

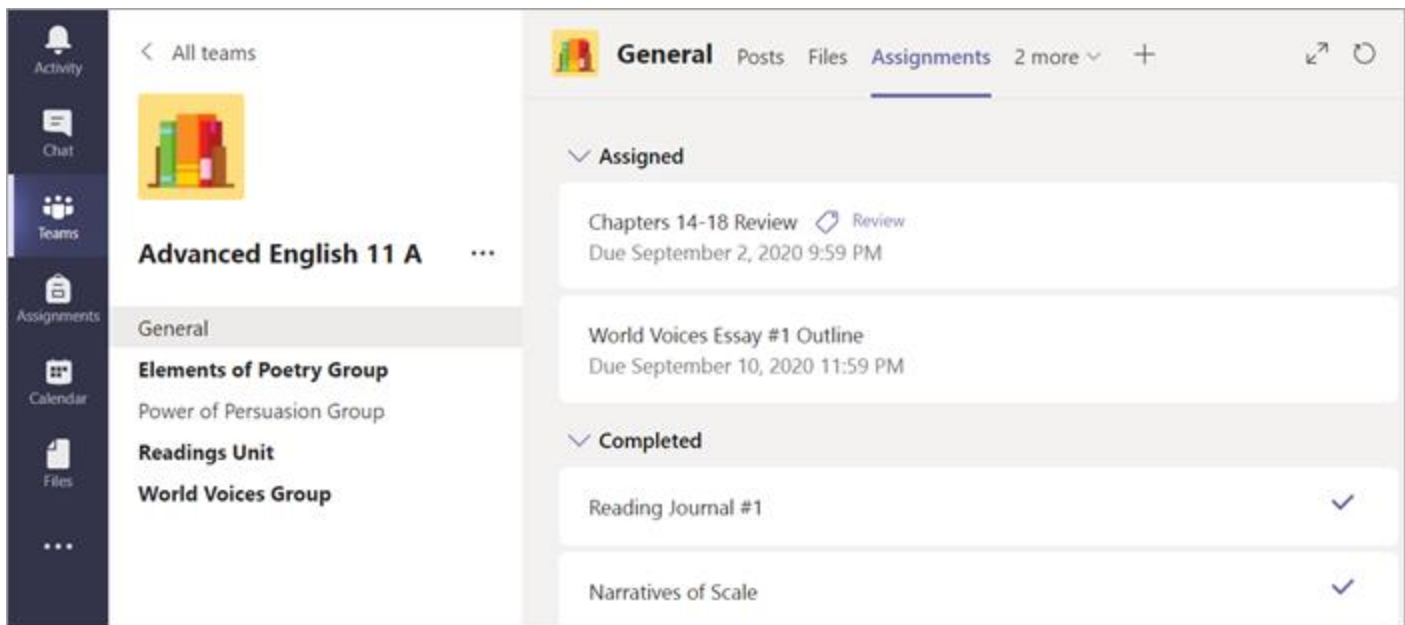
View and Navigate your Assignments (Student)

Microsoft Teams for Education

View both upcoming and turned in assignments by class, or view them across all your classes. Selecting an assignment will allow you to turn it in or view feedback and scores. You can also view your current grades by class.

View and sort assignments within one class

Navigate to the **General** channel in your class, then select **Assignments**.



Tip: Use your search bar to search for an assignment by keyword.

