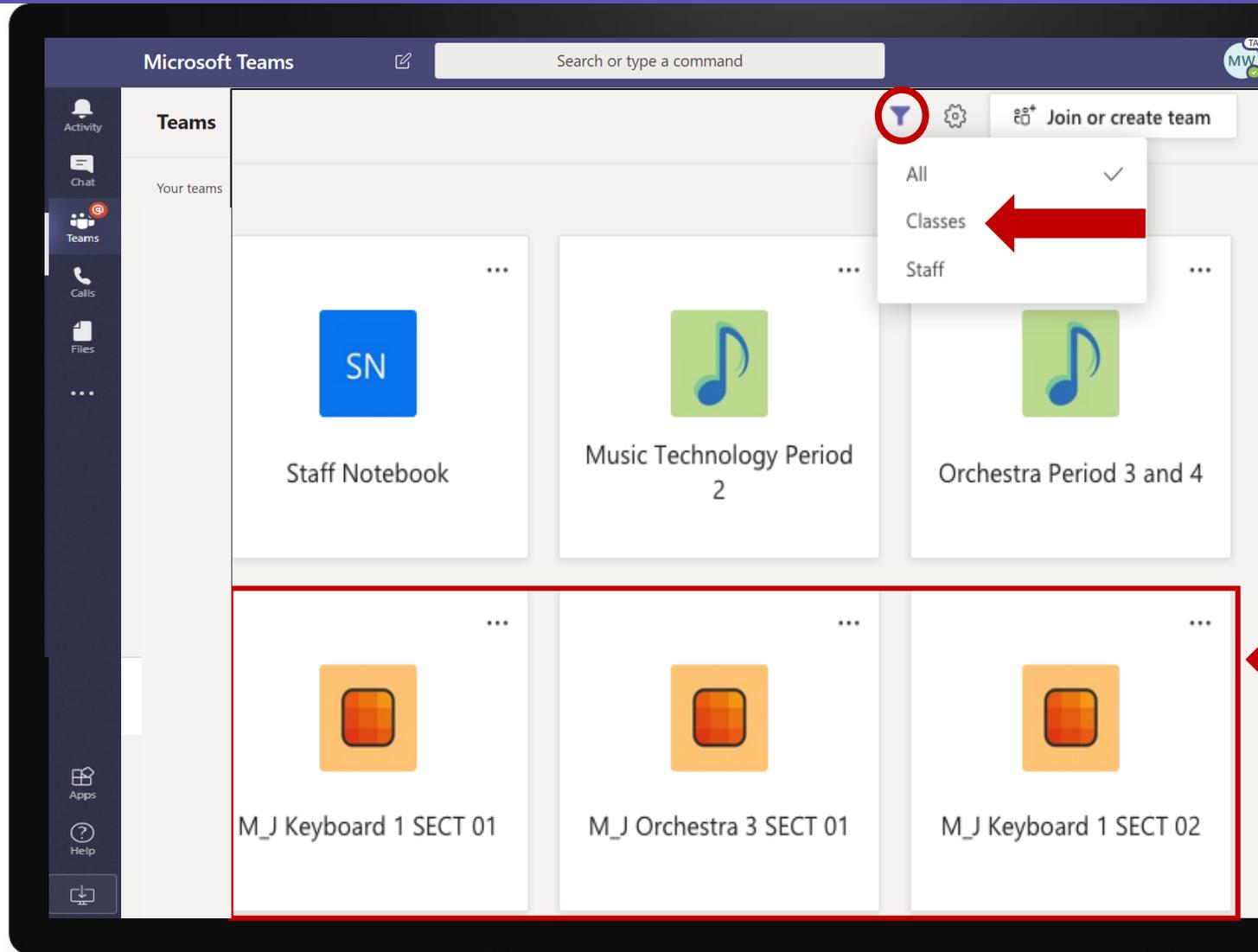


Opening Microsoft Teams

Class Teams added by the District are visible as thumbnails, one for each class.



