

Testing in Microsoft Teams

In Teams, two kinds of tests can be given out: assignments and forms. Both can be used for self-assessment, as well as conventional testing, with automatic grading being available in Forms. This document deals with the creation and review of assignments from the teacher's point of view.

Creating an assignment

To create an assignment, choose the "Assignments" page in a team, and click the "Create" button (Figure 1). Choose to create an assignment.

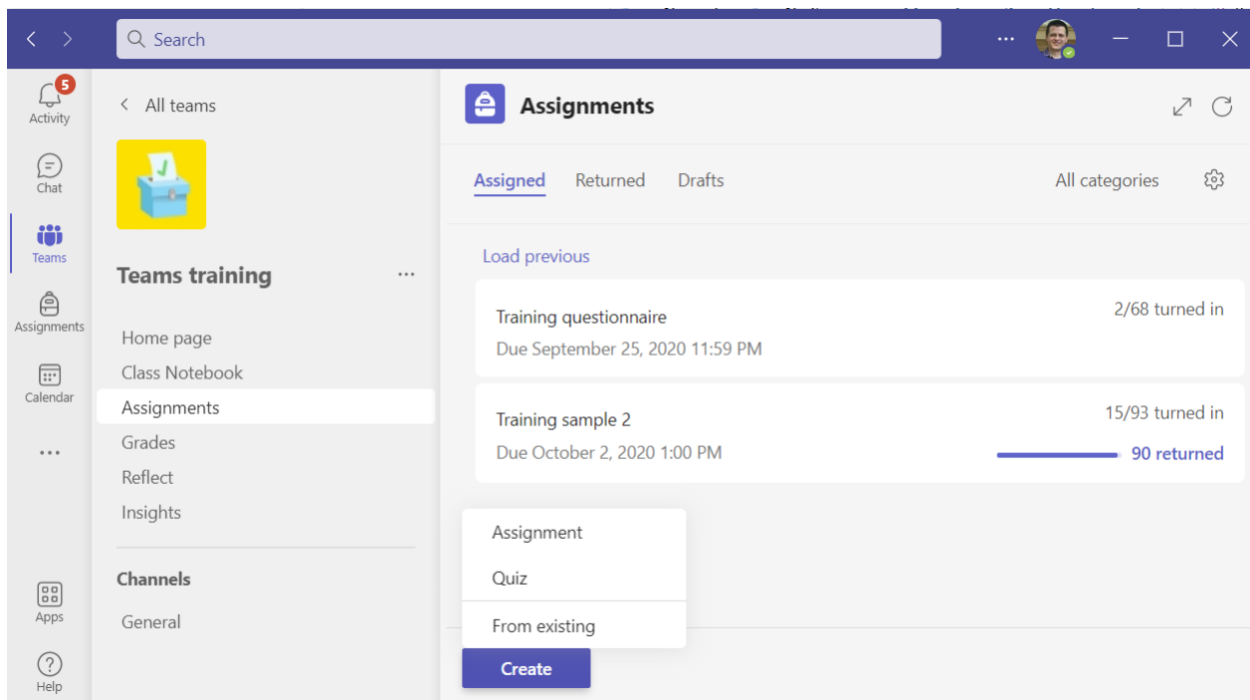
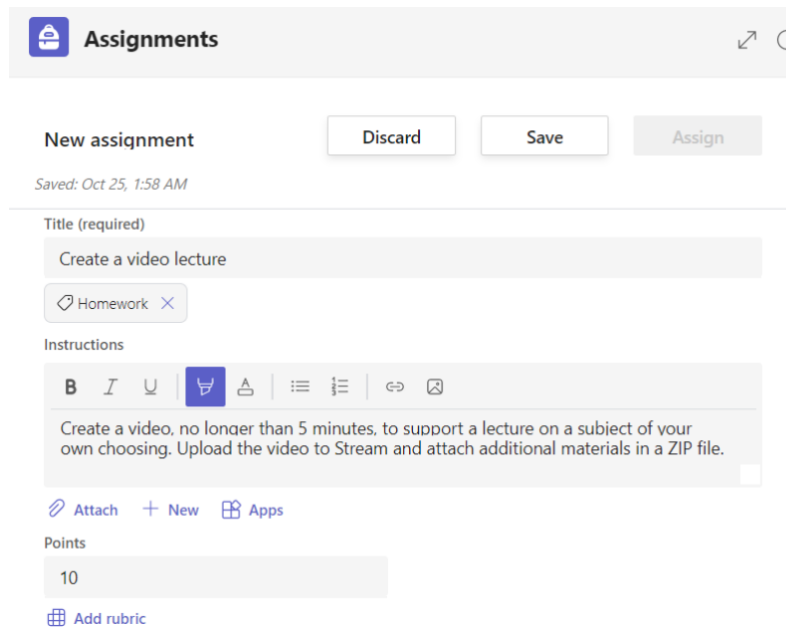


