

User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 18 Aug 2021, version no.: 2.0

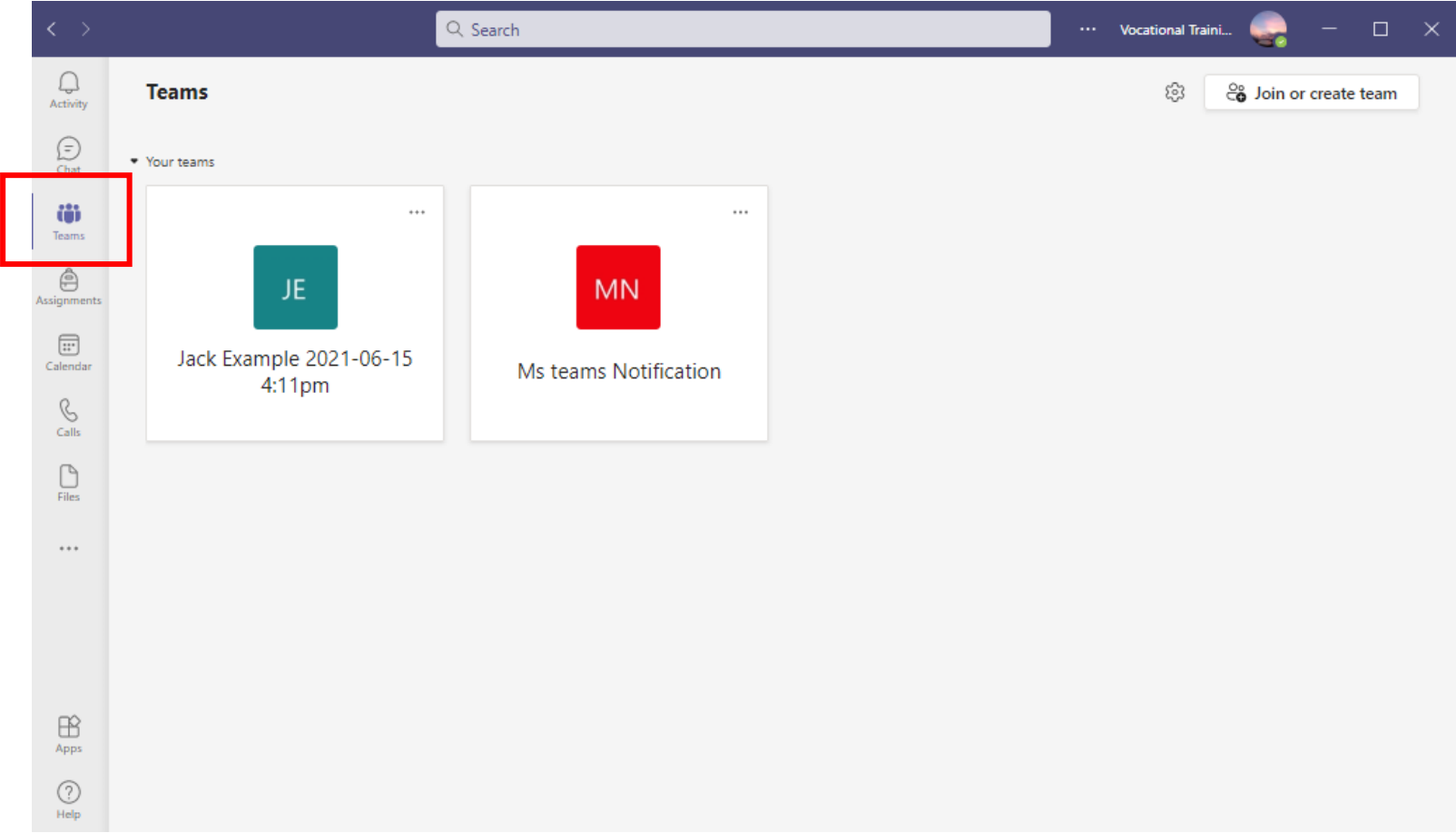
(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.