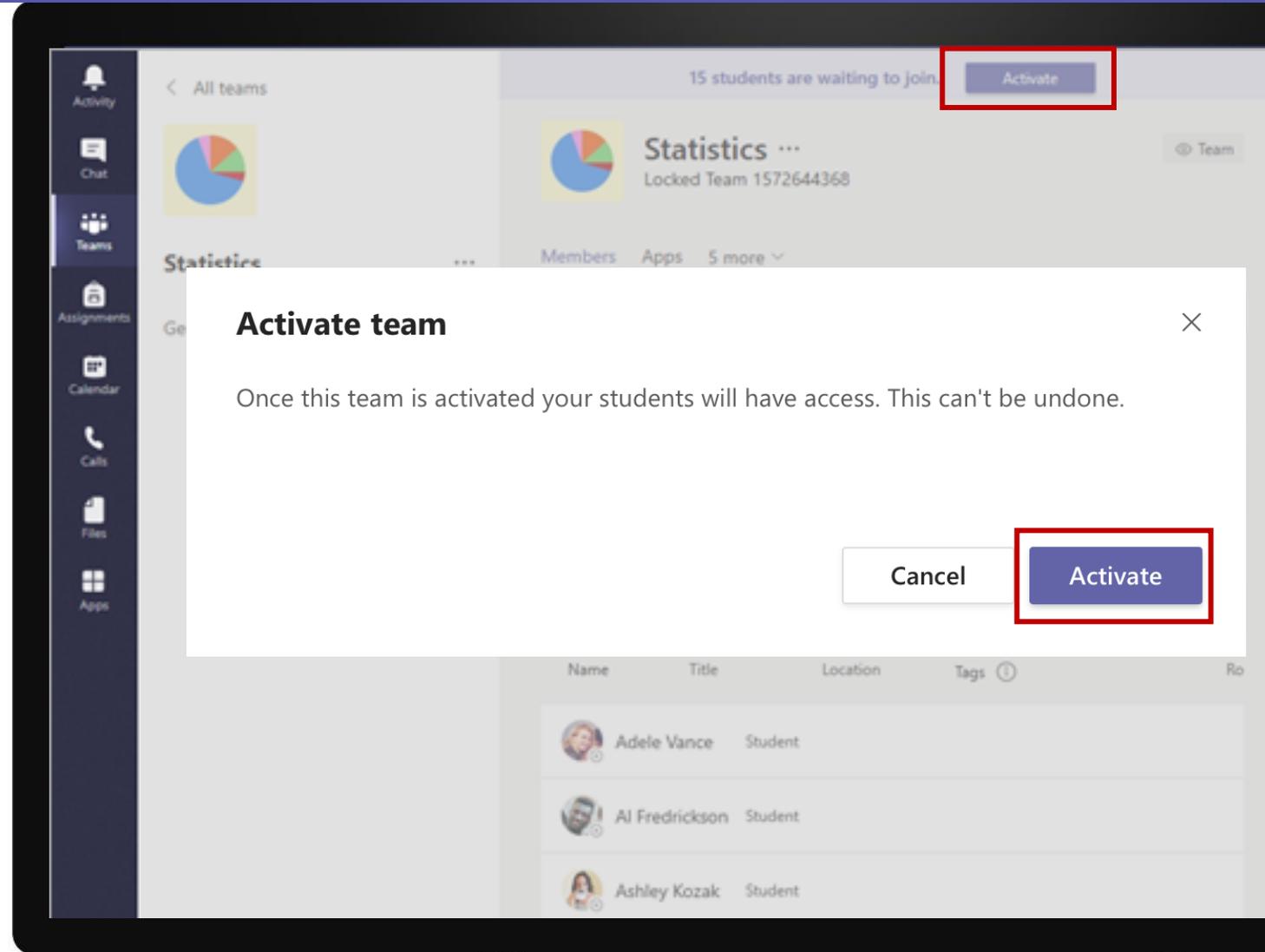
Teachers can filter their teams by Teams type when they select the **Filter icon**. This filters the Teams teachers can see on the dashboard by Teams type (All, Class, or Staff).

