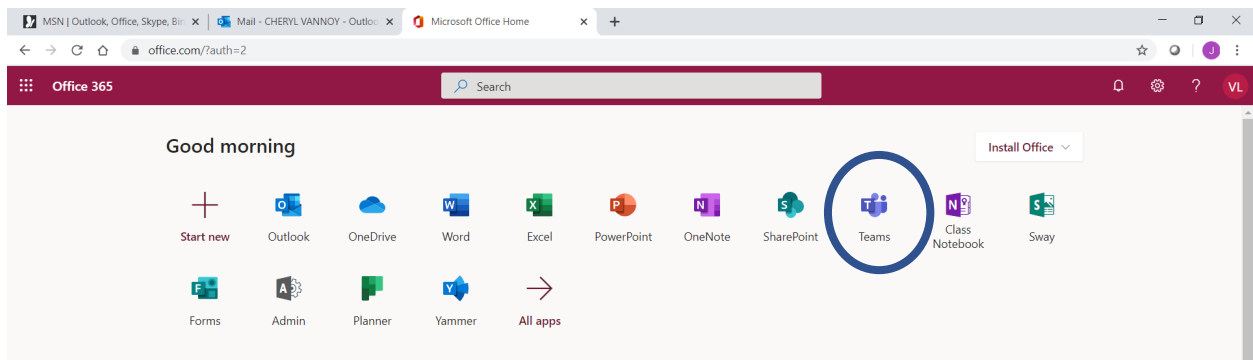
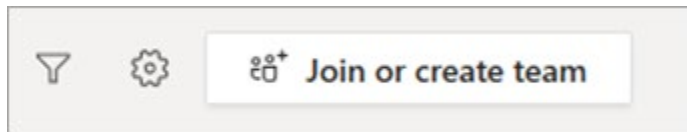


## To Create a TEAM for your individual classroom

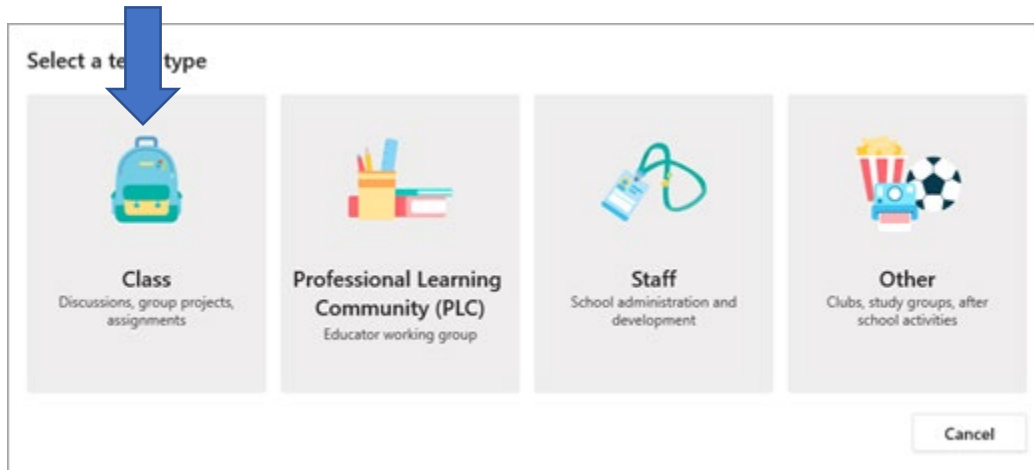
- Access the portal.office.com
- Enter your user name, i.e., [fsmith1234@slps.org](mailto:fsmith1234@slps.org) – “1234” represents the last 4 of your SSN
- Enter your password that you use to log into the network each morning
- All of the available applications will be displayed
- Click on TEAMS



- Select **Join or create team** > **Create a new team**.



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



- The name of the TEAM should follow this example:

(Hamilton, 3<sup>rd</sup> Grade, 214 ELA - Ms. Smith's Homeroom)  
(Hamilton, 3<sup>rd</sup> grade, 214 ELA - Ms. Johnson's Homeroom)  
(School Name, Grade Level, Room Number).

- and optional description for your class team, then select **Next**

**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](#) ⓘ

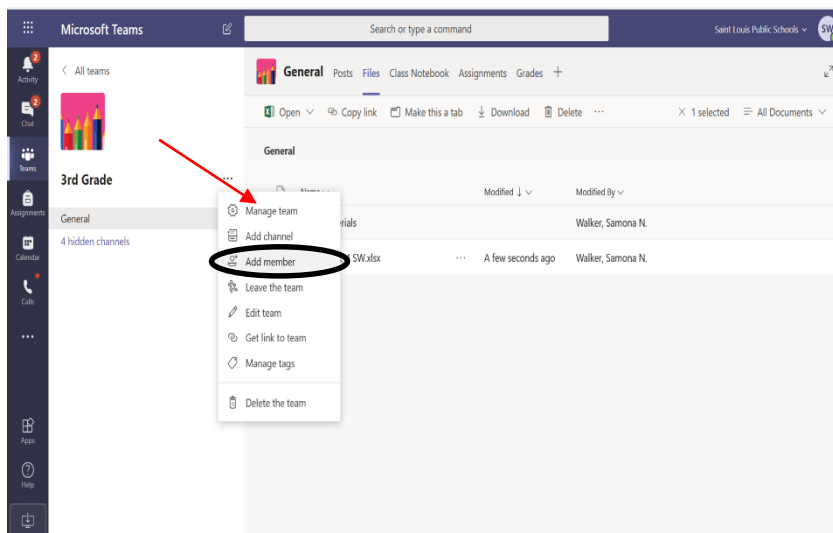
[Create a team using an existing team as a template](#)

- Once you've created your class team, follow the steps to add your students and/or co-teachers as team members.
- Next choose your students. Then choose Add.
- Then click on Teachers. Add your Principal and AIC. Then choose Add. Then Close.
- You have created your team.

