Getting Started With Your Class Team

💻 How to create a team

▸ 🧬 Biology 1st Period ⋯		
▸ 🌐 Creative Writing 9/10 B ⋯		
▸ 🔤 English Department ⋯		
🏬 Store	📙 Intermediate English ⋯	
💡 Feedback	👥⁺ Join or create a team ⚙	

Join or create a team

Create a team
👥👥👥
👥⁺ Create team

Join a team with a code
Enter code
Got a code to join a team? Enter it above.
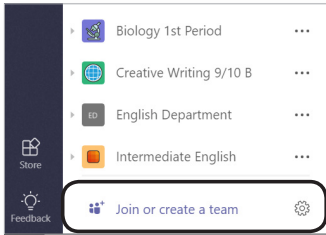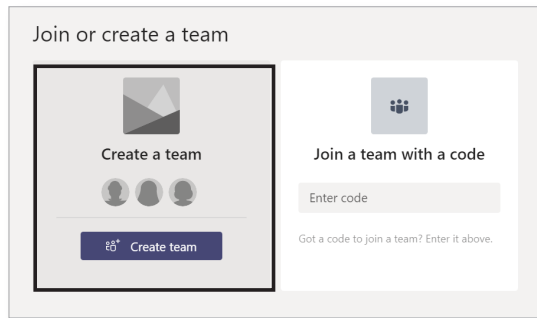
1. At the bottom of the left rail, select **Join or create a Team.**

2. Then select **Create a Team.**
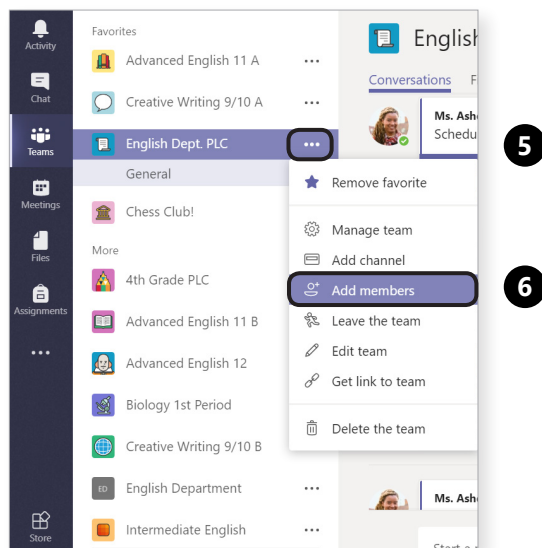
1

2

Screen key

💻 Choose the type of team

Choose a team for

Classes	PLCs	Staff Members	Anyone
Teachers and students collaborating on group projects, assignments, and more	Educators collaborating within a professional learning community	Staff leaders and staff members collaborating on school administration and development	Students and school employees collaborating in interest groups and clubs
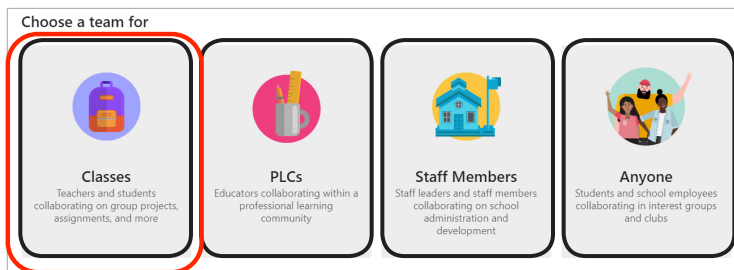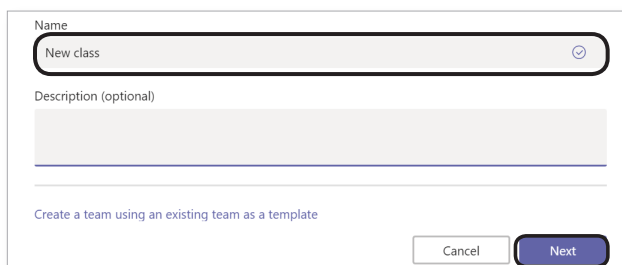
3. Choose the type of team you'd like to create.

