

## Overview of Team Navigation

This is your Team homepage. On the left side will be the name of your class and any channels you create. The default is to have one channel named General. You cannot change the name of this channel nor can you delete it.

Teams defaults to open on the Posts tab of the General channel. This is where you can post notifications, files, start video meetings, etc. See the “How to Use Posts in Teams” tutorial for more information on how to use this feature.

The screenshot shows the Microsoft Teams interface for a team named 'Practice Class'. The left-hand navigation pane includes 'Practice Class' and 'Main Channels' (General). The main area displays the 'General' channel with tabs for 'Posts' and 'Files'. A 'Welcome to Practice Class' section offers 'Upload Class Materials' and 'Set up Class Notebook' options. A 'Start a post' button is at the bottom.

Annotations in the image:

- Click on the three dots to manage the class, add channels, etc.
- Files is where you can store files for anyone in your Team to access.
- The + allows you to add additional tabs such as web pages, documents, etc.
- Teams creates a Class Notebook for every Team. You do not have to use this feature to use the rest of Teams.
- Grades – Teachers can see a grades overview for all students and all assignments, students can see an overview of all their assignments.
- The Assignments tab is where teachers can create/manage assignments for their classes and where students can access them.