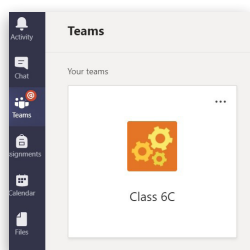


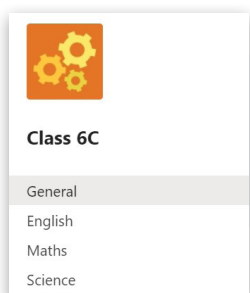
Using Teams for Teaching and Learning: Creating an Assignment

Step 1: Find and Select Your Class Team

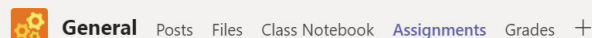


Once you are logged into Teams, click on the Teams icon on the left-hand sidebar to see the class team or teams that you want to create the assignment in.

Option 1: Create an Assignment in a Class Team

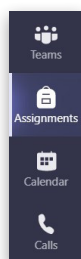


Make sure you have selected the **General** Channel and then look at the tabs at the top of the page to see Assignments:



If you haven't created an assignment before, click on **Get Started** and then **Create**.

Option 2: Create Assignments from Sidebar



Alternatively, you can also start the assignment creation process by clicking the **Assignments** icon in the sidebar.

In the Assignments view, you will see your existing assignments as well as the **Create** button to begin creating a new task. Click **Create** and select **Assignment**.

- > Drafts
- > Assigned
- > Returned

Create

Step 4: Set Up Your Assignment Details

- Click **Assign** once you have completed the form
- Give the assignment a title
- Provide instructions for the assignment
- Add any supporting files or resources
- Add grade scales, assessment objective or scores here if applicable
- Assign the correct class or channel so all students receive the assignment
- Provide a deadline/due date

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



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