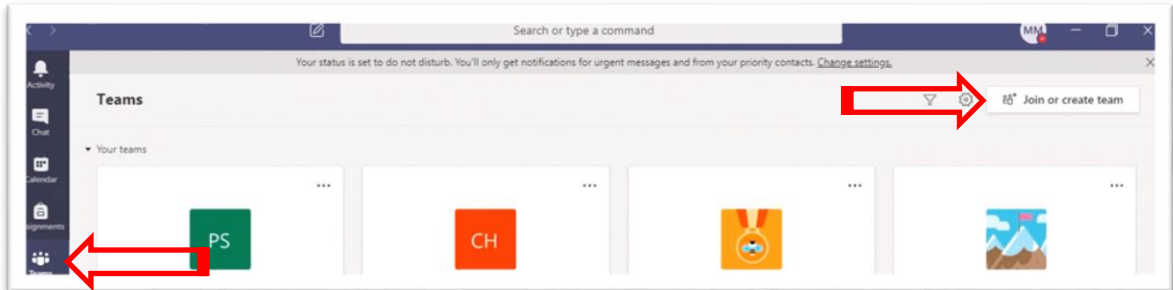


MANUALLY ADD STUDENTS TO A TEAM

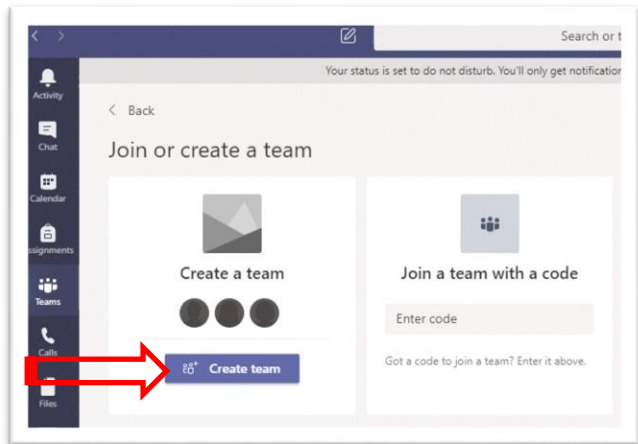
Created By: Technology Services

This document provides a walkthrough on how to create a team using a group setup by UCPS. Then student accounts can be added to the team.

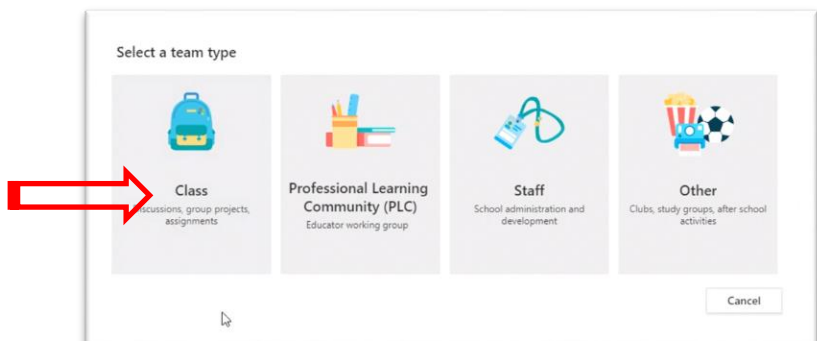
1. Launch **Teams** from the start menu or login to **Teams**
2. Navigate to the **Teams Icon** on the left of the application.
3. Click **Join or Create Team** in the top right corner of the application.



4. Select **Create Team**



5. Select a team type: **Class**



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6. **Name** the team after a current course.

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
Public Safety Spring 2020

Description (optional)

Create a team using an existing team as a template
Create a team using a group set up by you or Union County Public Schools

Cancel Next

7. Select **Create a team using a group set up by you or Union County Public Schools**

8. Select the corresponding **Powerschool course**.

9. Select **Choose Group**

Which group would you like to use for your team?

- Law _ Justice I - Section 1
- Public Safety I - Section 3
- Public Safety I - Section 2
- Public Safety I - Section 4
- Public Safety I - Section 1
- Homeroom - Section 255

Cancel Back Choose group

10. If needed, use Powerschool or PowerTeacher to validate course information.

PowerTeacher Pro

1(A) Law & Justice I - S2

Assignments

CATEGORY	ASSIGNMENTS	DATE	SCORE TYPE
Class	1.FINAL ASSIGNMENT DUE	2/20/20	Points pts: 100
Class	2.Current Event (use of force)	9/20/20	Points pts: 100
Class	3.Criminal Sentencing Issue	9/20/20	Points pts: 100
Class	4.Criminal Defenses in Court	2/20/20	Points pts: 100
Class	5.Types of Forensic Evidence	9/20/20	Points pts: 100
Class	6.Evidence of the crime	9/20/20	Points pts: 100
Class	7.Police Detectives	3/20/20	Points pts: 100
Class	8.Good or Nah?	2/20/20	Points pts: 100
Class	9.Officer Discretion	23 / 23	5/8/2020 Points pts: 100
Class	10.Research Traffic Laws	23 / 23	5/8/2020 Points pts: 100
Class	11.Family Domestic Violence Assessment	23 / 23	5/1/2020 Points pts: 100

T6 (2019-2020)

