

# GUIDE TO MICROSOFT TEAMS ASSIGNMENTS & CALENDAR FOR GRADES 5-8

Beginning in Semester 2, students in grades 5-8 will now be able to click on the Calendar and Assignments (backpack icon) buttons in Teams to see what assignments have been assigned and their due dates.

Each Assignment will have a "tag" in purple next to it. This tag indicates the type of assignment. There are four (4) types of assignments:

- *In-Class Turn In (Summative)*
- *In-Class Turn In (Formative)*
- *Teams Turn In (Summative)*
- *Teams Turn In (Formative)*

These tags will help students to know whether they are expected to turn the assignment in during class or to submit it online through Teams.

Please note, *Formative* refers to daily work and *Summative* refers to tests, quizzes, and projects.

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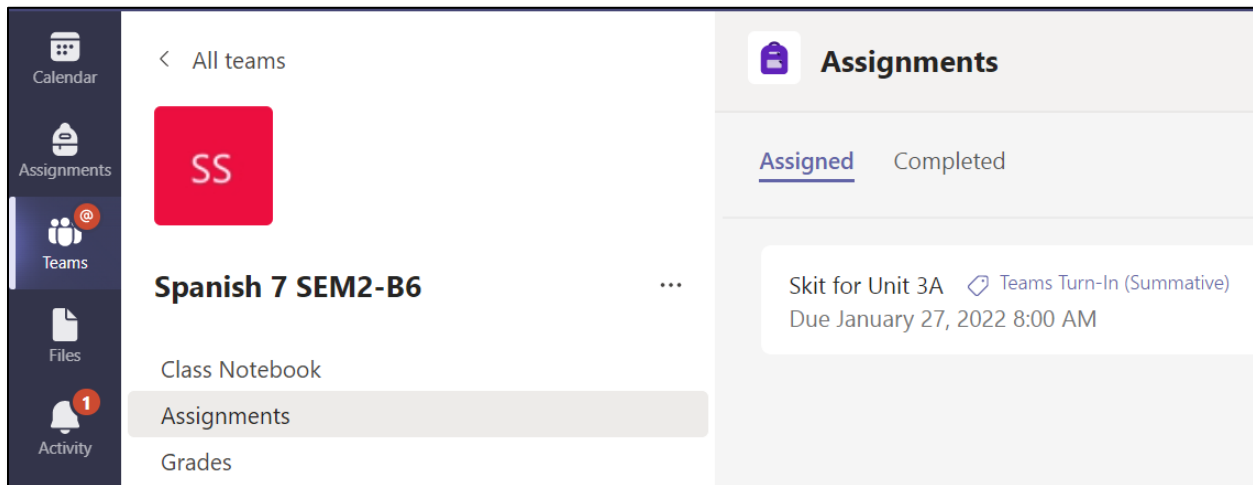
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# 1. View and navigate your assignments (student)

View both upcoming and completed assignments by class or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores.

