

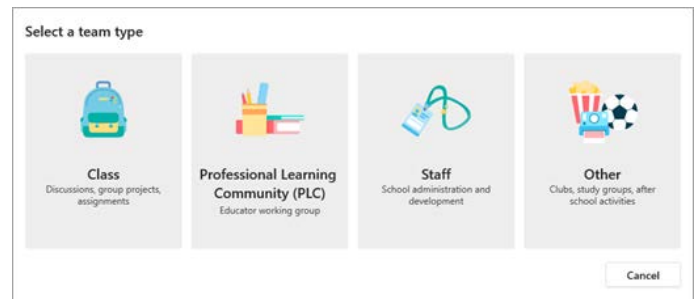
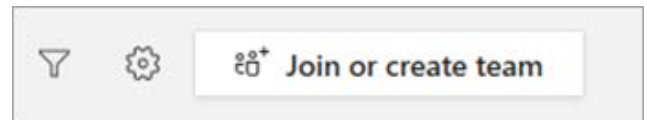
How to Create a Team for a Class

Class teams have unique permissions and features for teachers and students. As owners of the team, teachers assign and review work and create channels and files. Each class team is also linked to its own OneNote Class Notebook.

Within the team, students:

- Collaborate in group work channels
- Share files
- Turn in assignments

1. Select **Teams** in your left rail to view your teams.
2. Select **Join or create team** > **Create a new team**.
3. Select **Class** as the team type



4. Enter a name and optional description for your class team, then select **Next**. For example: ENGL 1301 001 Fall 2019, Instructor Name

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)

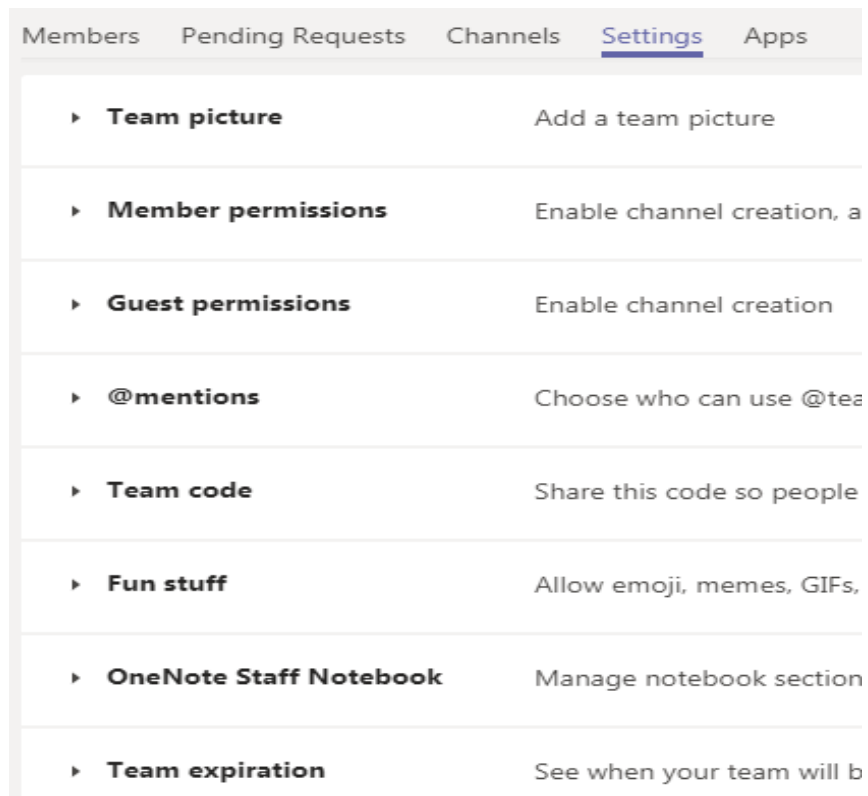
This team is searchable and discoverable. [Change setting](#) ⓘ

[Create a team using an existing team as a template](#)

Tip: During this step, you can also create a new team using an existing team as a template.

5. Get your Students Added to the Class

- On the Teams tab, click the ellipsis next to the new Team name and select “Manage Team.”
- Rather than adding students one at a time, click the “Settings” tab and then click “Team Code.”
- Click the button to generate a code that Students can use to join the Team.
- Email the code to all students in the class.



The image shows a screenshot of the Microsoft Teams interface, specifically the 'Settings' tab for a team. The 'Settings' tab is highlighted in blue. Below the navigation tabs, there is a list of settings options, each with a right-pointing chevron icon and a brief description.

Setting	Description
▶ Team picture	Add a team picture
▶ Member permissions	Enable channel creation, a
▶ Guest permissions	Enable channel creation
▶ @mentions	Choose who can use @tea
▶ Team code	Share this code so people
▶ Fun stuff	Allow emoji, memes, GIFs,
▶ OneNote Staff Notebook	Manage notebook section
▶ Team expiration	See when your team will b