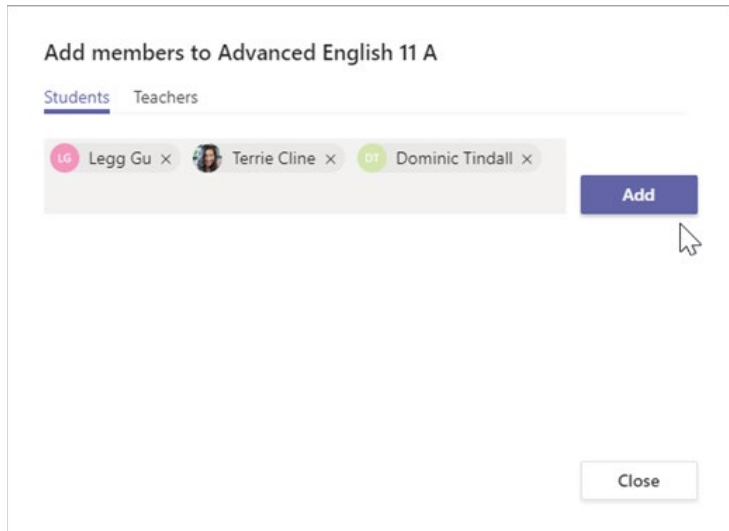
### How to add additional students or teachers

If you need to go back and add a student or Teacher follow these steps.

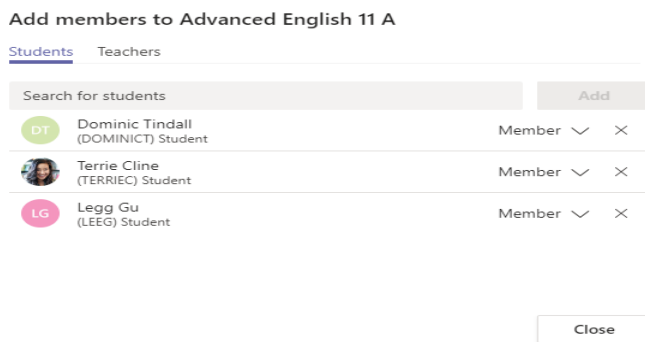
1. Navigate to the class team you'd like to add a student to, then select **More options** \*\*\* next to your class team.
2. Select **Add member**.



3. Select the **Students** tab.
4. Type in the name of the student(s) and select **Add**.

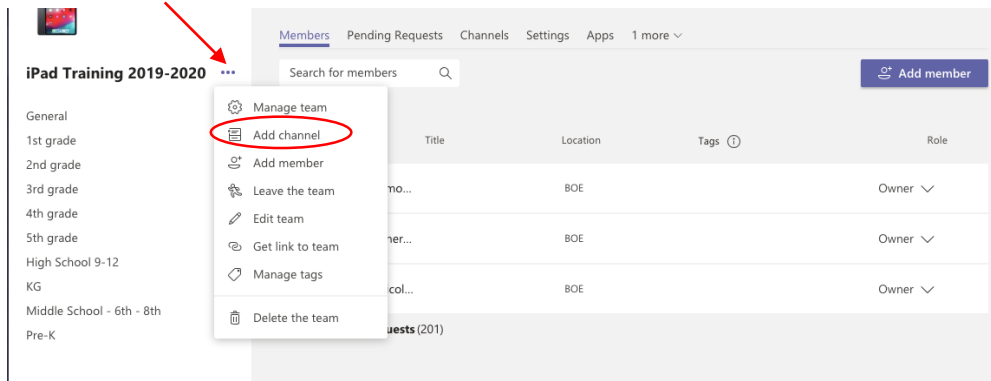


5. Make sure that all students say **Member** and not **Owner**. Otherwise, you will give the students the opportunity to make changes to the team.



6. Select **Close**

## How to add channels to your team:



The screenshot shows the "Create a channel for 'iPad Training 2019-2020' team" dialog box. It includes the following fields and options:

- Channel name: A text input field with the placeholder "Letters, numbers, and spaces are allowed".
- Description (optional): A text input field with the placeholder "Help others find the right channel by providing a description".
- Privacy: A dropdown menu set to "Standard - Accessible to everyone on the team".
- A checked checkbox labeled "Automatically show this channel in everyone's channel list".
- Buttons for "Cancel" and "Add".

Check this box so that the channel will show up for all students in your class team

You will need to create 6 separate channels: (please put them in this order). Also, channels must be named exactly as outlined below:

- ELA
- Math
- Science
- Social Studies
- Visual Arts
- Related Arts