Create a Team

Select Teams in your navigation bar to view your teams

Select Join or create team and Create a new team

If you are a MTSU Faculty or Staff member, you’ll be asked to select from one of four team types.

Students can only setup “Other” teams.

Learn more in the table below about which team meets your teaching and learning goals.

<table>
<thead>
<tr>
<th></th>
<th>Class</th>
<th>Professional Learning Community (PLC)</th>
<th>Staff</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Description</strong></td>
<td>Teachers and students collaborating on group projects, assignments, and more.</td>
<td>Educators collaborating within a professional learning community. <strong>Examples:</strong> academic department, grade band, or group working on a shared goal.</td>
<td>Staff leaders and staff members collaborating on school administration and development.</td>
<td>Students and school employees collaborating in interest groups and clubs.</td>
</tr>
<tr>
<td>Team owners &amp; team members</td>
<td>Teachers are team owners and add students as team members.</td>
<td>Educators form the team and other educators join the team.</td>
<td>Staff leaders are team owners and add staff members as team members.</td>
<td>Any combination of students and school staff can form a team and add members.</td>
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<td>------------------------------------------------------------------------</td>
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<tr>
<td>Permissions</td>
<td>Teachers moderate student conversations and who can post where. Students only have write permission in certain areas.</td>
<td>Educators share equal read-write permissions.</td>
<td>Staff leaders control posting settings. Staff members only have write permission in certain areas.</td>
<td>Team members share equal read-write permissions unless the team owner(s) alter the settings.</td>
</tr>
<tr>
<td>Features</td>
<td>Class Notebook</td>
<td>OneNote notebook</td>
<td>Staff Notebook</td>
<td>OneNote notebook</td>
</tr>
<tr>
<td></td>
<td>Assignments</td>
<td>Conversations</td>
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<td>Conversations</td>
<td>Files</td>
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<td>Files</td>
<td>Meetings</td>
<td>Meetings</td>
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<td></td>
<td>Video and audio calls</td>
<td>Video and audio calls</td>
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<td></td>
<td>Chat (if enabled)</td>
<td>Chat (if enabled)</td>
<td>Chat (if enabled)</td>
<td>Chat (if enabled)</td>
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<td></td>
<td>Pinning new tabs with documents or sites like Microsoft Forms</td>
<td>Pinning new tabs with documents or sites</td>
<td>Pinning new tabs with documents or sites</td>
<td>Pinning new tabs with documents or sites</td>
</tr>
<tr>
<td>Educational goals</td>
<td>Assign, track, and review student work</td>
<td>Collaborate in professional learning communities</td>
<td>Oversee professional development, staff, and administrative goals</td>
<td>Collaborate and communicate with team members</td>
</tr>
<tr>
<td></td>
<td>Export grades</td>
<td>Communicate</td>
<td>Communicate</td>
<td>Make announcements</td>
</tr>
<tr>
<td></td>
<td>Collaborate and communicate in the classroom</td>
<td>Make announcements</td>
<td>Make announcements</td>
<td>Share content</td>
</tr>
<tr>
<td></td>
<td>Make announcements</td>
<td>Share work</td>
<td>Share content and progress reports</td>
<td>Organize virtual or face-to-face meetings</td>
</tr>
<tr>
<td></td>
<td>Administer quizzes and polls</td>
<td>Organize virtual or face-to-face meetings</td>
<td>Work in smaller groups</td>
<td>Work in smaller groups</td>
</tr>
<tr>
<td></td>
<td>Work in student groups</td>
<td>Work in smaller groups</td>
<td>Organize virtual or face-to-face meetings</td>
<td>Organize virtual or face-to-face meetings</td>
</tr>
<tr>
<td></td>
<td>Share and organize rich content</td>
<td>Share and organize content</td>
<td>Work in smaller groups</td>
<td>Work in smaller groups</td>
</tr>
</tbody>
</table>
Create a Staff Team

- Create a Team
- Select Staff
- Enter the information for your team, including a name, a description, and privacy settings. When finished, click Next.
  - **Name**: MTSU’s Team naming convention will always Prefix with your official department name followed by whatever name you create. You will see the Department name listed.
  - **For example**, if you name your team UC, the official Team name will be Information Technology Division UC
  - **Description**: A description is not required but we highly recommend putting in a detailed description so it will be easy to distinguish between Teams on your list. It will also make it easier for people to find it if you it’s a Public team.
  - **Privacy Settings**: Select whether your team is Private or Public.
    - **Private** – Not searchable in Teams directory and only team owners can add members.
    - **Public** – Searchable for anyone at MTSU and anyone can join without permission.

Create your team

Staff leaders are owners of staff teams and add others as members. Each staff team allows you to communicate, share important documents, and set up a Staff Notebook to track common administrative goals.

**Name**

UC

**Information Technology Division UC**

Description (optional)

Team for all staff that manage and support the ITD UC environment.

**Privacy**

Private - Only team owners can add members

Create a team using an existing team as a template

Create a team using a group set up by you or Middle Tennessee State University
• Once you’ve created the staff team, you will automatically be added as a Team Owner. You can then add additional owners and members.
• Search for People to add to your team and select them from the list that appears.
  o You can also skip this now and add members later.
• When you’re finished adding people, click Add.

