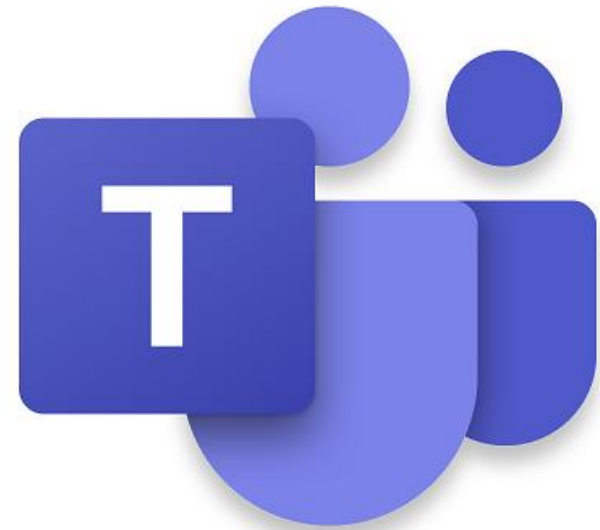
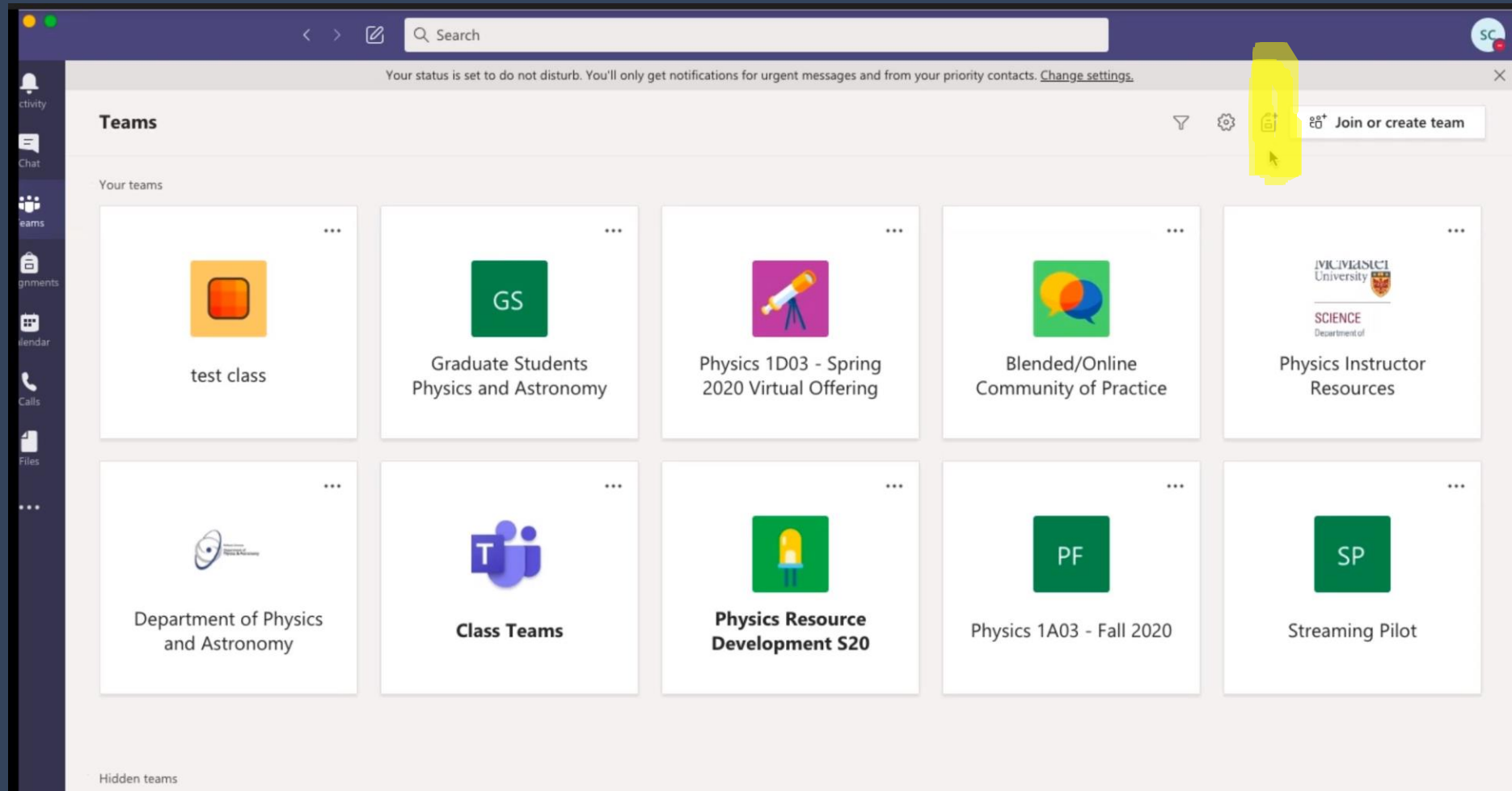


