

Deals

Support

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More

Create an assignment in Microsoft Teams

Search for help

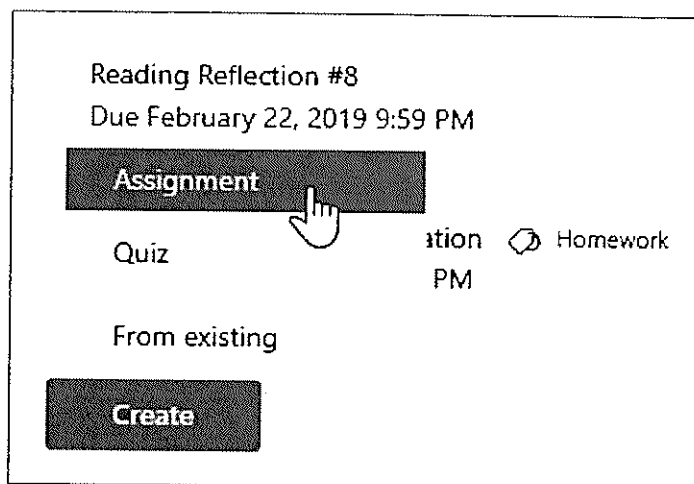


Sabrina

Microsoft Teams for Education

Create assignments for your students in Microsoft Teams. Manage assignment timelines, instructions, adding resources to turn in, and more.

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**.
2. Select **Create > Assignment**.



3. Enter a title for this assignment—this is required.

Was this information helpful?

Yes

No




New assignment
Discard
Save
Assign

Saved: Jul 22, 3:07 PM


Title

Ladybug Unit Vocabulary Review

 Add category


Instructions

Enter instructions



 Add resources

Points



No points

 Add rubric

Assign to

Advanced English 11 A		All students	
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Date due **Time due**

Tue, Jul 23, 2019		11:59 PM	
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Assignment will post immediately with late turn-ins allowed. [Edit](#)

- Choose multiple classes **or** individual students in one class to assign to.
- Add additional instructions
- Attach resources to the assignment by selecting **Add resources**.

During this step, add a document from your personal OneDrive, computer, or create a blank Word, Excel, or PowerPoint document to hand out to your students. Leave the default as **Students edit their own copy** to distribute an identical document to each student to edit and turn in. Choose **Students can't edit** if you'd like to attach a document for reference only, such as a PDF or link.

Note: If you're assigning a Class Notebook name

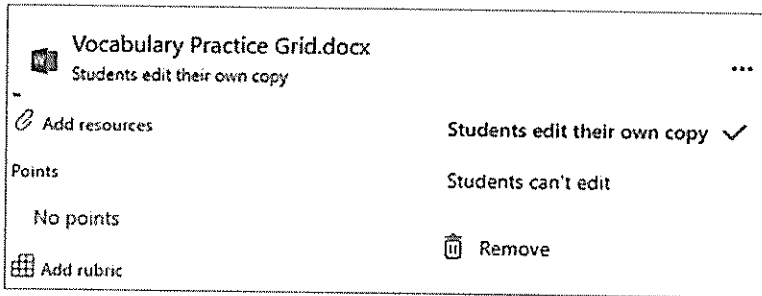
Was this information helpful?

Yes

No

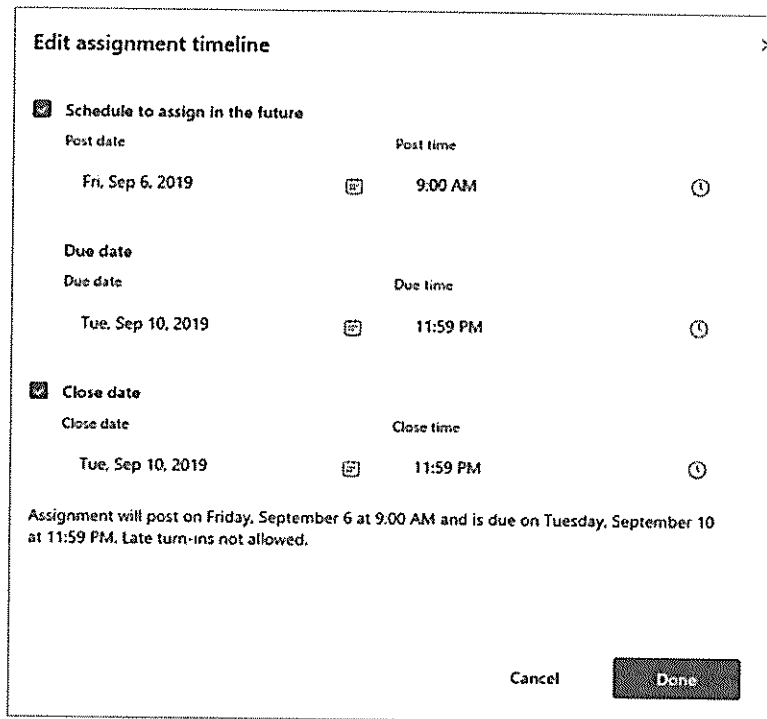
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are using to ensure that their assignment pages will lock after the assignment due date passes.



- Select a due date and time.

For more assignment timeline options, select **Edit**. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.



- Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator. **Examples:** 88/100 or decimals 3.7/4.0

Was this information helpful?

Yes

No



- Select **Add rubric** to add a grading rubric.
 - Add a category.
5. Select **Assign**. Your students will be notified of the new assignment on the day you specified.
 6. Select **Discard** to discontinue work on this assignment or **Save** to return to the assignment and edit it later.

Note: Select **Expand tab** (diagonal, double sided arrow) to enter full-screen mode.

Learn more

[Edit an assignment](#)

[Save an assignment as a draft](#)

[Review, return, and turn in assignments using the feedback loop](#)

Additional resources for educators

[Training](#)

[Ask the community](#)



Was this information helpful?

Yes

No

