



Takeaways

These takeaways give teachers a quick visual reference of different features within the app. They're like slow-motion (*okay, totally still*) action shots. Participants can linger for as long as they like and take in any of the details they may have missed during the presentation.

Added bonus: Teacher can use these when they're back in the classroom and wanting to refresh their memories about what they learned today. These takeaways will help them remember where to find that one button that does that one thing.

- **How to create a team**
- **Teams spaces**
- **Creating assignments in Teams**
- **Repost an assignment in Teams**
- **Create a rubric in Teams**
- **Assignments feedback loop**
- **Use forms as assignments in Teams**



 **Suggestion for distribution:**
Print each takeaway out on card stock and put them on a ring for teachers to use over and over.



21st century classrooms with Microsoft Teams

Course 4: Assignments & feedback in Microsoft Teams Teacher Takeaways

For more support and training videos, visit <https://support.office.com/education>.

Course 4: Assignments & feedback in Microsoft Teams

Takeaways

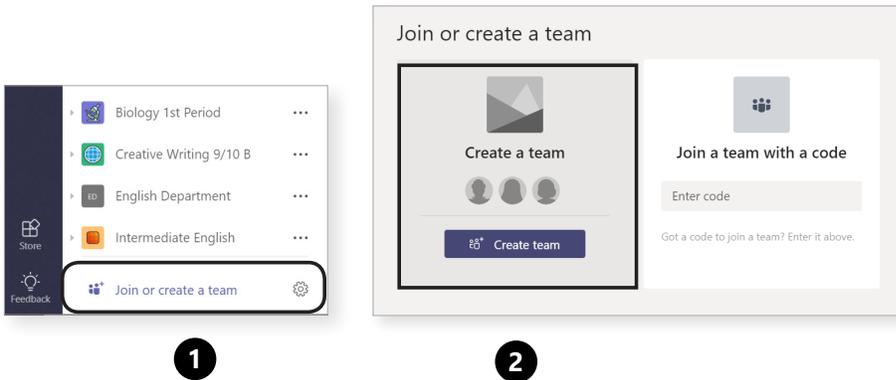
These cards give you a quick visual reference of different features within the app. They're like slow-motion (*okay, totally still*) action shots. You can linger for as long as you like and take in any of the details you may have missed during the presentations.

Added bonus: Use these when you're back in the classroom and wanting to refresh your memory about what you learned today. They'll help you remember where to find that one button that does that one thing.

- How to create a team
- Teams spaces
- Creating assignments in Teams
- Repost an assignment in Teams
- Create a rubric in Teams
- Assignments feedback loop
- Use forms as assignments in Teams

 Takeaways will help you remember where to find that *one button* that does that *one thing*.

How to create a team



1. At the bottom of the left rail, select **Join or create a Team**.

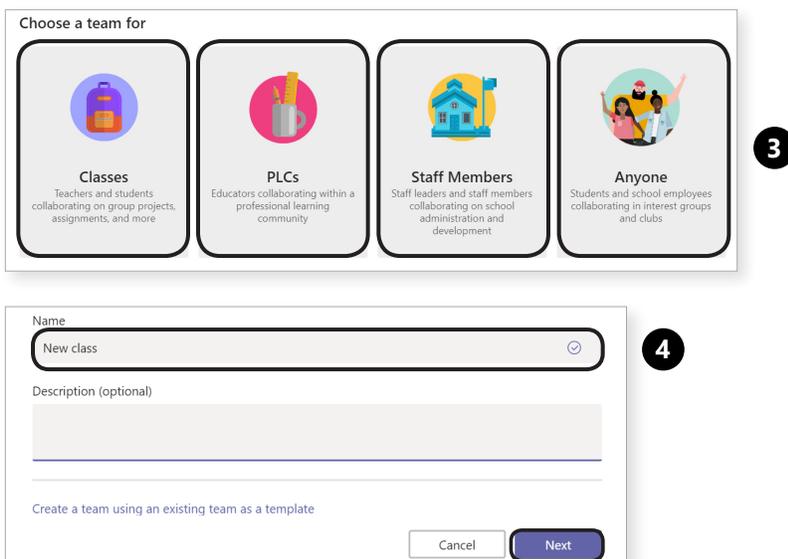
2. Then select **Create a Team**.

(Continued on next page)



Screen key

Choose the type of team



3. Choose the **type of team** you'd like to create.

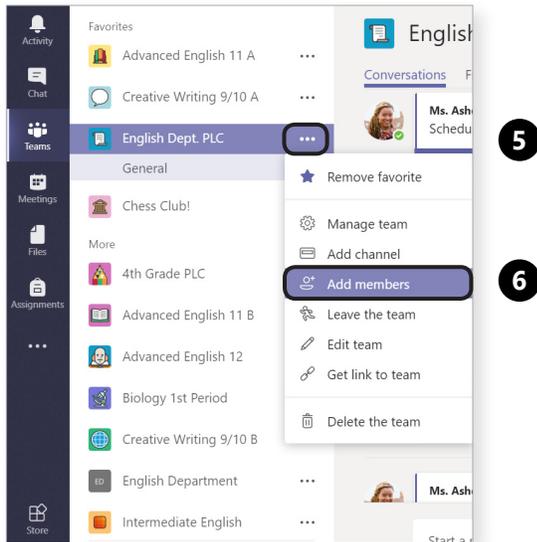
4. Name your **channel and add members**. You can add guests (e.g. parents) by entering their email addresses.

