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Cree School Board
Commission scolaire crie

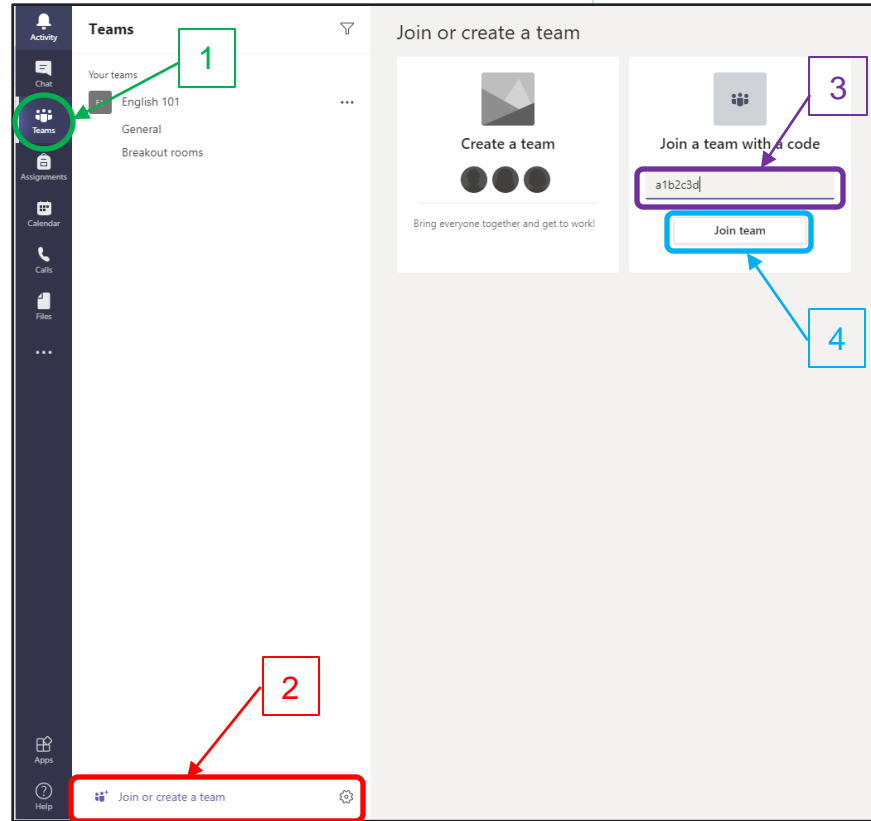
Computer: **Class Teams** - Joining With a Code and Participating

Step 1: Joining a Team with a Code

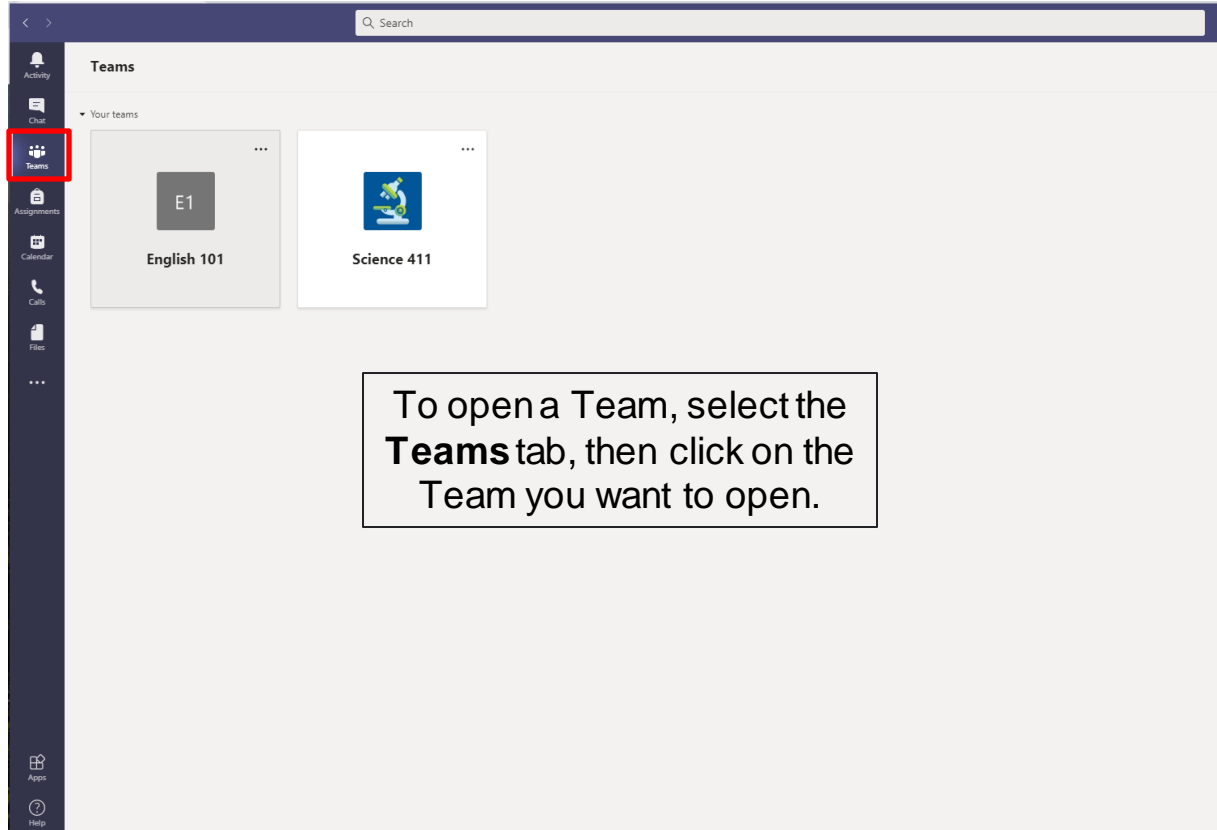
Teachers can add students manually to a Class Teams, or students can join with a code.

To join a Team with a code:

1. Click on **Teams**
2. Click on **Join or create a team**
3. Enter the **code** in the box
4. Click on **Join team**



Step 2: Accessing a Team



The screenshot shows the Microsoft Teams application interface. At the top, there is a search bar. Below it, the 'Teams' section is visible, with a dropdown arrow and the text 'Your teams'. Two team cards are displayed: 'English 101' with a grey icon and 'Science 411' with a blue icon featuring a microscope. On the left-hand navigation pane, the 'Teams' icon (a grid of four squares) is highlighted with a red rectangular box. Other icons in the navigation pane include Activity, Chat, Assignments, Calendar, Calls, Files, and Apps.

To open a Team, select the **Teams** tab, then click on the Team you want to open.

Step 3: Participating in a Team

Click here to return to your **Teams** homepage and to access all your Teams.

The screenshot shows the Microsoft Teams interface. On the left is a dark navigation bar with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, and Apps. The main area shows a team named 'English 101' with a 'General' channel selected. At the top of the channel, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. A message from 'AI' is visible, dated 'November 9, 2020', with the text 'Welcome to English 101!' and a sub-header 'This is the posts page, where you can create and reply to conversations and share files.' Below the message is a 'New conversation' button.

These are **tabs**. They allow you to access files, assignments and grades. Click on them to access the different sections of Teams.

These are **channels**. Your teacher might create channels for group work, projects or special events.

Students can post messages and files on the Posts page. Click on **New conversation** to get started.