6.1 Create Class Team in MS Teams



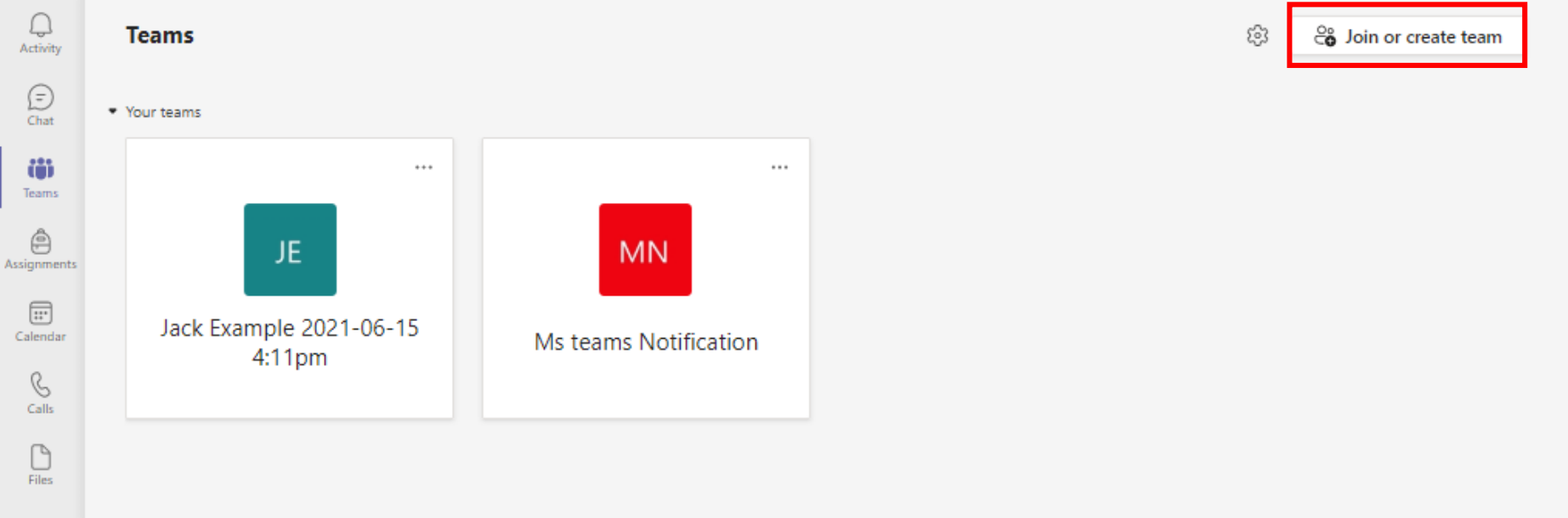
Create Class Team in MS Teams



Click the **“Teams”** icon in the sidebar menu.



