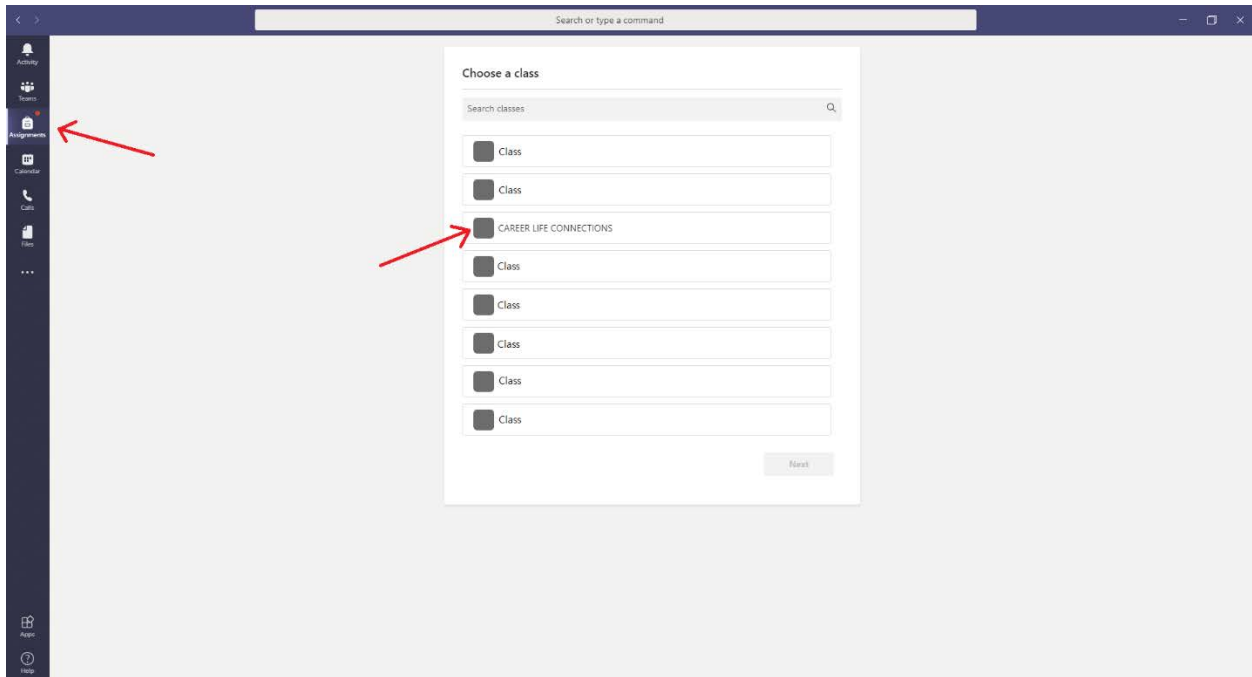
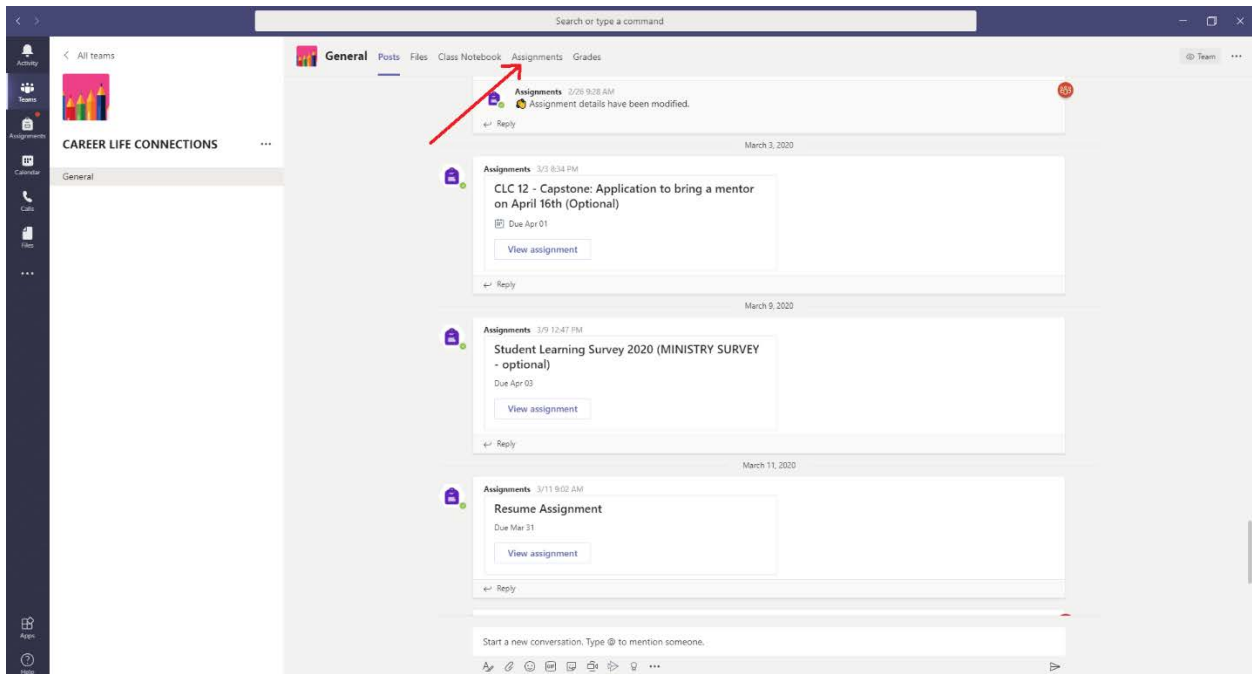


