

VALEU-X

Microsoft Teams – Assignments, Feedback & Quizzes

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Agenda

1. Introduction

2. Portfolio-Assessment

3. Create an Assignment

4. Rubrics & Grades

5. Turn in (student-view)

6. Give feedback (teacher-view)

7. Quizzes

8. Tips & Hints

9. Exercise



Goals of this training



Get a deeper understanding of the component "assignment"



Create tasks and quizzes for students

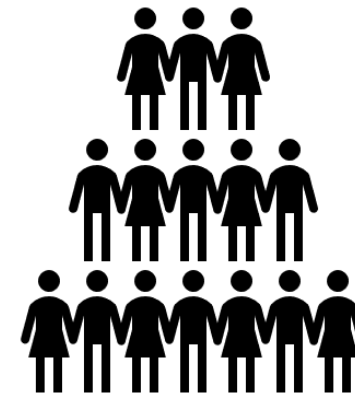


Grade assignments directly in MS Teams



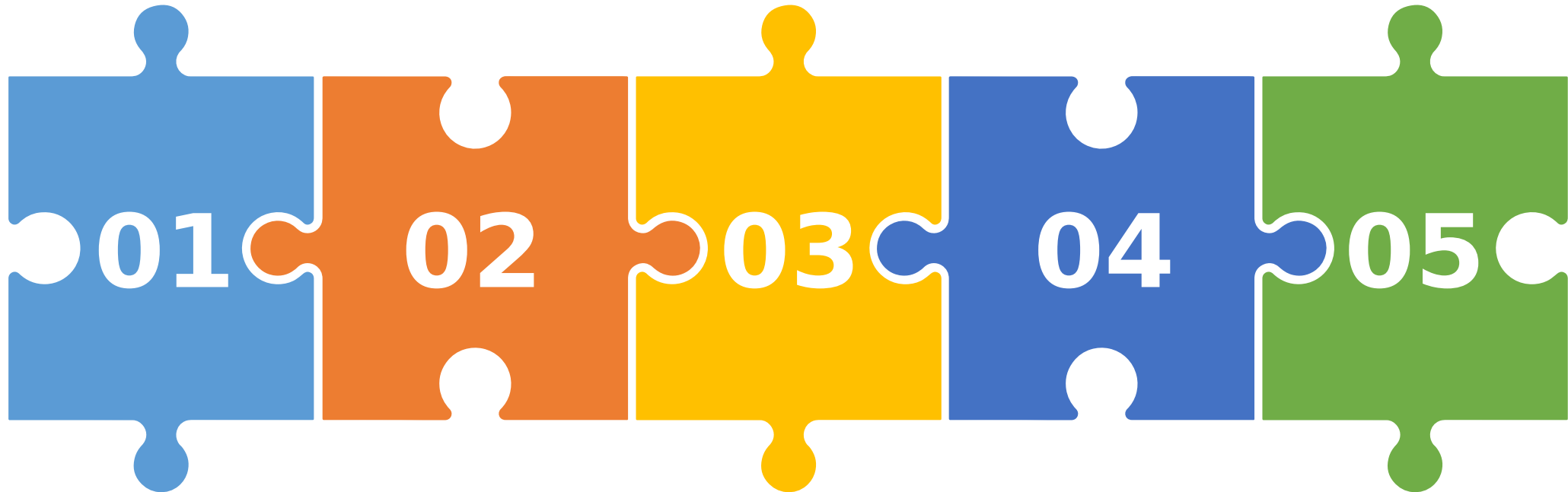
1. Introduction

- **Work environment has changed**
- **Hierarchy and Strict Processes → Agility**
- **Quantity → Quality**
- **Business-as-usual → Innovation**
- **Individual → Groups**



1. Introduction

Office 365: Complete Group Collaboration Solution



Email and
Schedule
Meetings

Call

Create, edit and
share content

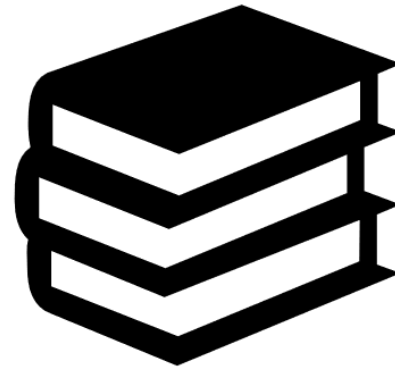
Chat

Connect

1. Introduction

Assignments & Quizzes

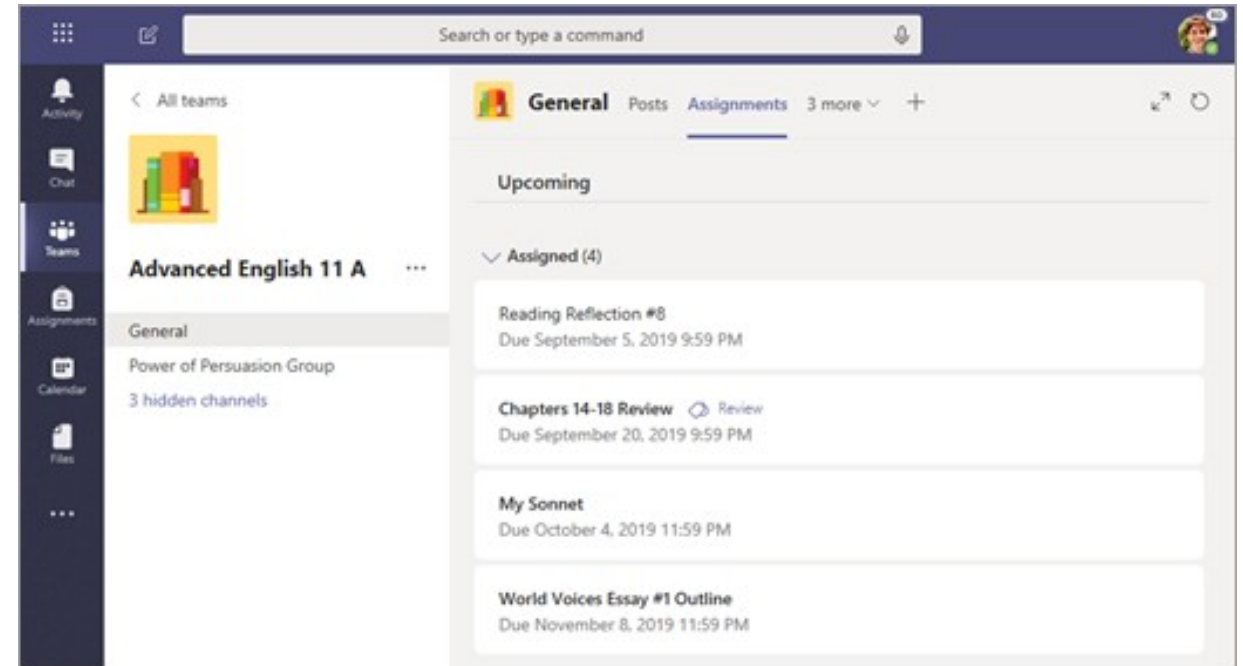
- Special tasks or units of work assigned to a student in a class as part of their study.