## I. View and sort assignments within one class

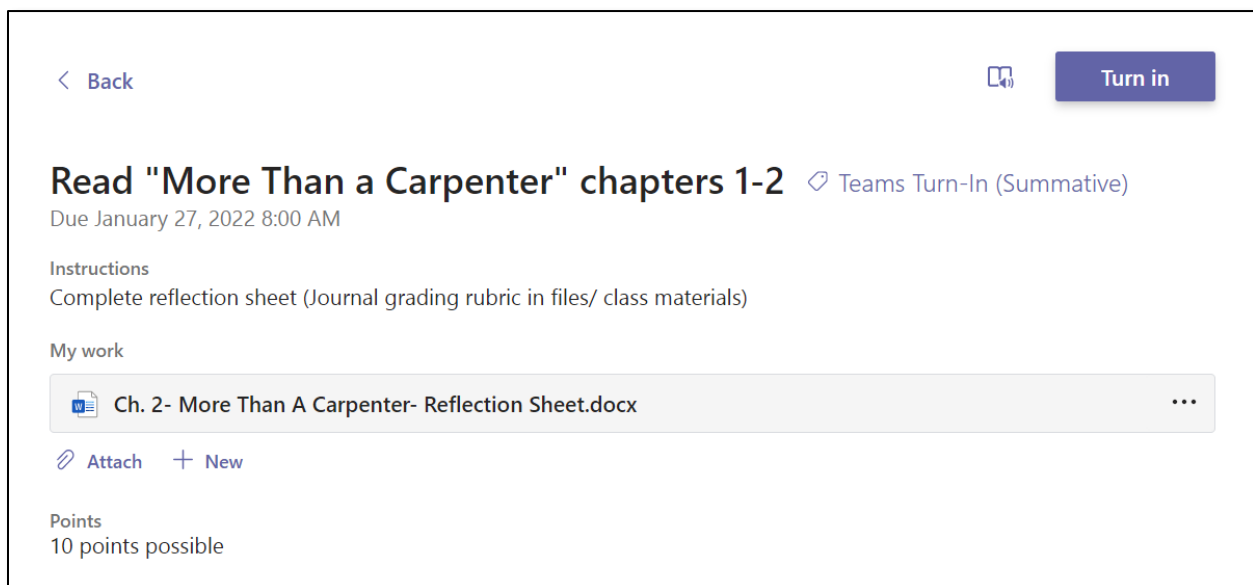
Navigate to a class team, then select **Assignments**.



## II. Upcoming assignments

By default, assignments you haven't turned in yet will display by order of due date under the **Assigned** tab. Select **Load previous** and **Load more** to browse the list. Assignments you haven't opened yet will have a bold title. Late assignments will include a **Past due** warning.

For *Teams Turn In* assignments, select the assignment to attach any work and turn it in.



