Providing Feedback for an Assignment

The Rowan Learning Trust – Teams Instructions

This guide will allow you to mark assignment work and provide feedback for students.

# 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 the assignment you wish to mark.



# Step 3:

Once you have opened the assignment you will see a list of all the pupils within your class group. The status column will tell you if they have handed it in and the time they have.



# Step 4:

To add specific feedback (page specific). Open the students work and click **review** located on the top panel. Select the page/slide you want to comment on and click on **New Comment** located under review.



# Step 5:

To enter **Feedback,** you can type this on the right-hand side of the screen and click **Return** so that the student can read the feedback you have given them.