3

Name
New class ⊘

Description (optional)

Create a team using an existing team as a template

Cancel   Next

4

4. Name your channel and add members.

Screen key

🖥 Add more team members later

Screen key

5. Select the ••• **More** button next to the Team.

6. Then choose **Add members.**

🖥 Add a team picture
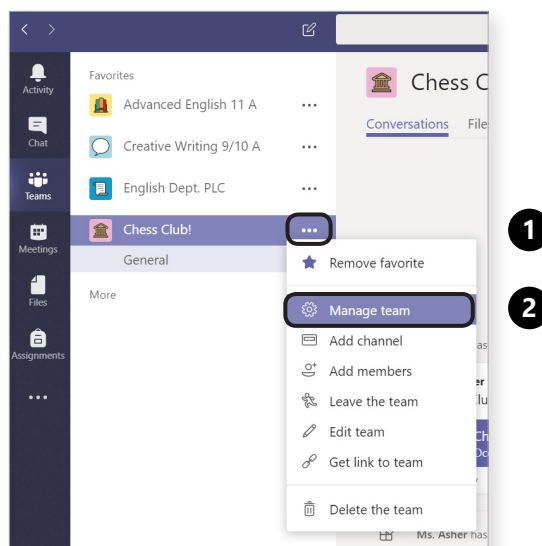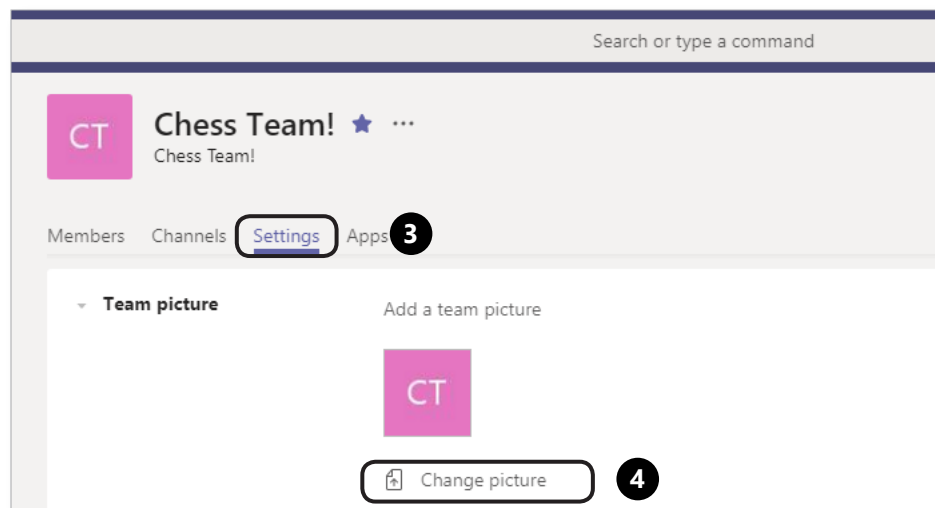

Screen key

1. Select the ••• **More** button next to the Team.

2. Then choose **Manage team.**
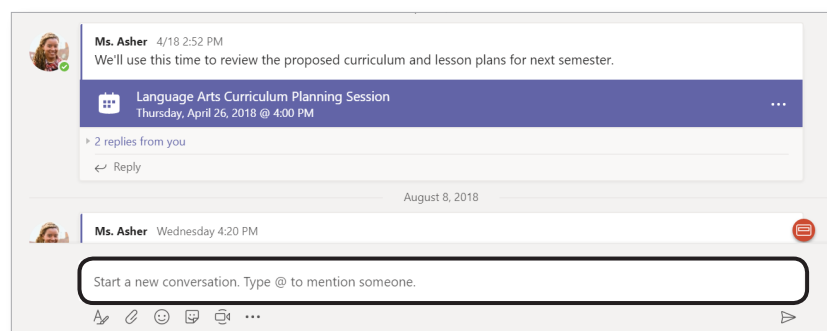
📺 Add a team picture

3. Select **Settings**, in the tabs section.

4. Then click **Change picture**.

Screen key

📺 Posting comments and @mentioning

Post comments and **@mention** Team members.