Note: Class Teams created by the District have course names and codes auto-generated by the student information system.

Activating a Class Team

Activate

Activate the class Team to allow students to view and access it.



The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area displays 'All teams' with a list of teams. The 'Statistics' team is selected, showing a pie chart icon, the name 'Statistics', and 'Locked Team 1572644368'. A modal dialog box titled 'Activate team' is open in the center. The dialog contains the text: 'Once this team is activated your students will have access. This can't be undone.' At the bottom of the dialog are two buttons: 'Cancel' and 'Activate'. The 'Activate' button is highlighted with a red box. In the background, the 'Statistics' team page shows '15 students are waiting to join' and an 'Activate' button, also highlighted with a red box. Below the dialog, a table lists team members:

| Name | Title | Location | Tags | Ro |
|----------------|---------|----------|------|----|
| Adele Vance | Student | | | |
| Al Fredrickson | Student | | | |
| Ashley Kozak | Student | | | |

Opening Microsoft Teams

Hide – DO NOT DELETE!

Teams

▼ Your teams

Period 1

Period 3

Period 7

Period 8

Intensive Reading SECT 01

Advanced Placement English Language SE...

Critical Thinking and Study Skills SECT 01

Critical Thinking and Study Skills SECT 02

Critical Thinking and Study Skills SECT 03

Writing 1 SECT 02

Writing 1 SECT 03

Developmental Language Arts ESOL ...

Intensive Reading SECT 01

Intensive Reading SECT 01

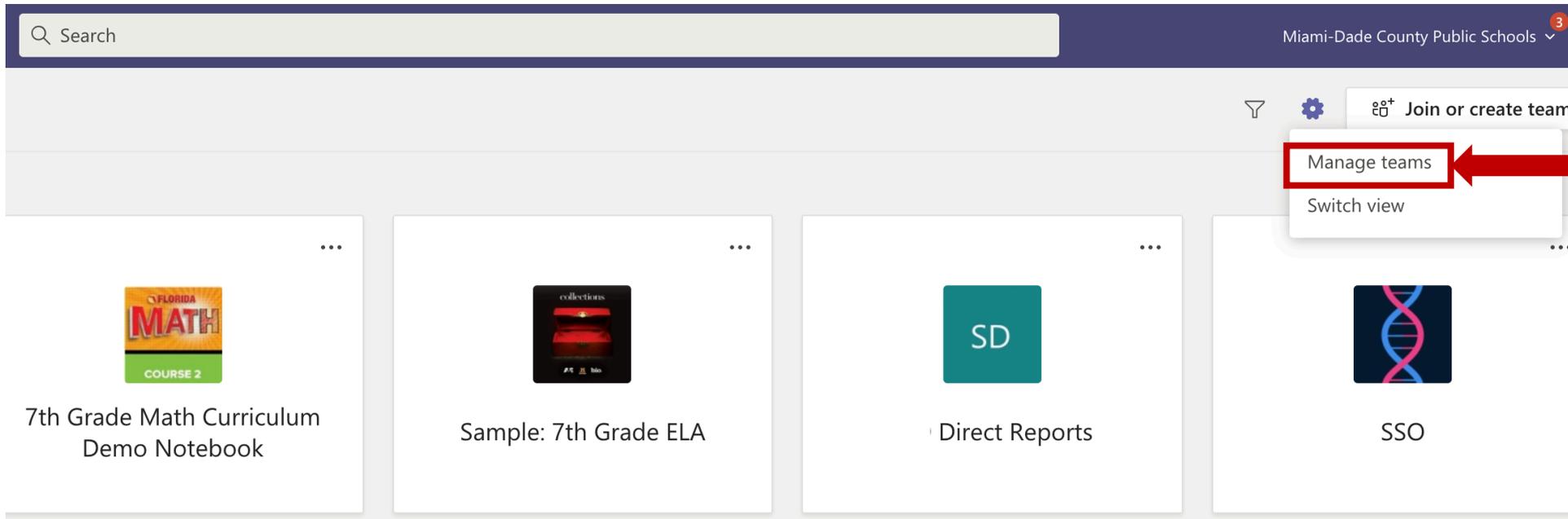
More options menu:

- Hide
- Manage team
- Add channel
- Add member
- Leave the team
- Edit team
- Get link to team
- Manage tags
- Delete the team

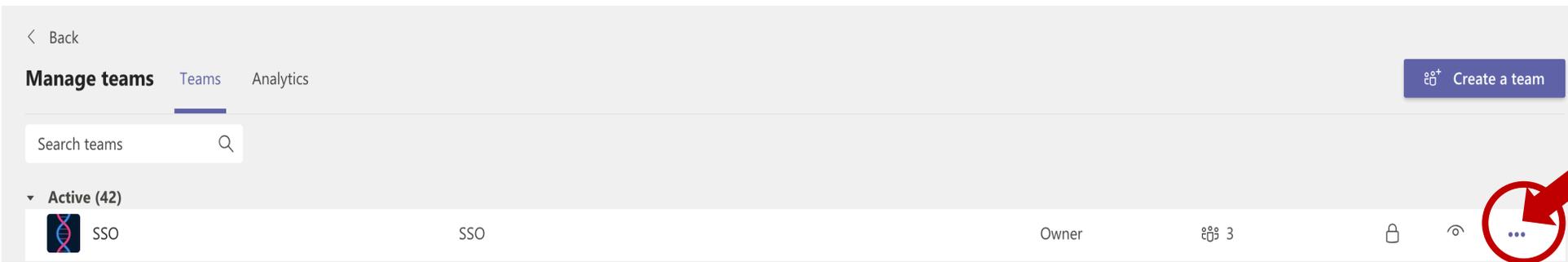
Rearrange courses by dragging and dropping them.

DO NOT DELETE District-created Class Teams. For course sections no longer used or needed, select the **More options ...** in the top right of the Team card. Then select the first option to **HIDE** the District-created Teams.

Archiving and Restoring Microsoft Teams



1. To archive courses, click on **Settings Cog**, and select **Manage Teams**.



2. Click on the **Ellipses**.

Archiving Microsoft Teams

Manage teams Teams Analytics Create a team

Search teams

Active (42)

| Name | Description | Membership | People | Actions |
|------------------------|--------------------------|------------|--------|--|
| SSO | SSO | Owner | 3 | Manage team, Add channel, Add member, Leave the team, Edit team, Get link to team, Archive team |
| Staff Notebook | Staff Notebook | Owner | 4 | ... |
| StSS Site Coordinators | StSS Site Coordinators | Member | 12 | ... |
| Team for Leo-Test | Test for Leo | Member | 2 | ... |
| Teams Deployment | District Troubleshooting | Owner | 1 | ... |