# TEAMS TUTORIAL – HOW TO VIEW FEEDBACK ON ASSIGNMENTS

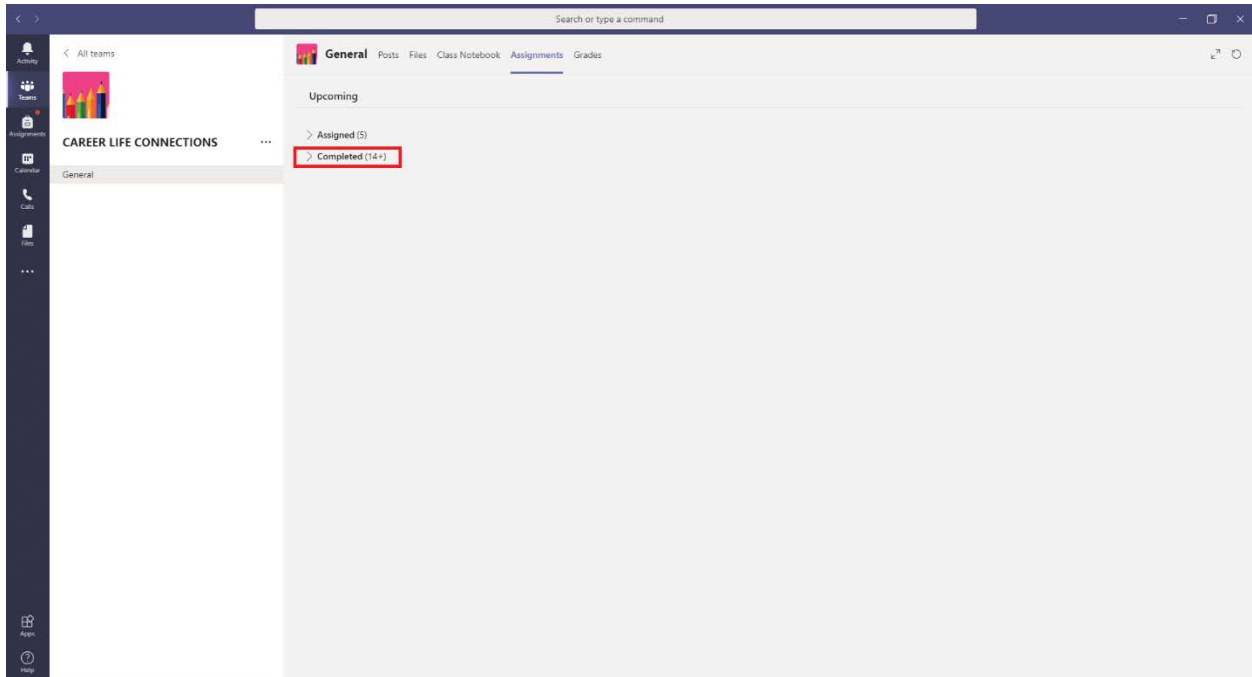
1. First, you have to open teams (hopefully you know how to do that). Make sure to download the desktop app if you haven't already.
2. Second, in the navigation bar on the left side of the screen, click on the assignments tab. It will bring you to this screen:



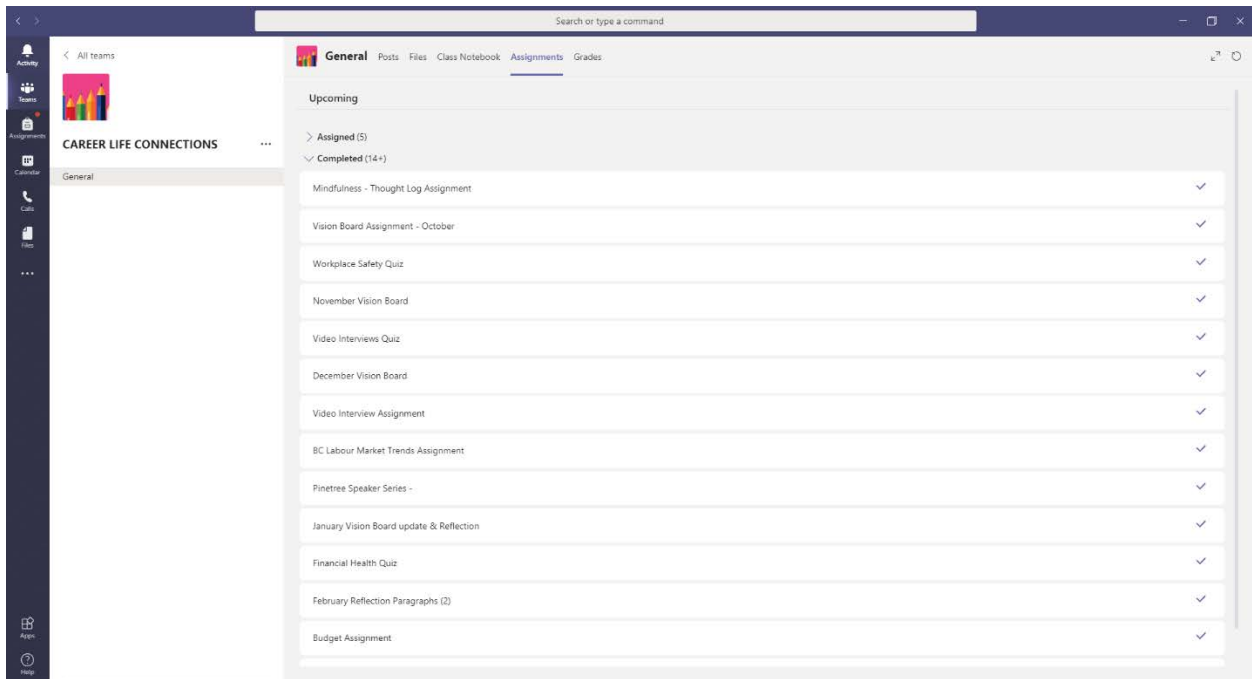
3. Click on the team/course the assignment is under. In this example, we'll do CLC 😞.



4. You can see that this brings us to the general tab. At the top nav bar, you can see we're under posts. You can scroll and search for the assignment you want to view feedback for here, or you can click on the assignments tab, also in the top nav bar.



5. In the assignments tab, you want to click "Completed", as those are the assignments you have already handed in.



6. Here you can see all the assignments you have handed in. Click on the assignment you want to see.

The screenshot shows a Microsoft Teams interface. On the left, there is a sidebar with navigation icons for Activity, Teams, Assignments, Calendar, Calls, Files, and Help. The main content area is titled 'General' and shows an assignment titled 'January Vision Board update & Reflection' due on January 31, 2020, at 11:59 PM. The assignment instructions are as follows:

**Instructions**

- By January 31, update your Vision Board with
  - an item (picture or text) to represent something you learned in December (preparing for and/or doing an interview), and
  - an item (picture or text) to represent something you learned in January (your reflections on information about labour market sectors and/or the guest speakers on January 20)
- Attach a reflection paragraph explaining the relevance of what you added to your Vision Board. (Remember to proofread! Writing errors affect the clarity of your communication)

Below the instructions, there is a 'My work' section with two attached PDF files named 'bruh.pdf'. To the right of the assignment, there is a 'Feedback' section with a list of comments: '1. Good job :)', '2. Hello', '3. Filler text', and '4. More feedback'. Below the feedback, there is a 'Points' section showing '69/70'. At the top right of the assignment card, there is a status 'Returned Thu, Feb 27, 10:37 AM' and a large blue 'Turn in again' button.

7. Once in the assignment, you can check if the assignment has already been marked and handed back to you. It should say "Returned", plus the date beside the big blue "Turn in again" button. Underneath, you can see the feedback, if any was given, as well as the mark given for the assignment, under "points". 😊