



Using Microsoft Teams for a Class

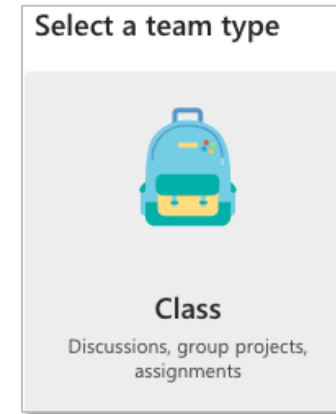
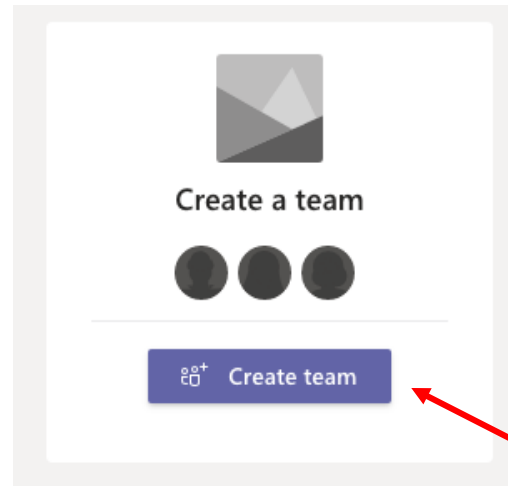
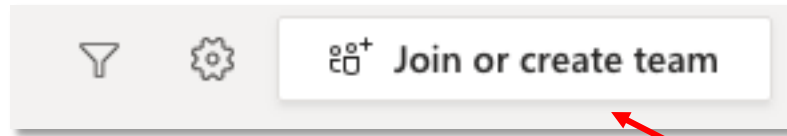
SPRING 2020



MS TEAMS

CREATING A TEAM FOR A CLASS

- From the Teams tab click on "Join or create team"
- In the new window click "Create Team"
 - Select "Class" for the team Type
- Insert the name of your class in the Name and description Field
 - Example: ACC - ECO 201 101 Anderssen
 - click on "Next"

A screenshot of the "Create your team" form. It includes a title "Create your team", a paragraph explaining that teachers are owners and students are members, and two input fields: "Name" and "Description (optional)". A red bracket highlights these two fields. At the bottom, there are "Cancel" and "Next" buttons. A red arrow points to the "Next" button.

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)

Cancel Next

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In the new window

- You can add your student emails in the field and click "add"
 - You can "skip" for now if needed, you will be able to add later.
- Once you enter the names of the students, they will get the following email
- Send your students an additional email that they have been added to a Team and ask them to Join

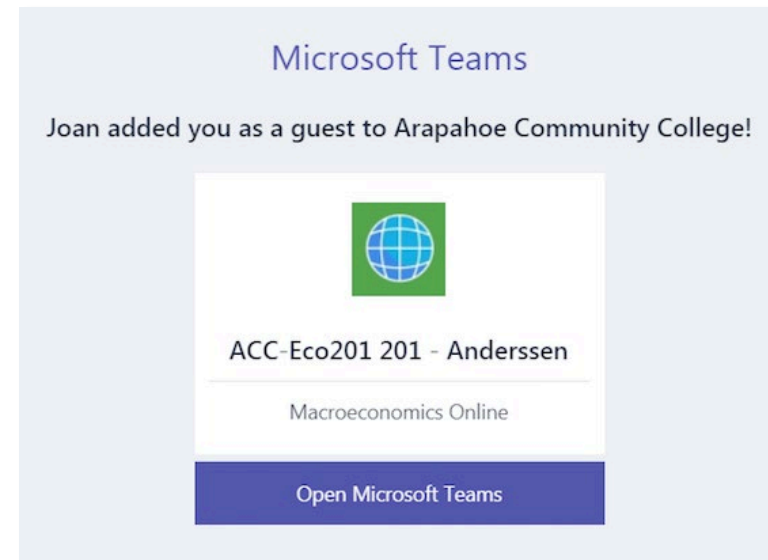
Add people to "ACC"

