



Basics of Using Microsoft Teams for Remote Instruction

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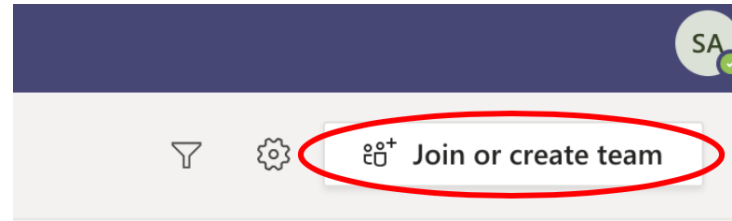
June 2020

Outline

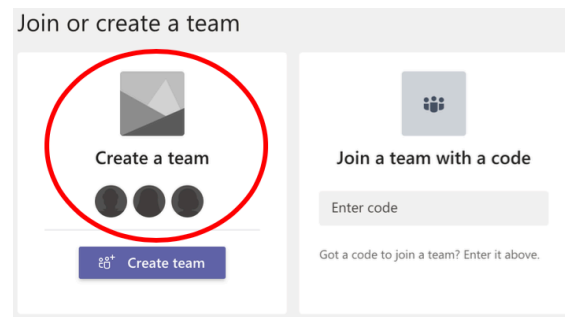
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Creating a Class Team

- On the upper right corner, click on “Join or create team”



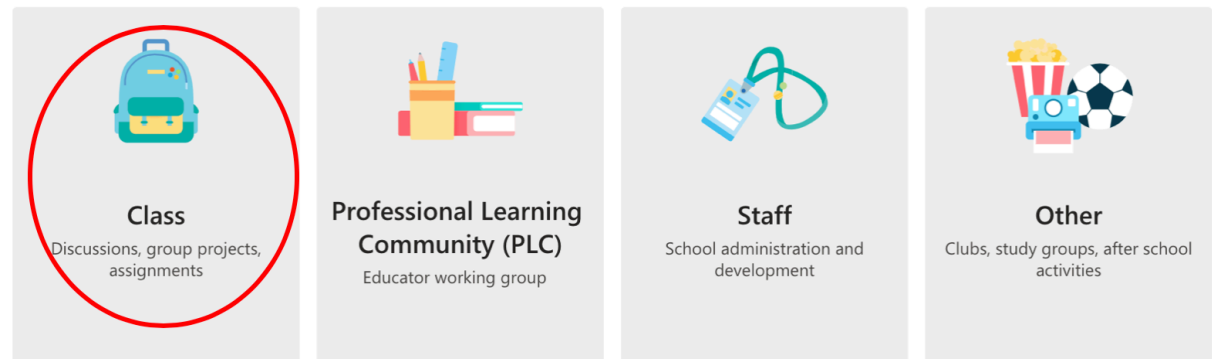
- Create a team



Select a team type

- Select “Class”

- Choose a name
- You can start adding your students



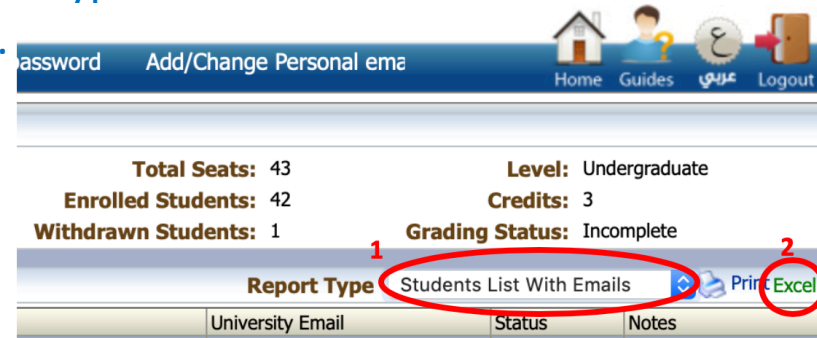
Adding Students: A) Emails

- **Option A: You can add all your students right away.**

1) Download students' emails from KU portal.

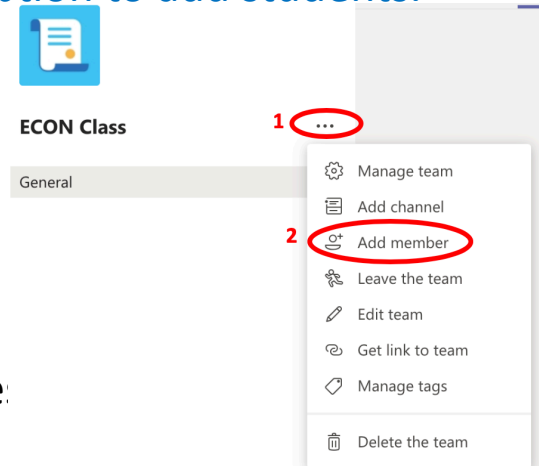
➤ Grades submission >> select class >> Report Type: Students List With Emails >>

Click on “Excel” to download the excel file.



2) Once you create a team, MS Teams will give you the option to add students.

You can still add students afterwards as shown below.

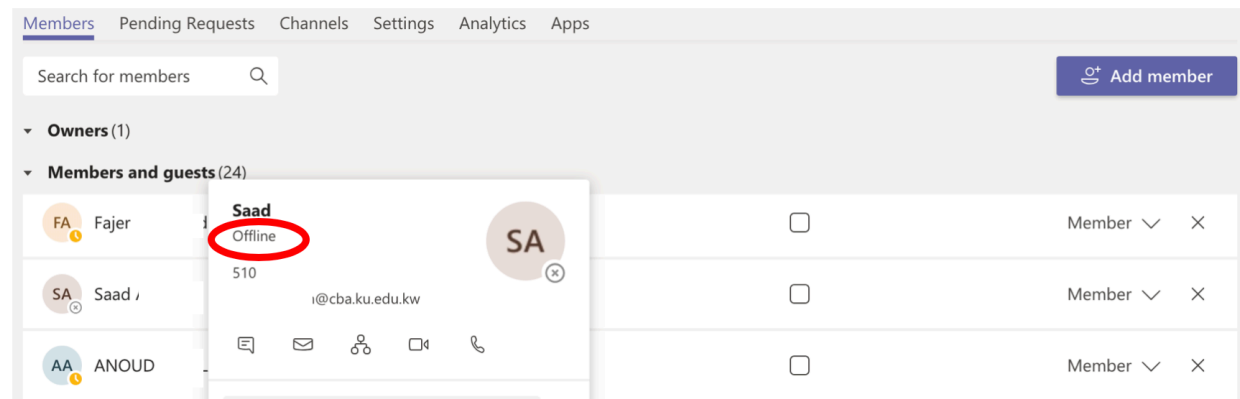
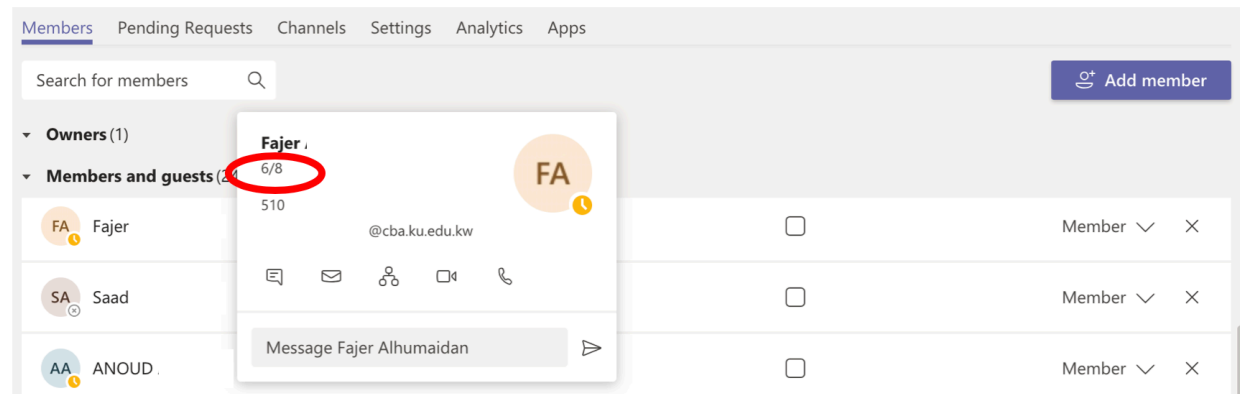


- **Advantage:** making sure all your students joined.
- **Disadvantage:** copying and pasting emails one by one.
- **Important:** Avoid adding students by looking up their name: You should add them using their KU emails.

Adding Students: A) Emails

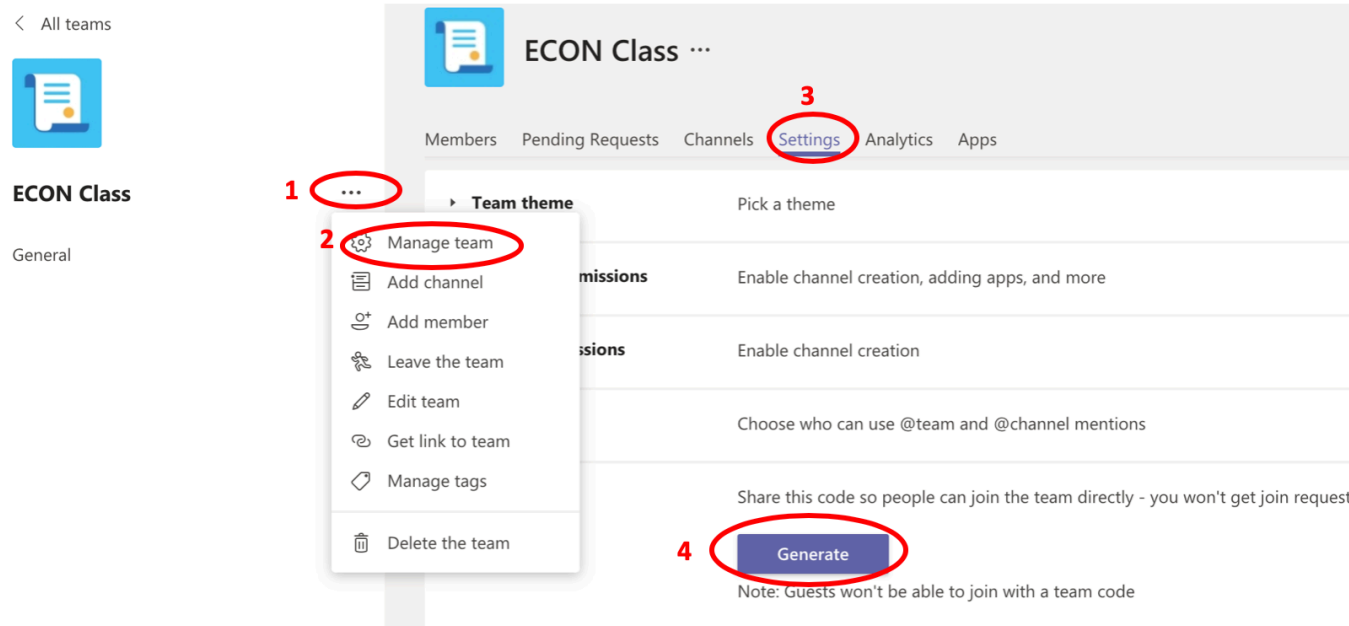
- If I manually add my students using their KU emails, how do I know if they have installed MS Teams or not?
- Manage Team >> Members
- Move your cursor towards the student's name and check the status under the name.

