ALL SAINTS' C OF E PRIMARY SCHOOL

How To Guide – Setting Assignments In Teams

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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.

Teams

Join or create team

All Saints Primary School

All Saints IT Support

The Vault
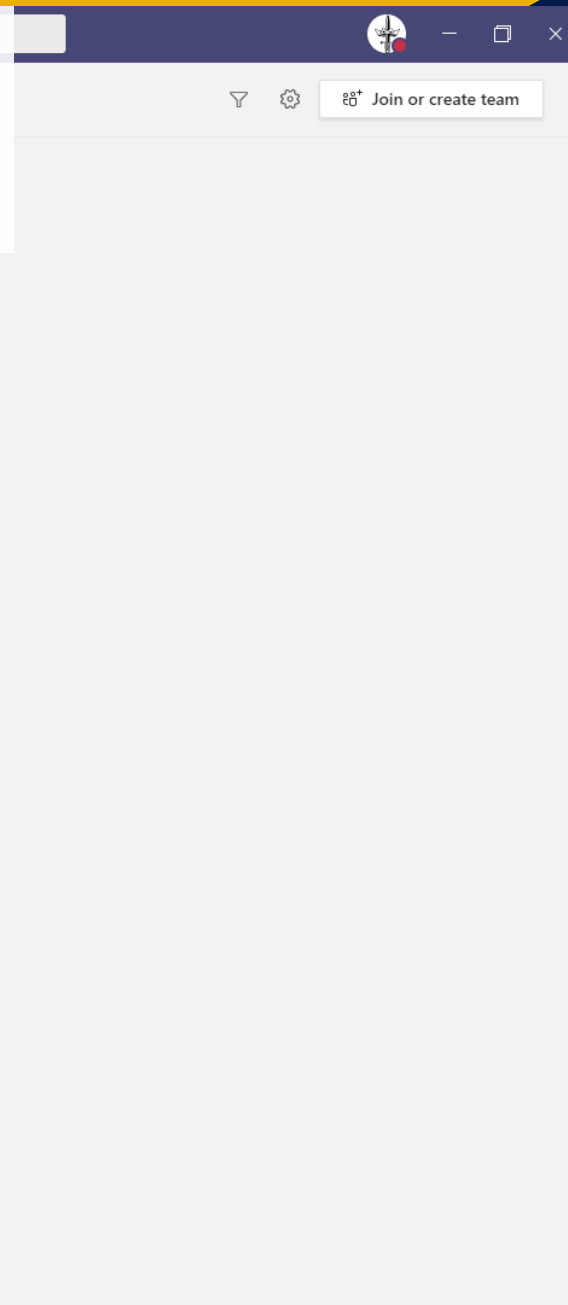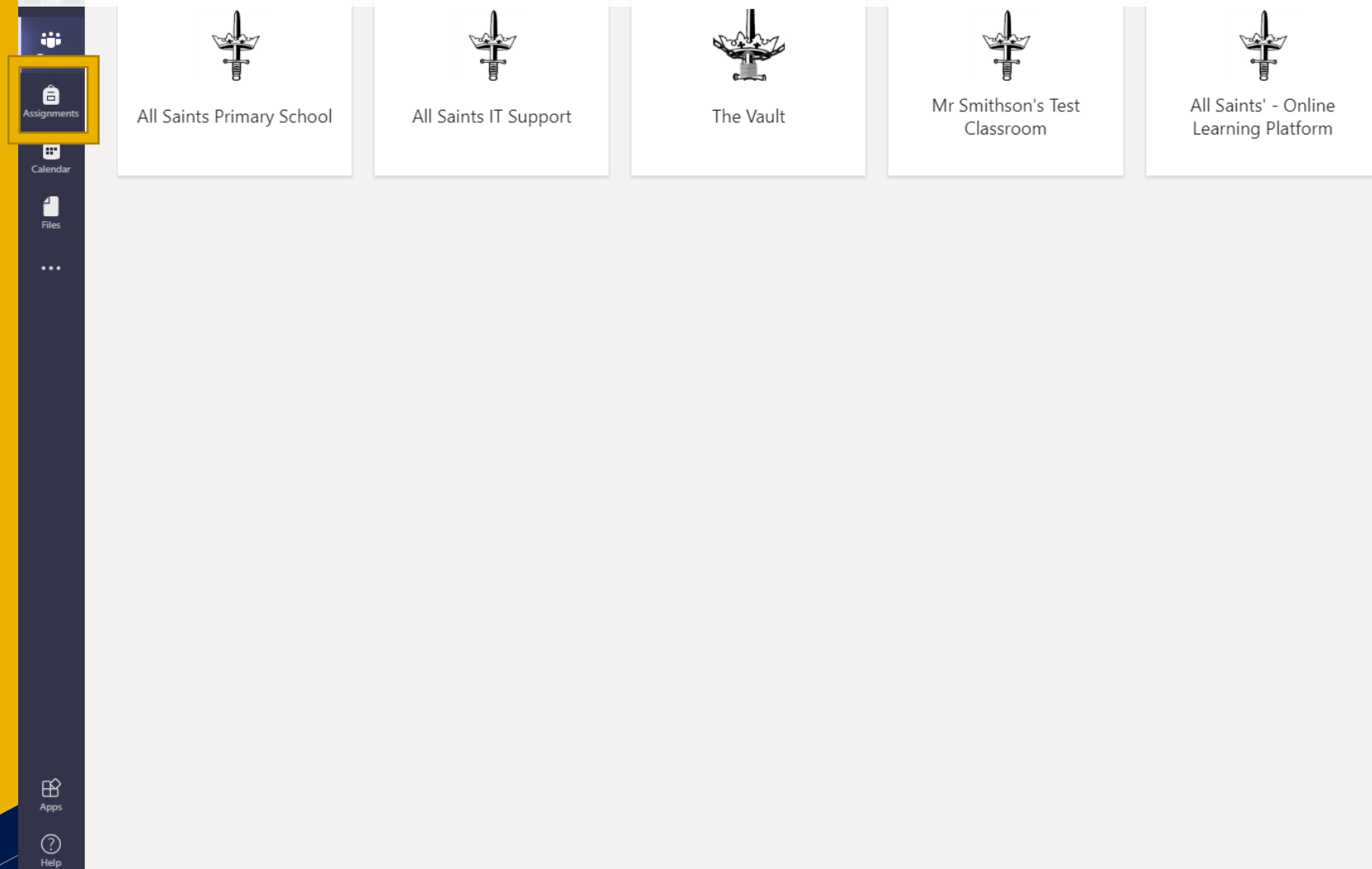
Mr Smithson's Test Classroom