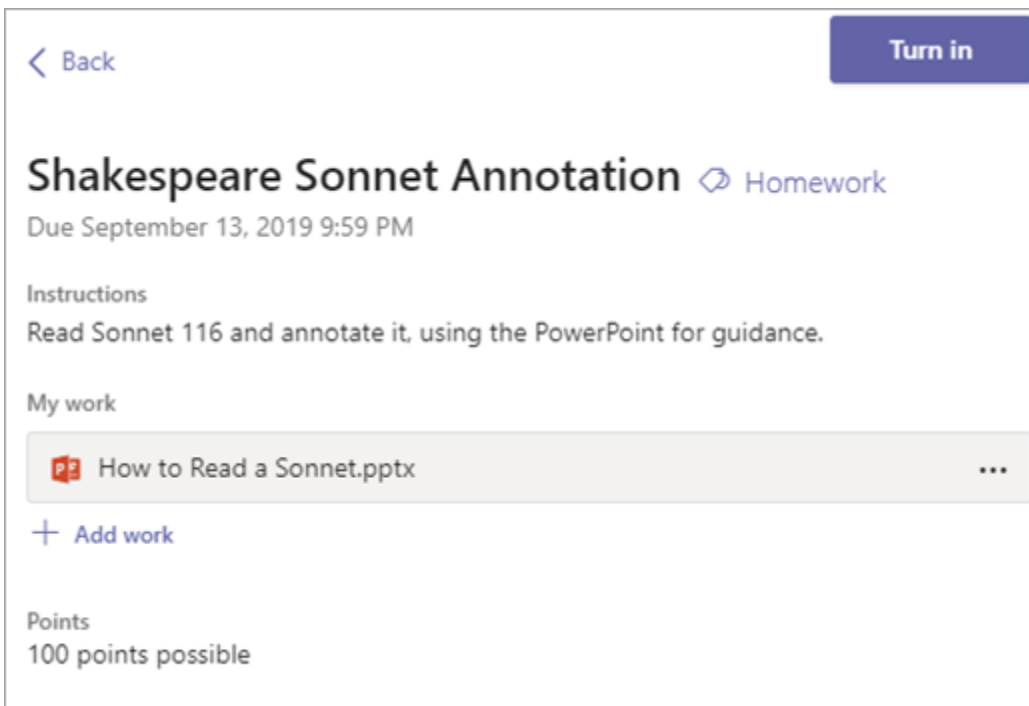
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Upcoming assignments

By default, your upcoming assignments will display by order of due date under the **Assigned** arrow. Scroll up or down to browse the list. Assignments you haven't opened yet will have a bold title. Late assignments will include a **Past due** warning.

Select an upcoming assignment to attach any work and turn it in.



The screenshot shows the Microsoft Teams assignment interface. At the top left is a '< Back' link, and at the top right is a purple 'Turn in' button. The assignment title is 'Shakespeare Sonnet Annotation' in bold, followed by a blue link icon and the word 'Homework'. Below the title is the due date 'Due September 13, 2019 9:59 PM'. The 'Instructions' section says 'Read Sonnet 116 and annotate it, using the PowerPoint for guidance.' The 'My work' section shows a file named 'How to Read a Sonnet.pptx' with a PowerPoint icon and a three-dot menu. Below this is a '+ Add work' link. At the bottom, the 'Points' section indicates '100 points possible'.

Upcoming assignment status

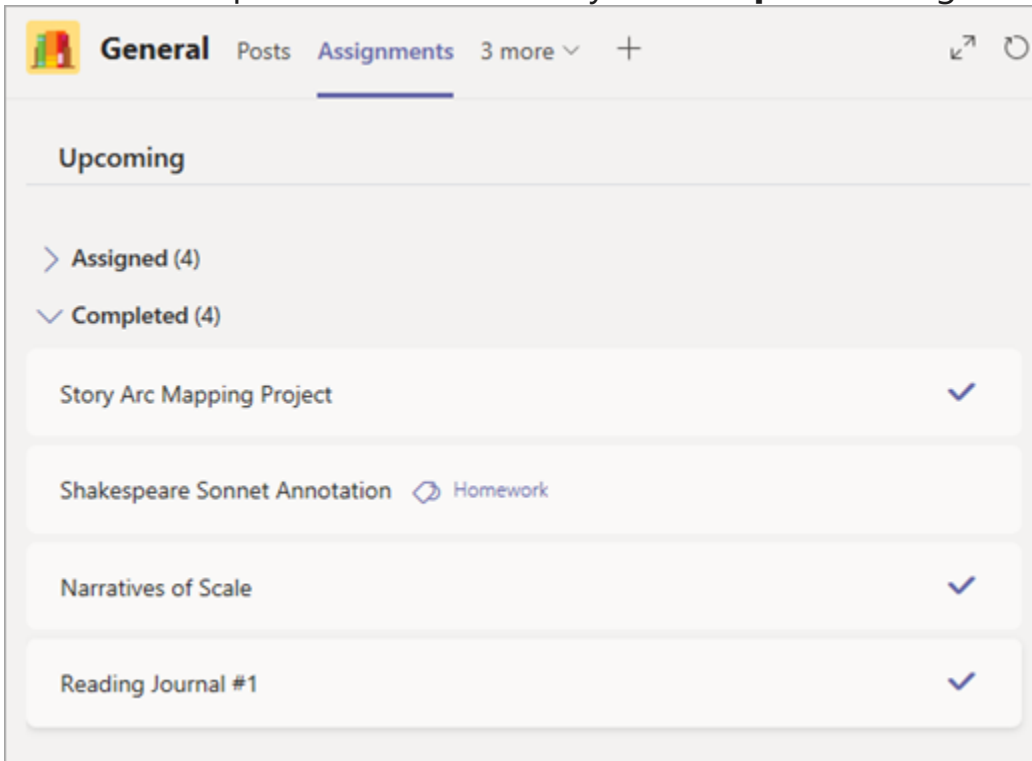
- **Assignment title and due date**—Before the due date. You haven't turned in work yet.
- **Past due**—You haven't turned your assignment in yet and it's past the due date. This will only appear if your teacher is accepting late turn-ins.

