Teams Assignments
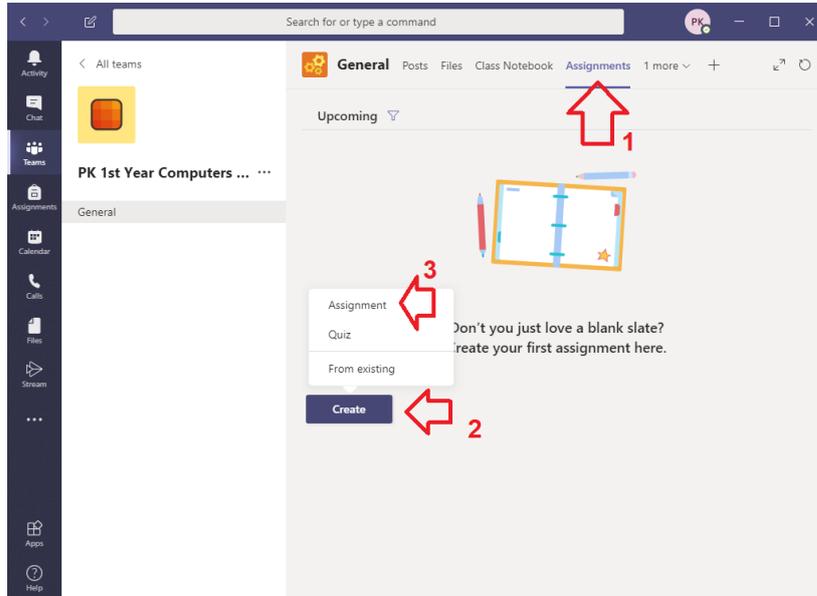
1. Setting up – Teacher Side

1.1 Open up Teams

Locate the Team you want to create an assignment for

Click the "Assignments" tab

Click "Create" then "Assignment"

1.2 Give the assignment a meaningful title (1)

You can some directions or instructions on what the assignment entails (2)

➢ You can also upload notes, exam papers, documents, images, etc. here by click "Add Resources"

You can add a point summary for the students in the form of a grading rubric (3)

You can assign it to one (or more) of your various team classes (4a)

You can also selectively apply it to certain students within that particular class only (4b)

Set a due date for the assignment (5a) and due time (5b)

You can also set additional timelines by clicking "Edit" (6)

1.3 With the Edit option you can set it so that the assignment is automatically set at a point in the future, rather than immediately (7).

This would be useful where you want to prepare several classes in advance but you don't necessarily want the particular Assignment to be visible until a certain date.

You can set a "Close Date" in addition to the "Due Date" (8).
Where you only set a Due Date, Teams will still allow a student to hand in an assignment after this date but will mark it as "Late". By setting a "Close Date" students cannot turn in an assignment at all once this date has passed and it will show up as "Not Handed In" when you go to check.

When you are finished click "Done" to return to the main assignment window


How does the Due Date and Close Date work in tandem?

You could for example, set a Due Date of 24/03/2020 at 23:59 and Close Date of 26/03/2020 at 23:59.

This means the Students should hand it by the deadline of 24/03/2020 23:59 but allows a further 48-hour grace period where they can still hand in the Assignment and it will be marked as Late.

1.4 Click "Assign" in the main "New assignment" window to finish and assign it out
   Alternatively, you could click "Save" if you wanted to finish setting up the assignment later.
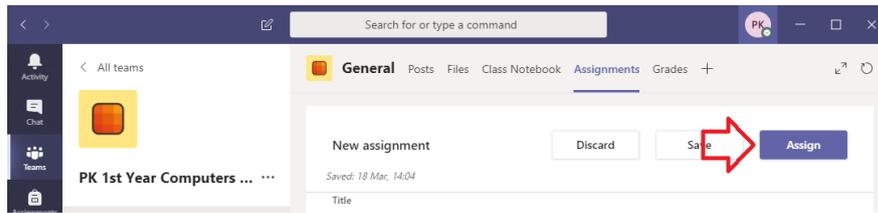
1.5 Back at the main window again and you can see all assigned tasks

> Upcoming: Assignment you have set to assign at a future date
> Assigned: Assignments which are live now
> Graded: Assignments which have been completed and which you have graded