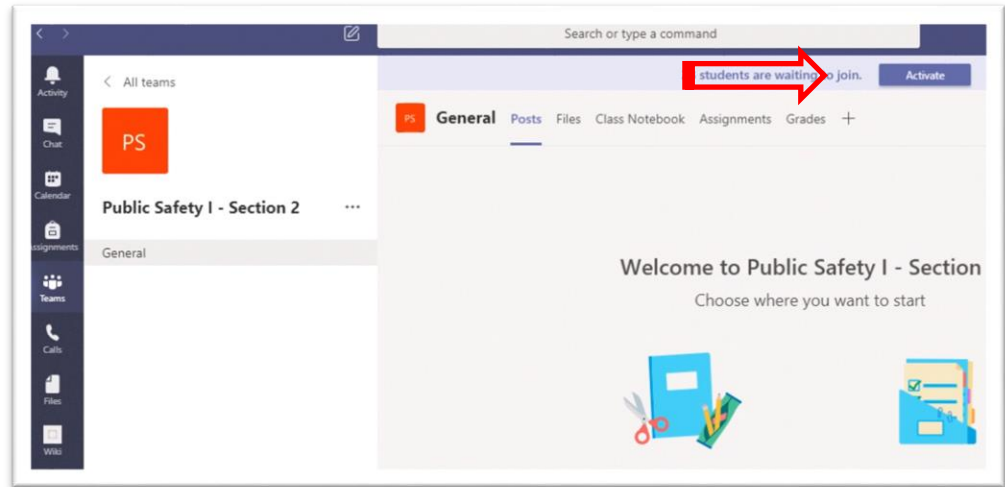
Type to search

Classes	Groups	Settings
1(A) Law & Justice I	S2	
1(A) Peer Tutoring - Honors	S2	
3(A) Peer Tutoring - Honors	S2	
3(A) Public Safety I	S2	
4(A) Peer Tutoring - Honors	S2	
4(A) Public Safety I	S2	
HR(A) Homeroom	19-20	

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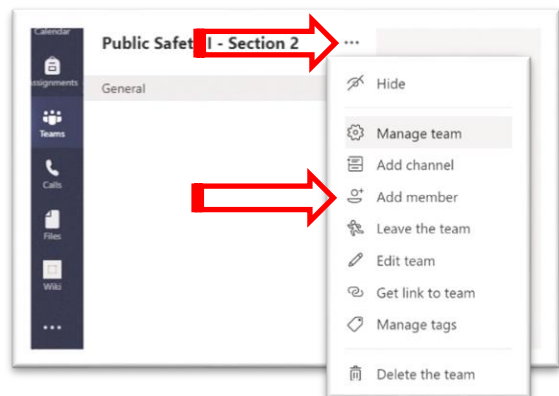
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11. The team is now in an **Inactive** state. If course plans include utilizing Onedrive or other applications or assignments those items can be staged now. Students will not see the team or any content until you make the team **Activate**.



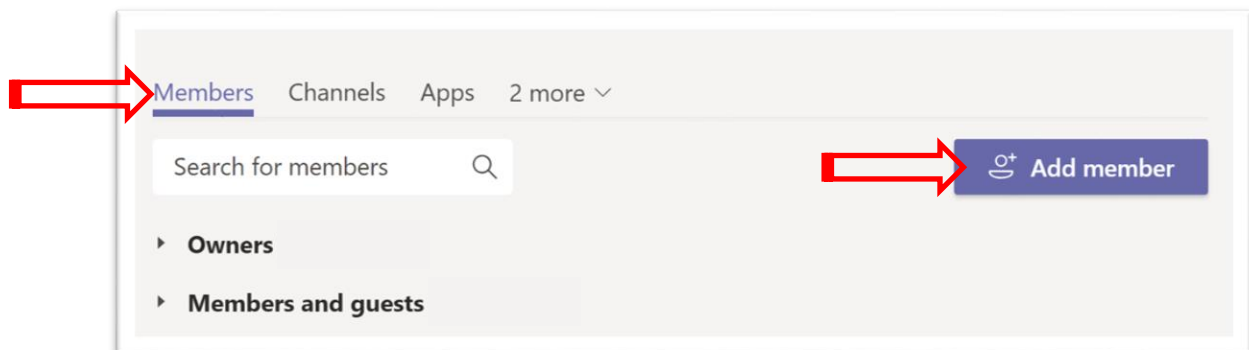
12. Now we will add members to the team

- Click the three dots ... to the right of the team name
- Select **Manage Team**



13. Go to the **Members** tab

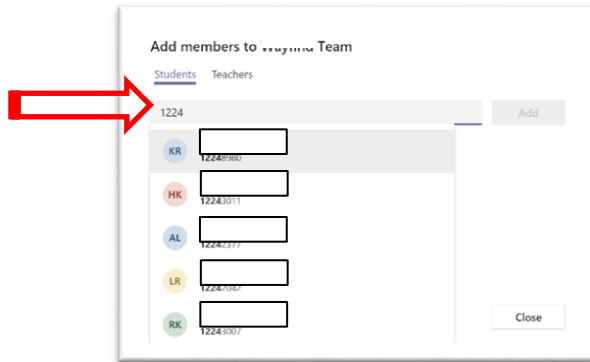
14. Click **Add member**



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15. Search for the student account
 - select the student name



16. Repeat the process until all students have been added.
17. Once complete click **Add**
18. Click **Close**
19. Student are now in your team.