- **Fajer:** last time she logged in was on June 8th. You know she has installed MS Teams.
- **Saad:** his status is "offline." This shows he never logged into MS Teams.
- Date will be shown even if the last time the student logged in was few months ago.



Adding Students: B) Code

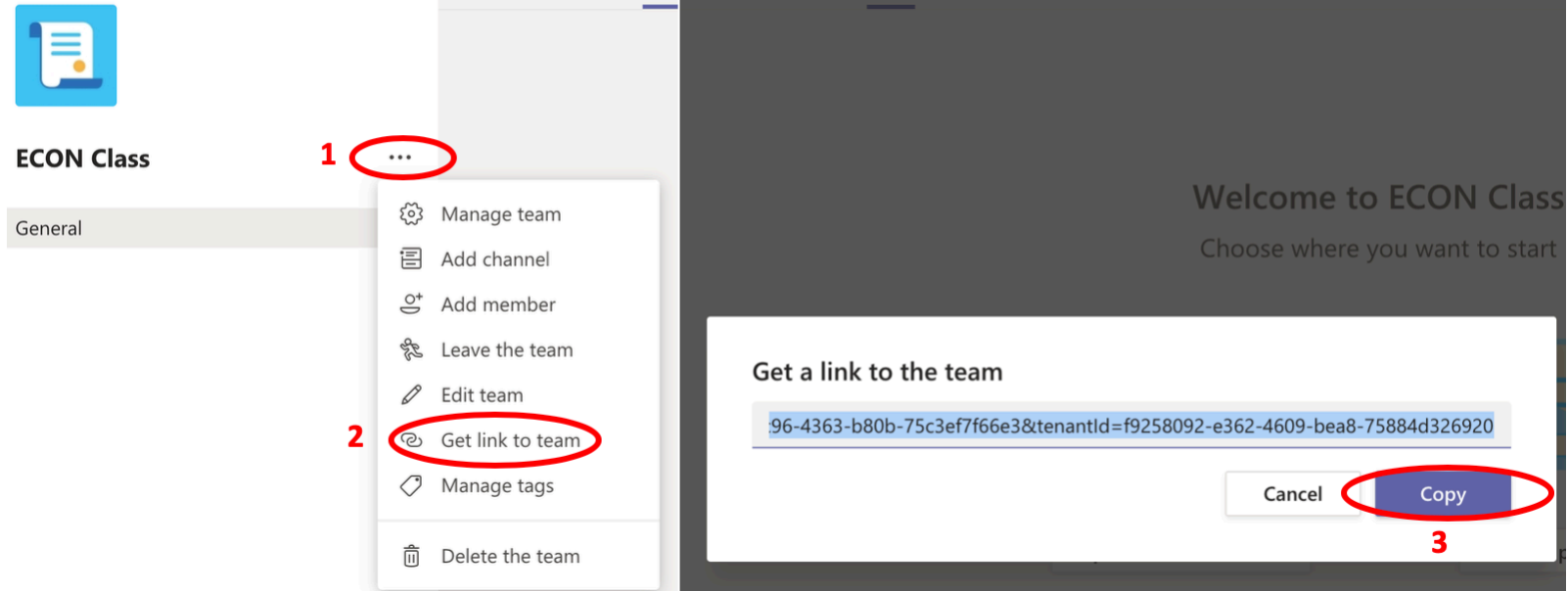
- **Option B: Send a code to your students and they can add themselves.**



- **Advantage: Easy!**
- **Disadvantages:**
 - Following up with your students and making sure they are enrolled.
 - Anyone who has the code can join your class
- I recommend **option A**: manually adding students by their KU emails

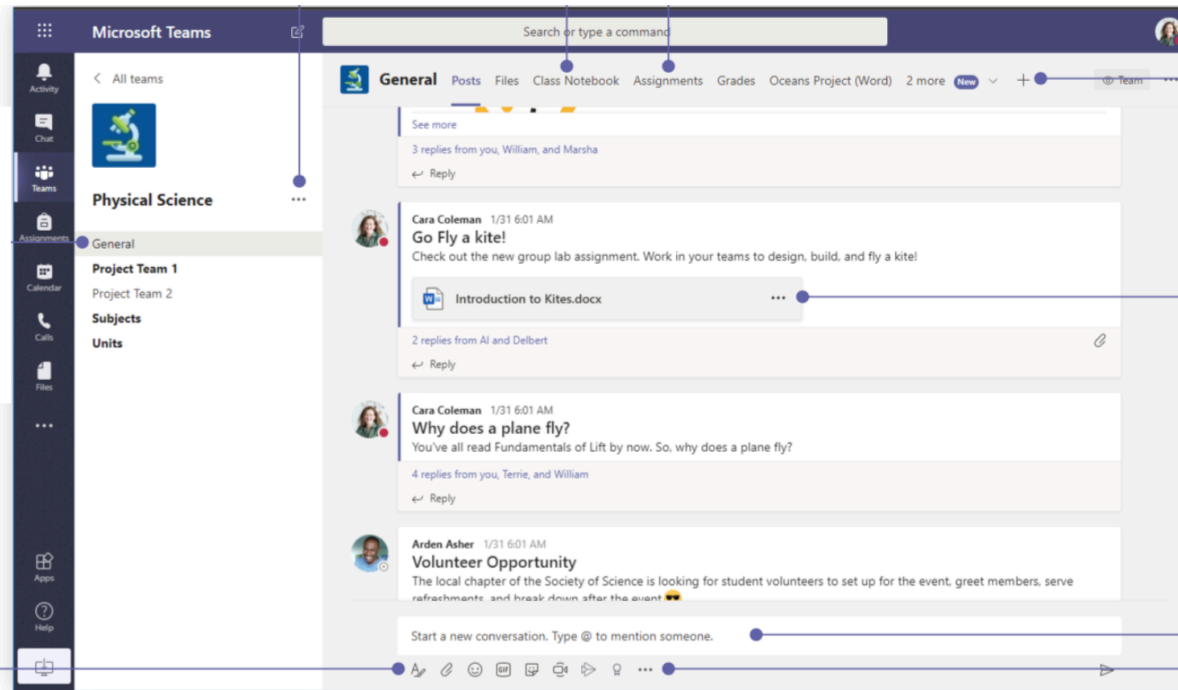
Adding Students: C) Link

- **Option C: Share a link to the class team with your students.**



- **Advantage:** Easy!
- **Disadvantages:**
 - Following up with your students and making sure they are enrolled.
 - Anyone who has the link can join your class
- I recommend **option A**: manually adding students by their KU emails

Posting Announcements



Share files
Let class members view a file or work on it together.

Start a discussion with the class
Type and format your message or announcements here. Add a file, emoji, GIF, or sticker to liven it up!

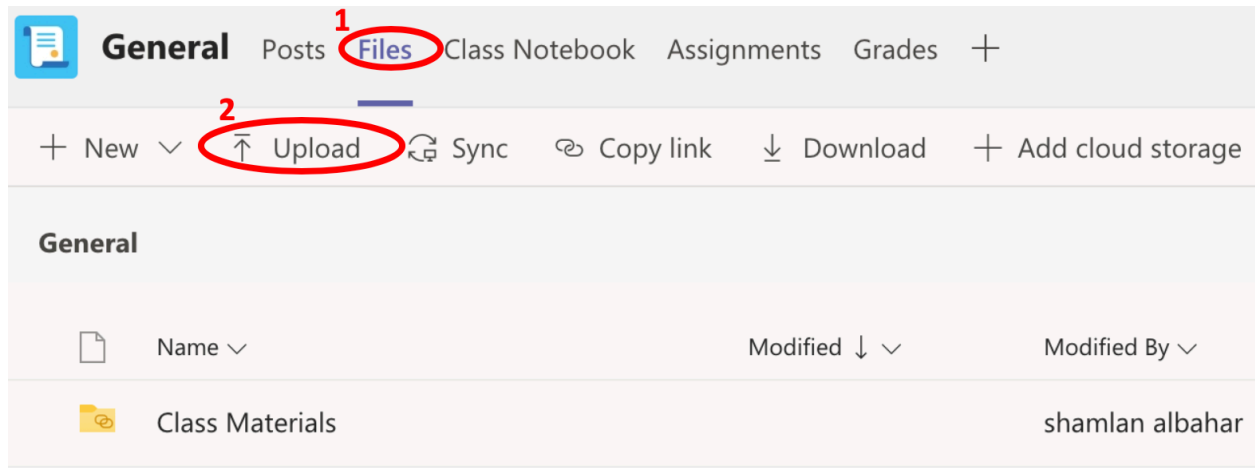
Add more messaging options
Click here to add new messaging capabilities like polls, Praise, and more to enrich classroom discussion.

Format your message
Add a subject, format text, convert the message to an announcement, post across multiple teams or control who can reply and more.

Source: MS Teams Quick Guide

Uploading Class Material

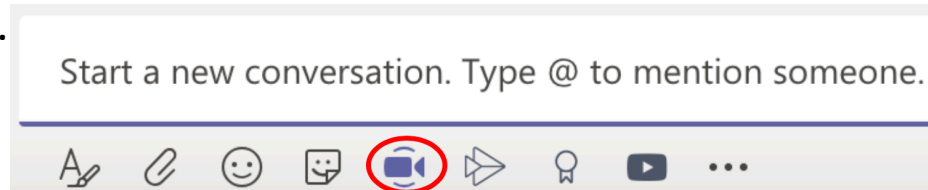
- Click on the “**Files**” tab and then click “**upload**” to upload your content at your desired folder.
- You can upload files either inside or outside the “**Class Materials**” folder.



- **Uploading inside “Class Materials”**: read-only files that students cannot edit. Only teachers can edit these files.
- **Uploading outside “Class Materials”**: students can edit these files.
- Any file you send in the “**Posts**” page will automatically be saved in “**Files**” but not in the “**Class Materials**” folder.

Starting Your Remote Lecture

- If you haven't already scheduled a class in your MS Teams calendar:
- On the "Posts" page, you can see a camera icon under the message box at the bottom of the page. Click on it.



Want to add a subject? → **It's optional to add a subject (e.g. Lecture 5: Market Demand)**

Choose whether you want to appear to students by turning on/off your camera

Meet now → **Click here if you're ready to start your lecture**

← On / Off Schedule a meeting

- **Important:** Scheduling your classes using the calendar is highly recommended. In the meantime, it is not advisable to lecture without scheduling. More info about that will be provided in [a later section](#).

Starting Your Remote Lecture

The image shows a screenshot of a remote lecture interface. At the top center is a large green circle containing the letters "SA". Below it, the text "Invite people" is partially visible. A dark grey control bar at the bottom contains several icons: a clock showing "09:37", a camera icon, a microphone icon, a screen share icon, a three-dot menu icon, a hand icon, a chat icon, a group of people icon, and a red phone icon. Eight white text boxes with red text are connected to the control bar by red arrows. The boxes provide instructions for each icon: "Turn your camera on/off" (pointing to the camera icon), "Share your screen" (pointing to the screen share icon), "View chat box (send/receive messages from students, share files and links)" (pointing to the chat icon), "Leave the meeting (Important: meeting will continue even after you leave)" (pointing to the red phone icon), "Turn your microphone on/off" (pointing to the microphone icon), "More options (e.g. start/stop recording, end meeting, change settings)" (pointing to the three-dot menu icon), "Show/add students to the lecture and see who 'raised their hand' for questions" (pointing to the group of people icon), and "Turn your camera on/off" (pointing to the camera icon).