Students Teachers

OP Predmore, Olivia (opredmore@student.cccs.ed... x | Add

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

Skip

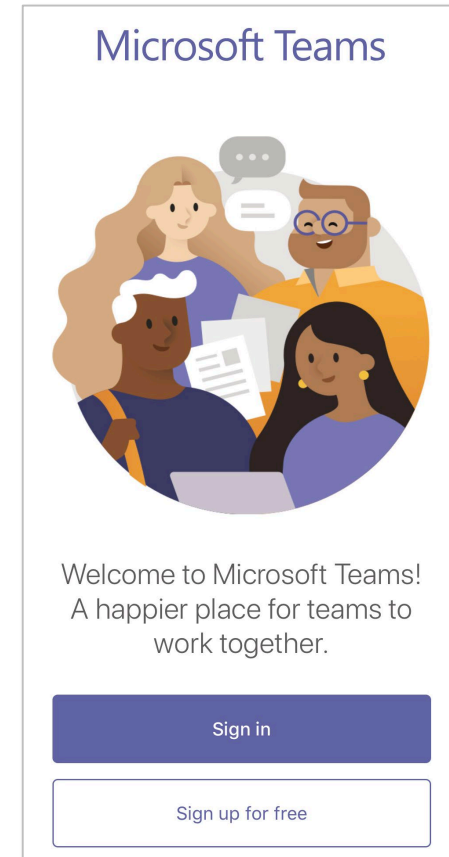
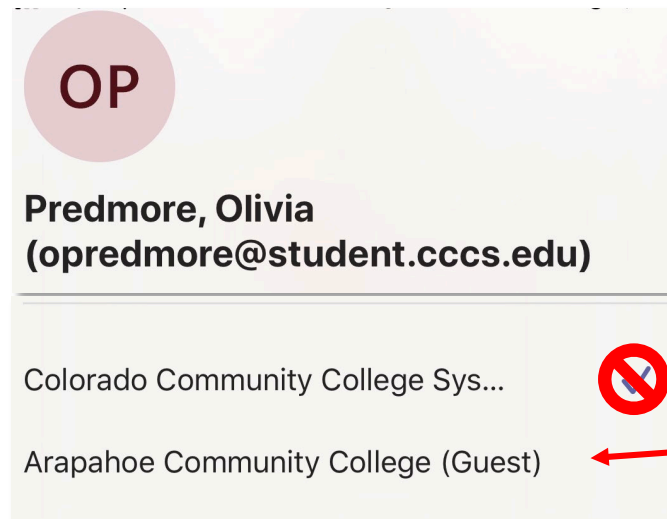
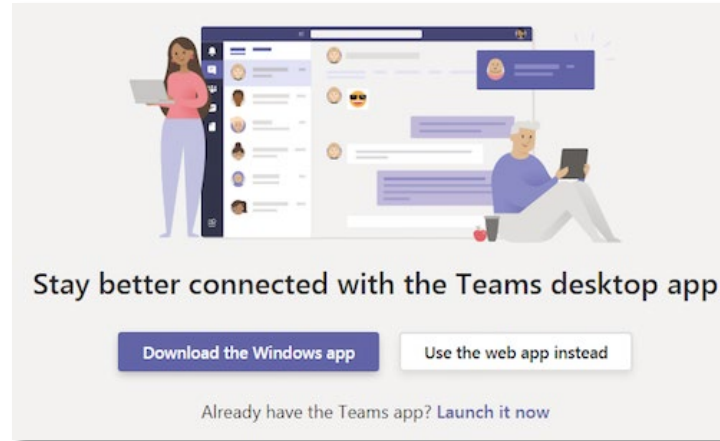


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Your students will need to download the app or sign in on the web