1. Introduction

- **Assignments**

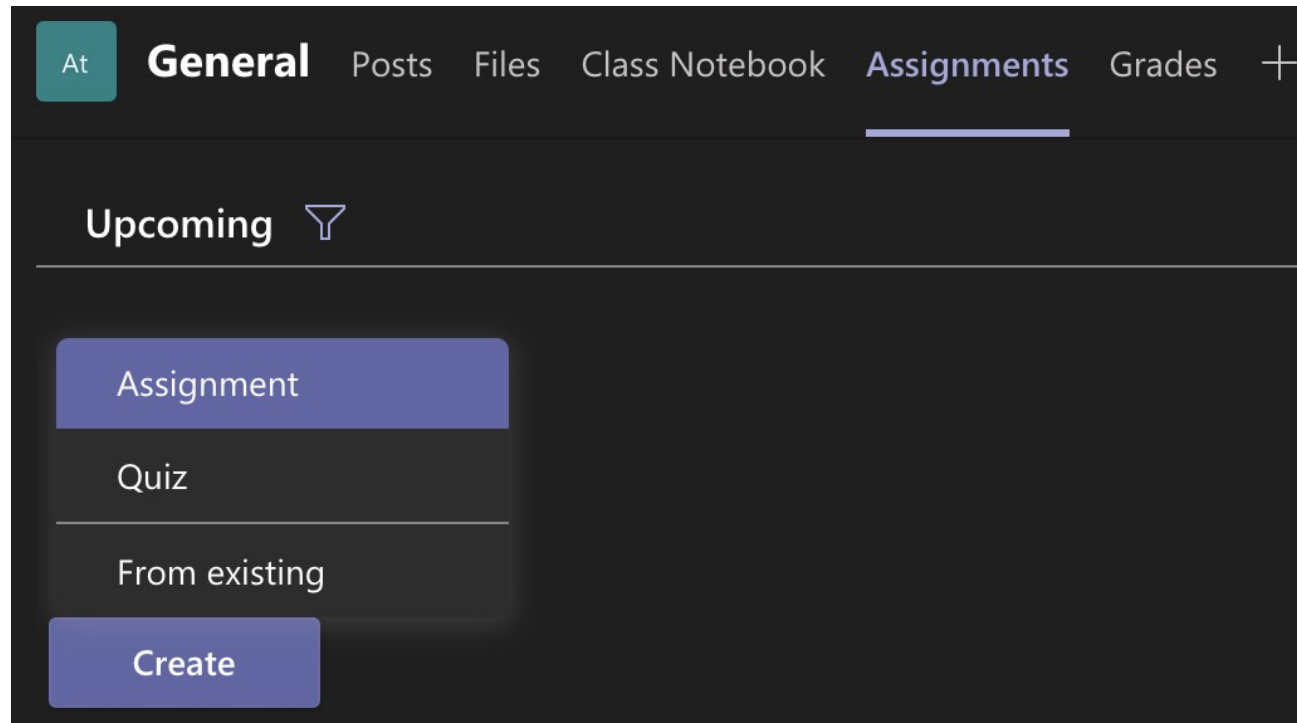
- Can only be created in a **'Class'-Teamsetting**
- Are integrated in the M365 environment
- Can be **graded transparently** by using points and rubrics
- Existing assignments can be used as **templates**



Source:
<https://support.content.office.net/en-us/media/bc7468ade950-47a5-81fa-ddce0a6c47df.png>

3. Create an Assignment

- Assignments can be created when choosing the „assignment“ register tab in the „general“ channel
- Decide if you want to **create a new one or use an existing one** as a template



3. Create an Assignment

At **General** Posts Files Class Notebook Assignments Grades +

New assignment Discard Save Assign

Title (required)
Enter title

 Add category

Instructions
Enter instructions

 Add resources

Points
No points

 Add rubric

Assign to
Assignment test  All students 

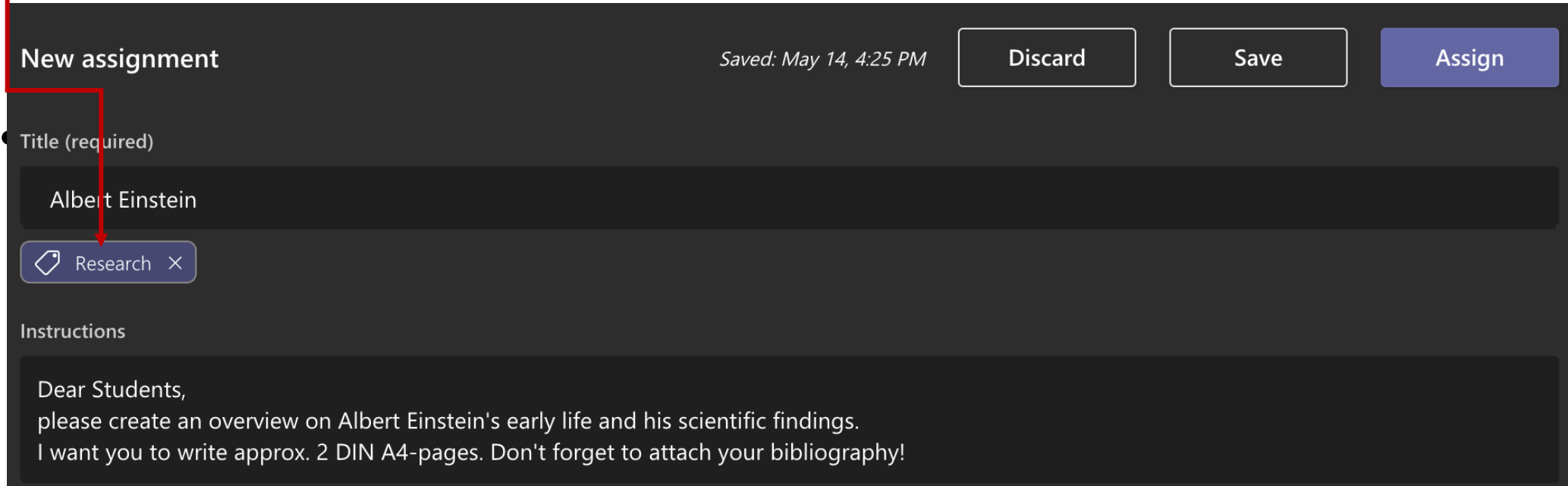
Date due
Fri, May 15, 2020 

Time due
11:59 PM 

Assignment will post immediately with late turn-ins allowed. [Edit](#)

