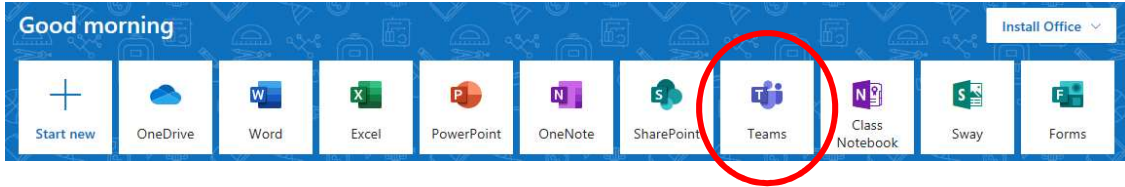
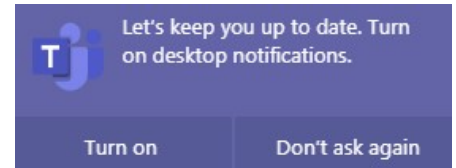


How to Create a Microsoft Team

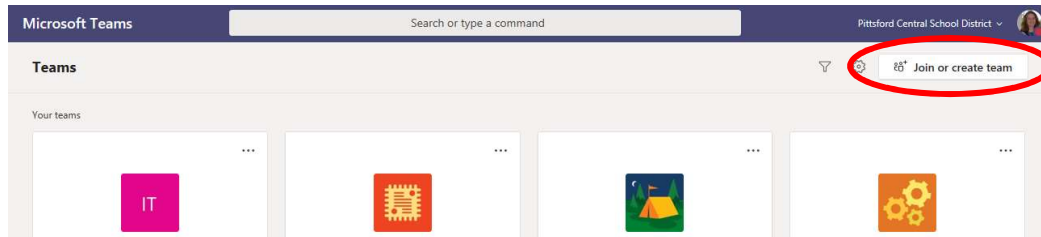
1. Log into Office 365. Once on the launch page, click on the Teams button.



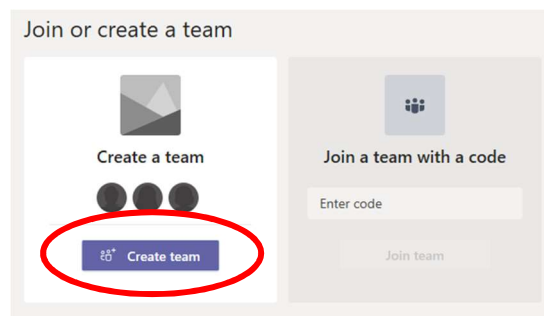
2. In the bottom right corner, a window will pop up asking you if you would like to turn on desktop notifications. You can manage these notifications in your settings at a later point. Choose the option you prefer and the window will then close.



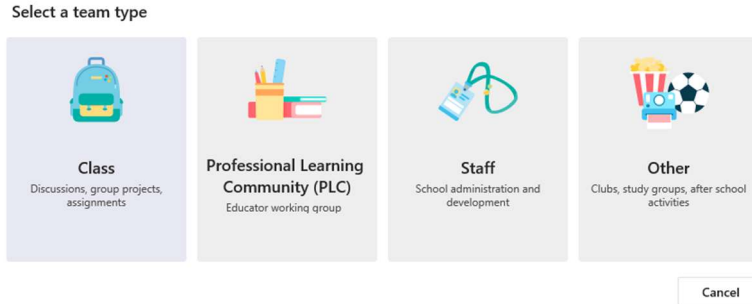
3. If you are a member of any Teams, you will see them in your home screen. If you do not have any, you will see the option to create or join a Team. If you are a member of any Teams, to create on, click on the button in the top left corner.



4. Click on Create team.



5. There are four options for creating a Team. You will primarily use two of them depending on your needs. Please see the next page for an explanation of the different types.



Class – use this if you are creating a Team to use with students you will be assessing. This is the only type of Team that gives a read only folder, gradebook and ability to give assessments directly through Teams.

PLC – use this if you are creating a Team to use with your peers (i.e. grade level, department) for collaboration purposes.

Staff – use this if you are an administrator or teacher leader that needs to create a Team for your building, committee, etc.

Other – use this if you need to create a Team for a club, sports team, etc.

- Once you have selected the type of Team you want to create, you will be asked to give it a name and if you would like, a description. Click Next once you have entered this information.

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

Description (optional)

Create a team using an existing team as a template

Cancel **Next**

- On the next screen, you have the option to enter the names of your students. You can do this now or at any point after you finish the setup. You can also add any teachers (click on the tab). Teachers can be added as students if they do not need the full edit rights of a “Teacher” account.

Add people to "Best Class Ever"

Students Teachers

Search for students Add

Start typing a name to choose a group, distribution list, or person at your school.

To add a student or teacher, start typing the person’s name and a list of possible options will generate. Once you find the person’s name, click on it to select it and then press the Add button. When you are finished, click the Next button.

Skip

8. Your Team has now been created! Please see the other tutorials on how to get started 😊