You will also see a count of the current number of students who have handed their homework in (note: this will take about 5 minutes to appear after you first create the assignment)
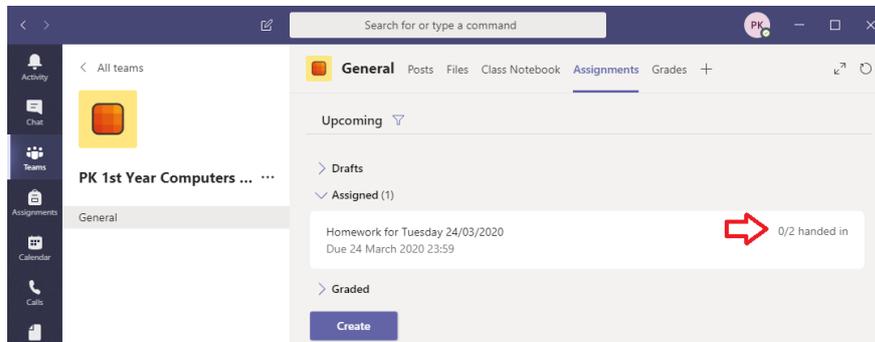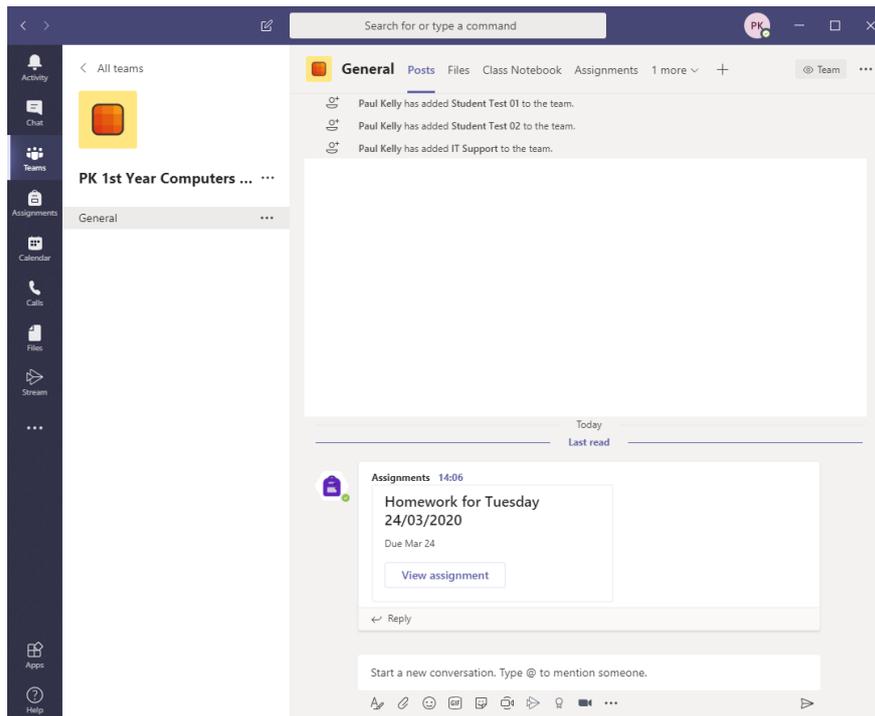