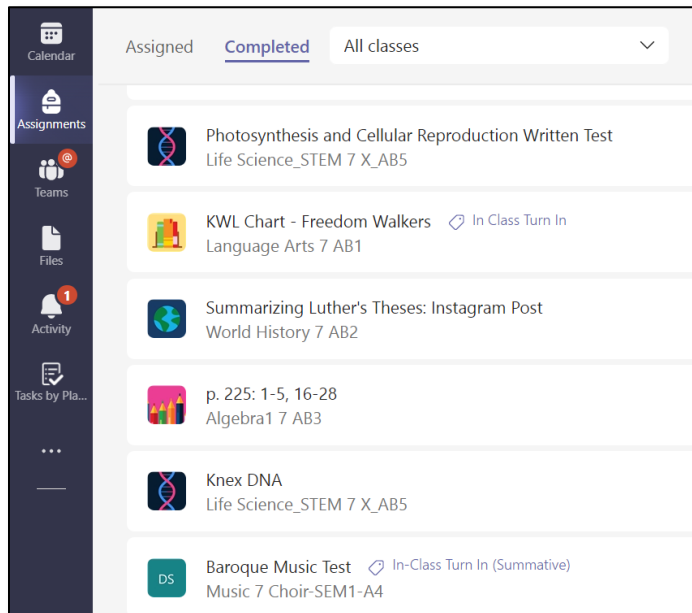
### III. Upcoming assignment status

**Assignment title and due date**—Before the due date. You haven't turned in work yet.

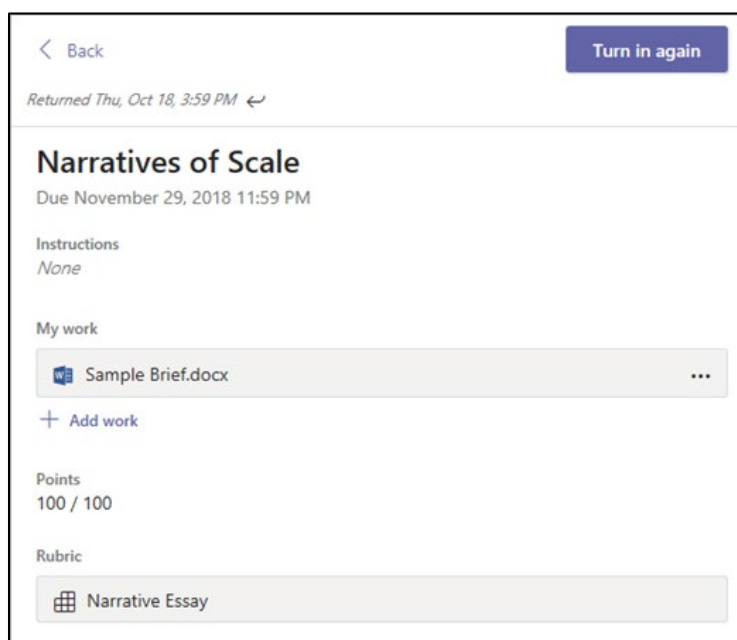
**Past due**—You haven't turned your assignment in yet and it's past the due date. This will only appear if your teacher is accepting late turn-ins.

### IV. View turned in and returned assignments

Select the **Completed** tab to view assignments you've turned in.



Assignments you've turned in will have a checkmark. Open one to view feedback and scores after your instructor has returned it. You can also select an attached rubric to review more details on your score.



## V. Completed assignment status

**Not turned in** The due date for this assignment has passed and you can no longer turn it in.

**Turned in** You'll see a time and date stamp of your most recent turn-in.

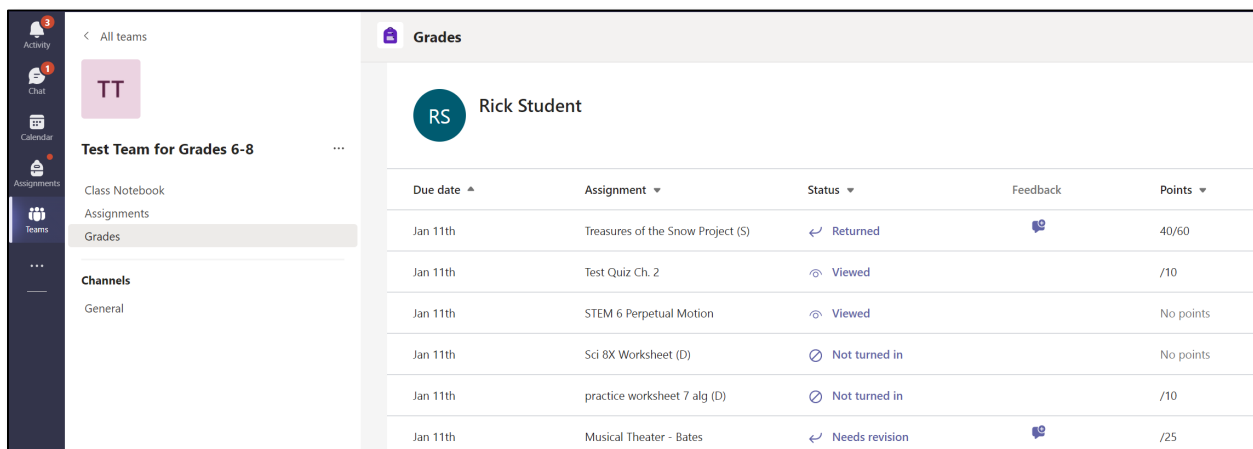
**Returned or Returned for revision** You'll see a time and date stamp of when your instructor returned the assignment to you.

**Turn in again** You'll see this option when your teacher has returned an assignment to you but is still accepting submissions. This means you can submit any revisions your instructor has requested.

**Undo turn in** Your instructor hasn't returned your work yet and submissions are still open. Use this option if you forgot to include something or want to update your work before turning it in again.

## VI. View Teams assignment grades in one class

To view grades of Assignments in Teams, navigate to a class team and select Grades.

