

User guide on Microsoft Teams for Online Classes

Basic Features on Microsoft Teams

- Microsoft Teams provides chat-based workspace where team members can share ideas, documents and calendars as well as hold discussion and make video calls, etc. Teachers can create collaborative classrooms; communicate with a large group of students in chat, voice, video conference, share screen as well as exchange information with file sharing and channels.

Basic Features on Microsoft Teams

- Online Class Creation
- Online Video Lectures
- Online Class Material Sharing
- Class Messaging
- Class Scheduling Using Calendar
- Assignment Delivered by Teacher
- Assignment submission
- MCQs Quiz
- Grading in Microsoft Teams

What MS Teams can do with your teaching?

- Communicate with your students in chat message, voice, video conference, and screen sharing;
- MS Teams supports a large group of users in a voice/video conference meeting.
- It is good for virtual lecture, project discussion, and meeting;

Supporting Platforms

Desktop



 Windows 7+

Mobile



iPad

Browsers



Edge



Chrome



Firefox



 OS X 10.10+



iPhone



Android

Login to Microsoft Teams

Browser: Internet Explorer/Google Chrome
OR Login to <https://teams.microsoft.com/>

← → ↻ 🏠

Office 365 Login | Microsoft Office - <https://www.office.com>

Office 365

- 🔍 <https://www.office.com> - Google Search
- 🔍 <http://www.office.com/setup>
- 🔍 <http://www.office.com.pk>
- 🔍 <http://www.office.com/myaccount>
- 🏠 Microsoft Office Home - <https://www.office.com/?auth=2>
- 🏠 Sign in to your account - https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww.office.com...
- 🏠 Sign in to your account - https://login.microsoftonline.com/common/oauth2/authorize?client_id=4345a7b9-9a63-4910-a426-35363201d503&redirect_uri=https%3A%2F%2Fwww.office.com...

Forms Calendar All apps

Microsoft Teams

The image shows a screenshot of the Microsoft Office 365 home page in a web browser. The browser's address bar shows the URL `office.com/?auth=2`. The page features a search bar at the top with the text "Search". Below the search bar, the text "Good afternoon" is displayed. A red callout bubble with the text "Microsoft Teams in Officer 365" has an arrow pointing to the Teams icon, which is highlighted with a red rectangular box. The Teams icon is located in the "Start new" section, between the SharePoint and Class Notebook icons. Other icons in the "Start new" section include Outlook, OneDrive, Word, Excel, PowerPoint, OneNote, and Sway. Below the "Start new" section, there are icons for Forms, Calendar, and "All apps". At the bottom left, the text "Recommended" is visible. The browser's tab bar shows several open tabs, including "Apps", "Sent Mail - imranpa...", "AJK University MIS ::", "Settings", "Daily Siasat Muzaff...", "Microsoft account [...]", "ASP.NET, C# and Vi...", "Basic information a...", "ASP.NET Tutorial in...", and "ASP.NET".

