

## Using Assignments for Students DESKTOP Version (downloaded on to a computer)

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### General Information about Assignments

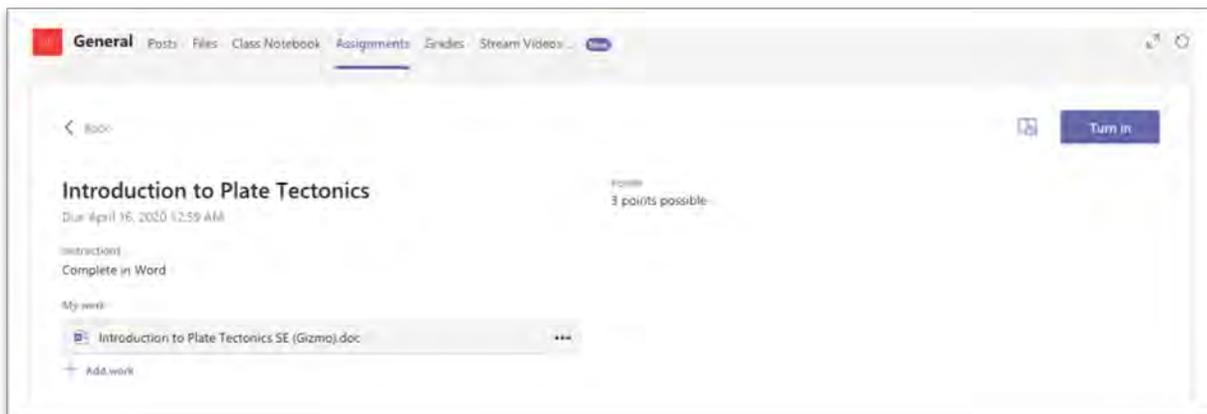
Read this entire document as there are helpful hints throughout

#### 1. Helpful Hints:

- Assignments will display by order of due date under the Assigned arrow.
- Assignments you haven't opened yet will have a bold title.
- Late assignments will include a Past due warning in **Red**

#### 2. Assignment Card: Shows the details of the assignment including:

- Instructions from your teacher on how to complete the assignment.
- Resources your teacher has attached to the assignment, which may include Microsoft files, website links, videos, pdf files, etc...
- Clicking on the attached resource will allow you to open it on your device.



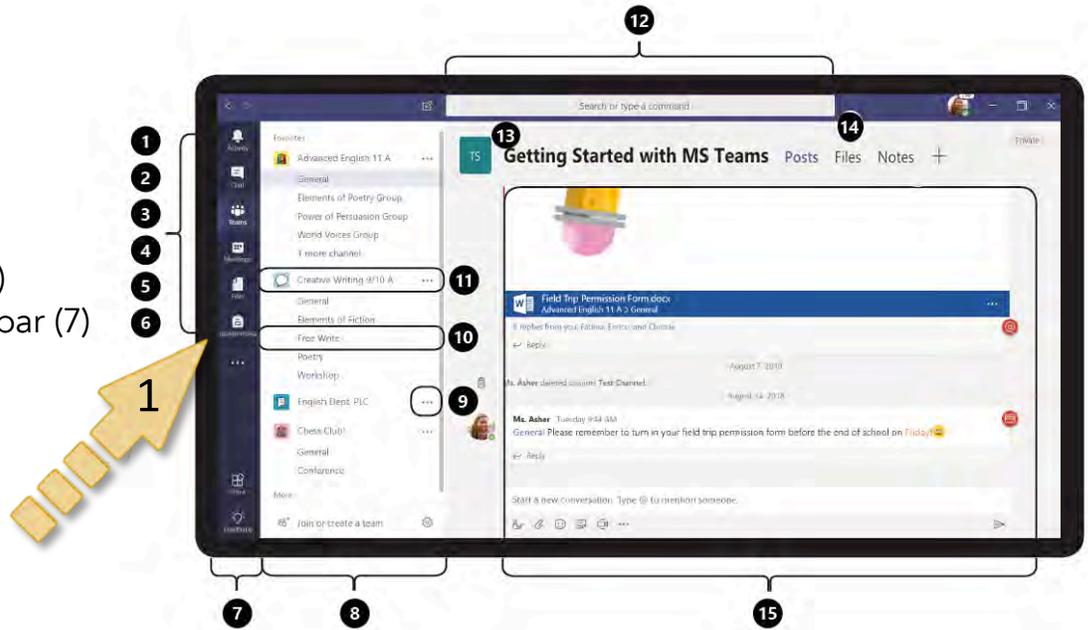
**Helpful Hint:** Work on documents in the appropriate application. Using the document editing abilities in the Teams App is NOT recommended.

