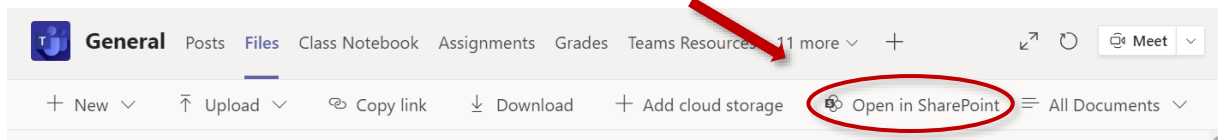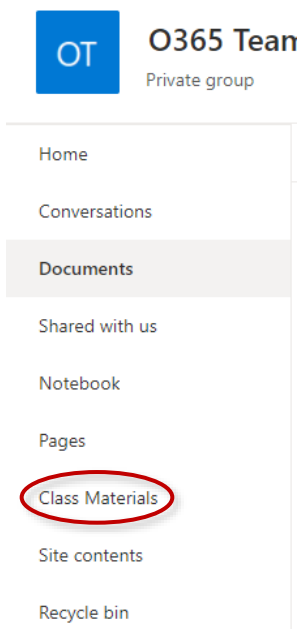# Steps to Take Before Correcting Assignments in Teams

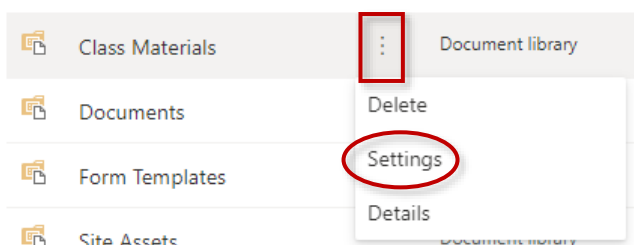1. Go to the General Tab and then click on "Files."

2. One in the Files section, Click "Open in Sharepoint"

3. In Sharepoint, click on Site Content

4. Beside Student work, click the three dots and choose settings

5. Click on Versioning Settings

Home

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Recent

   19:7a67bb6bd3f646ab8
   5646a17497bb943@thr
   ead.tacv2_wiki

   Teams Wiki Data

   19:6f218888909b42ec8
   d0e7e1f4e1a18aa@thre
   ad.tacv2_wiki

   Student Work

   Class Files

List Information

Name: Student Work

Web Address: https://eduvaniercollegeqc.sharepo

Description:

General Settings

▫ List name, description and navigation

▫ Versioning settings

▫ Advanced settings

▫ Validation settings

▫ Column default value settings

▫ Audience targeting settings

6. Click "Yes" to require content approval for submitted items (You will find this on the right side of the page) and then click "Okay".

Require content approval for submitted items?

⦿ Yes   ◯ No

Create a version each time you edit a file in this document library?

⦿ Create major versions
   Example: 1, 2, 3, 4

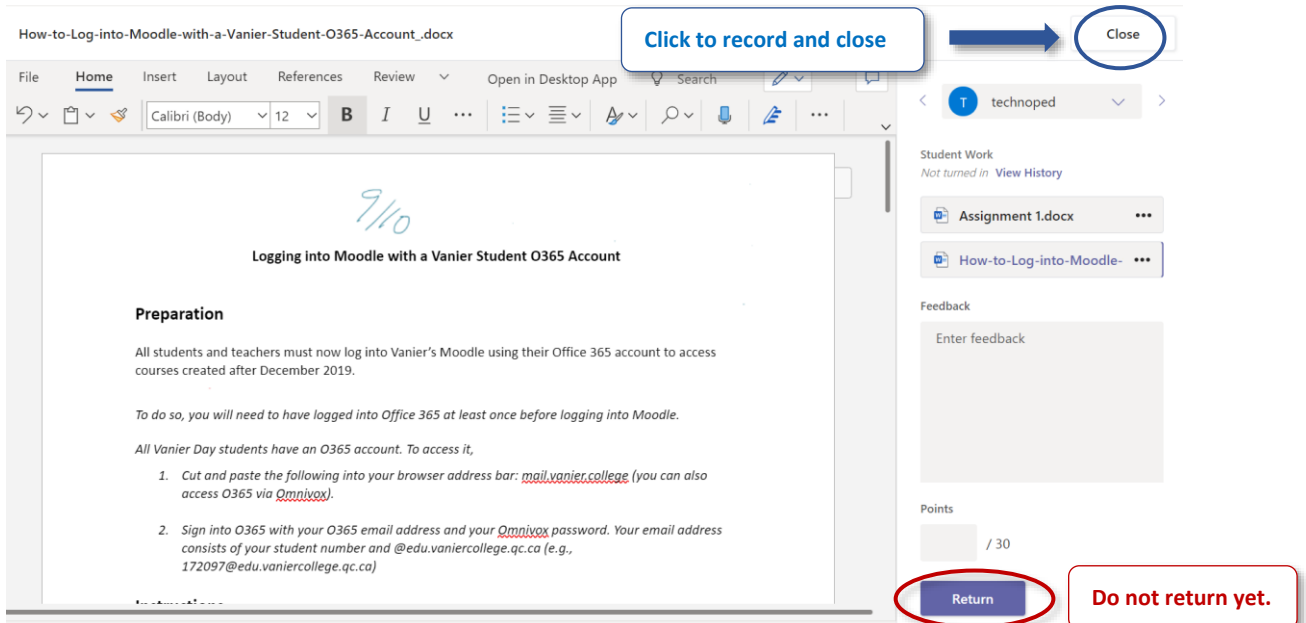◯ Create major and minor (draft) versions
   Example: 1.0, 1.1, 1.2, 2.0

