Creating an Assignment in MS Teams

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

C	Search or type a command								
	General	Posts	Files	Class Notebook	Assignments	Grades	+		

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

Assignment	
Quiz	
From existing	
Create	

- 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.

General Posts Files Class Notebook Assignments Grades +				⊾" Õ
New assignment			Discard Save	Assign
Title (required)				
Enter title				
Add category Instructions				
Enter instructions				
🖉 Add resources				
Points				
No points				
# Add rubric				
Assign to				
CL Statistics - Section 2	Ð	All students		0*
Date due		Time due		
Tue, Mar 10, 2020	÷	11:59 PM		٩
Assignment will post immediately with late turn-ins allowed. Edit				