

The image features two thick black L-shaped brackets. One is positioned in the top-left corner, and the other is in the bottom-right corner, framing the central text.

# USING MICROSOFT TEAMS AS AN INTERACTIVE PLANNER

# Log into Office 365 and select Teams

Good afternoon

 Search online documents

Apps

Install Office apps 



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class  
Notebook



Sway



Forms



Admin



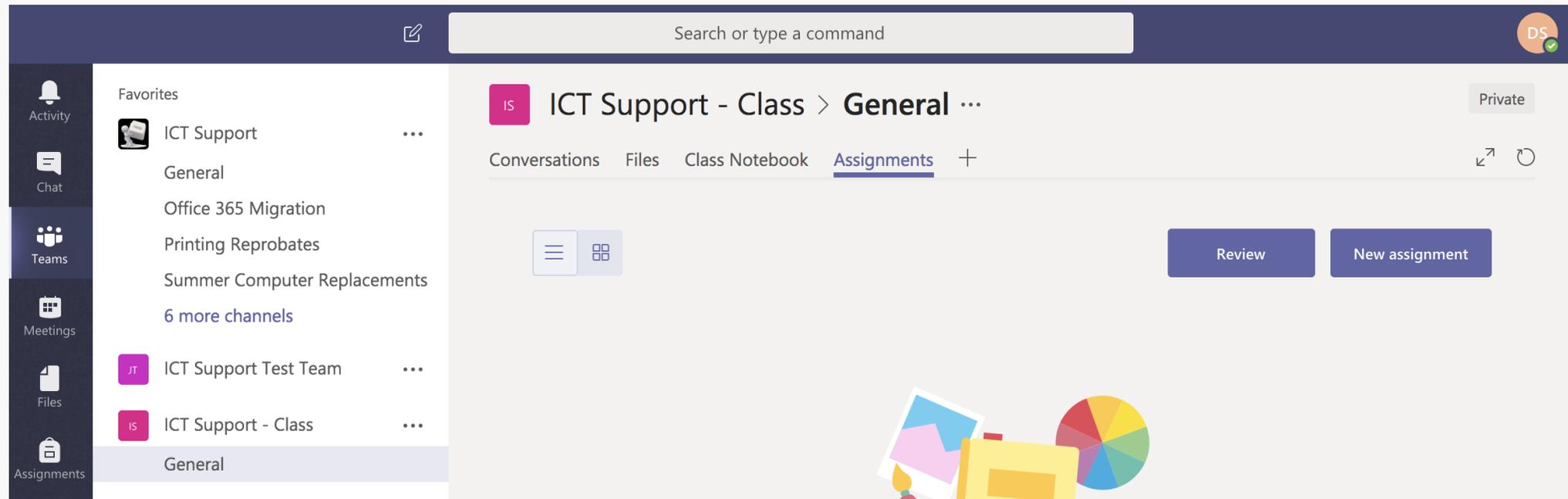
Security &  
Compliance



Delve

Explore all your apps 

# Access the Team you would like to set homework for, select the “New assignment” option.



# Complete the parameters of the assignment

ICT Support Test Team > General ... Private | No classification

