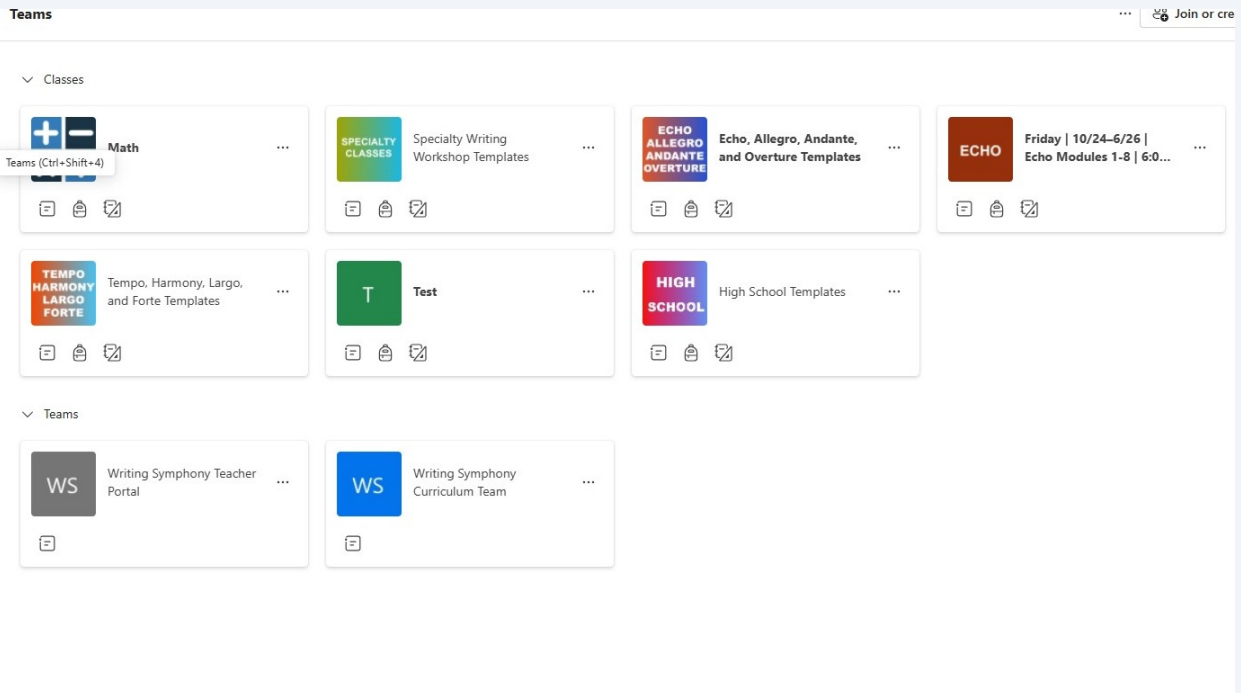


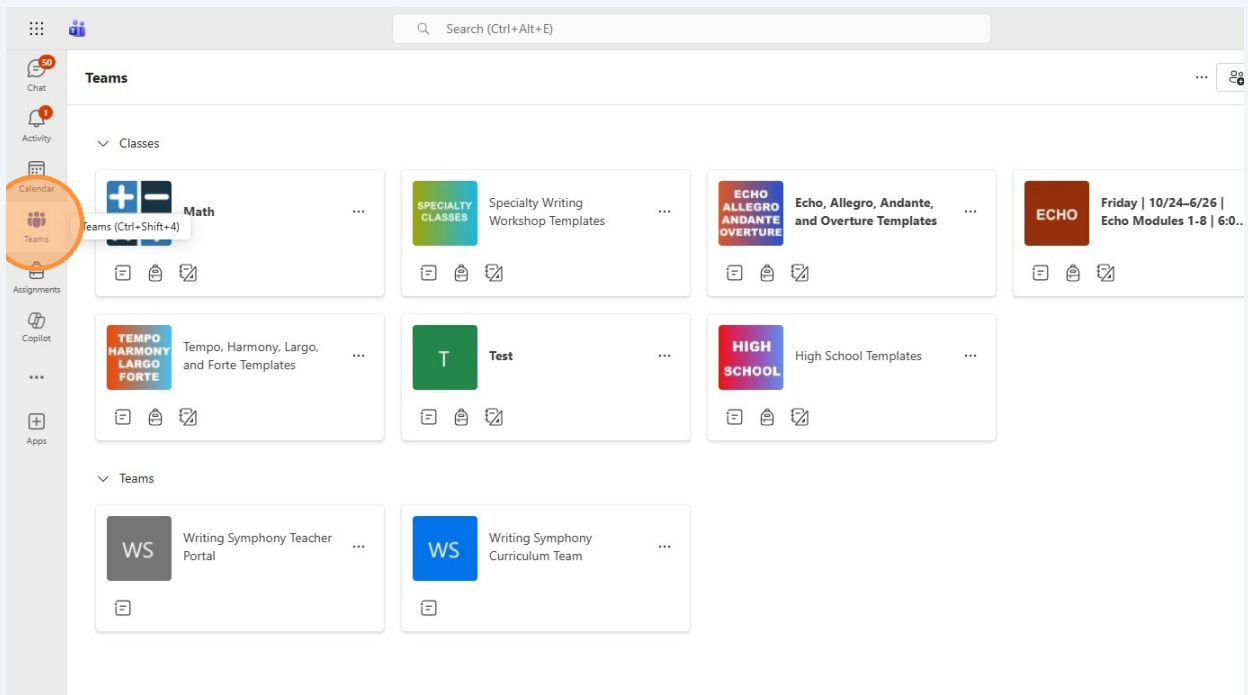
Due Dates in Teams

Learn how to assign due dates in Microsoft Teams. This guide