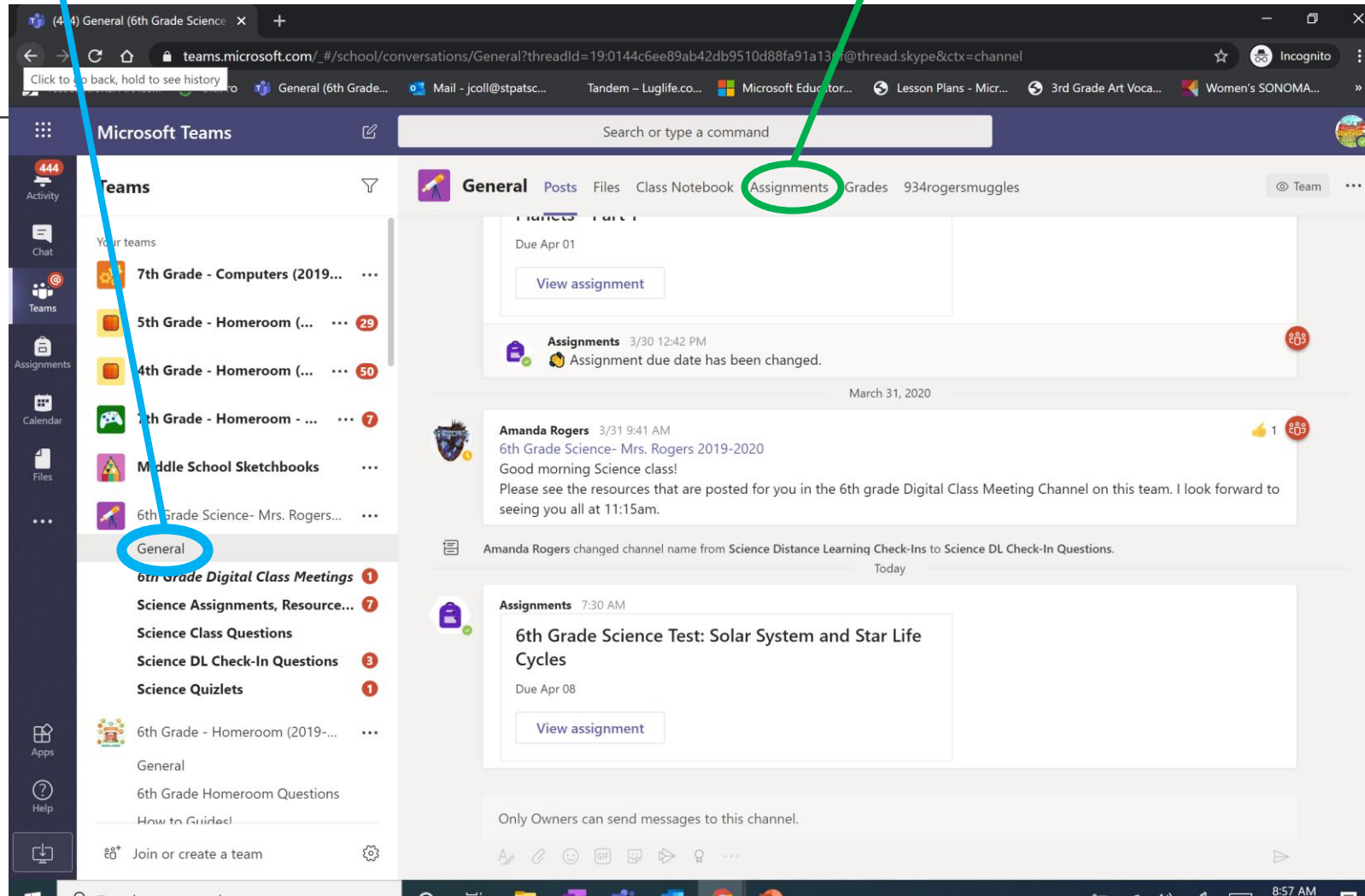


How to find and complete an Assignments on Teams.