Screen key
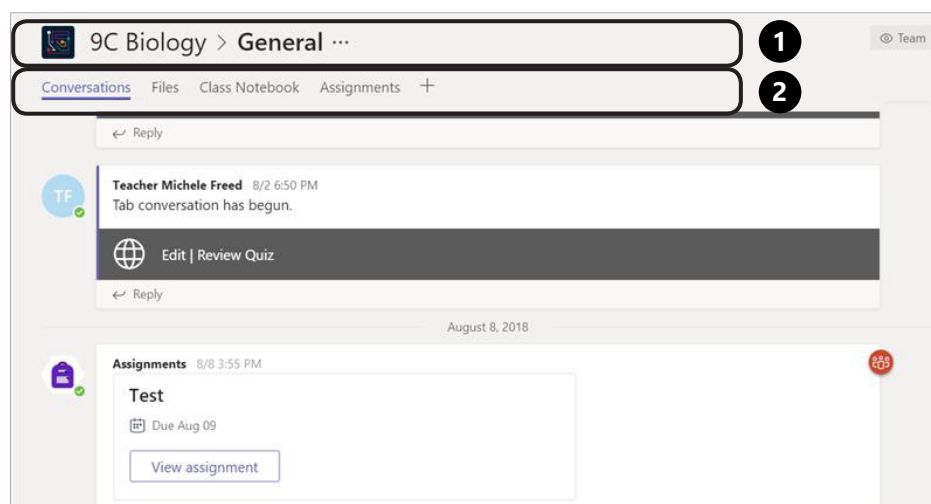
💻 The me space: Keep track of your own apps and files.

App bar — ... — **Left rail**

Screen key

In the me space, you will find:
1. Notifications
2. Private chats
3. Teams
4. Meetings
5. Personal files
6. All the assignments *you* create
7. Any apps that *you* add

# 💻 The we space: Collaborate with students.

9C Biology > General ···

Conversations Files Class Notebook Assignments +

↩ Reply

Teacher Michele Freed 8/2 6:50 PM
Tab conversation has begun.

⊕ Edit | Review Quiz

↩ Reply

August 8, 2018

Assignments 8/8 3:55 PM

Test
📅 Due Aug 09

View assignment

Screen key

1. The class nav is for wayfinding. It shows which team and channel you are in.

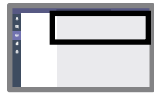**2.** These are **tabs**, which your students share with you.
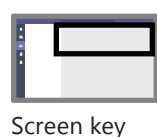
⊟ **The we space:** Collaborate with students.
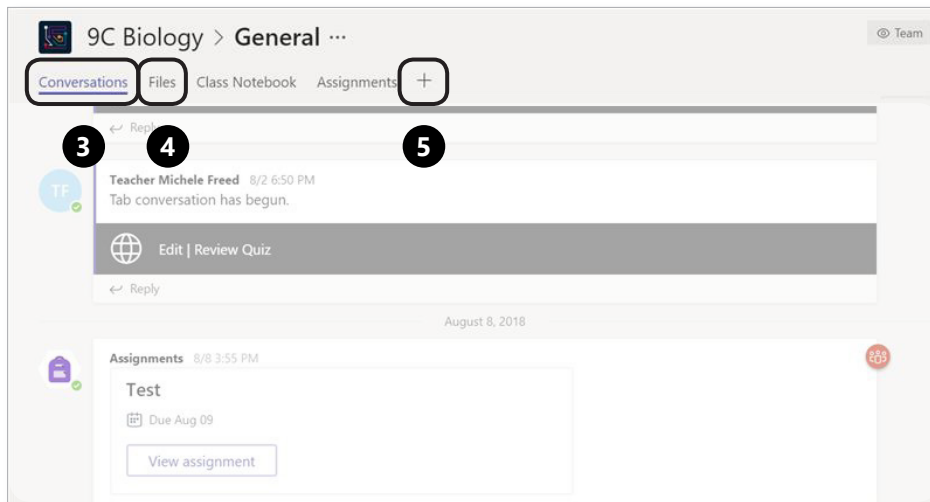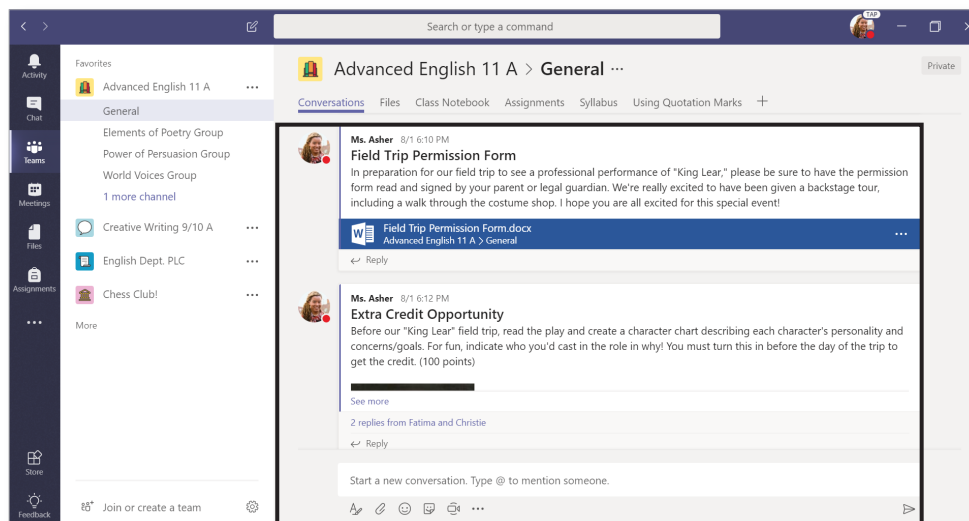

