

# A QUICK GUIDE TO

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# MICROSOFT CLASSWORK

## WHAT IS CLASSWORK?

Classwork is designed to help you streamline your lesson planning process and organize your class resources more efficiently. Classwork is a one-stop shop to create and organize class resources, including Assignments, OneNote Class Notebook pages, web links, files, and Teams channels.



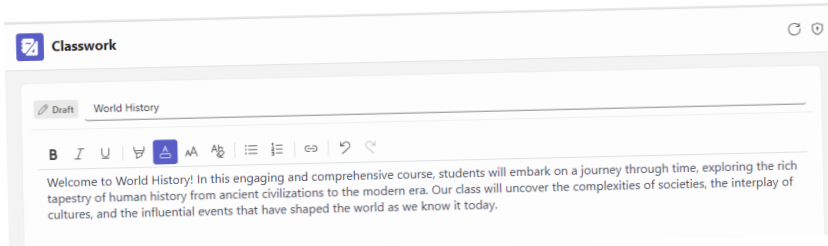
## MODULES

In Classwork, you can create modules of study to organize your course, such as by topics or weeks, and add descriptions to those modules.



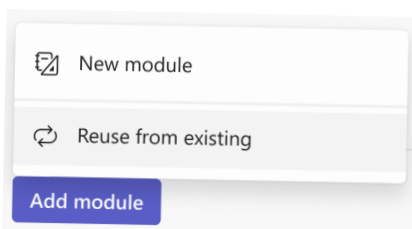
Modules contain resources such as Assignments, Files, Links, and more.

- Navigate to the desired Class Team, then select Classwork.
- Select the Add Module button, located in the bottom left corner.
- Enter a title and a description.
- Finish by choosing the **Save** button. Your module will be saved as a draft until you publish it.



## REUSE MODULES

Modules can be reused in Class Teams, including their resources. Reusing a module will copy the module and its resources into the desired Class Team.



1. Navigate to the Class Team you want to copy modules into, then select Classwork.
2. Select Add module > Reuse from existing.

## ASSIGNMENTS

Assignments in the same team can be added to a module. Assignments from other Class Teams can be recreated. New assignments can be created directly within Classwork.

Navigate to the desired **Class Team**, then select **Classwork**.

Navigate to the desired module, select **+ > Assignment**.

Select the desired option.

## RESOURCES

Resources are any items inside of a module in Classwork. Supported resource types are:

- Files
- Links
- Assignments
- Teams channels
- OneNote Class Notebook pages

## ORGANISE RESOURCES

You can **drag and drop content** to organize it within the modules to customize exactly how your students will see it.

You can **pin modules**  to make it easy for students to find the current topic they are working on and help them stay on track.

Navigate to the desired Class Team, then select Classwork. Navigate to the desired module, select More > Pin module