FOR STUDENTS

Step 1: Please go to **Teams** that you have an assignment to complete. Then **click on the general channel** and **click on Assignments**.



Step 2: Please find your **assignment** that you need to complete and click on it.

The screenshot displays the Microsoft Teams web interface. On the left sidebar, the 'Assignments' icon is selected. The main pane shows the 'General' channel with tabs for 'Posts', 'Files', 'Class Notebook', 'Assignment', and 'Grades'. The 'Assignment' tab is active, showing a list of assignments under the 'Upcoming' section. A green box highlights an assignment titled 'Least Common Multiple' with a due date of 'Due April 9, 2020 11:59 PM' and '18 points'. A green arrow points from the word 'assignment' in the text above to this highlighted assignment card. The bottom right corner features a notification to 'Stay in the know. Turn on desktop notifications.' with 'Turn on' and 'Dismiss' buttons.

Microsoft Teams

Search or type a command

Teams

7th Grade Science - Mrs.... 23

6th Grade Math - Ms. Mil... 2

4th Grade - Computers (2019... ..

Art Class - 7th Grade (2019-2... ..

5th Grade Math - Ms. Miller 20... ..

General

1 hidden channel

3rd Grade - Homeroom (... 7

Art Class - 8th Grade (2019-2... ..

7th Grade Religion - Mrs. ... 5

8th Grade - Homeroom (201... ..

S.T.E.A.M. elective ..

6th Grade Religion - Mrs. ... 5

8th Grade Science - Mrs.

Join or create a team

General

Posts Files Class Notebook Assignment Grades

Upcoming

Assigned (1)

Least Common Multiple 18 points

Due April 9, 2020 11:59 PM

Completed

Stay in the know. Turn on desktop notifications.

Turn on Dismiss

2:35 PM

Step 3: Once you have clicked on the assignment you will be shown a screen that looks like the one below. Please make sure to read what all of the different parts of the screen show you about the assignment.

The screenshot shows the Microsoft Teams interface for a team named 'comp'. The 'Assignments' tab is selected, displaying an assignment titled 'Organize the Investment Information on Excel'. The assignment is due tomorrow at 12:59 AM and is worth 4 points. The instructions detail the steps for creating an Excel document and attaching it. The 'Turn in' button is visible in the top right corner. The 'My work' section shows an 'Add work' button. The 'Points' section indicates 4 points possible. The 'Turn In' section explains the process of submitting the assignment.

Title of the Assignment
(Make sure you are on the correct assignment)

Due Date:
(When the assignment is due)

Instructions/Directions for the Assignment:
(Please make sure you read all the directions within the assignment to make sure you have followed all the directions and making sure that the correct attachments are attached before clicking turn in.)

Organize the Investment Information on Excel

Due tomorrow at 12:59 AM

Instructions
Please open a blank excel document and also your class notebook to the content library. Within your content library please find the tab that is labeled Investor. Then find the Organize the Investment Information on Excel Page. Please follow the directions very very careful to set up the first record table . Once finished please make sure that the correct attachment is attached before clicking the turn in button on Teams.

My work
+ Add work

My Work:
(Where you can attach files/pictures from your OneDrive, Upload from your Computer, add Links, or from another Teams)

