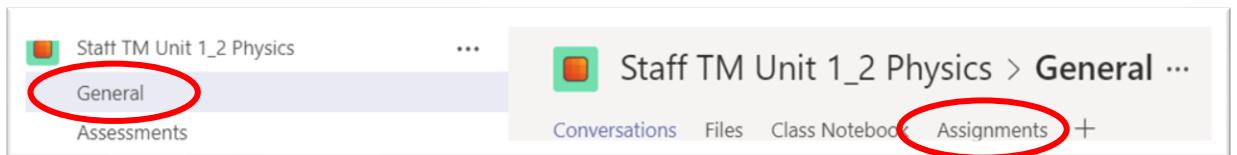
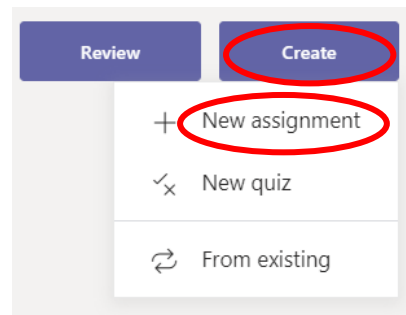


Using the Assignment Feature for the Submission of Student Work

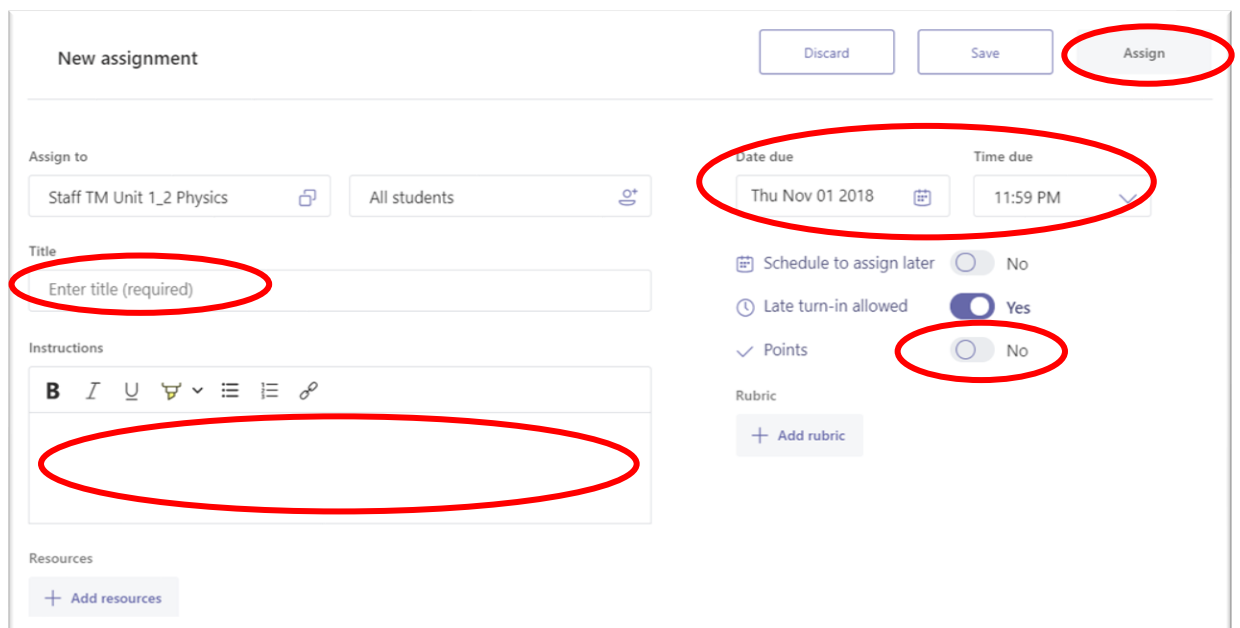
- Select your Class Team
- Select the 'General Channel' and 'Assignments'



- Select 'Create', then 'New Assignment'

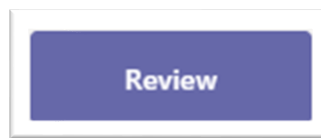
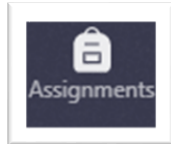


- Complete the information below for Title, Due Date, any instructions and if you would like to allow points for assessment. Finally, select 'Assign'.



A screenshot of the 'New assignment' form in Microsoft Teams. The 'Assign' button is circled in red. The 'Date due' field is set to 'Thu Nov 01 2018' and the 'Time due' field is set to '11:59 PM', both circled in red. The 'Title' field contains 'Enter title (required)' and is circled in red. The 'Points' field is set to 'No' and is circled in red. The 'Instructions' field is empty and circled in red.

- If you select the Add resources, Teams will make an individual copy of each file for the students to use as they complete the assignment. I would recommend giving them an empty word document/powerpoint/excel file for them to complete their work in as then it is saved within Teams itself. This file can then be retrieved by you whether or not they remember to 'turn in' their assignment once it is completed.
- When the assignment is past the due date, you can find it by select the 'Assignments' link on the left side of Teams and then selecting 'Review' to see student work



- When you have completed reviewing student work, you can then 'return' it so that they all receive their feedback at the same time. Students will not receive their feedback unless the work is returned.

Assigning A Rubric to the Assignment

Rubrics can now be shared amongst other staff members as well as reused for any classes you may have. If someone has already designed a rubric for use in Team, you can upload the csv file.

The Assignments tool will automatically know which rubrics you have used in the past and will make these available to you.

If you are designing the rubric, select "+ New rubric."

Choose a rubric



Upload rubric



+ New rubric



Rubric Title	Created on	
Yr 9 Digital Technologies Project	10/08/2018	×
Scientific Poster	09/10/2018	×

Cancel

Next

In the designing of the rubric, you can download a version for other teachers to use when you are ready for it to be shared.

Select Download as csv and send the other teacher/s the downloaded file.

Yr 9 Digital Technologies Project 100 points possible

Description
None

Grading criteria

Quality 1

Above Standard 3 points No criteria	At Standard 2 points - All evidence is included in Sway - Sway is neatly presented and well formatted	Below Standard 1 points No criteria	Not Shown 0 points No criteria
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Quality 2

Above Standard 3 points No criteria	At Standard 2 points - Student's voice in video is clearly audible - Video includes graphics that relate to the audio	Below Standard 1 points No criteria	Not Shown 0 points No criteria
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[Download as .csv](#) [Edit](#) [Close](#)

Rubrics can have points or no points allocated to them, the rows can be equally weighted or individually weighted, and currently you can have up to 10 criteria (rows) for assessment.