Class Teams

Class Teams are added automatically at the beginning of each semester and removed (Archived) and the end of that semester. They are integrated with Slate and PeopleSoft for student enrolment, so students are added and removed as they are in Slate and are updated nightly.

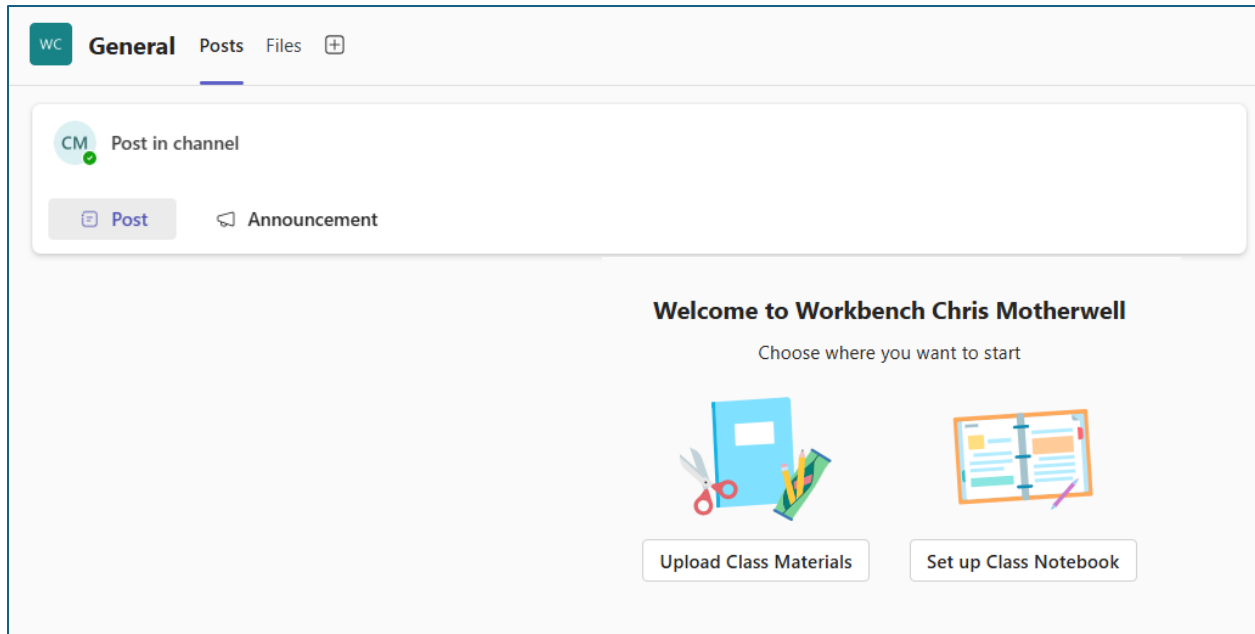When a Class Team is initially accessed, the screen below appears.

Figure 1 First screen seen

Using these options is not recommended as there is limited storge space. When a channel Post is posted, these icons disappear.

When *Posts* in clicked, a box appears with a subject area and a message area, which contains formatting options. Click *Post* when finished.
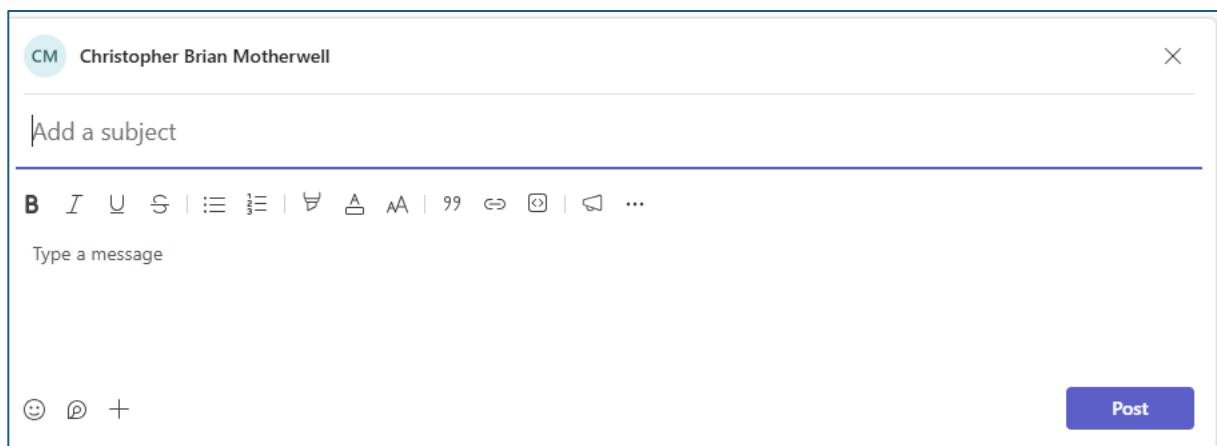