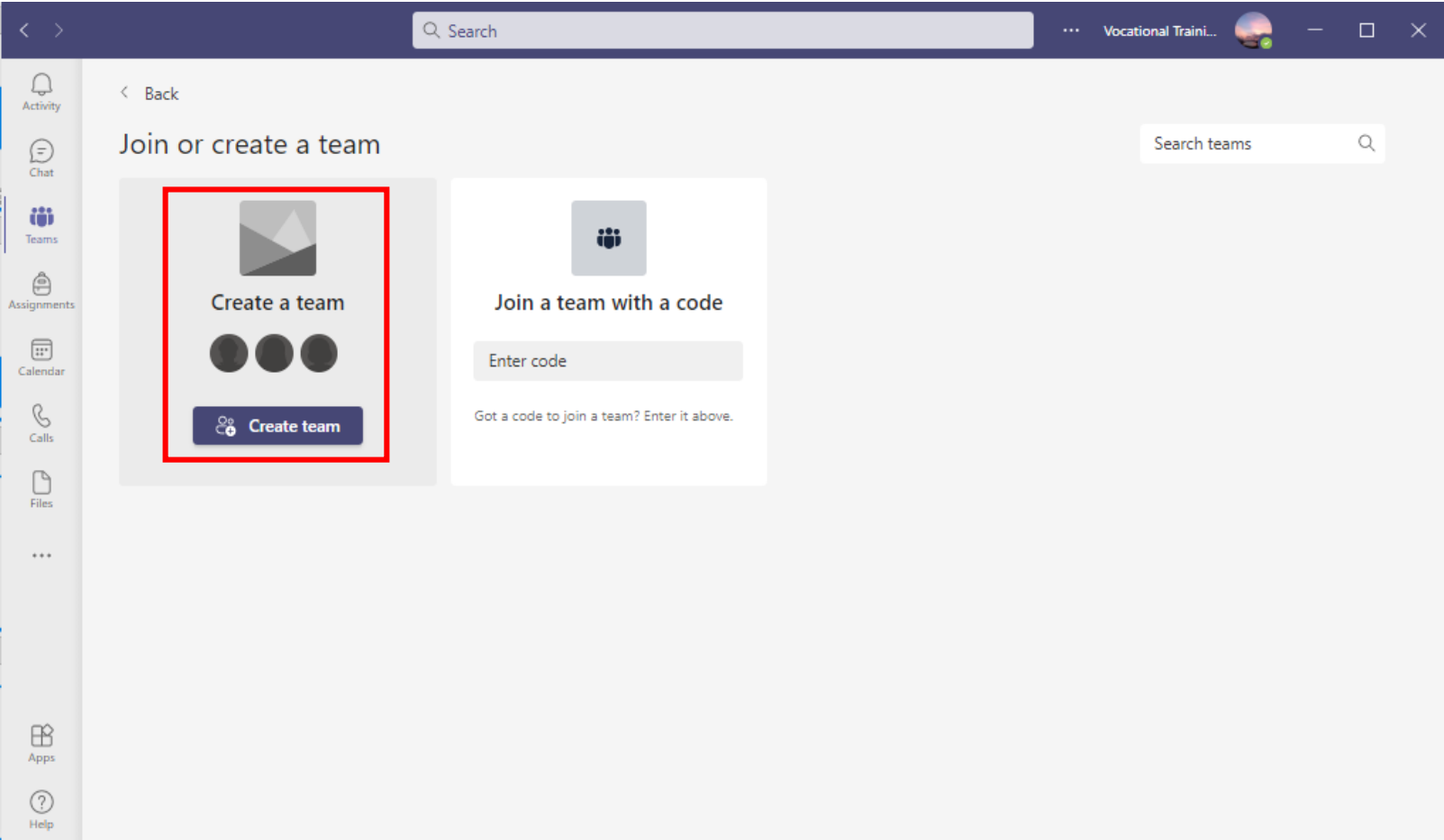
Create Class Team in MS Teams



Click "**Join or create team**" to create a new class.



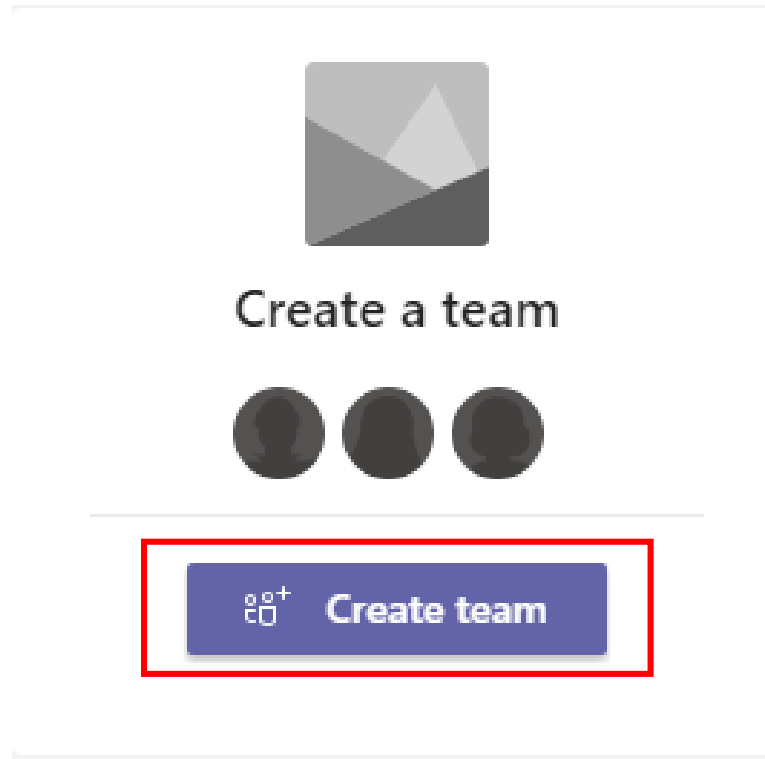
Create Class Team in MS Teams



You will find **“Create a team”** in the main page.



