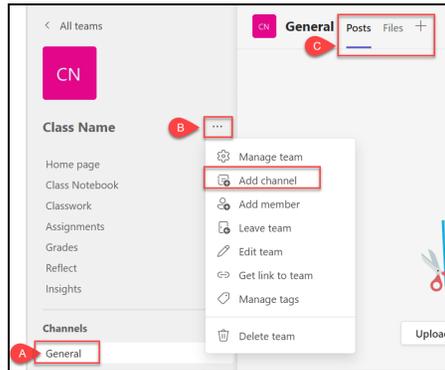


DIGITAL LEARNING

Back to School: Preparing Microsoft Teams

Educators should use this guide to effectively establish their Microsoft Teams courses at the start of the academic year. Similar to the way teachers arrange a physical learning space, it's equally important to prepare digital classrooms.

How do I create a Team?	Tutorial
<ol style="list-style-type: none"> 1. In the top right corner of Teams, click the Join or Create Team button. 2. Choose Create a Team. 3. The Team type will be Class. 4. Enter a name for your class. 5. A description can be added, but is optional. <div data-bbox="900 634 1514 776" style="border: 1px solid black; padding: 10px; text-align: center;">  </div>	<p style="text-align: center;">Creating a Team</p>
How do I create channels?	Tutorial
<ol style="list-style-type: none"> 1. Every Class Team has a General Channel. This channel can be used for communication and collaboration. 2. You can add additional channels by clicking the 3-dot menu, then Add Channel. 3. Each channel you create will have an area for posting announcements and a Files tab. You can add additional tabs for apps by clicking the + sign. <ol style="list-style-type: none"> a. Channels are a good way to organize your Team. b. Adding a tab allows you to connect apps to your Team. The apps will open up in Teams, which offers students a safe and private space. Students do not have to open up another browser to use the app. 	<p style="text-align: center;">Creating a Channel</p>

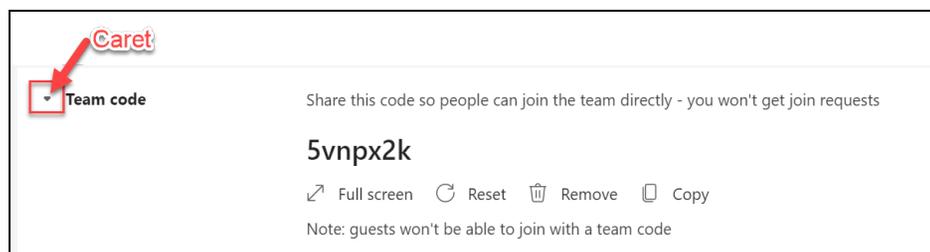


How do I add students?

1. Next to the class name, click the 3 dots.
2. Choose "Add member."
3. Type in student name or email.

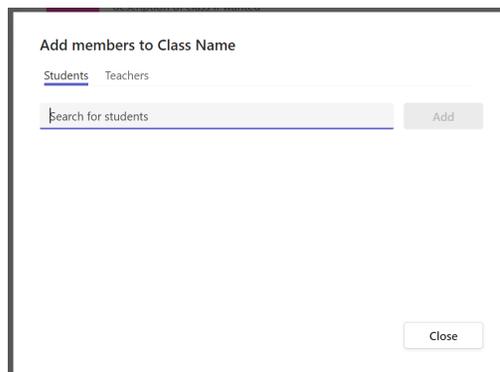
OR

1. Next to the class name, click the 3 dots.
2. Choose "Manage Team."
3. Click "Settings."
4. Click the caret next to "Team Code."
5. Click the "Generate" button to create a Team Code.
6. Display the code to have students join the Team.



OR

Roster students using an LMS such as Canvas, Blackboard, Moodle, and more.



Tutorial

[Add a Student by Email](#)

[Adding a Student by Team Code](#)