Files

Activity

SA

Invite people

09:37

Turn your microphone on/off

More options (e.g. start/stop recording, end meeting, change settings)

Show/add students to the lecture and see who "raised their hand" for questions

Turn your camera on/off

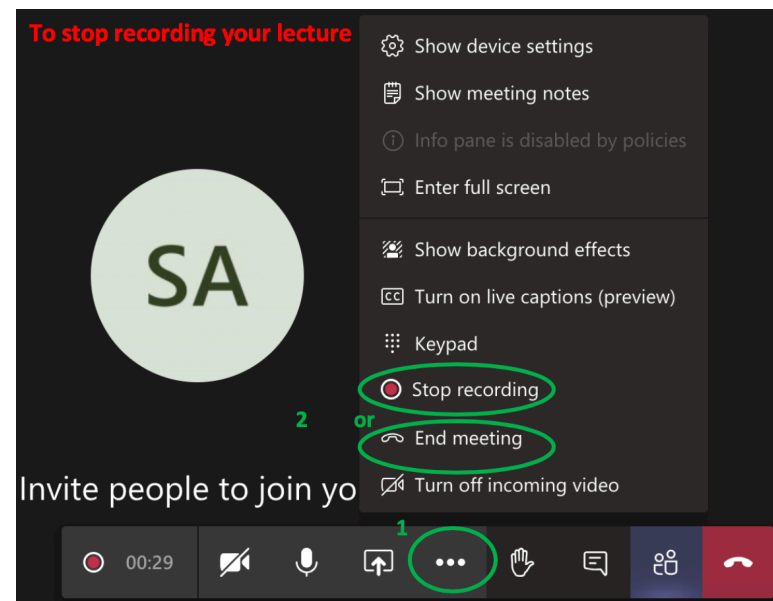
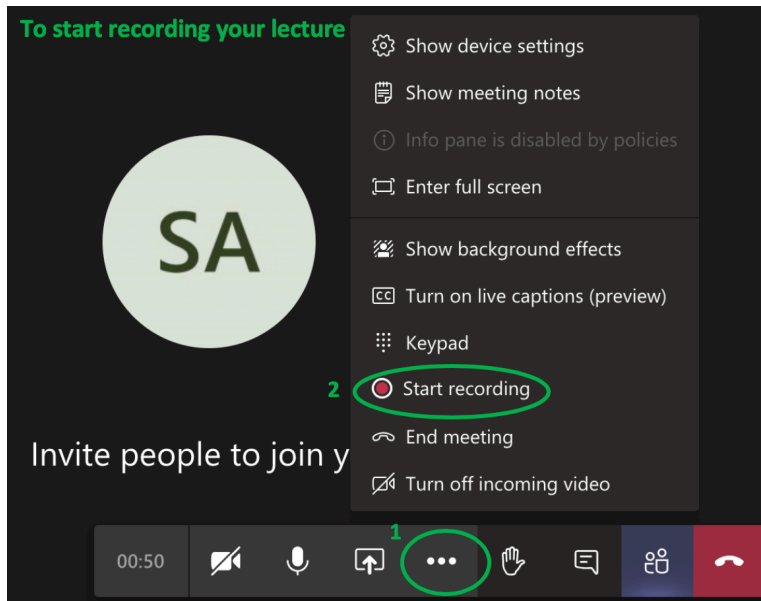
Share your screen

View chat box (send/receive messages from students, share files and links)

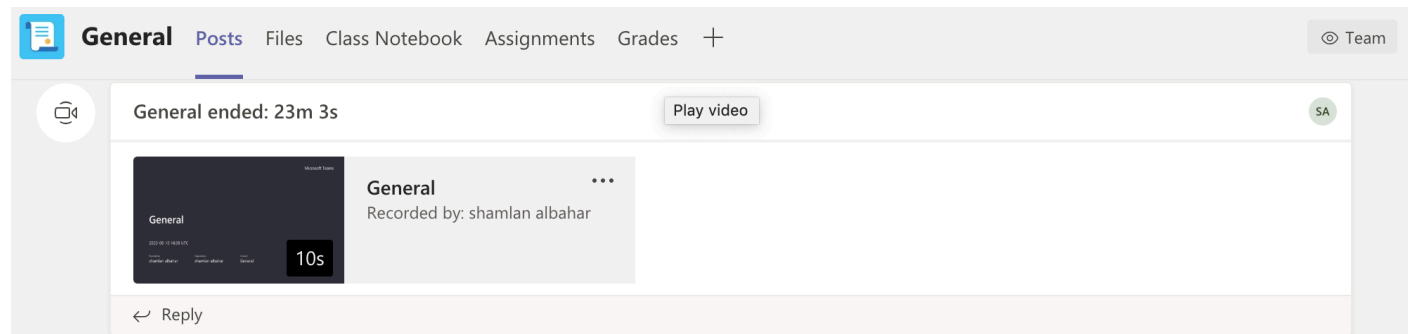
Leave the meeting (Important: meeting will continue even after you leave)

Apps

Recording Lecture

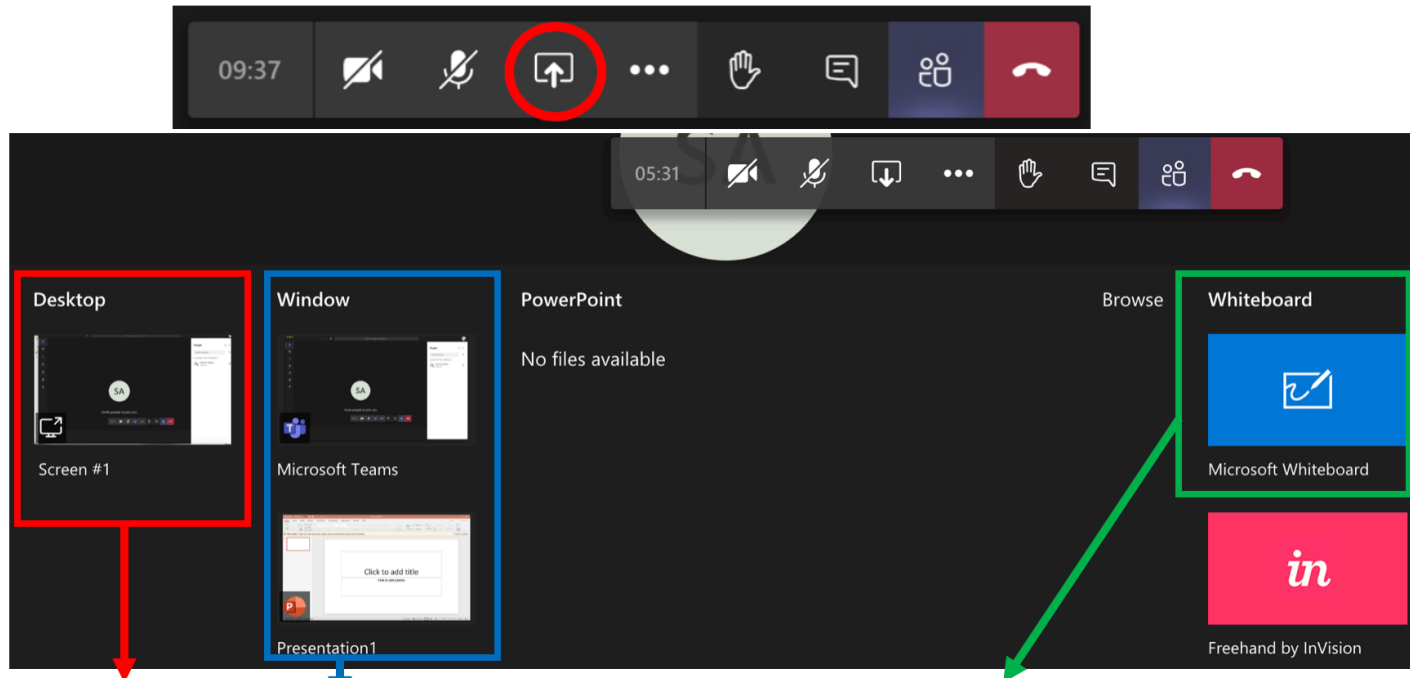


- **Two options to stop recording:**
 - **“Stop recording”**= it stops recording and it is possible to continue lecturing.
 - **“End meeting”**= it stops recording and meeting ends at the same time.
- Note that it may take few minutes for the recorded lecture to be shown on the **“Posts”** page.



How to Present

- **To start presenting:**



➤ It is possible that your computer will ask you to change its settings to allow sharing your screen. This is done only once.

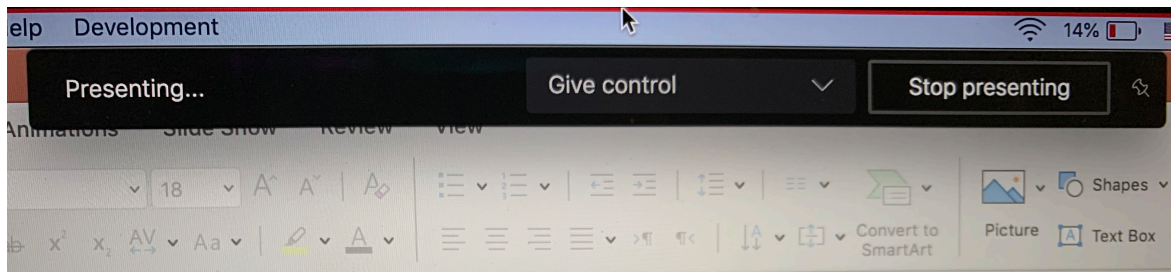
Students can see everything that shows on your screen

Students can only see the selected application window and nothing else

Instructor can use the electronic virtual whiteboard. It is recommended to be used with a pen-enabled device.
Warning: At the moment, whatever you write on the whiteboard will NOT be recorded. Waiting for an update from MS Teams.
⚠ Whiteboard will not be recorded. Support for recording whiteboard is coming soon.
Solution: download the “Microsoft Whiteboard” application (not this button) and use it by sharing desktop/window.

- **To stop presenting:**

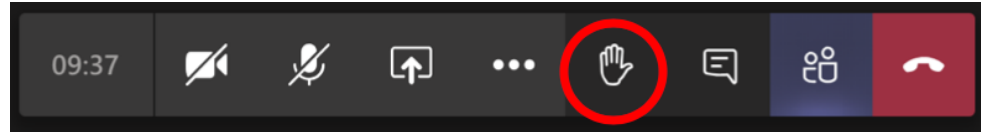
➤ Once you move your cursor towards the top of the page, a black box should appear. Click on “**Stop presenting.**”



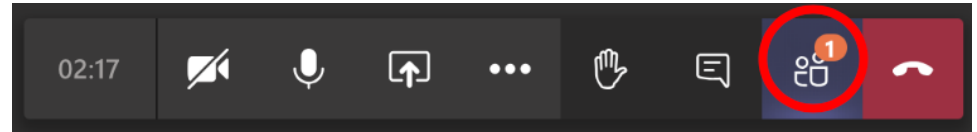
Interacting with Students During Lecture

1) When students have questions, they should use the “raise your hand” feature.