office.com/?auth=2

Office 365

Search

Good afternoon

Install Office

Start new

Outlook

OneDrive

Word

Excel

PowerPoint

OneNote

SharePoint

Teams

Class Notebook

Sway

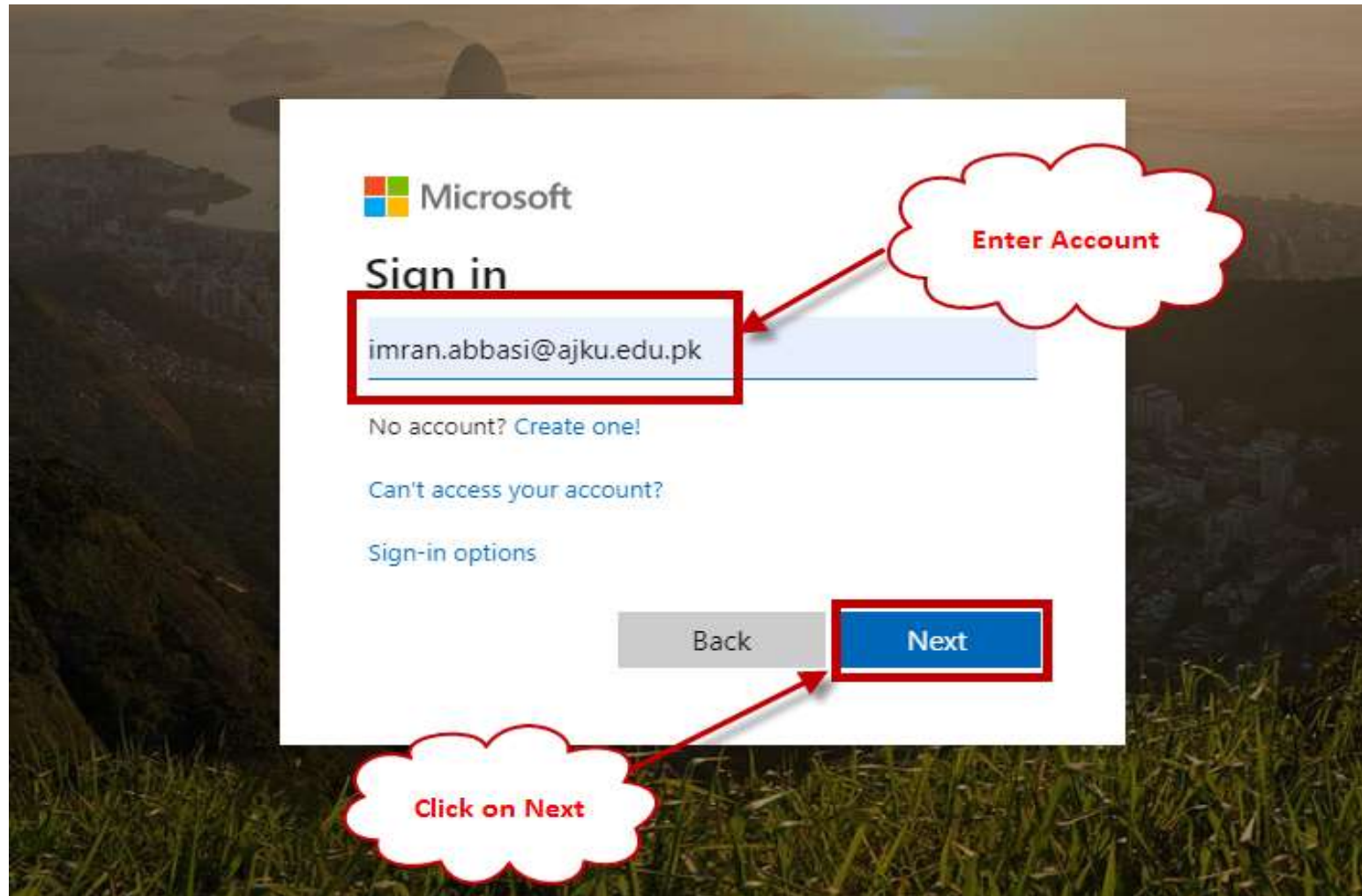
Forms

Calendar

All apps

Recommended

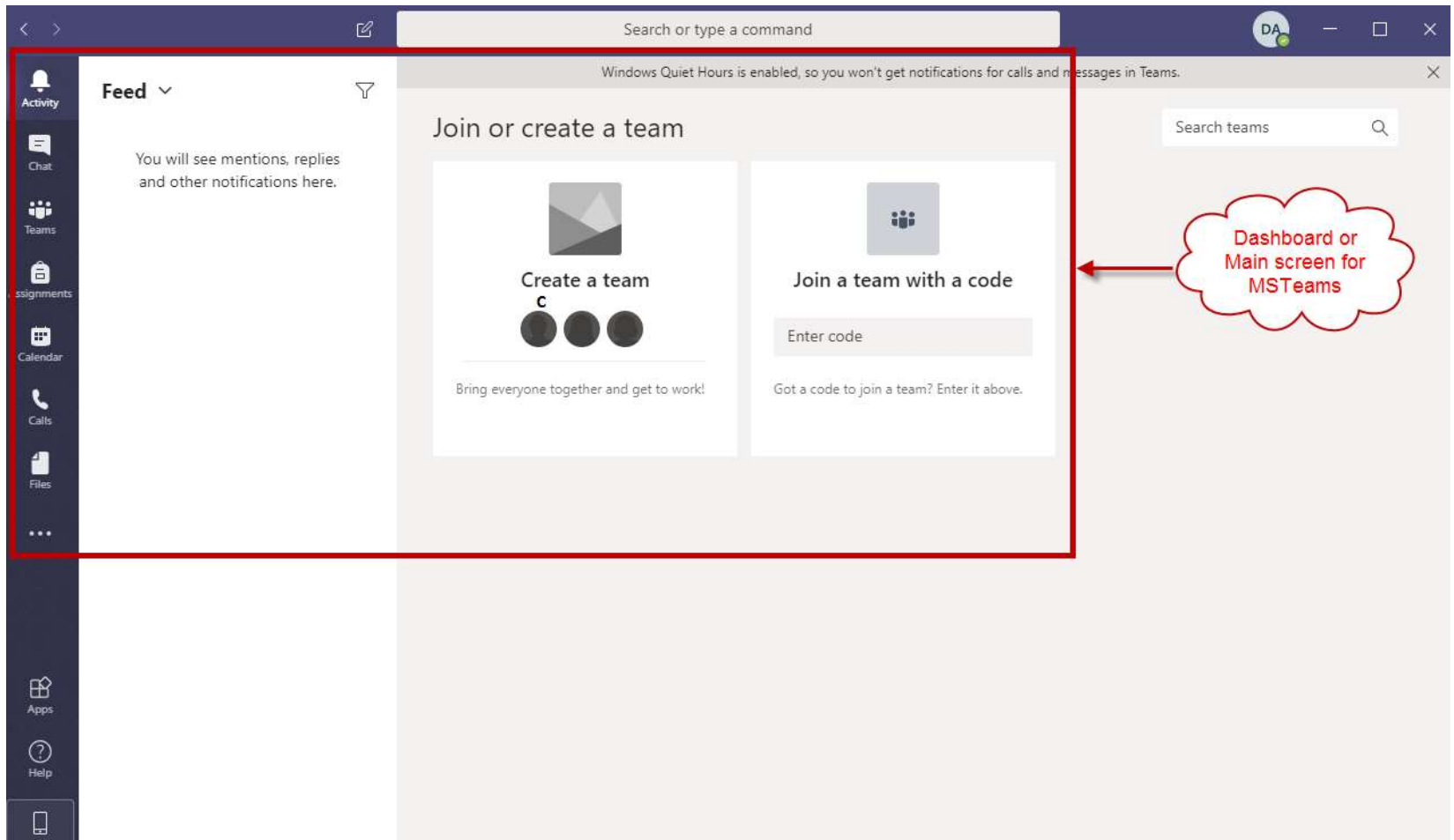
Login Page of Microsoft Teams



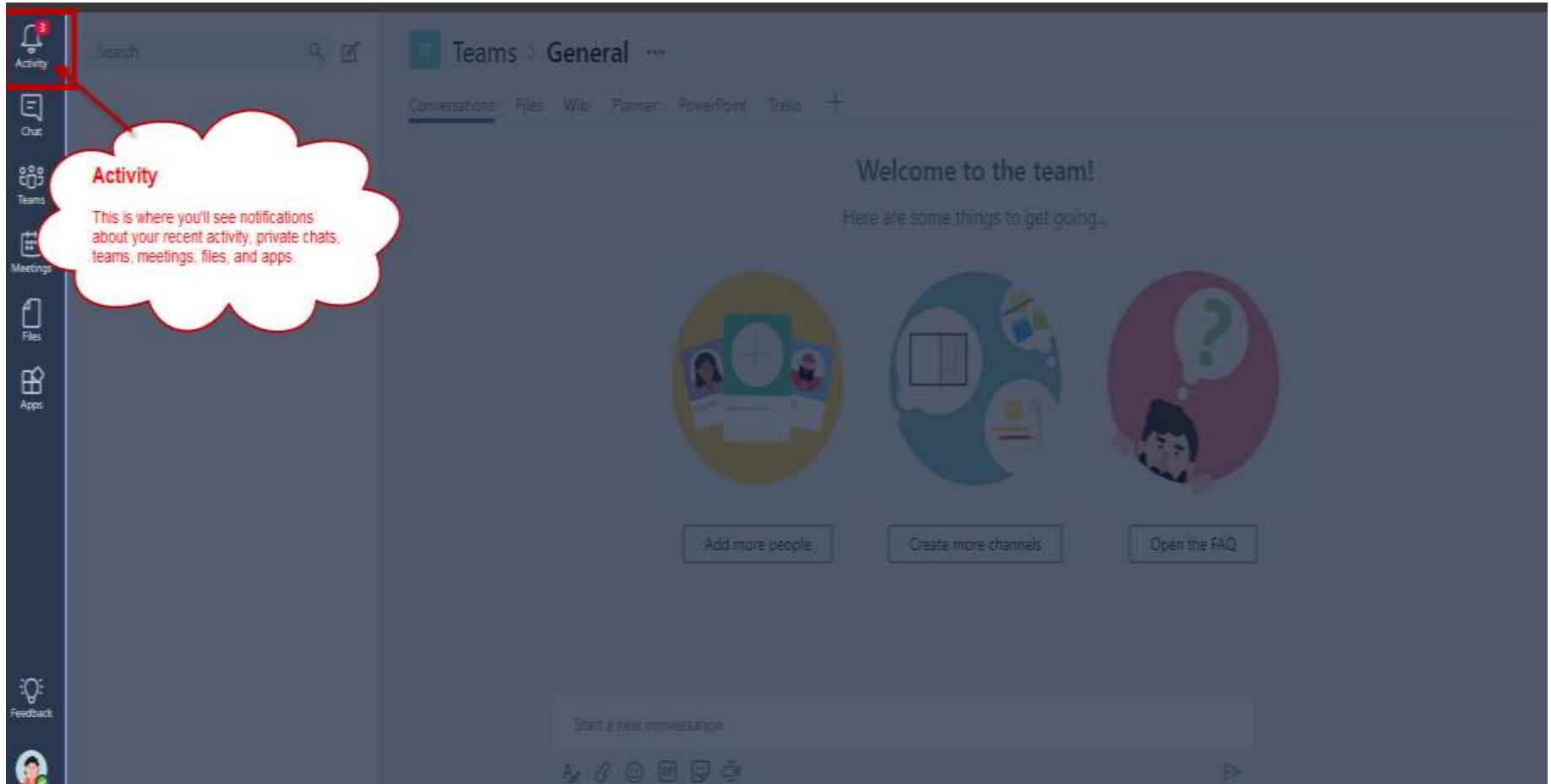
Login Page of Microsoft Teams



Dashboard of Microsoft Teams



Microsoft Teams Activity



The image shows a screenshot of the Microsoft Teams application interface. On the left-hand side, there is a vertical navigation bar with several icons: Activity (with a red notification badge showing the number '3'), Chat, Teams, Meetings, Files, Apps, and Feedback. A red callout box with a white background and a red border points to the Activity icon. Inside the callout box, the word "Activity" is written in red, followed by the text: "This is where you'll see notifications about your recent activity, private chats, teams, meetings, files, and apps." The main content area of the Teams interface is visible in the background, showing a search bar at the top, a navigation menu with options like "Conversations", "Files", "Wiki", "Planner", "PowerPoint", and "ToDo", and a "Welcome to the team!" message. Below the welcome message, there are three circular icons representing different actions: "Add more people", "Create more channels", and "Open the FAQ". At the bottom of the interface, there is a "Start a new conversation" input field and a set of icons for communication (voice, video, chat, etc.).

Microsoft Teams

Team

The screenshot displays the Microsoft Teams interface. On the left is a dark sidebar with navigation icons for Activity, Chat, Teams, Meetings, Files, Apps, and Feedback. The 'Teams' icon is highlighted with a red arrow pointing to a callout box. The main area shows the 'General' channel of a team named '2017 New Range Team'. Below the