

ALL SAINTS' C OF E  
PRIMARY SCHOOL

# How To Guide – Setting Assignments In Teams



# Topics

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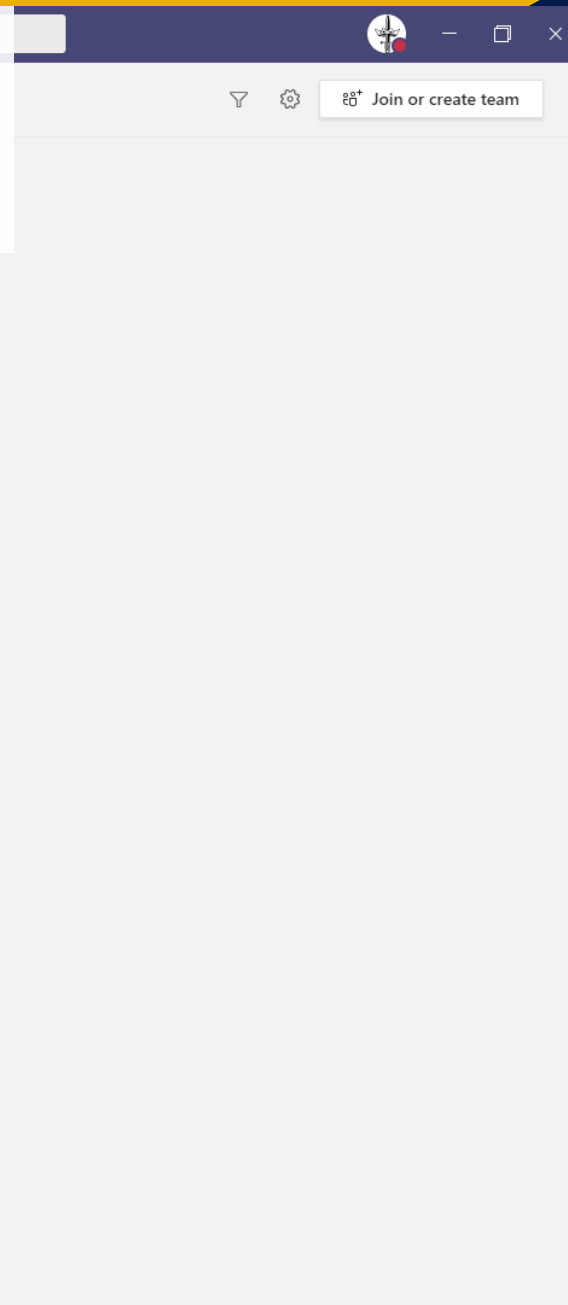
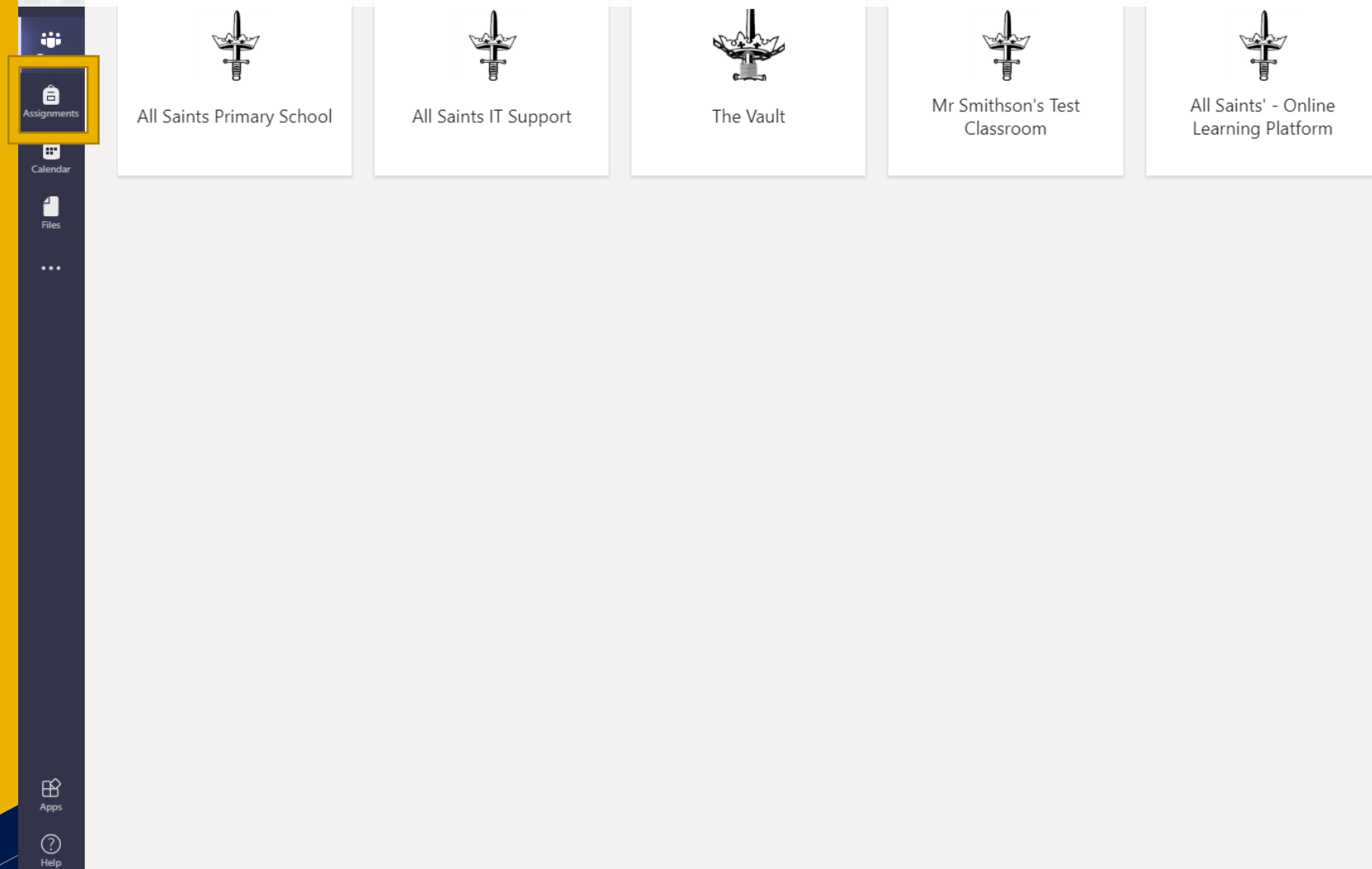