3. Create an Assignment

- Give the assignment a title
- **Instruction:** give your students exact specifications of the task
- Add a **tag** to the assignment to group it



New assignment Saved: May 14, 4:25 PM Discard Save Assign

Title (required)

Albert Einstein

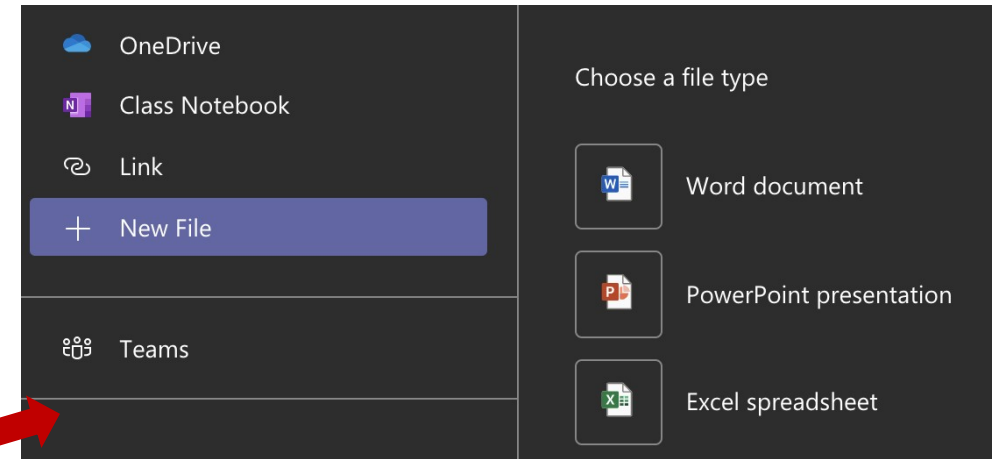
 Research ×

Instructions

Dear Students,
please create an overview on Albert Einstein's early life and his scientific findings.
I want you to write approx. 2 DIN A4-pages. Don't forget to attach your bibliography!

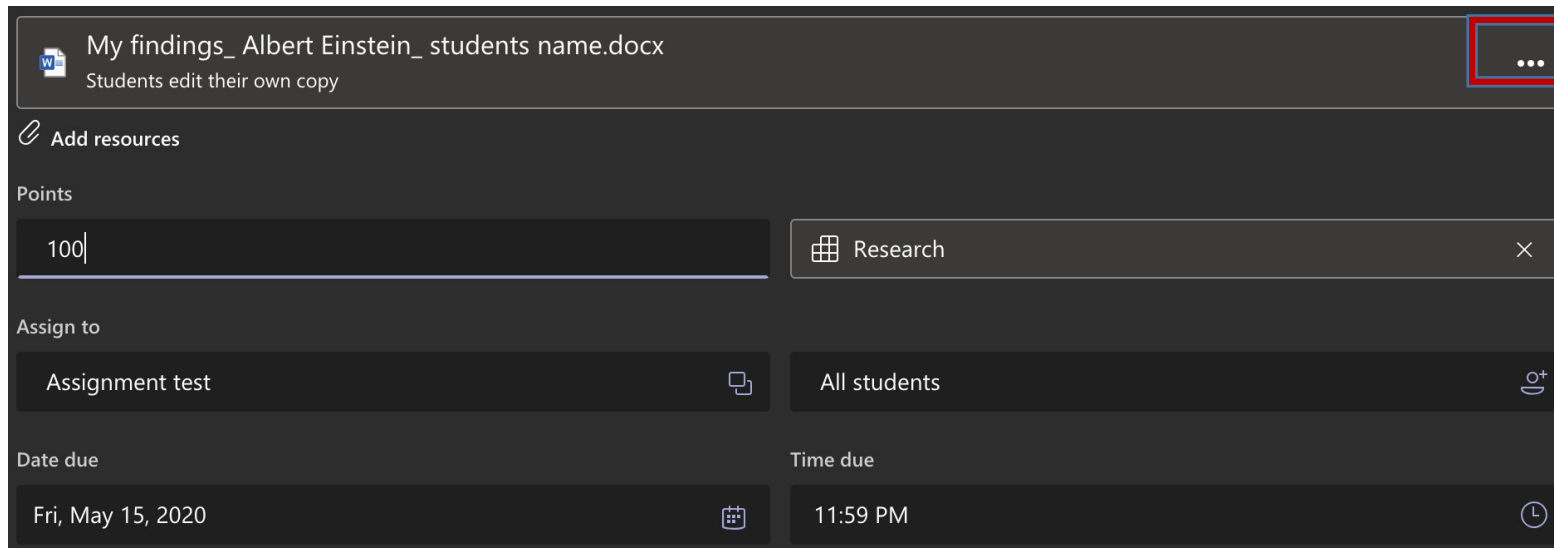
3. Create an Assignment

- **Add resources** to allow your students to add individual work later on
- **Add points** for the assignment
- **Assign it to a channel** and a student/student group
- **Add a due date/time**

A screenshot of the 'Create an Assignment' form in Microsoft Teams. The form is dark-themed and includes the following fields: 'My findings_ Albert Einstein_ students name' (with a document icon and a three-dot menu), 'Add resources' (highlighted with a red box and a red arrow pointing to the 'Add resources' menu in the previous image), 'Points' (with a text input field containing '100'), 'Assign to' (with a dropdown menu showing 'Assignment test' and a plus icon), 'Date due' (with a date picker showing 'Fri, May 15, 2020'), and 'Time due' (with a time picker showing '11:59 PM').

