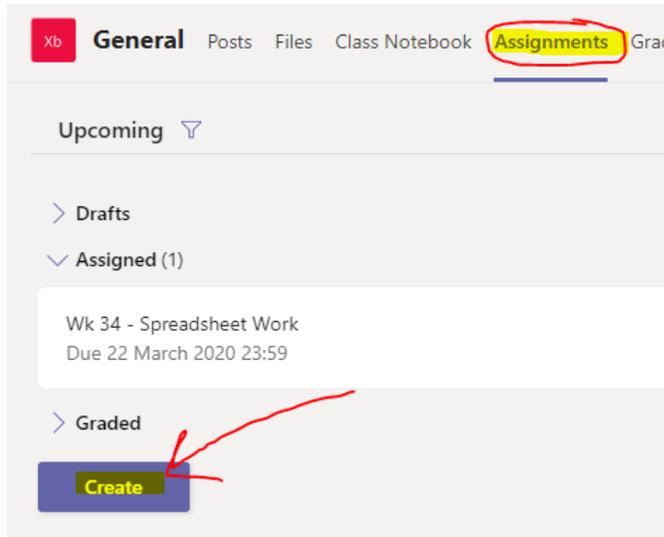


DOCUMENT 3

Create an Assignment

In Teams, an assignment is a piece of work that needs to be completed and handed in by the student. To create an assignment, click 'Assignments' on the top menu and 'Create'.



Give the assignment a name and provide instructions. You can attach a template, or a blank file so the student knows what program to do the work in. If you provide a blank .docx word file, the student will know to submit the work in this format. You can do this by clicking 'Add Resources'. You can also choose specific students to assign it to and set a due date.

New assignment

Title

Wk 35 - Tables

[Add category](#)

Instructions

Create a table and show the results.

[Add resources](#)

Points

No points

[Add rubric](#)

Assign to

All students

Date due

Sun, 5 Apr 2020

Time due

23:59

Assignment will be posted immediately with late hand-ins allowed. [Edit](#)

As students hand in work, you can view it by clicking on the assignment.

Assigned (1)

Wk 34 - Spreadsheet Work 1/2 handed in
 Due 22 March 2020 23:59

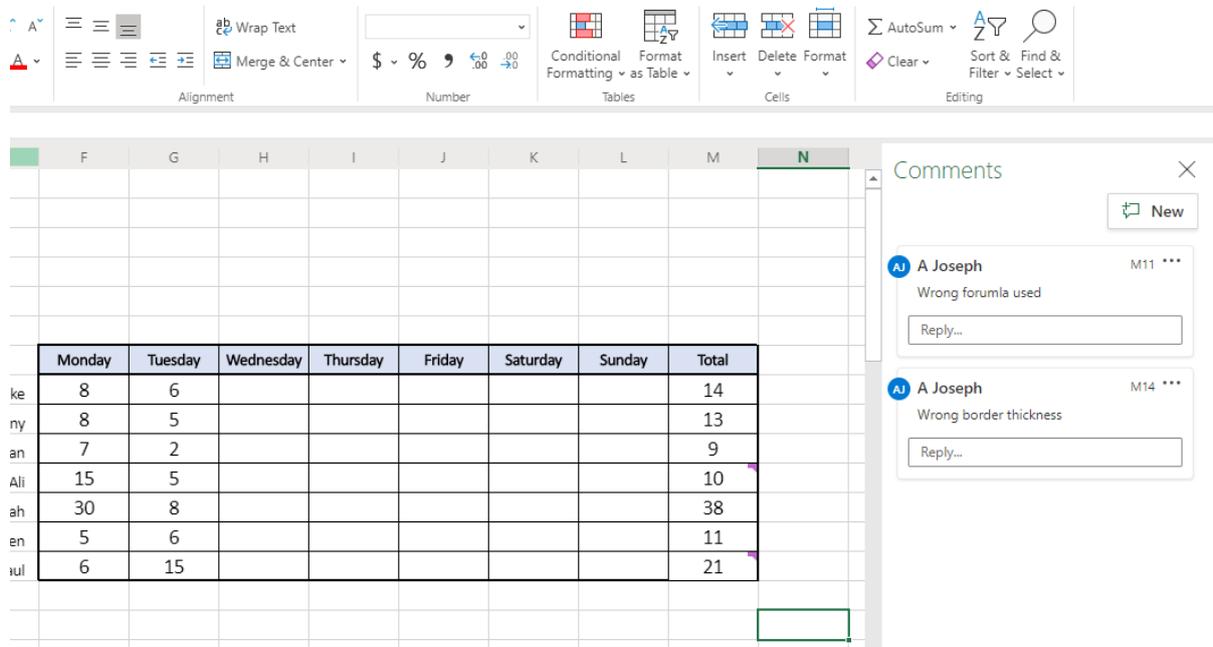
Wk 34 - Spreadsheet Work

Due 22 March 2020 23:59

To grade (2) Graded (0) Search students

<input type="checkbox"/>	Name ▾	Status ▾	Feedback
<input type="checkbox"/>	 19	 Not handed in	
<input type="checkbox"/>	 Test, Year 11	 Handed in	

The document will open in teams. You can choose to edit the file directly, or provide comments. To comment, click the part of the document you want the comment icon to appear then choose 'Comments' → 'New' in the menu.



The screenshot shows the Microsoft Excel ribbon with tabs for Alignment, Number, Tables, Cells, and Editing. Below the ribbon is a spreadsheet with columns F through N and rows 1 through 10. A table is highlighted in the spreadsheet, showing data for days of the week and a total column. A comments pane is open on the right side, showing two comments from 'A Joseph'.

	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	Total
ke	8	6						14
ny	8	5						13
an	7	2						9
Ali	15	5						10
ah	30	8						38
en	5	6						11
Jul	6	15						21

Comments pane:

- A Joseph** M11 ...
Wrong formula used
Reply...
- A Joseph** M14 ...
Wrong border thickness
Reply...