

# HOW PARENTS CAN VIEW HOMEWORK ASSIGNMENTS ON MICROSOFT TEAMS

1

Ask your son/daughter to log in to Microsoft Teams  
They can do this on a computer, tablet, or phone using the Teams app or the web version.

2

Go to the left-hand menu and click on Assignments

- On desktop/tablet/web, “Assignments” appears in the main menu on the left.
- On mobile, tap the three lines (menu) in the corner and select Assignments.

*Students will see all assignments across subjects.*

3

View current, completed, or upcoming tasks. Teams shows:

- To Do – homework that is due or in progress
- Completed – homework already handed in
- Returned – marked work with feedback

4

Click any assignment to see full details. This includes:

- A description of the task
- Any attachments or worksheets
- Due date
- Submission status