**Important:** Make sure you 'Save' a copy of your work on your device.

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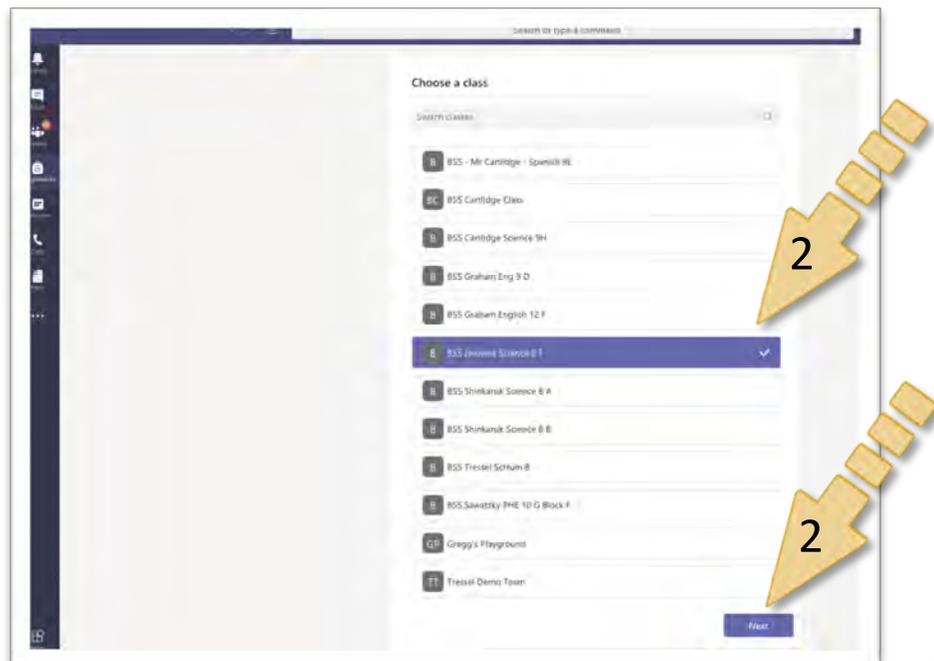
### OPTION 1: View and Navigate your assignments

**Step 1:** Select the Assignment (6) from the App bar (7)



- |             |              |            |                |
|-------------|--------------|------------|----------------|
| 7 App bar   | 13 Class nav | 4 Meetings | 12 Command box |
| 1 Activity  | 14 Tabs      | 5 Files    | 11 Team        |
| 8 Left rail | 2 Chat       | 9 More     | 6 Assignments  |
| 15 Canvas   | 3 Teams      | 10 Channel |                |