walks you through the steps to add and manage due dates for classwork.

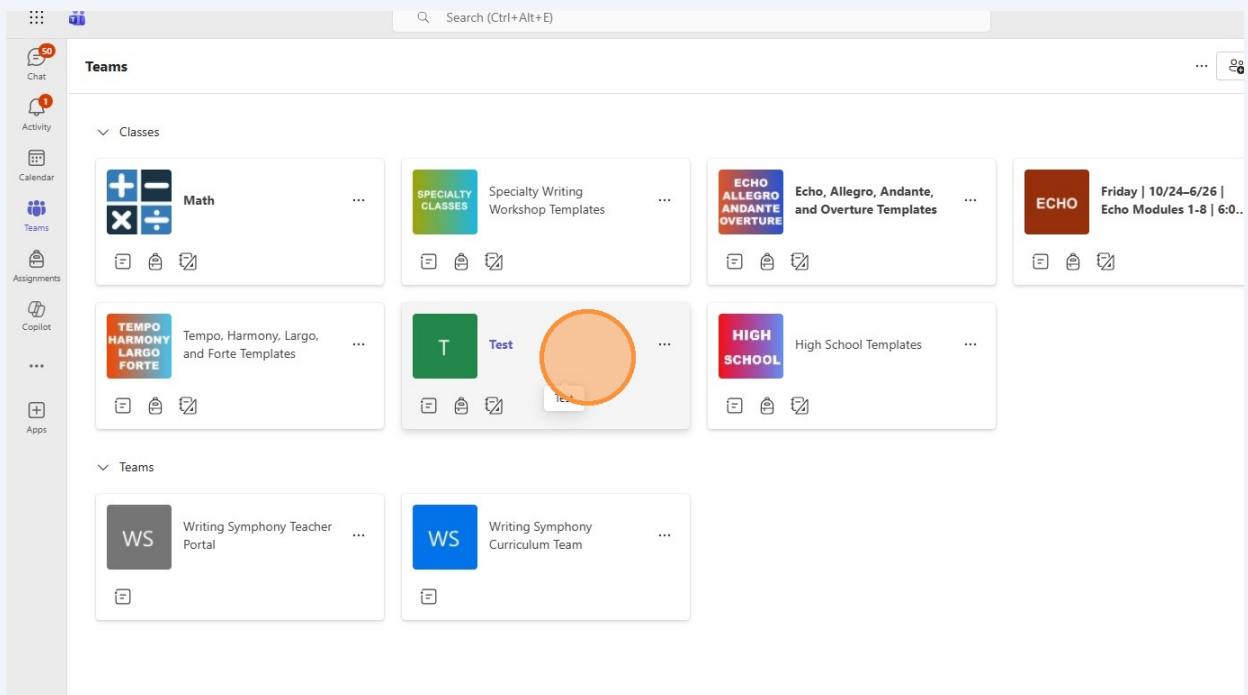
1 Navigate to <https://teams.cloud.microsoft/>



