

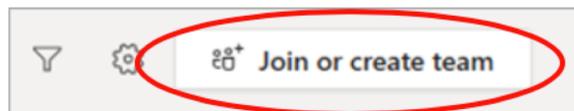
Creating a Classroom Team

While we are enabling this feature for all teachers, we understand there are some teachers **that will not know how to or be comfortable in creating their Classroom Team and that's ok!** Teacher Librarians (will be trained by next week) and Administrators will be able to help support the creation of these Teams, with staff being able to add their students (see page 3 for these instructions). Remote learning does not officially begin until April 14th.

Classroom Teams have unique permissions and features for teachers and students. As owners of the team, teachers assign work, share class content, and control who can post in the team. Each class team is also linked to its own OneNote Class Notebook.

1. Select TEAMS  from the app bar.

2. Select JOIN OR CREATE TEAM



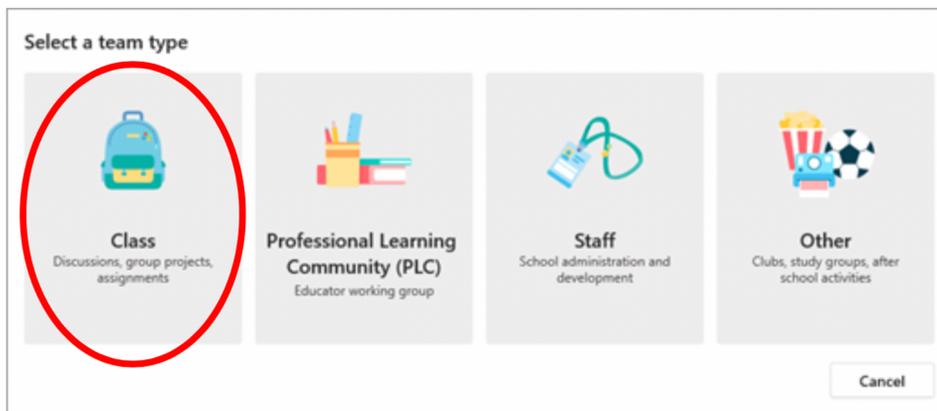
3. Create TEAM



Create a team



4. Select CLASS as the team type



Creating a Classroom Team

5. Enter a name for your class team using the SPECIFIC PROTOCOL described below:

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

| See example naming conventions below

Description (optional)

Enter an optional description of your class here

Cancel
Next

6. For consistency, Langley School District requests that the following naming conventions be used. These are meant to ensure that students can easily navigate the Teams environment.

There are 3 parts to the naming convention as outlined below:

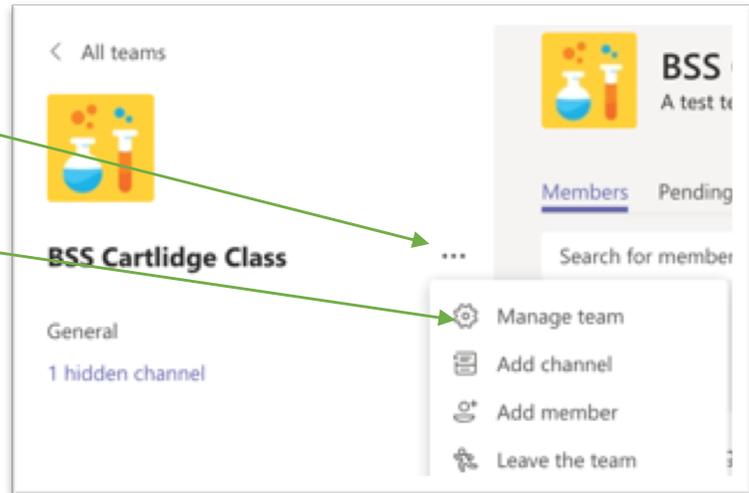
Class Naming Convention	Examples
1) Your school code: (See last page for school codes) <ul style="list-style-type: none"> School Code - (eg. ABC -) (note: dash) 	Elementary/Middle Examples JKE - Ms. Morrison Gr 1 DPE - Ms. Keller Gr 2 Music BGM - Mr. Douglass – Gr 7 Secondary Examples WGS - Mrs. Nye – SC8 – P1 DWP - Mr. Escalante MA9 Blk B LSS - Mr. Lewis Art 9 – Blk 1
2) Name: <ul style="list-style-type: none"> Salutation (Mr. Ms. Miss. Mme., etc.) <space> Teacher last name (as it shows on report card) <space> 	
3) One or more of the following: <ul style="list-style-type: none"> Course (secondary/Elementary/Middle electives) Grade (eg. Gr 2) Division or Period (eg. Div 2 or Blk A) 	