Figure 1. Choosing the type of the test to be created

Next, provide the following data (Figure 2):

- Assignment title and optional category tags;
- Instructions, either as plain text or hypertext with formatting, hyperlinks and images;
- Optional attachments, such as existing files, new Office content from Word, Excel, PowerPoint, OneNote, Stream and Whiteboard, or data from Apps connected to Teams.
- Points awarded for completion of the assignment, and the optional grading rubric.

Next on, specify the team and students the assignment is being assigned to. You may choose to have the assignment automatically assigned to student added to the team in the future, or not. Provide a due date and specify whether late turn-ins are allowed or not. If you choose a due date in the past, a warning message will be displayed (Figure 3).



Assignments

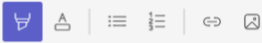
New assignment Discard Save Assign

Saved: Oct 25, 1:58 AM

Title (required)
Create a video lecture

Homework

Instructions

B *I* U 

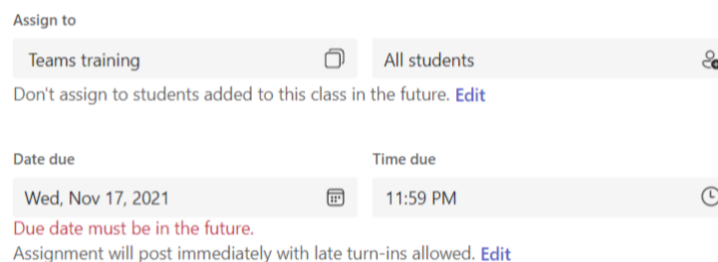
Create a video, no longer than 5 minutes, to support a lecture on a subject of your own choosing. Upload the video to Stream and attach additional materials in a ZIP file.

Attach + New Apps



Points
10

Add rubric

Figure 2. Specifying new assignment title, instructions and points





Assign to

Teams training  All students 

Don't assign to students added to this class in the future. [Edit](#)

Date due Time due

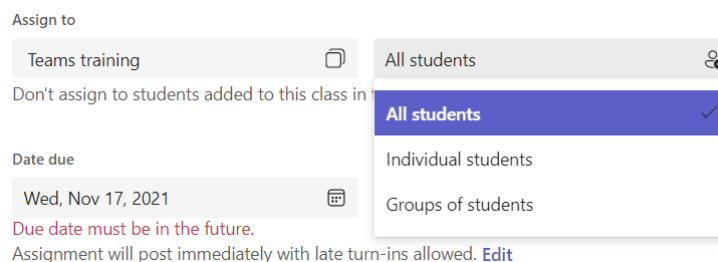
Wed, Nov 17, 2021  11:59 PM 

Due date must be in the future.



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

Figure 3. Assigning the assignment to a team and specifying the due date

Assignments can be assigned to all students belonging to a team, individual students or groups of students (Figure 4). In the latter case, it is possible to manually group students, or have the groups created randomly.




Assign to

Teams training  All students 


Don't assign to students added to this class in the future. [Edit](#)

Date due

Wed, Nov 17, 2021 

Due date must be in the future.

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

All students 

Individual students

Groups of students

Figure 4. Choosing the students the assignment will be assigned to

Finally, choose whether and how to add the assignment to a team calendar (Figure 5), post a notification on the assignment in a team channel, and receive notifications for late turn-ins.

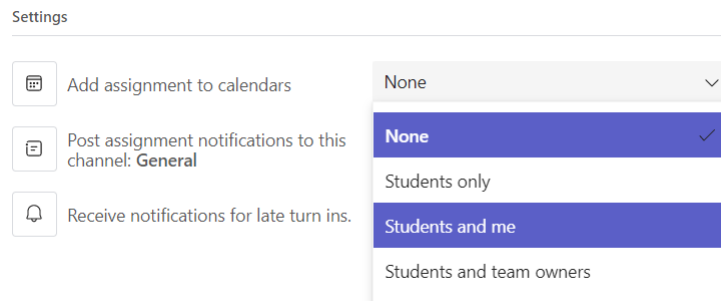


Figure 5. Choosing to publish the assignment due date in the team calendar

A newly created assignment can be saved as a draft or published with the "Assign" command. A notification about the assignment will also appear in the selected channel.