Activation of Automatic Class Teams

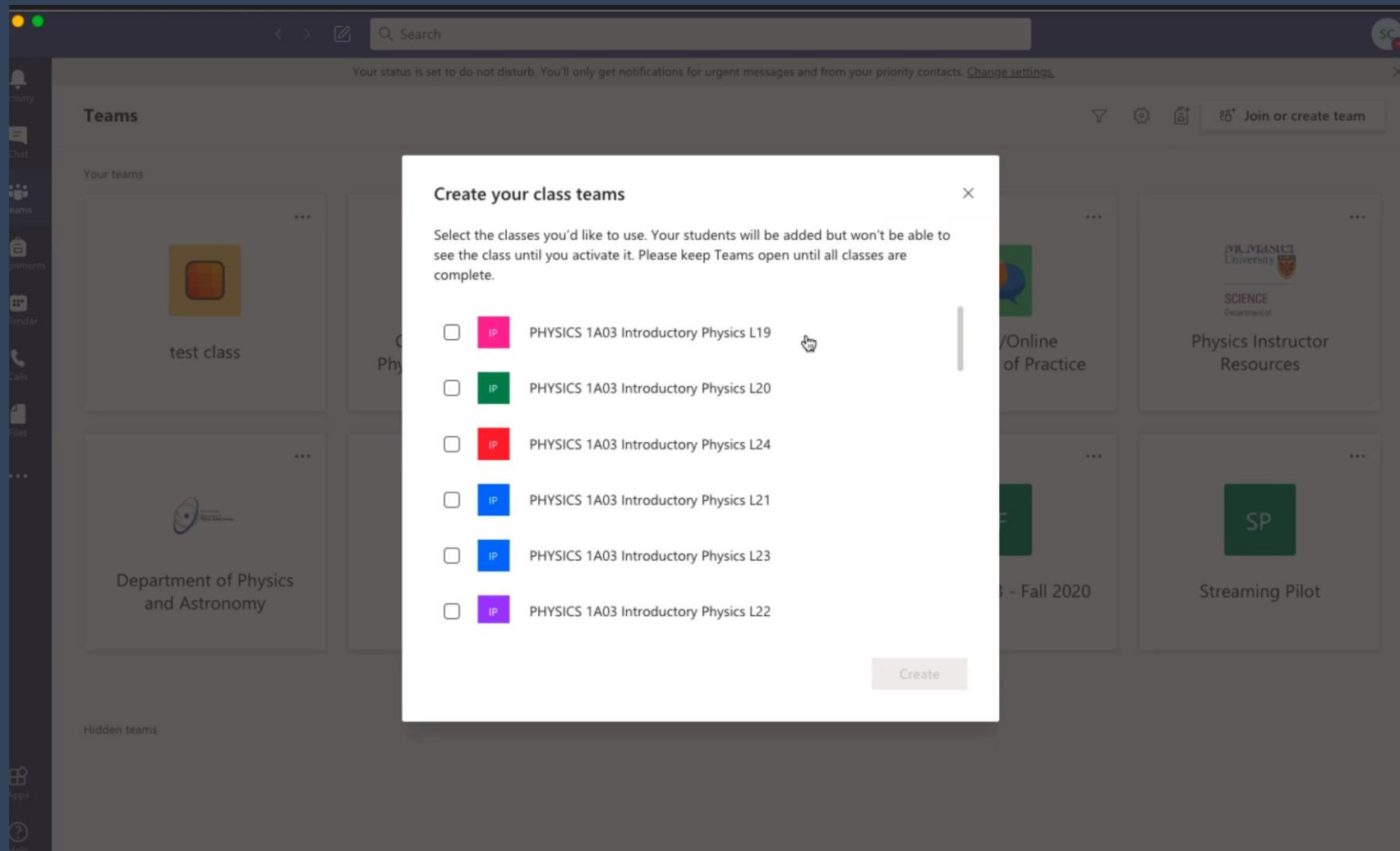
August 31st, 2020



