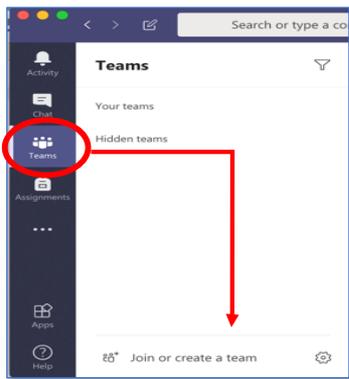


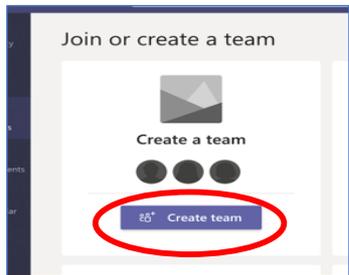
How to open a Course (class) in Teams?

In Teams a class is a “team” consisting of the students and instructor(s). Therefore, setting up a class in teams is managed by creating a team as shown below.

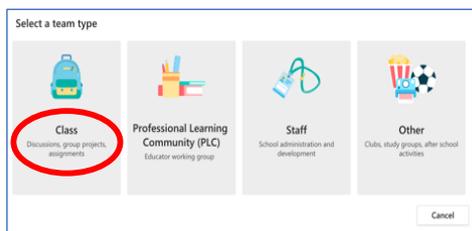
- Click “Teams” icon.
- Click “Join or create a team”:



- Click “Create a team” option:



- Select “Class” from the shown options:



- Type the Course Code and its group number. (No need for group number for single group courses):

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
Chem101-Group 1

Description (optional)
General Chemistry

Create a team using an existing team as a template

Cancel Next

- Enter the list of students:
(Search students by their student numbers or by their names and last names.)

Add people to "Chem101-Group 1"

Students Teachers

15700878

IK IMRAN HUSSAIN KAZMI
15700878

Add people to "Chem101-Group 1"

Students Teachers

MA MOHAMAD AYECH Adham n Add

Start typing a name to choose

FC FAISSAL CHAREF 18700497 AA ADHAM NASER HASAN ALRAMAHI 18700736

TK TAHHA KHALED MAHMMOUD KARAJA 18700349

ASSAD ABUBAKER 18700330

MS MERT TANER SALIM 18330732

Close

Add people to "Chem101-Group 1"

Students Teachers

MA MOHAMAD AYECH Adham n Add

Start typing a name to choose

FC FAISSAL CHAREF 18700497 AA ADHAM NASER HASAN ALRAMAHI 18700736

TK TAHHA KHALED MAHMMOUD KARAJA 18700349

ASSAD ABUBAKER 18700330

MS MERT TANER SALIM 18330732

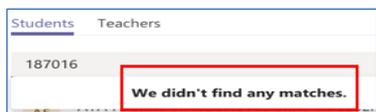
Close

- **Generate a group code that** any student that has not been added to your class or any visiting student **can** request to **join to** your class **directly** To do this:

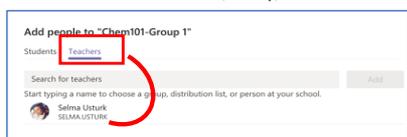
Go to the team name and click More options * > Manage team. Select the Settings tab > Team code > Generate. Click Copy. Share the code with your students.**

Formatted: List Paragraph, Bulleted + Level: 1 + Aligned at: 0.63 cm + Indent at: 1.27 cm

The system sometimes give "We didn't find any matches" message by mistake. Retry again by typing the rest of the name or student number or retype it:

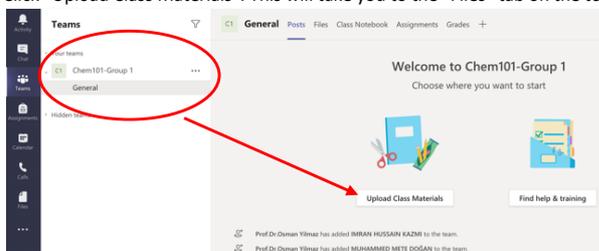


- Click “Teachers” to add the names of other instructors or assistants, or course coordinator’s name, or any technical staff for assistance, if any, and click “Close”

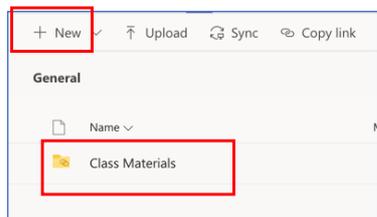


Your Teams class is almost ready. To complete setting up your class:

- Click “Upload Class Materials”. This will take you to the “Files” tab on the top.