1.6 New assignments also go into the "Posts" feed screen
If Students have the notification switched on, they will get an e-mail update of the new assignment too
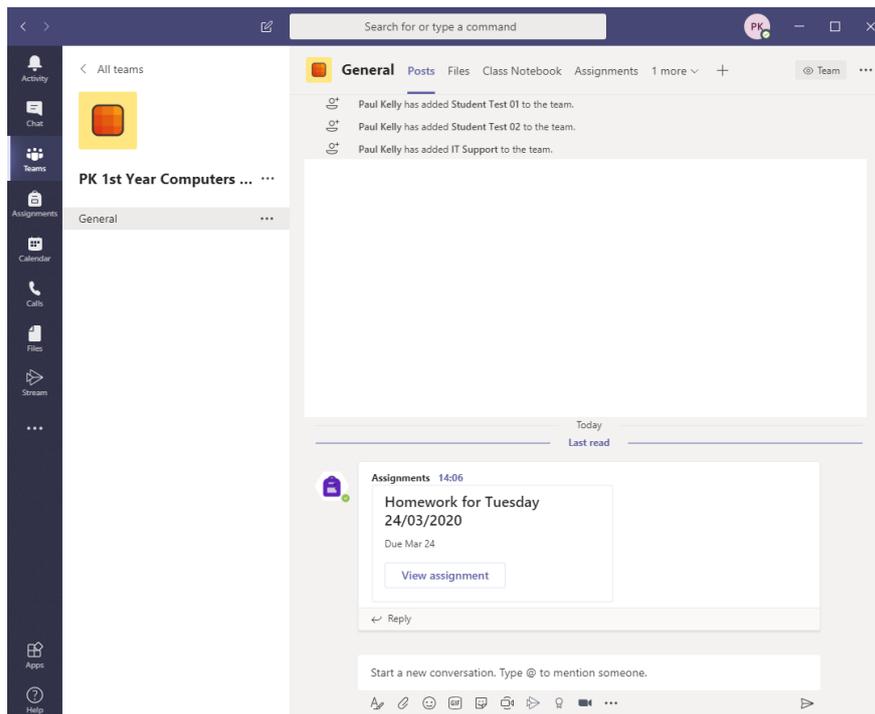
1.7 New assignments also go into the "Posts" screen which is the first thing everyone sees when they click into a Team

2. Handing in Assignments – Student Side

Since it's more likely Students may be writing homework out by hand then using their phone to take a photo of it, we'll look at the Student side from a mobile phone. Even on a computer, the layout and process on Teams is pretty close to the mobile process.
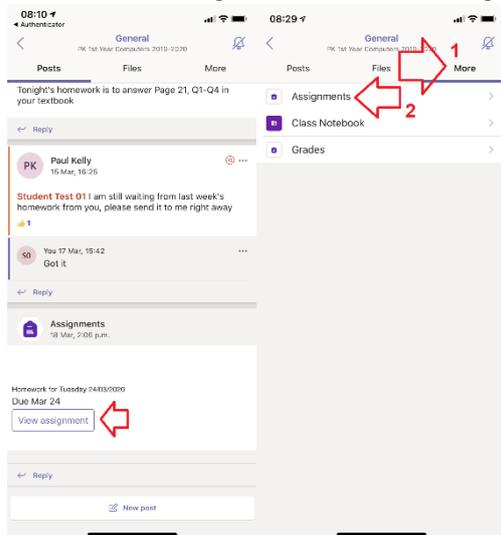
2.1 Click Teams within the Teams app
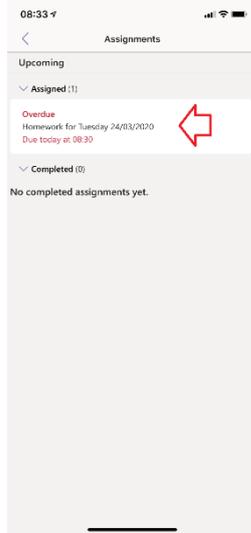Find the Team for your class and click "General"
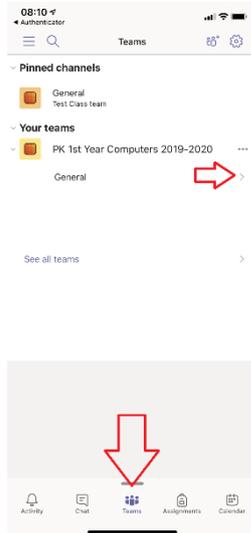
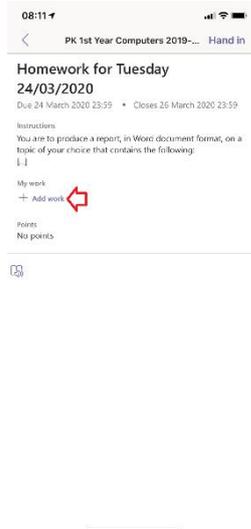2.2 Look at the "Posts" tab – you'll see reference to the Assignment assigned to you
You can also navigate to "More" > "Assignments" to see a complete list
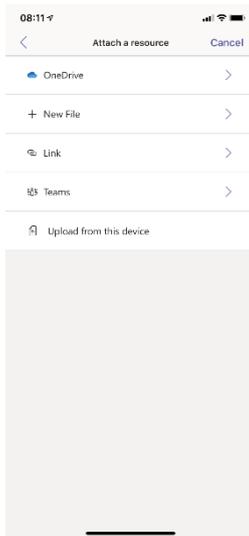
2.3 Click on the Assignment
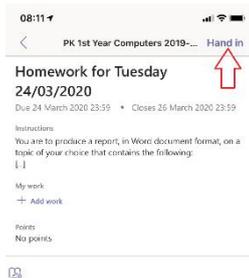

