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# About the app

Contoso offers a web-based productivity tool that teachers use to grade students’ work. It supports teachers during the entire process of setting, correcting, marking, grading, and giving feedback on assignments. This can be about any subject and have any form, such as essays, papers, and letters. Additionally, the app offers various options, such as plagiarism checking to promote original writing, Team Hand-ins to stimulate collaborating in groups and Peer Assessment & Feedback to help students learn from each other.

# Pre-requisites

IMPORTANT: Before you start using Contoso within Teams, we assume that you have an educational tenant already filled with a school, classes/teams, teachers, and students. If not, you will see error 005 or 0010

# Test credentials

Teacher#1

* + email: xxxxxxxxxx@contoso.com
  + password: xxxxxxxxxxx

Student#1

* + email: [xxxxxxxxxx@contoso.com](mailto:xxxxxxxxxx@contoso.com)
  + password: xxxxxxxxxxx

Student#2

* + email: [xxxxxxxxxx@contoso.com](mailto:xxxxxxxxxx@contoso.com)
  + password: xxxxxxxxxxx

# App functionality

## Contoso Dashboard

When you go to the Contoso app within MS Teams, you first arrive at the dashboard page. This page provides at a glance information about texts that haven’t been handed-in yet, that still 4 need to be corrected and the ones that are corrected already and of which the feedback can be sent to the student. At ‘Assignments’ it shows the assignments that are currently active and by clicking on the big green button underneath that it is possible to create a new assignment in Contoso (that is through the needless integration also immediately visible in Microsoft Teams when created). Also, you can select a period and group/class here.

## Classes

Through the integration of Contoso within MS Teams, it is possible to make a group or class within Teams which is afterwards automatically also created within Contoso (within Teams). See in the image below, the creation of ‘Lizzy’s trial class’.

Graphical user interface, application, website

Description automatically generated

On the next image you can see that this is also automatically visible within Contoso when you go to ‘My Classes/groups’ in the menu on the left.

A screenshot of a computer

AI-generated content may be incorrect.

Note: the other way around it is unfortunately not possible yet. We would like to realise this in cooperation with Microsoft Teams. This would entail being possible to create a Class or Group in the app of Contoso in Microsoft Teams and that this would also be linked to the ‘Teams’ page within Microsoft Teams.

## View and Manage Assignments in Microsoft Teams

To access assignments, go to the ‘Assignments’ icon in the Teams left pane. This view displays all assignments along with their due dates and associated classes.

At the top of the assignment list, you will see the following tabs:

* **Assigned** – Shows assignments that have been distributed to students and are ready for grading.
* **Returned** – Includes assignments that students have submitted and that have been reviewed.
* **Drafts** – Lists assignments that are still in progress and haven’t been sent to students.

You can filter assignments by class using the option next to the **Drafts** tab.

## Check Assignment Status for Each Student

Select an assignment to view its status for each student.

* **Not handed in** – The student has not submitted the assignment or viewed its details.
* **Viewed** – The student has opened the assignment but has not submitted it.
* **Handed in** – The student has submitted the assignment. You can begin reviewing or grading it.

Graphical user interface, application, Teams

Description automatically generated

### Creating a new assignment

To create an assignment in Teams, go to Assignments and click then on Create (down left corner)

Graphical user interface, text, application, Teams

Description automatically generated

As the template options are disabled for the use of Contoso within Microsoft Teams, click on the button to ‘create a new assignment (without an already existing template). You get to see the following screen. Choose a title that says something about the assignment so that you can later find the correct assignment based on the title.

The status of the assignment can have different statuses: ‘draft’, ‘published’, ‘closed’, or ‘hidden’. By default, new assignments are saved as drafts. This means the assignment is still in progress and has not been shared with students. When you change the status to ‘published’, the assignment becomes visible to students immediately. Use ‘closed’ for completed assignments, and ‘hidden’ to remove visibility without deleting the assignment.

You can define how students should submit their work. Use the available options to either let students type directly, paste from a document, or upload a file.

A screenshot of a computer

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A screenshot of a computer

AI-generated content may be incorrect.

### Edit assignments

You can edit assignments after creating them.

To make changes:

* 1. Go to **Assignments** in Teams.
  2. Select the assignment.
  3. Open the editing tool (such as Contoso SV Pro) to make your updates.

### Provide feedback on student work

To review and give feedback:

1. Go to the **Assignments** tab or open **Teams**.
2. Select the class or group.
3. Choose the assignment and begin reviewing.

You can leave feedback using inline comments, suggestions, or general notes, depending on the section selected.

## Observation database

When a portion of a student’s text is selected, you can leave observations or comments.

Feedback can include:

* Compliments
* Constructive criticism
* Open-ended remarks for further reflection.

A screenshot of a computer

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