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Screen key

Add more team members later



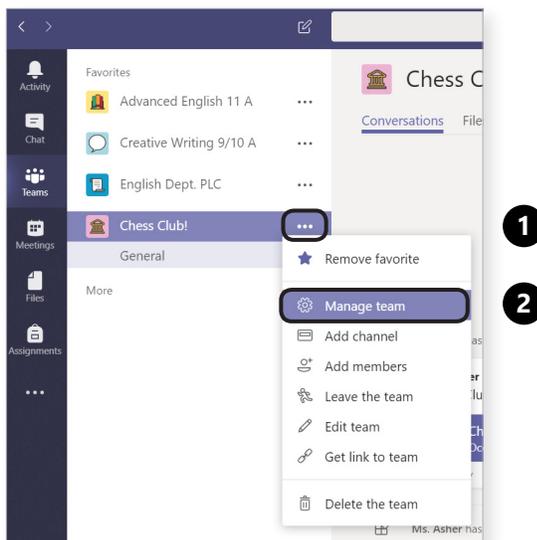
5. Select the **...** **More** button next to the Team.

6. Then choose **Add members**.



Screen key

Add a team picture



1. Select the **...** **More** button next to the Team.

2. Then choose **Manage team**.

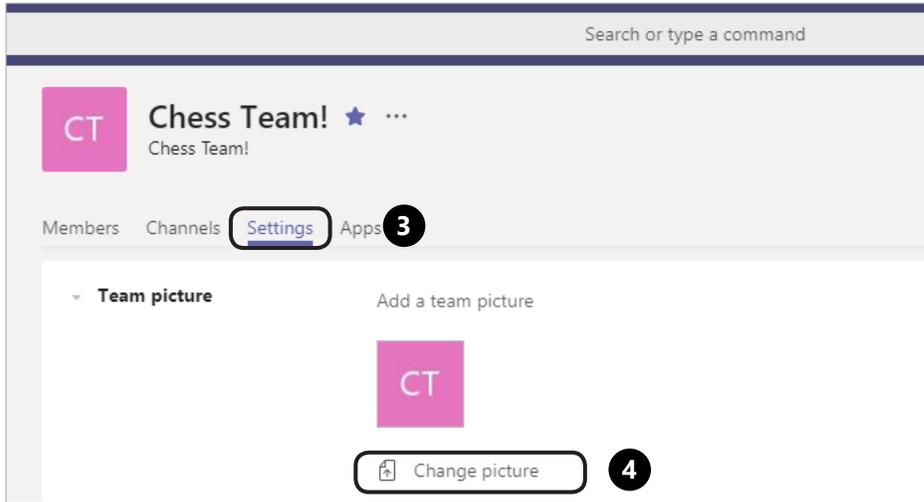
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Screen key



Add a team picture



3. Select **Settings**, in the tabs section.

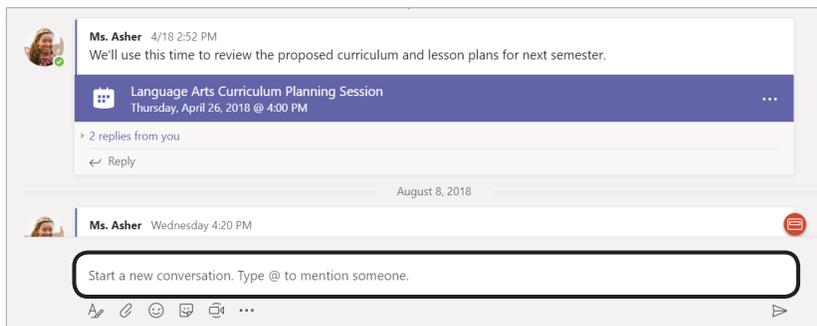
4. Then click **Change picture**.



Screen key



Posting comments and @mentioning



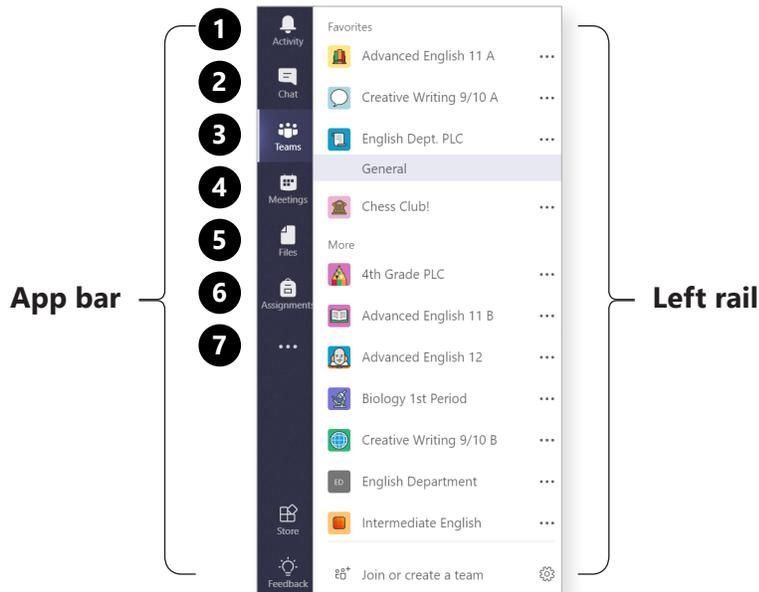
Post comments and @mention Team members.



Screen key

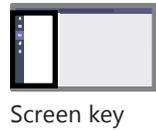


The me space: Keep track of your own apps and files.