Conversations Files Class Notebook Assignments Test +

← New assignment Discard Save as draft Assign

Title  
Compose a short story

Instructions  
Enter instructions

Attach reference materials  
Specify what students will turn in

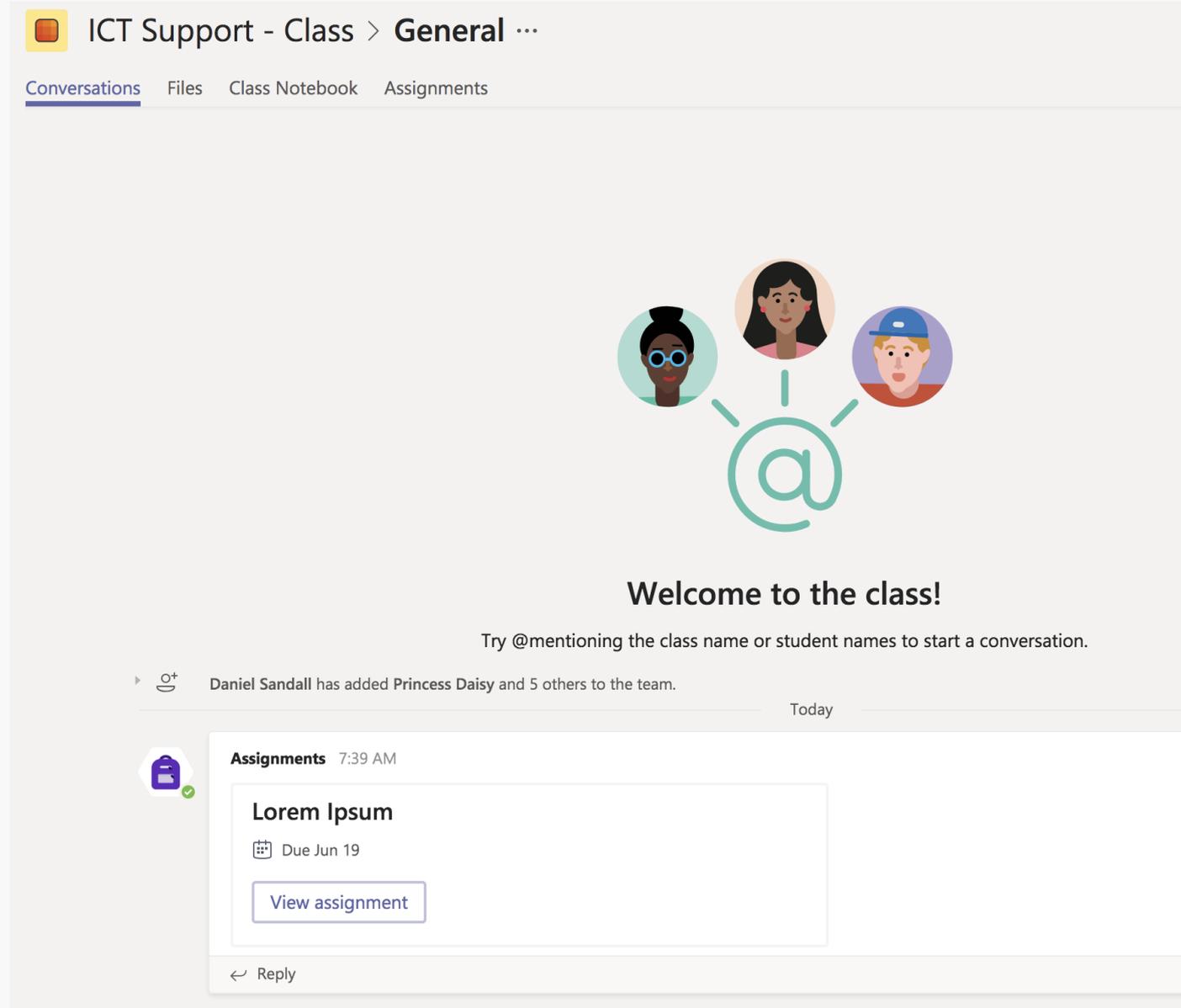
Date due  
Mon Mar 12 2018

Time due  
11:00 AM

Late turn-in allowed  No

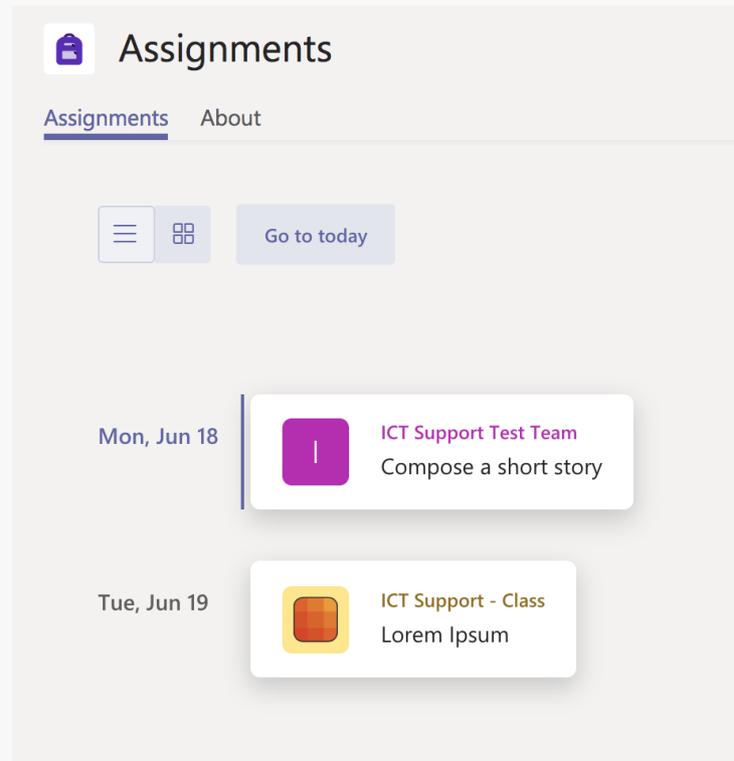
Points  Yes  
100

When a new assignment is added, the applicable students will be notified via Teams. A further email notification can also be added