All Saints' - Online Learning Platform

Activity

Assignments

Calendar

Files

...

Apps

Help

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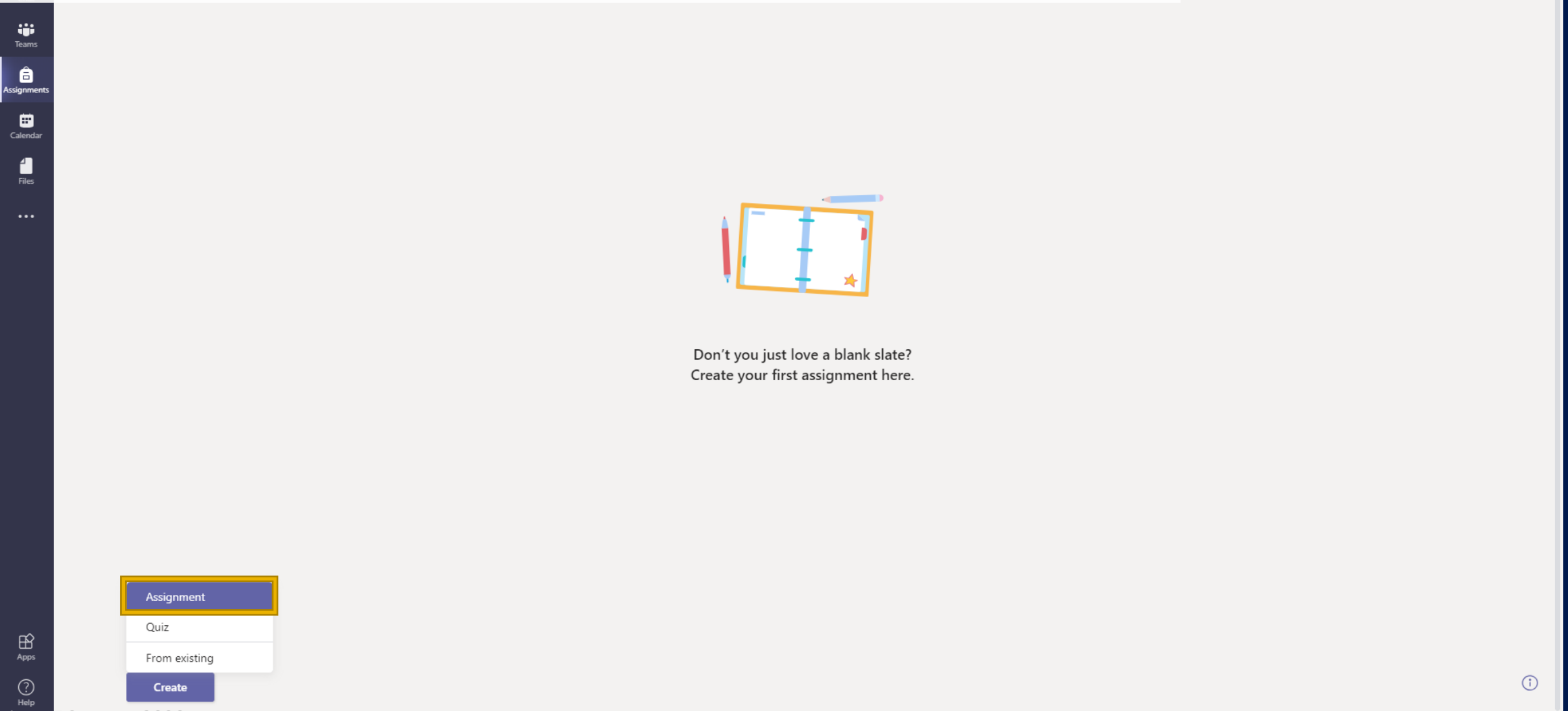
Once you have clicked on 'Next' you will be brought to your classroom assignments page. To create a new assignment firstly click on the 'Create' button in the bottom left corner of the screen.