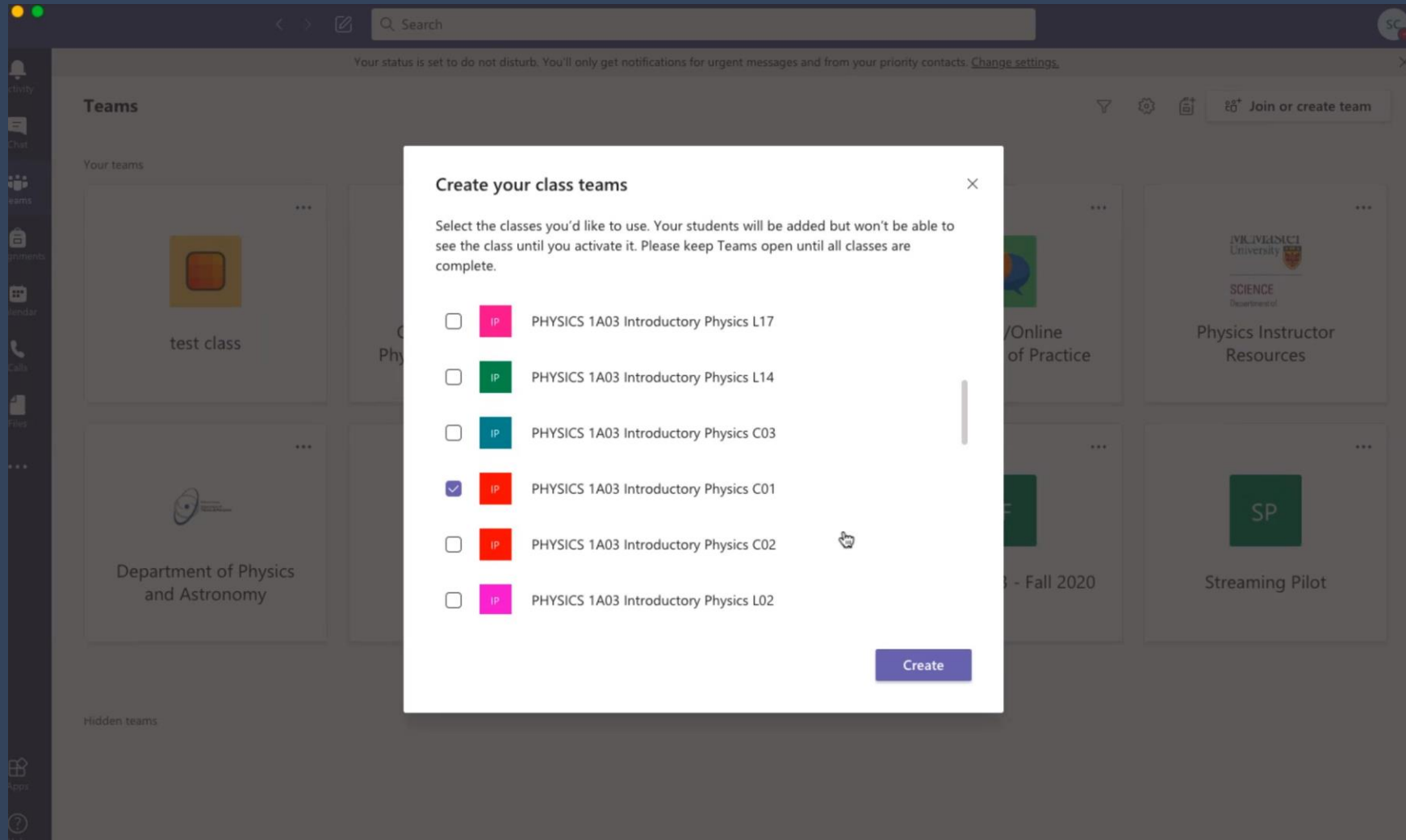
Click the **ADD TEAM icon** to open your list of Course/Sections/Tutorials



