Submitting Assignments

Contents

Introduction

This short user guide aims to demonstrate how students submit assignments using the Microsoft Teams application. This guide can be printed and given to students as a starting point for submitting assignments.

Students will need to have Teams installed in order to use this resource. This guide covers Windows users only. However, there will be similarity between Windows and other operating systems.

It is assumed that you have already created an assignment area for students to submit an assignment to.

The steps in in this document apply to the first submission and resubmissions of work.

Overview

The following section will cover the interface of Teams. The purpose of providing this is to ensure that the correct terminology is understood for further sections in this document.
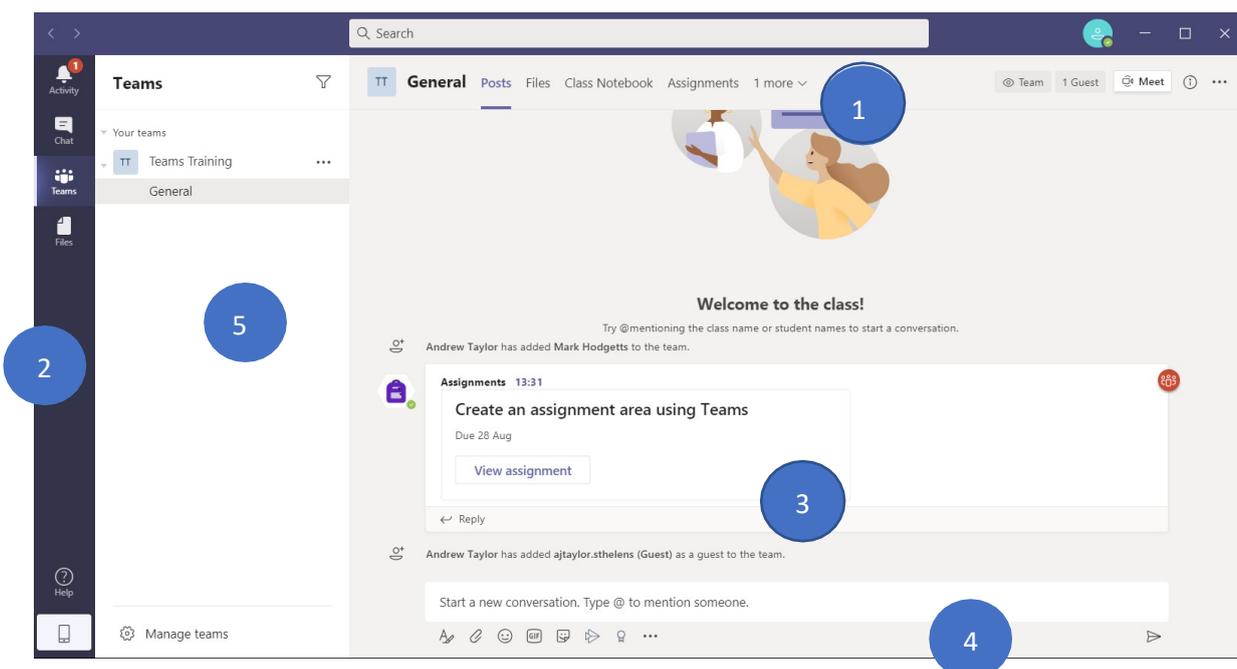
Section 1 - Tabs

The first section labelled (1) in the screenshot above, shows the different tabs that are applicable to the team. Different types of teams will have different tabs. For 'class' type teams, the default tabs are "Posts", "Files", "Class Notebook", "Assignments" and "Grades". Please note that due to the size of the screen, "Assignments" and "Grades" are hidden. To see these tabs, the student will need to click the "2 more" tab.
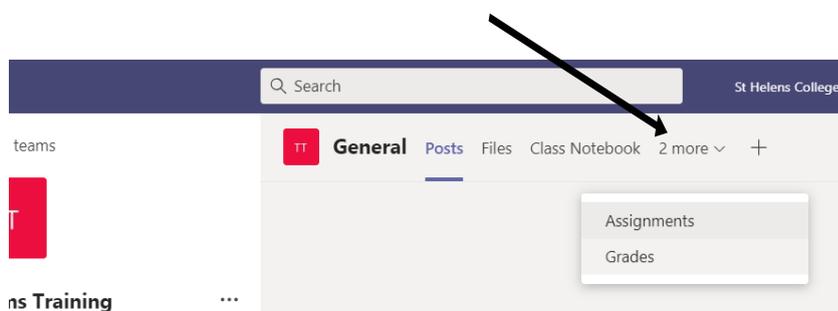
Tabs are used to provide more functionality to a specific Team channel. More about this will be discussion in Section 5.