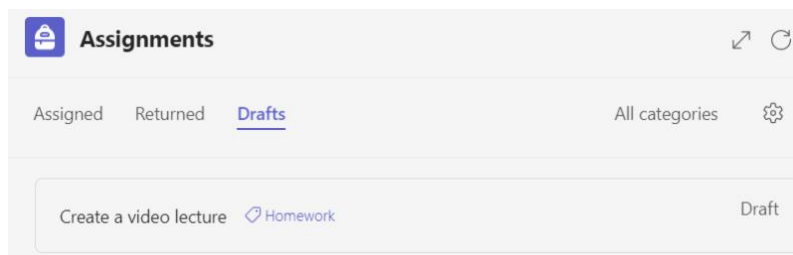


Figure 6. Draft assignments

Published assignments are shown with their due dates. The assignment in Figure 7 is due for the next day until midnight.



Figure 7. Assignment due tomorrow

If a more sophisticated control over the deadlines is required, additional dates can be specified:

- Schedule to assign in the future – the students will see the assignment on a set date and time;
- Close date – the assignment will be closed on a specified date and time, and no further contributions will be accepted from the students.

Edit assignment timeline

Schedule to assign in the future

Post date: Tue, Aug 16, 2022

Post time:

Due date: Thu, Sep 1, 2022

Due time:

Close date

Close date: Wed, Oct 12, 2022

Close time:

Assignment will post on Tuesday, August 16 and is due on Thursday, September 1 at 11:59 PM. Late turn-ins allowed until Wednesday, October 12 at 11:59 PM.

Figure 8. Additional options for assignment deadlines

Managing assignment feedback

Published assignments are visible to students, who can view them and upload their work. When a student finishes an assignment, they turn it in for review.

Assignments ↶ ↷

[← Back](#) Return ▾ ...

Create a video lecture 🔗 Homework

Due tomorrow at 11:59 PM

To return (1) Returned (0)

	Name ▾	Status ▾	Feedback	/ 10
<input type="checkbox"/>	BT Tables, Bobby	🕒 Not turned in	💬	<input style="width: 40px;" type="text"/>

Figure 9. A list of students for an assignment

Student's point of view

A student can view the assignments from their "Assignments" page in Teams (Figure 10).

