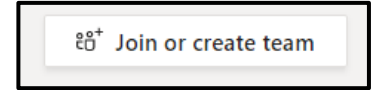## Microsoft TEAMS – Getting your TEAM set up!

1. Login to Office 365 and click on the TEAMS icon. (You can also locate it by clicking on the waffle so that all the apps are viewable).
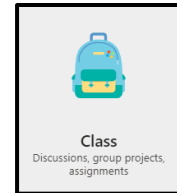
2. After you open TEAMS, in the top right corner, click *Join or create team*.

3. Then click *Create a team*.

4. Now choose what kind of TEAM you want to create. For a TEAM with students, click *Class*. Provide a Name for your TEAM. Name your TEAM something specific – start with school's initials, your name, subject/period.

5. You can now choose to either add your students yourself or skip that part. You can add them later individually or have them join by using a class code. **Remember, you cannot distribute information to your Students' Notebooks unless you have students added to your TEAM.

Now you've successfully created a TEAM!! You will notice there are several standard tabs that will appear at the TOP:

- **Conservations** – Think of this as housekeeping. Add your announcements here or your morning message.
- **Files** – You can upload any class files here – but be careful! Unless you LOCK the file, everyone can view and/or edit the file.
- **Class Notebook** – This is the critical area in your TEAM, and where your students will likely spend the most time. Some sections within the CN are standard, but you can customize this area.
- **Assignments** – This is the area that allows you to upload files or forms for your students to complete. You can grade assignments as well as provide feedback too.

Let's continue setting up your TEAM and begin setting up your Class Notebook.

1. In the middle of the screen you will see three options.
2. Click on *Set Up Class Notebook*.
3. Then click on the option to set up a *Blank Notebook*.
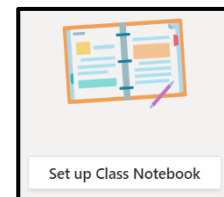
Now you have to decide what you really want in the Class Notebook section. Think of the parts of the CN like this: the main 'tabs' are like the table of contents in a book. The 'sections' are like the chapters in a book. Within each chapter, are 'pages'. When you click on Class Notebook at the TOP, it usually has several tabs that will appear to the LEFT:

- **Welcome** – You can write or post your welcome letter here or you can delete this folder if you want to.

- **Collaboration Space** – This might include a section for groups to work on projects or where students post answers to a 'Question of the Day'. You can also turn this section OFF in the settings if you don't want students to use this component right away. What do you want the students to accomplish in the Collaboration section?

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- **Content Library** – This folder includes the READ-ONLY files that you might want your students to have – class syllabus, class rules, school calendar, etc… What do you want in the Content Library?

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- **Student Notebook** – This section includes the meat of your class. Generally, it will default to four sections: **Handouts, Class Notes, Homework, and Quizzes**. Again, you can customize these as well. When you set up the Student Notebook tabs, <u>start out with one or two FIRST</u>. You can add more sections or tabs, but <u>you CANNOT delete them later</u>! To simplify (and also remind the students what each section is for), you can rename them like this:
  - **My Class Notes** – Students could take their own notes over whatever they deemed important.
  - **Weekly Handouts** – This could include all the files a student would need for the week! PowerPoints, Study Guides, Homework, etc..
  - **Yearly Goals (Data Notebook)** – I added this section so that students could upload their SMART goals, and any other data related info here.
  - **My Handouts (copies for myself)** – Students could choose to make copies of different files and keep them here. You could also combine Completely optional to add this section.
  - **Quizzes** – You could leave this or keep it, either way would work. Instead of quizzes you may want to call it Bell Ringers or TOTD. Anything that is graded really should go in the *Assignments* Tab at the TOP.
  - **Homework** – This is a preference. You could leave this section or combine the Homework in with the Weekly Handouts.

  How do you want to customize your Students' Notebooks? What sections do you see being the most beneficial? Which sections do you want to start out with?

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After you've created your sections or tabs in the Student Notebooks, you will be redirected to your main TEAM homepage. You can also click *General* on the side to come back to your TEAM homepage. Before you do anything else, you need to set up the *Teacher Only* part of your TEAM.