2 Click "Teams"



3 Click on the class you would like to open.



4 Click "Classwork"

The screenshot shows the Microsoft Teams interface. On the left-hand side, under the 'Test' section, the 'Classwork' option is highlighted with an orange circle. The main area shows the 'General' channel with a post from 'Writing Symphony Support' and an assignment card for 'Echo Module 2 Lesson 1' due on Mar 27.

5 Select the module you would like to view assignments for.






The screenshot shows the 'Classwork' page in Microsoft Teams. It displays two modules: 'Echo Module 1' and 'Echo Module 2'. Each module has 4 assignments and 1 file. The 'Echo Module 2' card is highlighted with an orange circle.

6 Click "Draft"


4 assignments | 1 file


▼ Echo Module 2 ✓ Published + ⋮

Echo Module 2 Focus: Rewriting Narrative Stories


-  Echo Module 2 Glossary ⋮
-  Echo Module 2 Lesson 1
Due Mar 27th ↶ 0/0 ⋮
-  Echo Module 2 Lesson 2 Draft ⋮
-  Echo Module 2 Lesson 3 Draft ⋮
-  Echo Module 2 Lesson 4 Draft ⋮













7 Click the down arrow next to the date.

Search (Ctrl+Alt+E) ⋮ 

 Classwork ↗ ↺ 🔒







New assignment | Add to calendars: None ▼ | Post notifications to: General ▼ | Late turn in notifications: Off ▼


 Echo Module 2 Lesson 2


 **B** *I* U           

Assignment Instructions


Please make sure to read all the instructions carefully. This assignment needs to be completed before the next class.


 Add detail |  Add steps |  Add sparkle |  Add learning objective | Clarify concepts |  +2 more |  Adjust


 Fri, Mar 20, 2026 ▼


 12:59 AM ▼


Assignment will post immediately with late turn-ins allowed.
[Edit assignment timeline](#)

 All current and future students ▼

 Echo Module 2 ▼

 Add rubric

 No points

 Add tag

8 Choose the due date for the assignment.

The screenshot shows the 'New assignment' interface. At the top, there are settings for 'Add to calendars: None', 'Post notifications to: General', and 'Late turn in notifications: Off'. The main content area has a title 'Echo Module 2 Lesson 2' and a rich text editor with the text: 'Assignment Instructions: Please make sure to read all the instructions carefully. This assignment needs to be completed before the next class.' Below the editor are buttons for 'Add detail', 'Add steps', 'Add sparkle', 'Add learning objective', 'Clarify concepts', '+2 more', and 'Adjust'. There are two document attachments: 'Echo Module 2 Lesson 2 Grammar Practice.docx' and 'Echo Module 2 Lesson 2 Homework.docx'. On the right side, there is a date picker set to 'Fri, Mar 20, 2026'. A calendar for 'March 2026' is displayed, with the date '20' circled in orange. Below the calendar are options for 'Add rubric', 'No points', 'Add tag', and 'Reflect check-in' (which is currently turned off).

9 Click "Assign"

The screenshot shows the 'Assign' step of the assignment process. The 'Assignment Instructions' section is visible. Below the editor are buttons for 'Add detail', 'Add steps', 'Add sparkle', 'Add learning objective', 'Clarify concepts', '+2 more', and 'Adjust'. There are four document attachments: 'Echo Module 2 Lesson 2 Grammar Practice.docx', 'Echo Module 2 Lesson 2 Homework.docx', 'Echo Module 2 Lesson 2 Source Text.docx', and 'Echo Module 2 Lesson 2 Writing Checklist.docx'. On the right side, there is a dropdown menu for 'All current and future students', a dropdown for 'Echo Module 2', and options for 'Add rubric', 'No points', 'Add tag', and 'Reflect check-in' (which is currently turned off). At the bottom of the interface, there are three buttons: 'Discard', 'Save as draft', and 'Assign', with the 'Assign' button circled in orange. A 'Student view' link is also visible at the bottom left.