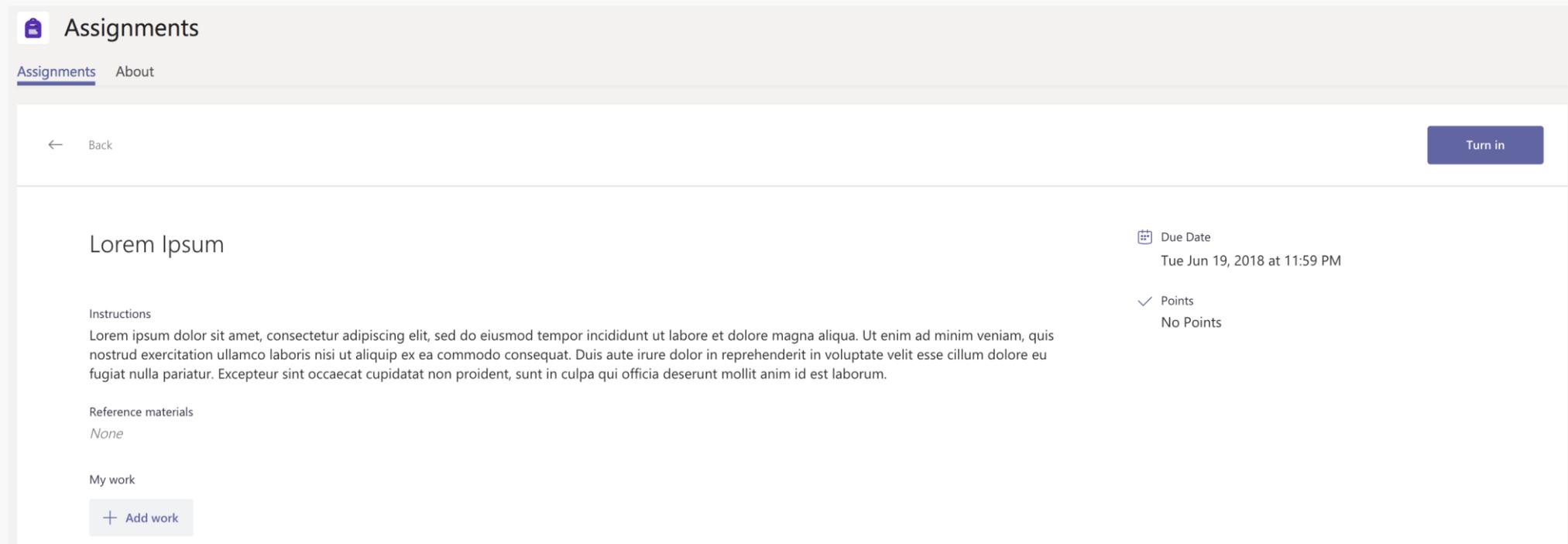
The screenshot shows a Microsoft Teams chat window for a channel named "ICT Support - Class > General". At the top, there are navigation tabs for "Conversations", "Files", "Class Notebook", and "Assignments". The main content area features a welcome message with three stylized avatars and a large "@" symbol. Below this, a notification states "Daniel Sandall has added Princess Daisy and 5 others to the team." followed by a timestamp "Today". A card titled "Assignments" with a clock icon and the time "7:39 AM" is displayed. The card contains the text "Lorem Ipsum", a calendar icon, and "Due Jun 19". A "View assignment" button is located below the text. At the bottom of the card, there is a "Reply" button with a left-pointing arrow.

When the student opens the Assignments tab in Teams, this is their view.



Opening the Assignment will provide full details of the set work.

Here, a student can upload their file. Selecting “Turn in” in the top right submits the work.



The screenshot shows a web interface for an assignment. At the top left, there is a purple folder icon and the text "Assignments". Below this, there are two tabs: "Assignments" (which is underlined) and "About". In the top right corner, there is a blue button labeled "Turn in". On the left side, there is a "Back" link with a left-pointing arrow. The main content area is divided into several sections: "Lorem Ipsum" (placeholder text), "Instructions" (with a paragraph of Lorem Ipsum text), "Reference materials" (with the text "None"), and "My work" (with a blue button labeled "+ Add work"). On the right side, there are two items: "Due Date" (with a calendar icon) showing "Tue Jun 19, 2018 at 11:59 PM", and "Points" (with a checkmark icon) showing "No Points".