

Microsoft Teams Search

Activity Chat Teams Assignments Calendar Calls Files Apps Help

### New assignment

Discard Save Assign

Title (required)  
Enter title

Add category

Instructions  
Enter instructions

Add resources + New

Points  
No points

Add rubric

Assign to  
Class All students

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

Date due Sat, 10 Jul 2021 Time due 23:59

Assignment will be posted immediately with late hand-ins allowed. [Edit](#)

Settings  
Add assignment to calendars None

Add points

Add assessment rubric

Add evaluation rubric

Rubric name

Rubric description

Assessment criteria

Total points for criteria

Add criteria

Evaluation level

Level marks

Add level of evaluation

Level of evaluation description

Add rubric to task

Discard rubric

The screenshot shows the 'New rubric' dialog box in Microsoft Teams. The dialog has a dark header with the Microsoft Teams logo and a search bar. The main content area is white and contains the following elements:

- Title:** A text input field with the placeholder 'Enter title (required)'. A callout points to this field with the label 'Rubric name'.
- Description:** A text input field with the placeholder 'Enter description'. A callout points to this field with the label 'Rubric description'.
- Points:** A toggle switch labeled 'Points' is currently turned on (Yes). A callout points to this toggle with the label 'Evaluation level'.
- marking criteria:** A table with five columns representing evaluation levels: Excellent, Good, Fair, Poor, and a plus sign for adding more levels. Each column has a numerical value (4, 3, 2, 1) and a corresponding description field. A callout points to the plus sign with the label 'Add level of evaluation'. A callout points to the 'Excellent' description field with the label 'Assessment criteria'. A callout points to the 'Excellent' criteria field with the label 'Level of evaluation description'. A callout points to the 'Total points' field (100%) with the label 'Total points for criteria'. A callout points to the plus sign for adding criteria with the label 'Add criteria'.
- Buttons:** 'Cancel' and 'Attach' buttons are at the bottom right. A callout points to the 'Cancel' button with the label 'Discard rubric'. A callout points to the 'Attach' button with the label 'Add rubric to task'.