Assigning Assignment to Whole Class

The Rowan Learning Trust – Teams Instructions

This guide will allow you to assign assignments to a whole class 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:

Assign to all students and add a date due. Click assign.