Section 2 - Apps

The second section labelled (2) in the screenshot on page 3, shows the different apps associated with the students Teams account. They are used to provide more functionality to the Teams application as a whole. This user guide will not focus too much on this area of Teams.

Section 3 – Posts/Activity

Section 3 labelled (3), shows the Team activity section. Students will see a range of activity in this section including team chat, uploaded pictures, notifications about new members to the team etc. It is the main discussion area for a team's channel.

Section 4 – Chat Window

The fourth section labelled (4), shows the area that students will use if they want to contribute something to the team (see section 3). As seen from the screenshot on page 3, the student has the ability to type a message, change their style of writing, attach files and images, use emoticons, use animated GIFs, stream video content, praise others and much more. Anything that is inputted in this section is available for the entire team to see.

Section 5 - Channels

Finally section 5 labelled (5), shows the different channels within a particular team. Try to imagine that these channels are like separate rooms. Each channel (or room) has its own set of tabs (see section 1) and its own discussion area (see section 3).
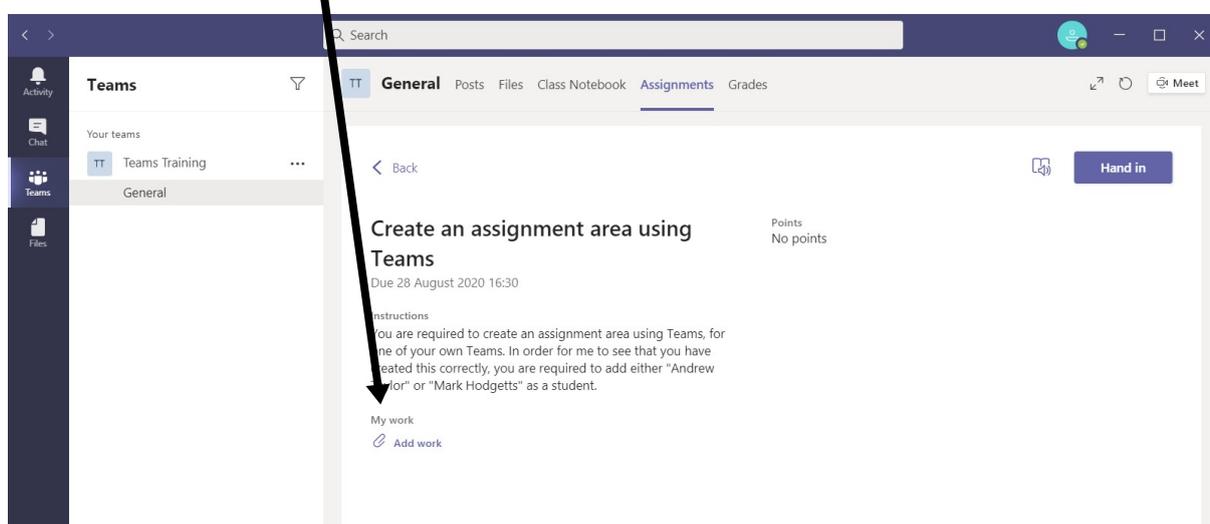
Submitting an Assignment