3. Create an Assignment

- After adding resources, click on the three dots
- Select the first option to **allow your students to upload individual work**



My findings_ Albert Einstein_ students name.docx
Students edit their own copy

Add resources

Points
100

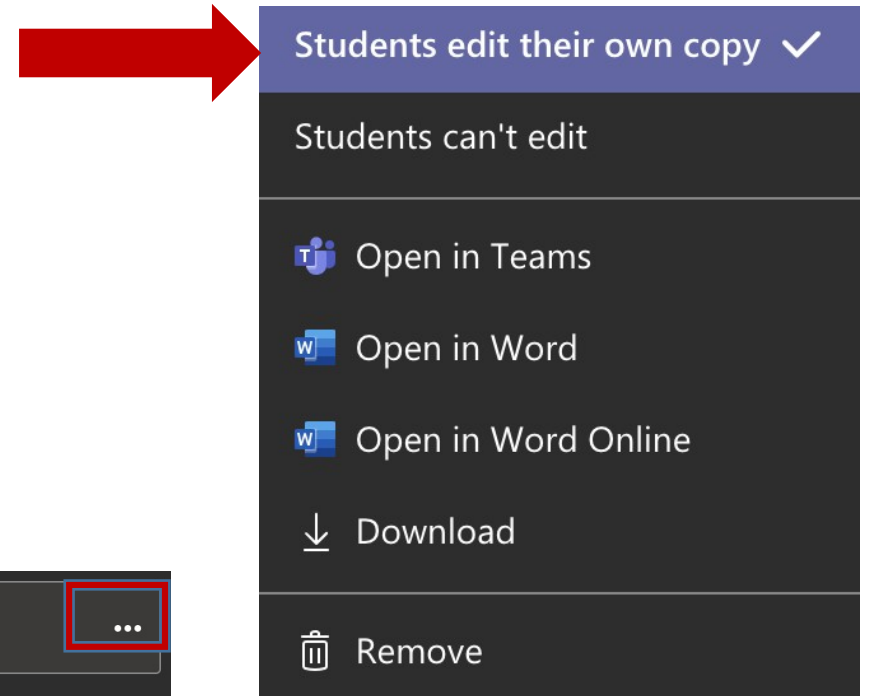
Research

Assign to
Assignment test

All students

Date due
Fri, May 15, 2020

Time due
11:59 PM



3. Create an Assignment

- Specify the **due date/time**
- (Dis-)Allow **late turn-ins**



Assignment will post immediately with late turn-ins allowed [Edit](#)

Edit assignment timeline

☐ Schedule to assign in the future

Post date: Fri, May 15, 2020

Post time: 9:00 AM

Due date: Fri, May 15, 2020

Due time: 11:59 PM

☐ Close date

Close date: Fri, May 15, 2020

Close time: 11:59 PM

Assignment posts immediately and is due on Friday, May 15 at 11:59 PM. Late turn-ins allowed.

[Cancel](#) [Done](#)

4. Rubrics & Grades

- Create a **(grading) rubric** for better assessing
- A rubric will allow your students to better understand the requirements of a task
- **Points** can be **turned off** if wanted
- **Points** can be distributed on any **number-based scale**, e.g. 70/100

New rubric

Title ✓ Points ☒ Yes

Description

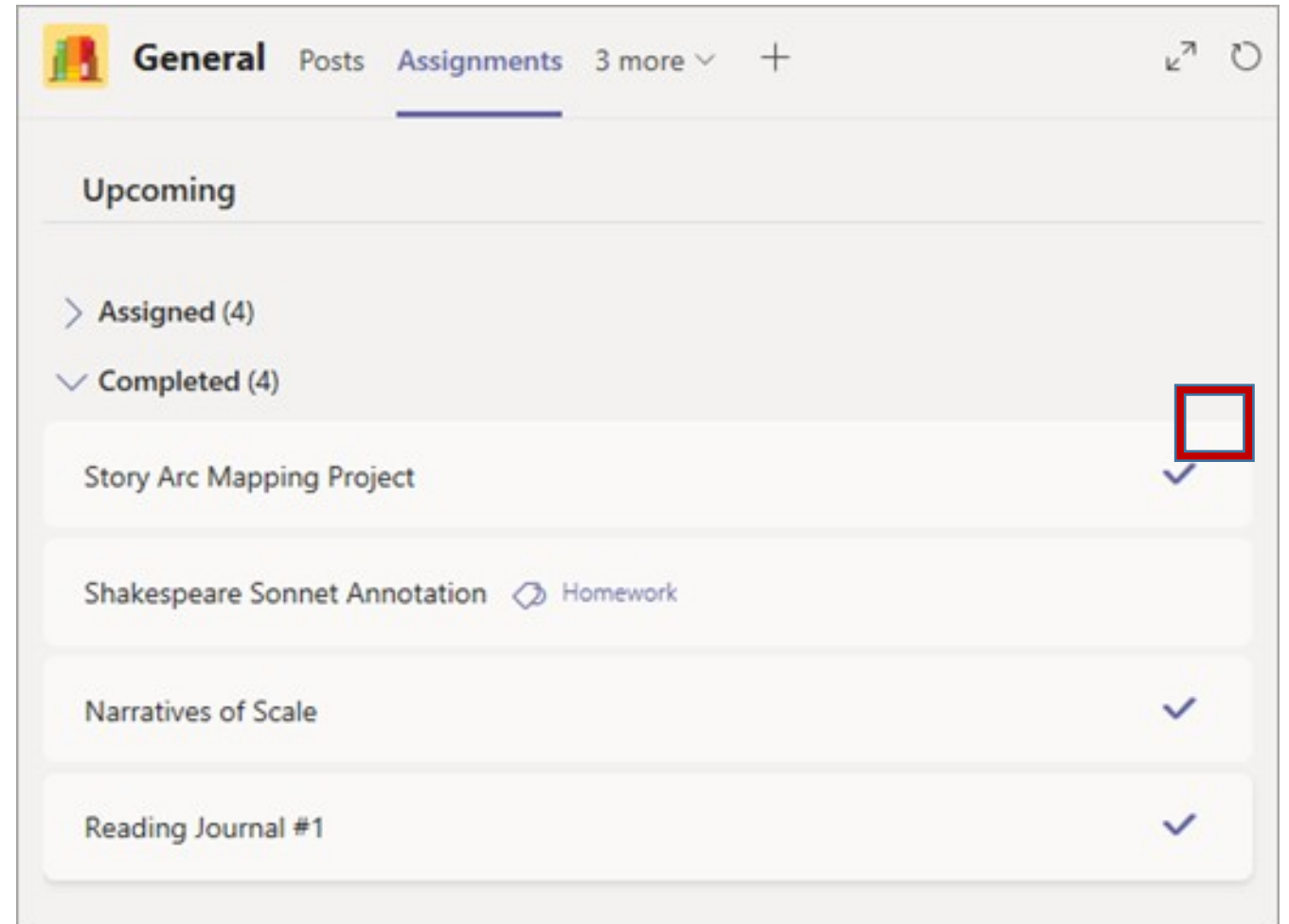
Grading criteria

	Excellent	1	Good	2	Fair	3	Poor	4	+
 Your solution needs to cover: - his early life - his scientific findings - scientific resources 100 %	All criteria were excellently fulfilled.	All criteria were discussed but too superficially.	Criteria were discussed but not in depth and/or one criteria was missing.	Two or more criteria were missing.					

