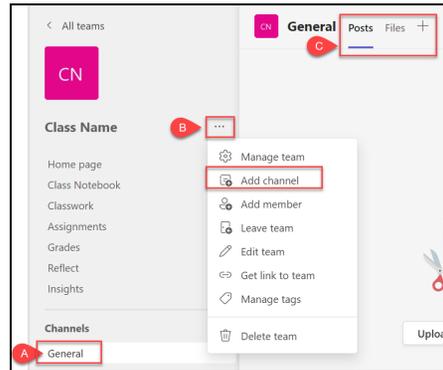


# DIGITAL LEARNING

## Microsoft Teams: Getting Started

Educators should use this guide to effectively establish their Microsoft Teams courses. Similar to how teachers arrange a physical learning space, preparing digital classrooms is equally important.

How do I create a Team?	Tutorial
<ol style="list-style-type: none"> <li>1. In the top right corner of Teams, click the Join or Create Team button.</li> <li>2. Choose Create a Team.</li> <li>3. The Team type will be Class.</li> <li>4. Enter a name for your class.</li> <li>5. A description can be added, but is optional.</li> </ol> <div data-bbox="900 636 1514 776" style="text-align: center; border: 1px solid gray; padding: 10px; margin: 10px auto; width: fit-content;">  </div>	<a href="#">Creating a Team</a>
How do I create channels?	Tutorial
<ol style="list-style-type: none"> <li>1. Every Class Team has a General Channel. This channel can be used for communication and collaboration.</li> <li>2. You can add additional channels by clicking the 3-dot menu, then Add Channel.</li> <li>3. Each channel you create will have an area for posting announcements and a Files tab. You can add additional tabs for apps by clicking the + sign.             <ol style="list-style-type: none"> <li>a. Channels are a good way to organize your Team.</li> <li>b. Adding a tab allows you to connect apps to your Team. The apps will open up in Teams, which offers students a safe and private space. Students do not have to open up another browser to use the app.</li> </ol> </li> </ol>	<a href="#">Creating a Channel</a>

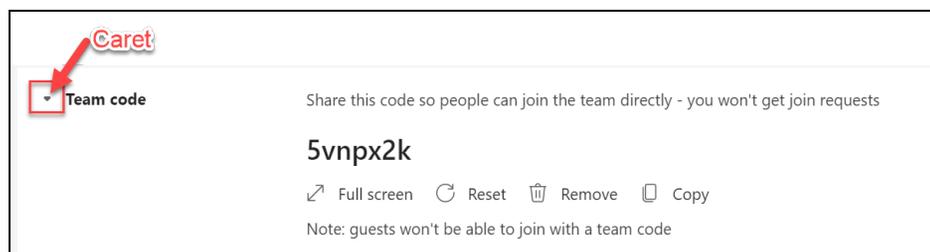


## How do I add students?

1. Next to the class name, click the 3 dots.
2. Choose "Add member."
3. Type in student's name or email.

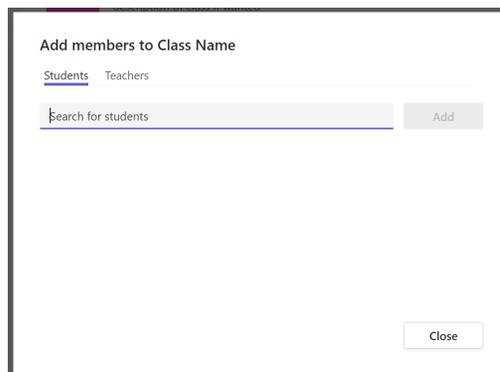
**OR**

1. Next to the class name, click the 3 dots.
2. Choose "Manage Team."
3. Click "Settings."
4. Click the caret next to "Team Code."
5. Click the "Generate" button to create a Team Code.
6. Display the code to have students join the Team.



**OR**

Roster students using an LMS such as Canvas, Blackboard, Moodle, and more.



## Tutorial

[Add a Student by Email](#)

[Adding a Student by Team Code](#)