# Setting an Assignment

This how to guide will take you through step by step on how to sent a student assignment within Microsoft Teams for Home Learning.

Firstly open up your Teams desktop app. Once in the desktop app, you want to click on the 'Assignments' option which is located on the left hand task bar.



Choose a class

Search classes

A All Saints' - Online Learning Platform

M Mr Smithson's Test Classroom ✓

Next

Activity  
Planner  
Chat  
Teams  
Assignments  
Calendar  
Files  
...

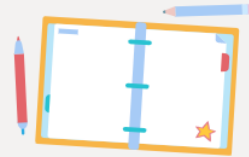
Apps  
Help

Search

Once you are in the assignments page you will be able to see your virtual classroom. For this example we are going to use 'Mr Smithson's Test Classroom'. Once you have selected the classroom, click 'Next'.

Info

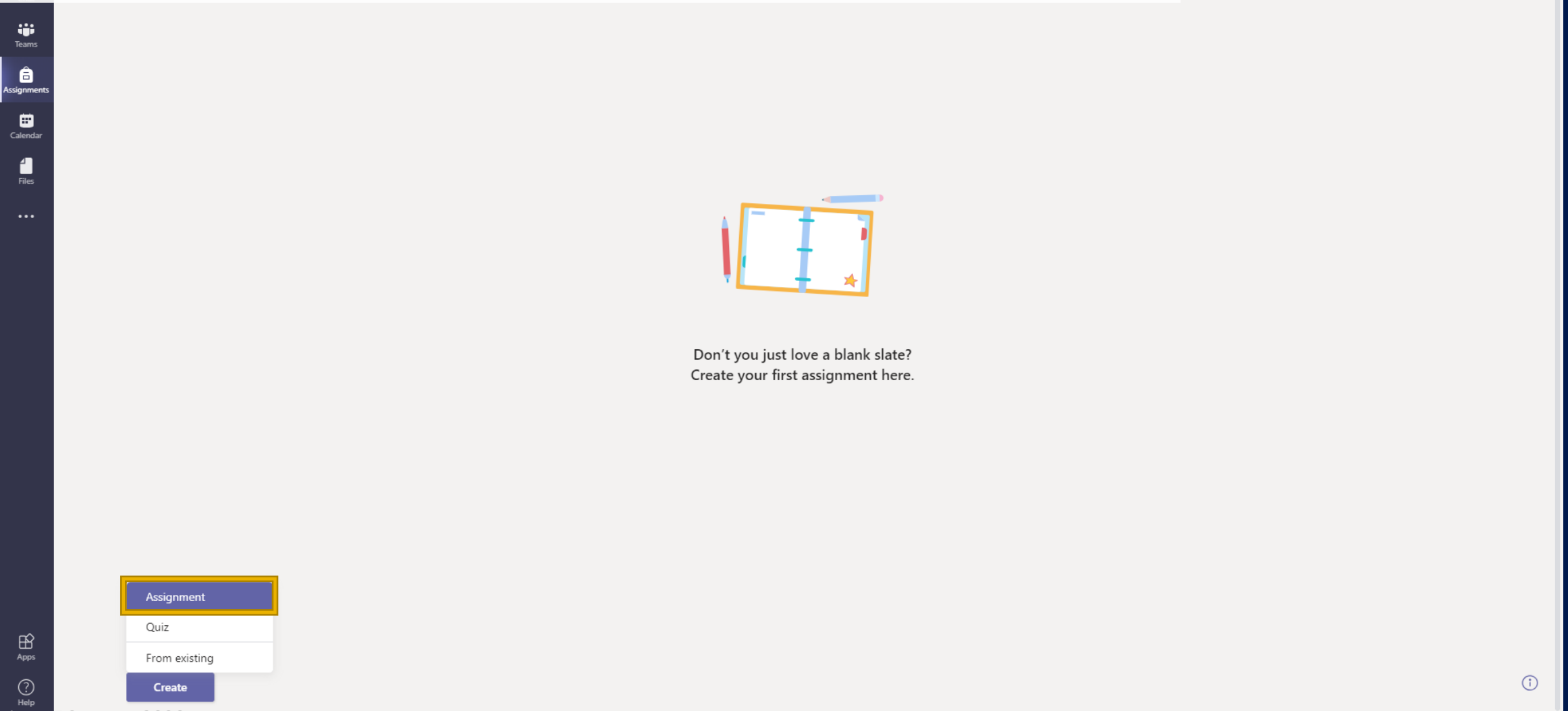
Once you have clicked on 'Next' you will be brought to your classroom assignments page. To create a new assignment firstly click on the 'Create' button in the bottom left corner of the screen.



Don't you just love a blank slate?  
Create your first assignment here.

Create

You will then receive a few different options. Assignments and Quiz. The quiz feature will link you to your Microsoft Forms page where you can create in-depth and interactive quizzes. For this purpose though you will need to select the 'Assignment' option. In the future you can use the 'From existing' button and create a duplicate assignment to speed up the process or to match previous learning.



Teams

Assignments

Calendar

Files

...

Apps

Help

Assignment

Quiz

From existing

Create

Don't you just love a blank slate?  
Create your first assignment here.

< > Search

Activity  
Planner  
Chat  
Teams  
Assignments  
Calendar  
Files  
...

New assignment

Discard Save Assign

1 Title (required)  
