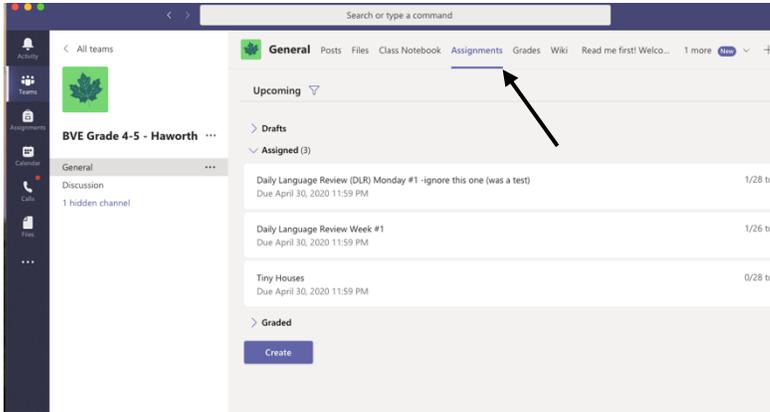
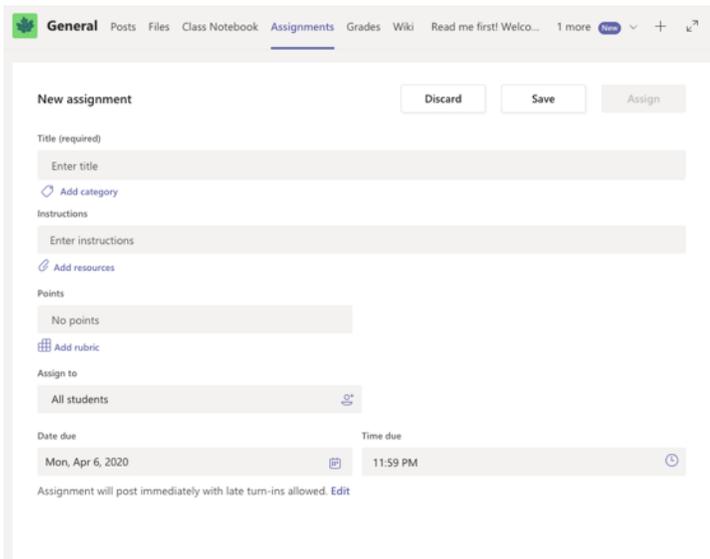
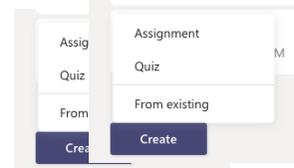


Working With Assignments in Teams



1. Go to your General channel and select assignment.

2. Then Choose Assignment and Create.

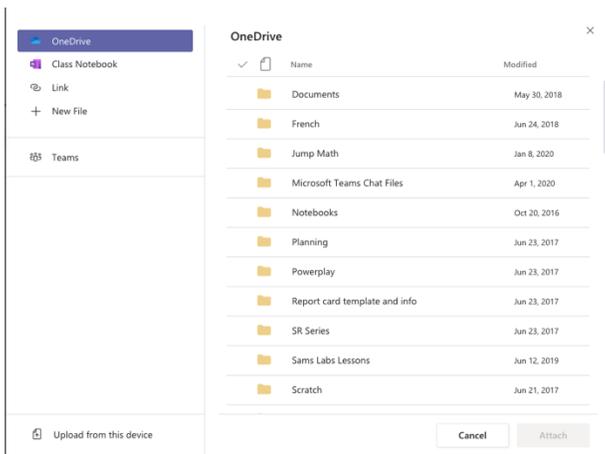


3. Your screen will then look like this!

4. Give your assignment a title and instructions of what to do. Fully detailed instructions can appear within the assignment itself as well.

