

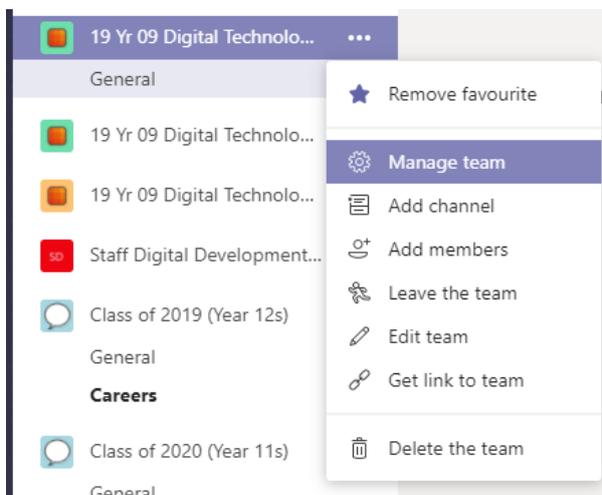


# MS Teams

## Setting Up Classes for 2019

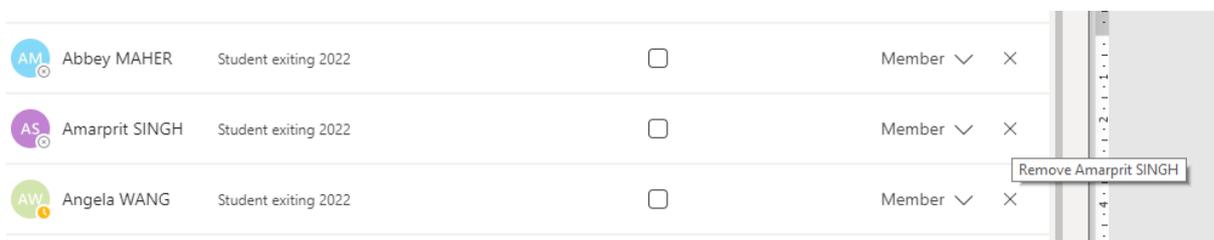
### Enrolments

Classes were created with students and teachers accurate as of the end of 2018. Changes have already occurred since then and students may have left your class or enrolled. It is very easy for you to make these changes as you become aware of them.

