

Create a class team in Microsoft Teams

Microsoft Teams for Education

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.

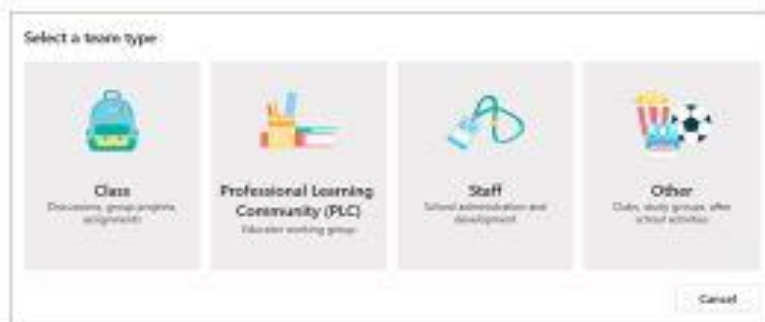
Within the team, students:

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

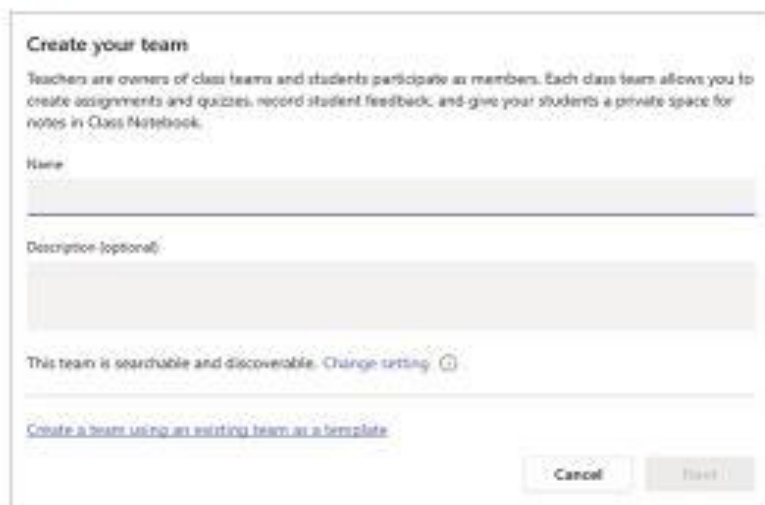
1. Select **Teams** in your left rail to view your teams.
2. Select **Join or create team** > **Create a new team**.



3. Select **Class** as the team type.



4. Enter a name and optional description for your class team, then select **Next**. For example: Ms. Gustyte, 3rd period, meets in room 301.

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 a note about the Class Notebook. There are input fields for 'Name' and 'Description (optional)'. Below these is a checkbox for 'This team is searchable and discoverable. Change setting.' and a link 'Create a team using an existing team as a template'. At the bottom are 'Cancel' and 'Next' buttons.

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

5. Once you've created your class team, follow the steps to add your students and/or co-teachers as team members.

Use folders to create read-only files for students or other team members

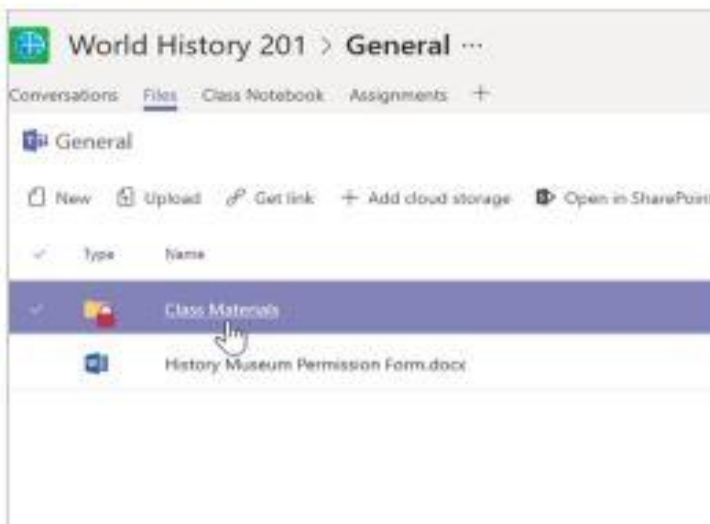
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Share files with your students that they can read but not edit using the **Class Materials** folder in your General channel. This is a great way to share documents like syllabi, school rules, and reference materials with the class. You can also create your own read-only folders to restrict members' editing privileges in any team.

