



Submit Assignments in Teams

Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work. There are two ways to turn in an assignment. You can use the assignment tab or you can open your Class Team where the assignment is located. Please follow the steps below to help your students submit their assignments:

Assignments Tab

Step 1: Click on the Assignments tab. The Assignments tab is located on the left side menu

Step 2: Click the class that you want to turn in the assignment for then click Next

Choose a class	
Search classes	Q
I Intro to TEAM Class	
M Ms. McBain's 4th and Fabulous Scholars	~
P1 PD Class 1	
TT Tech Integration Team	



Activity Chat Chat Teams Assignments Calendar Calls Files

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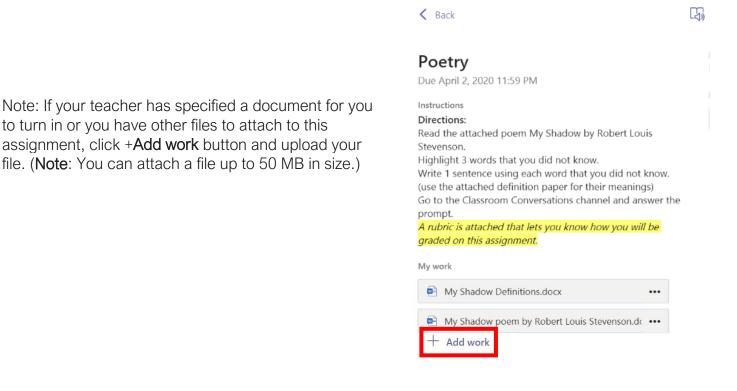
Step 3: The students list of assignments will be shown. This page is broken down into 2 areas, Assigned and Completed.

- Assigned: This is the location where all active and non-complete assignments are.
- **Completed**: Lists all assignments that have been completed by the student.

After clicking on the Assigned area, select the assignment to view the assignment details and to submit your work. For this example, we select **Word questions**.

∨ Assigned (2)	
Word questions Due today at 11:59 PM	Due today
Fight To Survive Due tomorrow at 11:59 PM	
> Completed (1)	

Step 4: Once you open the assignment you will see the title of the assignment, i.e **Poetry**, **Due Date**, **Instructions**, and **My work**. The **My work** area shows resources that the teacher has uploaded to help the student complete the assignment. These documents can be downloaded, read or reviewed by the student.



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family status, military status, ancestry, genetic information, or any other legally protected category, in its educational programs and activities, including employment and admissions Concerns? Contact the Civil Rights Coordinator at (313) 240-4377 or detroitk12.org/compliance.

Step 5: Once you complete the assignment you want to click the button before the Due date. The button may change depending on the status:

- Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- Not turned in if the assignment is past due and your teacher is no longer accepting turn-ins. You cannot turn in work.
- Undo turn in if you decide you want to edit your assignment before the due date. You'll need to turn it in again after you make your edits.

Accessing A Student's Class Team

C 🛆 🔒 teams.n Microsoft Teams

Step 1: Click on the Teams tab which is located on the left side menu

Step 2: Once you click on the Teams tab, you will see all of your Class Teams listed.

Select the team from the list that you want to access. For this example we will select Ms. McBain's 4th and Fabulous Scholars

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-	FP acilitating Professional Development	Intro to TEAM Class	Ms. McBain's 4th and Fabulous Scholars	NT New Teachers 2019- 2020	TT Technology Division	DPSCD Clerical Academy
	E	OS	MT		en f	
	PD Class 1	Office of Strategy	Instructional Solutions	Professional Training	Ramon Class	MIE Trainer Academy
	 C					
	Clerical Connect	Bilingual Team Telecom Folders	Central Office Teams Training			



85" Join or create team



Turn in



Step 3: Once you click on the class you will see all of the class information. On the left side, you will see a list of channels available within the Team. If the teacher has created an assignment within the channel, it will be listed directly in the chat area. In the **General** channel, the teacher posted a assignment called **Word questions**. You can click directly on **View assignment** button on directly in the chat to access the assignment.