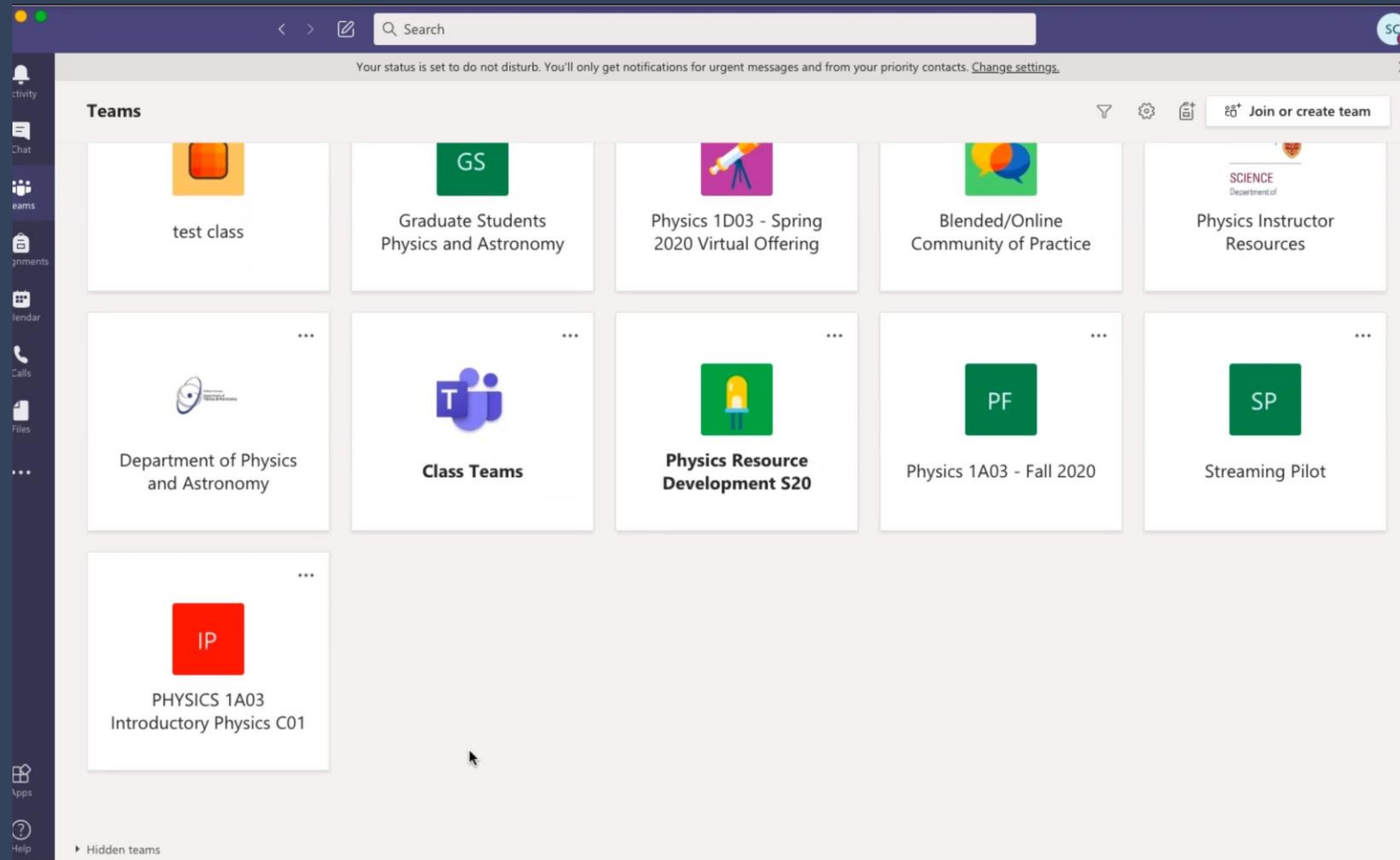
Select the Course/Section/Tutorial that you would like to use



