Assigning and Grading Work in Class Teams Overview and Agenda

Overview
This webinar will show teachers how they can efficiently create meaningful assignments, grade and provide feedback to students through a Microsoft Teams Class Team. Attendees will see how the feedback cycle can be streamlined and enriched with Rubrics and various assignment views.

Webinar Agenda
00:00 – 02:00 Welcome: Microsoft Teams Settings, Navigation During the Meeting, Attendance (2-minute duration)

02:00-07:00 Getting Setup in Teams: Logging In, Creating and Joining a Team. (5-minute duration)

07:00-12:00 Channels: Channels are dedicated sections within a team to keep conversations organized by specific topics, projects, disciplines—whatever works for your team!
   General Channel: Class Notebook, Assignments, Gradebook (5-minute duration)

12:00-27:00 Assignments: Create assignments for your students in Microsoft Teams. Manage assignment timelines, instructions, adding resources to turn in, and more.
   Assigned Grades, Draft Grades, Graded
   Creating an Assignment (Assignment, Quiz, Using an Existing Assignment) (15-minute duration)

27:00-37:00 Rubrics: Rubric Grading Criteria in Microsoft Teams Assignments. Rubrics are a powerful tool used to assess students' work. The criterion helps students to have a concrete understanding and visualization of what they need to do to achieve a particular score.
   Create an Assignment with a Rubric, Uploading Rubrics (csv), Downloading Rubric (10-minute duration)

37:00-47:00 Gradebook and Grading: Grade a Quiz and an assignment with a rubric
   On time assignment, late assignment, viewed assignment (10-minute duration)
47:00-50:00 **Mobile App Experience**
(3-minute duration)

50:00-60:00 **Closing Questions and Answers**
(10-minute duration)

**Resources**
[https://aka.ms/classroomteams](https://aka.ms/classroomteams)