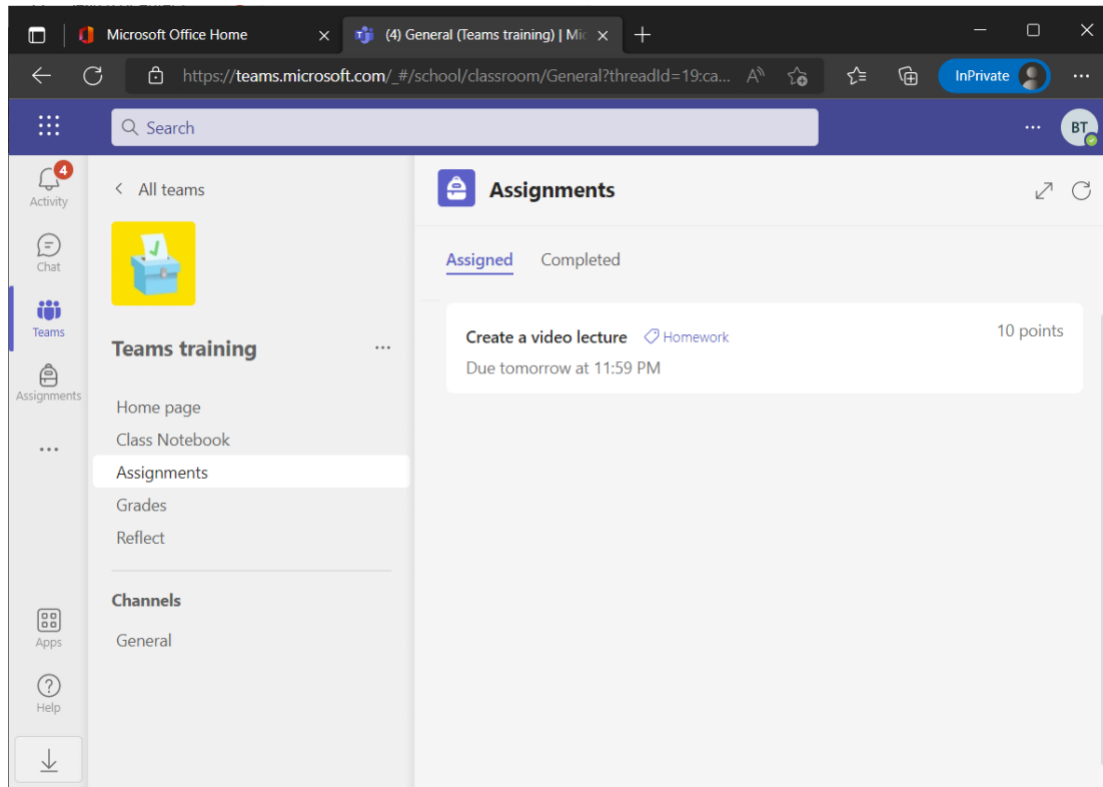


Figure 10. The list of assignments assigned to a student

The student is required to submit their assignment work as an attachment, or to create a new document and do the work in it. Finally, they need to click the "Turn in" button (Figure 11).

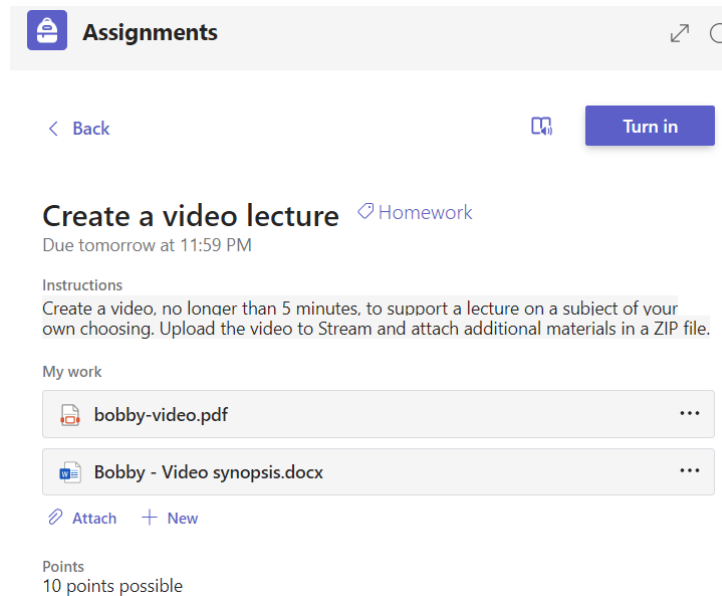


Figure 11. Uploading the student work and turning in the assignment

Reviewing the student work

The teacher can check for student turn-ins and review them. After reviewing the assignments, the teacher should type in their feedback and grade the assignments. If additional work is required from the students, the teacher can return the assignment for revision. Otherwise, they grade the assignment and return it to the student (Figure 11).

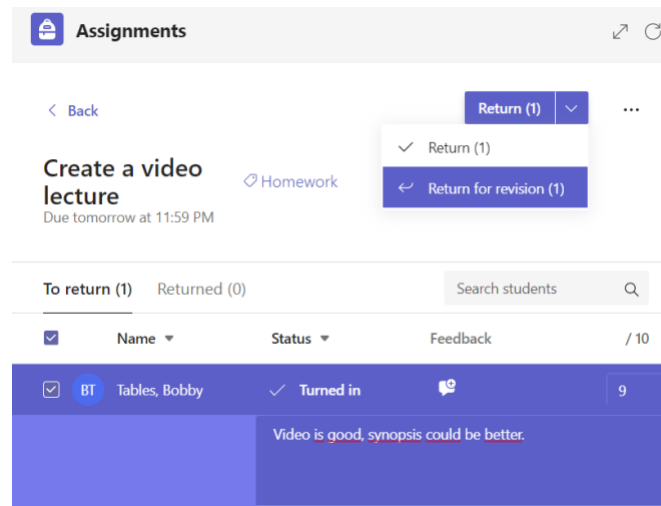


Figure 12. Commenting, grading and returning student work