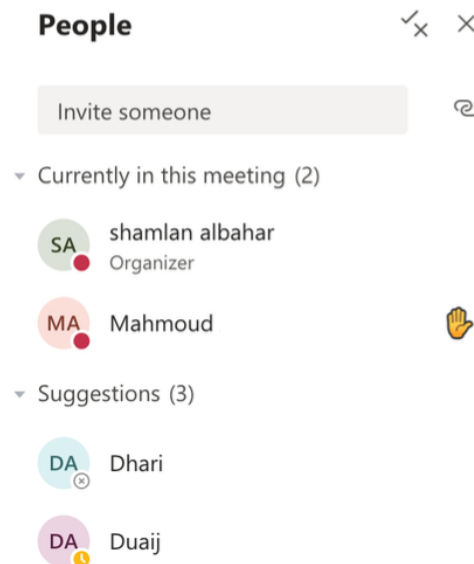
➤ Students choose:



➤ You will see this notification:



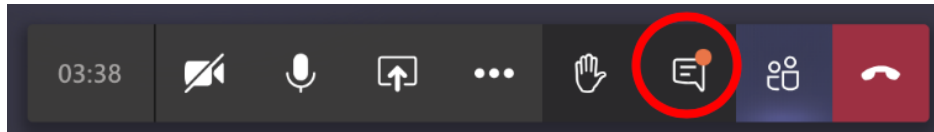
- When you click on the “show participants” icon, a window will appear on the right side of the screen that shows all students attending the lecture.
- The hand icon will be displayed next to the names of students who raised their hand on the participants list.



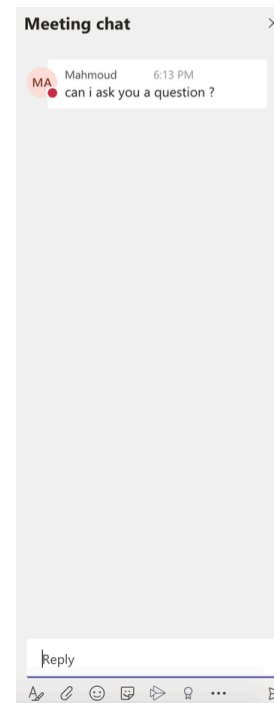
Interacting with Students During Lecture

2) Students can either unmute their microphone to ask a question or write their question in the chat box.

- When something is written in the chat window, you will see this notification on the “show conversation” icon:

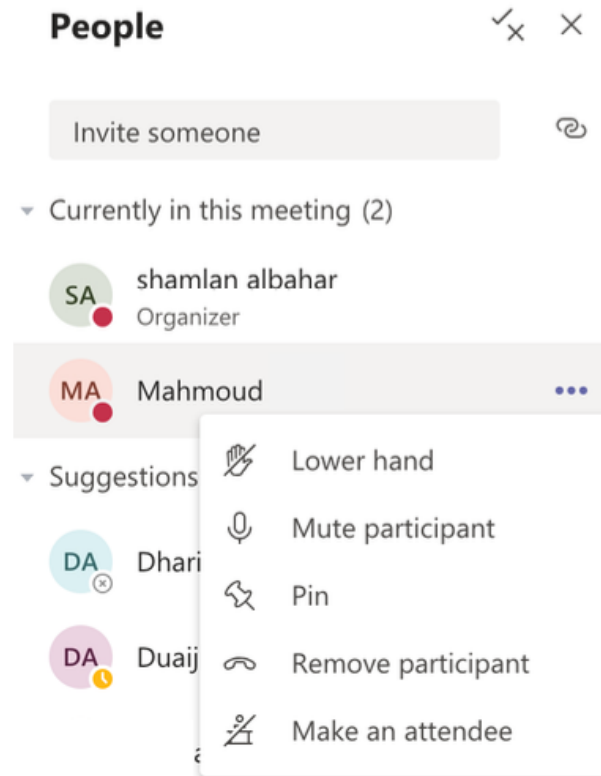


- If you click on it, you can view the student's question.



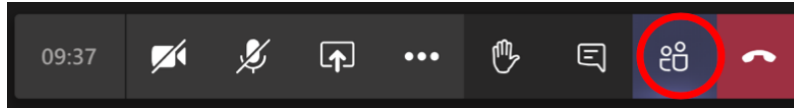
Interacting with Students During Lecture

3) Managing class



Taking Attendance

- Click on the “show participants” icon to view the list of attendees.



- You can download an attendance report that specifically shows the names of all attending students as well as the specific times when they joined and left the meeting.

➤ Ask for IT assistance if you do not have this feature.

People ✓ x [Download icon] x

Invite someone or dial a number

▼ Currently in this meeting (2)

- SA shamlan albahar Organizer → **Instructor**
- MA Mahmoud → **Attending student**

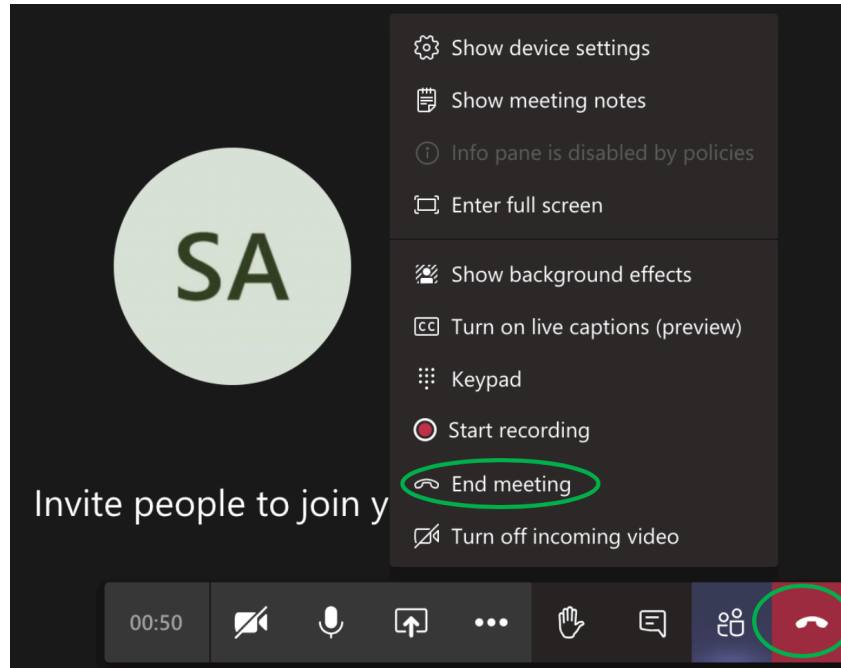
▼ Suggestions (3)

- DA Dhari → **Absent students**
- DA Duaij

To download attendance report

Ending Lecture

- “End meeting” Vs. the red “Hang up” button



- “End meeting” = lecture ends, and students cannot stay in the meeting afterwards.
- “Hang up” = students can stay in the meeting even after you leave.
- **If you’re recording your lecture, it’s important to use “End meeting” so that your recording stops when you leave (you can still use “stop recording”).**

Tutorials

Option 1: Let your TA create his/her own class team. You can ask him/her to add you to the class team to keep track of tutorials.

Option 2: Create a channel in your team for tutorials.

- Add member
- Type your TA's email and his/her name will pop up.
- Choose “Teachers” to enable your TA to stream his/her tutorial session
- Add your TA as a “teacher” by typing his/her email

The screenshot shows the Microsoft Teams interface for a team named 'ECON Class'. On the left, there is a blue icon representing a document or channel. Below it, the text 'ECON Class' is displayed, followed by a 'General' channel. A red circle highlights the three-dot menu icon next to the team name. A dropdown menu is open, showing various options: 'Manage team', 'Add channel', 'Add member' (highlighted with a red circle), 'Leave the team', 'Edit team', 'Get link to team', 'Manage tags', and 'Delete the team'. On the right, the 'Add members to ECON Class' dialog is visible. It has two tabs: 'Students' and 'Teachers' (highlighted with a red circle). Below the tabs, there is a search bar containing the text 'DA Duajj Alsabah' with a close button. To the right of the search bar is a blue 'Add' button.

- Add a channel for the tutorial.

Creating Channels

- You can create channels that are accessible to all students in your class or only to a specific group of students.

The screenshot displays the Microsoft Teams interface for a team named "ECON Class". On the left, a navigation pane shows the "General" tab selected. A menu is open, listing various team management actions. The "Add channel" option is highlighted with a red circle. To the right, the "Create a channel for 'ECON Class' team" dialog is visible. It includes a "Channel name" field with "Chapter 1" entered, a "Description (optional)" field with the placeholder text "Help others find the right channel by providing a description", and a "Privacy" dropdown menu. The "Privacy" menu is open, showing three options: "Standard - Accessible to everyone on the team" (selected), "Standard - Accessible to everyone on the team", and "Private - Accessible only to a specific group of people within the team".

ECON Class

General

- ...
- Manage team
- Add channel**
- Add member
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team

Create a channel for "ECON Class" team

Channel name

Chapter 1

Description (optional)

Help others find the right channel by providing a description

Privacy

- Standard - Accessible to everyone on the team
- Standard - Accessible to everyone on the team
- Private - Accessible only to a specific group of people within the team

Creating Channels

- Each channel has its own posts and files.
- Teachers can access all channels.

< All teams



ECON Class ...

General


Chapter 1

Chapter 2

Student Group 1 

Student Group 2 

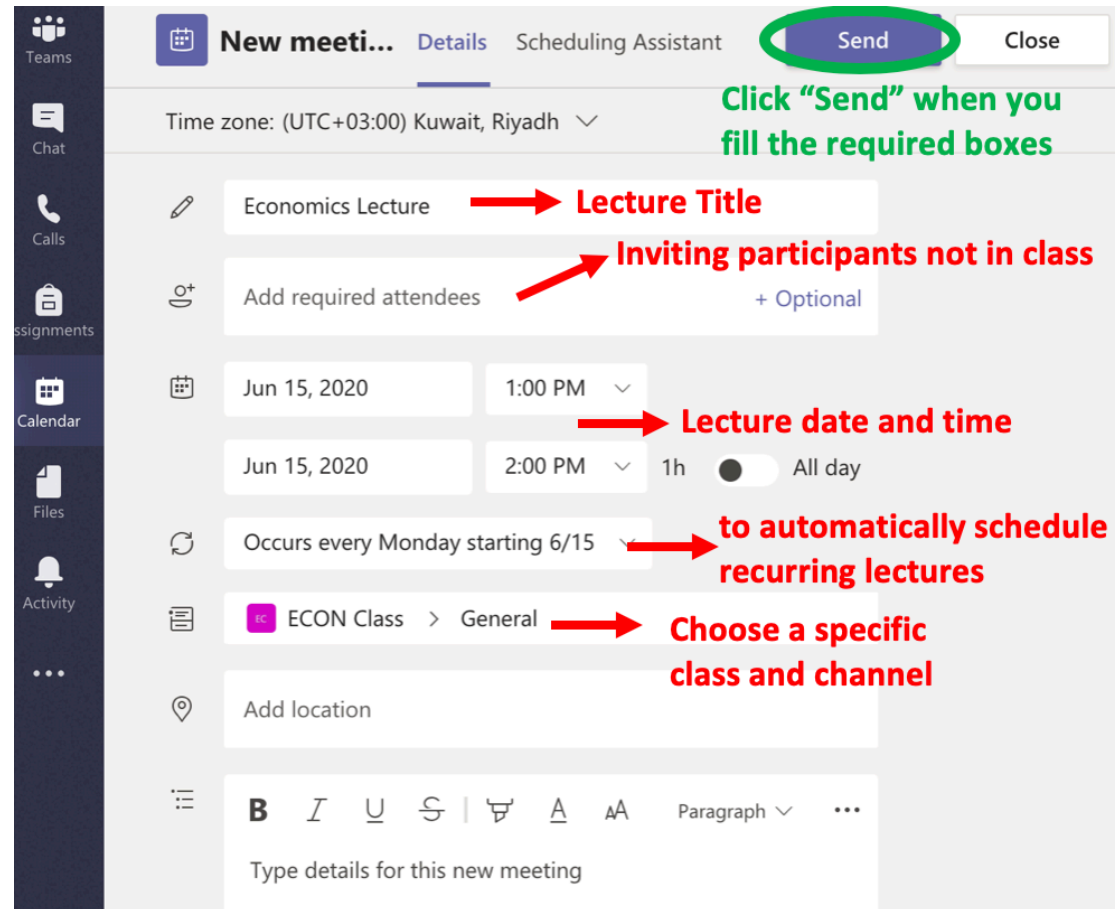
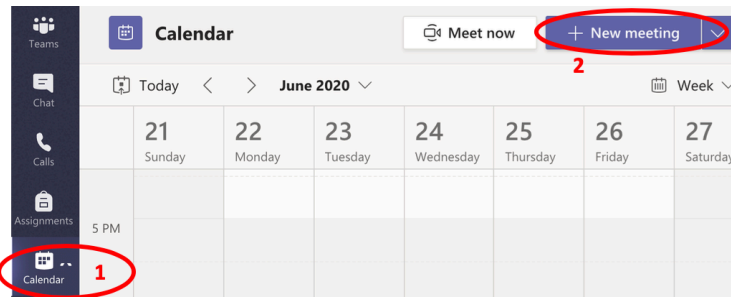
Tutorial

