Using Microsoft Teams Assignments – For Instructors

Microsoft Teams offers a feature that allows instructors to create assignments for their students. This document will help instructors get a better understanding of how to create an assignment.

# Creating an assignment in Teams

1. Open your Microsoft Teams app or login using the [web app](https://www.microsoft.com/en-us/microsoft-teams/group-chat-software).
2. Click on the **Teams** icon located on the left and then click on whichever team you would like to make the assignment for.



1. Click on the **Assignments** tab and then click on **Create**.



1. Once you click **Create** you will be given three options: Assignment, Quiz, and From existing. There is a brief overview of each option below but in our case, we will select **Assignment**.

Assignment – Start from scratch and upload your own assignment.

Quiz – Uses Microsoft Forms to create a quiz for the students.

From Existing – Use a previously created assignment.



1. Now you can include your basic information like description of the assignment and add a rubric. You can also upload your assignment file here. Once everything is added you can click the **Save** button located at the top right.



Your assignment has now been created. You can view the assignment in the **Assignments** tab.