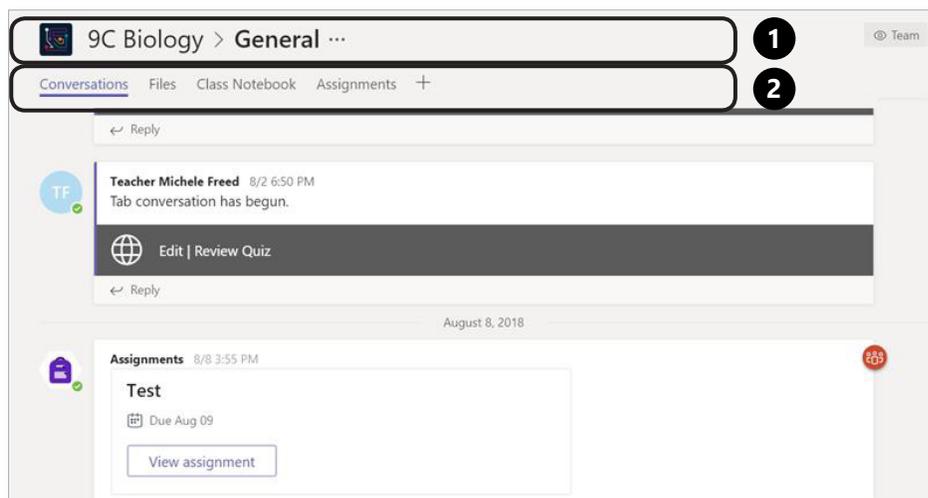


In the me space, you will find:

1. Notifications
2. Private chats
3. Teams
4. Meetings
5. Personal files
6. All the assignments *you* create
7. Any apps that *you* add



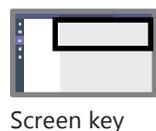
The we space: Collaborate with students.



1. The class nav is for wayfinding. It shows which team and channel you are in.

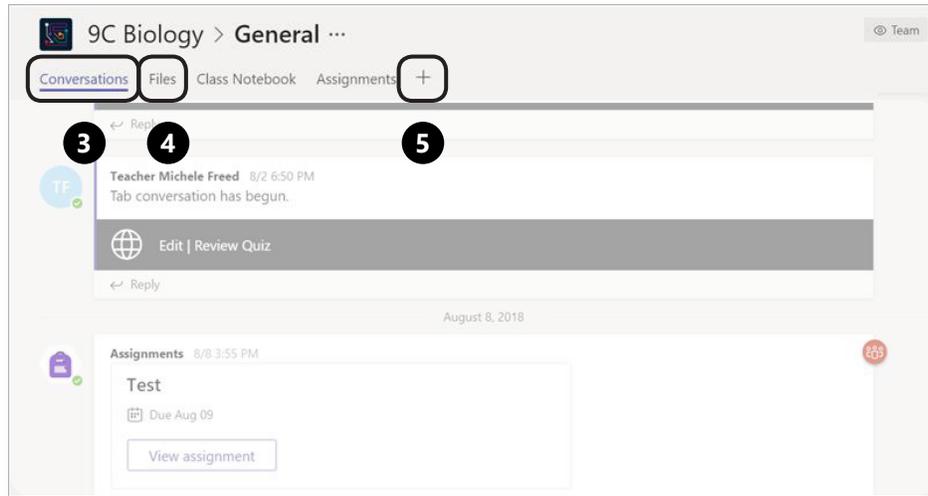
2. These are tabs, which your students share with you.

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The we space: Collaborate with students.



There are tabs for each channel. Here you will: Navigate between **3.** conversations, **4.** files, and more

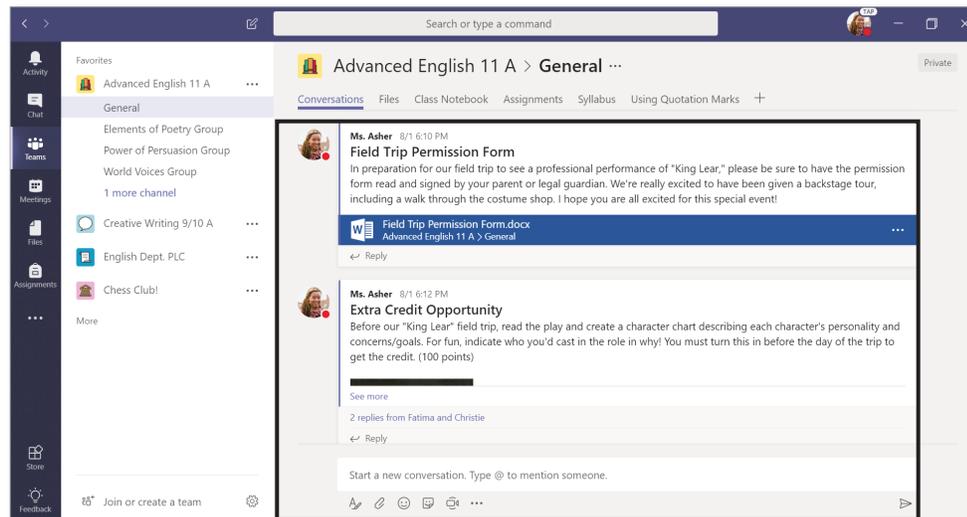
5. Add new tabs by selecting the plus sign.



