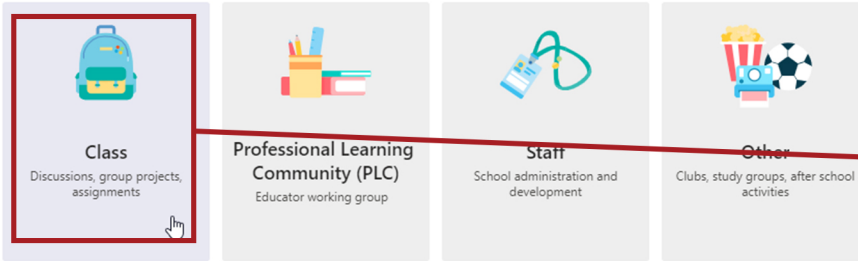




CLASS SET-UP REQUIREMENTS FOR MS TEAMS

→ Select a team type



Make sure to select "Class" as your "Team Type."

→ Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

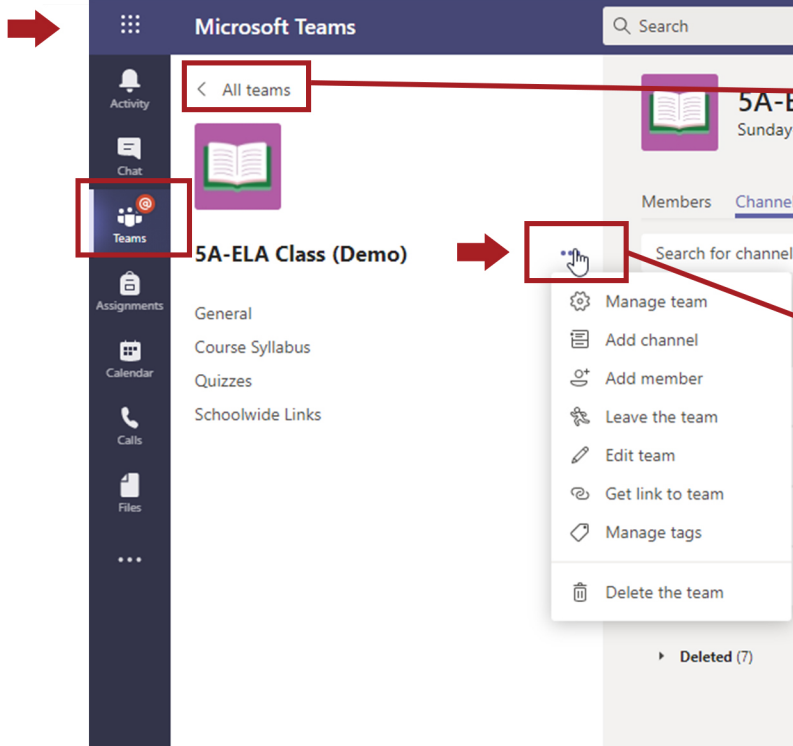
Name
5A-ELA Class

Description (optional)
Teacher Name, T.A. Name

All class names must match schoolwide. Enter as shown in the example to the left. **Add the word "Class"** after the Subject, like the example.

Please list the teacher(s) here.

Create a team using an existing team as a template

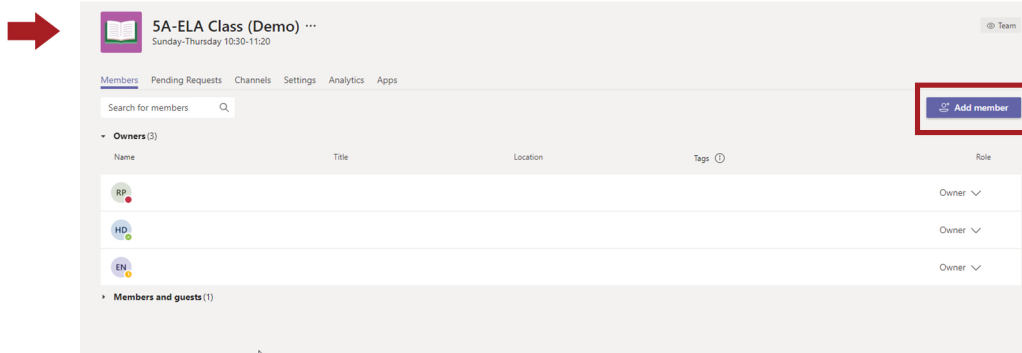


You can see all of your classes by selecting "**All Teams.**"

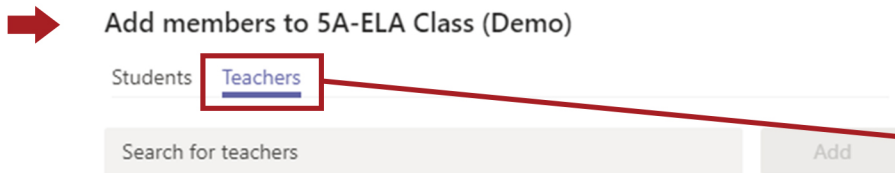
Use the three-dot menu option to manage and edit your class set-up.



MEMBER SET-UP REQUIREMENTS FOR MS TEAMS



Select "Add member"

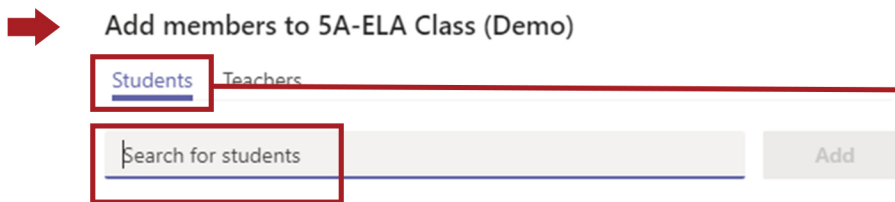


MEMBER LIST - STEP 1

ABS teachers are required to add the following "Members" with "Teacher/Owner" status to each class:

- **Department Admins**
- **HOD**

Wait for approval before completing **Step 2.**



Search and add students by **ID Number** and **NOT by name**, using PowerSchool rosters.

MEMBER LIST - STEP 2

DO NOT add students until Class set-up had been **approved** by admins/HODs.

Make sure students are added with "Student" status to limit their **access and controls.**

Teachers must add/delete students for any **roster changes.**



CLASS NOTEBOOK SET-UP FOR MS ONENOTE

All Teams/Classes automatically have a **General Channel**, which cannot be removed.

Microsoft Teams

Search

RP

Activity

Chat

Teams

5A-ELA Class (Demo)

General

Course Syllabus

Quizzes

Schoolwide Links

Assignments

Calendar

Calls

Files

Apps

Help

General Posts Files **Class Notebook** Assignments Grades +

File Home Insert Draw View Help Class Notebook Open in browser Tell me what you want to do

Segoe UI 20 B I U Styles Tags abc

5A-ELA (Demo Class) Notebook

Welcome-About this C...	Welcome Letter
Textbooks and Links	Course Syllabus
Weekly Overviews Se...	Scope & Sequence
Weekly Overviews Se...	Learning Objectives
Weekly Stories	
Classwork	
Homework	
Quizzes	
> _Teacher Only	
> Content Library	
> Jennifer Naser	

+ Section + Page

Adding channels is **optional**. These are mainly used as **Discussion Boards**. Class content and resources go in the "Class Notebook," **NOT** in Channels.

Class Notebook is the main hub for all class resources. It is located in the **General Channel** by default and divided into **Sections and Pages**.