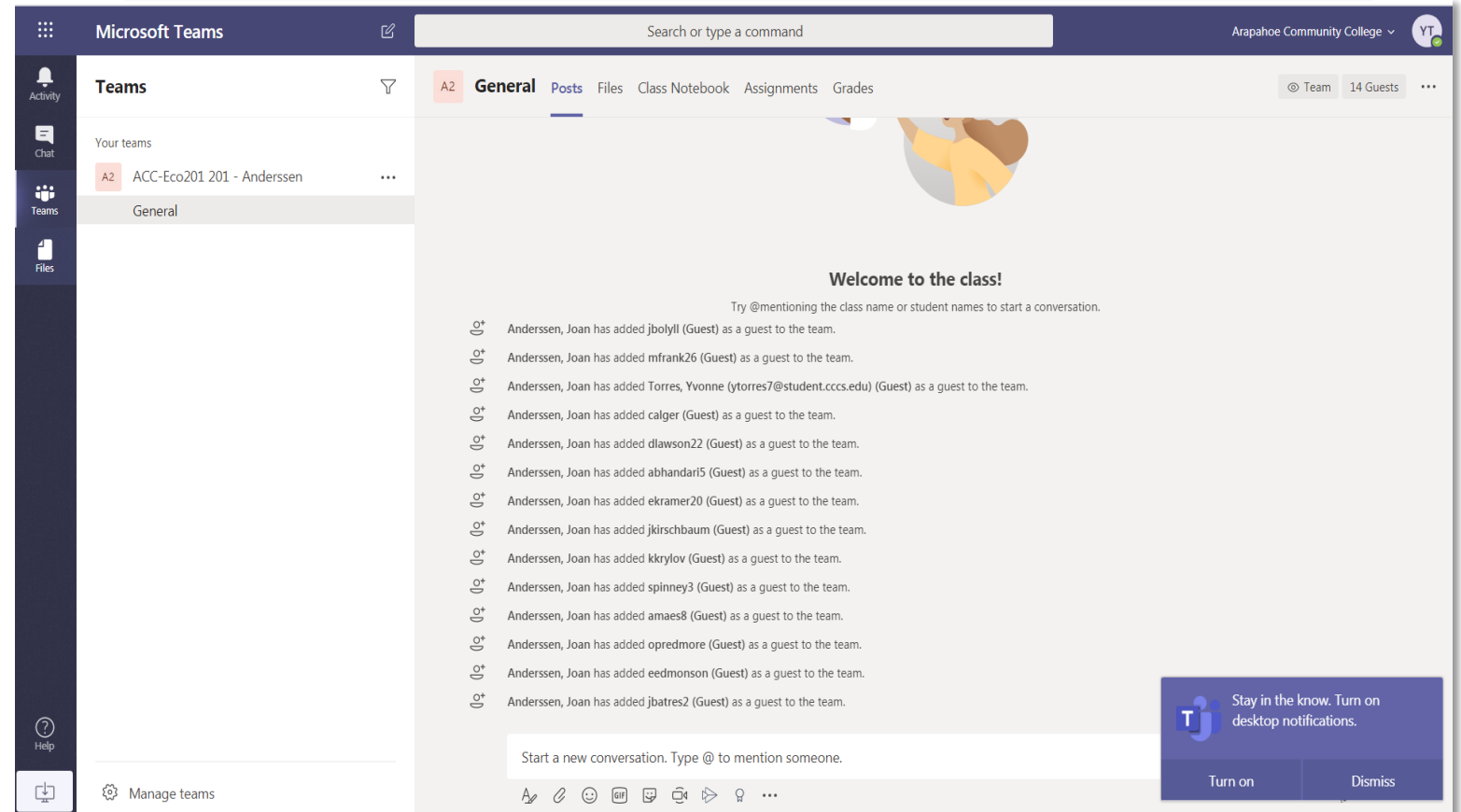
- They will be asked to Sign In- use their CCCS account and myACC password
- Note: It is important that that the student selects "Arapahoe Community College (Guest)" in their user profile.
 - The student will not be able to see their classes if this is not selected.