- You can upload the files that you want to share with your students into the “Class Materials” folder or you can generate your own folders by clicking “New” followed by “Folder”:



Caution: Upload relatively non-editable files like a pdf file instead of MS Word file to prevent the content of the files by students or other users.

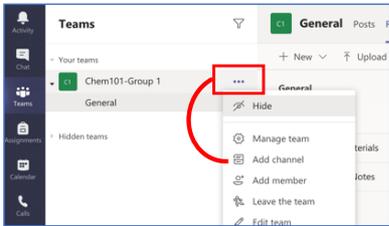
Creating sections (channels) in your class

You can do all your activities like messaging with students, posting announcements, document or file sharings, assignments, grading and live lecturing” in the automatically generated section titled “General”. In Teams terminology it is a “channel”. However, you can organize your classes into sections (channels) like for example “chapters” or “class sessions”.

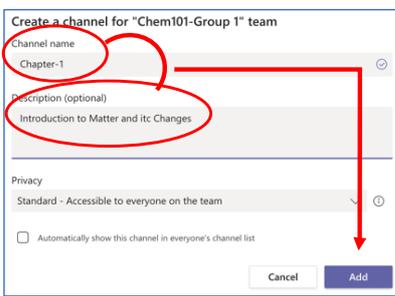
Following is an example to a class having sections for each chapter. All the class meeting records, messages, student questions and answers belonging to a chapter will be stored in that chapters section (channel).

To create a channel (section):

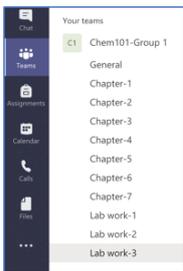
- Click (...) adjacent to the title of your class and choose “Add channel” from the drop down list:



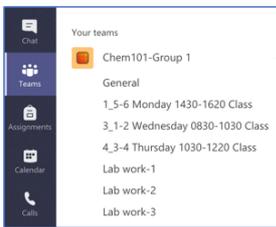
- Type the channel name and (optional) a brief description:



- When you are done, your Teams class will look like:



- Some instructors may prefer to give the name of the class sessions on the weekly time table as shown below (Number coding for days and hours may help to see a sorted list of the weekly class sessions. For example, "3_1-2" may be used to represent Wednesday (3rd day) 1st and 2nd periods (8:30-10:20)):



How to create the classes for other groups of a course?

You will have to repeat the whole process shown above or you can use the class created for the first group as a template for the sake of unity and saving time.

To do this,

- click "Create team" and then click "Create a team using an existing team as a template"

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

Description (optional)

Create a team using an existing team as a template

Cancel Next

- Choose your class to be duplicated:

GR Grad501

C1 Chem101-Group 1

Cancel Back Choose team

- Do the necessary adjustments:

Caution: disabling "Tabs" is required to copy the channels

You are using "Chem101-Group 1" as a template for a new team

Class name

Chem101-Group 4

Choose what you'd like to include from the original team

Messages, files and content won't be copied. You'll need to set up tabs and connectors again.

Channels

Tabs

Team settings

Apps

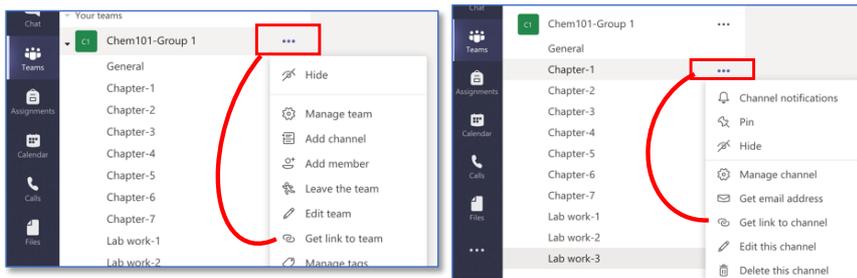
Members (24 people)

Cancel Create

How to get the link to your Teams class or its channel?

You may need to give a link to your teams or especially “channels” to use in your announcements like “we will meet tomorrow at 2:30 pm. Join the meeting by using the link below...”. To copy the link:

Click the three dots “...” adjacent to the title of the class or channel and click “Get link to team” for class or “get link to this channel” for a channel.



You can manage or edit or delete your teams or sections by using “...” on their titles. You can also get the e-mail address of any channel (for mass emailing to the members) from “...”

See the separate quick guideline(s) on how to deliver a lecture through Teams .