Add people to "Information Technology Division UC"
Start typing a name, distribution list, or mail enabled security group to add to your team.

- Select: ST SIB Test ×   UT UC Training ×   [Add]

- You can adjust a member’s role if you’d like to give certain people more editing privileges in your team.

Add people to "Information Technology Division UC"
Start typing a name, distribution list, or mail enabled security group to add to your team.

- Select: UT UC Training UCTRANING
- Owner

- Select: ST SIB Test SBTTEST
- Member

- When finished, click Close.

Create a Class Team
• Create a Team
• Select Class
• Enter the information for your team, including a name and a description.
  o Name: MTSU’s Team naming convention will always Prefix with your official department name followed by whatever name you create. You will see the Department name listed.
  o For example, if you name your class team UC Training, the official Team name will be Information Technology Division UC Training
  o Description: A description is not required but we highly recommend putting in a detailed description so it will be easy to distinguish between Teams on your list.
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

UC Training

Information Technology Division UC Training

Description (optional)

Team for all classes related to UC.

• Once you’ve created the class team, you will automatically be added as a teacher. You can then add additional teachers and students.
• Search for Students and Teachers to add to your team and select them from the list that appears.
  o You can also skip this now and add them later.
• When you’re finished adding people, click Add.

Add people to "Information Technology Division UC Training"

Students  Teachers

Search for students

Add

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

• Create a Team
• Select Professional Learning Community (PLC)
• Enter the information for your team, including a name, a description, and privacy settings. When finished, click Next.
  o Name: MTSU’s Team naming convention will always Prefix with your official department name followed by whatever name you create. You will see the Department name listed.
  o For example, if you name your team UC, the official Team name will be Information Technology Division UC PLC
  o Description: A description is not required but we highly recommend putting in a detailed description so it will be easy to distinguish between Teams on your list. It will also make it easier for people to find it if you it’s a Public team.
  o Privacy Settings: Select whether your team is Private or Public.
    ▪ Private – Not searchable in Teams directory and only team owners can add members.
    ▪ Public – Searchable for anyone at MTSU and anyone can join without permission.

Create an Other Team

• Create a Team
• Select Professional Learning Community (PLC)
• Enter the information for your team, including a name, a description, and privacy settings. When finished, click Next.
  o Name: MTSU’s Team naming convention will always Prefix with your official department name followed by whatever name you create. You will see the Department name listed.
  o For example, if you name your team UC, the official Team name will be Information Technology Division UC PLC
  o Description: A description is not required but we highly recommend putting in a detailed description so it will be easy to distinguish between Teams on your list. It will also make it easier for people to find it if you it’s a Public team.
  o Privacy Settings: Select whether your team is Private or Public.
    ▪ Private – Not searchable in Teams directory and only team owners can add members.
    ▪ Public – Searchable for anyone at MTSU and anyone can join without permission.
For all Teams

For any type of Teams, you can add more people or adjust your Team's settings at any time by clicking the three dots next to your Team name.

- **Members**
  - Add or Remove Members
  - Change Role (Owner, Member)
- **Pending Requests** – Approve any user requests to be added to the team.
- **Channels**
  - Add or Remove Channels
  - Manage channel membership settings
- **Settings**
  - **Team Picture** – Add a team picture
  - **Member Permissions** - Enable channel creation, adding apps, and more
    - Allow members to create and update channels
    - Allow members to create private channels
    - Allow members to delete and restore channels
    - Allow members to add and remove apps
    - Allow members to upload custom apps
    - Allow members to create, update, and remove tabs
    - Allow members to create, update, and remove connectors
- Owners can delete all messages
- Give members the option to delete their messages
- Give members the option to edit their messages
  - Guest Permissions – Not applicable currently
  - @mentions - Choose who can use @team and @channel mentions
    - Show members the option to @team or @[team name] (this will send a notification to everyone on the team)
    - Give members the option to @channel or @[channel name]. This will notify everyone who's shown the mentioned channel in their channel lists.
  - Team code – Generate a Team code so people can join the team directly, you won’t get join requests.
  - Fun stuff - Allow emoji, memes, GIFs, or stickers
  - OneNote Notebook – Manage Notebook
  - Tags – Change who can add tags

Add channel

- Create a Channel name
- Add a Description
- Select Privacy Settings
  - Standard – Accessible to everyone on the team
  - Private – Accessible only to a specific group of people within the team
    - Select whether to automatically add this channel to everyone’s list.

Create a channel for "Information Technology Division UC" team

Channel name
Letters, numbers, and spaces are allowed

Description (optional)
Help others find the right channel by providing a description

Privacy
Standard - Accessible to everyone on the team

- Automatically show this channel in everyone’s channel list

Add

Edit team

- A team name cannot be completely renamed after it has been created; however, you can change its display name. Unless it’s critical, we recommend deleting the team.
- Change the Privacy from Public to Private or Vice Versa
- Change the Team Avatar (picture)