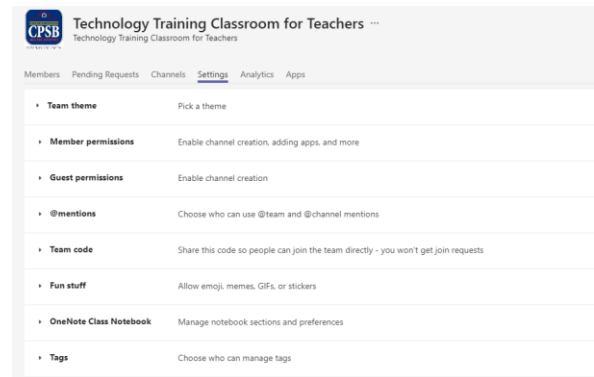1. Teachers can manage several Class Team settings for management.

   To get to the Team settings, click on the ellipsis (…) located beside the team name and select **Manage team**.
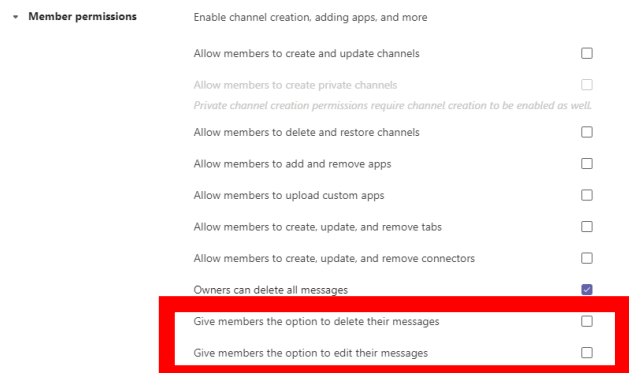
   Technology Training Classroom f.. ...

   General

   Tech Facilitator Channel

   Conversations and Questions

   - Manage team
   - Add channel
   - Add member
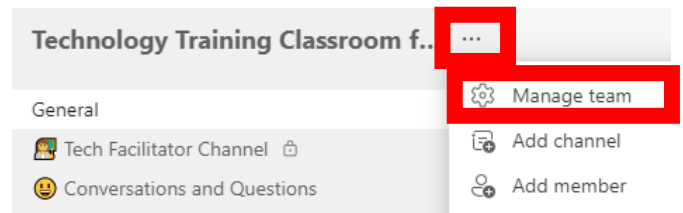
2. Click on the Settings tab to view setting options. Those that can be adjusted include *Team theme, Member permissions, @mentions, Team code, Fun stuff, OneNote Class Notebook*, and *Tags.*

   Technology Training Classroom for Teachers
   Technology Training Classroom for Teachers

