

Teaching a Class with Teams

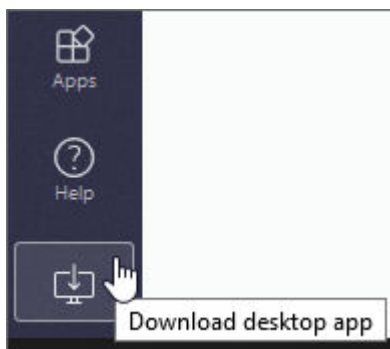
Accessing & Downloading Teams

- Open a web browser and go to: <https://teams.microsoft.com/>
- Sign in with your VLS email address and password.

Please note: Teams is also available by browsing to: <http://www.office.com>

Sign in and then click Teams.

If you want to download the desktop app: The first time you log in to Teams on the web, a pop-up window will invite you to download the desktop app. Just click it, wait for the download to complete, click the download to install. Alternatively, click the download button at the lower left:



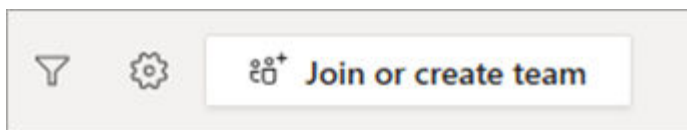
Teams can also be downloaded to your smartphone:

<https://teams.microsoft.com/downloads>

Setting up your Class


After you have installed the app on either your computer or smartphone, here are instructions for setting up your class:

- Select **Teams** in your left rail to view your teams.
- Select **Join or create team** > **Create a new team**.




- Select **Class** as the team type.


Select a team type




Class
Discussions, group projects,
assignments



**Professional Learning
Community (PLC)**
Educator working group



Staff
School administration and
development



Other
Clubs, study groups, after
school activities

[Cancel](#)

- Enter a name and optional description for your class team, then select **Next**. For example: Ms. Gustyte, 3rd period, meets in room 301.

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)

This team is searchable and discoverable. [Change setting](#) ⓘ

[Create a team using an existing team as a template](#)

Tip: During this step, you can also create a new team using an existing team as a template.

- Once you've created your class team, follow the steps to add your students and/or co-teachers as team members.

Please note: Teams also has a record feature:

<https://support.office.com/en-us/article/Record-a-meeting-in-Teams-34dfbe7f-b07d-4a27-b4c6-de62f1348c24>

Additional Resources:

Creating Teams Class

<https://support.office.com/en-us/article/Create-a-class-team-in-Microsoft-Teams-fae422eb-58b7-4431-9ff2-a4b9b6ae7c5b>

Add Students to Teams Class

<https://support.office.com/en-us/article/add-a-student-to-a-class-team-b88263bb-ace1-4702-8a48-f8a2cf4af954>

Remove Student from Teams Class

<https://support.office.com/en-us/article/remove-students-from-a-class-team-4a8b9526-b6db-4ba2-864c-37ff375ed1e9>

On-Campus Teams Training

<https://vimeo.com/396531750/1b2038d8f2>

VLS IT Helpdesk

helpdesk@vermontlaw.edu

802-831-1355

X1355