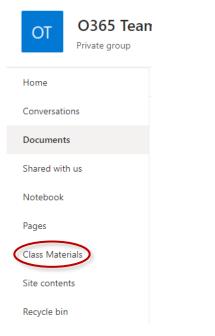
Steps to Take Before Correcting Assignments in Teams

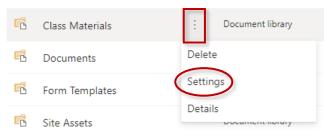
- 1. Go to the General Tab and then click on "Files."
- 2. One in the Files section, Click "Open in Sharepoint"

😈 General	Posts Files	Class Notebook	Assignments	Grades Teams Resources	1 more \vee +	r D	$\widehat{\mathbb{Q}}$ Meet \vee
$+$ New \vee	$ar{\uparrow}$ Upload \lor	ං Copy link	± Downlo	pad + Add cloud storage	e 🚯 Open in SharePoint		ocuments $$

3. In Sharepoint, click on Site Content



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

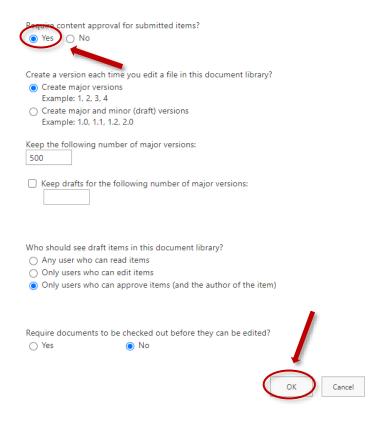




5. Click on Versioning Settings

Home	List Information		
Conversations	Name:	Student Work	
Documents	Web Address: Description:	https://eduvaniercollegeqc.sharepo	
Notebook			
Pages	General Settings		
Recent	List name, description a	nd navigation	
19:7a67bb6bd3f646ab8 5646a17497bb943@thr ead.tacv2_wiki	Versioning settings	-	
Teams Wiki Data	Advanced settings		
19:6f218888909b42ec8 d0e7e1f4e1a18aa@thre	 Validation settings 		
ad.tacv2_wiki	Column default value se	ettings	
Student Work Class Files	Audience targeting setting	ings	

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".





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

How-to-Log-into-Moodle-with-a-Vanier-Student-O365-Accountdocx	Close	
File Home Insert Layout References Review Open in Desktop App Search Image: Comparison of the search $\mathcal{O} \sim \mathcal{O} \sim \mathcal{O} \sim \mathcal{O}$ $\mathcal{O} \sim \mathcal{O} \sim \mathcal{O} \sim \mathcal{O} \sim \mathcal{O}$ $\mathcal{O} \sim \mathcal{O} \sim \mathcal{O} \sim \mathcal{O} \sim \mathcal{O}$ $\mathcal{O} \sim \mathcal{O} \sim O$	< T technoped >>	
9.	Student Work Not turned in View History	
110	Assignment 1.docx ••••	
Logging into Moodle with a Vanier Student O365 Account	🔁 How-to-Log-into-Moodle- •••	
Preparation	Feedback	
All students and teachers must now log into Vanier's Moodle using their Office 365 account to access courses created after December 2019.	Enter feedback	
To do so, you will need to have logged into Office 365 at least once before logging into Moodle.		
All Vanier Day students have an O365 account. To access it,		
 Cut and paste the following into your browser address bar: <u>mail.vanier.college</u> (you can also access 0365 via <u>Qmmivox</u>). 	Points	
 Sign into 0365 with your 0365 email address and your <u>Omnivox</u> password. Your email address consists of your student number and @edu.vaniercollege.qc.ca (e.g., 172097@edu.vaniercollege.qc.ca) 	/ 30	
Le charrent de const	Return Do not return yet.	
· · · · · · · · · · · · · · · · · · ·		

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

Require content approval for submitted items?
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:
Keep drafts for the following number of major versions:
Who should see draft items in this document library?
 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? O Yes No
OK Cancel

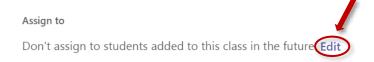


9. In Assignments, open the homework and click "Return"

K Back	Return (1) ····		
Sample Assignment Due today at 11:59 PM			
To return (1) Returned (0)		techn	×
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:



Then click "Assign to all students added to this class since" and then click "Done."

Edit student assignment settings

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

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



