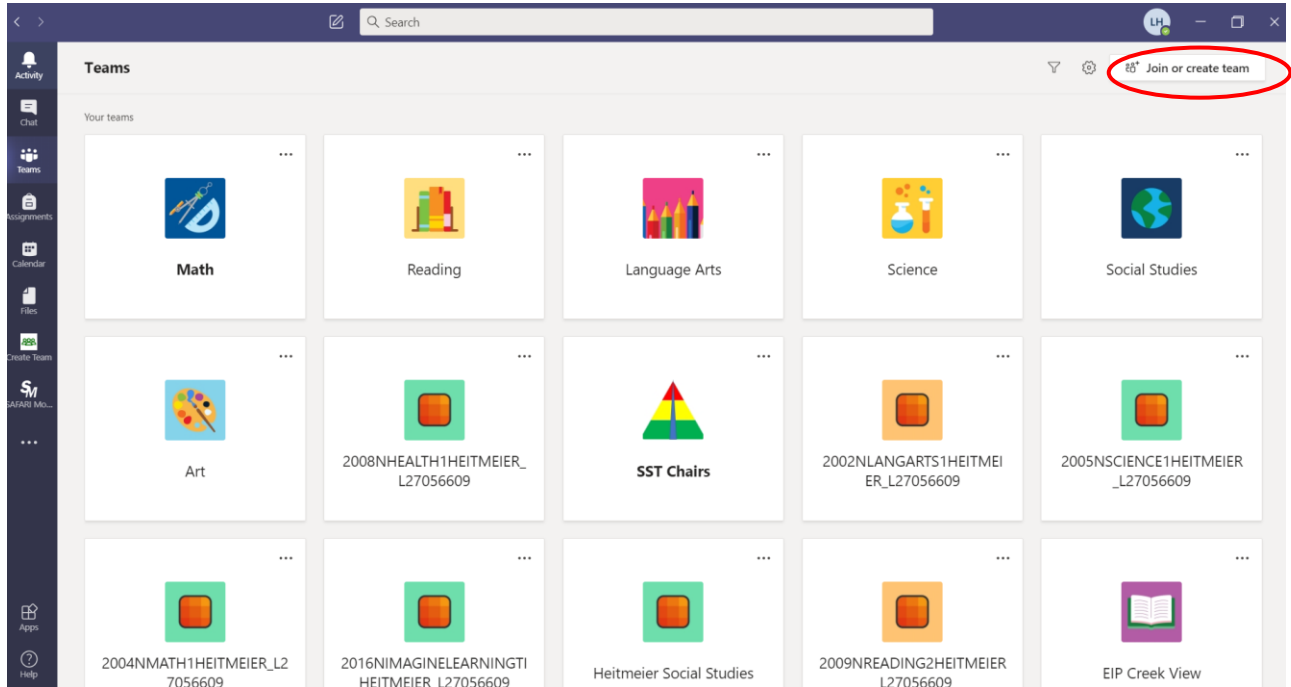


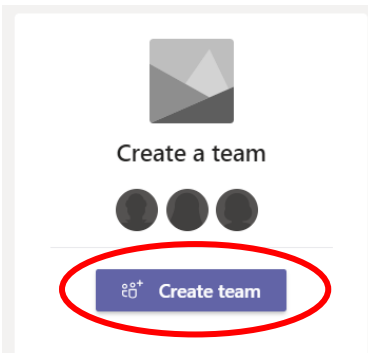
Creating a New Team

You will need to create a team for your green and blue reading and math groups. Follow the steps below to create these teams.

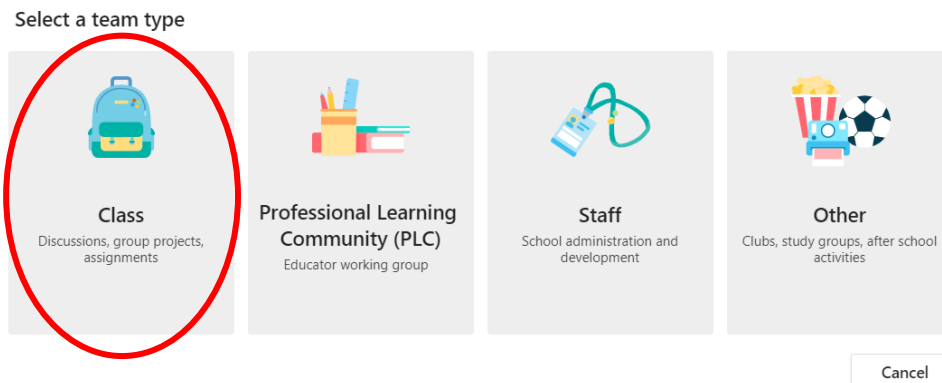
1. On the Teams page, select Join or Create Team in the upper right-hand corner.



