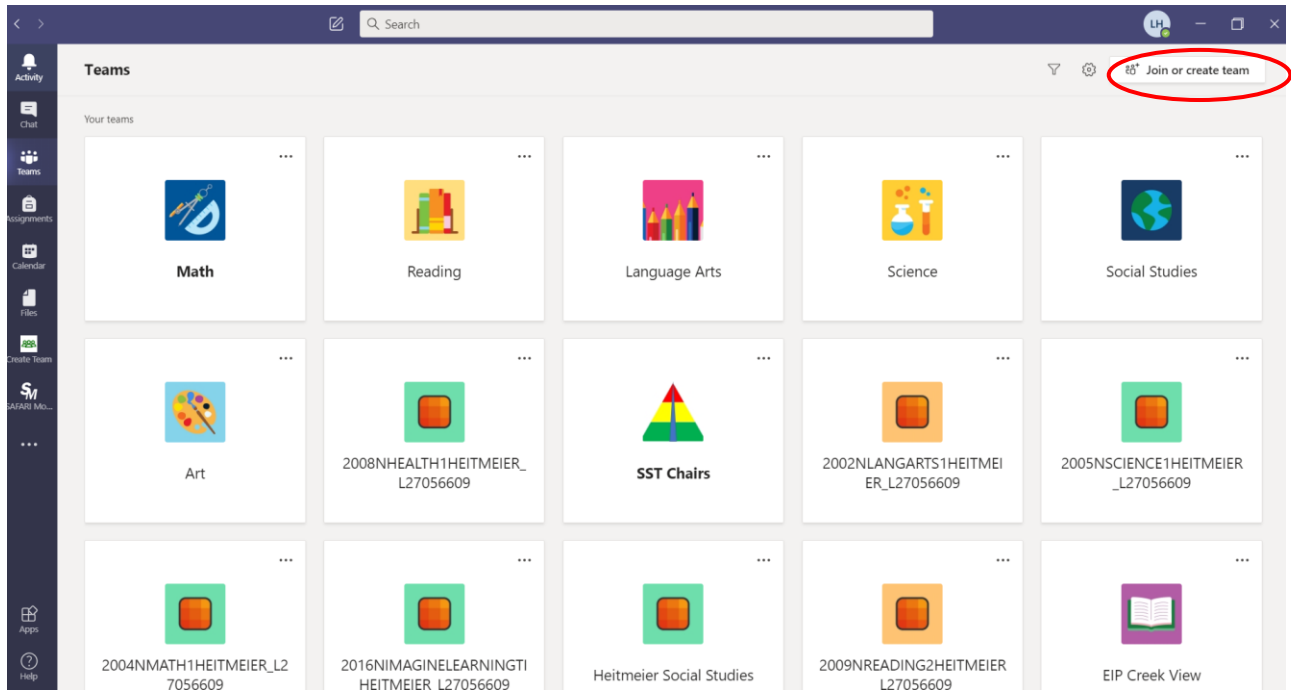


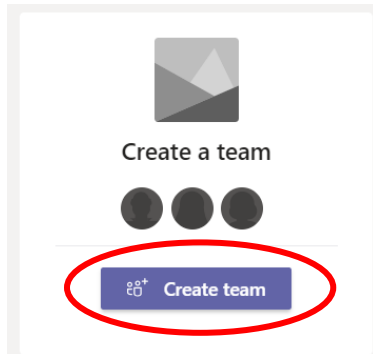
## Creating Shared Assignments in Teams

In order to share assignments that your grade level creates, you will need to create a separate team where you will create and store all of your assignments. Follow the steps below to create this type of team.

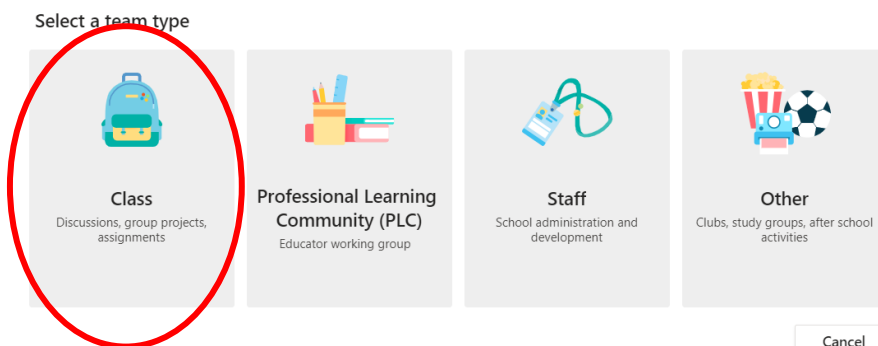
1. On the Teams page, select Join or Create Team in the upper right-hand corner.



2. Select Create a Team.



3. Click on Class. \*\*Do NOT select PLC for this Team.



4. Create a name for your team (suggestion: 3<sup>rd</sup> Grade Math Assignments). 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  
3rd Grade Math Assignments

Description (optional)

Create a team using an existing team as a template

Cancel Next

5. Select Teachers. Type in the names of ALL of the teachers on your grade level. Click Add then Close.

**Add people to "3rd Grade Math Assignments"**

Students Teachers

SJ Johnson, Stephen C. x | Add

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

Skip

6. Your team is now created. Your team should create all assignments in this Team. They can then be assigned to your individual classes (see Creating assignments how-to document)