Screen key



The canvas



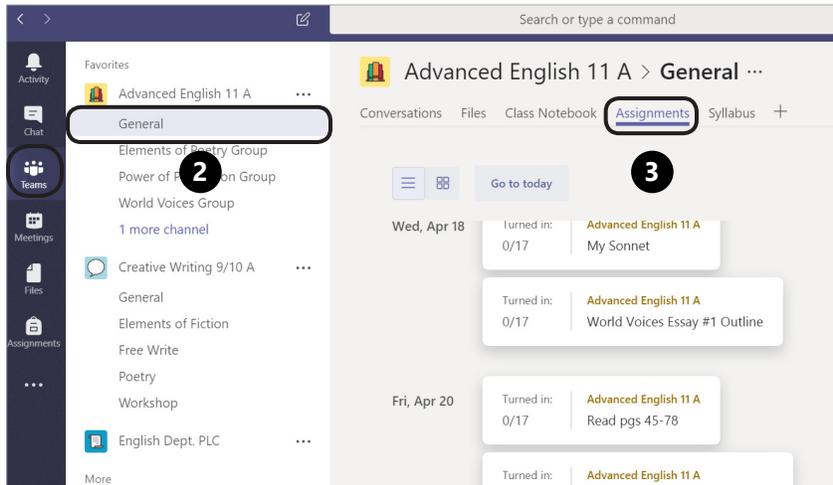
This is the workspace. Whatever you've selected in the app bar, left rail, or tabs, shows up here.



Screen key

Create an assignment

Creating assignments in your class is as easy as a few clicks. No really, it's just a few clicks.



1. Select Teams from the app bar, then find your class.

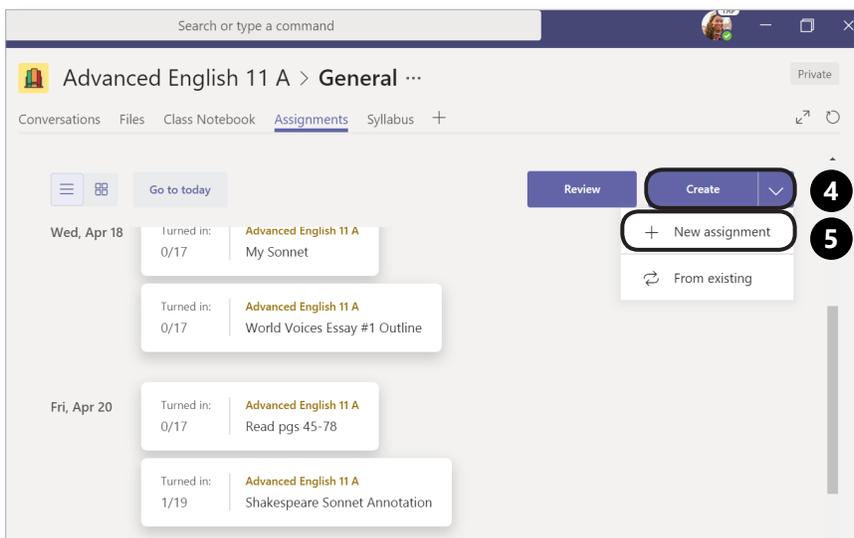
2. Under your class name, select the **General** channel.

3. Click the Assignments tab.



Screen key

Create an assignment



4. Click the Create button.

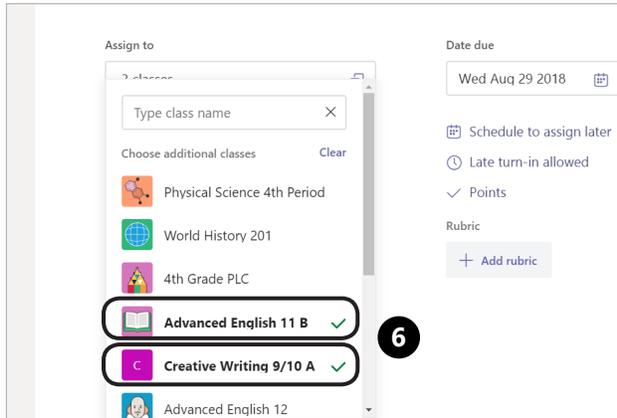
5. Then click +New assignment.



Screen key



Create an assignment



6. Select one or multiple classes to assign work to.

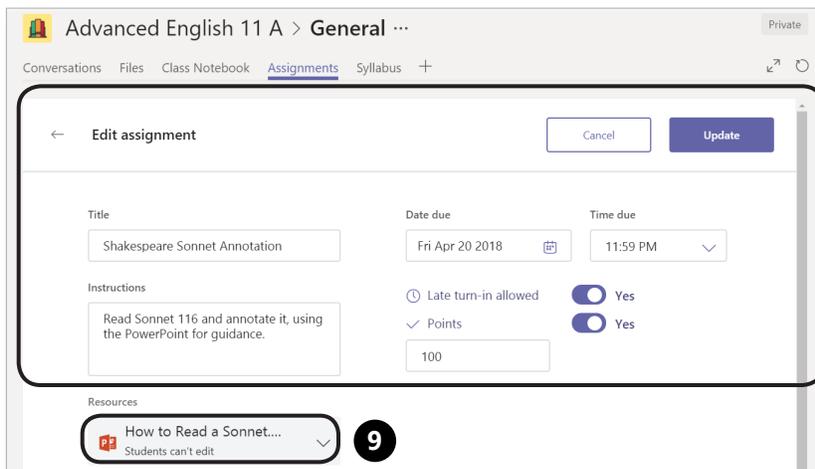
7. Option: Choose individual students in one class to assign work to. *(Note: This feature is only available when you're assigning to one class, not when you're assigning to multiple classes.)*



