Assigning Assignment to Individual Student(s)

The Rowan Learning Trust – Teams Instructions

This guide will allow you to assign an assignment to an individual student/students in order to provide feedback.

# Step 1:

Within teams, navigate to the **Teams pane** on the left-hand side and select the class required.



# Step 2:

Click on **assignments** (underlined) at the top of the page and click on **create** (circled in red).



# Step 3:

After clicking create, select **assignment**



# Step 4:

Add a title and Instructions for students to follow. If you wish to attach a file, click on **add resources** (circled in red) under the instructions and select **upload from this device**.

# Step 5:

To assign to an individual student, click on All students (circled red). A menu of all of the students within the class will appear.



# Step 6:

Select the student you wish to assign to. (Student names will appear). A tick will appear next to the students you have selected, click off when done ticking students.



# Step 7:

Click assign in the top right of the page.

