

# How to do homework on Microsoft Teams for students

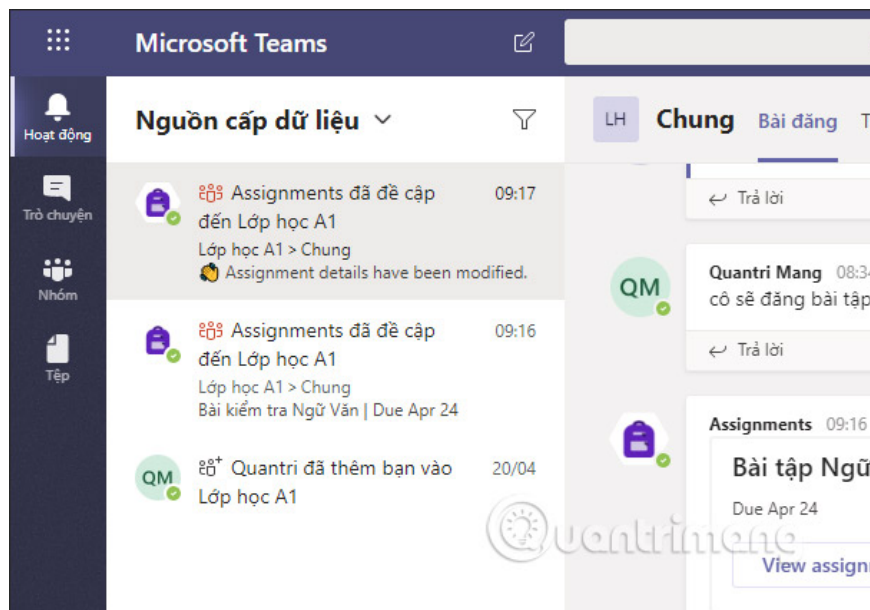
Microsoft Teams allows students to do homework and submit assignments right away at the Teams interface.

Microsoft Teams owns a very useful interface for teachers when they can fully create exercises on Microsoft Teams. The class members are then informed of the assignments. To submit homework on Microsoft Teams, students have many ways such as downloading files available in One Drive, downloading files directly in computers, or using assignment links for teachers to access. Comments sent from teachers about work on Microsoft Teams are also informed to each student. The following article will guide students how to submit assignments on Microsoft Teams.

## Instructions for submitting assignments on Microsoft Teams

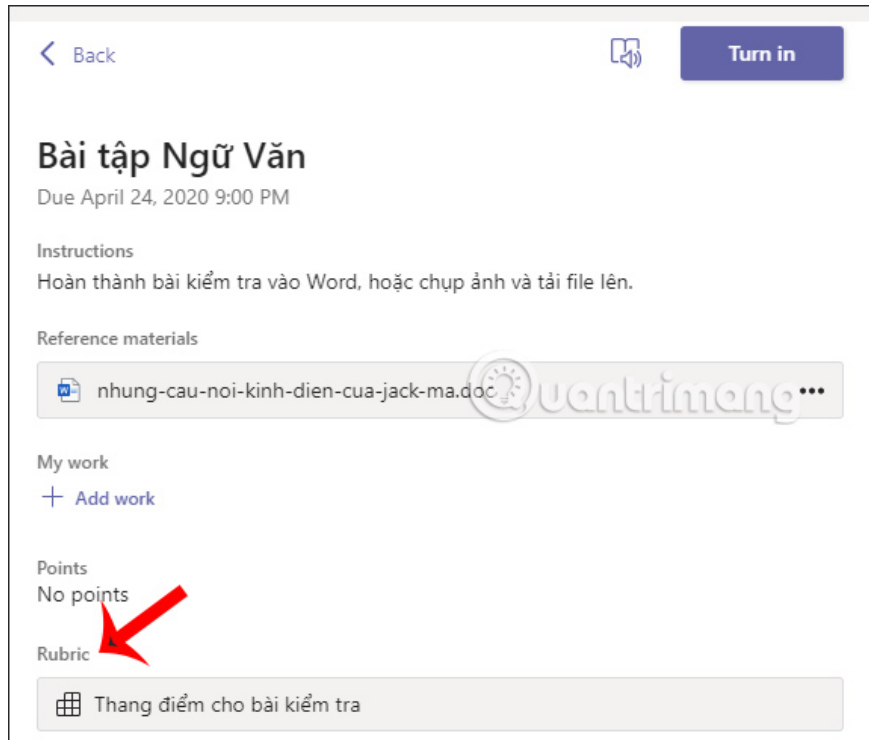
### Step 1:

When the teachers give you homework, we will receive a **notice in the Activities section** . Look to the next content, click **View assignment** to see the exercise.



### Step 2:

At this assignment you will see the assigned assignment name, the submission time right below, the teacher's request and the grading **scale for the assignments** that teachers attached in **the Rubric section** . Click to see the content for the exercise scale.



Back Turn in

## Bài tập Ngữ Văn

Due April 24, 2020 9:00 PM

Instructions  
Hoàn thành bài kiểm tra vào Word, hoặc chụp ảnh và tải file lên.

Reference materials

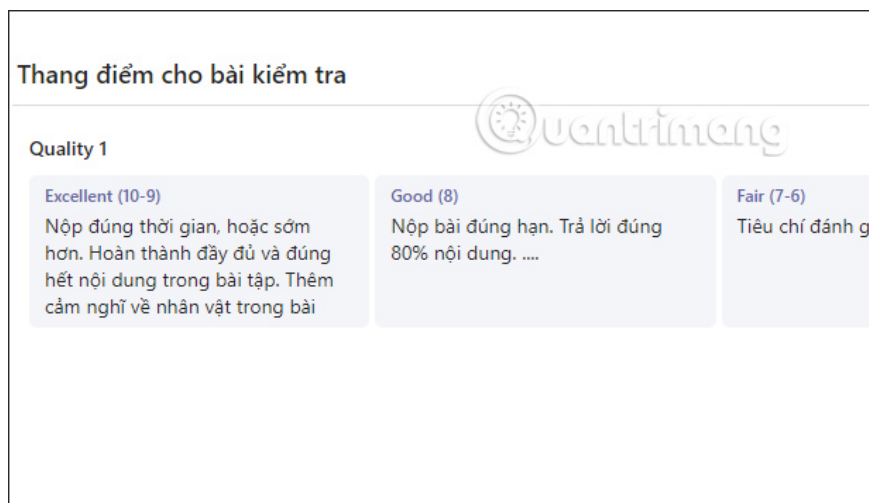
nhung-cau-noi-kinh-dien-cua-jack-ma.doc

My work  
+ Add work

Points  
No points

Rubric  
Thang điểm cho bài kiểm tra

The criteria for each scale that the teachers enter are very detailed for you to know.