channel name is a list of team members: Launch, Designers, Team Fun, Production Schedule, Marketing & Social, and Testers. At the bottom of the sidebar is an 'Add team' button. The right side of the screen shows the 'Welcome to the team!' message and three action buttons: 'Add more people', 'Create more channels', and 'Open the FAQ'.

Team
Here are your current teams. You can easily create your own to bring together people in your company based on projects or organizations.

Microsoft Teams

General

The image shows a screenshot of the Microsoft Teams interface. On the left, a dark sidebar contains navigation icons for Activity, Chat, Teams, Meetings, Files, Apps, and Feedback. The main area is divided into two panes. The left pane shows a search bar at the top, followed by a 'Favorites' section. Under 'Favorites', there are two team entries: '2017 New Range Team' and 'Creative Studio Team'. The '2017 New Range Team' is expanded, showing a list of channels: 'General', 'Launch', 'Designers', 'Team Fun', 'Production Schedule', 'Marketing & Social', and 'Testers'. The 'General' channel is highlighted with a red rectangular box, and a red arrow points from this box to the right pane. The right pane displays the 'General' channel interface. At the top, it says 'Teams > General ...'. Below this are tabs for 'Conversations', 'Files', 'Wiki', 'Planner', 'PowerPoint', and 'Trello'. A yellow rectangular box highlights the 'General' channel name and its description: 'Within a team, you can create multiple channels to organize your work by topic or project.' Below the description is a 'Welcome to the team!' message and 'Here are some things to get going...'. Three circular icons represent different actions: 'Add more people', 'Create more channels', and 'Open the FAQ'. At the bottom of the right pane, there is a text input field labeled 'Start a new conversation' and a row of icons for chat, files, emojis, apps, and video.