There are tabs
for each channel.
Here you will:

Navigate between
3. conversations,
4. files, and more

5. Add new tabs
by selecting
the plus sign.

Screen key
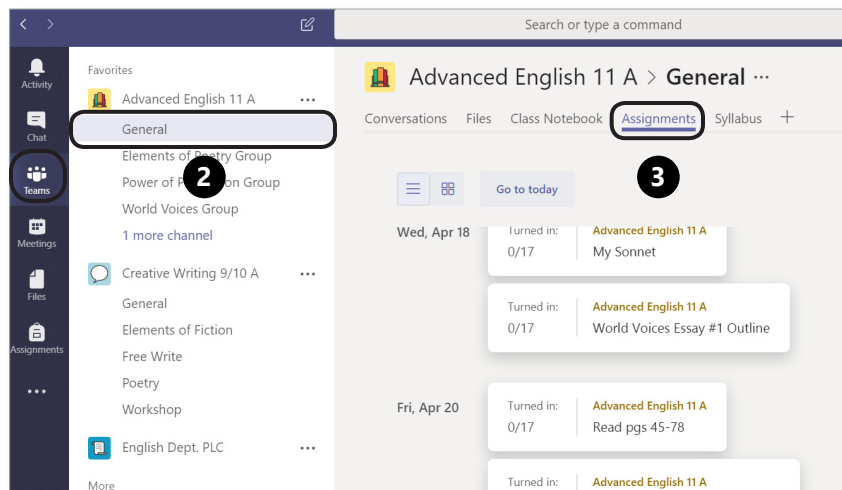
⊟ The canvas

**This is the
workspace.**
Whatever you've
selected in the
app bar, left rail,
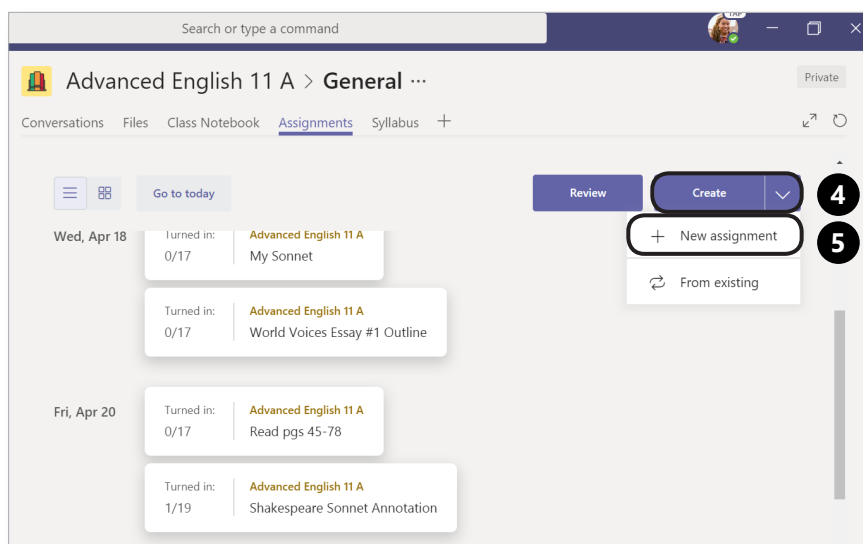or tabs, shows
up here.