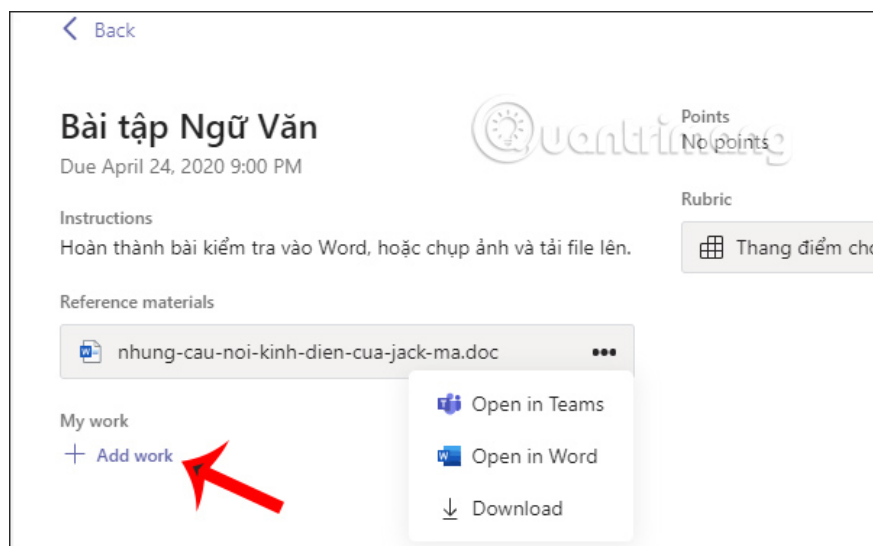
### Thang điểm cho bài kiểm tra

Quality 1

| Excellent (10-9)  | Good (8)  | Fair (7-6)        |
|---|---|-------------------|
| Nộp đúng thời gian, hoặc sớm hơn. Hoàn thành đầy đủ và đúng hết nội dung trong bài tập. Thêm cảm nghĩ về nhân vật trong bài | Nộp bài đúng hạn. Trả lời đúng 80% nội dung. .... | Tiêu chí đánh giá |

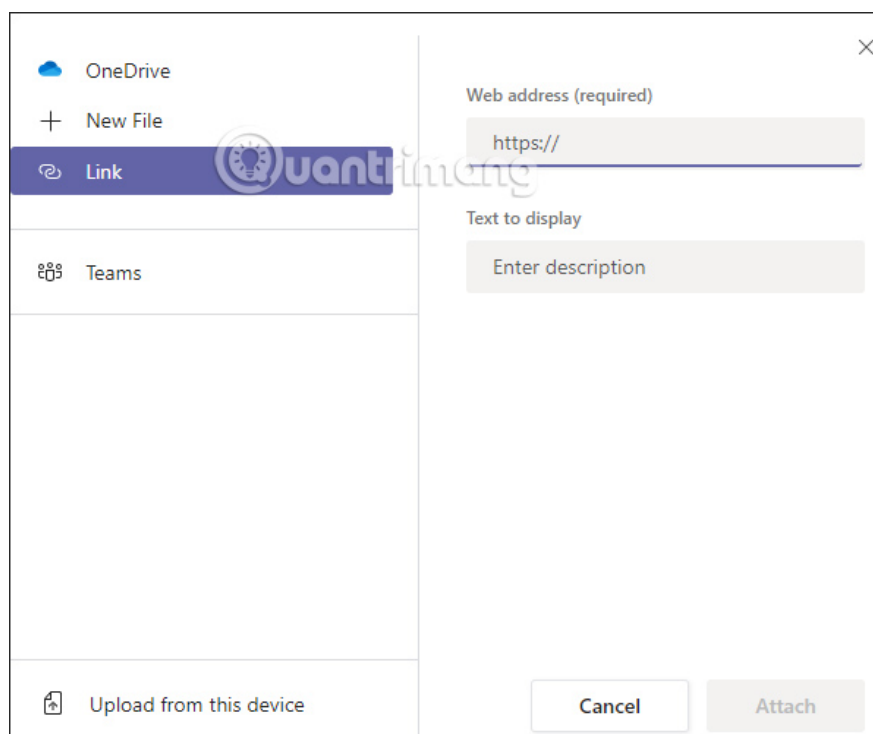
### Step 3:

To **download the exercises** assigned by the teachers, click **the 3-dot symbol** and then choose the next action. To **upload your work** , click **the plus icon at My work** .