[Evenly redistribute weights](#)

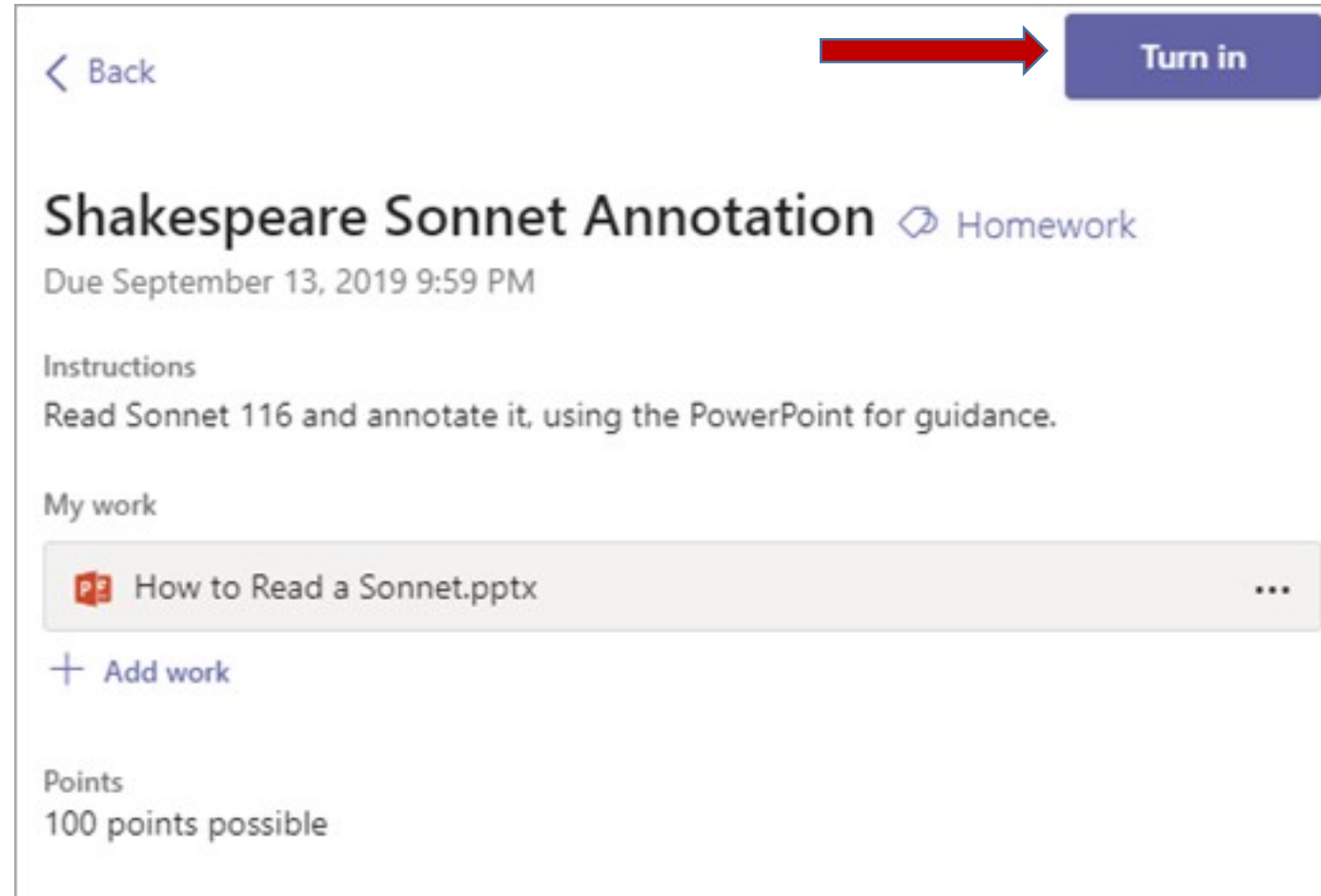
5. Turn in (students view)

- Overview of assigned and completed work
- Assessed tasks are **ticked off**



5. Turn in (students view)

- Students can turn in their assignments multiple times if the due date/time is not over yet



< Back  Turn in

Shakespeare Sonnet Annotation Homework

Due September 13, 2019 9:59 PM

Instructions
Read Sonnet 116 and annotate it, using the PowerPoint for guidance.

My work

 How to Read a Sonnet.pptx ...

+ Add work

Points
100 points possible

6. Give feedback(teachers view)

Source:
<https://support.content.office.net/en-us/media/d363b0a4-7b1f-48f2-ad0a-19c0aaa1d6b3.png>

- Go to assignments
- **Ungraded assignments** are automatically sorted on top of the list
- View the student's work and grade it
- Write an **individual feedback**

Due date: Sep 19 at 9:59 PM

Viewed: 2/17 Turned In: 2/17 To Review: 1/17 [Return](#)

☐	Name ▲	Student work	Feedback	/ 100
☐	 Atkins, Eleanor	 Not turned in		
☐	 Cattaneo, Enrico	 Returned		94 

 Cattaneo, Enrico  Turned in  94

Great job!

Source:
<https://support.content.office.net/en-us/media/d90ce997-53ee-47c9-8f43-eb86eb2cccd6.png>

6. Give feedback(teachers view)

- Create a **feedback loop**
- Allow students to turn in their work again after you gave feedback
- To do that: update the assignment timeline to make turn-ins available for an extended time



Edit assignment timeline

☐ Schedule to assign in the future

Post date

Fri, May 15, 2020

Post time

9:00 AM

Due date

Fri, May 15, 2020

Due time

11:59 PM

☐ Close date

Close date

Fri, May 15, 2020

Close time

11:59 PM

Assignment posts immediately and is due on Friday, May 15 at 11:59 PM. Late turn-ins allowed.