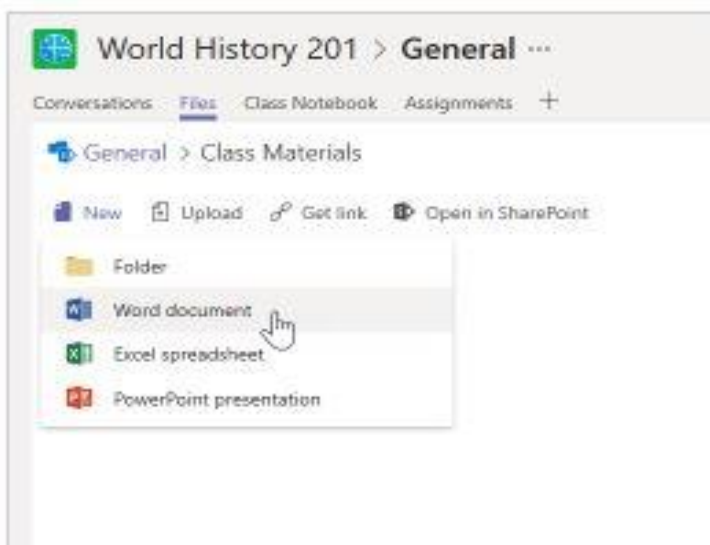
Note: The Class Materials folder is available on iOS devices and support for Android is coming soon. Please use the desktop Teams app or the mobile SharePoint app to access Class Materials in the meantime. Class Materials can be found underneath Pages in SharePoint's navigation.

Add files to the Class Materials folder in class teams

1. Navigate to the General channel in your class team and select the **Files** tab.
2. Select **Class Materials**.



3. Use the **New** button to create new read-only files in the Class Materials folder. Use the **Upload** button to add files from OneDrive or your device.



4. You can also move or copy a file into the Class Materials folder by selecting **More options** next to your file and choosing either **Move** or **Copy**. Follow the file structure to choose Class Materials.



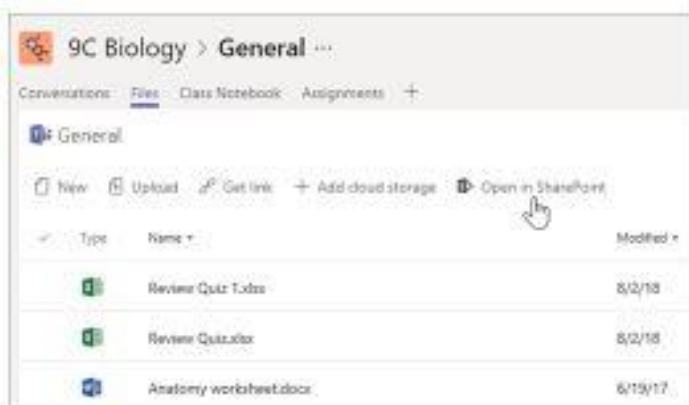
Note: Moving or copying a Class Materials file to a folder without the same permissions means students will be able to edit that copy of the document.

From now on, add any files you don't want students to edit to the Class Materials folder. You can add files to the folder from Teams or SharePoint -- your changes will stay in sync.