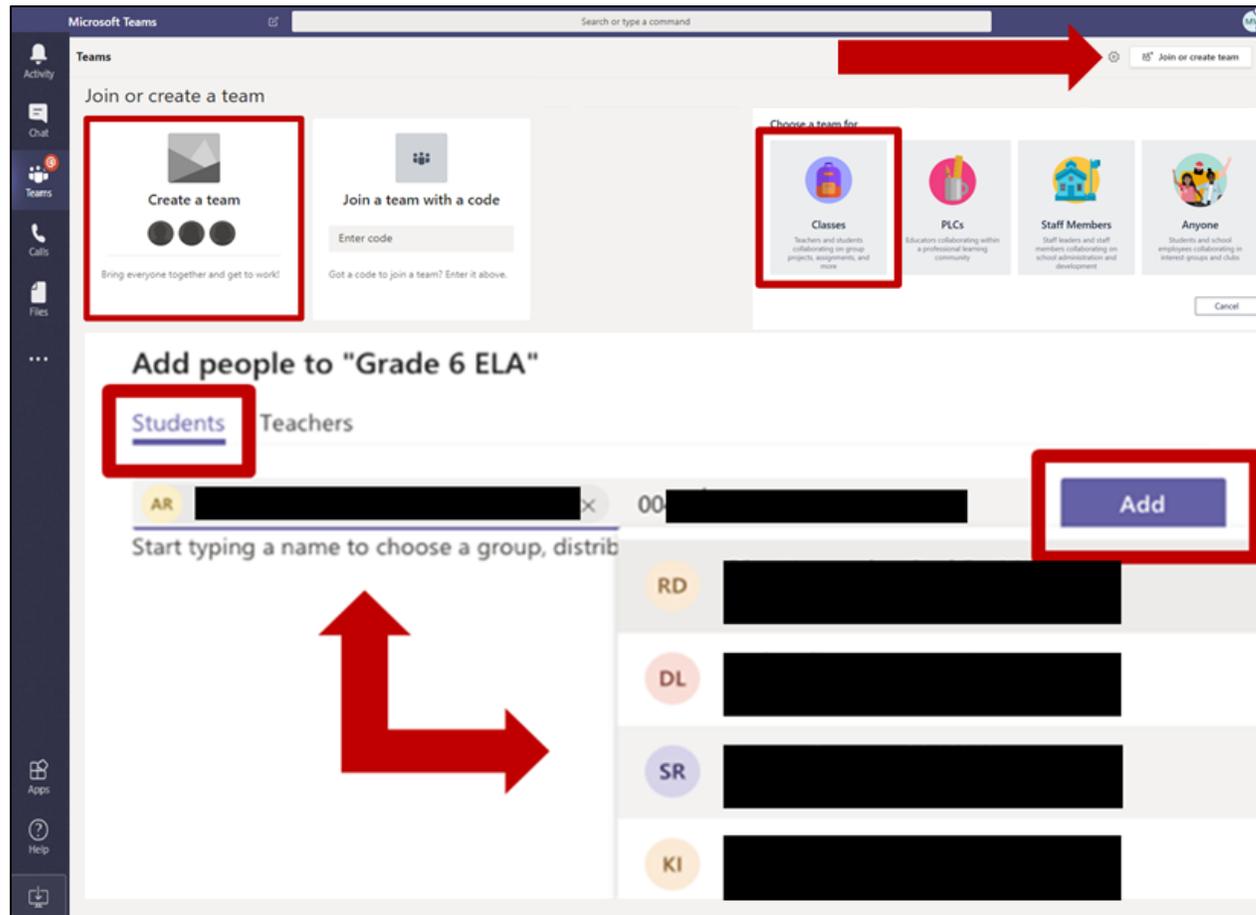
3. Select **Archive team**.

Archived (2)

| Name | Description | Membership | People | Actions |
|------------------|------------------|------------|--------|--|
| Assignments Test | Assignments Test | Owner | 3 | Add member, Leave the team, Get link to team, Restore team , Manage tags, Delete the team |
| SSO | SSO | Owner | 3 | ... |

To restore an archived team, go to **Archived teams**, and click on **Restore team**.

Creating Microsoft Teams



1. Select ***Join or create team*** in the upper right-hand corner.
2. Select the option to ***Create a team***.
3. Select the ***Classes*** option to create a class Team for students.
4. Once a new class Team is selected, name it. The class team name can include some variation of the subject taught, class period, and teacher's last name. Descriptions are optional.
5. Add content to the class Team.
6. Add students to the class Team.