10

If you would like to change the date, return to the Classwork tab and open the module again. Then click the three dots.

4 assignments | 1 file

▾ Echo Module 2 ✓ Published + ...

Echo Module 2 Focus: Rewriting Narrative Stories

- 📄 Echo Module 2 Glossary ...
- 📅 Echo Module 2 Lesson 1 Due Mar 27th ← 0/0 ...
- 📅 Echo Module 2 Lesson 2 Due Mar 27th ...
- 📅 Echo Module 2 Lesson 3 Draft ...
- 📅 Echo Module 2 Lesson 4 Draft ...

11

Click "Edit assignment"

4 assignments | 1 file

▾ Echo Module 2 ✓ Published + ...

Echo Module 2 Focus: Rewriting Narrative Stories

- 📄 Echo Module 2 Glossary ...
- 📅 Echo Module 2 Lesson 1 Due Mar 27th ← 0/0 ...
- 📅 Echo Module 2 Lesson 2 Due Mar 27th ...
- 📅 Echo Module 2 Lesson 3 ...
- 📅 Echo Module 2 Lesson 4 ...

- ✎ Edit assignment
- ➔ Move to a different module
- 🔗 Copy link to assignment
- 🚫 Mark as inactive
- 🗑 Delete >

12 Click the down arrow next to the date.

The screenshot shows the 'Classwork' assignment editor interface. At the top, there is a search bar and a user profile icon. Below that, the assignment title 'Echo Module 2 Lesson 1' is displayed. The main content area contains a rich text editor with various formatting options (bold, italic, underline, link, etc.) and a section titled 'Assignment Instructions' with the text: 'Please make sure to read all the instructions carefully. This assignment needs to be completed before the next class.' Below the instructions are several buttons: 'Add detail', 'Add steps', 'Add sparkle', 'Add learning objective', 'Clarify concepts', '+2 more', and 'Adjust'. On the right side, there is a settings panel with a date dropdown menu set to 'Fri, Mar 27, 2026'. An orange circle highlights the down arrow next to the date. Other settings include a time dropdown set to '12:59 AM', a checkbox for 'Assignment allows late turn-ins.', a dropdown for 'All current and future students', a dropdown for 'Echo Module 2', a button for 'Add rubric', a dropdown for 'No points', and a button for 'Add tag'.

13 Select the new due date.

The screenshot shows the 'Classwork' assignment editor interface, similar to the previous one. The date dropdown menu is open, displaying a calendar for 'March 2026'. The calendar shows days from Sunday to Saturday. The date '27' is highlighted with an orange circle, indicating it is the selected new due date. The rest of the interface, including the assignment title, instructions, and settings panel, remains the same as in the previous screenshot.

14 Click "Update"

The screenshot displays a document management interface. At the top left, a circular badge with the number '14' is followed by the text 'Click "Update"'. The main area shows a list of documents under the heading 'Echo Module 2'. The documents are:

- Echo Module 2 Lesson 1 Grammar Practice.docx (Students edit their own copy)
- Echo Module 2 Lesson 1 Homework.docx (Students edit their own copy)
- Echo Module 2 Lesson 1 Source Text.docx (Students edit their own copy)
- Echo Module 2 Lesson 1 Writing Checklist .docx (Students edit their own copy)

Below the list are navigation options: Attach, New, Apps, Learning Accelerators, and File limits. On the right side, there is a sidebar with settings for 'Echo Module 2':

- Dropdown menu: Echo Module 2
- Add rubric
- No points
- Add tag
- Reflect check-in Preview (toggle switch is Off)

At the bottom right, there are three buttons: Cancel, Delete, and Update. The 'Update' button is highlighted with an orange circle.