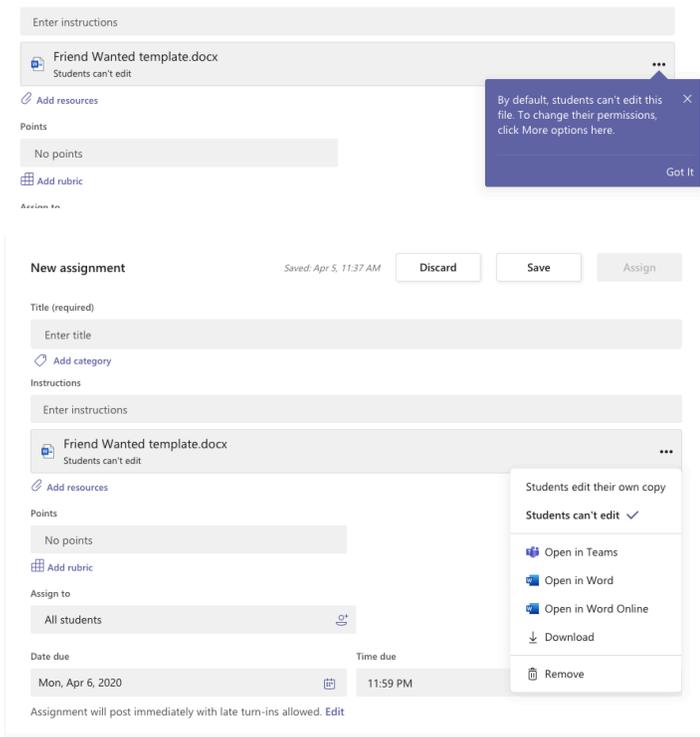
5. Then you can add resources.

Adding resources from your OneDrive



1. Click on left side where it says OneDrive

2. Choose the file you want and click Attach.

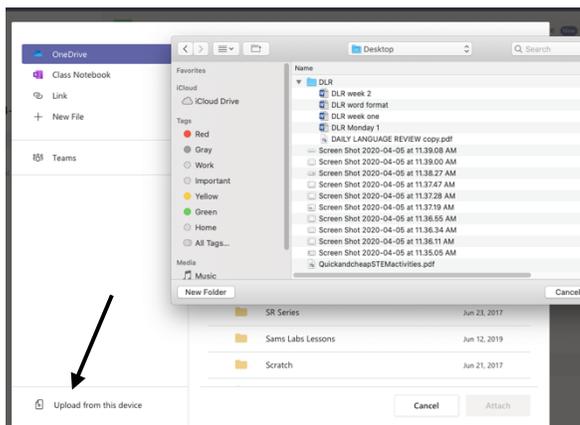


3. After you click Attach, you will see this screen. Click on the three dots (... - also called an ellipses) to adjust the student's ability to edit the file.

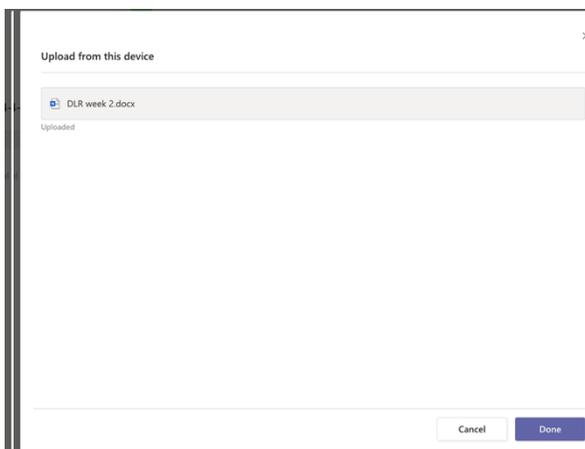
- If you choose 'Students edit their own copy', then that is exactly what will happen: they can edit their own copy of the assignment to turn in.