1. Click on the *Class Notebook* tab at the very TOP.
2. Click on the *Class Notebook* again under the TEAM name.
3. Then click on *Manage Notebook*.
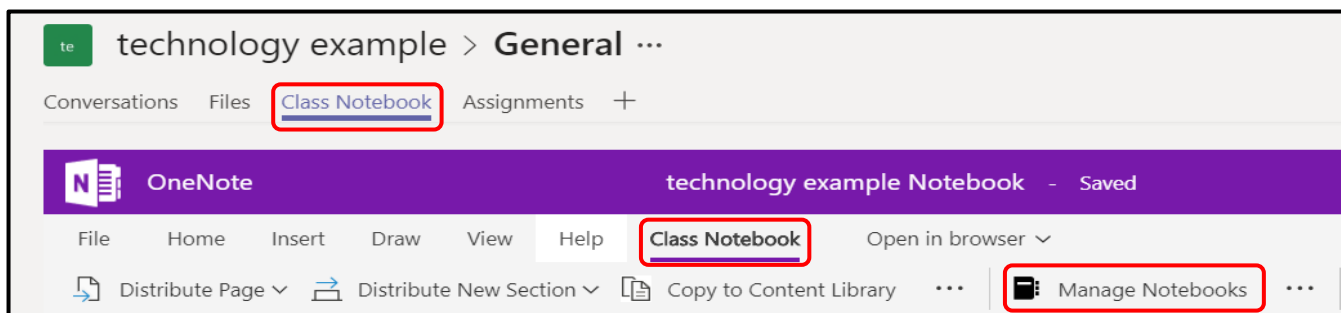
4. Click on the *Add Teacher Only section group*. This will provide you with a tab that you can create pages to distribute out to your students. Your students will not be able to see this tab or view any files within it. You can also Lock or disable the Collaboration Space here.
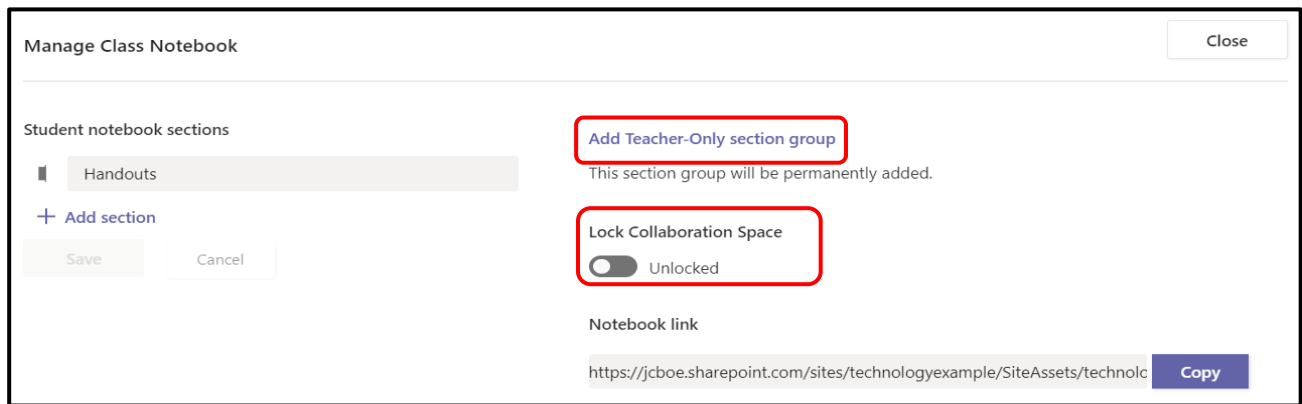
5. Now when you go back to your Class Notebook, you will see the **Teacher Only** section. You will want to add sections (click the **+ Section** at the bottom) so that you can keep your content organized.
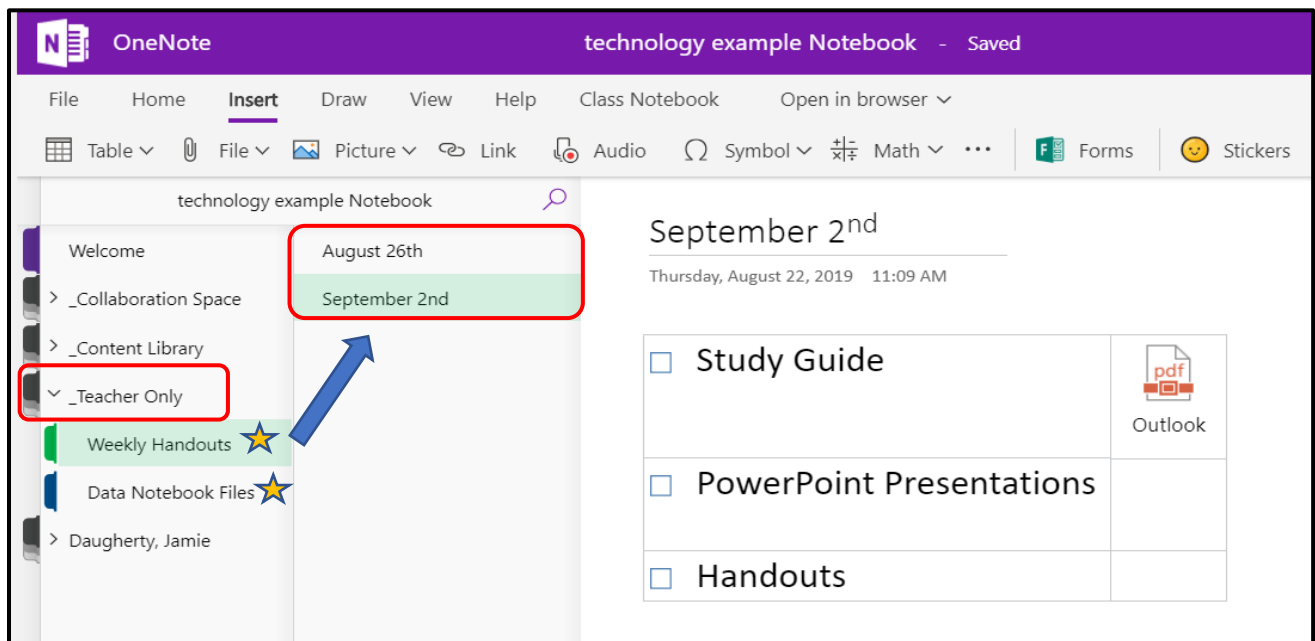
Now you are ready to start creating pages within your Class Notebook!! You can add tables, link files, add pictures, etc… When you want to **distribute a page** to the students, follow these steps:

1. Click on the page you want to distribute or send to the students. Then click on *Class Notebook* if you aren't already there.
2. Click the drop-down arrow next to *Distribute Page*, then click on *Distribute Page* again. A window will open to the right asking you to choose where the page should be distributed within the Student Notebooks.
3. Choose the correct section and then click *Distribute*. Be patient, sometimes it will take a few minutes for the pages to show up in the Student Notebooks. When you distribute a page to the Student Notebooks, each student will have that page under that section under their name.