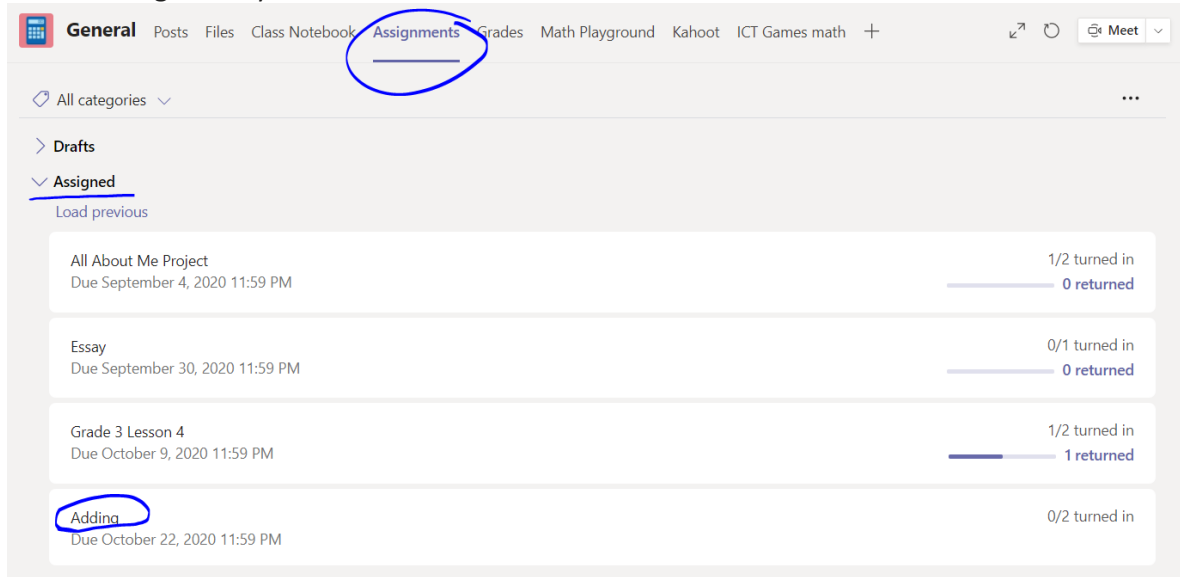# Teams Assignment- How to View and Give Feedback

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.

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

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.
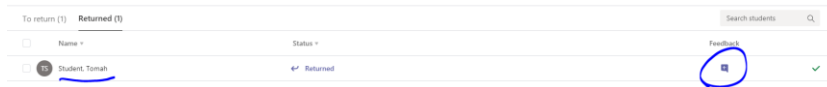
2. Click on **Assignment** you'd like to view

3. To **Edit** or see **Student view**, click on **…** more options in the upper right corner.
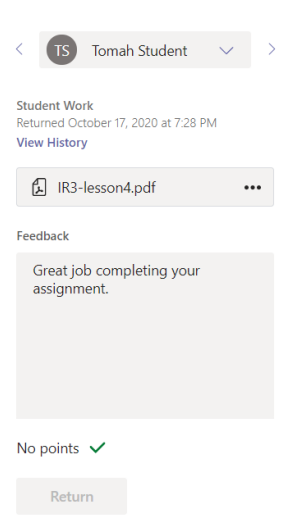

4. Select **Edit assignment** to make changes to the assignment.
5. Select **Student view** to preview the assignment from a student's perspective.
6. Click on a student's name to view assignment that is completed. Click on the + Feedback button to add overall feedback.

If the file was a Word document, select **Open in app** to edit the document in the corresponding app.*Students will be able to see these comments before you return their work.*

Select the arrow to move on to the next student. Student work will not be returned yet.

7. When you're done, select **Close** to go back to your student list. Use the checkboxes to choose students you want to return work to, then select **Return**. This will send feedback and grades back to your students.

If you want students to revise, make sure you've allowed for late turn-ins. This way, the feedback cycle can continue.