Screen key



Create an assignment



8. Fill out the details for the assignment.

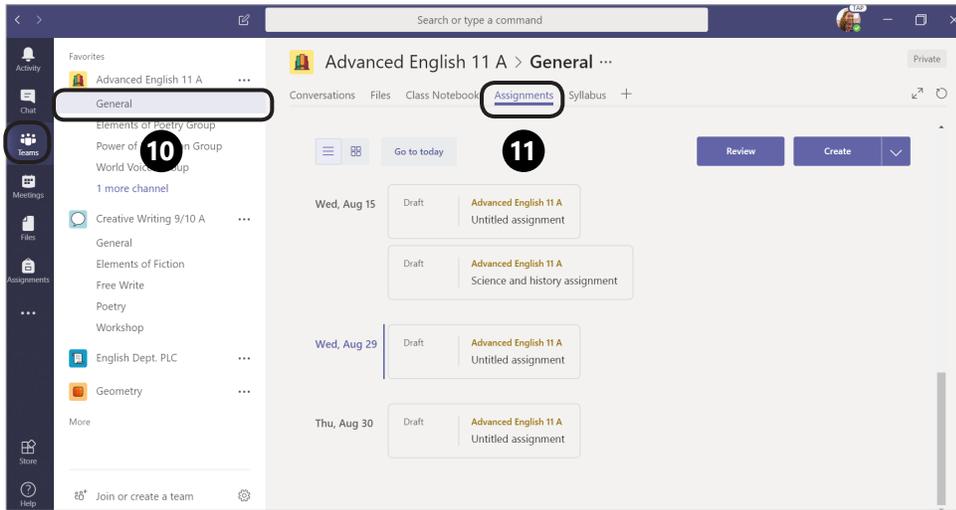
9. Add **resources** (i.e. supporting documents, works cited templates, worksheets, and other helpful materials).



Screen key



Where to find your assignments In one class



10. Click into your class team, then the **General** channel.

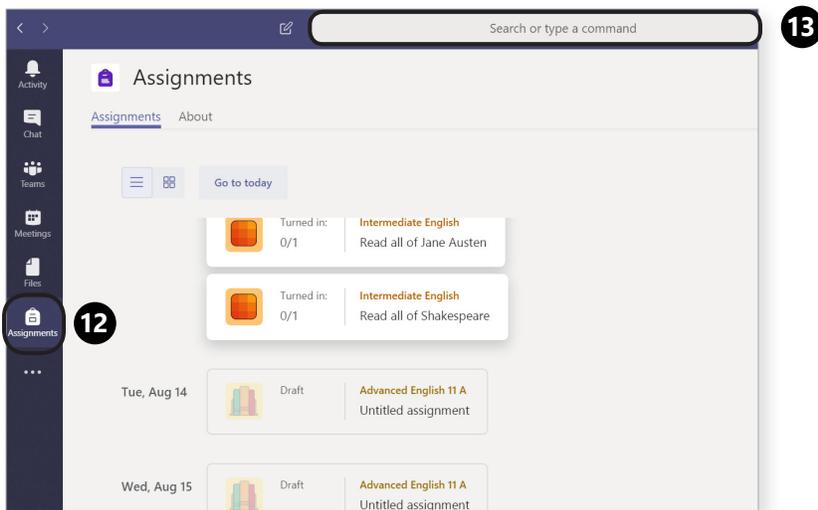
11. Select the **Assignments** tab.



Screen key

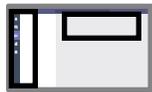


Where to find your assignments Across all classes



12. Select **Assignments** in your app bar.

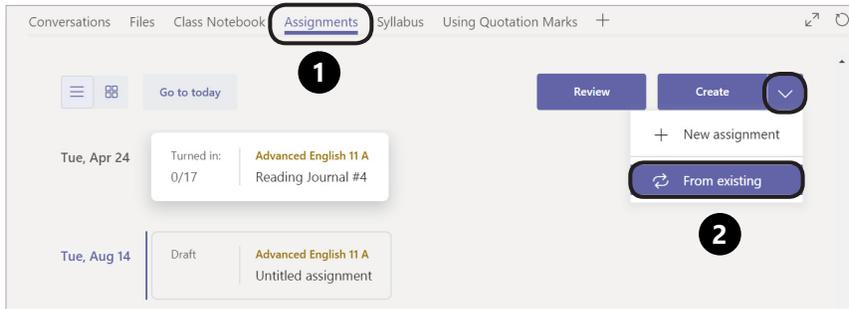
13. **Tip:** Search for an assignment by keyword in the command box.



Screen key

Repost an assignment

After you've created an assignment in Teams, you can use it in different classes and from year to year. So, whether it's 30 seconds later or three years later, you've got a major time-saver on your hands.



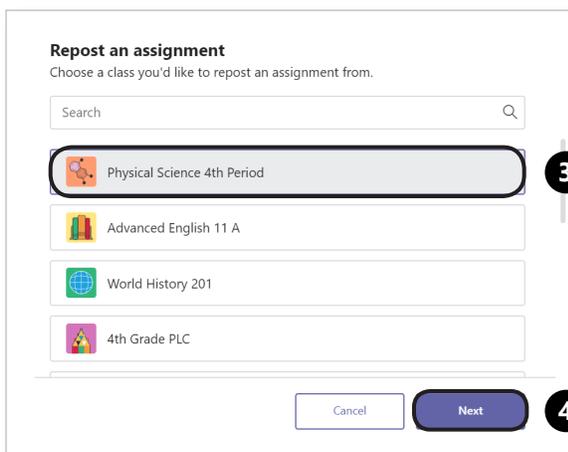
Screen key

1. Head to the **General** channel of your class team, then select the **Assignments** tab.

2. Select the arrow to expand the **Create** button and choose **From existing**.

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Repost an assignment



Screen key

3. In the window that opens, select the class where you originally created the assignment.

4. Then click **Next**.

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Repost an assignment

Forms

Add the quizzes you create in Microsoft Forms to your assignment.

