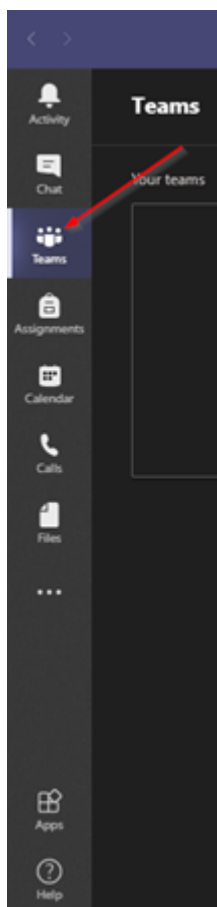
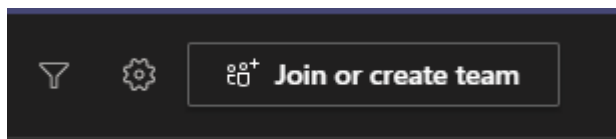


Creating a Team

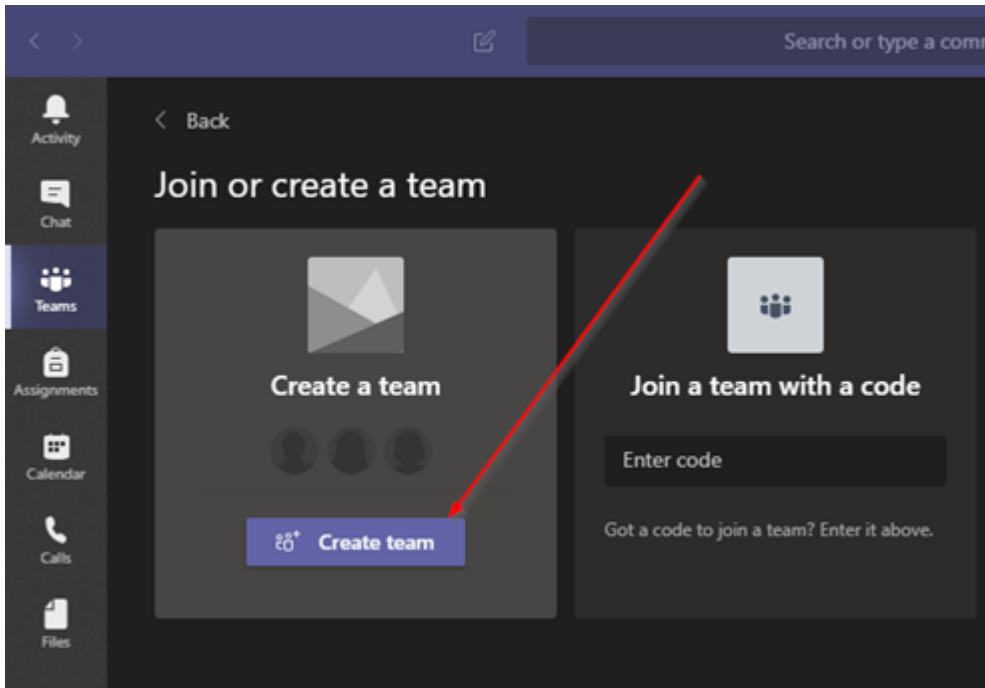
1. Along the left side of the window, select the **Teams** menu.



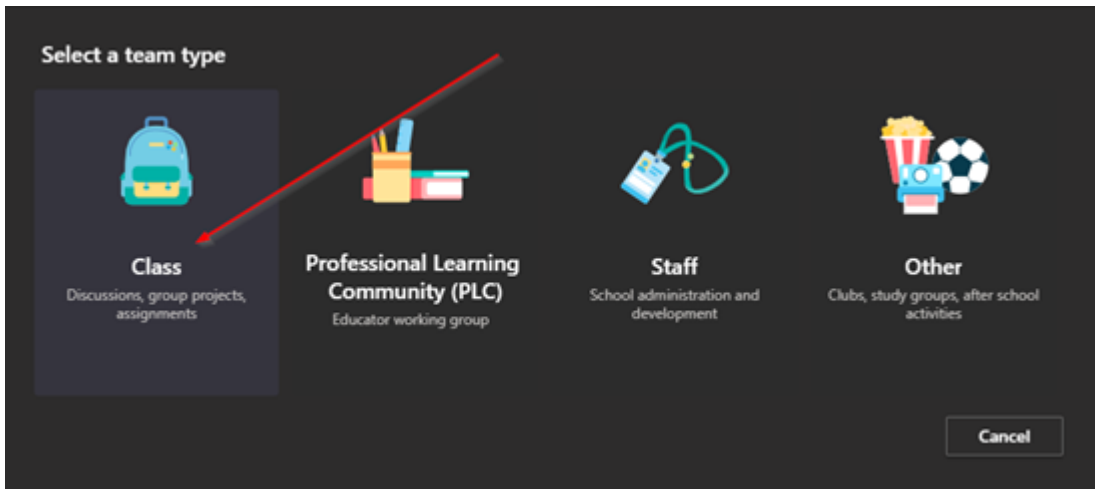
2. In the top right, click the **Join or create team** button.



3. Select the **Create team** button (you may need to hover your mouse over this area before that button will appear).



4. On the team type selection page, click **Class**.



5. Specify a name for your team (likely your course department and number) and an optional description, 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

ABCD 101

Description (optional)

Create a team using an existing team as a template

Cancel Next

6. On the next screen, you are able to search for and add students to the team. If you would like to set up the team first and add the students later, simply click the skip button.

Add people to "ABCD 101"

Students Teachers

Search for students Add

Start typing a name to choose a group, distribution list, or person at your school.

Skip