   Members   Pending Requests   Channels   Settings   Analytics   Apps

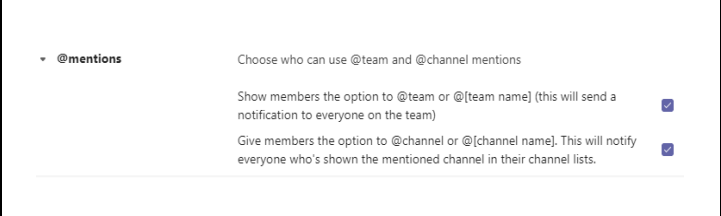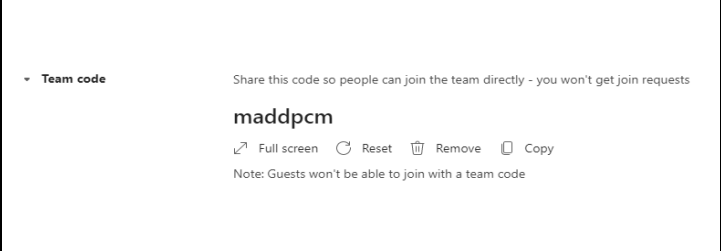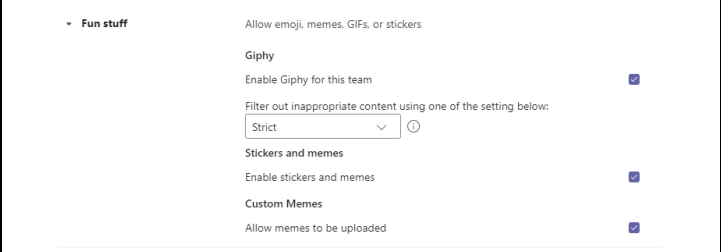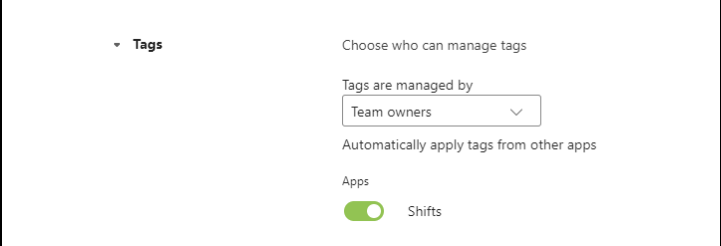 | | |
   |---|---|
   | Team theme | Pick a theme |
   | Member permissions | Enable channel creation, adding apps, and more |
   | Guest permissions | Enable channel creation |
   | @mentions | Choose who can use @team and @channel mentions |
   | Team code | Share this code so people can join the team directly - you won't get join requests |
   | Fun stuff | Allow emoji, memes, GIFs, or stickers |
   | OneNote Class Notebook | Manage notebook sections and preferences |
   | Tags | Choose who can manage tags |

3. Click on **Team theme** to either Upload a thumbnail image or select one of the provided icons. For relevant results, select the grade level and subject of the team.

   Update Technology Training Classroom for Teachers class details

   Class name

   Technology Training Classroom for Teachers

   Choose a class avatar

   Grade level: Primary   Subject: Engineering

   Cancel   Update

4. It is suggested that teachers click on **Member permissions** to uncheck the boxes in order to restrict student ability to delete or edit messages.

   Member permissions   Enable channel creation, adding apps, and more

   Allow members to create and update channels ☐

   Allow members to create private channels ☐
   Private channel creation permissions require channel creation to be enabled as well.

   Allow members to delete and restore channels ☐

   Allow members to add and remove apps ☐

   Allow members to upload custom apps ☐

   Allow members to create, update, and remove tabs ☐

   Allow members to create, update, and remove connectors ☐

   Owners can delete all messages ☑

   Give members the option to delete their messages ☐

   Give members the option to edit their messages ☐

5. Click on **@mentions** to determine the permissions for using this feature according to the needs of the class.	▾ **@mentions** Choose who can use @team and @channel mentions Show members the option to @team or @[team name] (this will send a notification to everyone on the team) ☑ Give members the option to @channel or @[channel name]. This will notify everyone who's shown the mentioned channel in their channel lists. ☑
6. Click on **Team code** to copy and share a code to use to invite students to join the team. See the *Inviting Students to Join a Class Team* handout for more information and student instructions.	▾ **Team code** Share this code so people can join the team directly - you won't get join requests **maddpcm** ⤢ Full screen ↻ Reset 🗑 Remove ⧉ Copy Note: Guests won't be able to join with a team code
7. Click on **Fun stuff** to adjust the settings or emoji, memes, GIFs, or stickers.	▾ **Fun stuff** Allow emoji, memes, GIFs, or stickers **Giphy** Enable Giphy for this team ☑ Filter out inappropriate content using one of the setting below: [Strict ▾] ⓘ **Stickers and memes** Enable stickers and memes ☑ **Custom Memes** Allow memes to be uploaded ☑
8. Click on **Tags** to manage team tags.	▾ **Tags** Choose who can manage tags Tags are managed by [Team owners ▾] Automatically apply tags from other apps Apps 🟢 Shifts