Figure 2 Post Message Box

Posts can be deleted if errors are noticed after posting. When you point to the post, a option bar appears. Point to ··· and click delete.

The post then shows *This message has been deleted*. Undo.

Posts are an alternate way to converse with students in this class and are optional. The main advantage in using Posts is that students can view all posts for that class in one place without scanning their email for a particular class.

The *General* channel is *Standard* channel (public), allowing all students to view all posts throughout the semester.

Additional channels can be added by clicking on the Menu ··· beside the Class name and then clicking *Add channel*. Enter the channel name and *Choose a channel type* the Type. A *Private* channel is only visible to students who are invited.
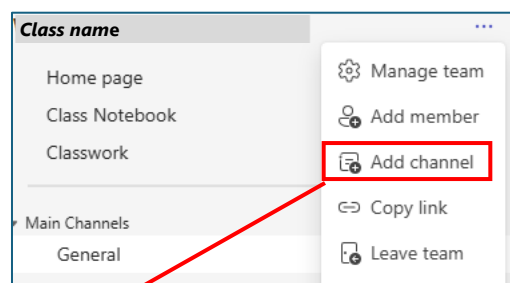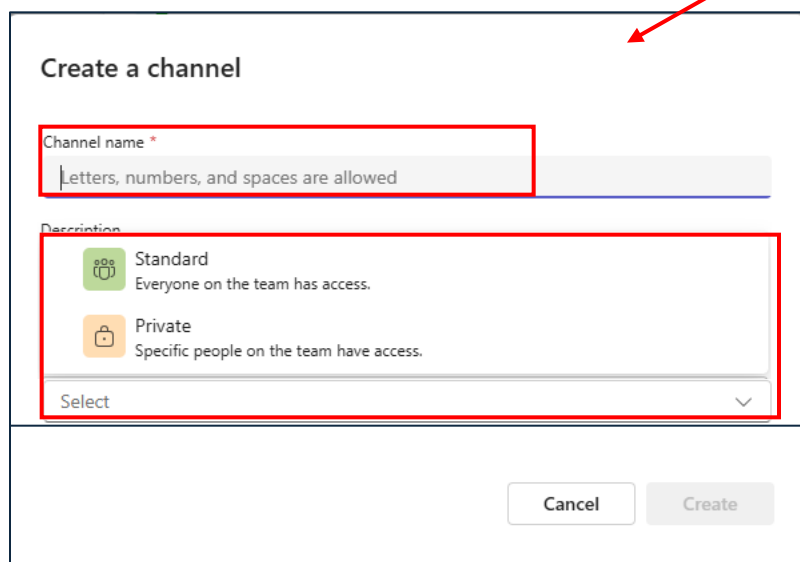

Figure 3 Class Team Menu

Figure 4 Create a Channel Options

It is recommended that class files not be stores in the Files tab. When a class is recorded, they will be stored in the tab in the Recordings folder.

See Tip Sheet – Recording Teams Meetings for more on this topic.

For the three headings of *Home Page, Class Notebook* and *Classwork,* it is recommended not to use for space limitations reasons.

Note: Whenever you are in a Class Team and you switch to another area, like Chat or Calendar, when you click on the Teams icon again, you will see the team you were last in. To get to another Team, click the Teams icon again.