 **Chapter 1** Posts Files Notes +



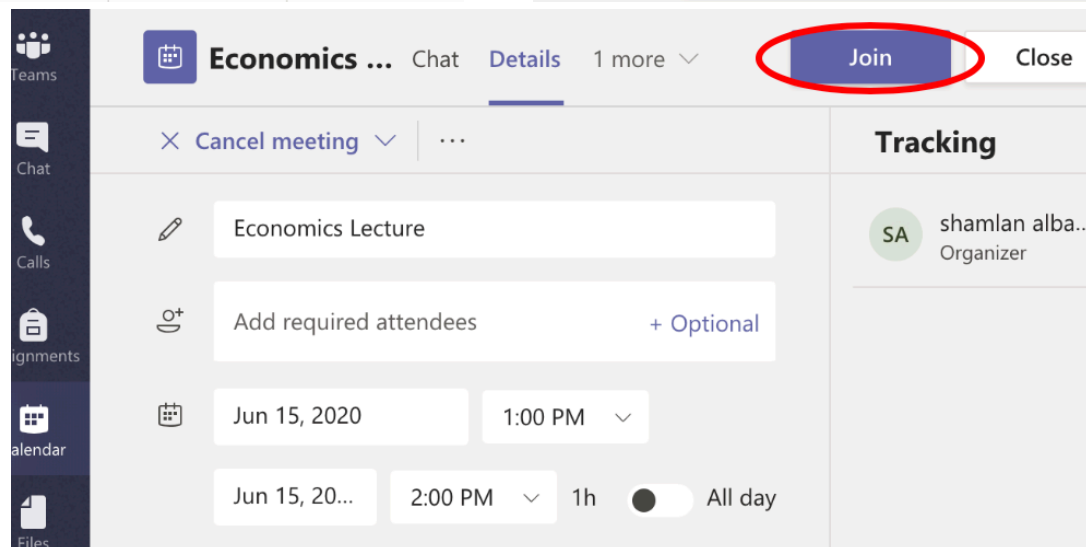
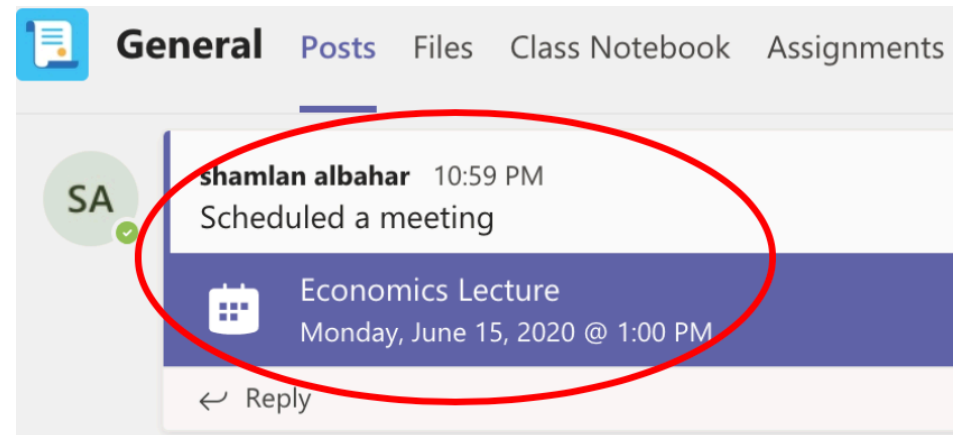
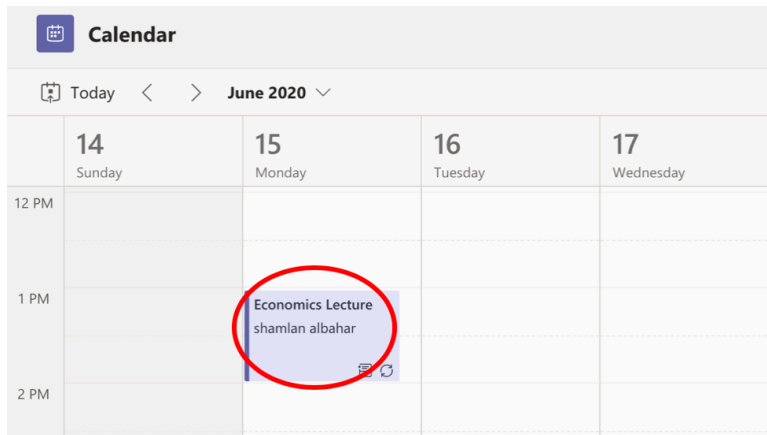
Scheduling Classes

- You have the option to schedule a class meeting using the calendar.



Joining a Pre-Scheduled Class

- You can join a pre-scheduled class either from your “Calendar” or from the “Posts” page in your team.



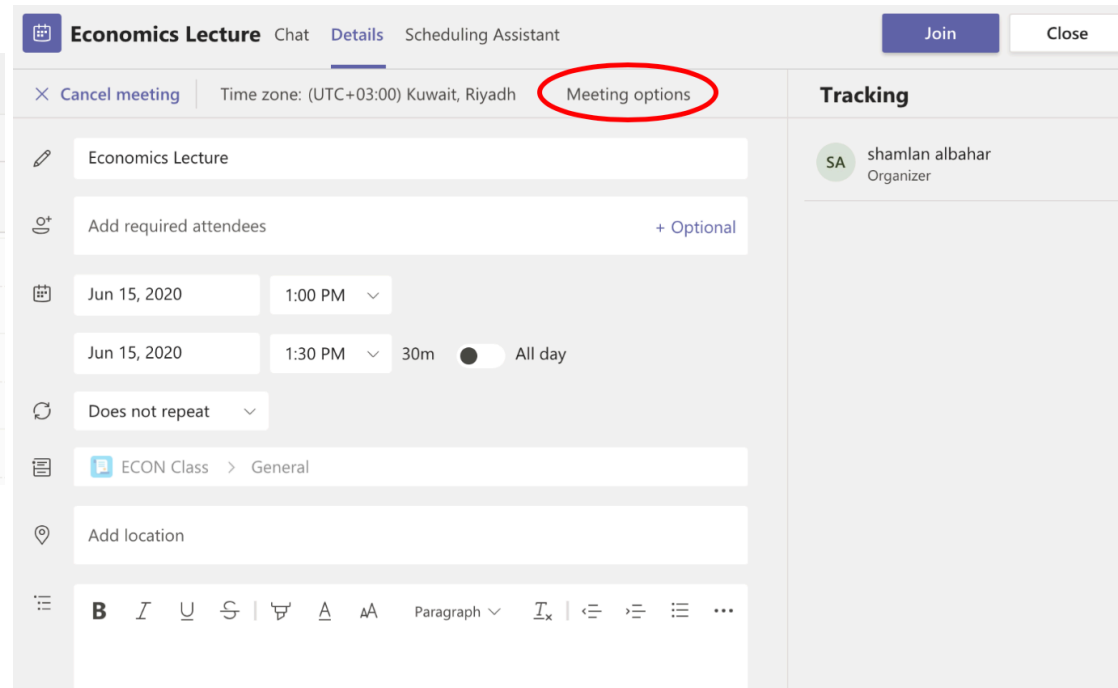
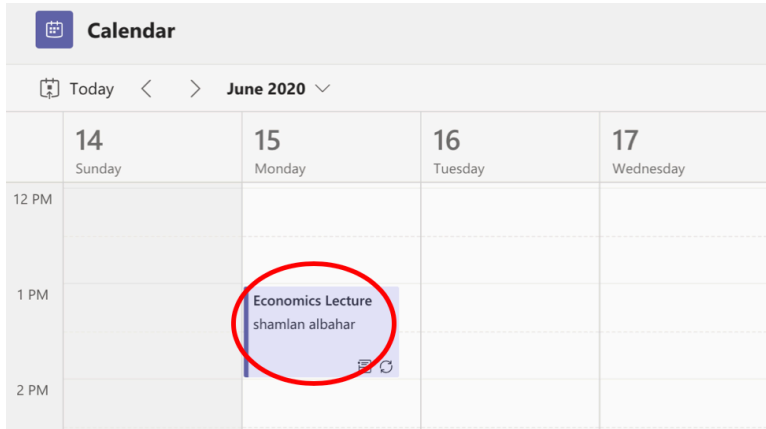
Why is Scheduling Classes Recommended?

- In the meantime, students have presenter privileges (e.g. start/stop recording, mute, lower hand, remove other participants).
- KU admins are working on limiting student privileges. Not sure when they'll be done.

Capability	Organizer	Presenter	Attendee
Speak and share video	✓	✓	✓
Participate in meeting chat	✓	✓	✓
Share content	✓	✓	
Privately view a PowerPoint file shared by someone else	✓	✓	✓
Take control of someone else's PowerPoint presentation	✓	✓	
Mute other participants	✓	✓	
Remove participants	✓	✓	
Admit people from the lobby	✓	✓	
Change the roles of other participants	✓	✓	
Start or stop recording	✓	✓	

Why is Scheduling Classes Recommended?

- I'll assume now that students will still have presenter privileges. So how can we deal with that?
 1. We want to make students “**attendees**” rather than being “**presenters.**”
 2. In this case, it is very important to schedule your lectures in the calendar.
 3. After scheduling your class meeting, click on it in your calendar and then click on “**Meeting options.**”



Why is Scheduling Classes Recommended?

4. A web page will pop up in your default browser.
 - Safari doesn't support meeting options yet. You can copy the link and open it in Google Chrome or Firefox.
5. Change meeting options by selecting **"Only me"** in the "Who can present?" dropdown. Then Click **"Save."**

Economics Lecture

📅 June 15, 2020, 1:00 PM - 1:30 PM

👤 shamlan albahar

Meeting options

Who can bypass the lobby?