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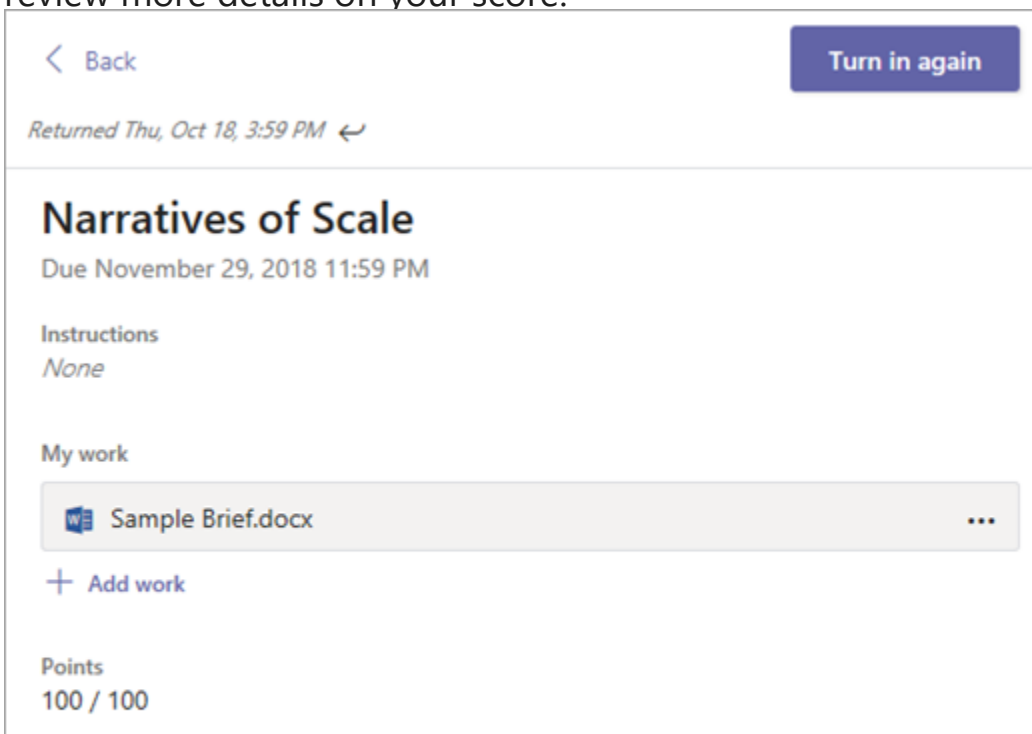
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View turned in and returned assignments

Select the dropdown arrow to view your **Completed** assignments.



Assignments you've turned in will have a checkmark. Open one to view feedback and scores after your teacher has returned it. You can also select an attached rubric to review more details on your score.



