

Creating Microsoft Teams in Office 365

Introduction

This is a brief tutorial on creating a team in Microsoft Teams for Office 365.

Learning Objectives

Completion of this tutorial will give you experience with the following:

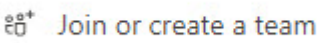
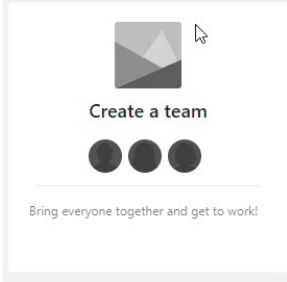

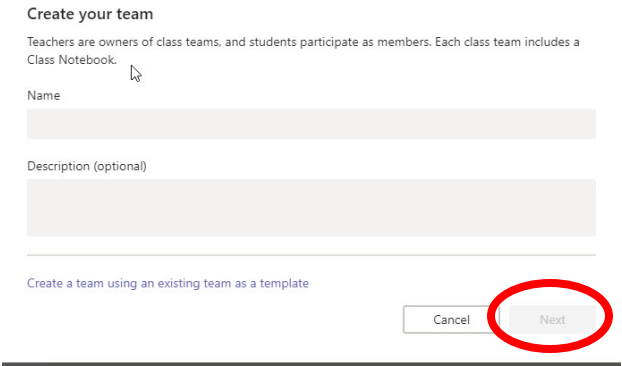
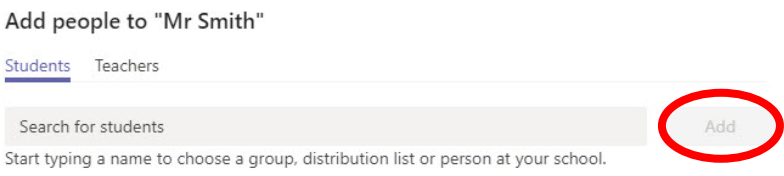
- Creating a Team
- Adding students to the team
- Adding assignments to the team

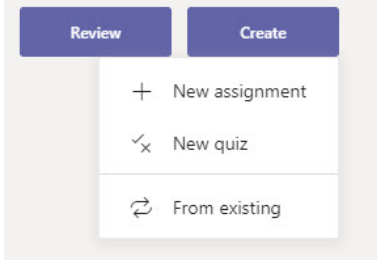


This tutorial assumes

- that you have access to Office 365
- that you have created a document that is stored in your OneDrive
- that you have students to add to your team

Case Study

Mr. Smith is a grade 7 teacher and is using Office 365 to post assignments and collaborate with his colleagues. He wants to create a Microsoft Teams site so his students can view the classroom assignments from home and submit them seamlessly through this site.

Creating Microsoft Teams in Office 365		
1	To create a team, at the bottom, select Join or create a team .	
2	As the teacher, select the Create a Team button	
3	Decide which team members you want to create a site for.	
4	Give your team a name and describe it. Select Next .	
5	Under the Students headline, start typing in the students' name that you want to add. Select Add	

<p>6</p>	<p>Under Assignments, you can select Create and add a new assignment or new quiz.</p>	
<p>7</p>	<p>Fill out the information related to the assignment such as title, instructions, due date and rubric and select Assign.</p>	
<p>8</p>	<p>You can now see assignments that are submitted by selecting Review.</p>	
<p>9</p>	<p>Assignments can now be exported to Excel.</p>	