Everyone

Always let callers bypass the lobby

Yes

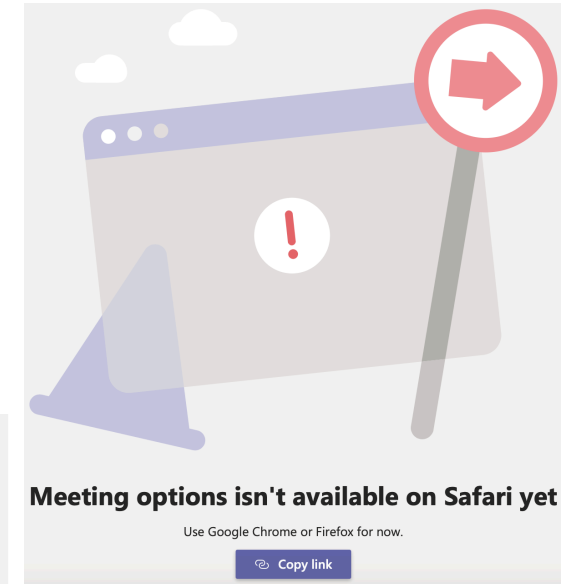
Announce when callers join or leave

Yes


Who can present?

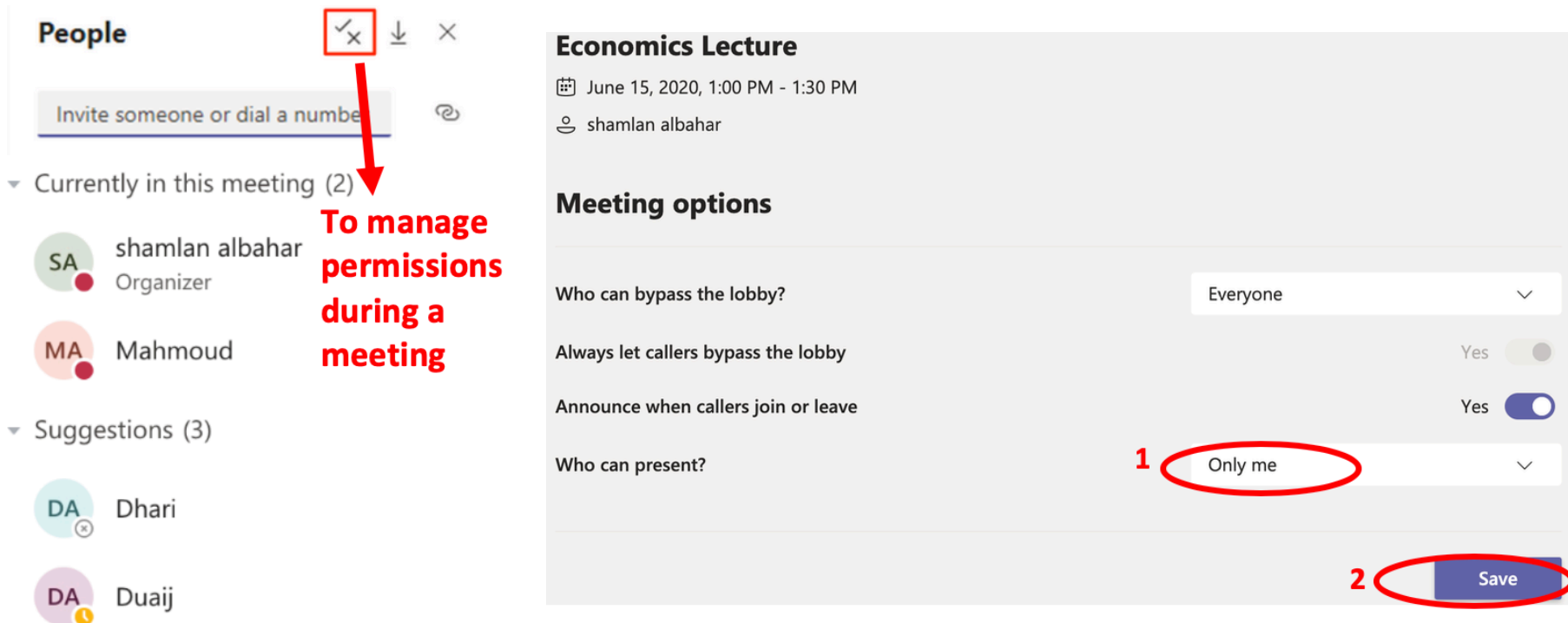
1 Only me

2 Save






Changing Meeting Options During Meeting

- Change the meeting options during a meeting by clicking on the “**Manage permissions**” tool  in the participants pane.
- **Reminder:** a web page will pop up in your default browser.
 - Safari doesn't support meeting options yet. You can copy the link and open it in Google Chrome or Firefox.



The screenshot shows a meeting interface with two main panels. On the left is the 'People' panel, and on the right is the 'Meeting options' panel.

People Panel:

- Header: **People**
- Buttons:  (highlighted with a red box), , 
- Input field: **Invite someone or dial a number**
- Section: **Currently in this meeting (2)**
- Participants:
 - SA shamlan albahar (Organizer)
 - MA Mahmoud
- Section: **Suggestions (3)**
- Suggestions:
 - DA Dhari
 - DA Duajj

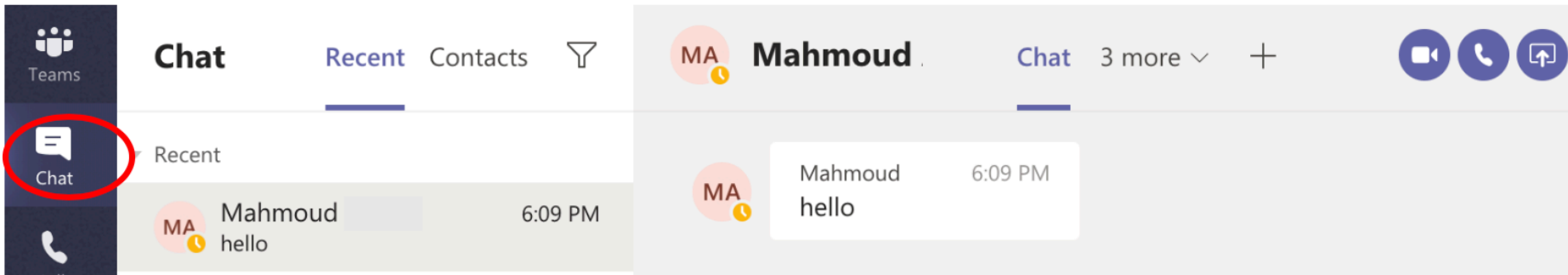
Meeting options Panel:

- Header: **Economics Lecture**
- Calendar icon: June 15, 2020, 1:00 PM - 1:30 PM
- Profile icon: shamlan albahar
- Section: **Meeting options**
- Options:
 - Who can bypass the lobby?
 - Always let callers bypass the lobby:
 - Announce when callers join or leave:
 - Who can present? **1** (highlighted with a red circle)
- Bottom right: **2** (highlighted with a red circle)

To manage permissions during a meeting

Online Office Hours


- The “Chat” option can help you in holding your office hours.



- **How to interact with your student?**

➤ Chat messages

➤ Audio call 

➤ Video call 

➤ You can share your screen with your student to explain something

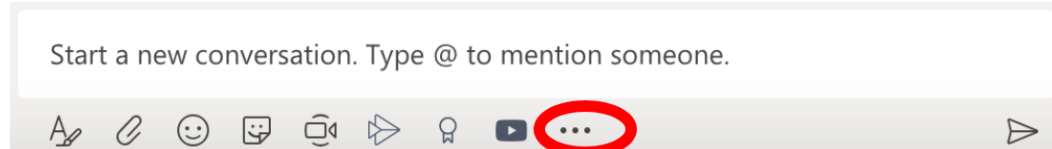


➤ Your student can share his/her screen with you

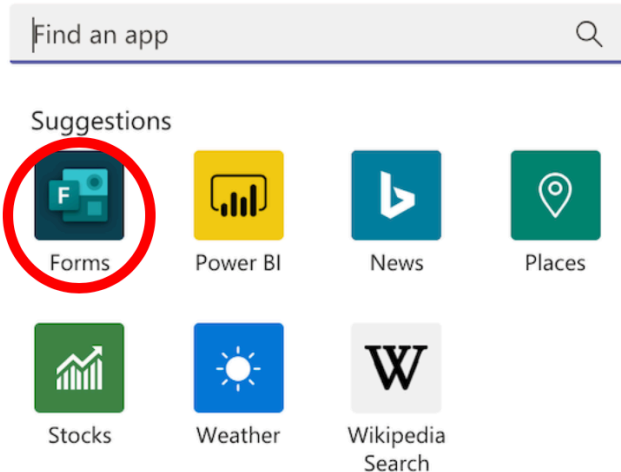
Quick Polls

1. **During meeting:** Click on the “show conversation” icon. The meeting chat will pop up on the right. click on the three dots.

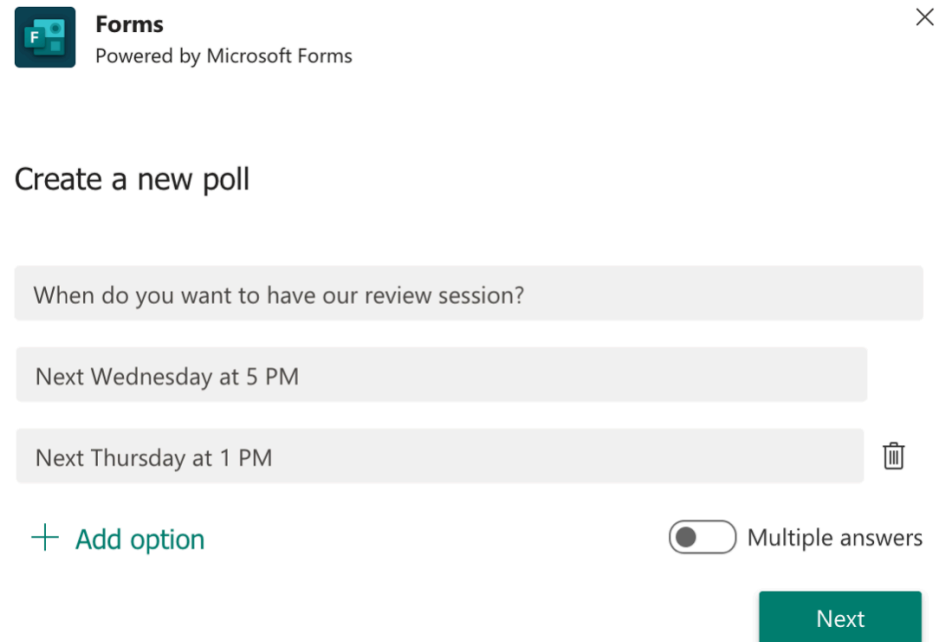
At any time: On the “Posts” page, go to the chat window at the bottom of the page and click on the three dots.



2. Choose the “Forms” app.

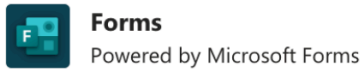


3. Type in your question and options, and then click “Next.”



Quick Polls

4. Preview your poll, and then click “Send” to post it.



Here is a preview of the card you will be sending.

shamlan albahar created a poll
Results are visible to everyone; Names recorded

When do you want to have our review session?

Next Wednesday at 5 PM

Next Thursday at 1 PM

[Submit Vote](#)



5. This is how it will look like on the “Posts” page.

Forms 8:19 PM Updated

shamlan albahar created a poll
Results are visible to everyone; Names recorded

When do you want to have our review session?

Next Wednesday at 5 PM

Next Thursday at 1 PM

[Submit Vote](#)

← Reply

Forms 8:19 PM

Next Wednesday at 5 PM	0% (0)
Next Thursday at 1 PM	0% (0)

0 responses

← Reply

Quick Polls

6. To close the poll and stop voting, you have to delete **the upper post**.

Forms 6/12 8:19 PM

shamlan albahar created a poll
Results are visible to everyone; Names recorded

When do you want to have our review session?

