

In order to generate an access code for your class team...

First, on the main team page for the course, click on the three dots ... after the course name, then click "Manage team".

- ...
- Manage team
- Add channel
- Add member
- Leave team
- Edit team
- Get link to team
- Manage tags
- Delete team

Let's get the conversation started

New conversation



- Activity
- Chat
- Teams
- Assignments
- Calendar
- ...
- Apps
- Help

< All teams



PKtest (Inne) ...

- General
- Prywatny
- Standardowy



PKtest (Inne) ...

PKtest

- Members
- Pending Requests
- Apps
- 4 more ▾

Search for members

- Channels
- Settings
- Analytics
- Tags

Click on the "Settings" menu item (you might need to click on a "# more" sub-menu first.)



▼ Owners (1)

Name	Title	Tags	Role
Przemysław...			Owner ▾

► Members and guests (0)



Activity



Chat



Teams



Assignments



Calendar



...

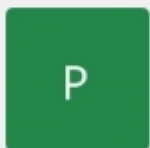


Apps



Help

< All teams



PKtest (Inne) ...

General

Prywatny

Standardowy



PKtest (Inne) ...

PKtest

Members

Settings

Apps

4 more ▾

▶ **Team picture**

Add a team picture

▶ **Member permissions**

Enable channel creation, adding apps, and more

▶ **Guest permissions**

Enable channel creation

▶ **@mentions**

Choose who can use @team and @channel mentions

▼ **Team code**

Share this code so people can join the team directly - you won't get join requests

Generate

Note: Guests won't be able to join with a team code

Click on "Team code" to expand the section, then click "Generate" to automatically create the sign-up code for your team.

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PKtest

- Members
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- Apps
- 4 more

Member permissions

Enable cha

Guest permissions

Enable cha

@mentions

Choose wh

Team code

Share this

get join requests

a [redacted]

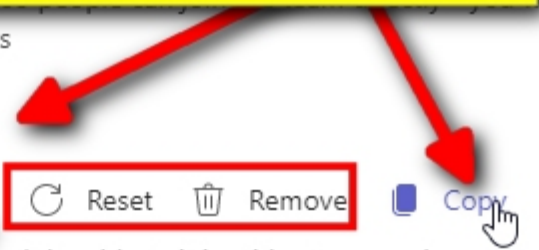
Full screen

Reset Remove Copy

Note: Guests won't be able to join with a team code

After the code has been generated, click on "Copy" to copy the code into your computer's clipboard. Then share this code in a message emailed to your students (e.g. from USOS Mail), or else tell the code to your students when you meet them in class, etc.

For security/privacy - after all the students have joined your class team, you can later come to this page again and reset (change) the code, or remove it completely.



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- Apps
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Teams

☰ ⚙️ [Join or create team](#)

Your teams

To join your course, the student will need to click on the "Join or create a team" button on their main Teams page (the "All teams" page).



MoodleTemplates

Webleaders

WA_Moodle_Group

Teams Help for WA Staff


Academic_Test_2020-03

WA Writing Coordinators




< Back


Join or create a team



Create a team



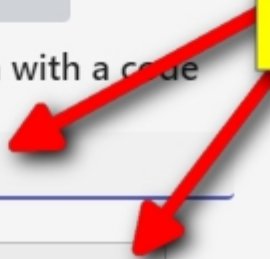
Bring everyone together and get to work!




Join a team with a code

Join team

The student enters the code into the code text field, clicks on "Join team", and they should appear in your class team immediately.



108 members | Public




Grupa Koła Naukowego Arabistów UAM w Poznaniu



Teams Help for WA Students

6 members | Public



Baza Wiedzy UAM

255 members | Public



Canadian Literature in Perspec...

21 members | Public