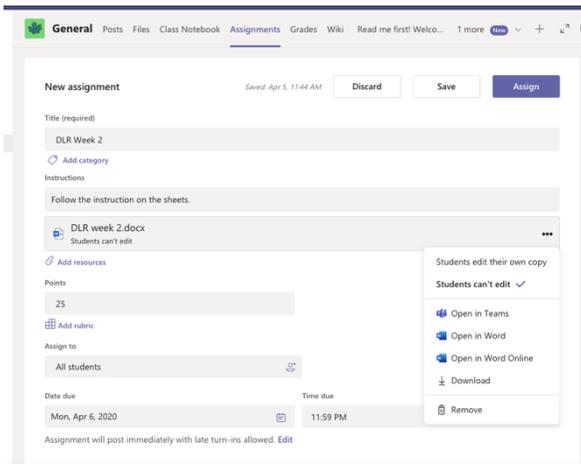
Adding Resources from your Computer



1. Choose Upload from this device.
2. Choose your file and click Open.



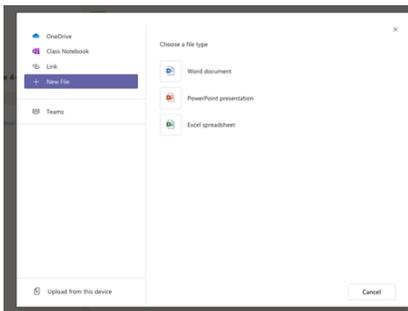
3. When you have the file selected, click Done.



4. After you click Done, you will see this screen. Click on the three dots (... - also called an ellipsis) to adjust the student's ability to edit the file.

- If you choose 'Students edit their own copy', then that is exactly what will happen: they can edit their own copy of the assignment to turn in.

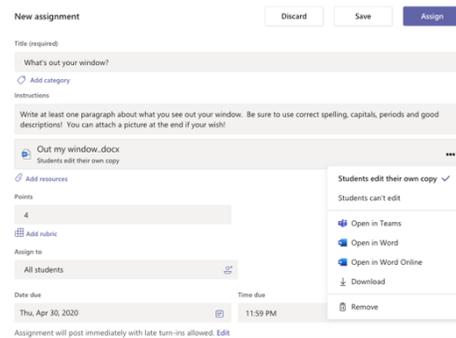
Adding a blank file for students to do an assignment on



1. As above, click on add resources. Then click on New file. From there you can choose to add a new blank Word Document, Power Point or Excel Spreadsheet.



2. You will need to give it a name and click attach.



3. After you click Done, you will see this screen. Click on the three dots (... - also called an ellipses) to adjust the student's ability to edit the file.

- If you choose 'Students edit their own copy', then that is exactly what will happen: they can edit their own copy of the assignment to turn in.

Assigning the students and Due Date, Finishing up!

New assignment

Title (required)
DLR Week 2

Instructions
Follow the instruction on the sheets.

Resources
DLR week 2.docx

Points
25

Assign to
All students

Date due
Mon, Apr 6, 2020

1. It will default to assign to all students. If you wish to assign to just a few, click on the little people symbol in the 'Assign to All students' box. You can click on the students you wish to complete the assignment and "All students" will change to #students.

April 2020

Date due
Mon, Apr 6, 2020

Time due
11:59 PM

2. Now assign a due date by clicking on the calendar icon in the due date box.

Edit assignment timeline

Schedule to assign in the future

Post date
Mon, Apr 6, 2020

Post time
9:00 AM

Due date
Thu, Apr 30, 2020

Due time
11:59 PM

Close date

Close date
Thu, Apr 30, 2020

Close time
11:59 PM

Assignment posts immediately and is due on Thursday, April 30 at 11:59 PM. Late turn-ins allowed.

Cancel Done

3. Late assignments are allowed by default. Click the edit box under the due date box and it can be adjusted by adding a closing date instead. Then click Done.

New assignment

Title (required)
DLR Week 2

Instructions
Follow the instruction on the sheets.

Resources
DLR week 2.docx

Points
25

Assign to
All students

Date due
Thu, Apr 30, 2020

Time due
11:59 PM

4. You can add points for the assignment, You can add a Rubric. Clicking Save will save the assignment into the drafts, Clicking Assign will automatically up load it into your assignments.

Upcoming

Drafts (1)

Assigned (4)

DLR Week 2
Due April 30, 2020 11:59 PM

Daily Language Review (DLR) Monday #1 - ignore this one (was a test)
Due April 30, 2020 11:59 PM

Daily Language Review Week #1
Due April 30, 2020 11:59 PM

Tiny Houses
Due April 30, 2020 11:59 PM

Graded (0)

Create

5. Your final screen will look like this.