- Next Wednesday at 5 PM
- Next Thursday at 1 PM

[Submit Vote](#)

← Reply

Forms 6/12 8:19 PM Updated

Next Wednesday at 5 PM	0% (0)
Next Thursday at 1 PM	100% (1)

1 response

← Reply

1

2

Delete this post to close voting

Leave this post To show results

Save this message

Delete

Mark as unread

Copy link

Share to Outlook

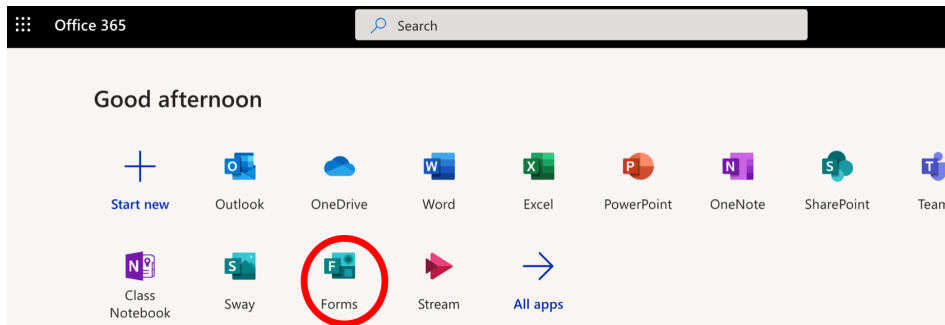
Immersive Reader

Turn on notifications

More actions >

Detailed Poll Results

1. To view participants responses by name, sign in to your **Office 365** account by visiting <https://login.microsoftonline.com/> and then choose the **Forms** app.



2. Choose the question. Click on the "Responses" tab. You can view detailed results by clicking "View results" or "More Details."

A screenshot of the Microsoft Forms interface. At the top, there are two tabs: "Questions" and "Responses". The "Responses" tab is selected and circled in red, with a red "1" and a notification icon. Below the tabs, the question "When do you want to have our review session?" is displayed. A summary card shows "1 Responses", "00:00 Average time to complete", and "Active Status". A "View results" button is circled in red. Below the question, there is a legend for a pie chart showing two options: "Next Wednesday at 5 PM" with 1 response and "Next Thursday at 1 PM" with 0 responses. A red "2" is placed above the "More Details" link, which is also circled in red. A large blue pie chart is partially visible on the right side of the screen.

Creating Assignments

- Select the “**Assignments**” tab. Click on “**Create**” and then “**Assignment**.”

The screenshot displays the Microsoft Teams interface for an "ECON Class". On the left is a dark navigation bar with icons for Teams, Chat, Calls, Assignments, Calendar, Files, and Activity. The main area shows the "ECON Class" chat with a "General" channel selected. At the top of the chat, a horizontal menu contains "General", "Posts", "Files", "Class Notebook", "Assignments", and "Grades". The "Assignments" tab is circled in red and labeled with a red "1". Below this menu, a dropdown menu is open, showing options: "Assignment" (circled in red and labeled with a red "3"), "Quiz", "From existing", and "Create" (circled in red and labeled with a red "2"). The background of the chat area features a graphic of a notebook and pencils, with the text: "Don't you just love a blank slate? Create your first assignment here."

Creating Assignments

General Posts Files Class Notebook Assignments Grades + ↗

New assignment Discard Save **Assign**

Saved: Jun 12, 9:23 PM Click "Assign" when you fill the required boxes

Title (required)
Homework 1 → Select a title for your homework

+ Add category → If you want to categorize this homework

Instructions
Enter instructions → Add instructions

+ Add resources → Add files (e.g. word document, excel spreadsheet).

Points
No points → Choose how many points this assignment is worth

+ Add rubric → Add a grading rubric

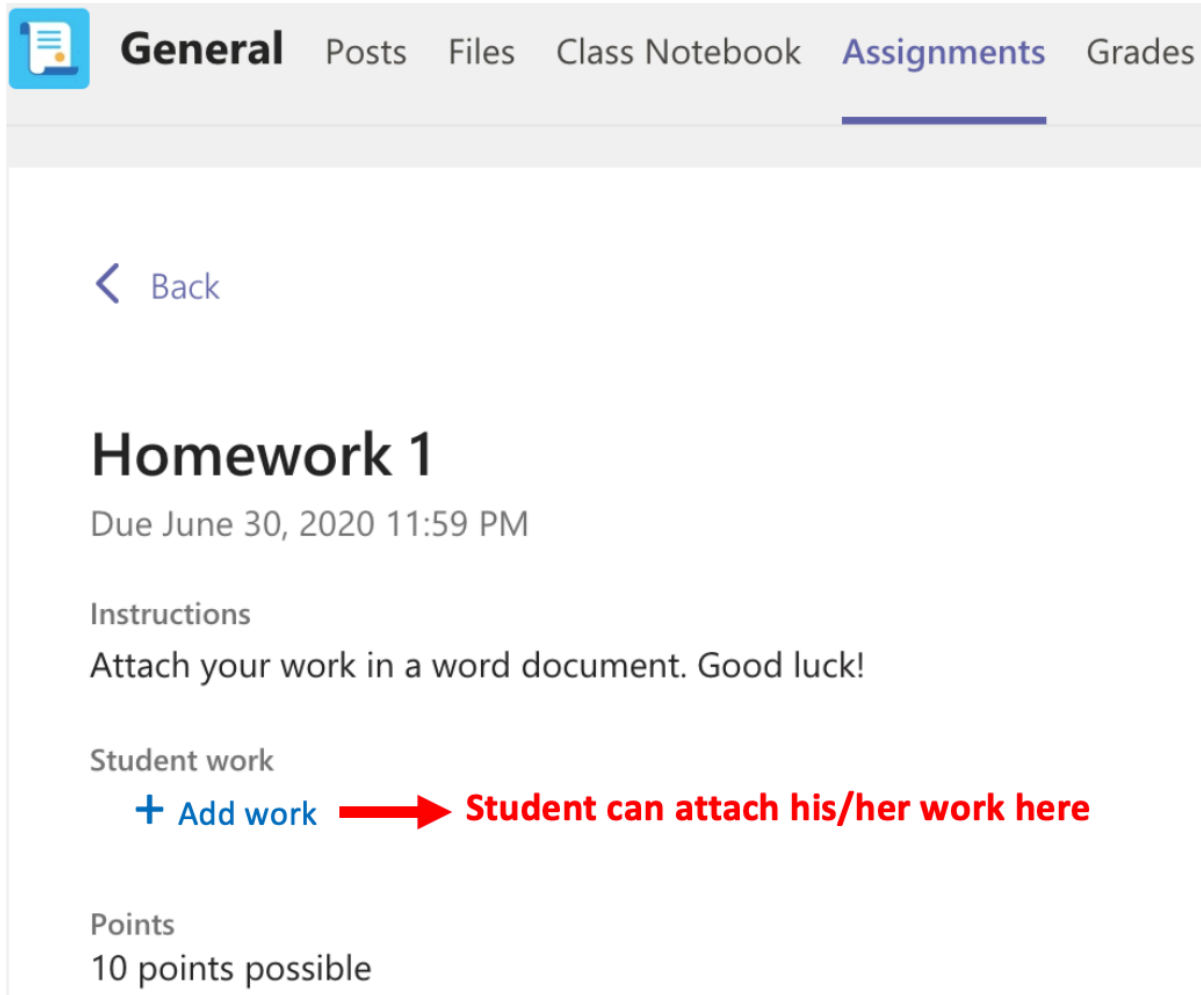
Assign to
ECON Class → Select classes to assign to (multiple is possible) + All students → Assign to all (or specific) students

Don't assign to students added to this class in the future. Edit → Change this option if you intend to add more students later on and assign this homework to them


Date due: Tue, Jun 30, 2020 📅 Time due: 11:59 PM 🕒

Assignment will post immediately with late turn-ins allowed. Edit → Click "edit" to assign on a future date or to prevent late turn-ins

Student View of Assignments



The screenshot shows a navigation bar at the top with a document icon and tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Assignments' tab is selected. Below the navigation bar, there is a 'Back' link with a left-pointing arrow. The main content area features the title 'Homework 1' in a large, bold font, followed by the due date and time 'Due June 30, 2020 11:59 PM'. Underneath is the 'Instructions' section with the text 'Attach your work in a word document. Good luck!'. The 'Student work' section contains a blue '+ Add work' button, which is highlighted by a red arrow pointing to the text 'Student can attach his/her work here'. At the bottom, the 'Points' section indicates '10 points possible'.

 **General** Posts Files Class Notebook Assignments Grades

[← Back](#)

Homework 1

Due June 30, 2020 11:59 PM

Instructions
Attach your work in a word document. Good luck!

Student work
[+ Add work](#) **→ Student can attach his/her work here**

Points
10 points possible

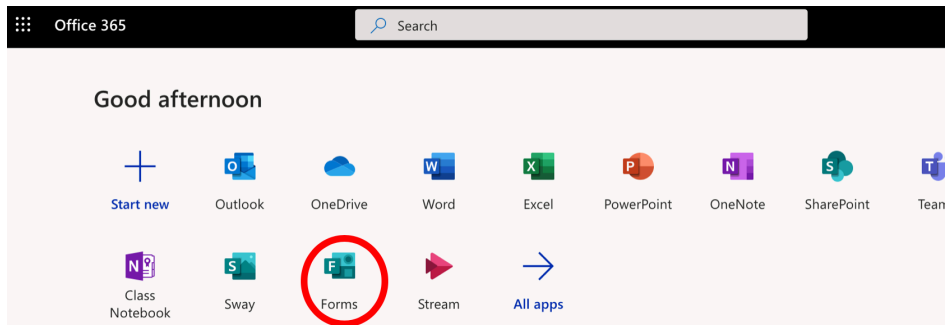
Grading Assignments

- Information on how to view grades, start grading and return multiple grades at once:

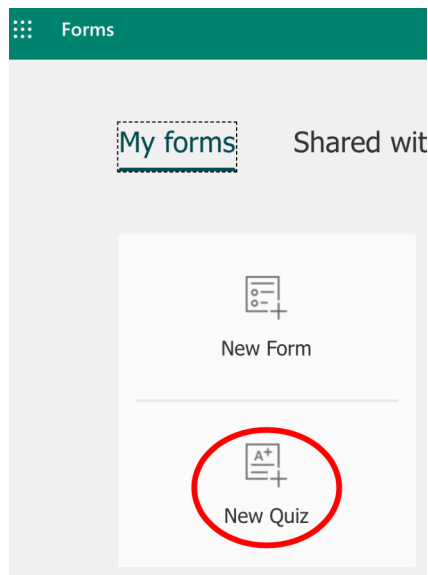
<https://support.office.com/en-us/article/assignments-and-grades-in-your-class-team-7cb294be-2c63-4f2d-acf2-299329bcd5bf>

Creating Quizzes

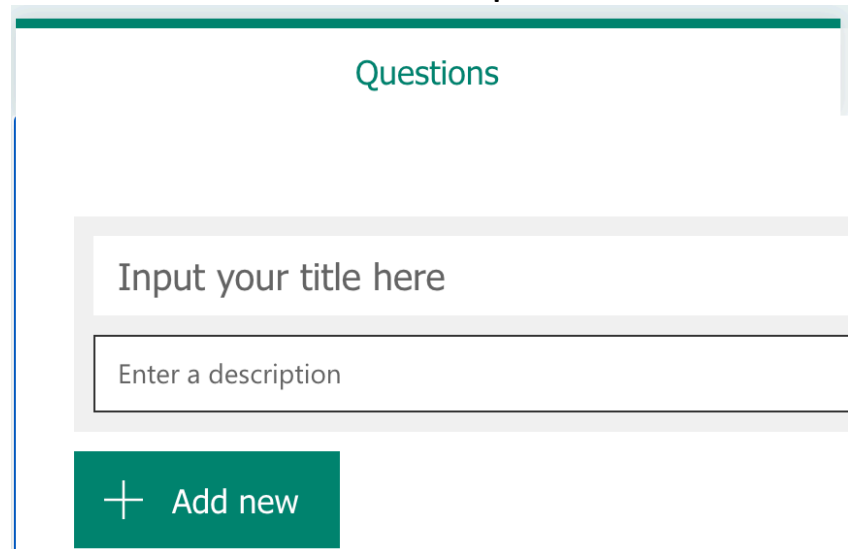
1. To create a quiz, sign in to your **Office 365** account by visiting <https://login.microsoftonline.com/> and then choose the **Forms** app.