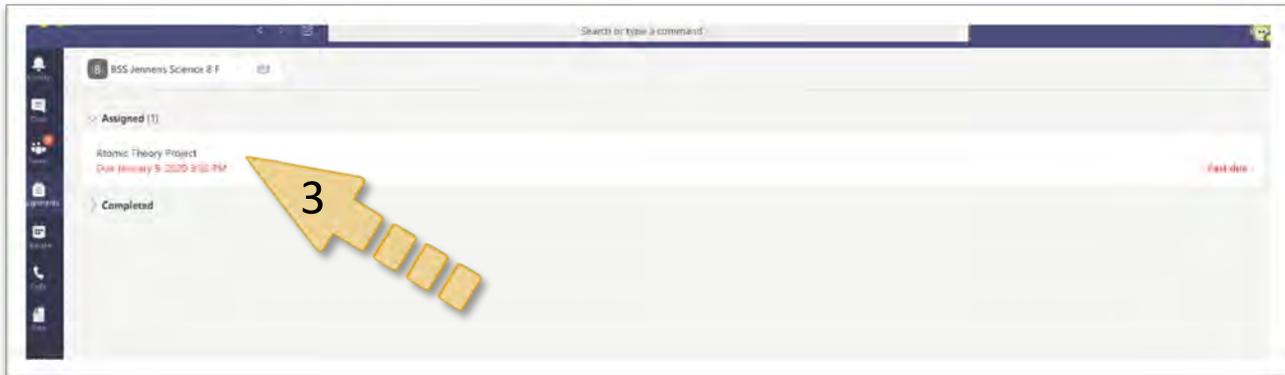
**Step 2:** Choose a Class > Next



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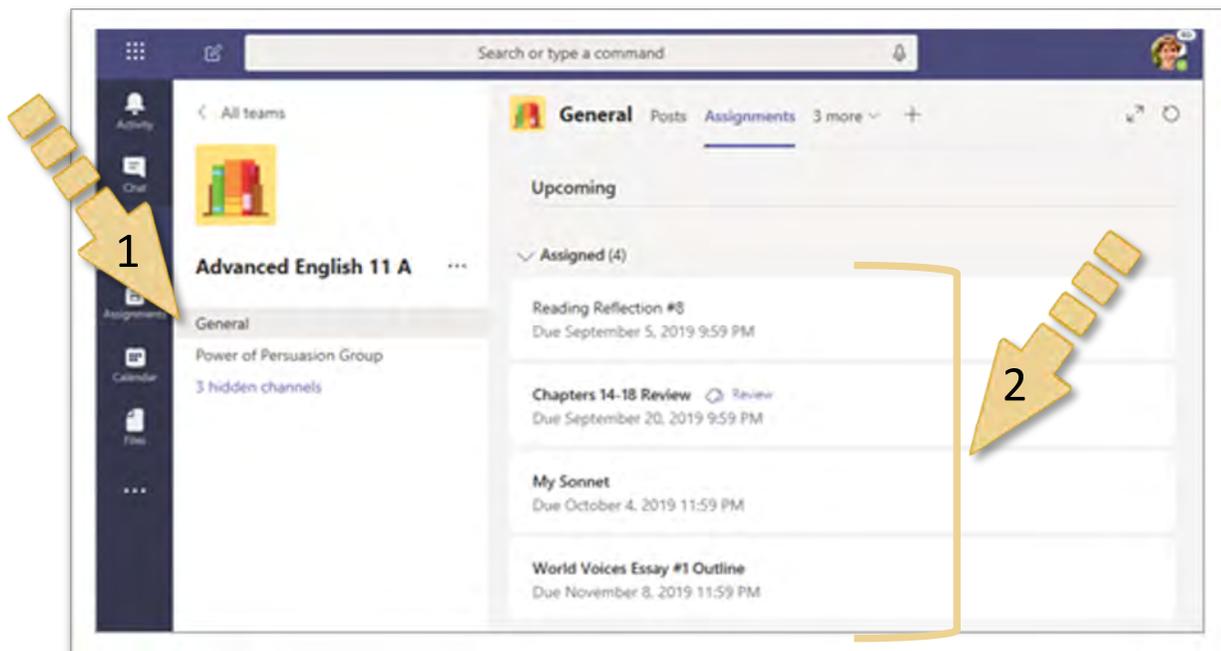
### OPTION 1: View and Navigate your assignments continued

STEP 3: Select the desired Assignment card to view the assignment)



### OPTION 2: View and Navigate your assignments

STEP 1: Navigate to the General channel in your class, then select Assignments.



STEP 2: Select the desired Assignment card to view the assignment.