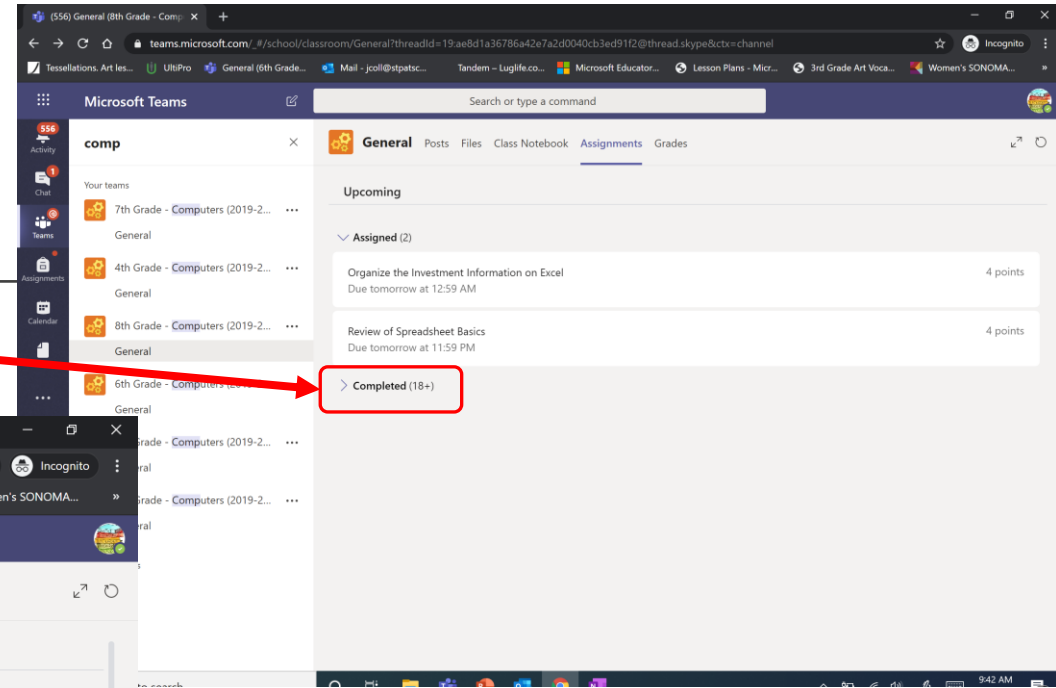
Points
4 points possible

Turn In:
(Once you have completed the assignment and all required attachments are attached please click this button to turn the assignment into the teacher.)

Points:
(Tells the student how many points the assignment is worth, if the Teacher has assigned it points)