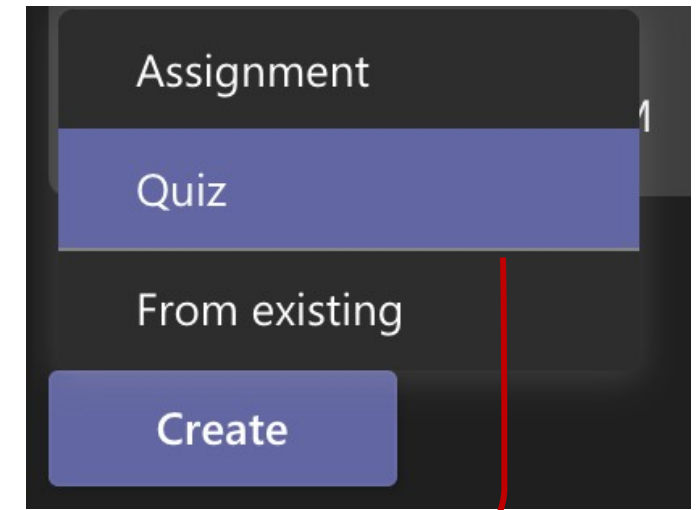
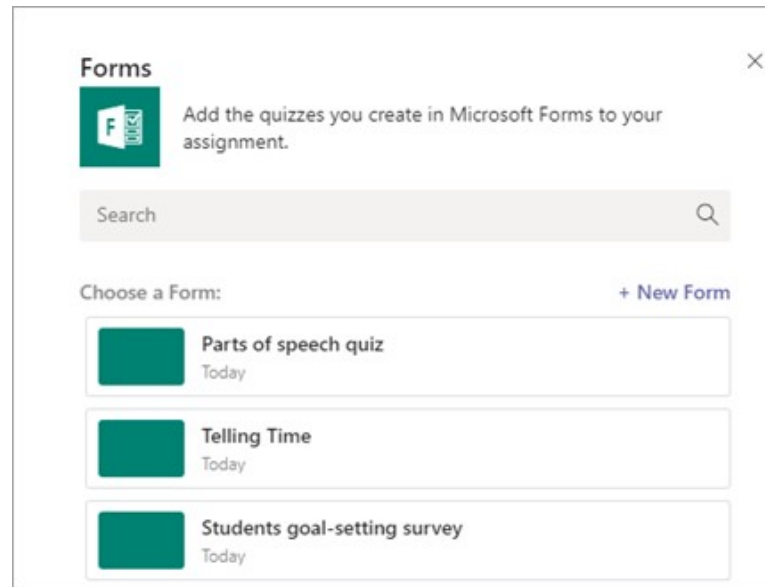
Cancel

Done

7. Quizzes

General

- You can send a **Forms quiz** to students using the assignment feature
- Quizzes can be graded
- You can use **template quizzes** which you created beforehand
- Start by going to the class you want to assign a quiz to → click on the assignment tab → add a quiz

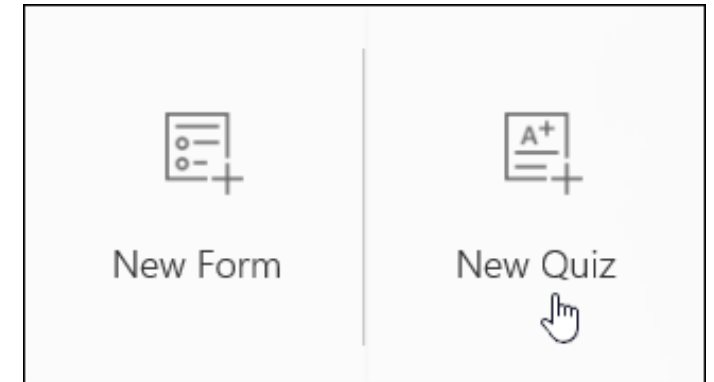


Source:
<https://support.content.office.net/en-us/media/097e095a-6397-4001-91e2-a58639ccd426.png>

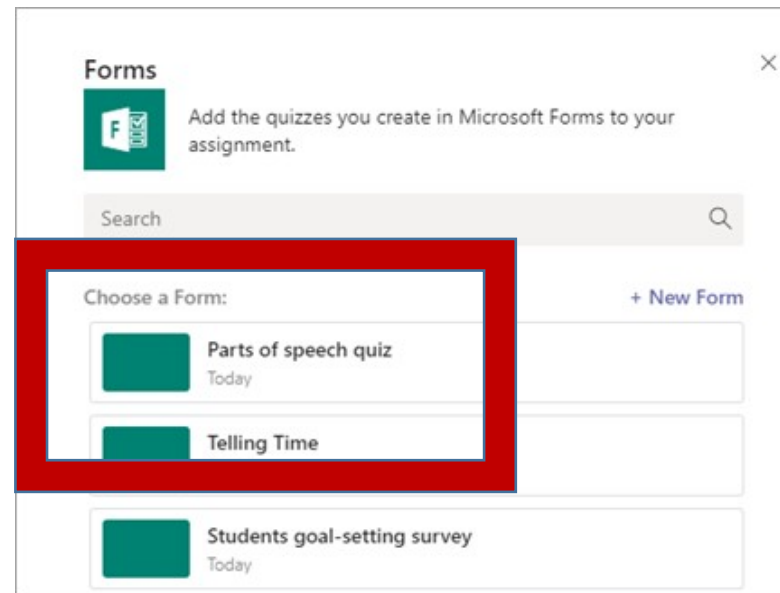
7. Quizzes

General

- When selecting „**+New Form**“, your web browser will open so you can create a quiz
- When you are done editing, the quiz will be available to select like in the picture shown below



Source:
<https://support.content.office.net/en-us/media/043260cc-be1f-468b-a977-82683f650ad9.png>



Source:
<https://support.content.office.net/en-us/media/097e095a-6397-4001-91e2-a58639ccd426.png>

7. Quizzes

Creating

- Enter a name for the quiz
- Add a question and choose from **different types** (e.g. choice, text, rating, date)
- Enter the text for the question and add different answer choices
- Tick the correct answers

A screenshot of a quiz question editor. The question text is '1. Which of the following are prime numbers?'. Below it is a label 'Choose all correct answers.' and a list of four options: 21, 31, 41, and 49. Each option has a checkbox on the left. To the right of the options 31 and 41, there is a green checkmark and the text 'Correct answer'. At the bottom of the options list is a '+ Add option' button. Below the options list is a settings bar with 'Points: 5', a toggle for 'Multiple answers' (which is turned on), a toggle for 'Required' (which is turned on), and a three-dot menu icon.