Microsoft Teams Conversation

The screenshot displays the Microsoft Teams interface for a channel named "2017 New Range Team" with a "General" sub-channel. The left sidebar shows navigation options: Activity, Chat, Teams, Meetings, Files, Apps, and Feedback. The main area shows a conversation thread with messages from Emilie, Kadji Bell, and Babek Shammass. Two files are attached: "Copy2.docx" and "Design2.ppt". A yellow callout box highlights the "Conversation" feature, explaining that team members can jump into the conversation at any time, threaded chat makes it easy to scan the stream, and team files, notes, and frequently accessed tools can appear as Tabs.

Conversation

Team members can jump into the conversation at any time. Threaded chat makes it easy to scan the stream and keep track of the conversations relevant to you.

You can embed images, files, gifs, stickers, emojis, and even third party connectors or bots for a truly integrated experience.

Your team files, notes, and frequently accessed tools can appear as Tabs. Pin your favorite Office 365 and third party apps for easy access.

2017 New Range Team > General ...

Conversations Files Wiki Planner PowerPoint Trello +

Emilie, the new designs are in for the 2017 line. The presentation to our warehouse contacts is this Friday so we need to make sure it's as tight as possible. Can you get the last four settled before we go forward?

Kadji Bell 12:18 PM
Just saw this presentation and I think we may need to get Rob and Johanna in on it. After we decide on final designs can we align on next steps? We need to make sure we're meeting our deadlines to keep production on time.

Babek Shammass 12:18 PM
Here's the previous round Johanna. Let me know if you need anything else!

Copy2.docx ... Design2.ppt ...

Reply

Danielle Morrison 12:18 PM
The deadline has been pushed back.

Kadji Bell 12:23 PM
I was just told they narrowed it down to Design 1 and Design 2.

Reply

Start a new conversation

📎 🗑️ 😊 📄 🗨️ 📺 📧

Microsoft Teams Settings

The screenshot displays the Microsoft Teams application interface. At the top, the header bar shows "Microsoft Teams" on the left and a search bar with the text "Search or type a command" on the right. Below the header, the main area is titled "Teams" and contains a section for "Your teams" with four team cards: "ITC", "Test Class", "Introduction to Programming", and "Software Engineering". On the right side, a user profile card for "Imran Abbasi" is visible, showing a profile picture, name, and status. Below the profile card, a list of account settings and actions is displayed, including "Available", "Set status message", "Saved", "Settings", "Keyboard shortcuts", "About", "Download the desktop app", and "Download the mobile app". At the bottom of this list, the "Sign out" option is highlighted with a red box. A red arrow points from the "Sign out" option to a red box around the user's profile picture in the top right corner. A red cloud-shaped callout bubble with the text "Account Setting and Sign out" is positioned between the "Sign out" option and the profile picture, with red arrows pointing to both.

Microsoft Teams

Search or type a command

Teams

Your teams

- ITC
- Test Class
- Introduction to Programming
- Software Engineering

IA Imran Abbasi
Change picture

- Available
- Set status message
- Saved
- Settings
- Keyboard shortcuts
- About
- Download the desktop app
- Download the mobile app
- Sign out

Account Setting and Sign out

Microsoft Teams

Join or Create Class

The screenshot displays the Microsoft Teams application interface. At the top, there is a search bar with the text "Search or type a command". Below this, the "Teams" section is visible, showing a list of "Your teams". The teams listed are:

- ITC
- Test Class
- Introduction to Programming (IP)
- Software Engineering (SE)
- test class 3 (tc)

On the left-hand side, there is a vertical navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The "Teams" icon is highlighted with a red box. A red arrow points from this icon to a cloud-shaped callout box containing the text: "How to Join or create teams and invite people". Another red arrow points from this callout box to a "Join or create team" button located in the top right corner of the Teams section, which is also highlighted with a red box.

Microsoft Teams

Join or Create Class

The screenshot displays the Microsoft Teams application interface. At the top, the header reads "Microsoft Teams" with a search bar and a user profile icon. On the left, a vertical navigation bar contains icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main content area is titled "Teams" and shows a list of "Your teams".

The list of teams includes:

- ITC
- Test Class
- Introduction to Programming
- Software Engineering
- test class 3

A red callout bubble with the text "Click on Join or create team" points to a button labeled "Join or create team" located in the top right corner of the main content area. The button is highlighted with a red rectangular border.

Microsoft Teams

Create Class

The screenshot shows the Microsoft Teams interface. At the top, there is a dark blue header with the text "Microsoft Teams" and a search bar on the right that says "Search or type a command". Below the header is a navigation pane on the left with icons for Activity, Chat (with a red notification badge), Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main content area is titled "Join or create a team" and contains two cards. The left card is titled "Create a team" and features a "Create team" button with a plus icon, which is highlighted with a red rectangular box. A red arrow points from a cloud-shaped callout containing the text "Click on Create team" to this button. The right card is titled "Join a team with a code" and includes an "Enter code" input field and a note: "Got a code to join a team? Enter it above."

Microsoft Teams

Create Class

Select a team type



Class

Discussions, group projects,
assignments



Professional Learning Community (PLC)

Educator working group



Staff

School administration and
development



Other

Clubs, study groups, after school
activities

Click on Class

Cancel

Microsoft Teams

Create Class

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Introduction to Computer

Description (optional)

|

**Enter Name and
Description of Class then
Click on Next**

Create a team using an existing team as a template

Cancel

Next

Microsoft Teams

Add People

If you're using Teams as part of a Microsoft 365 subscription, you can create your team from an existing group.