Search

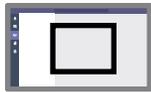
Choose a Form: [+ New Form](#)

- The Solar System** 3/19/2018
- Periodic Table - Noble Gases 3/22/2018
- Algebra Fractions 3/22/2018
- Perimeter and area

Cancel Next

5. Find the assignment you'd like to reuse and select **Next** again.

6. From here, it's just a matter of setting up your assignment like you normally would in Teams. Make the adjustments you need to make, then select **Assign**.



Screen key

Create a rubric in Teams

← New assignment [Discard](#) [Save](#) [Assign](#)

Assign to: Advanced English 11 A

Date due: Wed Aug 15 2018 Time due: 11:59 PM

All students

Schedule to assign later: No

Late turn-in allowed: Yes

Points: No

Rubric: **+ Add rubric**

Title: Enter title (required)

Instructions: Enter instructions

1. In the assignment creation pane, select **+Add rubric**.

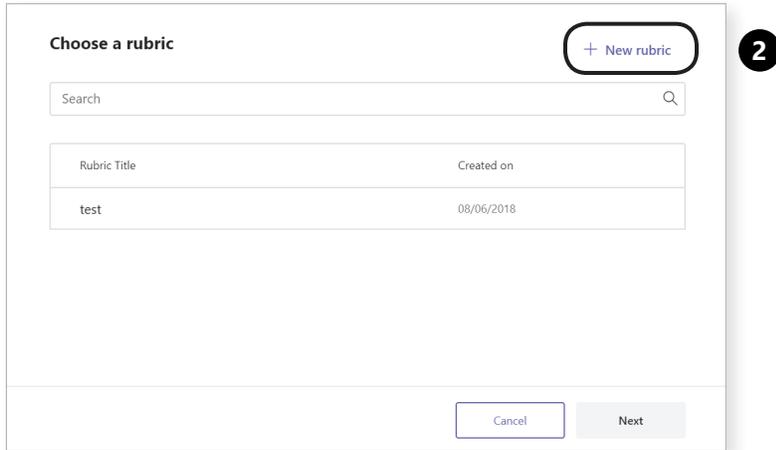
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Screen key



Create a rubric in Teams



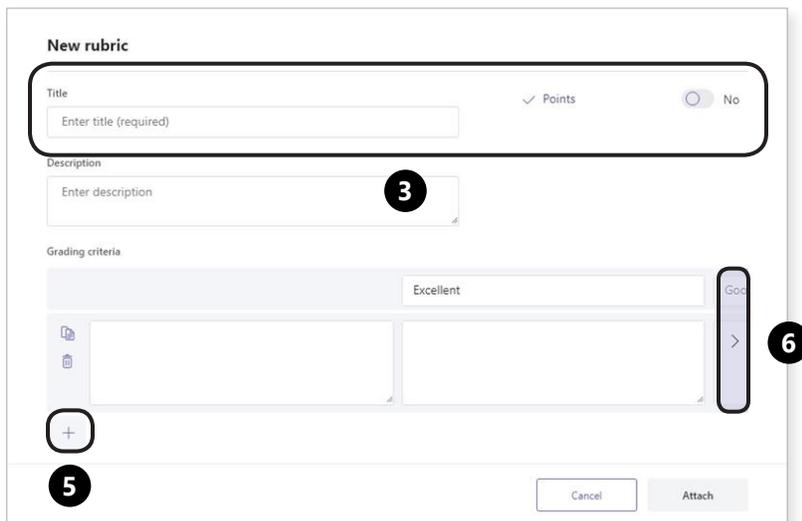
2. Select + New rubric to create a new one (or reuse an old rubric and select Next).



Screen key



Edit rubric criteria



3. Enter a title and a description. Turn on points if you've decided to use them.

4. Select + to add a row for a new criterion like Focus, Organization, Conventions, etc.

5. Tip: Use the > arrow to scroll to the end of your columns. Use + to add new columns for ratings.



Screen key

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Edit rubric criteria

6. Select to copy a row or column and to delete rows or columns you don't need.

7. Click directly into any of the criteria boxes to edit them.

8. Select **Attach** to insert the rubric into your assignment and proceed as normal.



Screen key



Assignments feedback loop

The assignments feedback loop in Teams mirrors the feedback loop you're used to in the classroom. It just has less paper and zero red pen.

1. Find the assignment you want to review in the **General** channel of your class team (or search by keyword in the Command box. Select a card).