Keep the following number of major versions:

500

☐ Keep drafts for the following number of major versions:

Who should see draft items in this document library?

◯ Any user who can read items

◯ Only users who can edit items

⦿ Only users who can approve items (and the author of the item)

Require documents to be checked out before they can be edited?

◯ Yes   ⦿ No

OK   Cancel

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7. Then correct the submitted assignments, then close. Do not post the assignments yet.

8. To make the assignments visible to all students at the same time, deactivate the ability to return contents by clicking "no".

9. In Assignments, open the homework and click "Return"

‹ Back

Sample Assignment
Due today at 11:59 PM

To return (1)   Returned (0)

	Name ▾	Status ▲	Feedback	/ 30
☑	T technoped	👁 Viewed		27
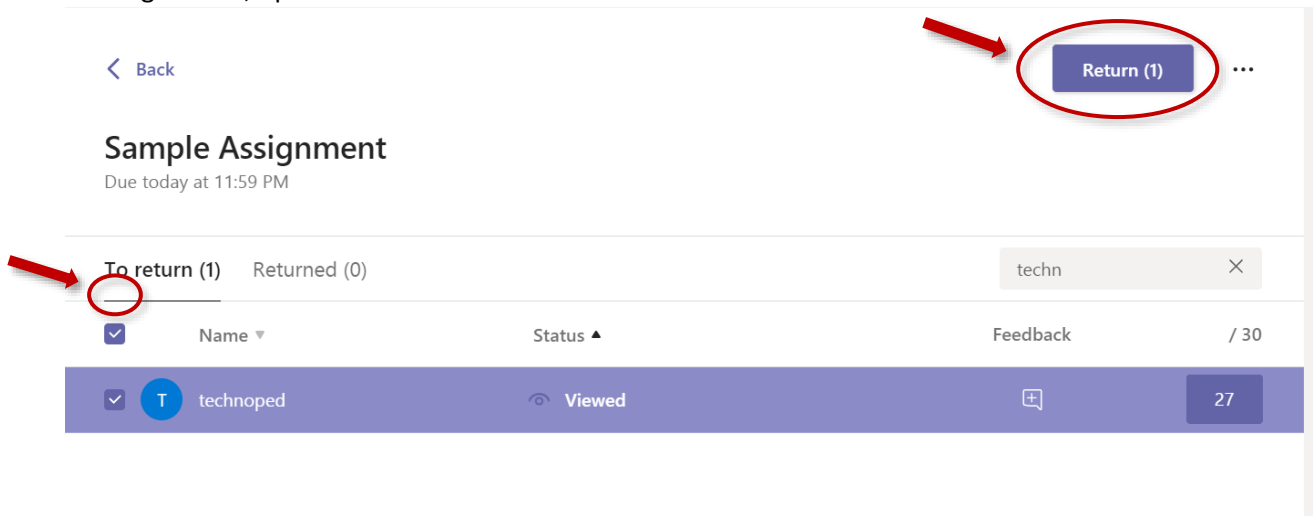
10. N.B. If you are students added to your course after the assignment was created (for example during course change period), be sure to share it with students who joined after the assignment was created.

To do so, go the assignment's settings, and click "Edit" under the "Assign to" heading:

Assign to

Don't assign to students added to this class in the future. Edit
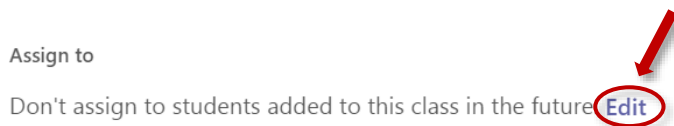
Then click "Assign to all students added to this class since" and then click "Done."

Edit student assignment settings

○ Don't assign to students added to this class in the future.

● Assign to all students added to this class since May 14.

Cancel   Done

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