The screenshot shows the 'Add people' interface in Microsoft Teams. The team name is 'Introduction to Computer'. There are two tabs: 'Students' (selected) and 'Teachers'. A search bar contains the text 'ajku' and an 'Add' button is to its right. Below the search bar, a dropdown menu displays three search results:

- AA** **AJKU** Administrator
(AJKU) IT Academy Admin
- V** **VC.AJKU**
(VC.AJKU) OCS Account For **AJKU**
- AJ** Azad Jammu & Kashmir University
(AJKU4585) OCS Account For **AJKU**

At the bottom right of the interface, there is a 'Skip' button.

Microsoft Teams

Add People

If you're using Teams as part of a Microsoft 365 subscription, you can create your team from an existing group.

Add people to "Introduction to Computer

Students Teachers

ajku

Add

AA

AJKU Administrator
(AJKU) IT Academy Admin

V

VC.AJKU
(VC.AJKU) OCS Account For **AJKU**

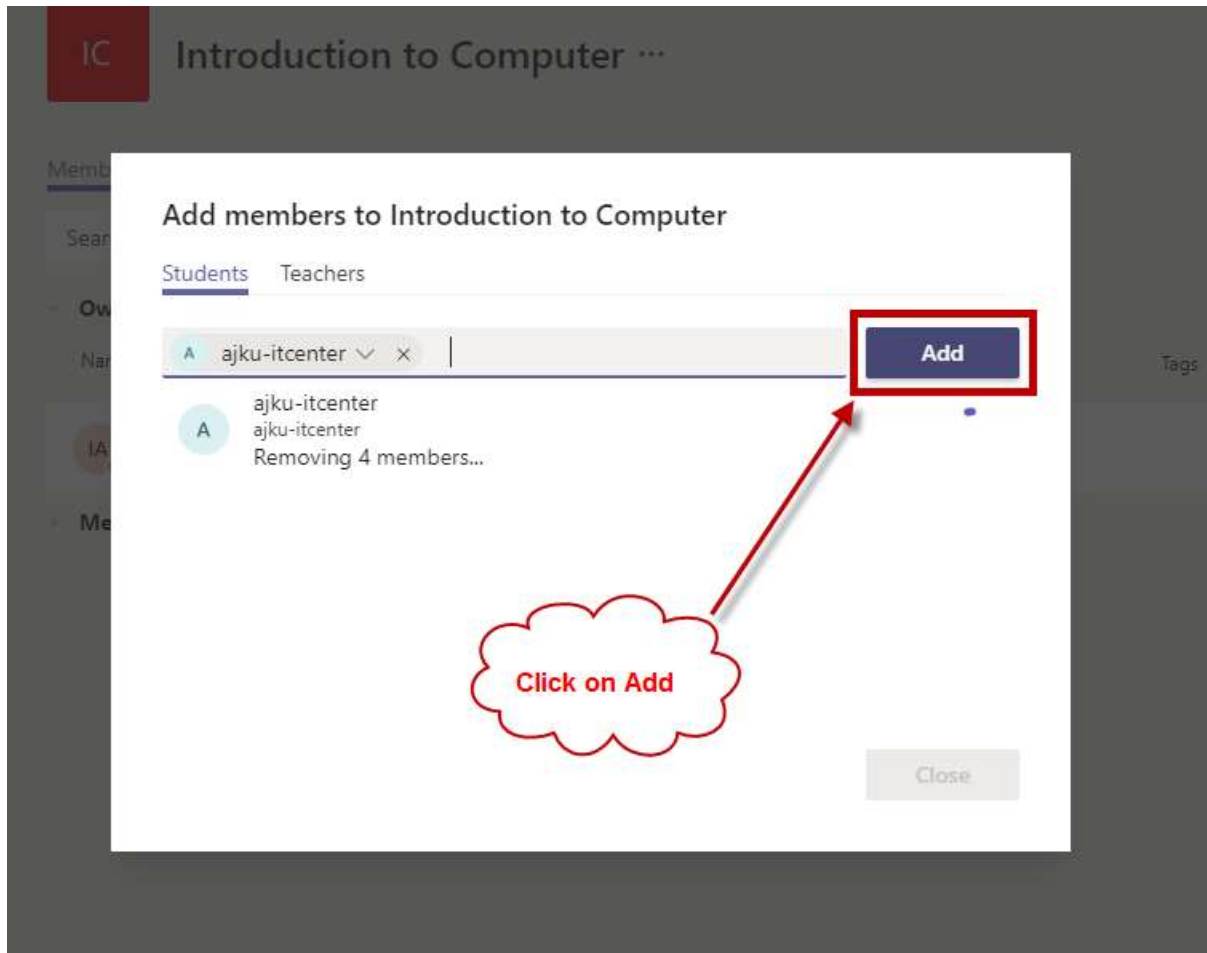
AJ

Azad Jammu & Kashmir University
(AJKU4585) OCS Account For **AJKU**

Skip

Microsoft Teams

Add People



The screenshot shows the Microsoft Teams interface for a team named "Introduction to Computer". A dialog box titled "Add members to Introduction to Computer" is open. It has two tabs: "Students" (selected) and "Teachers". A search bar contains the text "ajku-itcenter" with a dropdown arrow and a close button. To the right of the search bar is a blue "Add" button, which is highlighted with a red rectangular box. Below the search bar, a list of search results is shown, with the first result being "ajku-itcenter" with a teal circular icon containing the letter "A". Below this result, the text "ajku-itcenter" and "Removing 4 members..." is visible. A red arrow points from a red-outlined cloud-shaped callout bubble containing the text "Click on Add" to the "Add" button. At the bottom right of the dialog box is a grey "Close" button.



- Activity
- Chat
- Teams
- Assignments
- Calendar
- Calls
- Files
- ...
- Apps
- Help
- +

< All teams



Introduction to Computer

General



General

Posts Files Class Notebook Assignments Grades +

Team ...

Start a meeting

- To start a meeting, do one of the following:
 - Select in a new conversation.
 - Select in an existing conversation to keep all that conversation's context.
- In your video preview, enter a name for the meeting, and select

Join a meeting

- Look for the meeting notification icon in a conversation to find a meeting.
- Select **Jump In** to participate in the meeting.