Teams

Assignments

Calendar

Files

...

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

Apps

Help
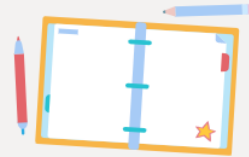
Create

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.

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

Assignment

Quiz

From existing

Create

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).

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'.

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'.

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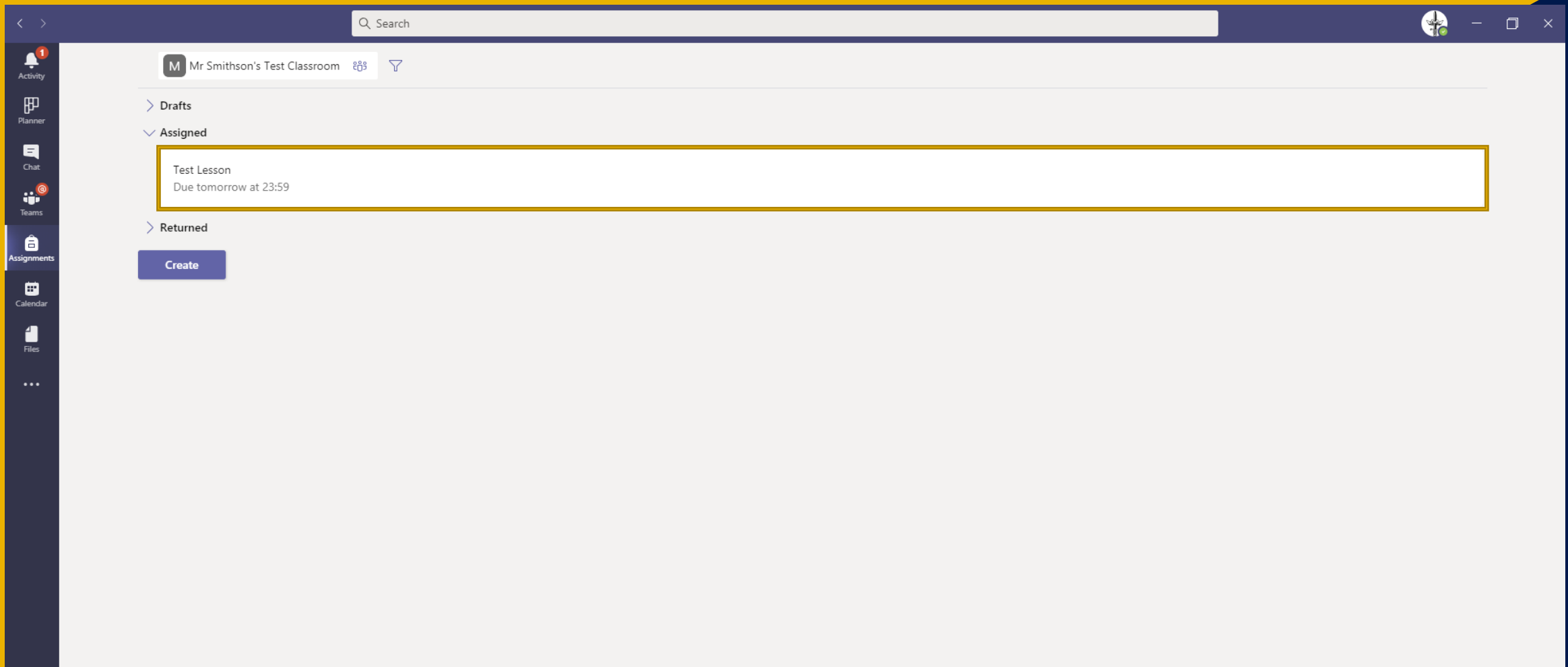
Once you have assigned your assessment it will then notify all students within your classroom. It will also show the assignment within your assignments window. You are able to click on this to edit any information and also view a live status of which students have completed the work and handed it in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

Mr Smithson's Test Classroom ···

General
English
Maths

Welcome to Mr Smithson's Test Classroom

Try @mentioning the class name or student names to start a conversation.

All Saints Primary School has added **Test Student** to the team.

All Saints Primary School has added **smithson.j** to the team.

All Saints Primary School has changed team description.

Today

Assignments 11:17

Test Lesson

Due 30 Sep

View assignment

↵ Reply

All Saints Primary School has created channel Maths. Hide channel

All Saints Primary School has created channel English. Hide channel

New conversation

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