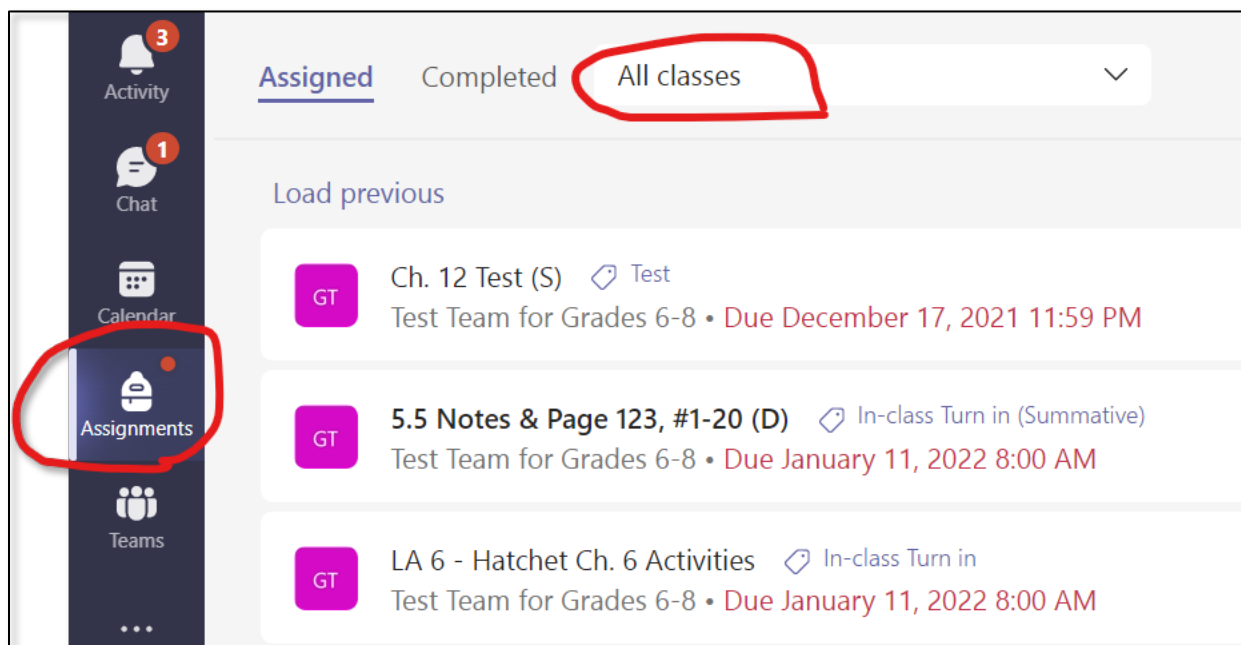


Due date	Assignment	Status	Feedback	Points
Jan 11th	Treasures of the Snow Project (S)	Returned		40/60
Jan 11th	Test Quiz Ch. 2	Viewed		/10
Jan 11th	STEM 6 Perpetual Motion	Viewed		No points
Jan 11th	Sci 8X Worksheet (D)	Not turned in		No points
Jan 11th	practice worksheet 7 alg (D)	Not turned in		/10
Jan 11th	Musical Theater - Bates	Needs revision		/25

Here, you'll see all your assignments listed with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.

## VII. View assignments across classes

To view assignments across all your classes, select **Assignments** from your app bar. Select an assignment to open it or turn in work.



Select **Load previous** or **Load more** to load additional assignments.

Select **Assigned** to view work you haven't turned in yet and **Completed** to view work that you have.

**Note:** Not seeing an older assignment? Navigate to individual class teams and open **Assignments** to load more assignments.

