Class Teams Cheat Sheet

Class-type Teams have special features that can provide more ways for you to connect with your students and enhance teaching and learning.

1. Profile
2. Meet Now
3. Channel actions menu
4. Teams items menu
5. Team Channel Management
6. Team posts, replies, and announcements.
7. Class Team tools
   - Notebook
   - Assignments
   - Grades
8. ‘More’ Menus
   a. Teams
   b. Team
   c. Channel

To Request a Class Team

The ability to create a Team has been limited to a small number of people due to the data it creates in SharePoint and other servers we maintain.

- Send an email to clehelp@nps.edu for Class-type Team.
- Send an email to tac@nps.edu to request creation of any other type or Team.
I. **OneNote - Class Notebook**
   a. Every student gets their own notebook to share only with Instructors like Sakai Drop Box.
   b. Content Library – Read only for students.
   c. Collaboration Space – Shared space for all.
   d. Pre-loaded instructions show how to navigate and add content.
   - Don’t delete until you’ve scanned over them!
   e. Hierarchy is (high to low) Notebook->Section->Page

II. **Assignments (and Quizzes)**
   a. Assignments
      i. Rubrics tool included with Assignments.
      ii. Work can be returned multiple times.
      iii. Click the ... in each assignment to edit at any time.
   b. Quiz - MS Forms
      iv. Total points come from MS Forms questions.
      v. No Rubric tool in quizzes.
      vi. Click “Open in Forms” to edit quizzes.
      vii. Forms can be reused for future quizzes.

III. **Gradebook**
   a. Gradebook items come only from Assignments tool.
   b. Points can be edited in Gradebook tool.
   c. Persistent student data - Students can be removed from the Team, but data stays.
   d. Gradebook can be exported to Excel

IV. **Files**
   a. Class Teams come with Class Materials and Content folders.
   b. Upload or create documents on the fly.
   c. Granular management of files can be done by opening in SharePoint.
   d. Access by individuals and groups for folders and documents can be set in SharePoint

**Click here for more Teams Information**