Enter title  
[Add category](#)

2 Instructions  
Enter instructions  
[Add resources](#)

Points  
No points  
[Add rubric](#)

Assign to  
Mr Smithson's Test Classroom [Copy](#) All students [Add](#)  
Don't assign to students added to this class in the future. [Edit](#)

Date due Time due  
Wed, 30 Sep 2020 [Calendar](#) 23:59 [Clock](#)  
Assignment will be posted immediately with late hand-ins allowed. [Edit](#)

Settings  
[Notifications](#) Post assignment notifications to this channel: General [Edit](#)

After selecting Assignments you will be brought to the 'New Assignment' screen. Firstly you will want to give your assignment a name by entering it in the title box (1). You can also assign it a custom category to separate different subjects.

Next you have the instructions box. This is where the instructions/learning objectives on the work can be placed to give an overview of what the students need to do. You can then attach worksheets and other resources to help them with the work (2).



Search

Activity

Planner

Chat

Teams

Assignments

Calendar

Files

New assignment

DiscardSaveAssign

Title (required)

Enter title

Add category

Instructions

Enter instructions

Add resources

Points

No points

Add rubric

Assign to

Mr Smithson's Test Classroom

All students

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

Date due

Wed, 30 Sep 2020

Time due

23:59

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

Settings

Post assignment notifications to this channel: General

Edit

Teams has a built in mark-scheme/rubric which can be fully customized and used to give students grades directly onto their submitted piece of work. Students will also be able to look back over previous work and view these grades. To add them firstly click on 'Add Rubric'.