		Search or type a command	- 0	×
 Activity	< All teams	Your status is set to do not disturb. You'll only get notifications for urgent messages and from your priority contacts. Change settings,		×
		General Posts Files Class Notebook Assignments Grades Planner	⊚ Team	
Chat		Megan McBain Tuesday 5:29 PM Scheduled a meeting		
Teams	Ms. McBain's 4th and F	Science Group 3 Tuesday, April 7, 2020 @ 5:30 PM		
Assignments	General	B Megan McBain has added RSS to the team.		
	Ask Questions	Yesterday		
Calendar	Group C	Assignments Yesterday 2:19 PM		
6	Group D	Word questions		
Calls	Math	Due Apr 10		
1	Reading	Minu entrement		
Files	Science	View assignment		
•••		Today		_
		Assignments 6:42 PM		
		Assignments 642 PM Fight To Survive		
		Due Apr 11		
B				
Apps		Only Owners can send messages to this channel.		
? Help				

Note: You can also click on the **Assignments** tab found at the top of the screen to access all assignments given by the teacher.

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Assignments in Teams Microsoft Teams - Quick Reference Guide

Step 4: Once you open the assignment you will see the title of the assignment, i.e Poetry, Due Date, Instructions, and My work. The My work area shows resources that the teacher has uploaded to help the student complete the assignment. These documents can be downloaded, read or reviewed by the student.

Note: If your teacher has specified a document for you to turn in or you have other files to attach to this assignment, click +Add work button and upload your file. (Note: You can attach a file up to 50 MB in size.)

Due April 2, 2020 11:59 PM Instructions Directions: Read the attached poem My Shadow by Robert Louis Stevenson. Highlight 3 words that you did not know. Write 1 sentence using each word that you did not know. (use the attached definition paper for their meanings) Go to the Classroom Conversations channel and answer the prompt. A rubric is attached that lets you know how you will be graded on this assignment.

My work

My Shadow Definitions.docx ••• My Shadow poem by Robert Louis Stevenson.dc ••• Add work

Step 5: Once you complete the assignment you want to click the button before the Due date. The button may change depending on the status:

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Turn in



G.





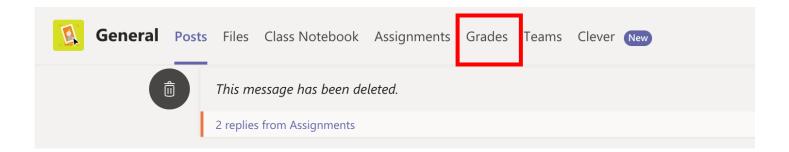
Assignments in Teams Microsoft Teams - Quick Reference Guide Review Teacher Feedback

To review teacher feedback, click on **Assignments** tab located on the middle left side of your screen and click on the assignment you would like to review. Once you have clicked on the assignment, there will be teacher feedback and points found on the right side of the page.

Students can also click on the Activity tab at the top left to see if they have missed any notifications from their teacher. There will be a notification about a returned assignment that they can click on to and view feedback.

	Ľ	Search or type a command		🧌 – 🗆 ×
Activity	K Back		L.	Returned Fri, Apr 10, 6:59 PM 🖌 Turn in again
Chat Chat Teams	Fight To Survive Due yesterday at 11:59 PM		oto, I like the way you used the whole photo for itent. Great work!	your slide. Your contact is correct but wish you had
a ssignments	Instructions Please read the Fight To Survive article below then answer questions in you are done create a 1 slide PowerPoint about your animal defense mechanism		s	
E Calendar	Reference materials			
e	Fight To Survive.pdf			
Calls	Grade 4_ Module 2_ Student Workbook.pdf			
Files	My work			
	Defense Mechanisms.pptx			
	+ Add work			

The student can also view grades for their class by opening a class in Teams. Once there, select the **Grades** tab which is in your General channel in a class team. You will now find a list of assignments with the status of the assignment as well as points.



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