## 2.4 Click "Add Work"

2.5 Locate the file you wish to turn in

- ➢ If it's something on your @castleknockcollege.ie OneDrive account, click "OneDrive"
- ➢ If you want to take a photo of your homework that you've written out by hand, take a photo of it first, then come back to this step
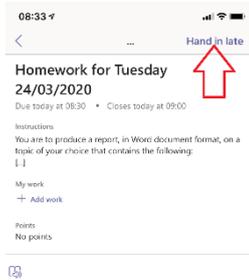

2.6 When you are finished click "Hand in" in the top right-hand corner of the screen
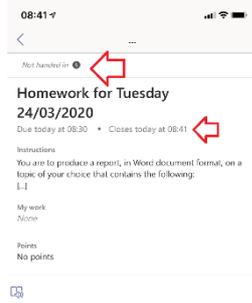
2.7 If you need to edit your work after you've clicked "Hand in", click "Undo hand-in"
Make sure you click "Hand in" again afterwards!
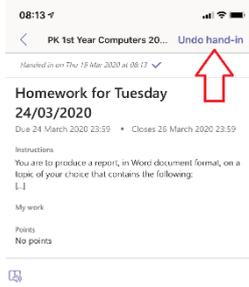
2.8 If you have missed the deadline then you will notice the option changes to "Hand in late"

2.9 If your teacher has set a closing date and you're too late you will not be able to hand in your work at all. Contact your teacher for next steps.
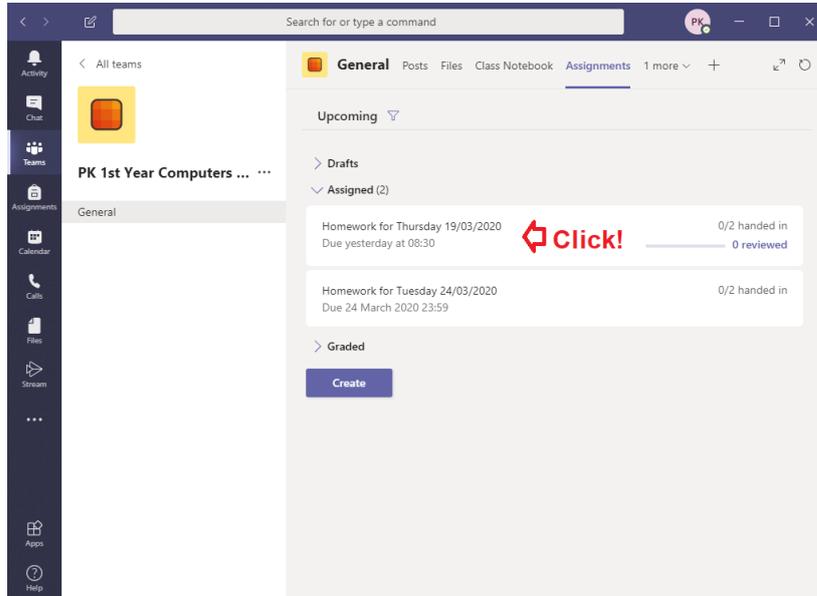
3. Tracking and Checking Assignment Activity

You may want to keep tabs on who has viewed the Assignment, who has not yet viewed, and check the results of what work was handed in.