**New rubric**

Title ✓ Points No

Enter title (required)

Description

Enter description

marking criteria

	Excellent	Good	Fair	Poor	+
Enter description	Enter criteria	Enter criteria	Enter criteria	Enter criteria	
+					

Cancel Attach

You will then be presented with a blank window which says 'No Rubrics Available'. In the top right hand corner of this window you want to click on '+ New Rubric'.

You will then be presented with the above page. On here you will need to give it a name so that you can easily find it for future assignments and then you can start creating your marking criteria. You are able to add as many columns and rows as you wish to fully fit the schools/lessons mark scheme. Once everything is set click 'Attach'.

Microsoft Teams interface showing the "New assignment" form. The form includes fields for Title, Instructions, Points, Assign to, Date due, Time due, and Settings. The "Assign to" field is highlighted with a yellow box and a yellow circle with the number 3. The "All students" option is highlighted with a yellow box and a yellow circle with the number 4. The "Settings" section is highlighted with a yellow box and a yellow circle with the number 5.

**New assignment** Saved: 29 Sep, 11:05 Discard Save Assign

**Title (required)**  
Test Lesson

[Add category](#)

**Instructions**  
This is a test lesson to show how to create an assignment in Microsoft teams.

[Add resources](#)  
Add user email address into All Saints Primary School Teams.docx  
Students can't edit

**Points**  
No points Main Mark Scheme

**Assign to**  
Mr Smithson's Test Classroom Copy  
Don't assign to students added to this class in the future. [Edit](#)

**All students** Copy

**Date due**  
Wed, 30 Sep 2020 Calendar

**Time due**  
23:59 Clock

Assignment will be posted immediately with late hand-ins allowed. [Edit](#)

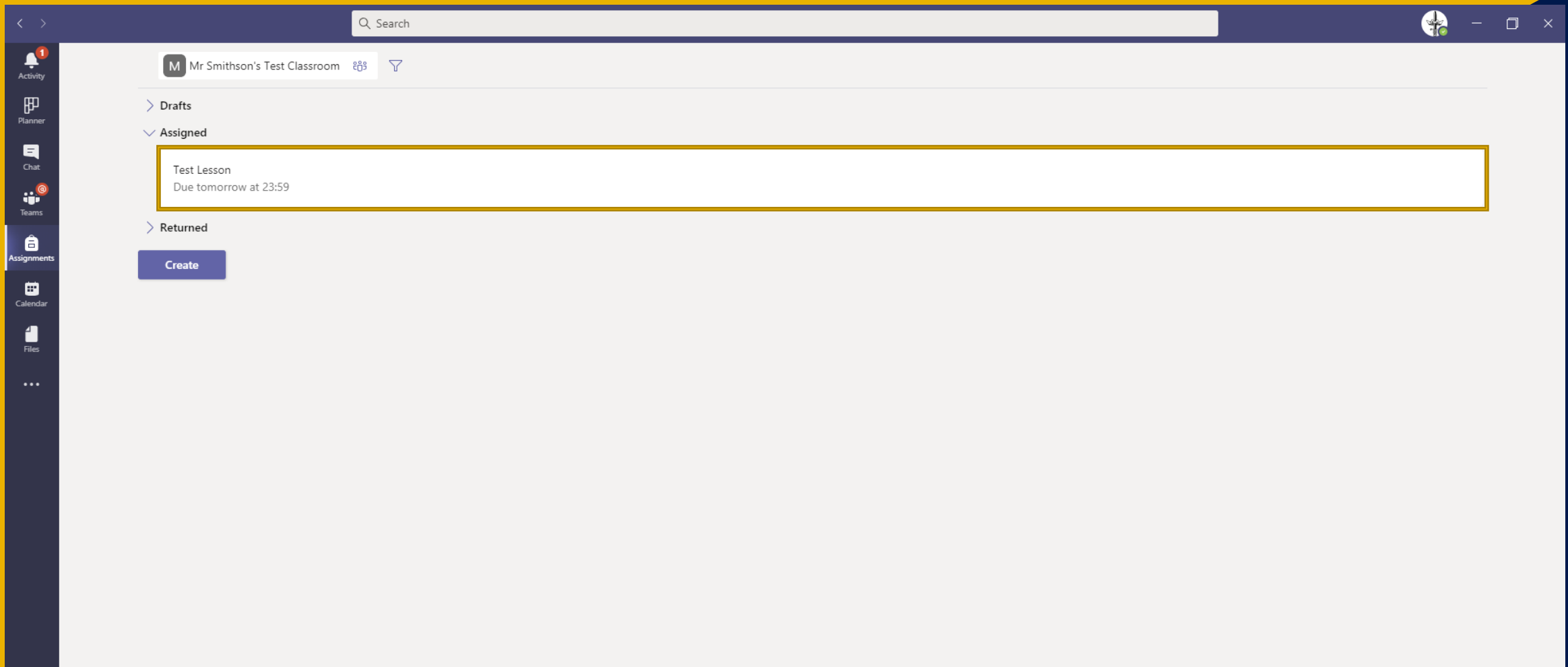
**Settings**  
Post assignment notifications to this channel: General [Edit](#)