2. Select Create a Team.



3. Click on Class.



4. Type the name of your new team. Then click Next.

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.

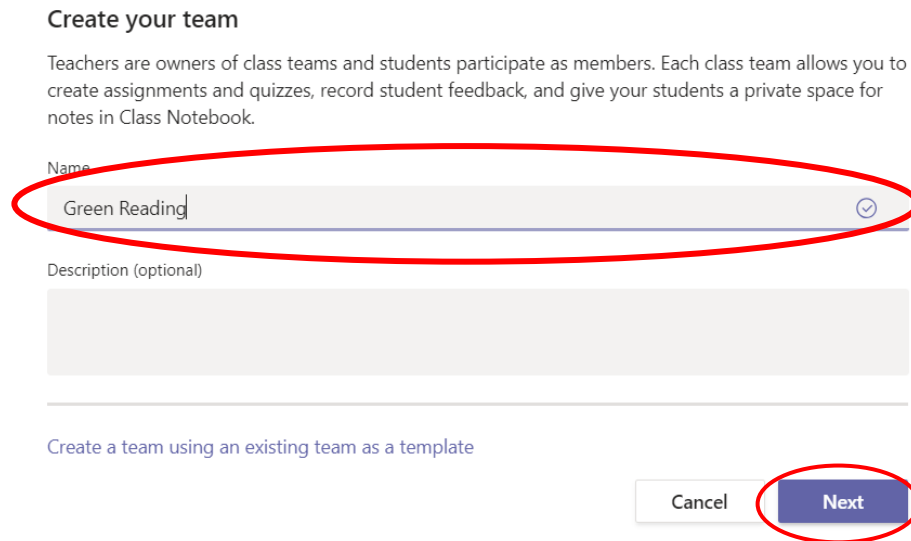
Name

Green Reading

Description (optional)

Create a team using an existing team as a template

Cancel Next



5. Type in the name of the students in that group. If you have a co-teacher, you can add them here as well. Then select Add.

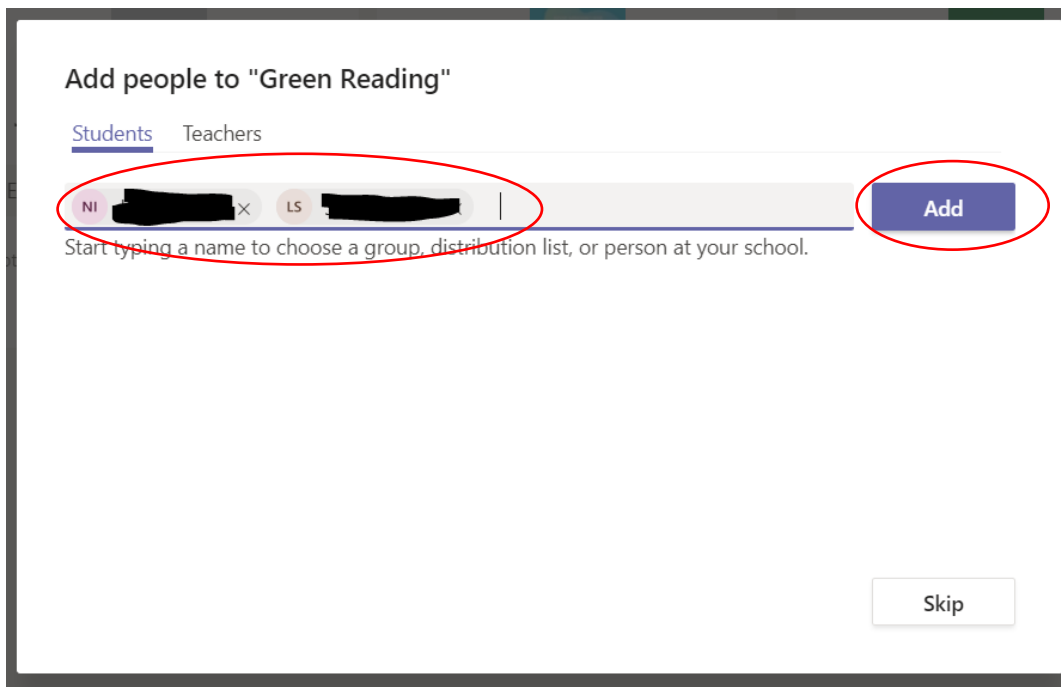
Add people to "Green Reading"

Students Teachers

NI [redacted] x LS [redacted] | Add

Start typing a name to choose a group, distribution list, or person at your school.

Skip



6. You have now created a new team. Make sure you have all of the settings, channels, tabs, etc. that you need for the new team.