3.1 Open your Teams app

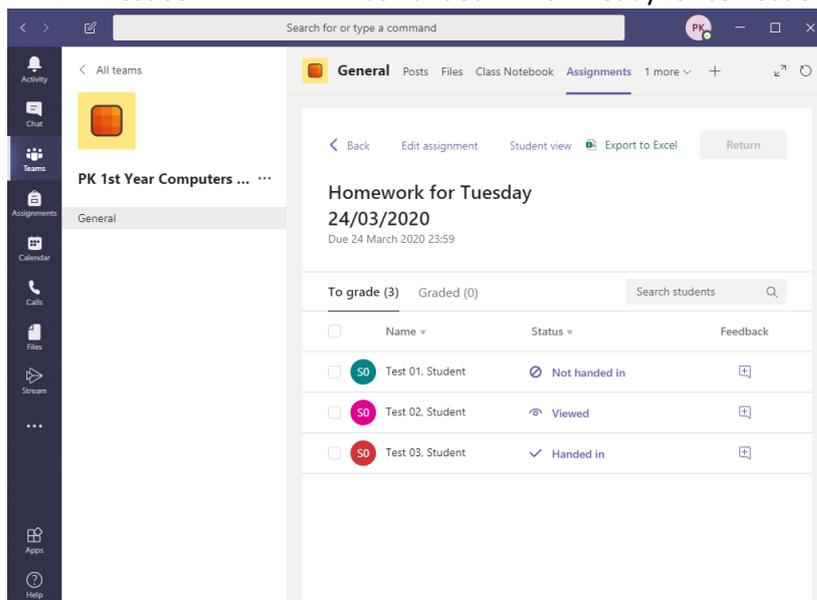Locate the Team you have created the Assignment you wish to check for

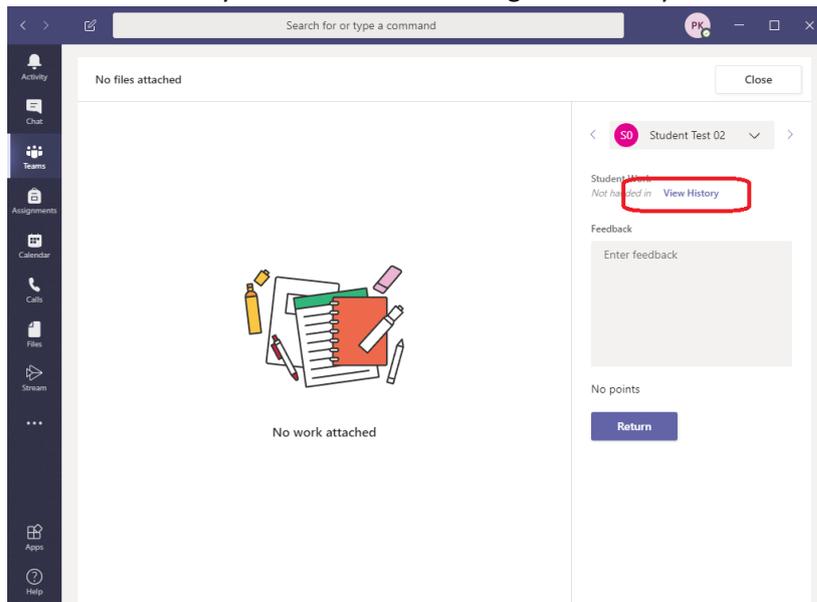Click the "Assignments" tab

Click the assignment you want to review


3.2 In the below screenshot:

➢ Test 01   =   Has not viewed the Assignment at all
➢ Test 02   =   Has viewed, but not submitted anything
➢ Test 03   =   Has handed in work ready for correction

3.3 Click on any student for further information
    Click "View History" to see the various stages of activity
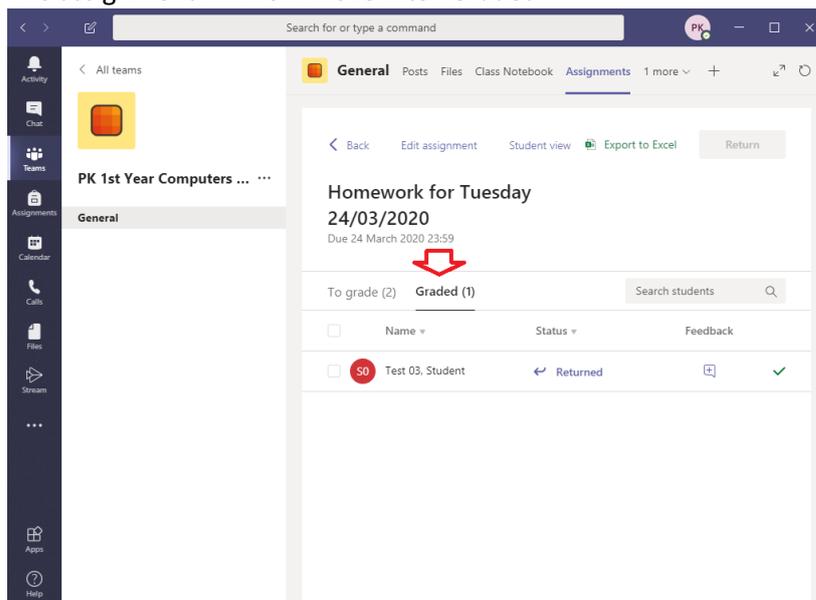

