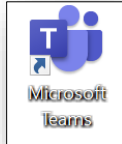


# Create an Assignment in Microsoft Teams

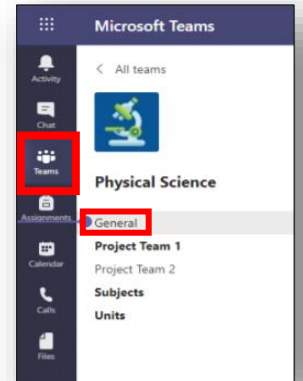
These directions explain how to create an assignment using the Microsoft Teams platform.

1. Log in to your **Office 365 account**.

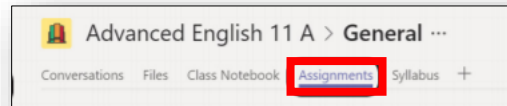
2. Click on the **Teams icon**.



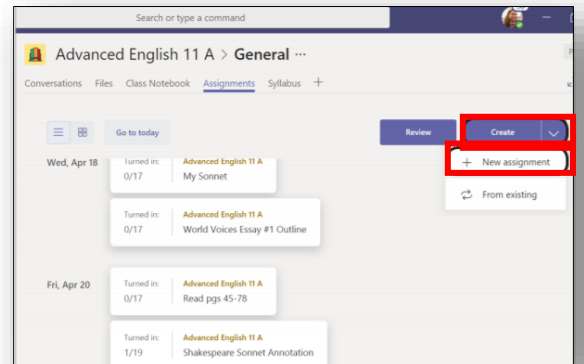
3. Select Teams on the left panel and then choose the team where you want to create an assignment. Then make sure you are in the **General channel**.



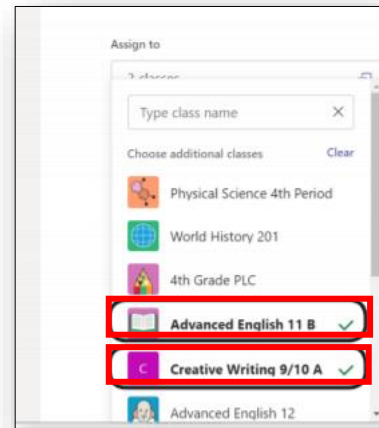
4. Select the **Assignments** tab at the top.



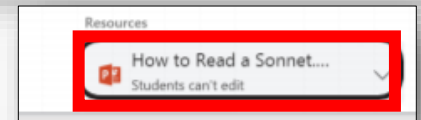
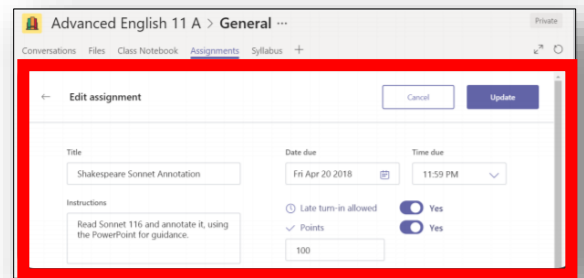
5. Click the **Create** button and then select **New assignment**.



6. Select one or more **classes** to add the assignments.



7. Fill out the **assignment details** and add any needed resources.



8. Click **Update** once all information and supporting materials are entered for your assignment.

