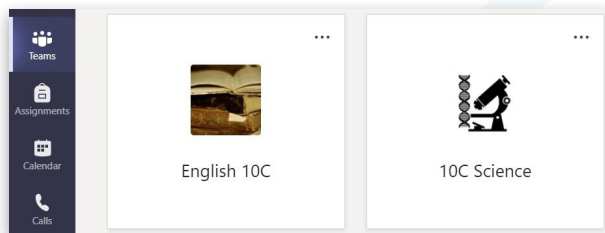


Using Teams for Teaching and Learning: Creating an Assignment

Step 1: Find and Select Your Class Team

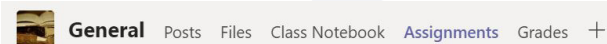


Once you are logged into Teams, click on the **Teams** icon on the left-hand sidebar to see the class team or teams that you want to create the assignment in.

Option 1: Create an Assignment in a Class Team

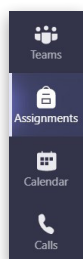


Make sure you have selected the **General** Channel and then look at the tabs at the top of the page to see Assignments:



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

New assignment [Discard] [Save] [Assign]

Title (required)
Macbeth - Act 2 Scene 2

Add category

Instructions
How does Shakespeare create dramatic tension after the murder of Duncan? Answer the preparatory questions to help you understand the content first, then create an essay plan to answer the initial question.

The Tragedy of Macbeth - full text.pdf ...

Essay Planning Template.docx
Students edit their own copy ...

Add resources

Points
No points

Add rubric

Assign to
English 10C [Share] All students [Share]

Don't assign to students added to this class in the future. Edit

Date due
Fri, 22 Jan 2021 [Calendar]

Time due
23:59 [Clock]

Assignment will be posted immediately with late hand-ins allowed. Edit

- 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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