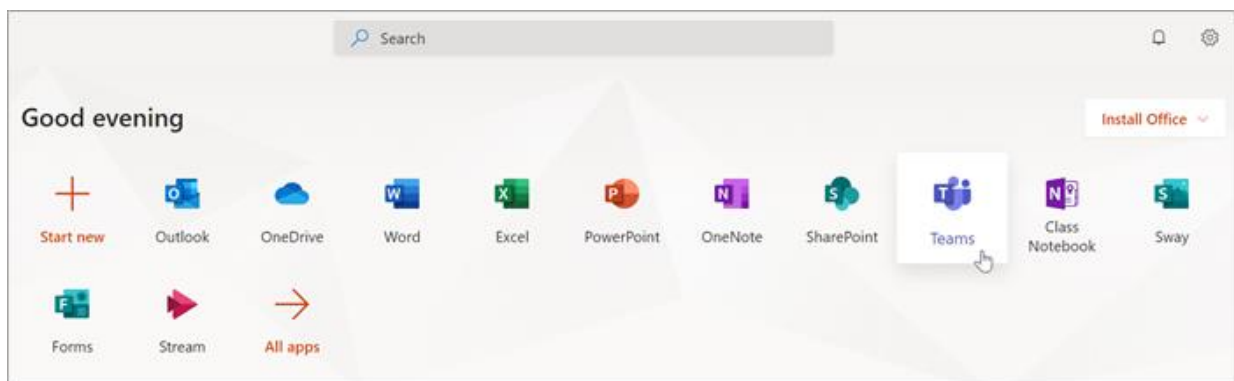# Using MS Teams for Homework at CHSG

Access your online classroom right away in Office 365 Education and Microsoft Teams. Grab your device and your school sign-in information and head into class at Office.com.

Sign in to Teams

1. Open Office.com on your web browser and sign in with your school email and password.
2. Select the **Teams** app.

Once Teams is open you should class team tiles for all of the classes you are in. (A bit like the picture below.)
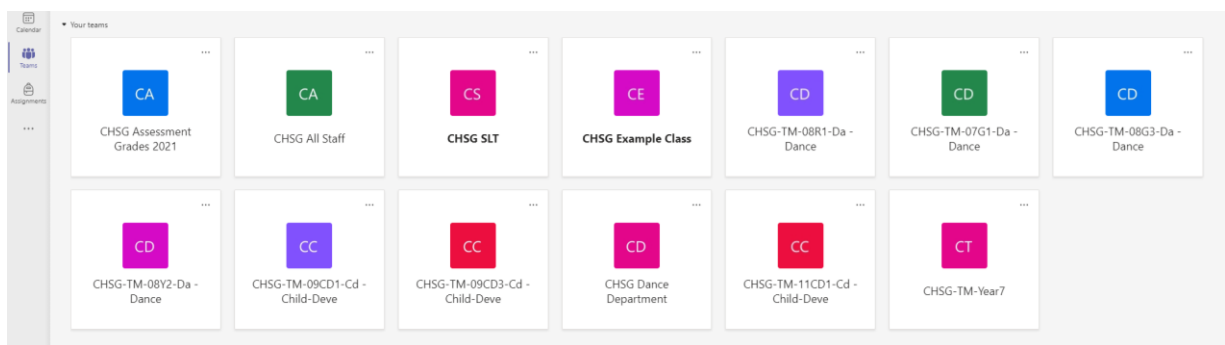

Channels

Every class team has a main discussion area, the **General** channel. Under **General**, Your teacher may create more channels to organise topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.

- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments, Class Notebook**, and **Grades** tabs.
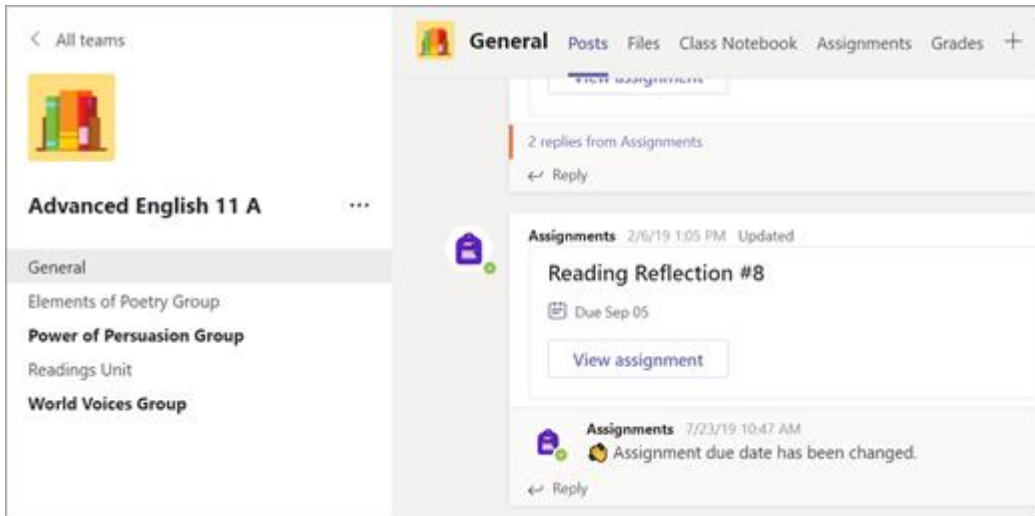

Notifications

Check the **Activity** feed to make sure you don't miss a new assignment or an @mention.
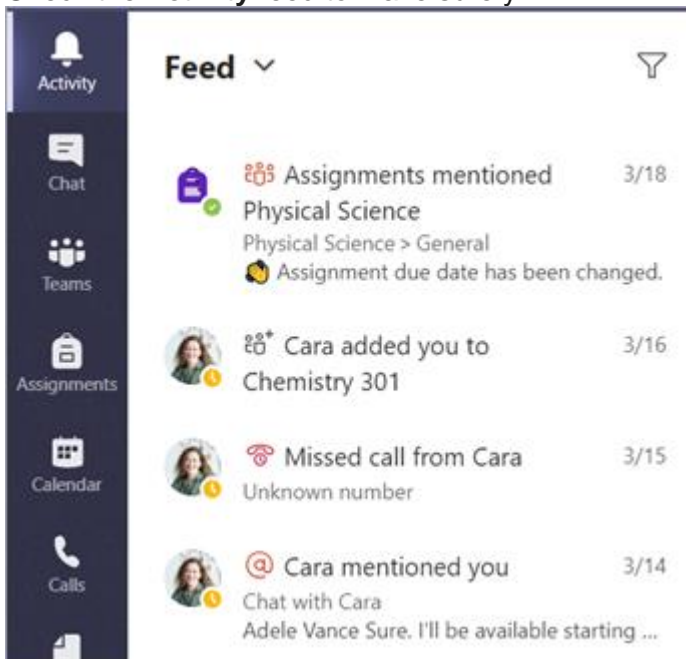
**Handing in homework ('Turn in an assignment') in Microsoft Teams**

To turn in an assignment, select its assignment card. Depending on the status of your assignment, you may be turning your work in on time, late, or submitting revised work.

1. Navigate to the desired class team, then select **Assignments** (these are your homework tasks). You can also use your search bar to search for an assignment by keyword.
2. Your **Assigned** work will show in order of due date. Select any assignment card to open it and view the assignment's details.
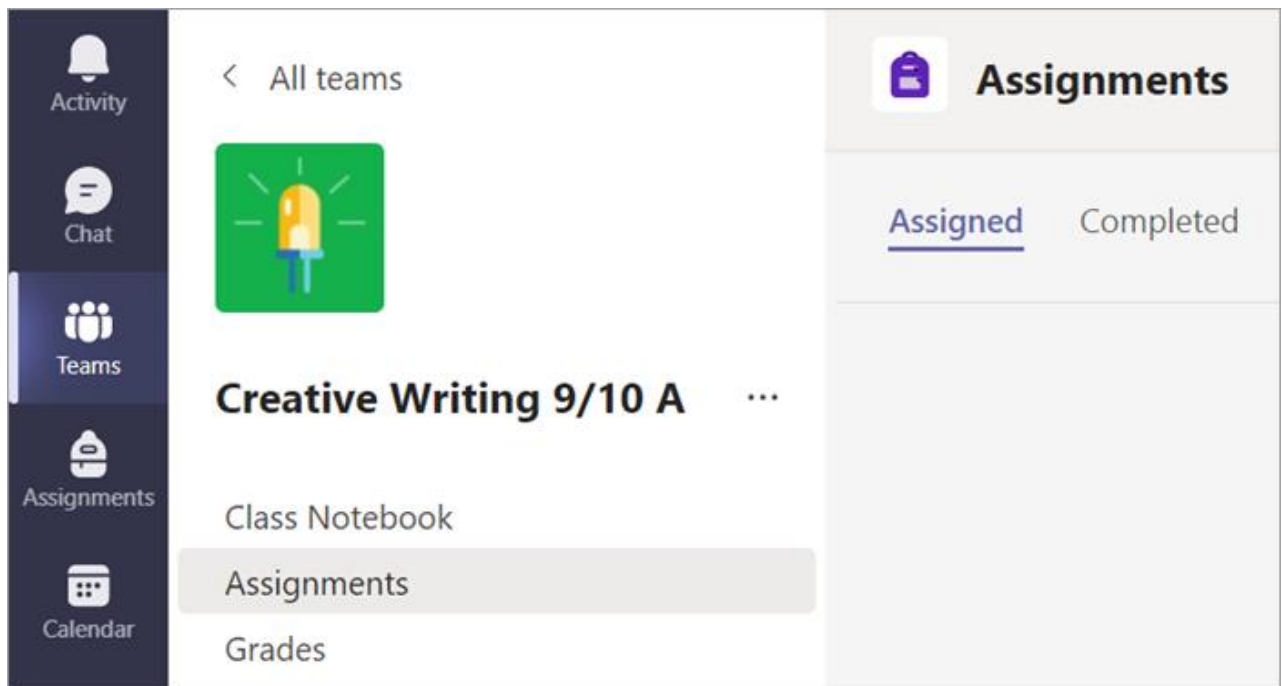
3. If your teacher specified a document for you to turn in or you have other files to attach to this assignment, select **+Add work** and upload your file.

   Note: You can add up to 10 additional resources to an assignment. 500mb is the maximum file size for a resource.
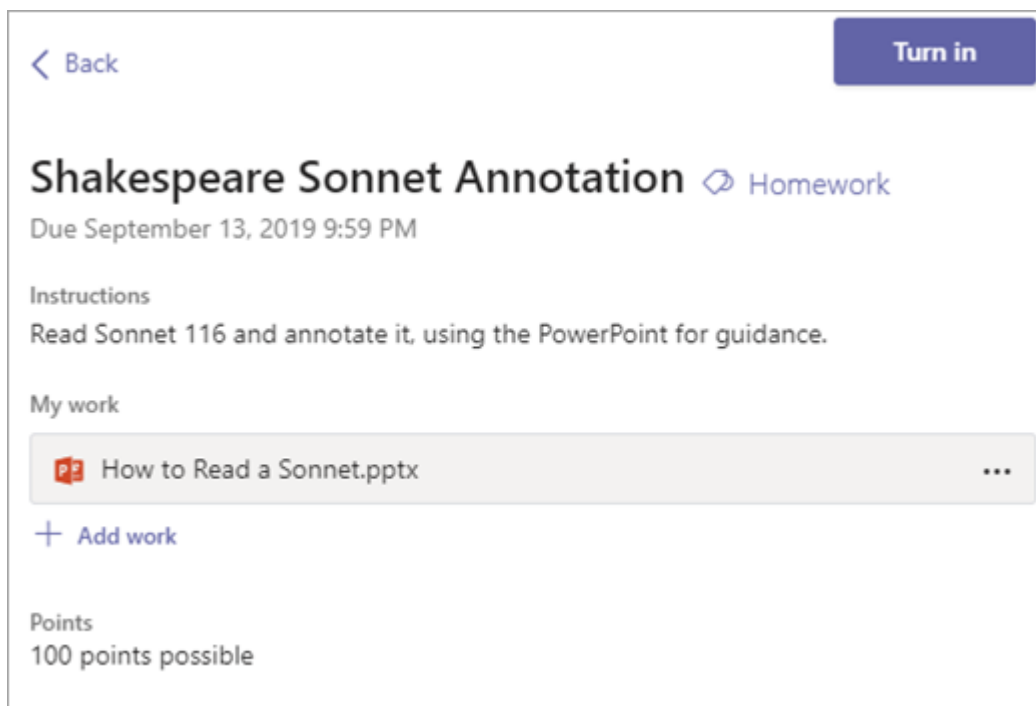
4. Select the **Turn in** button to turn in an assignment before its deadline. The button will change depending on the status:

- **Turn in for group** if you're working on a group assignment. Only one member of the group needs to turn in the 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 instructor has allowed late turn-ins or asked for a revision.
- **Not turned in** if the assignment is past due and your instructor 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.

See your grades

To see grades for assignments your teacher has reviewed and sent back to you:

1. Select **Grades** in your class team.
2. All your assignments are listed here with the nearest due date at the top. View your status on each assignment as well as points you've received on graded work. Assignments without points will show as Returned after your teacher has reviewed them.
3. Use the arrows next to **Due date** and **Assignment** to sort your assignments.

Manage assignments on a mobile device

Microsoft Teams for Education

Microsoft Teams for Education allows users to post messages, check notifications, open files, and manage their assignments from their iOS or Android mobile devices. In Assignments mobile, teachers can create and review assignments, while students can attach and turn in their work.

Don't have the Microsoft Teams mobile app yet? You can get it here.

Navigate to your assignments

View all your assignments by tapping the **Assignments** icon at the bottom of your screen. Scroll up or down to view assignments in the past or future.

Tip: If you don't see Assignments in your app bar, select **More …** and **Reorder** to pin it to your app bar.
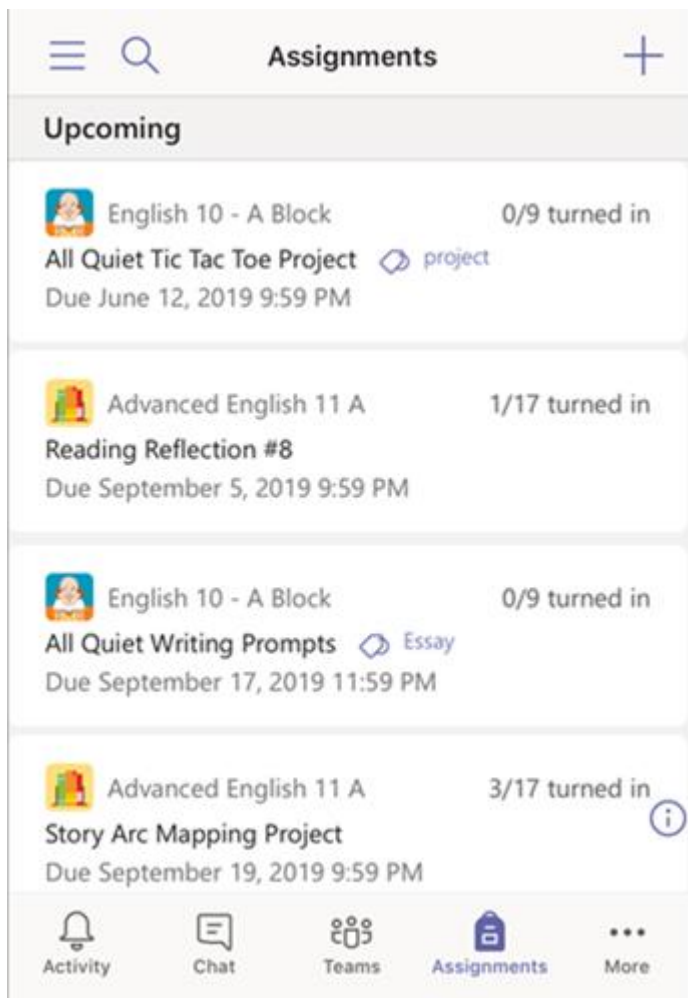
Tip: Use the search icon on your mobile app to search for an assignment by keyword. When a new assignment is created, a post appears in the General channel and students are notified in their **Activity** section. They can follow these notifications to navigate to the assignment's details.

Sort your assignments

By default, your Upcoming list shows assignments with work left to grade or scheduled to assign later. Scroll up or down to browse the list. You can tap the arrows to sort them by **Drafts**, **Graded**, and **Assigned**.
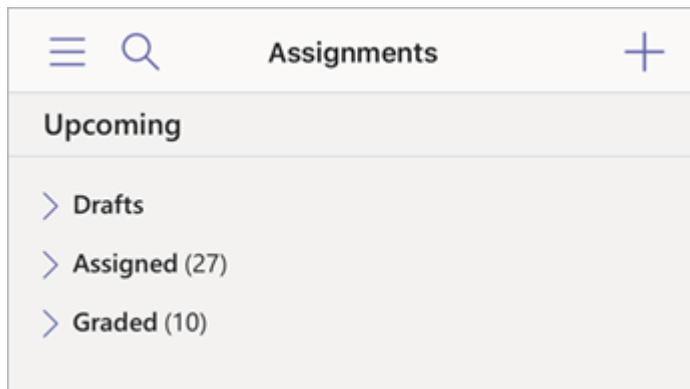
If you'd prefer to view your assignments by class, select the General channel in your team, then **More > Assignments**. In this view, you can select **Filter** to sort your assignments by category, such as Homework or Review.