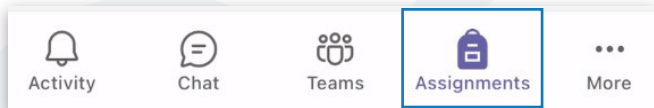


Option 1: Go through Assignments Tab

Once you are logged into Teams app, click on the **Assignments** icon.

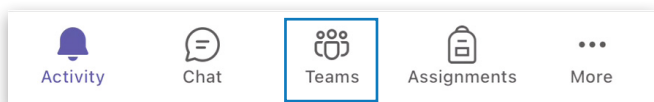


NB. This will take you to Step 4 (see opposite side of page), but with **Assignments** in the header rather than the Class Team name.

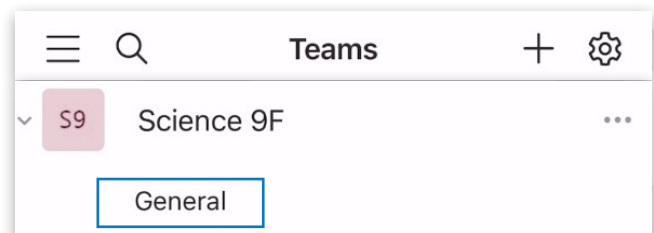
Option 2: Go through Teams

Alternatively, you can access assignments from within the Class Team you wish to set the assignment for.

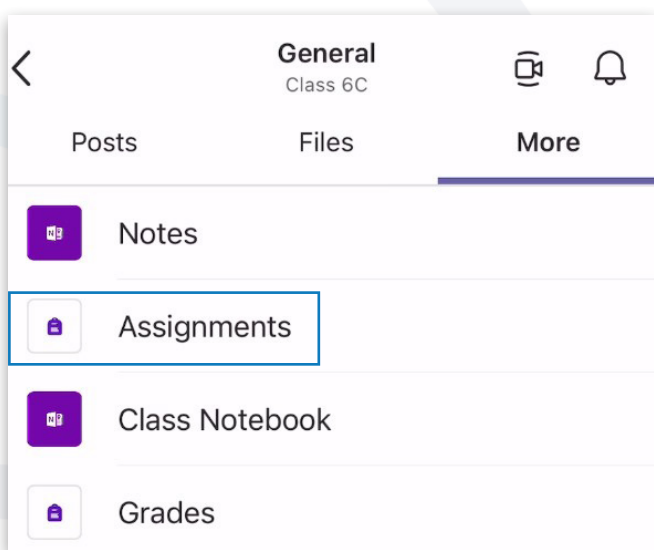
First, tap the **Teams** button on the menu bar.



Find the appropriate Class Team and select the **General** channel:

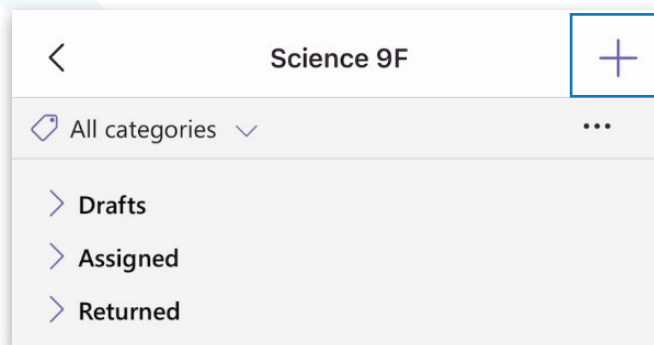


In the **More** tab, tap on **Assignments**:



Step 2: Navigate Assignment View

The assignments page will appear showing an overview of any assignments that have already been created, returned to students, or are in draft form.

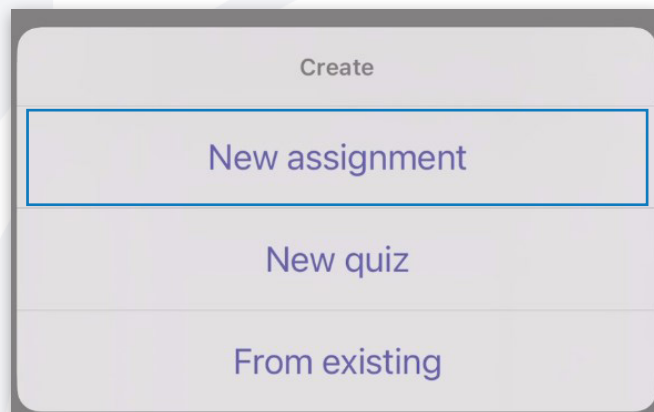


Tap the **+** button on the top right to begin the Create Assignment function.