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### TURN IN YOUR WORK

**STEP 1:** Navigate to the Assignment you would like to Turn in

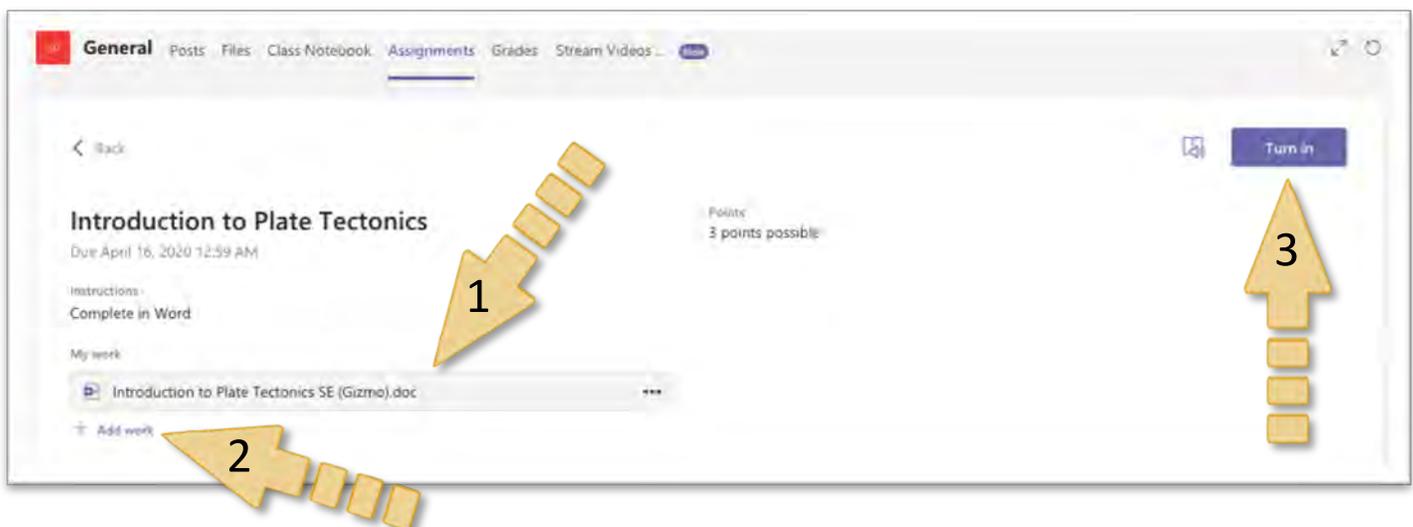
**STEP 2:** If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select +Add work and upload your file.

**Helpful Hint:** You are only able to attach one file using the +Add work and files must be less than 50 mb in size.

**STEP 3:** Select the Turn in button to turn in an assignment before its deadline.

**Helpful Hints:** The button will change depending on the status of your assignment:

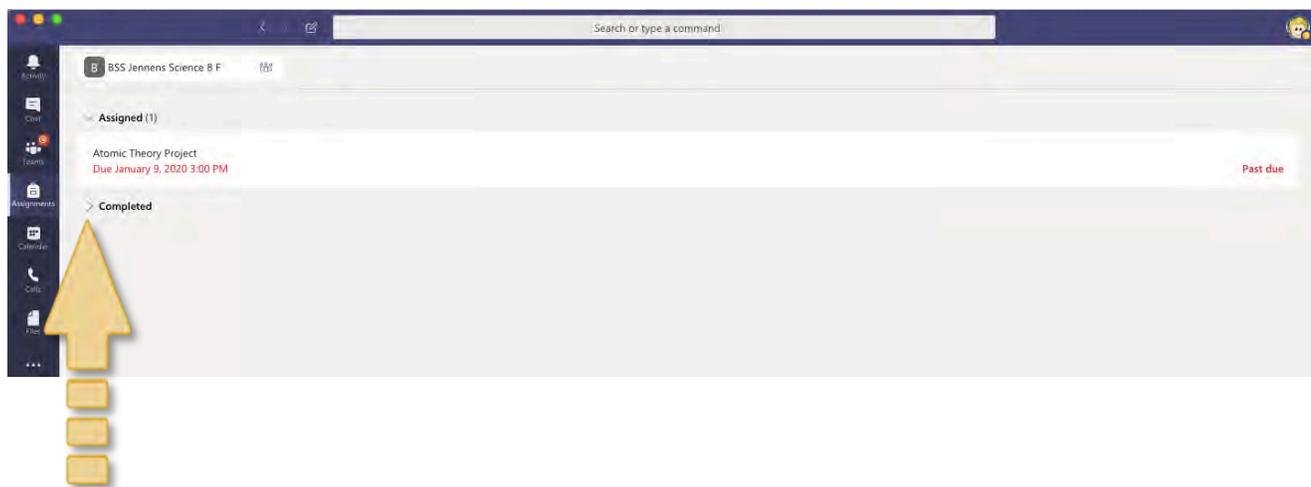
- Turn in again if you're editing an assignment you've already turned in and need to submit work again.
- Turn in late if you're turning in your assignment after the due date, but your teacher has allowed late turn-ins or asked for a revision.
- Not turned in if the assignment is past due and your teacher 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.



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### Completed Assignment Status

In the main assignment Window, completed assignments can be viewed by clicking on the Completed arrow and selecting an assignment. Open a completed assignment to view more details on its status.



<b>Not turned in</b>	The due date for this assignment has passed and you can no longer turn it in.
<b>Turned in</b>	You'll see a time and date stamp of your most recent turn-in.
<b>Returned</b>	You'll see a time and date stamp of when your teacher returned the assignment to you.
<b>Turn in again</b>	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.
<b>Undo turn in</b>	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.