Screen key

🖥️ Create an assignment

Creating assignments in your class is as easy as a few clicks. No really, it's just a few clicks.
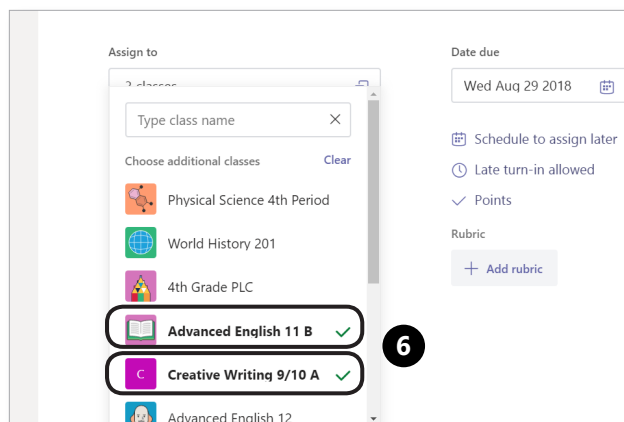

Screen key

1. Select Teams from the app bar, then find your class.

2. Under your class name, select the **General** channel.

3. Click the **Assignments** tab.

🖥️ Create an assignment

Screen key

4. Click the **Create** button.

5. Then click **+New assignment**.
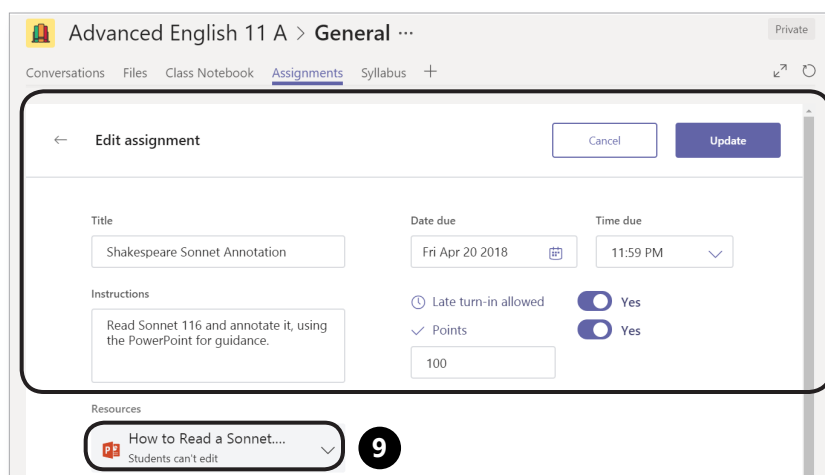
🖥 Create an assignment

6. Select one or multiple classes to assign work to.

7. *Option:* Choose individual students in one class to assign work to. *(Note: This feature is only available when you're assigning to one class, not when you're assigning to multiple classes.)*