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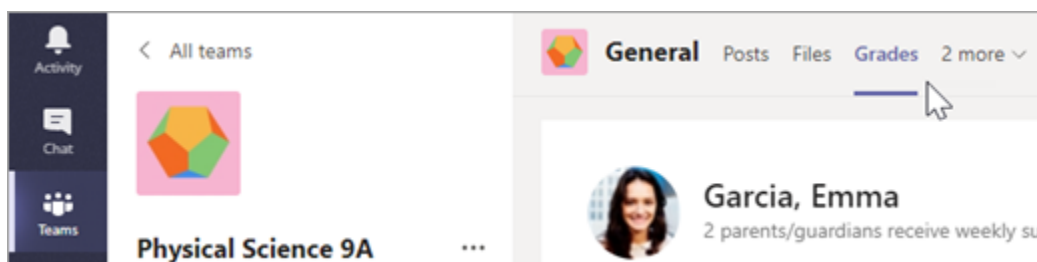
Completed assignment status

Open a completed assignment to view more details on its status.

Not turned in	The due date for this assignment has passed and you can no longer turn it in.
Turned in	You'll see a time and date stamp of your most recent turn-in.
Returned	You'll see a time and date stamp of when your teacher returned the assignment to you.
Turn in again	You'll see this option when your teacher has returned an assignment to you but is still accepting submissions. This means you can submit any revisions your teacher has requested.
Undo turn in	Your teacher hasn't returned your work yet and submissions are still open. Use this option if you forgot to include something or want to update your work before turning it in again.

View grades in one class

To open your Grades tab, navigate to the General channel in a class team and select **Grades**.



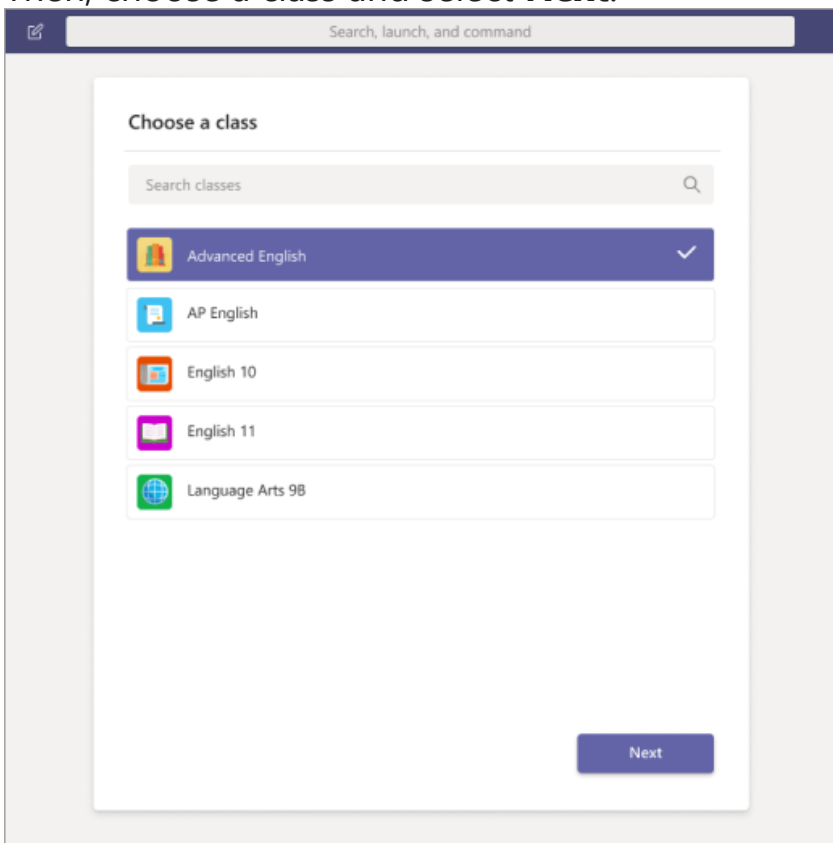
Here, you'll see all your assignments listed with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.

View and Navigate your Assignments (Student)

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View assignments across classes

To view assignments across all your classes, select **Assignments** from your app bar. Then, choose a class and select **Next**.



To open an assignment, select it. To return to the list of your classes, select the title of your class again and choose another.