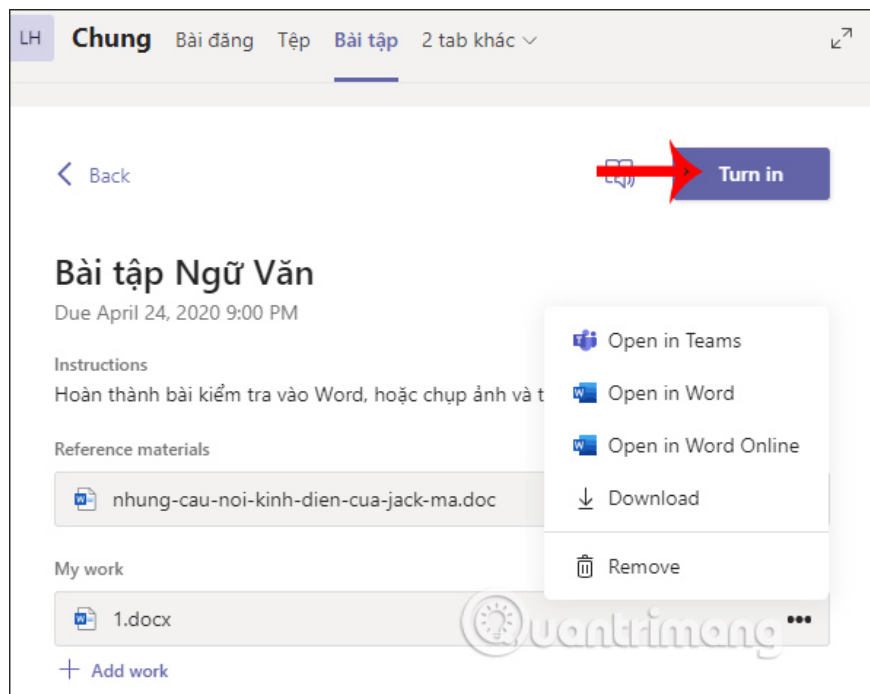


#### Step 4:

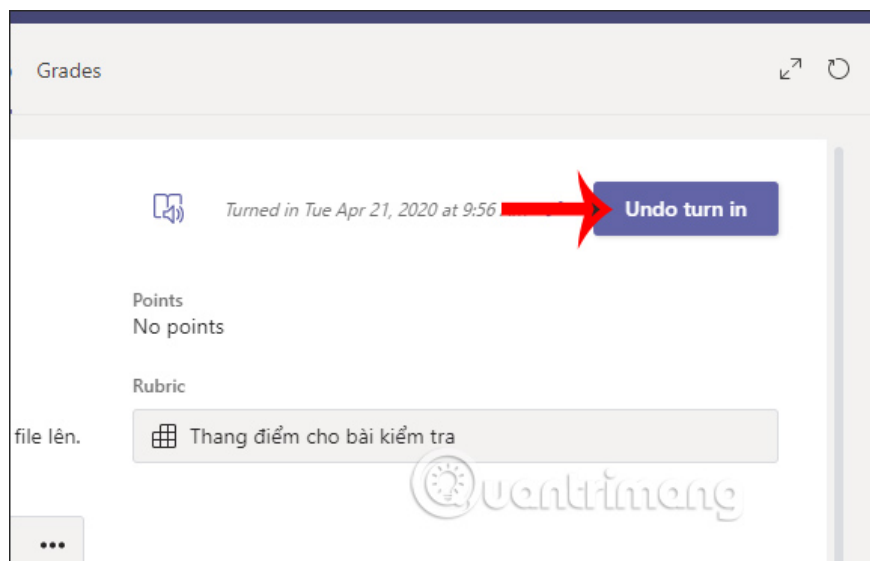
In this interface, the students choose to upload their work. If uploaded to One Drive, the file will be displayed for selection. If you want to insert exercises like you do on Docs, or PowerPoint, click Link. To download the file directly, click Upload from this device.



When uploading exercises, you can press **the 3-dot icon to select Remove** . If you are sure, **click Turn in to submit the papers** to the teachers.



In case you want to **edit the content** , click **Undo Turn in** and proceed to edit the finished article.



### Step 5:

When the **teacher has finished grading** , you will also receive a notification, then click on **the Activity and then the latest, top notification** .

Here we will see **the content of teacher comments** , **grades** , if any, and other notes. If the teacher has recorded the content directly in your assignment, we just need to open it to view it.


LH **Chung** Bài đăng Tệp Class Notebook **Bài tập** Grades

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Reference materials

 nhung-cau-noi-kinh-dien-cua-jack-ma.doc

My work

 1.docx

+ Add work

Feedback  
Nộp bài đúng hạn.  
Chưa nêu được tiểu sử Jack Ma.  
Nội dung chính đã nêu được. Có viết cảm nghĩ về các câu nói.  
Xem lại nội dung cô đã note trong bài.

Points  
8 / 10

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