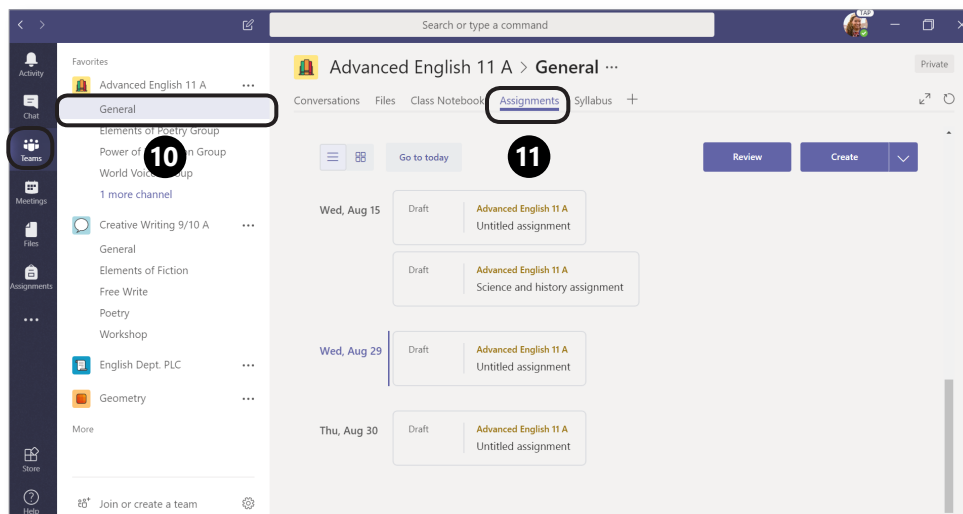Screen key

---

🖥 Create an assignment

8. Fill out the details for the assignment.

9. Add **resources** (i.e. supporting documents, works cited templates, worksheets, and other helpful materials).
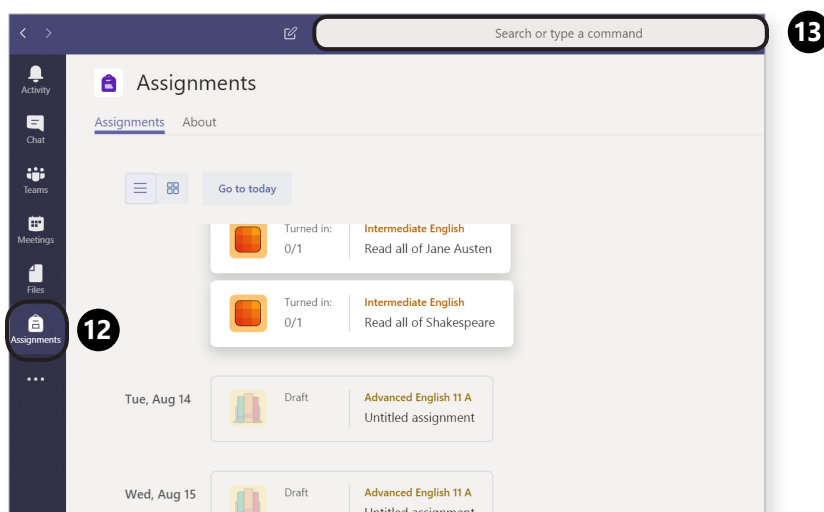
Screen key

🖥 Where to find your assignments
In one class

Screen key

10. Click into your class team, then the **General** channel.

11. Select the **Assignments** tab.

🖥 Where to find your assignments
Across all classes

Screen key

12. Select **Assignments** in your app bar.

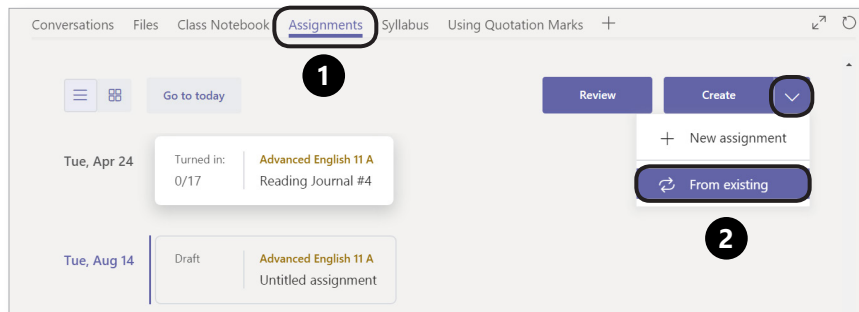**13. Tip:** Search for an assignment by keyword in the command box.

🖥️ Repost an assignment

After you've created an assignment in Teams, you can use it in different classes and from year to year. So, whether it's 30 seconds later or three years later, you've got a major time-saver on your hands.
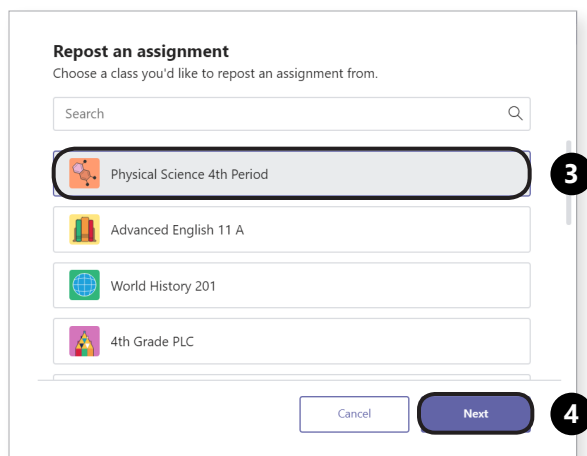

Screen key

1. Head to the **General** channel of your class team, then select the **Assignments** tab.

2. Select the arrow to expand the **Create button** and choose **From existing.**

🖥️ Repost an assignment

Screen key

3. In the window that opens, select the class where you originally created the assignment.

4. Then click **Next**.