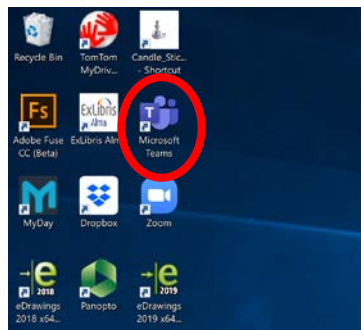


Guide A - Basic Guide to Setting-up a Microsoft (MS) Team for On-Line Teaching

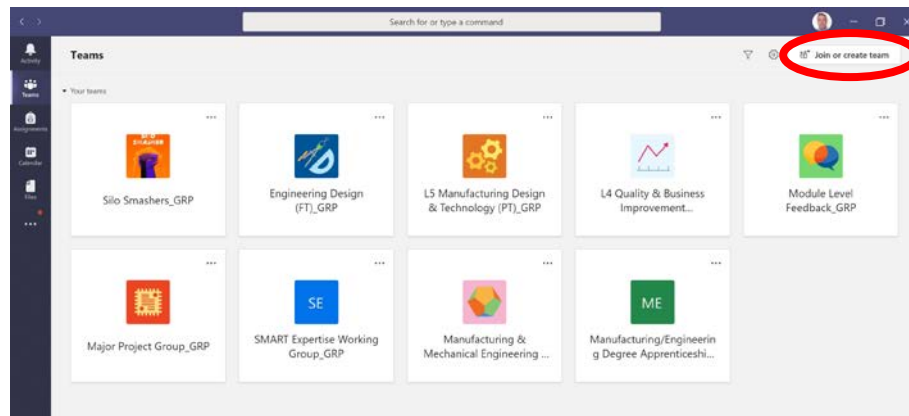
This guide explains the simplest way to set-up a 'Team' in MS Teams for on-line teaching or project tutorials. These steps only need to be taken once for each module you teach. Once you've set-up a 'Team', it's there for you to use to connect with students, as and when you want.

A follow-up guide has been developed to explain how to use the basic features of 'Teams' once you're ready to begin using it for teaching.

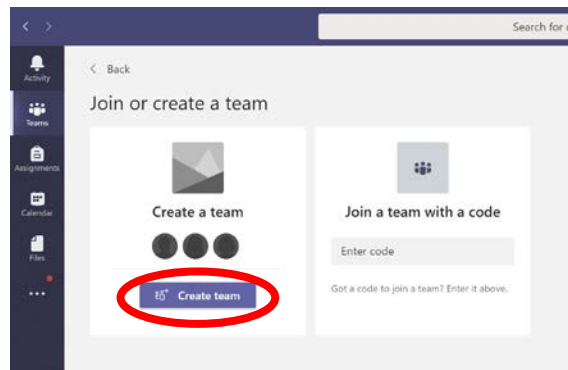
1. Open the MS Teams software. It should be on your 'desktop' or you can find it in your 'start menu' under 'programs'.



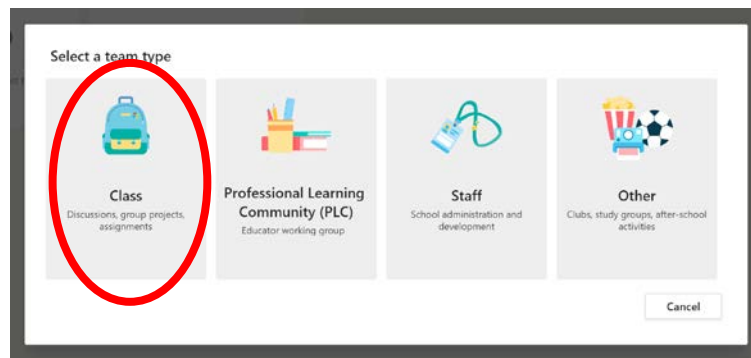
2. Once the software loads, click on the 'join or create team' button in the top right hand corner. (Your screen will not have the team tiles shown in the image if you haven't used MS Teams before.)



