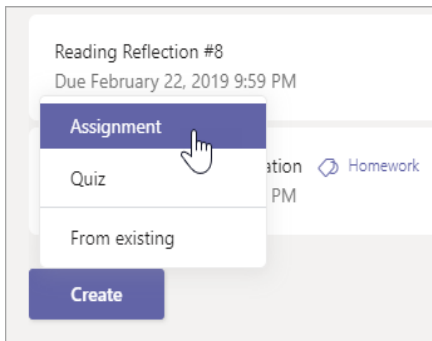


# How to Create an Assignment in Microsoft Teams

Create assignments for your students in Microsoft Teams. Manage assignment timelines, instructions, adding resources to turn in, and more.

**Note:** The Assignments tab is [only available in class teams](#).

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**.
2. Select **Create>Assignment**.
3. Enter a **Title** for this assignment—this is required.



4. Provide more information for the assignment. The following steps are optional:

- Choose multiple classes **or** individual students in one class to assign to.
- Decide if students who join this class in the future should receive this assignment. By default, only students who are in your class now will receive it.

To do this, select **Edit** next to **Don't assign students added to this class in the future**. Make your selection, and then select **Done**.

A screenshot of the 'New assignment' form in Microsoft Teams. The form is titled 'New assignment' and has a 'Saved: Jun 1, 1:49 PM' indicator. It includes fields for 'Title (required)' (Reading Journal), 'Add category', 'Instructions' (Enter instructions), 'Add resources', 'Points' (No points), 'Add rubric', 'Assign to' (Ecology 9A, All students), and 'Date due' (Tue, Jun 2, 2020, 11:59 PM). There are 'Discard', 'Save', and 'Assign' buttons at the top. A note at the bottom states: 'Assignment will post immediately with late turn-ins allowed. Edit'.A screenshot of the 'Assign to' section in Microsoft Teams. It shows a dropdown menu with 'Biology' selected. Below the dropdown is a note: 'Don't assign to students added to this class in the future. Edit'. There is also a 'Date due' field with 'Wed, Apr 22, 2020' and a calendar icon. A note at the bottom states: 'Assignment will post immediately with late turn-ins allowed. Edit'.

**Note:** If you choose a close date, any student who joins will receive this assignment until the close date.

- Add additional instructions.
- Attach resources to the assignment by selecting **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.

If you would like students to edit their own copy, select **More options** **\*\*\*** > **Students edit their own copy**

Select a due date and time. The default setting 1 day after the assignment is made.

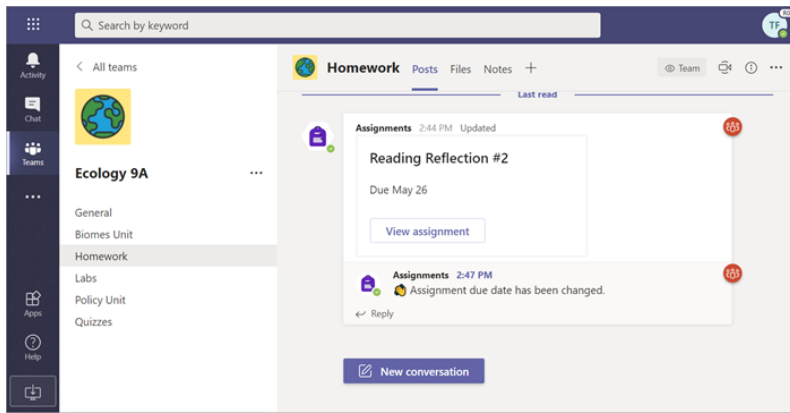
For more assignment timeline options, select **Edit**. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.

- Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator. **Examples:** 88/100 or decimals 3.7/4.0.
- Select **Add rubric** to add a grading rubric.
- Add a category.
- Choose the channel where you'd like notifications for this assignment to post. This allows you to keep student work and discussion organized by unit, topic, or subject. *I made a channel for Assignment notifications so all posts appear on that channel and not on the General Channel.* To choose a channel to post in, select **Edit** next to **Post assignment notifications to this channel**. Assignments will default to posting in the General channel for new assignments. Choose the channel you'd like this assignment notification to post in, then **Done**.