Welcome to Introduction to Computer

Choose where you want to start

From here we can upload class materials.

Imran Abbasi has added Kamal Abbas and 2 others to the team.

Meeting ended: 3m 35s

← Reply

Meeting ended: 1m 5s

← Reply

Start a new conversation. Type @ to mention someone.

Rich text toolbar: Bold, Italic, Text color, Background color, Bulleted list, Numbered list, Link, Unlink, Insert link, Insert image, Video, Screen, Help, More options



Activity



Chat



Teams



Assignments



Calendar



Calls



Files



Apps



Help



- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full screen
- Keypad
- Start recording**
- End meeting
- Turn on incoming video

Record your meeting

Select more options icon to record the meeting. You'll be emailed when the video is ready so you can view, edit, and share with others.

03:10





Activity



Chat



Teams



Assignments



Calendar



Calls



Files

...



Apps



From here we can:

- Mute participant
- Pin
- Remove participant
- Make an attendee

People

Invite someone

Currently in this meeting (2)

IA Imran Abbasi
Organizer

IS Imran Shamoon

- Suggestions
- Mute participant
 - Pin
 - Remove participant
 - Make an attendee

01:38



Click here to Stop recording

Learning Management

- Show device settings
- Show meeting notes
- Info pane is disabled by policies
- Enter full screen
- Keypad
- Stop recording
- End meeting
- Turn on incoming video

Stop presenting

09:13



Click on Stop recording

Stop recording?

This meeting is being recorded. Are you sure you want to stop?

Cancel

Stop recording

Learning

Stop presenting



10:01





Calendar

Today < > April 2020 - 1

Meet now + New meeting

Week

26
Sunday

29
Wednesday

30
Thursday

01
Friday

02
Saturday

11 AM					
12 PM					
1 PM					
2 PM					
3 PM					
4 PM					
5 PM					

From the Calendar tab, you can quickly review any upcoming events, schedule events, or modify events. However, since it does use the Outlook Web Access platform, it is possible that you (and other users) will be prompted to log in again when viewing the calendar.

Once you've created a shared Microsoft Teams calendar, all of your team members will be on the same page. Team users can quickly review their deadlines and share new deadlines, improving productivity and effectiveness.



Activity



Calendar

Meet now

+ New meeting



Today < > April 2020 - May 2020

Week

26

Sunday

27

Monday

28

Tuesday

29

Wednesday

30

Thursday

01

Friday

02

Saturday

11 AM

12 PM

1 PM

2 PM

3 PM

4 PM

5 PM

Click on New meeting



Teams



Assignments



Calendar



Calls



Files



...



Apps



Help





New meeting

Details · Scheduling Assistant

Time zone: (UTC+05:00) Islamabad, Karachi

Introduction to Computer

Add required attendees: + Optional

May 2, 2020 1:00 PM → May 2, 2020 1:30 PM 30m All day

Does not repeat

Add channel

- ITC
- Introduction to Computer
- Introduction to Programming
- General
- Software Engineering
- Test Class
- test class 3



Save

Close

Add required information and then click on save



Activity



Calendar

Meet now

+ New meeting



Chat



Teams



Assignments



Calendar



Calls



Files



...



Apps



Help



Today < > April 2020 - May 2020

Week

26
Sunday

27
Monday

28
Tuesday

29
Wednesday

30
Thursday

01
Friday

02
Saturday

11 AM							
12 PM							
1 PM							Introduction to Computer
2 PM							
3 PM							
4 PM							
5 PM							

New meeting





Share your screen
Select the share screen icon to show your screen to the other people in the meeting.



00:32 [Mute] [Microphone] [Share] [More] [Chat] [Participants] [End Call]

People



Invite someone



Currently in this meeting (1)