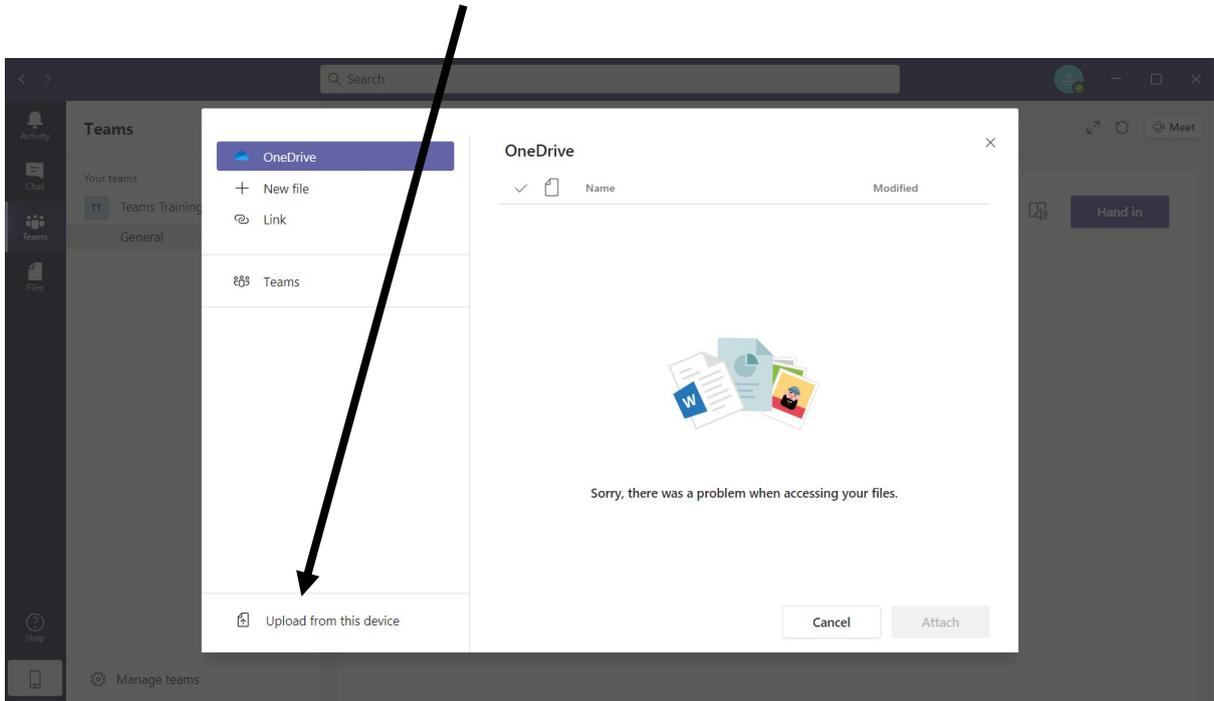Creating an assignment area can be an easy task. The following steps will demonstrate how this is done.
