Microsoft Teams
Quick Guide

Assignments
Tabs
Channel Emails
Login to Office 365
and select the
Teams app
Create an assignment in Microsoft Teams

Applies To: Microsoft Teams

Schedule assignments for your students in Microsoft Teams. Manage due dates, instructions, scores, and more through in the Assignments tab.

1. Navigate to the General channel under the desired classroom, and then select Assignments.
2. Select **New Assignment**.

3. Enter a title for this assignment—this is required. Your title will appear on the assignment card in the weekly assignment view.
4. Provide more information for the assignment. The following steps are optional.
   - Add additional instructions
   - Attach reference materials such as web links or PDFs
   - Specify a blank Word, Excel, or PowerPoint document you’d like your students to turn in. This will create an identical blank document for every student.
   - Select a due date or time
   - Select late turn-in if you’ll allow students to turn in this assignment late
   - Select the amount of points this assignment is worth, if any

5. Select **Assign**. Your students will be notified of the new assignment.

6. Select **Discard** to discontinue work on this assignment or **Save as draft** to return to the assignment and edit it later.

NOTES:
- Students will be notified 24 hours prior to the due date that an assignment is due
- Web links can't be added as reference materials. To add web links, add the link(s) in the assignment description box.
Edit an assignment in Microsoft Teams

Applies To: Microsoft Teams

Edit an assignment even after you’ve assigned it to your students. Attach additional materials, change the due date, or allow late turn-ins.

1. Navigate to the **General** channel under the desired classroom, and then select **Assignments**.
2. Select the assignment card you’d like to edit. This will open the assignment details view.

3. Select **Edit**.

4. Make the changes you need—you can edit any field.

5. Select **Update** to save your changes.
Save an assignment as a draft in Microsoft Teams

Applies To: Microsoft Teams

Save an assignment as a draft if you’re not ready to assign it to your students yet. You can return to the assignment later on to edit, assign, or delete it.

Save an assignment as a draft

1. Navigate to the General channel under the desired classroom, then select Assignments.

2. Select New Assignment.

3. From within an assignment you’ve created, select Save as draft. You need a title to save an assignment.

- Draft assignments appear on the Assignments tab Week view. If you haven’t entered one yet, the due date will default to the day after you save it.
- Co-teachers can save and edit assignments, too.
NOTES:

- Your assignment will save automatically if you select the back button. All assignments require a title.
- Edit or assign the assignment later by returning to the Assignments tab and selecting the assignment card.
Delete an assignment in Microsoft Teams

Applies To: Microsoft Teams

Deleting an assignment you’ve created in Microsoft Teams removes all its associated data, including any feedback or scores you recorded.

1. Navigate to the General channel under the desired classroom, and then select Assignments.
2. Find the assignment you’d like to delete and select to open it.

3. Select **Delete**, and then select **Yes** when you are prompted to confirm the deletion.
View your assignments across classes in Microsoft Teams (teacher)

Applies To: Microsoft Teams

View assignments you’ve created across all your class teams. You can sort assignments in a week-by-week view.

See assignments and open for editing

1. Select **Assignments** from the side panel.
Review an assignment with point values in Microsoft Teams

*Applies To: Microsoft Teams*

Use **Review** in the **Assignments** tab to review assignments your students have turned in. Each assignment card displays a count of student work you have left to review.

View student work in a list view or select a student’s document to open it and review in full-screen mode. Scores and feedback you assign are saved automatically, but won’t be released to your students until you post scores.

**Review students' work**

1. Navigate to the **General** channel under the desired classroom, then select **Assignments**.
2. Select **Review**.
3. Navigate to the assignment you’d like to review and select it.

4. View details on what your students have turned in:
   - Student work—Any documents you specified to be turned in are attached here. Select a document to view it in full-screen mode.
   - Date turned in—The time and date stamp for when a student turned in work. If their work is late, you’ll see a **Late** notification. Students who have not turned in work will show as **Not turned in**.

5. Select the icon in the **Feedback** column to add any comments for a student.

6. Enter points if you have given this assignment a point value. Points exceeding the base value will add extra credit.
7. When you’ve finished adding feedback and/or points, select **Post**.

- This will notify each student that the assignment has been reviewed and allow them to see their feedback and scores.

- Selecting **Post** will update only changes that you have entered. If no points are entered, nothing will be posted for that student.

- After scores have been posted for a student, a green checkmark will display to the right of the **Points** column.
Review an assignment with no point value in Microsoft Teams

 Applies To: Microsoft Teams

Assignments you create in Microsoft Teams don't need to have specified point values for you to review them. You can still check the time and date of when students turned in work or finished a task.

Marking an assignment as reviewed allows you to give feedback or simply mark off that the task has been completed.

Review an assignment with no point value

1. Navigate to the General channel under the desired classroom, then select Assignments.
2. Select Review.

3. Navigate to the assignment you’d like to review and select it.
4. View details on what your students have turned in:

- Student work—Any documents you specified to be turned in are attached here. Select a document to view it in full-screen mode.

- Date turned in—The time and date stamp for when a student turned in work. If their work is late, you’ll see a **Late** notification. Students who have not turned in work will show as **Not turned in**.

5. Select a box under **Feedback** to add any comments for a student.

6. When you've finished reviewing the assignment, select **Post All**. Your students' assignment cards will update to show that their turn-in has been recorded.
Click the add symbol.
Select to add any frequently used apps for easier access.
Frequently used websites can also be added as a tab by selecting the **Website** app.
Creating a Channel Email

1. You can send emails to a channel within Teams to keep all your class communications organized and accessible in one place. To create an email address for a channel, click the ellipsis (…) to the right of the channel, select Get email address in the dropdown menu, then click the Copy button and save the email address to your contacts list or email address book.

   Forward emails into a channel to continue discussions in Teams.

2. You can click the advanced settings link in the Get email address window to limit who can send emails to the team (for example anyone, only team members, or only emails sent from specified domains).

   Limiting who can send emails to a channel will help reduce the likelihood of receiving spam or phishing emails in Teams.

3. You can customize your email notification settings for different events (such as personal @mentions or replies to conversations you start) by clicking on your profile picture in the lower left corner of Teams, then selecting Notifications from the dropdown menu.