



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



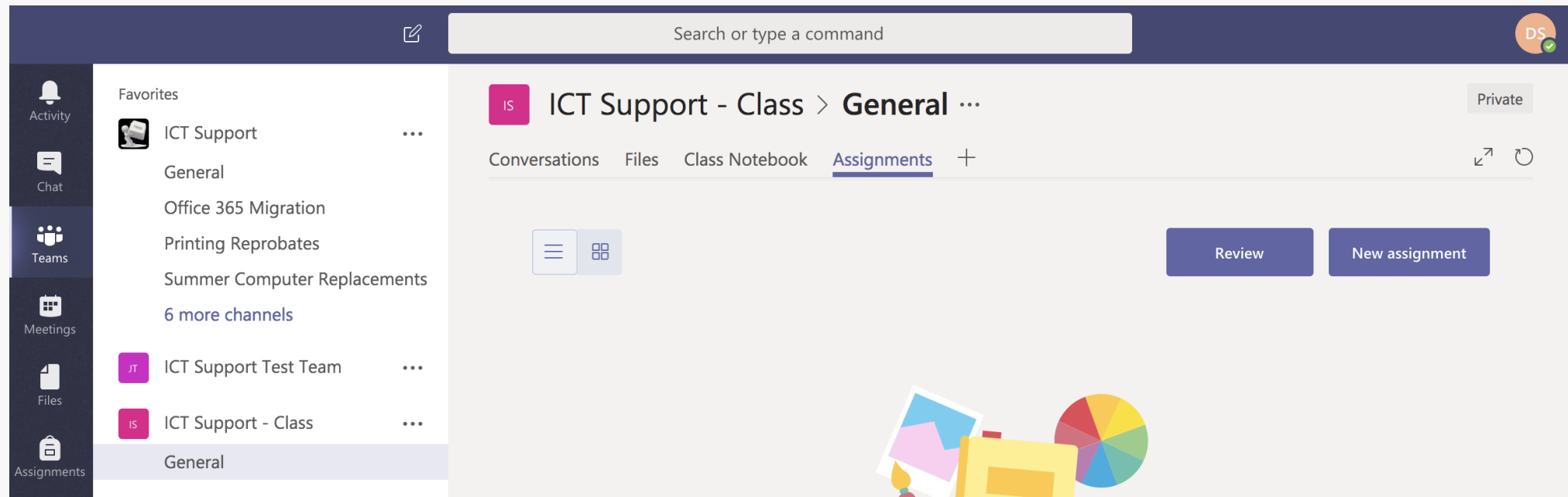
Security &
Compliance



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

IT

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

Date due

Mon Mar 12 2018

Time due

11:00 AM

Instructions

Enter instructions

Late turn-in allowed

Points

100


☐ No

☒ Yes


[Attach reference materials](#)

[Specify what students will turn in](#)

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


 ICT Support - Class > **General** ...


[Conversations](#) [Files](#) [Class Notebook](#) [Assignments](#)





Welcome to the class!

Try @mentioning the class name or student names to start a conversation.

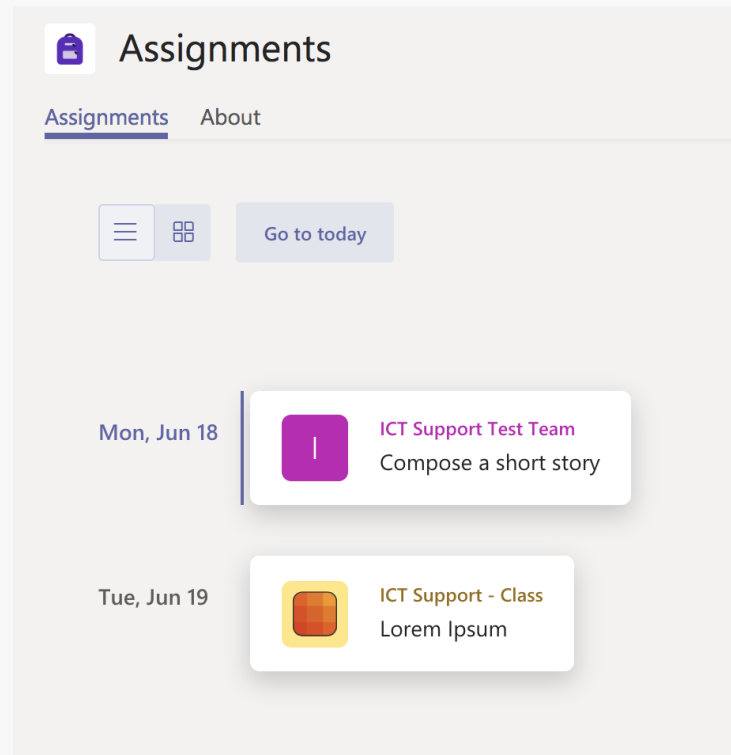
 Daniel Sandall has added Princess Daisy and 5 others to the team. Today

 **Assignments** 7:39 AM

Lorem Ipsum
 Due Jun 19
[View assignment](#)


 Reply

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.

 Assignments

[Assignments](#) [About](#)

[← Back](#)

Turn in

Lorem Ipsum

Instructions


Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Ut enim ad minim veniam, quis nostrud exercitation ullamco laboris nisi ut aliquip ex ea commodo consequat. Duis aute irure dolor in reprehenderit in voluptate velit esse cillum dolore eu fugiat nulla pariatur. Excepteur sint occaecat cupidatat non proident, sunt in culpa qui officia deserunt mollit anim id est laborum.

Reference materials


None

My work

+ Add work

 Due Date

Tue Jun 19, 2018 at 11:59 PM

 Points

No Points