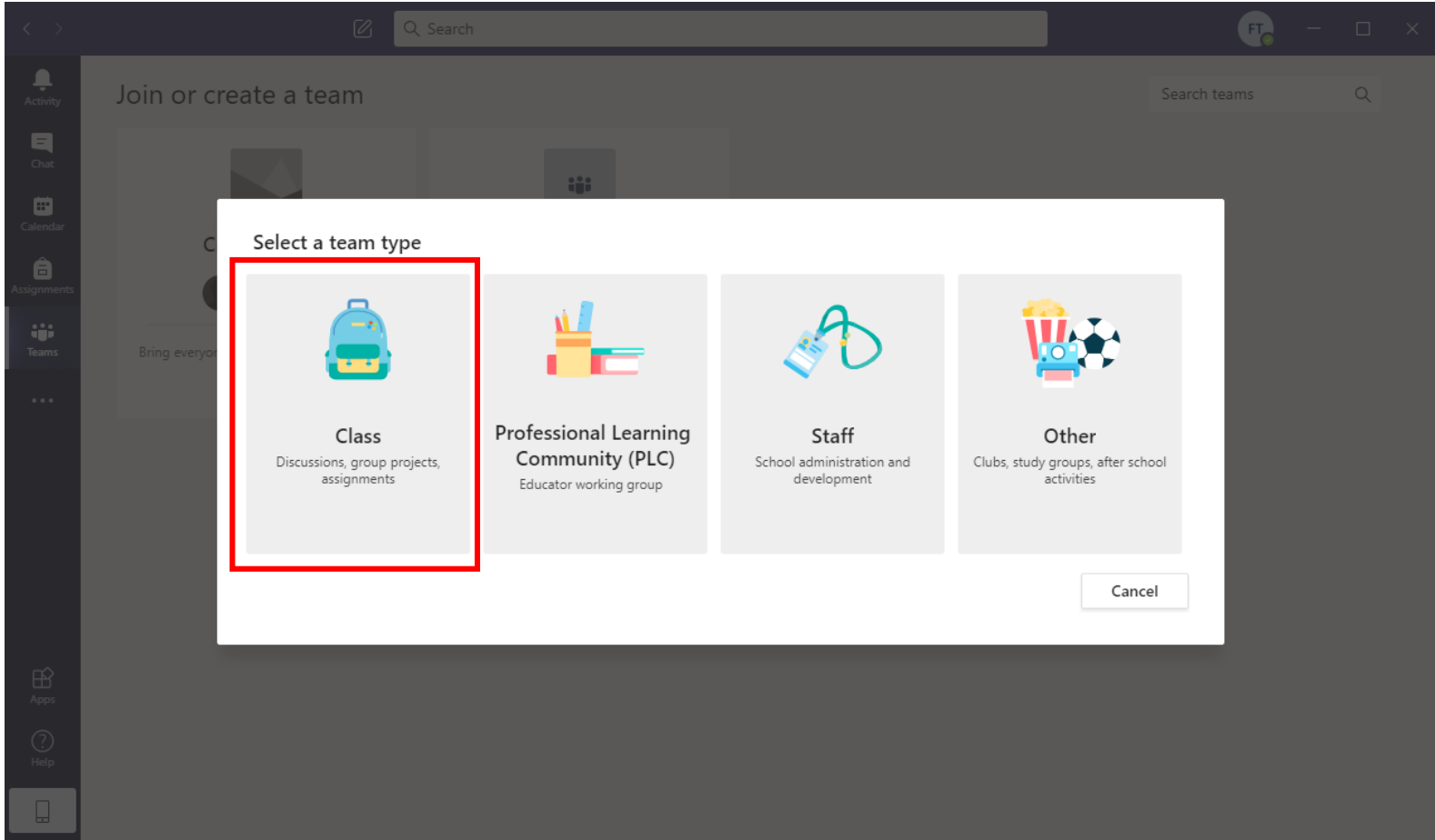
Create Class Team in MS Teams



Click the "**Create team**" button.



