A201 Teams Student HW Instruction’s

Overall Process

-For each assignment, create one MS Word Document with all of the assignment’s requested data

(in order, with cover sheet)

-Submit the document in Teams

-Teacher will return the document with comments

--If the grade is not 100%, fix and resubmit

--For resubmission:

\*Submit the original file (with instructor comments) and the new file with corrections

\*Name the correction file the original file name with “ver 2” or “ver 3”, etc. appended

MORE DETAILS

Creating the HW Submission

-Create a ***Word Document*** (not PDF) and clearly type or paste answers in an orderly fashion

-If handwritten portions apply, take a picture and paste them into MS Word

--E-mail yourself the picture from your phone

--To paste picture into MS Word: Insert Tab… Pictures… select file on your computer

--If it isn’t a clear picture, sometimes apps like Genius Scan, Office Lens,… can help

Submitting the HW

-Go to the class Team site… Assignments Tab… (Assignments tab may be in the “more” tab)



-Under the “Assigned” section, click on the assignment… Under My Work, click Add work… and attach your Word file

--To find your file, you might have to click on “Upload from this device” in the lower left

-Click “Turn in”

-It will show a status of the Turn-in time

--You can “Undo turn in” if the teacher has not graded it yet and resubmit

Checking Graded Work

-Go to the class Team site… Assignments Tab… in the “Completed” section there will be a list of graded assignments

-Click on the Assignment and your homework file will be shown and the grade you received

--If the grade is not 100%, fix the problems and resubmit a version x document

-The instructor may have put comments in the Feedback block –or-

-The instructor may have put comments in the file itself

(open the file and look for and click on in the right margin or look for writing in the file)

Note: If you click the Team “Grades” tab, you will see the grade for all of your assignments (100 is completed, blank is NOT completed)