Adding Students to a Classroom Team

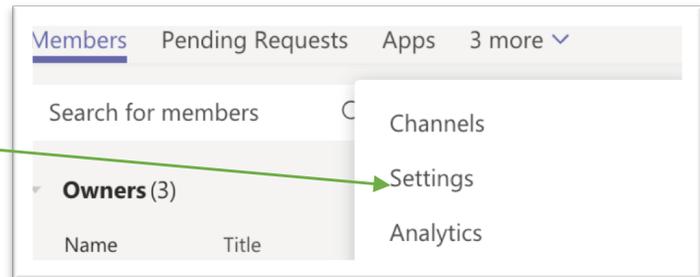
7. Add an optional description for your class.
8. To invite students to your Team, open the Team and follow these steps:

A. In the right-hand pane:

- Click on the **THREE DOTS** to the right of the Team name
- **MANAGE TEAM** from the pop-up menu.

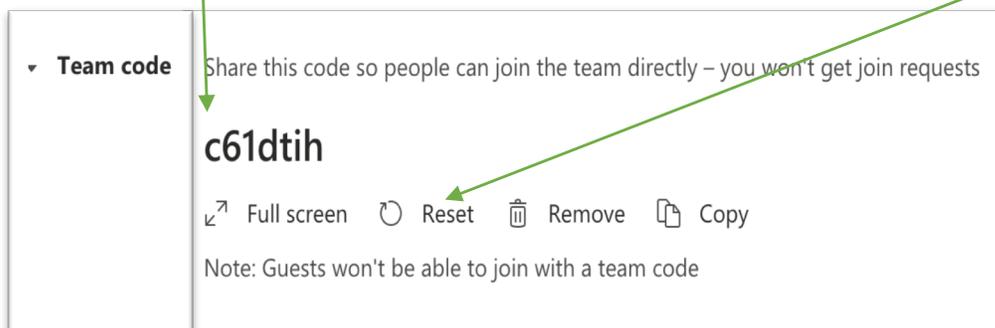


B. In the right side of the window click on **SETTINGS** from the menu choices at the top of the pane.



C. Scroll down to **TEAM CODE** and click on it to open it up.

- There you will see a Team Code that you can copy and email to your students using MyEd. **NOTE** that the first time you do this you may have to **GENERATE** the initial code.
- If you have concerns about the code being shared, you can go here and reset the code at any time.



(Once students are added you can adjust who is in your class Team by selecting the more options icon (...) from beside the team name and selecting 'Manage team').

School Codes for Classroom Teams

School Code	School
ACS	Aldergrove Community Secondary
AHE	Alex Hope Elementary
ABE	Alice Brown Elementary
BES	Belmont Elementary
BGM	Betty Gilbert Middle
BFA	Blacklock Fine Arts Elementary
BSS	Brookwood Secondary
CFE	Coghlan Fundamental Elementary
DWP	D.W. Poppy Secondary
DPE	Dorothy Peacock Elementary
DPC	Douglas Park Community Elementary
FLE	Fort Langley Elementary
GES	Glenwood Elementary
GGE	Gordon Greenwood Elementary
HDS	H.D. Stafford Middle
JHE	James Hill Elementary
JKE	James Kennedy Elementary
LEC	Langley Education Ctr.
LFA	Langley Fine Arts School
LFE	Langley Fundamental Elementary

School Code	School
LSS	Langley Secondary
LUC	Lochiel U-Connect
LYF	Lynn Fripps Elementary
NES	Nicomekl Elementary
NBE	Noel Booth Elementary
NOE	North Otter Elementary
PCE	Parkside Centennial Elementary
PEM	Peter Ewart Middle School
PRE	Peterson Road Elementary
RCG	R.C. Garnett Dem Elementary
MSS	R.E. Mountain Secondary
RBE	Richard Bulpitt Elementary
SBO	School Board Office
SCE	Shortreed Community Elem
SIM	Simonds Elementary
TOP	Topham Elementary
UPL	Uplands Elementary
VSS	Vanguard Secondary
WGS	Walnut Grove Secondary
WLE	West Langley Elementary
WES	Willoughby Elementary