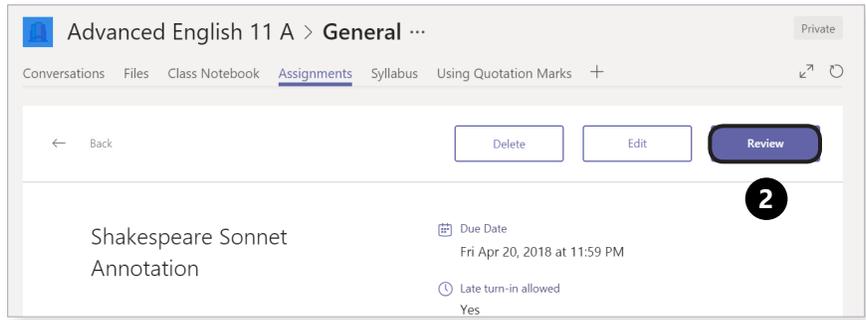
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Screen key



Assignments feedback loop



2. Select a card to open it and choose **Review**.

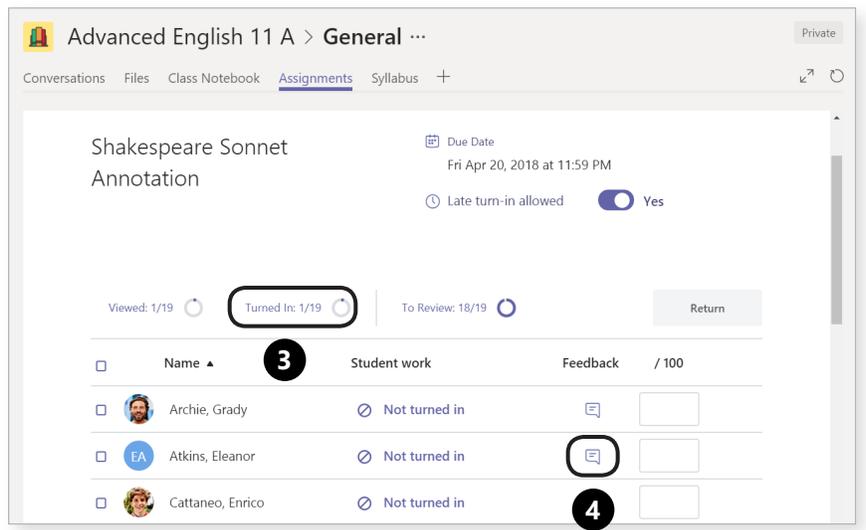
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Screen key



Assignments feedback loop



3. Here you can see a list of students. Select the counter at the top to sort by who's already turned work in.

4. Select the Feedback icon to type a comment. Add points in the point column.



Screen key

(Continued on next page)

Assignments feedback loop

<input type="checkbox"/>		Cline, Christie	Not turned in		<input type="text"/> / 100
<input type="checkbox"/>		Deyoung, Allan	Not turned in		<input type="text"/> / 100
<input type="checkbox"/>		Fredrickson, Al	Not turned in		<input type="text"/> / 100
<input checked="" type="checkbox"/>		Garner, Cheryl	Returned August 6, 2018 at 7:40 PM		<input type="text"/> / 100
<input type="checkbox"/>		Graham, Miriam	Not turned in		<input type="text"/> / 100
<input type="checkbox"/>		Hunt, William	Not turned in		<input type="text"/> / 100

5

5. Or, if you'd like to grade while viewing student work, select a student's status to open it in a full-screen view.

Add overall feedback in the box next to the student's work, plus points if you're ready to.



Screen key

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Assignments feedback loop

6. Select **Edit Documents** to write directly on the document.
**Students will be able to see these comments before you return their work.*

7. Select the arrow > to move on to the next student. Student work will not be returned yet.



Screen key

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Assignments feedback loop

Advanced English 11 A > General ...

Conversations Files Class Notebook Assignments Syllabus +

Shakespeare Sonnet Annotation

Due Date: Fri Apr 20, 2018 at 11:59 PM

Late turn-in allowed: Yes

Viewed: 1/19 Turned In: 1/19 To Review: 18/19

Return 8

Name	Student work	Feedback	/ 100
Archie, Grady	Not turned in		
Atkins, Eleanor	Not turned in		
Cattaneo, Enrico	Not turned in		
Cline, Christie	Not turned in		

8. When you're done, select the Close **x** icon to go back to your student list. Use the checkboxes to choose students you want to return work to, then **Return**. This will send your feedback and grades back to your students.



Screen key

Assignments feedback loop

Advanced English 11 A > General ...

Conversations Files Class Notebook Assignments Syllabus +

Shakespeare Sonnet Annotation

Due Date: Fri Apr 20, 2018 at 11:59 PM

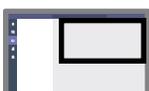
Late turn-in allowed: Yes

Viewed: 1/19 Turned In: 1/19 To Review: 18/19

Return

Name	Student work	Feedback	/ 100
Archie, Grady	Not turned in		
Atkins, Eleanor	Not turned in		
Cattaneo, Enrico	Not turned in		

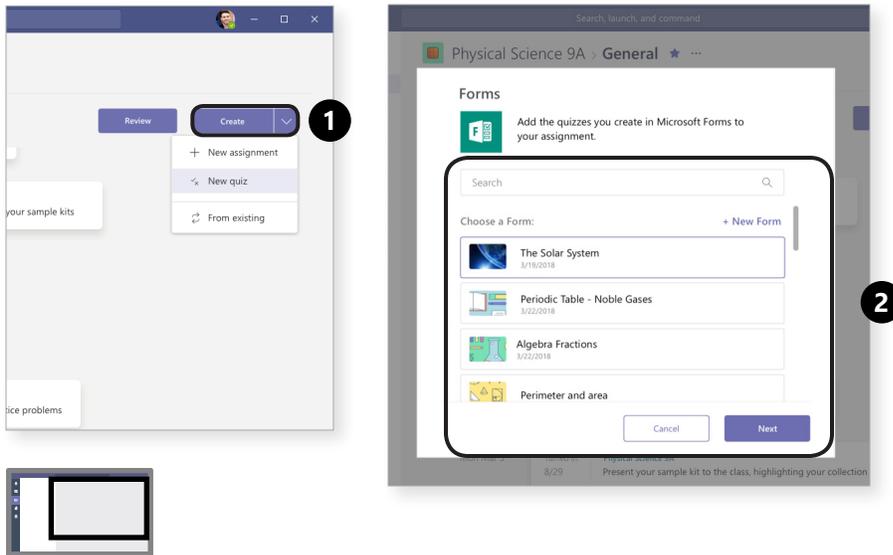
9. If you want students to revise, make sure you've allowed for late turn-ins. This way, the feedback cycle can continue.