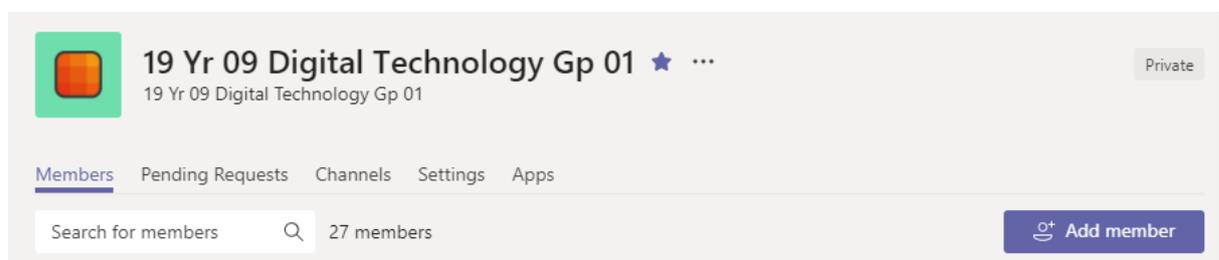


To Add/Remove a student from your class

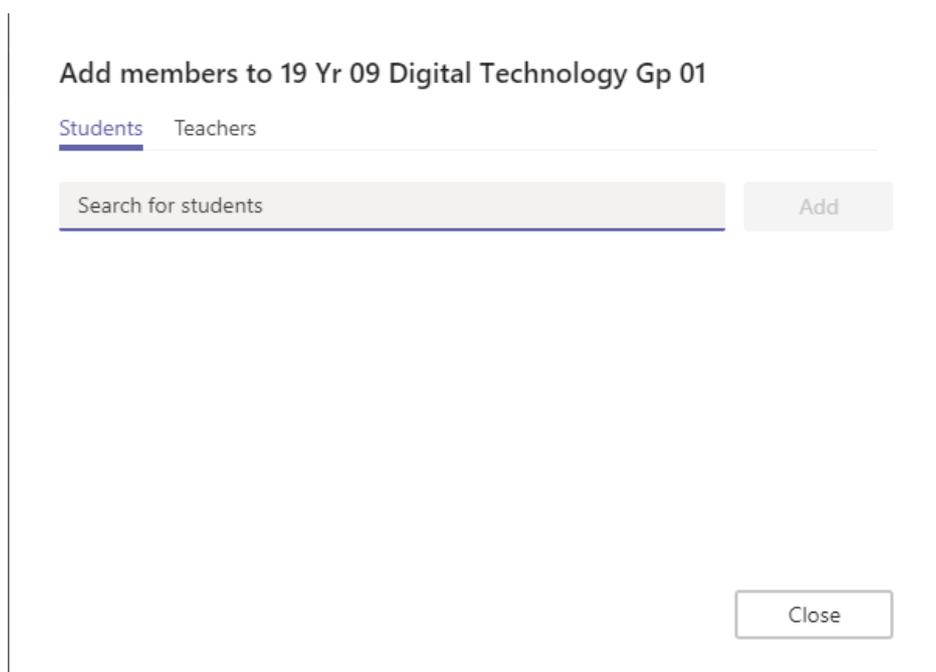
1. Select your class in Teams and click on the three dots beside the name of the class
2. Select "Manage Team"
3. To remove a student, locate the student/s and select the cross.



4. To add a new student, select Add Member



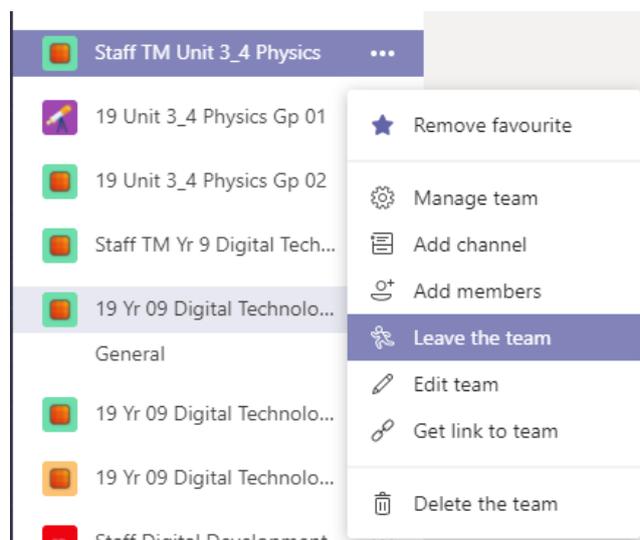
5. Ensure the Students tab is highlighted, then type the name of the student/s and select "Add". Select Close once you are finished adding students.



***\*This process also updates all the relevant permission in the associated OneNote. The new students will be added to your OneNote automatically. You do not have to change any OneNote permissions.***

### Adding Teachers

Staff should already be enrolled in the Staff TM Teams associated with the classes they are teaching, however, you are welcome to add other staff members if required. You can also add other teachers to your Teams if you are Team Teaching or if you would just like to be able to view their class in Teams. Please remember that you need to add them as a **Teacher**, rather than a **Student**, during the enrolment process.



### Removing Teachers

If you find yourself in a Team that you do not need to be in, it is best if you yourself just "Leaves the Team".

1. Select the Team you need to leave, and then the three dots beside the Team name.
2. Select "Leave the Team".

***\*DO NOT DELETE A TEAM. PLEASE SEND ME A CHAT ABOUT UNNECESSARY TEAMS AND I WILL TAKE CARE OF THINGS FOR YOU 😊***