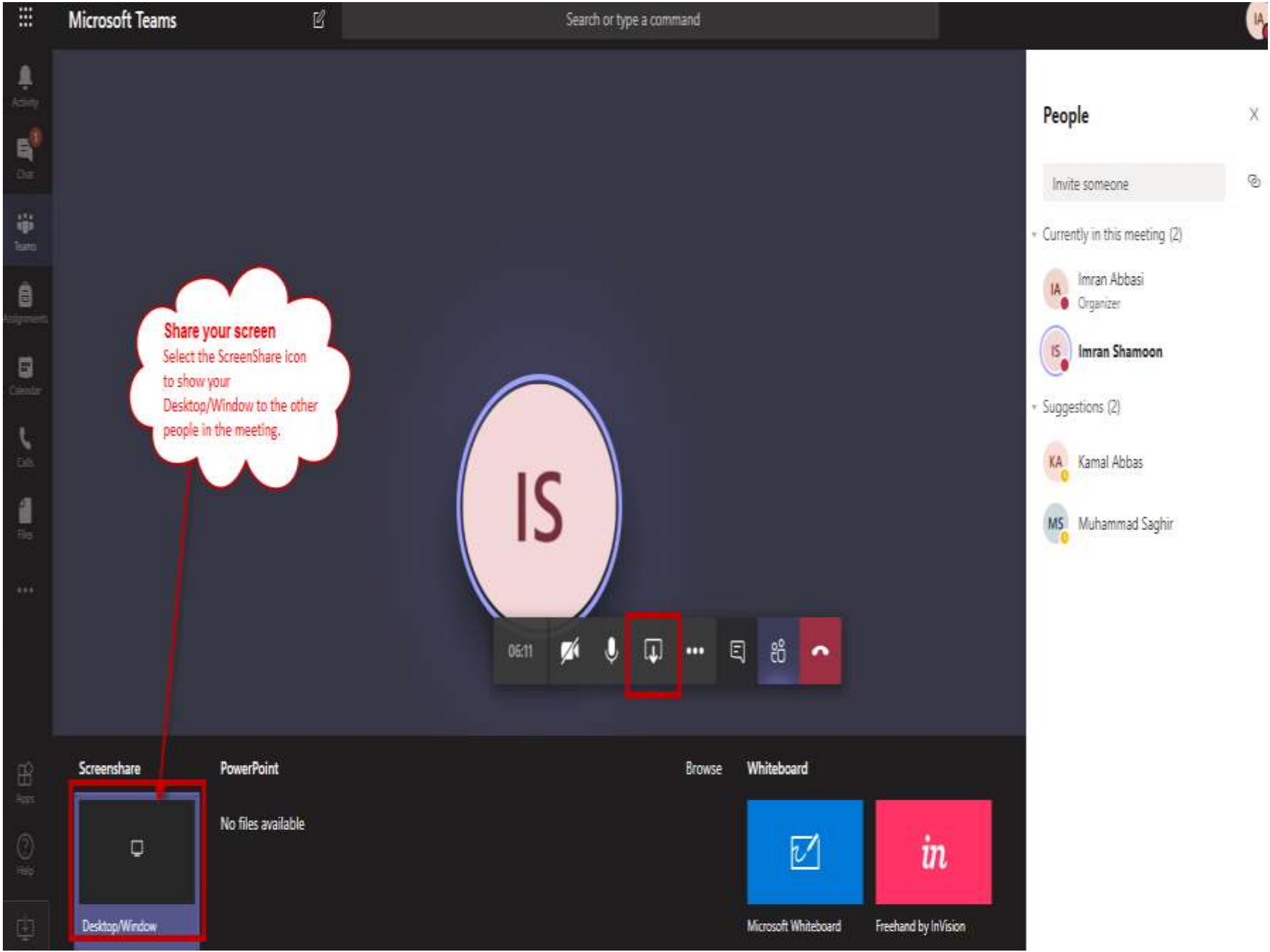
IA Imran Abbasi
Organizer

Suggestions (3)

IS Imran Shamoan

KA Kamal Abbas

MS Muhammad Saghir



Share your screen

Select the ScreenShare icon to show your Desktop/Window to the other people in the meeting.

Screenshare

PowerPoint

Browse

Whiteboard

No files available

Desktop/Window

Microsoft Whiteboard

Freehand by InVision

People

Invite someone

Currently in this meeting (2)

IA Imran Abbasi
Organizer

IS Imran Shamoon

Suggestions (2)

KA Kamal Abbas

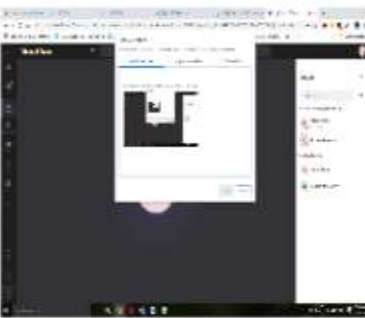
MS Muhammad Saghir

Microsoft Teams interface showing the left sidebar with navigation icons (Activity, Chat, Teams, Assignments, Calendar, Call, File, App, Web, Meeting) and the main meeting area.

Share your screen

teams.microsoft.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen Application Window Chrome Tab



Share Cancel

Share your screen
Option One:
Show Your Entire Screen

ASP.NET Tutorial in... ASP.NET Other bookmark

People

Invite someone

Currently in this meeting (2)

- IA Imran Abbasi
Organizer
- IS Imran Shagoon

Suggestions (2)

- KA Kamal Abbas
- MS Muhammad Saghir

Microsoft Teams interface showing the left-hand navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help.

Share your screen
Option Two:
Show Your Application Window

Share your screen dialog box. The title bar reads "Share your screen". Below the title bar, it says "teams.microsoft.com wants to share the contents of your screen. Choose what you'd like to share." There are three options: "Your Entire Screen", "Application Window", and "Chrome Tab". The "Application Window" option is highlighted with a red box. Below the options is a preview window showing a Microsoft Teams window. At the bottom right of the dialog are "Share" and "Cancel" buttons.

Microsoft Teams interface showing the right-hand "People" pane. The title is "People". Below the title is an "Invite someone" button. Underneath, there are two sections: "Currently in this meeting (2)" and "Suggestions (2)". The "Currently in this meeting" section lists "Imran Abbasi" (Organizer) and "Imran Shamoan". The "Suggestions" section lists "Kamal Abbas" and "Muhammad Saghir".

Microsoft Teams

Activity

Chat

Teams

Assignments

Calendar

Calls

Files

Apps

Help

Share your screen

teams.microsoft.com wants to share the contents of your screen. Choose what you'd like to share.

Your Entire Screen Application Window **Chrome Tab**

- (1) Microsoft Teams
- 10 day forecast Muzaffarabad - Foreca.com
- Settings
- (20+) Facebook
- Inbox - imranpaus@gmail.com - Gmail
- Gmail

Share Cancel

People

Invite someone

Currently in this meeting (2)

- IA Imran Abbasi Organizer
- IS **Imran Shamoan**

Suggestions (2)

- KA Kamal Abbas
- MS Muhammad Saghir

Share your screen
Option Three:
Show Chrome Tab



Share your screen
OR
Click Browse icon



People

Invite someone

Currently in this meeting (2)

IA Imran Abbasi
Organizer

IS Imran Shamoan

Suggestions (2)

KA Kamal Abbas

MS Muhammad Saghir

Screenshare

PowerPoint

Browse

Whiteboard

No files available

- Browse Teams and Channels
- OneDrive
- Upload from my computer



Desktop/Window

Whiteboard

Freehand by InVision



Uploaded Lecture / Presentation

Learning Management System

< Slide 1 of 19 > Stop presenting

02:27 [mute] [mic] [share] [more] [chat] [people] [end call]



IS

People

Invite someone

Currently in this meeting (2)

IA Imran Abbasi
Organizer

IS Imran Shagoon

Suggestions (2)

KA Kamal Abbas

MS Muhammad Saghir

Microsoft Teams

Search or type a command

All teams

IC

Introduction to Computer

General

General Posts Files Class Notebook **Assignments** Grades +

Meeting ended: 1m 5s

Reply

Meeting ended: 10m 55s

Reply

Meeting ended: 4m 19s

Reply

Meeting ended: 10m 46s

Meeting
Recorded by: Imran Abbasi
4m 51s

Reply

Meeting ended: 8m 29s

Reply

Start a new conversation. Type @ to mention someone.

