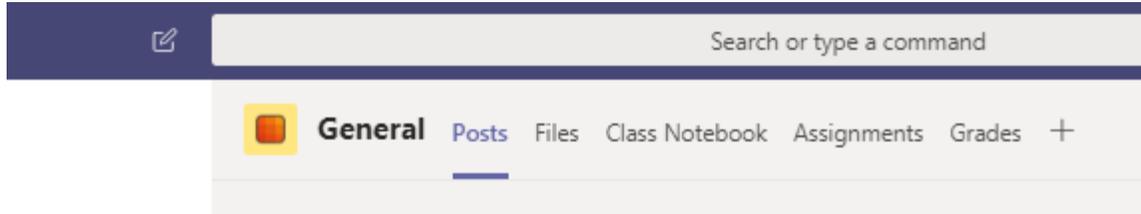
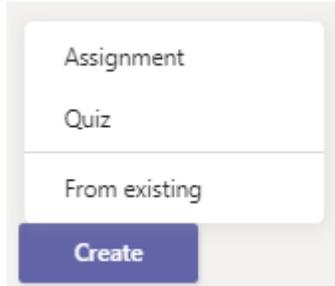


# Creating an Assignment in MS Teams

1. In MS Teams, select **Assignments** tab on top:



2. Click **Create**, and choose **Assignment** or **Quiz**



3. Fill in all fields in new window.
  - a. Use **Add Resources** link to add worksheets, handouts, and reading materials.
    - i. Each student will receive their own copy of each.
  - b. Use **Assign to** link to assign to multiple classes.
  - c. When all fields are completed, select Assign in upper right hand corner to assign to classes.