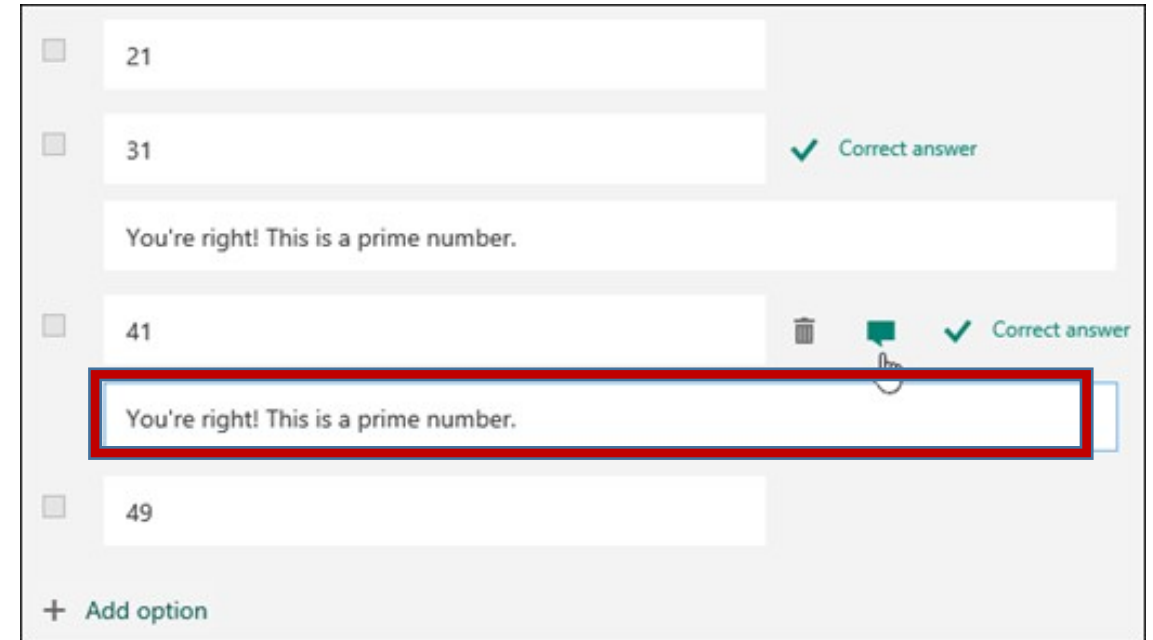
Source:
<https://support.content.office.net/en-us/media/e61ef871-c4d2-47f6-b9b7-82cf0bda7378.png>

Source:
<https://support.content.office.net/en-us/media/a194ec2f-2f5a-40a0-94fb-bf9c6d4b5a9c.png>

7. Quizzes

Creating

- By clicking on the three dots, you can **add more options**
- E.g. you can display a custom message if a student chose the right answer
- You can also **add points** for each question
- Questions with require **mathematical formulas**, click on the three dots & choose “Math”



The screenshot displays a quiz creation interface with four questions, each with a single option and a feedback message. The questions are numbered 21, 31, 41, and 49. Questions 31 and 41 are marked as 'Correct answer' with a green checkmark. A red rectangle highlights the feedback message 'You're right! This is a prime number.' for question 41. At the bottom, there is a '+ Add option' button.

Question	Option	Feedback	Status
21			
31		You're right! This is a prime number.	Correct answer
41		You're right! This is a prime number.	Correct answer
49			

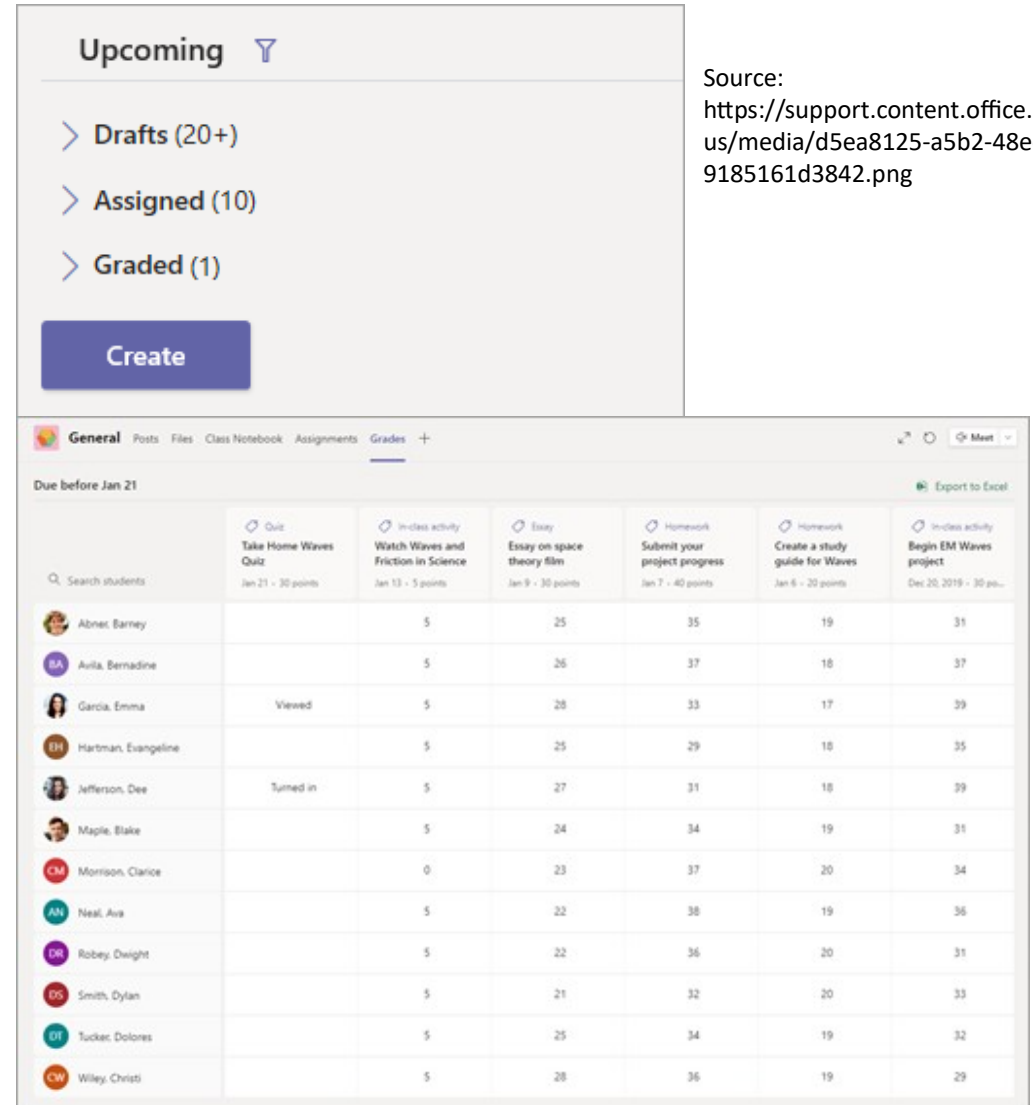
Source:

<https://support.content.office.net/en-us/media/6d5e3ff6-e348-498f-9627-3dcdbce85ca8.png>

8. Tips & Hints

Assignments

- Using existing assignments as a **template** can be timesaving
- You can also create **drafts** which can be used later on in the course
- Export the **grades to Excel** (Assignments → View grades → Export to Excel)
- Add a **category** to an assignment → categories can be chosen in the filter section
- **Track students progress** by navigating the „Grades“ tab
- Points can't be added to an assignment after its creation



The screenshot displays the Canvas LMS interface. The top section, titled 'Upcoming', lists 'Drafts (20+)', 'Assigned (10)', and 'Graded (1)', with a 'Create' button below. The main area shows the 'Grades' tab for a course named 'General'. It features a table of student grades for various assignments. The table has columns for assignment names, due dates, and scores. The 'Export to Excel' button is visible in the top right of the table area.