Create an assignment in Microsoft Teams

Create assignments for your students in Microsoft Teams. Manage assignment timelines, instructions, adding resources to turn in, and more.

Note: The Assignments tab is only available in class teams.



Activity



Chat



Teams



Assignments



Calendar



Calls



Files



...



Apps



Help



< All teams



Introduction to Computer



General



General

Posts

Files

Class Notebook

Assignments

Grades



Upcoming

> Drafts

∨ Assigned (0)

> Graded (0)



Navigate to the General channel in the desired classroom, then select Assignments.

Select Create>Assignment.

Assignment

Quiz

From existing

looks like everything's been graded.



Microsoft Teams Search or type a command

All teams

Activity Chat Teams Assignments Calendar Calls Files

Introduction to Computer

General

General Posts Files Class Notebook Assignments Grades +

New assignment Saved: May 2, 12:56 PM Discard Save Assign

Assignment No. 1

Add category

Instructions

Enter instructions

Attendance Sheet.docx Students can't edit

Add resources

Points

10

Add rubric

Assign to

Introduction to Computer All students

Date due Sun, May 3, 2020 Time due 11:59 PM

Assignment will post immediately with late turn-ins allowed. Edit

Enter a title for this assignment-this is required.

Provide more information for the assignment. The following steps are optional:

Choose multiple classes or individual students in one class to assign to.

Add additional instructions

Attach resources to the assignment by selecting Add resources.

The screenshot shows the 'New assignment' form in Microsoft Teams. A yellow callout box with red text provides instructions for each field. Red arrows point from the callout to the 'Assignment No.', 'Instructions', 'Assign to', and 'Date due' fields. The 'Assign to' field is highlighted with a red border. The 'Attendance Sheet.docx' resource is shown with a 'Students can't edit' warning. The 'Date due' field is set to 'Sun, May 3, 2020' and '11:59 PM'. The 'Assign' button is highlighted in blue.

Microsoft Teams

Search or type a command

All teams

Activity

Chat

Teams

Introduction to Computer

Assignments

Calendar

Calls

Files

...

Apps

Help

+

General

Posts

Files

Class Notebook

Assignments

Grades

New assignment

Saved: May 2, 12:56 PM

Discard

Save

Assign

Attendance Sheet.docx

Students can't edit

Add resources

Points

10

Add rubric

Assign to

Introduction to Computer

Date due

Sun, May 3, 2020

Time due

11:59 PM

Assignment will post immediately with late turn-ins allowed

Edit

For more assignment timeline options, select **Edit**. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.

Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator. Examples: 88/100 or decimals 3.7/4.0.

Select Add rubric to add a grading rubric.

Add a category.

Edit assignment timeline

Schedule to assign in the future

Post date

Sun, May 3, 2020



Post time

9:00 AM



Due date

Due date

Sun, May 3, 2020



Due time

11:59 PM



Close date

Close date

Sun, May 3, 2020



Close time

11:59 PM



Assignment posts immediately and is due on Sunday, May 3 at 11:59 PM. Late turn-ins allowed.

Cancel

Done

Select Assign. Your students will be notified of the new assignment on the day you specified.

Select Discard to discontinue work on this assignment or Save to return to the assignment and edit it later.

Microsoft Teams Search or type a command

All teams

IC

Introduction to Computer

General

General Posts Files Class Notebook Assignments Grades +

Meeting ended: 10m 46s

Meeting Recorded by: Imran Abbasi 4m 51s

Meeting ended: 8m 29s

Assignments 1:02 PM

Assignment No. 1

Due May 03

View assignment

Assignment Uploaded

Start a new conversation. Type @ to mention someone.

The screenshot displays the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Help. The main area shows a chat window for the 'General' channel of the 'Introduction to Computer' team. The chat contains several messages: a 'Meeting ended: 10m 46s' notification with a video thumbnail, a 'Meeting ended: 8m 29s' notification, and an 'Assignments' card titled 'Assignment No. 1' due on May 03. A red callout bubble with the text 'Assignment Uploaded' and an arrow points to the 'View assignment' button on the assignment card. The bottom of the screen shows a text input field and a toolbar with icons for adding content.

Microsoft Teams Search or type a command IA

< All teams

IC

Introduction to Computer ...

General

General Posts Files Class Notebook Assignments Grades +

Upcoming ▾

> Drafts

Assigned (1)

Assignment

Quiz

From existing

Create

Create a Quiz

Firstly we are going to create a basic quiz which will provide students with an instant result and score.

- 1- Click New Quiz
- 2- A new blank quiz will be displayed
- 3- Let's set up a few basics including the title, description and an image for our quiz
- 4- Click the Untitled Quiz text to change the title
- 5- Enter a description to give the end-user an idea of what the form is about or some instructions if needed
- 6- Now let's set an image to use for our quiz, this could be a logo, header image or just an image associated with the topic of your quiz
- 7- Click the Insert Image button
- 8- You have the option of searching for an image using Bing, accessing images you have stored in your OneDrive account, or uploading an image from your computer.
- 9- Locate the image you wish to use, select it and click Open
- 10- The image will be added to your quiz header area

0/3 turned in

Forms



Add the quizzes you create in Microsoft Forms to your assignment.

Search



Choose a Form:

No Forms available

+ New Form

Log in to Microsoft Forms

To create New Form click on New Form icon.


Cancel

Next

My forms

Shared with me

Group forms

 Search form title or owner name



There are two types of forms you can create: a form or a quiz. There are a few differences between the two types.

- A form can be used to collect feedback, conduct surveys, accept signups, peer collaboration, and lots more.
- A quiz can be used to assess student learning, provide instant results and feedback, conduct a quiz and more.

Thank You!