Screen key

Use forms as assignments in Teams

Using Forms in assignments is so easy and it yields powerful data and feedback, too. Meet your new essential assessments tool!

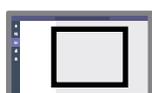
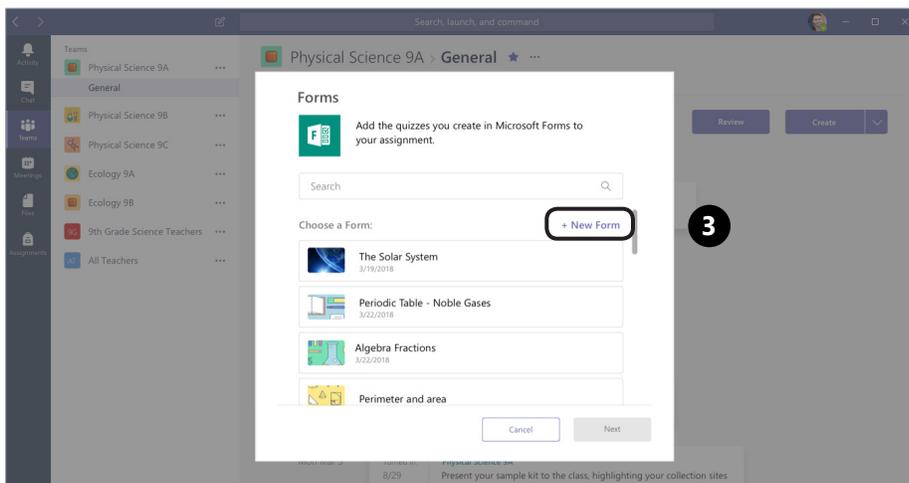


Screen key

1. In the General channel of the class you'd like to assign a Form to, select **Create > New quiz**.

2. Scroll or search to find Forms you've already created and click **Next**.

Use forms as assignments in Teams

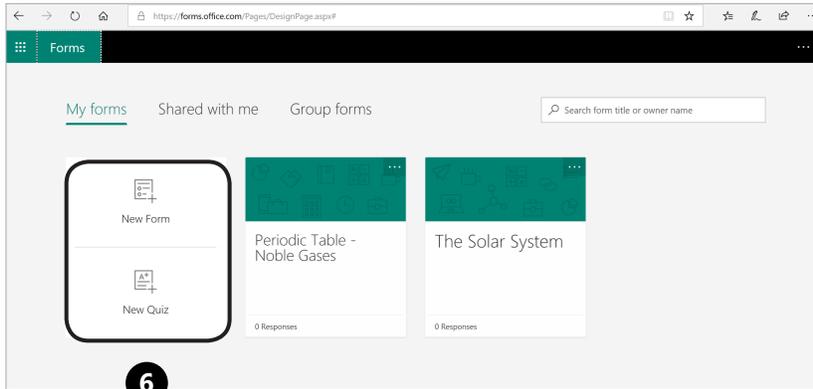


Screen key

3. Or, choose **+ New Form** at the top of the menu to create a new quiz or form right now.



Use forms as assignments in Teams



5. You'll be taken to the Forms app in your web browser. Here, you'll follow the steps to make your Form.

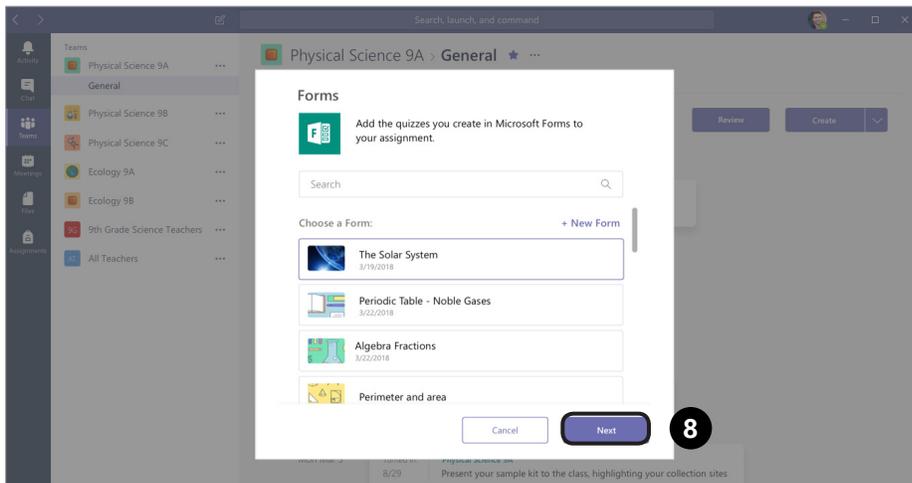
6. Create your poll, quiz, or survey in Forms and it'll save automatically.



Screen key



Use forms as assignments in Teams



7. Return to Teams, select **Create > New Quiz** again and you'll see your new Form in the menu.

8. Select it and click **Next**. It'll become an assignment. Fill out the information, assign to your students, and wait for the quizzes to start rolling in.



Screen key