

Students: Teams- Assignments

Thursday, October 1, 2020 12:48 PM

Because you asked...

Question:

How do I find my assignments in Teams? How do I hand in my work?

Description:

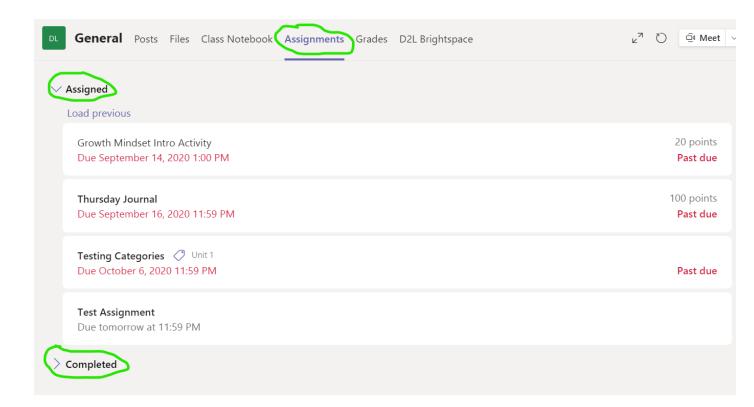
Access Assignments tab in Teams to view, complete, hand assignments and view feedback and grades.

Watch the Videos

Access Assignments
Hand in Work

First: Open an Assignment

- Open your class team
- Select the Assignments **tab** at the top of the screen
- Assignments will be listed in two categories Assigned and Completed
- Click on an assignment to open it



Next: Complete an Assignment and Turn In

- Read the instructions carefully
- Check to see if your teacher has attached a rubric to help guide your work
- Use a Post or Chat message if you have questions for your teacher
- Check the due date so you can plan your time wisely
- Click to open your resources
- Resources attached in Word or OneNote will open directly inside Teams if you are using a computer
- Resources attached in **Word** or **OneNote** will need to open in their apps. If you are using a **mobile device**, make sure you have these apps installed too.
- Close the resource when you have finished
- Select the ADD WORK option if you need to upload additional work.
 Uploading video or pictures from your camera or photos is easily done here from a mobile device.
- Select the Turn In button to let your teacher know you have finished

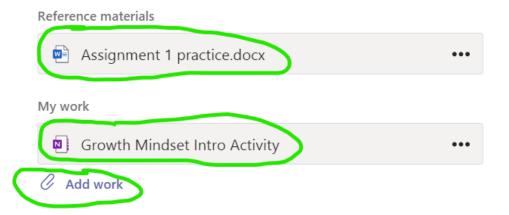


Growth Mindset Intro Activity

Due September 14, 2020 1:00 PM

Instructions

In this activity, you will learn (or refresh) what a growth mindset it. This is a very unique school year and this is a great way to wrap our heads around the "newness" and "scariness" factors with the development of a growth mindset.



20 points possible



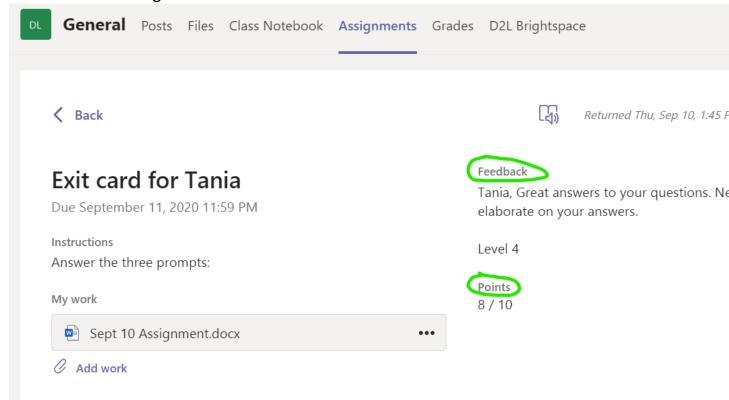
Points

Growth Mindset Paragrap

Then: View Feedback and Grades

- Select the Assignments tab
- Select the > to open your Completed Work list
- Look for Feedback and Points
- Open your resource to see if your teacher has added additional comments in your Word or OneNote documents too
- Open your resource to edit your work

Close the resource and select Turn in Again if your teacher asked you to resubmit an assignment



Additional Resources:

<u>Assignments and Grades in your Class Team</u> <u>Microsoft Teams Quick Start Guide for Students</u>