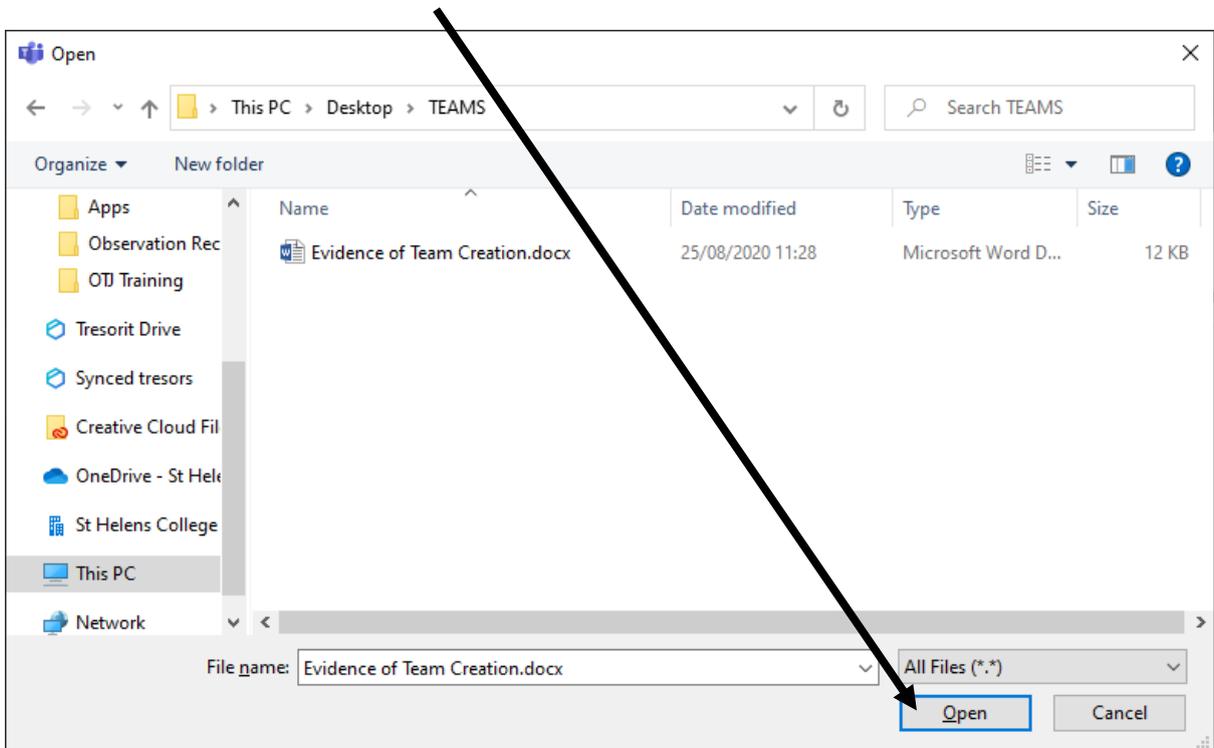
Step 1 – click the "View assignment" link.
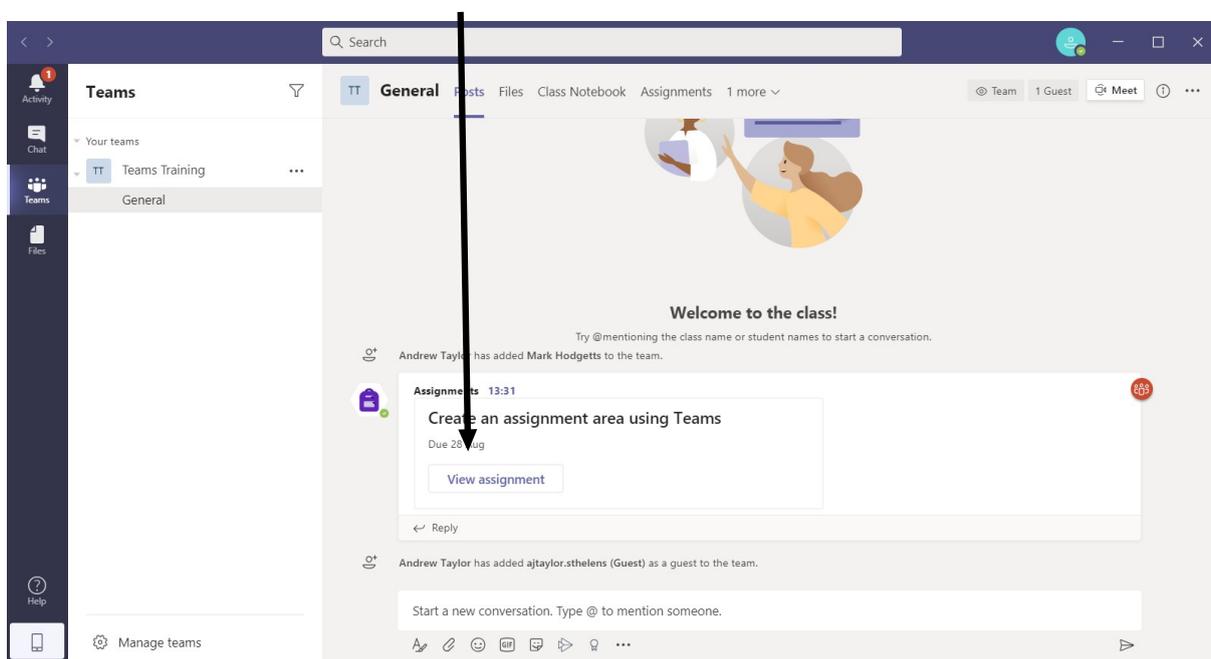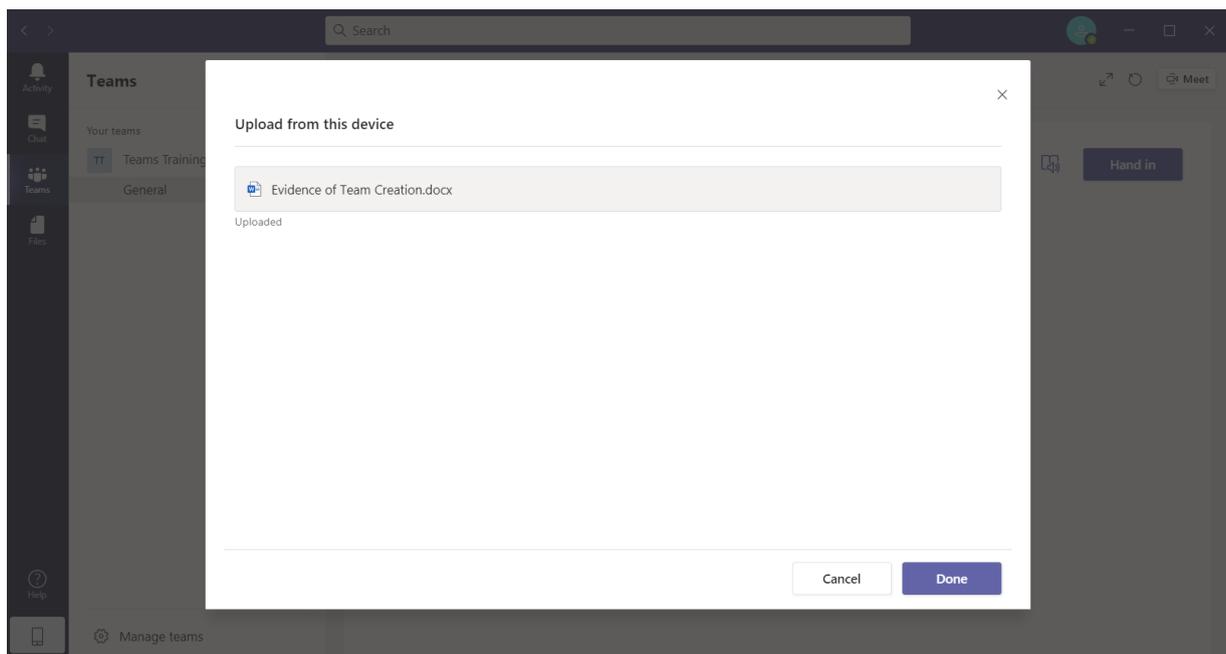