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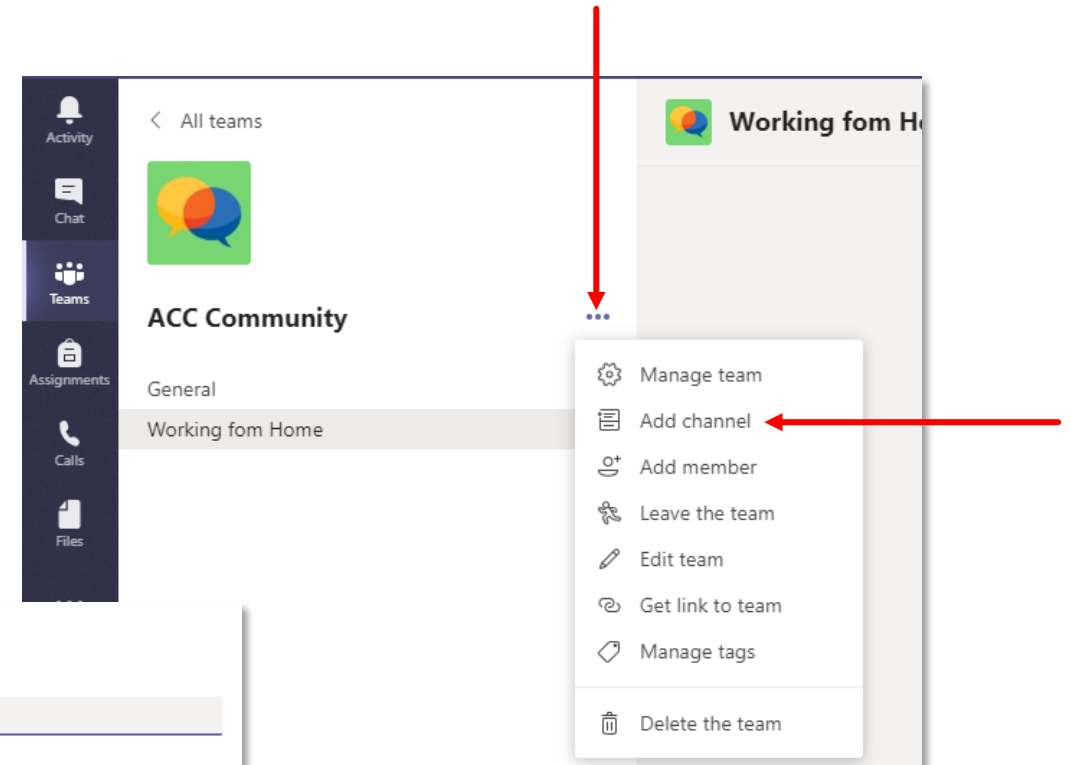
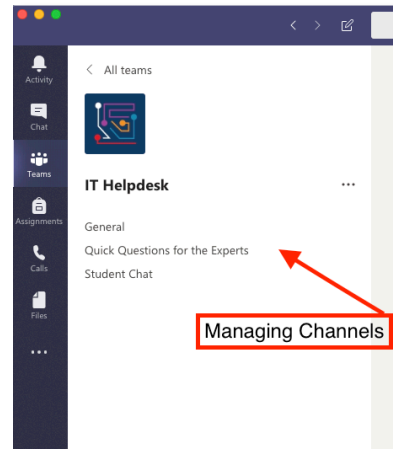
- Once Your students are set up, they will see the class list.
- You can add files, add apps, and have a video-conference with your team! Your team will get an email to join the conference.



CREATING AND MANAGING TEAM CHANNELS

Channels are great to use for projects, or work groups, or discussion topics within a team.