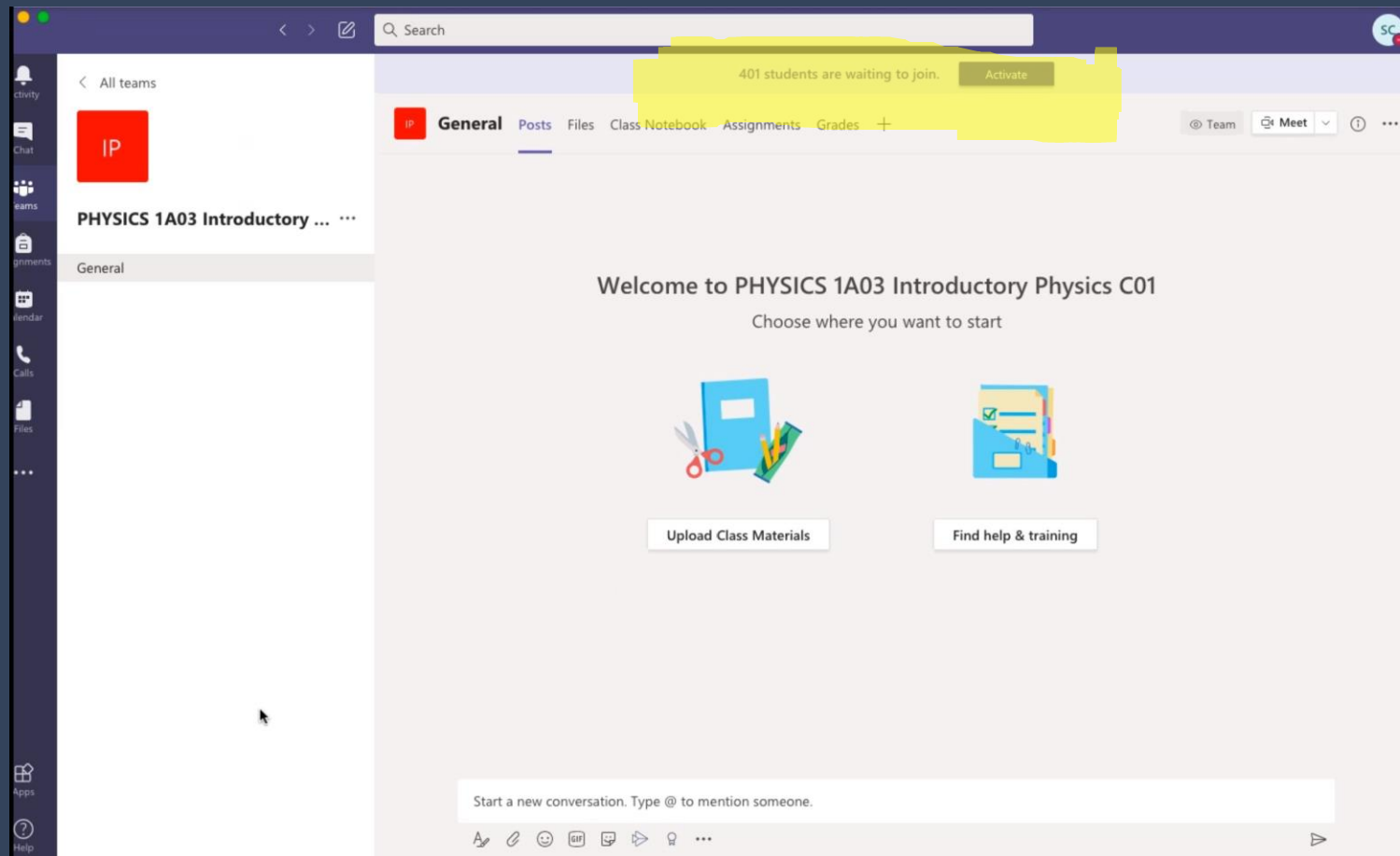
Once you've selected an option, click CREATE



Within a few seconds, your selected Team will be visible in your list of Teams



When you open the Team, you can start building your structure by adding channels/tabs/content. Click on **ACTIVATE** when you want the team to be visible to your students.



To check the membership of the team, click the ellipses next to the team name, then click Manage Team. The members and guest list will sync within a few seconds.

The screenshot shows the Microsoft Teams interface for a team named "PHYSICS 1A03 Introductory Physics C01". At the top, a notification states "401 students are waiting to join." with an "Activate" button. The team name is displayed with a red "IP" icon. Below the name, there are tabs for "Members", "Channels", "Settings", "Analytics", and "Apps". A search bar for members is present, along with an "Add member" button. The "Owners (2)" section lists two individuals:

Name	Title	Location	Tags	Role
KV Dalnoki Veress, Kari				Owner
SC Cormier, Sara				Owner

Below the owners, there is a section for "Members and guests (401)". The left sidebar shows navigation options like "All teams", "Activity", "Chat", "Teams", "Assignments", "Calendar", "Calls", "Files", "Apps", and "Help".

To edit the name and logo of a section/tutorial, click the ellipses next to the Team Name, Edit Team, make your updates and click UPDATE