2. Click on **"New Quiz"**



3. Create a title for the quiz. Then click **"Add new."**



Creating Quizzes

4. Select the quiz type (multiple choice, text response, rating or choosing a date). I'll choose a multiple-choice quiz as an illustration.

Questions	Responses						
<p data-bbox="345 705 459 746">Quiz 1</p> <p data-bbox="345 815 595 846">Enter a description</p>							
<table border="1"><tr><td data-bbox="330 939 417 986">+</td><td data-bbox="465 948 639 982"><input checked="" type="radio"/> Choice</td><td data-bbox="749 948 894 982"><input type="text"/> Text</td><td data-bbox="1000 948 1170 982"><input type="radio"/> Rating</td><td data-bbox="1277 948 1427 982"><input type="radio"/> Date</td><td data-bbox="1522 948 1566 982">▼</td></tr></table>		+	<input checked="" type="radio"/> Choice	<input type="text"/> Text	<input type="radio"/> Rating	<input type="radio"/> Date	▼
+	<input checked="" type="radio"/> Choice	<input type="text"/> Text	<input type="radio"/> Rating	<input type="radio"/> Date	▼		

Creating Quizzes

5. Add questions and choices. **Important:** Select which choice is the correct answer by clicking on the check icon after you have clicked on that choice. Also, don't forget to specify how many points each question is worth.

The screenshot shows a quiz creation interface with two tabs: "Questions" (active) and "Responses". The main area displays a question editor for question 1. The question text is "Question" with a red arrow pointing to a text input field labeled "Type in quiz question". Below the question are two radio button options, each with a text input field labeled "Please enter a name for this option." and a red arrow pointing to a label "Type in choices". A "+ Add option" button has a red arrow pointing to "Add more choices to this question". At the top right of the question editor are icons for "Copy question", "Delete question", and "Move question" (up and down arrows). Below the question editor are settings: "Points:" with a text input field and a red arrow pointing to "Type in how many points this question is worth. This is very important to specify so that the student grade is automatically calculated"; a "Multiple answers" toggle switch with a red arrow pointing to "Enable this box if this question has multiple correct answers"; a "Required" toggle switch with a red arrow pointing to "Enable this box if you want to make answering this question required for submitting the quiz"; and a menu icon (three dots) circled in green with a red arrow pointing to it. The menu is open, showing options: "Shuffle options" (green arrow pointing to "To shuffle choices"), "Drop-down", "Math" (green arrow pointing to "To insert math equations to question/choices"), "Subtitle", and "Add Branching". A green "+ Add new" button is at the bottom left with a blue arrow pointing to "To add a new quiz question".

Questions Responses

1. Question → Type in quiz question

Copy question Delete question Move question

Please enter a name for this option. → Type in choices

Please enter a name for this option. → Type in choices

+ Add option → Add more choices to this question

Points: → Type in how many points this question is worth. This is very important to specify so that the student grade is automatically calculated

Multiple answers → Enable this box if this question has multiple correct answers

Required → Enable this box if you want to make answering this question required for submitting the quiz

... → To shuffle choices

Drop-down

Math → To insert math equations to question/choices

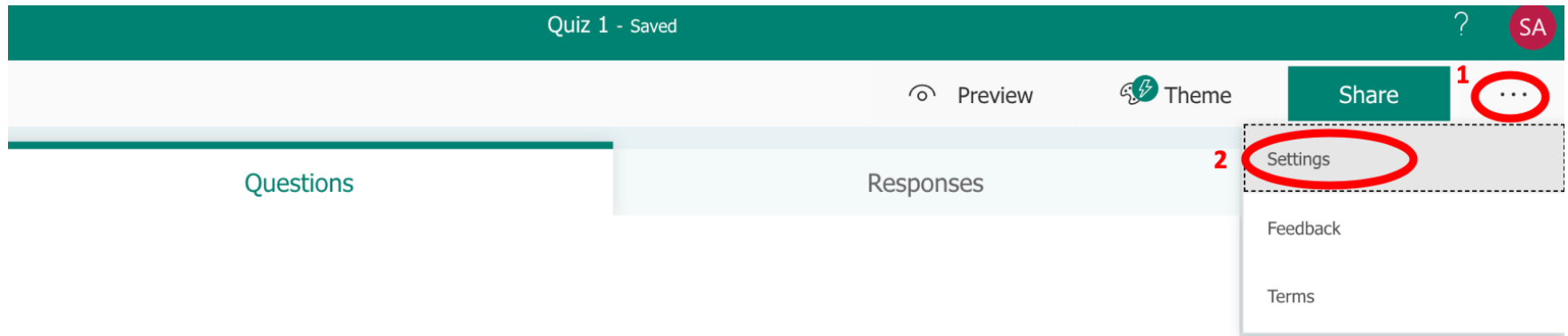
Subtitle

Add Branching

+ Add new → To add a new quiz question

Creating Quizzes

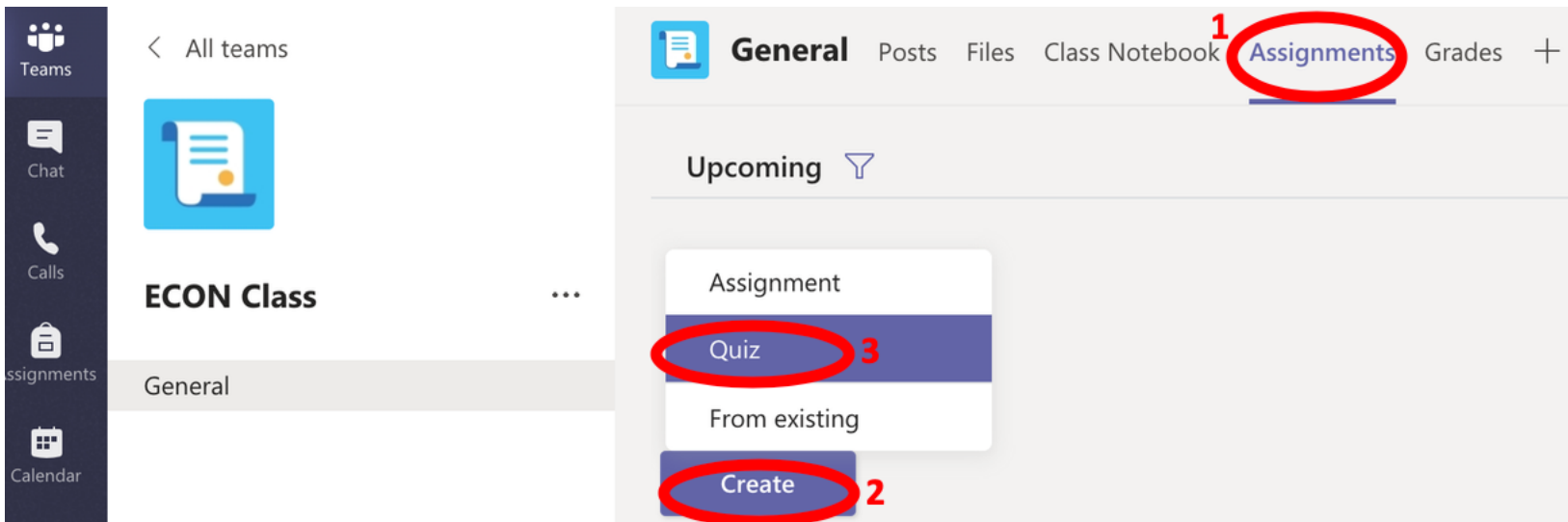
6. Change the settings if you want to shuffle questions, enable one response per person and change other options.



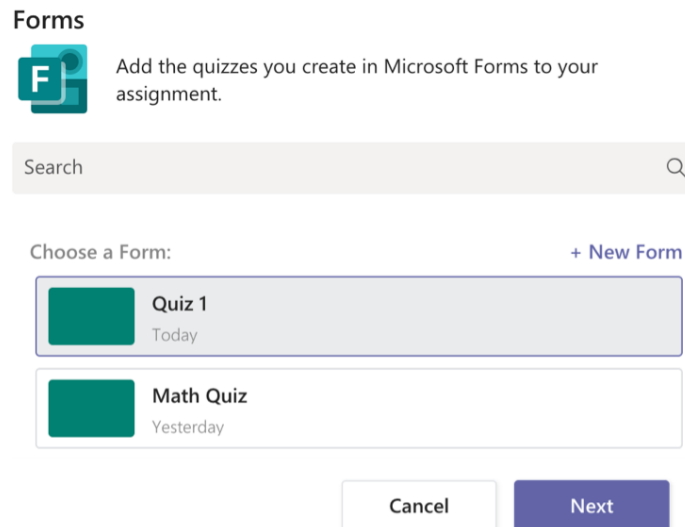
7. You can view detailed responses of students' quiz submissions by following the same steps in viewing detailed poll results (Review "[Detailed Poll Results](#)" section)

Assigning Quizzes

1. Select the “**Assignments**” tab. Click on “**Create**” and then choose “**Quiz**.”



2. Choose the quiz that you want to assign. Click “**Next**.”



Assigning Quizzes

3. Please review “[Creating assignments](#)” section. The options are the same.

New assignment Discard Save Assign

Saved: Jun 14, 10:54 PM

Click “Assign” when you’re ready to assign this quiz

Title (required)

Quiz 1

Add category

Instructions

Enter instructions

Add resources

Points

10 **→ It’s important not to forget to specify how many points this quiz is worth.**

Add rubric

Assign to

ECON Class All students

Don't assign to students added to this class in the future. [Edit](#)

Date due Time due

Mon, Jun 15, 2020 11:59 PM

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

Missing Some Features?

- If you are missing some features, try to manually update your MS Teams app. This might solve the problem.

The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar with the text "Search or type a command". Below the search bar, the "Calendar" view is displayed for June 2020, showing a grid for the days 07 (Sunday) through 11 (Thursday). The time slots range from 12 AM to 3 AM. On the right side, the user profile menu is open, showing the user's name "shamlan albahr" and various options. The "Check for updates" option is highlighted with a red circle, and a red number "2" is placed next to it. The user profile icon in the top right corner is also circled in red with a red number "1".

	07 Sunday	08 Monday	09 Tuesday	10 Wednesday	11 Thursday
12 AM					
1 AM					
2 AM					
3 AM					

User Profile Menu:

- SA shamlan albahr
- Change picture
- Available
- Set status message
- Saved
- Settings
- Zoom (100%)
- Keyboard shortcuts
- About
- Check for updates**
- Download the mobile app
- Sign out