3.4 The history trail will show when the student first viewed the assignment
    Note: it doesn't record each time the student views it, only the first time they viewed it
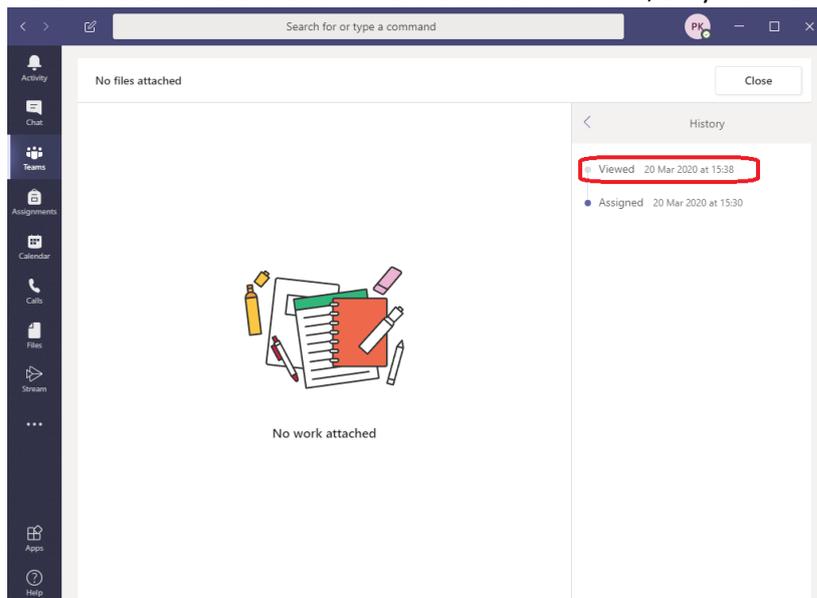
3.5 For students who have turned work in, you can provide feedback through the feedback form then click "Return"
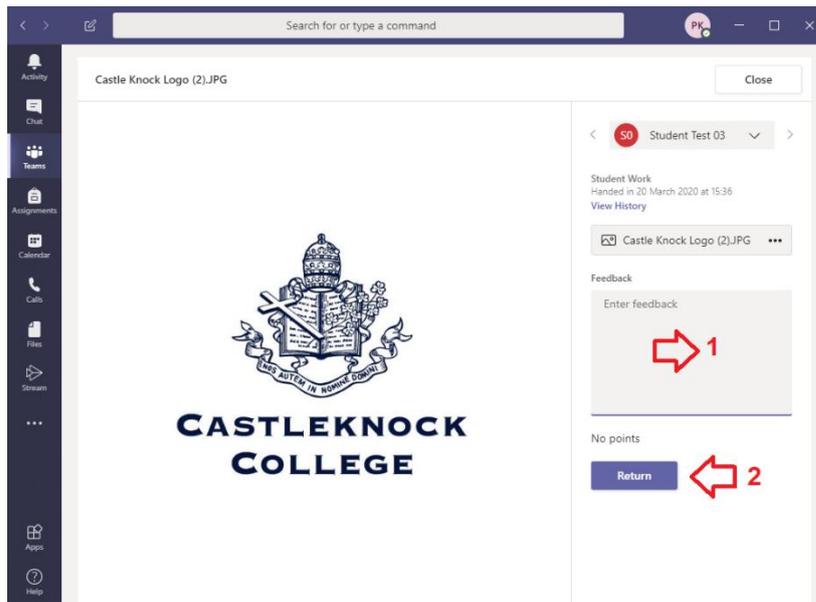
3.6 The assignment will now move into "Graded"

3.7 If you want to be able to correct their work using your Surface Pen to write over their submission, you'll need to use the OneNote Class Notebook feature instead. More on this to follow later!