. There is also the ability to add a rubric through the rubric builder or upload your own.</p>	 <p>A screenshot showing "Points" and "Add rubric" options. The "Points" section has a "No points" button. Below it is an "Add rubric" button with a grid icon.</p>
<p>8. Next, determine the class for the Assignment. Teachers can assign to students added to the class in the future if necessary.</p> <p>Next, select <i>All students</i> or individual students from the roster.</p>	 <p>A screenshot of the "Assign to" section. It shows a dropdown menu with "Technology Training Classroom for Teachers" selected. Below it, there is a note: "Don't assign to students added to this class in the future. Edit". At the bottom, there is an "All students" button.</p>
<p>9. Determine the <i>Date</i> and <i>Time</i> due for the assignment.</p> <p>Edit assignment timeline by clicking Edit. Here, an assignment can be assigned in the future.</p> <p>Click Done when finished.</p>	 <p>A screenshot of the "Edit assignment timeline" dialog box. It shows fields for "Post date" (Sat, Mar 13, 2021), "Post time" (11:59 PM), "Due date" (Sat, Mar 13, 2021), and "Due time" (11:59 PM). There are also "Close date" and "Close time" fields. At the bottom, there are "Cancel" and "Done" buttons. A note at the bottom says: "Assignment posts immediately and is due on Saturday, March 13 at 11:59 PM. Late turn-ins allowed."</p>
<p>10. Under <i>Settings</i>, teachers can determine the channel where the announcement for the assignment will be posted other than General.</p>	 <p>A screenshot of the "Settings" section. It shows a dropdown menu for "Post assignment notifications to this channel:" with "General" selected.</p>
<p>11. Once Saved, the assignment can be managed or edited from either the Assignments button or Assignments tab.</p>	 <p>A screenshot of the "Assignments" tab in a Teams interface. It shows a list of categories: "All categories", "Drafts", "Assigned", and "Returned". There is a "Create" button at the bottom.</p>