Create your own read-only folders

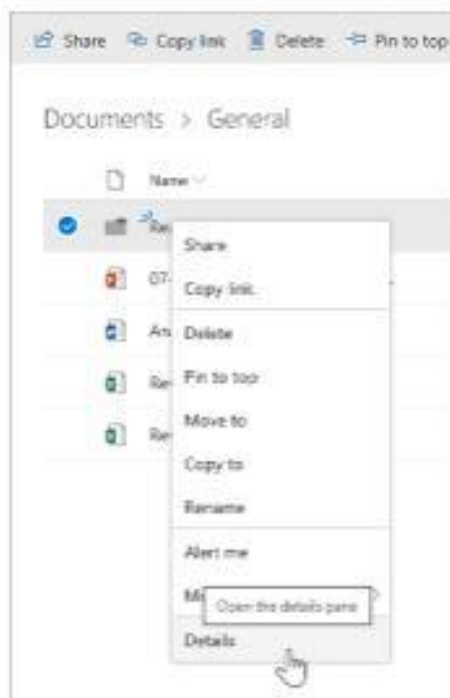
Creating read-only folders allows you to share files with members of a team you own while preventing them from editing the files.

1. Navigate to a channel in the team where you plan to share files.
2. Select the **Files** tab, then **Open in SharePoint**. SharePoint will open in your web browser and show you the file structure for your team.

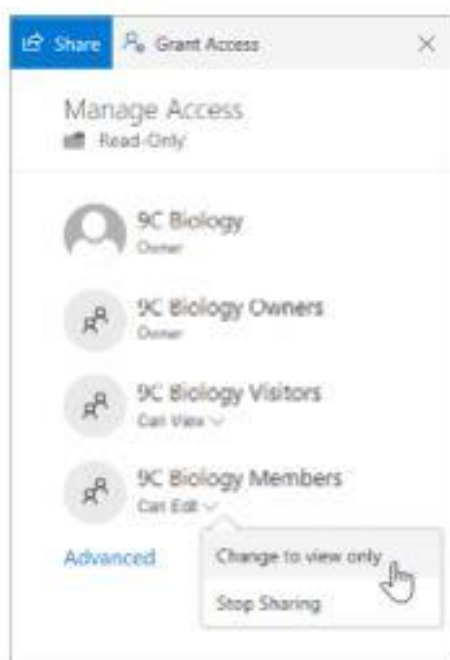


3. In SharePoint, select **+ New > Folder**. Name your folder and select **Create**.

4. Right-click on or select **Show actions** (the vertical three dots that appear when you select the folder) for the folder you just created and select **Details**.



5. Select **Manage access** in the Details pane.
6. Beneath **Members**, select the dropdown arrow and then **Change to view only**.



From now on, add any files you don't want students or staff to edit to this folder. You can add files to the folder from Teams or SharePoint--your changes will sync back and forth.

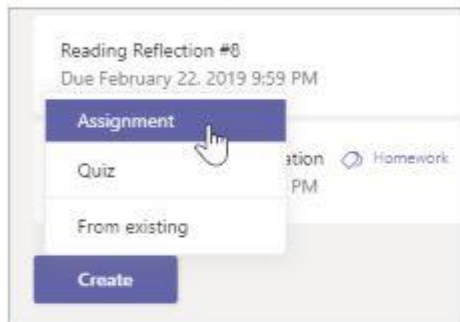
Note: Moving or copying a read-only file to a folder without the same permissions means team members will be able to edit that copy of the document.

Create an assignment in Microsoft Teams

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Create assignments for your students in Microsoft Teams. Manage assignment timelines, instructions, adding resources to turn in, and more.

1. Navigate to the **General** channel in the desired classroom, then select **Assignments**.
2. Select **Create > Assignment**.



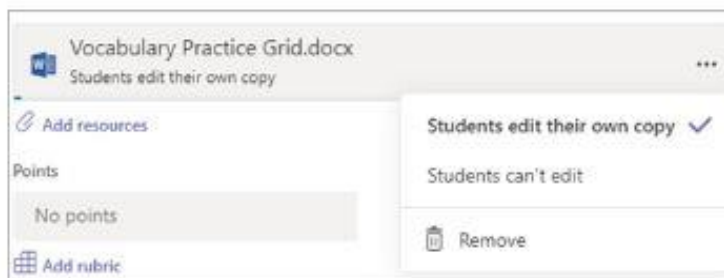
3. Enter a title for this assignment—this is required.
4. Provide more information for the assignment. The following steps are optional:

A screenshot of the 'New assignment' form in Microsoft Teams. The form has a title field containing 'Ladybug Unit Vocabulary Review'. Below the title are fields for 'Instructions' (containing 'Enter instructions'), 'Points' (set to 'No points'), and 'Assign to' (set to 'Advanced English 11 A' and 'All students'). At the bottom, there are fields for 'Date due' (Tue, Jul 23, 2019) and 'Time due' (11:59 PM). The form also includes buttons for 'Discard', 'Save', and 'Assign', and a 'Saved: Jul 22, 3:07 PM' indicator. A note at the bottom states: 'Assignment will post immediately with late turn-ins allowed. Edit'.

- Choose multiple classes **or** individual students in one class to assign to.
- Add additional instructions
- Attach resources to the assignment by selecting **Add resources**.

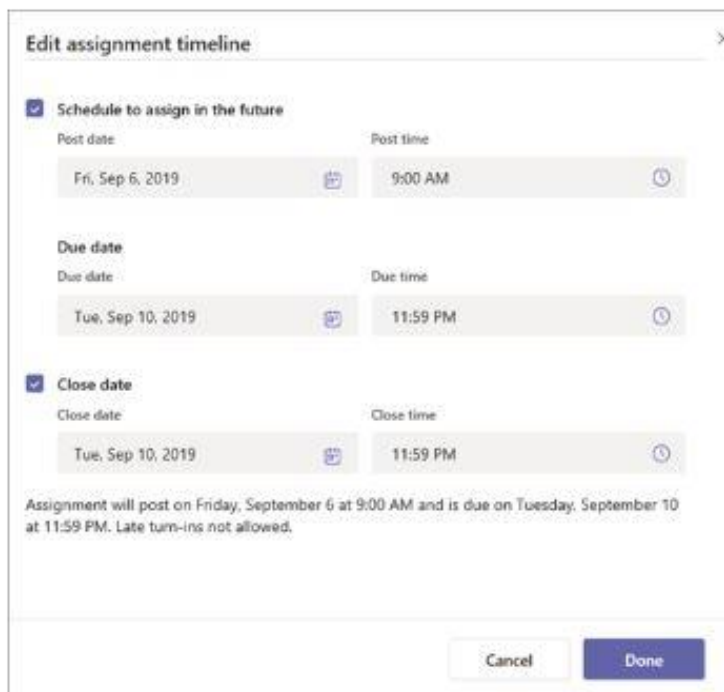
During this step, add a document from your personal OneDrive, computer, or create a blank Word, Excel, or PowerPoint document to hand out to your students. Leave the default as **Students edit their own copy** to distribute an identical document to each student to edit and turn in. Choose **Students can't edit** if you'd like to attach a document for reference only, such as a PDF or link.

Note: If you're assigning a Class Notebook page, check to see what [version of OneNote](#) your students are using to ensure that their assignment pages will lock after the assignment due date passes.



- Select a due date and time.

For more assignment timeline options, select **Edit**. Here, you can customize when your assignment will be posted to students and when it will close for turn-ins. By default, no close date will be selected, which allows students to turn in assignments late.



- Select the amount of points this assignment is worth, if any. You can use points on any number-based scale including whole numbers of 100 and set your own denominator. **Examples:** 88/100 or decimals 3.7/4.0.
 - Select **Add rubric** to add a grading rubric.
 - Add a category.
5. Select **Assign**. Your students will be notified of the new assignment on the day you specified.
6. Select **Discard** to discontinue work on this assignment or **Save** to return to the assignment and edit it later.

Note: Select **Expand tab** (diagonal, double sided arrow) to enter full-screen mode.

Dolenni defnyddiol/Useful links

Microsoft Support page;

<https://support.office.com/en-us/article/microsoft-teams-5aa4431a-8a3c-4aa5-87a6-b6401abea114?ui=en-US&rs=en-US&ad=US>

Creating a class

<https://www.youtube.com/watch?v=2zB2jiCxxuQ>