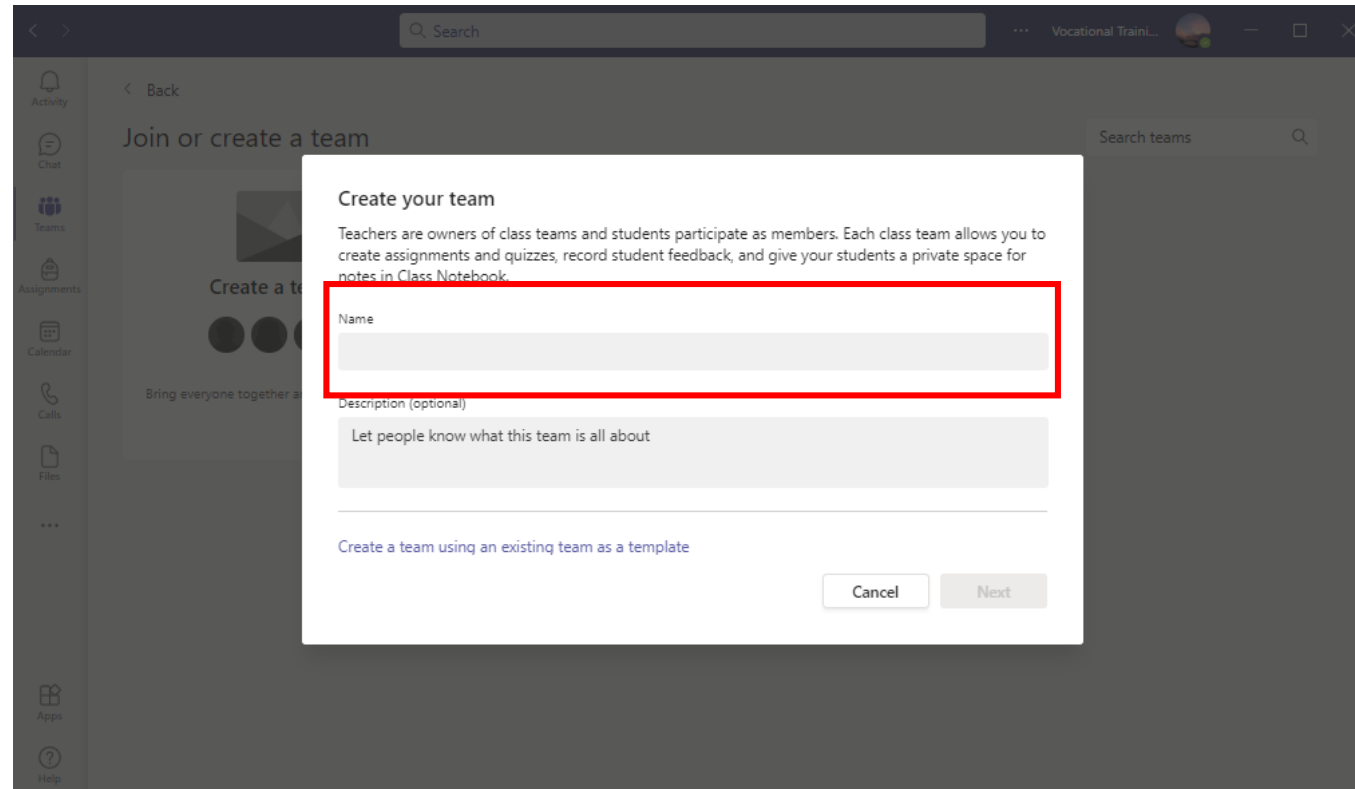
Create Class Team in MS Teams



Select "**Class**" as a team type.



Create Class Team in MS Teams



Fill in details with this format to create the Teams class:

- Name of the class (Format :{Module Code - Course Name - AY - Sem - Class - Course creator})
- Privacy : select "Private -"

Click "**Next**" to continue



Create Class Team in MS Teams

Add people to "MC41304-LAN1025-AY2021-Sem1-Class1A-Fan"

Students Teachers

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

Please click **"Skip"** at this step. Teams Class will be created.



End



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