Step 3: Choose to Create New Assignment

The Create menu will appear offering the options to create a **New Assignment**, a New Quiz, or create an assignment from an existing one, e.g. one that you made before and wish to repurpose or reconfigure.

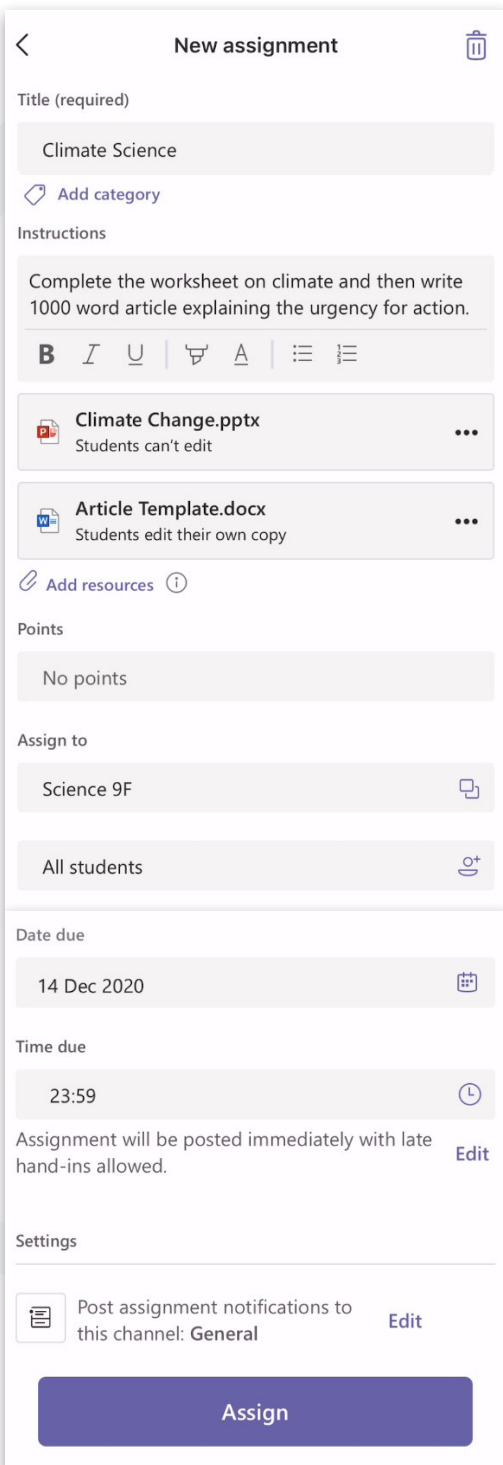
Click **New Assignment**.



NB: If you created an assignment by following Option 1, at this point you will be asked to choose which Team you want to create the assignment for.

[Continue on Next Page](#)

Step 4: Complete the Assignment Form



- ▶ The trashcan icon will delete your assignment and return you to the main Assignments page
- ▶ Put the title of your assignment here
- ▶ Add any extra instructions for the assignment here. You can use text modifiers such as bold or underline, as well as bulleted or numbered lists
- ▶ You can add files and resources to the assignment, e.g. a PDF reference sheets or a Powerpoint presentation
- ▶ Office 365 documents can be made editable so students can return work digitally. Click on the 3 dots to select 'Students edit their own copy' from the dropdown menu
- ▶ If the assignment is an assessment, points and rubrics can be added to let students know success criteria
- ▶ Control who the assignment will be sent to. You can select whole class groups or target specific individuals if needed (for instance, for students who are accessing lesson from home)
- ▶ Set the date when the assignment is due
- ▶ Set the time when the assignment will close on the due date
- ▶ If you want to schedule an assignment in the future, or prevent late hand-ins, click **edit** to change the parameters of the assignment settings
- ▶ Notification settings can be controlled here
- ▶ Click here to **Assign** and send your assignment to student recipients. once assigned, your assignment will appear in the Assigned tab on the Assignments screen

For more information about using Microsoft Teams for Remote Teaching and Learning, use the following links to access our comprehensive resources, videos and printable PDFs:

[United Learning EdTech Demonstrator website](#) - Resources and Events for schools
[United Learning ICT YouTube Channel](#) - Webinars, Instructional Videos and Playlists to support your EdTech development



United Learning
The best in everyone™