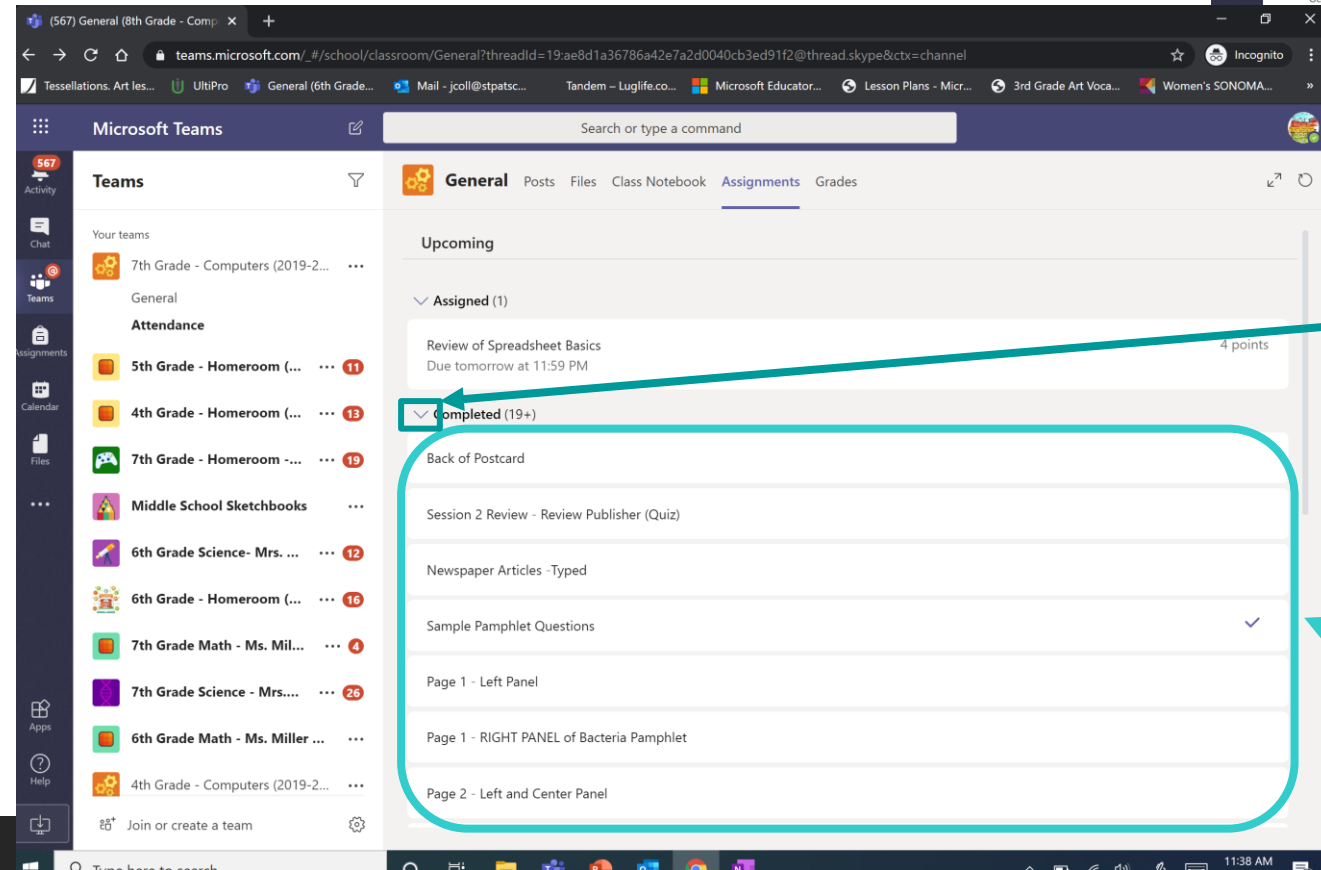
Step 4: What can I do once I have turned in the assignment?

After you have turned in your assignment, the assignment will be listed under the completed tab when you click on Assignments in the Teams.



You are able to click on the arrow beside the word completed to view any of the assignments that you have turned in.

Once you have clicked on the arrow the list of completed assignments will appear.



Continued Step 4: When I click on One of my assignments that I have completed and it has been returned back to me by the Teacher, What can I see?

The screenshot shows the Microsoft Teams interface. On the left is a sidebar with navigation icons: Activity (559), Chat (1), Teams, Assignments, Calendar, Files, and a bottom section with Apps, Help, and a download icon. The main area displays the 'General' channel of a team named 'comp'. The 'Assignments' tab is selected, showing an assignment titled 'Organize the Investment Information on Excel' due tomorrow at 12:59 AM. The assignment instructions are visible. Below the instructions, under 'My work', there is a file named 'Investor Excel.xlsx'. To the right of the assignment details, there is a 'Returned' stamp, a 'Turn in again' button, a 'Feedback' section, a 'Points' section, and a 'Rubric' section. The 'Returned' stamp indicates the assignment was returned on Thursday, April 9, at 9:46 AM. The 'Turn in again' button is a purple button. The 'Feedback' section shows two comments: 'Missing the labels on the pie graph' and 'Did not merge and center cells for the title'. The 'Points' section shows '2 / 4'. The 'Rubric' section shows 'Computer Project Rubric'.

Returned Stamp:
(Date and Time, Assignment was returned back from the Teacher)

Turn in Again button:
(I can look at the feedback to the assignment and make changes to the assignment if I need to, then resubmit/turn in again to the teacher.)

Feedback from the Teacher:
(Teachers may leave feedback on your assignment. It may tell you to correct and resubmit your work.)

Points:
(How many points you earned for this assignment – only if Teachers have assigned points for this assignment)