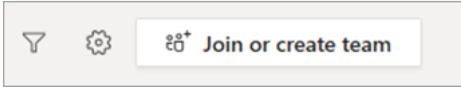


Create a Class Team

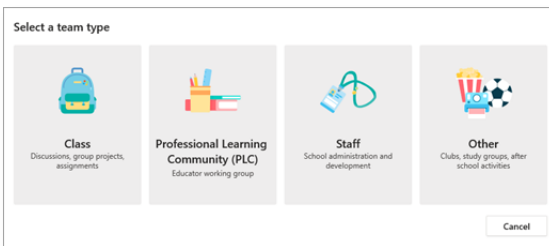
1. Open **Teams** on your computer (click the F4 button on the top row of the keyboard and type Microsoft Teams in the launchpad).

2. In Teams, select the **Teams icon**  from the app bar on the left.

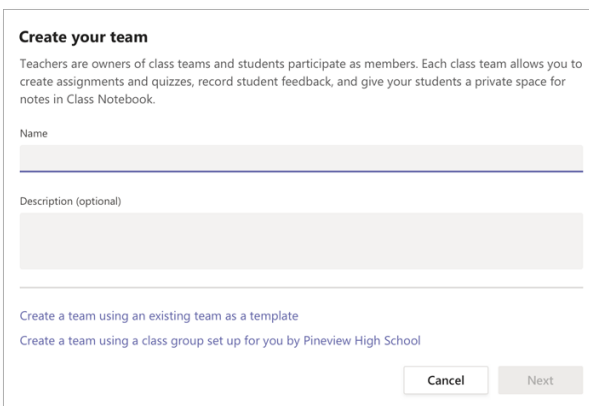
3. In the upper right, select **Join or create team > Create team**.



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



5. Enter a name and optional description for your class team. **It would be good to include: Year-School-Teacher-Section.**

A screenshot of the "Create your team" form. The title is "Create your team". Below the title is a paragraph of text: "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." There are two input fields: "Name" and "Description (optional)". Below the input fields, there are two links: "Create a team using an existing team as a template" and "Create a team using a class group set up for you by Pineview High School". At the bottom right, there are "Cancel" and "Next" buttons.

6. Select **Next**.

7. If you want to add students to your class, you can, OR skip this step and use a join code to add students. If you manually add members, be aware of those students and teachers who may have similar or the same names as someone else in the district. For students, you can check their MSIS number to be sure you are selecting the correct student.