- To add a channel to a group click the "..." button and select "Add Channel"
- Enter the Information for the new channel and click "Add"



Create a channel for "Test" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team

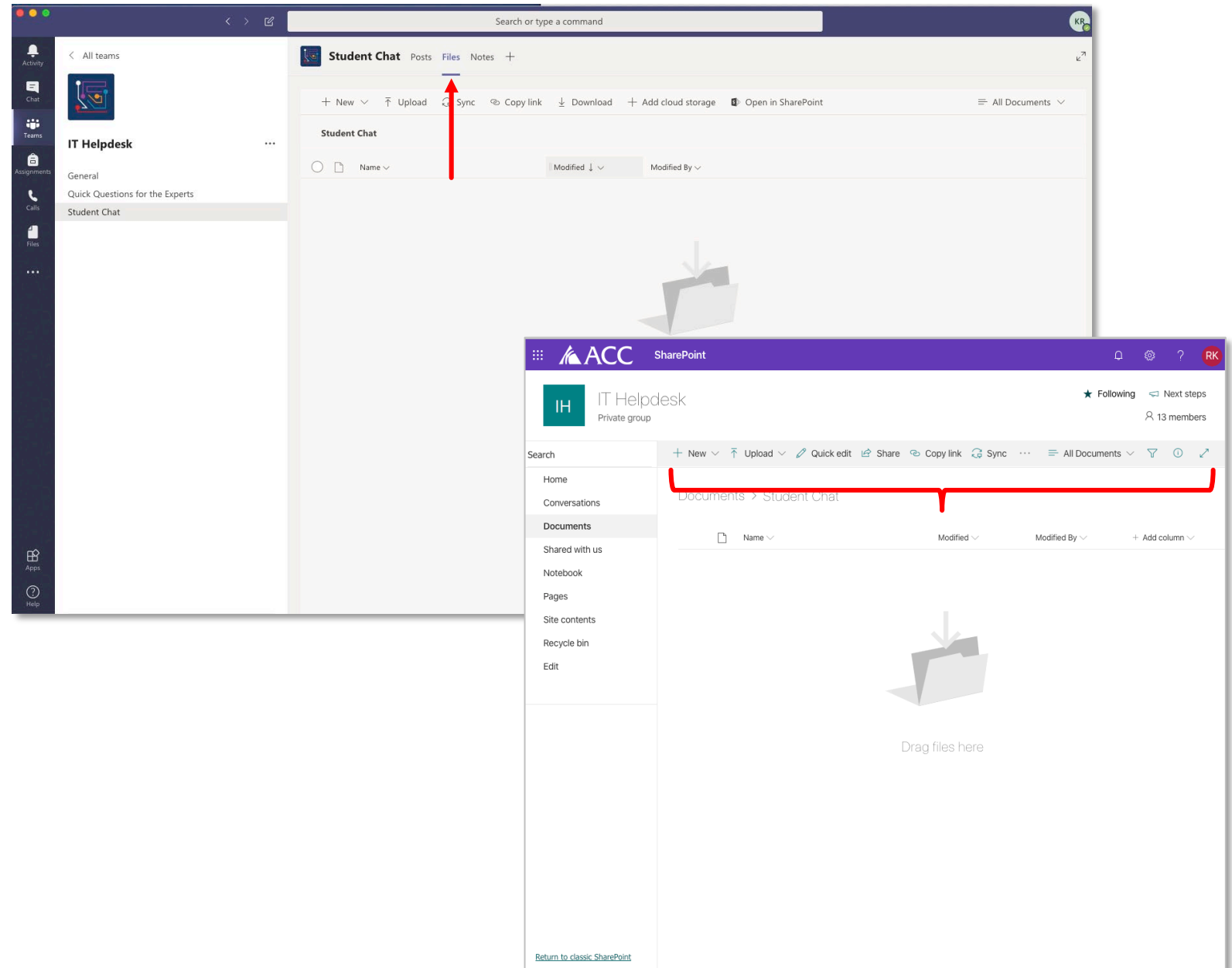
☐ Automatically show this channel in everyone's channel list

Cancel Add

FILE SHARING AND CLOUD STORAGE

You can share files using One drive or directly from your computer. Your MS Team can act as a place for you your team members to collaborate with files.

- Within a team click “Files”
 - From there you will be able to Upload, Share, edit, etc., your files in the team.



FILE SHARING AND CLOUD STORAGE

You can also share from the chat feature and send a link to a file directly to a member of your team in the chat feature

- Click the Paper Click icon
 - Select if the file is on your Computer or one drive
- Select the file you wish to share

You will now see the file in the chat