Step 2 – Click "Add work"

Step 3 – There are several options, this example will follow uploading a file locally from the computer. Click "Upload from this device".
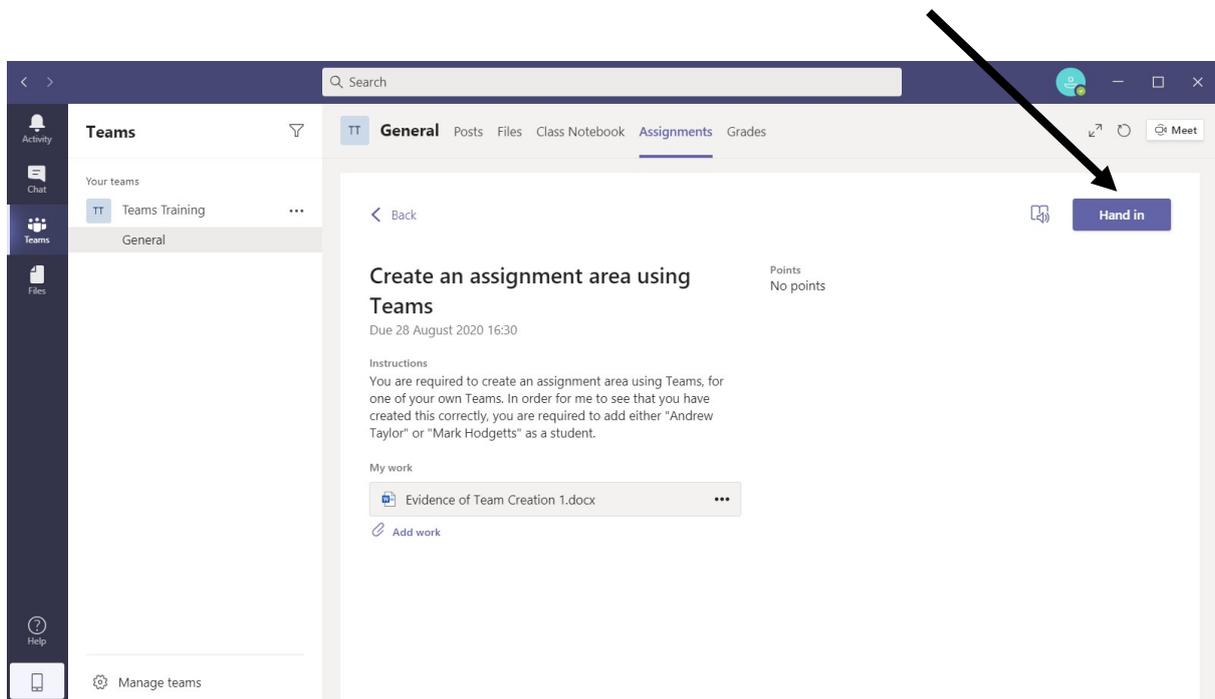

Step 4 – Locate your work and click open

Step 5 - You will then see a screen similar to the one below. Press "Done".

Step 6 – Double check that work has been added and then press "Hand in"

If successful, you will see a screen similar to the one below: