

# Students Using Sharepoint Assignment App

Students need to be added to a class site in order to access the Assignment App. This can be done by the teacher by adding via Manage Site. Student can also find and add themselves to a class. They do this by clicking on the Follow icon (the star) beside the class name.

## Comment on Assignments

You can use the comments to ask questions of the teacher, get help, or tell them how you're doing. To enter comments:

- On the Assignments page or from your My Site page, click on the name of the assignment.
- Enter your comment in the **Make a comment** field.



- Click the **SEND** button.

## Submit Assignments

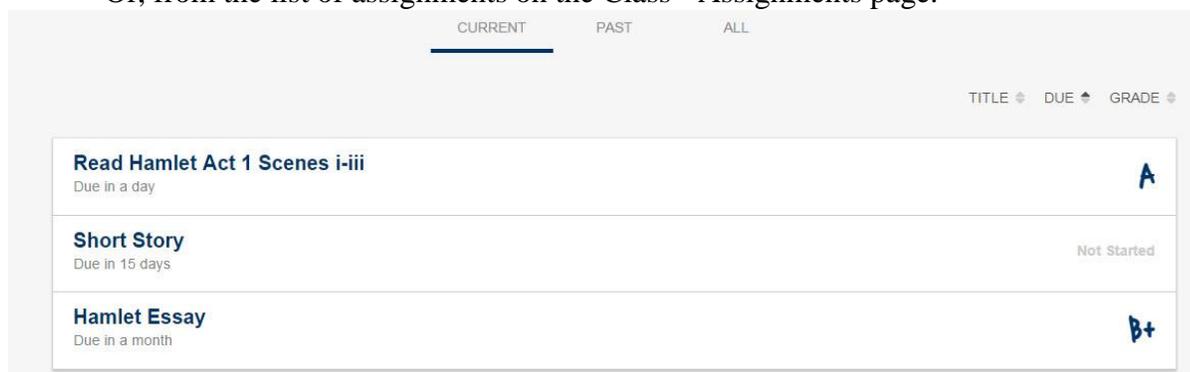
Assignments for all classes display on the student's My Site page, under **My Assignments**. Assignments can also be found on the Class site, by clicking the Assignments link on the Class page.



## Access an Assignment

To access an assignment:

- You can access an assignment by clicking on it directly from the My Site page.
- Or, from the list of assignments on the Class - Assignments page.



- Click on the assignment name to view it.

The screenshot shows a Microsoft Teams assignment interface. At the top, it says 'Short Story' with a back arrow on the left and 'ASSIGNED: JUN 25' on the right. Below that, the due date is 'DUE: JUL 10, 2015 11:59 PM'. The main content area contains the assignment instructions: 'Write a 1200 word short story using the following first sentence: So, as it turns out, toilet paper is NOT the best nor the most effective way to clean up blood. OR There had never been a worse time to sneeze...'. Below the instructions, there is a submission area for 'Lisa Simpson (BCH)'. It shows 'DRAFT • Edited Jun 25, 2015 2:05 PM • 0 Comments'. There is a text input field 'Add text to your assignment submission', a 'Make a comment' button, and a 'SEND' button. At the bottom left, there are options for 'New', 'Upload', and 'OneDrive' with the text 'or drop files here'. A prominent blue 'TURN IN' button is located at the bottom right of the submission area.

## Working on an Assignment Online

Students can work on assignments that have “copied to them” from their teachers.

Click on the “View” button, then “Edit in Word”.

This will open it up in word and can be worked on.

Clicking on the “save and sync” button at the top left will save the assignment online.



!Sharepoint 2013 ▶ Favourite Person.docx

FILE



OPEN IN WORD

PRINT

SHARE

FILE

This can be done a number of times. When the assignment has been completed, click on the “Turn in” icon to hand it in.

## Turn In an Assignment

When you turn in an assignment, you can type directly into the Add text to your assignment submission field. You can also upload files, and make comments to your teacher.

To upload a file:

- Drag and drop your homework files into the **drop files here** field.

OR

- Click **New** to create a new file.
- Click **Upload** and browse for your homework on your computer.
- Browse for your assignment and attach it.
- Once it has been attached, click the **TURN IN** button.

## Take Back an Assignment

If you turn in an assignment by mistake or want to make changes to an assignment, you can do so as long as the assignment is not past its due date or your teacher hasn't marked it yet.

To take back an assignment:

- Click the TAKE BACK button beside the assignment.



Lisa Simpson (BCH)

TURNED IN SEP 16, 2015 2:56 PM • Edited Sep 16, 2015 2:15 PM • 1 Comment

TAKE BACK

## View Marked Assignments

Once the teacher has marked your assignment, you mark will appear under the Grade column on the Class - Assignments page:

CURRENT	PAST	ALL
TITLE ▾ DUE ▾ GRADE ▾		
<b>Read Hamlet Act 1 Scenes i-iii</b> Due in a day		<b>A</b>
<b>Short Story</b> Due in 15 days		Not Started
<b>Hamlet Essay</b> Due in a month		<b>B+</b>