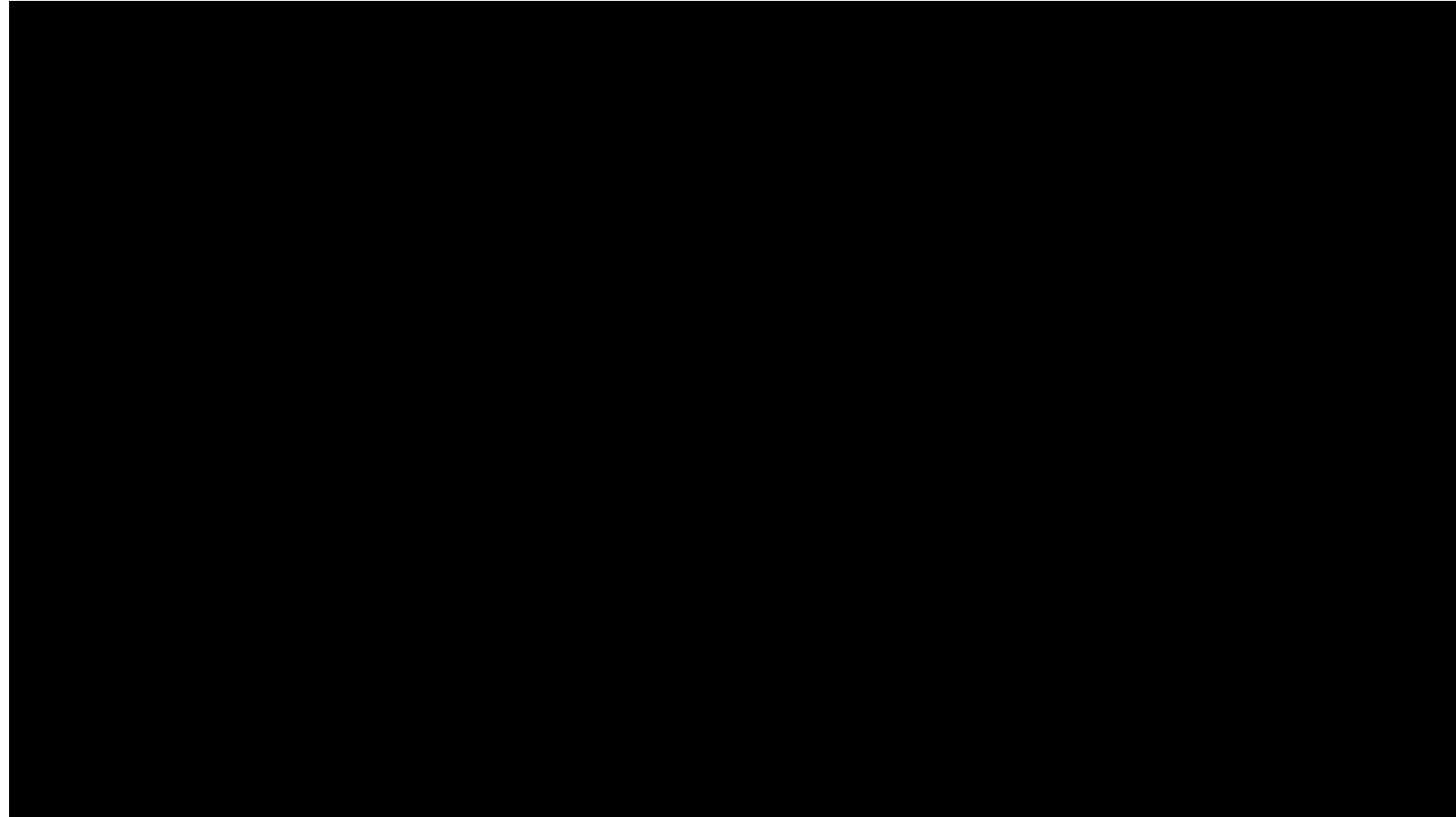
Search students	Take Home Waves Quiz Jan 21 - 30 points	Watch Waves and Friction in Science Jan 13 - 5 points	Essay on space theory film Jan 9 - 30 points	Submit your project progress Jan 7 - 40 points	Create a study guide for Waves Jan 6 - 20 points	Begin EM Waves project Dec 20, 2019 - 30 points
Abner, Barney		5	25	35	19	31
Avila, Bernadine		5	26	37	18	37
Garcia, Emma	Viewed	5	28	33	17	39
Hartman, Evangeline		5	25	29	18	35
Jefferson, Dee	Turned in	5	27	31	18	39
Maple, Blake		5	24	34	19	31
Morrison, Clarice		0	23	37	20	34
Neal, Ava		5	22	38	19	36
Robey, Dwight		5	22	36	20	31
Smith, Dylan		5	21	32	20	33
Tucker, Dolores		5	25	34	19	32
Wiley, Christi		5	28	36	19	29

Source:
<https://support.content.office.net/en-us/media/d5ea8125-a5b2-48ed-aba1-9185161d3842.png>

Source:
<https://support.content.office.net/en-us/media/4c2e70fa-d900-427d-96cd-8faaf74d9fc1.png>

8. Tips & Hints

Repetition



Source: <https://www.youtube.com/watch?v=YmmswrQSKgU>



9. Exercise



- **Creating Channels**

- Channels are open to everyone on the team
- Can be created to cover e.g. different learning groups, departments or projects
- Channels can be set to private



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Universities eXchange

Thank you for your audience!
Any questions?

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UNIVERSITY**





»Wissen schafft Brücken.«

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Lisa-Marie.Langese@tu-dresden.de

Sources

Assignments for Teams - Microsoft Teams. (2020, February 28). Retrieved on May 14th 2020, from <https://docs.microsoft.com/en-us/microsoftteams/expand-teams-across-your-org/assignments-in-teams>

<https://de.smiletemplates.com/free/powerpoint-infographics/0.html> (Infographic templates)