- Assignments will post to channels that are visible to all students. Private channels will not appear during this step.
- Assignments to multiple classes or individual students can only post to the General channel.

5. Select **Assign**. Your students will be notified of the new assignment on the day you specified and

the notification linking to this assignment will post in the channel you selected.



6. Select **Discard** to discontinue work on this assignment or **Save** to return to the assignment and edit it later. If you save the assignment, it will appear in Drafts.

**Note:** Select **Expand tab** (diagonal, double sided arrow) to enter full-screen mode.

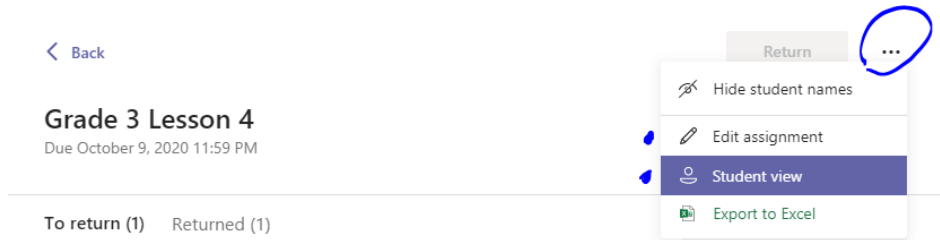
---

## View and navigate your assignments (Teacher)

Navigate to the **General** channel in your class, then select **Assignments**.

View upcoming, graded, and draft assignments in the Assignments tab. You can view them by class, or view them across all your classes. Selecting any assignment will allow you to grade it, make edits, or view the assignment from a student's perspective. By default, your upcoming assignments will display by order of due date under the **Assigned** arrow. Scroll up or down to browse the list. Upcoming assignments are any with work left to grade, or assignments that are scheduled to assign later. Selecting an assignment will open the grading pane, where you can grade work that students have turned in and return their work.

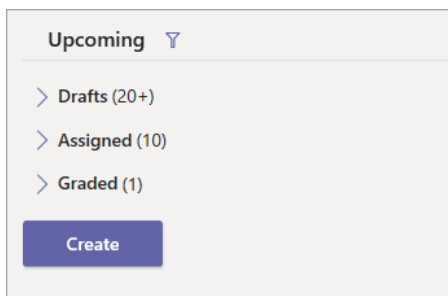
1. Click on selected assignment to open, then click on the 3 dots in the upper right corner to **Edit** and see **Student View**.



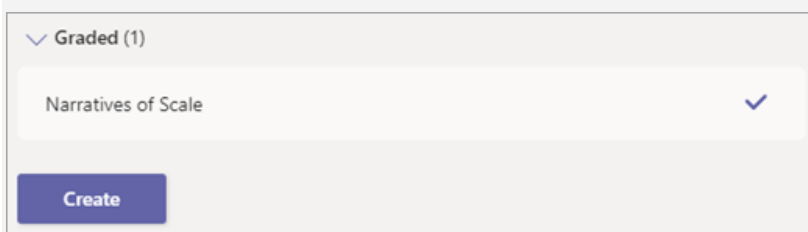
- Select **Edit assignment** to make changes to the assignment.
- Select **Student view** to preview the assignment from a student's perspective.

## View graded and draft assignment

Select the dropdown arrows to view your draft and graded assignments.

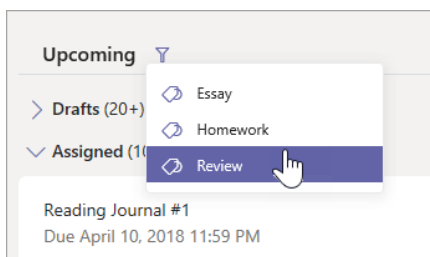



**Note:** Assignments are considered "graded" when all of them have been returned to your students. When students turn in additional work, the assignment will appear in your Upcoming list again to notify you that there's work you haven't reviewed yet.



## Filter assignments by category

If you've added categories to your assignments, such as "Homework" or "Review," you can filter for them in your assignments list.



To view all your assignments by one category, select **Filter**  and choose the category you want to view.

## View assignments across classes

To view assignments across all your classes, select **Assignments** from your app bar. Then, choose a class and select **Next**.

To open an assignment, select it. To return to the list of your classes, select the title of your class again and choose another.