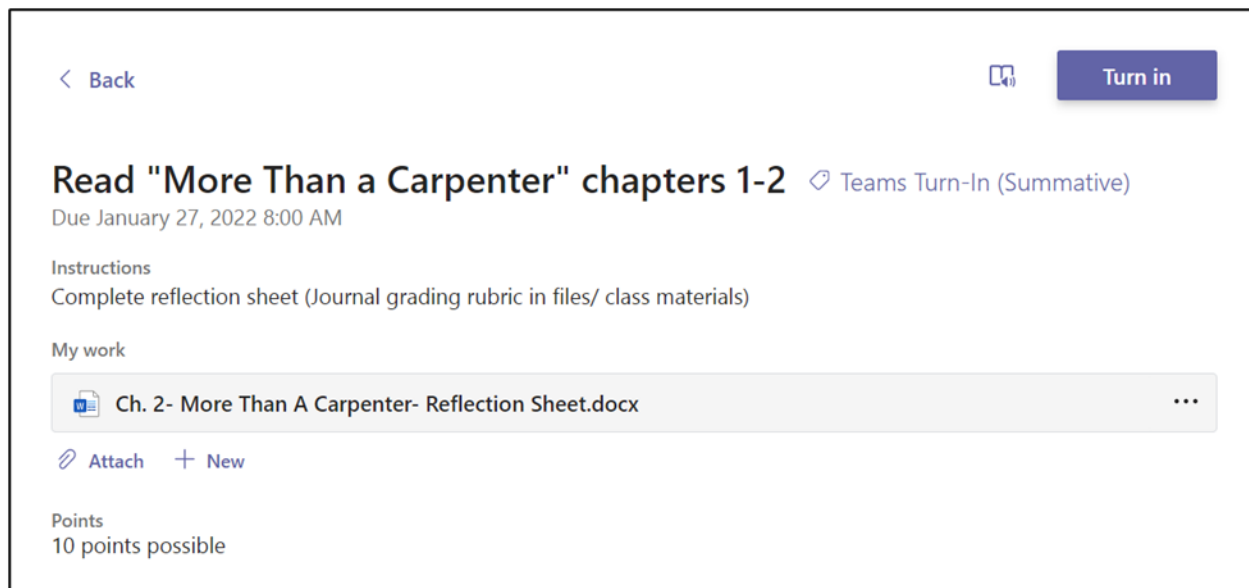
## 2. Turn in an online assignment in Microsoft Teams (for *Teams Turn In* assignments)

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

1. Navigate to the desired class team, then select **Assignments**. You can also use your search bar to search for an assignment by keyword.
2. Your **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.
3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file.

**Note:** You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.

**Tip:** Work on Office files associated with this assignment right from here—no need to leave the app. Older files with .doc, .xls, and .ppt file extensions can only be edited in the desktop versions of those apps. You can copy content into a new file created in Teams to make them editable again.



The screenshot shows the Microsoft Teams interface for an assignment. At the top left is a '< Back' link. At the top right is a 'Turn in' button. The assignment title is 'Read "More Than a Carpenter" chapters 1-2' with a lock icon and 'Teams Turn-In (Summative)'. Below the title is the due date: 'Due January 27, 2022 8:00 AM'. The 'Instructions' section says 'Complete reflection sheet (Journal grading rubric in files/ class materials)'. The 'My work' section shows a document icon and the filename 'Ch. 2- More Than A Carpenter- Reflection Sheet.docx' with a three-dot menu to its right. Below this is an 'Attach + New' button. At the bottom, the 'Points' section indicates '10 points possible'.

4. Select the Turn in button to turn in an assignment before its deadline. The button will change depending on the status:
- **Turn in for group** if you're working on a group assignment. Only one member of the group needs to turn in the assignment.
  - **Turn in again** if you're editing an assignment you've already turned in and need to submit work again.
  - **Turn in late** if you're turning in your assignment after the due date, but your instructor has allowed late turn-ins or asked for a revision.
  - **Not turned in** if the assignment is past due and your instructor is no longer accepting turn-ins. You cannot turn in work.
  - **Undo turn in** if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

### 3. Teams Calendar

All due dates of Assignments created in Teams will show up in the Teams Calendar. Teachers may also add events to the calendar for important dates students should be aware of.

Anything showing in the Teams calendar will also sync to the students' Outlook calendar where it will also be viewable.

Please note, the default time of assignment due dates is 8a.