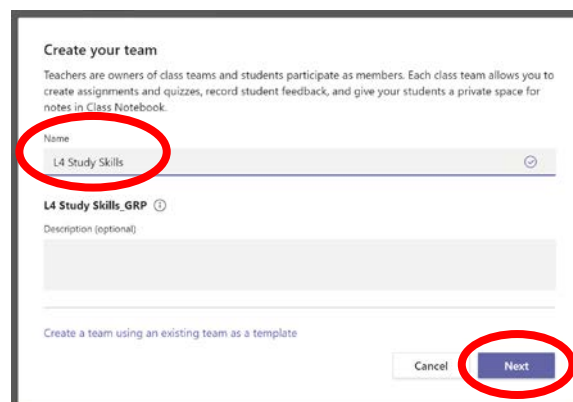
3. Select the 'Create team' button.



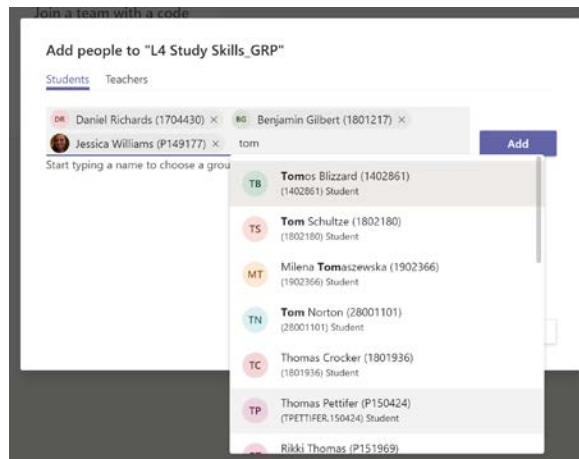
4. You'll be prompted to select which type of 'team' you want to create. Select '**Class**'



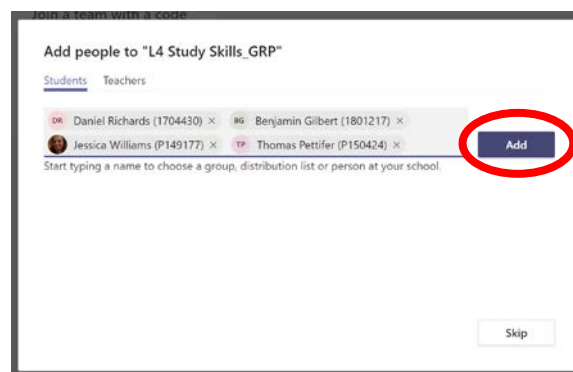
5. In the '**Name**' field, type the title of the module (eg. L4 Study Skills) and then select '**Next**'



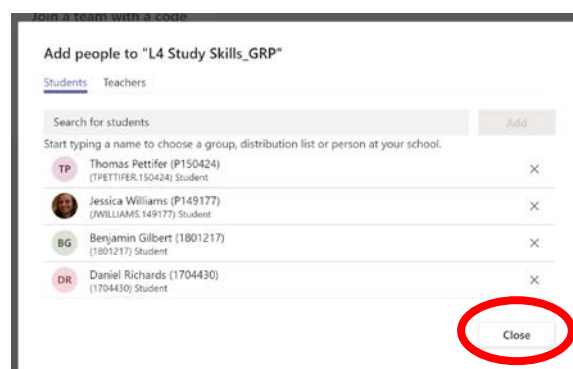
6. Now add the students in your class to the team. Once you begin typing in the 'search for students' field, a drop-down list of students with that name appears - just select the student you want to add and then begin typing the name of the next student.



- Once you've selected all of the students you wish to add, select **'Add'**. You are able to add more participants later, if you leave someone out.



- The next screen allows you to review the students you've added. Select **'Close'**



- You've now set-up your 'Team' and are ready to begin using it.