Once we have added the name, instructions, resources and mark scheme. You will then need to ensure that you have assigned it to your classroom (3) and you can then choose whether you want it to be assigned to all students or whether you only want some students to be able to access this assignment (4).

Next you will want to set the date and time of when the work is due. The system will automatically record should anyone submit the work past this time.

You can also change which channel the notification posts in within the classroom. This would be useful if you are having a separate channel for each subject to keep the work spilt and easy to locate (5).

Finally to create the assignment simply click on 'Assign' in the top right hand corner.



Once you have assigned your assessment it will then notify all students within your classroom. It will also show the assignment within your assignments window. You are able to click on this to edit any information and also view a live status of which students have completed the work and handed it in and be able to give some direct feedback to them.

Once the students have all submitted the work it will then automatically move from 'Assigned' to 'Returned'.





# **Student View**

This section of the guide will show you exactly what the students see when they are accessing an assignment through the Teams classroom. When they open up their Teams they will see the general chat which now has an assignments message. If you are using separate channels down the left hand side the alert message will appear in there so long as you changed the channel information when setting up the assignment.

The screenshot displays the Microsoft Teams interface for a classroom named 'Mr Smithson's Test Classroom'. On the left sidebar, the 'General' channel is selected and highlighted with a yellow box. The main chat area shows a welcome message: 'Welcome to Mr Smithson's Test Classroom' followed by 'Try @mentioning the class name or student names to start a conversation.' Below this is an illustration of a teacher. A list of system messages is visible: 'All Saints Primary School has added Test Student to the team.', 'All Saints Primary School has added smithson.j to the team.', and 'All Saints Primary School has changed team description.' A prominent yellow-bordered box highlights an 'Assignments' message titled 'Test Lesson' with a due date of 'Due 30 Sep' and a 'View assignment' button. Below the assignment message, there are two system messages about channel creation: 'All Saints Primary School has created channel Maths. Hide channel' and 'All Saints Primary School has created channel English. Hide channel'. At the bottom of the chat area is a 'New conversation' button. The top of the interface shows a search bar and a user profile icon labeled 'TS'.

The screenshot shows a Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Teams, Assignments, and a menu. The main area is titled 'Mr Smithson's Test Classroom' and contains a list of channels: General (selected), English, and Maths. The 'General' channel is active, showing a 'Test Lesson' assignment. The assignment details include: a 'Back' link, a 'Hand in' button, a due time of 'Due tomorrow at 23:59', instructions stating 'This is a test lesson to show how to create an assignment in Microsoft teams.', a reference material 'Add user email address into All Saints Primary School Teams.docx', and a 'My work' section with an 'Add work' link. On the right side of the assignment card, there are sections for 'Points' (No points) and 'Rubric' (Main Mark Scheme).

Once they have clicked on the assignment link they will then be brought to this page where they are able to view all of the information. If you include a word document within the assignment, students will be able to either download them before editing them in word online or save them direct to their school one drive. They will then attached the work under the 'My Work' section and then click on 'Hand In'

Please see the 'Accessing Home Learning' how to guide for students and parents for more information on this.

# Who to contact?

Should you have any questions or issues with any part of the home learning system or Microsoft Teams please contact IT Support via

[support@allsaints.peterborough.sch.uk](mailto:support@allsaints.peterborough.sch.uk)