

Microsoft Teams - Part 2



The Team is for the class.

Please note: All posts, files and comments are 'public' to the rest of the team/class.

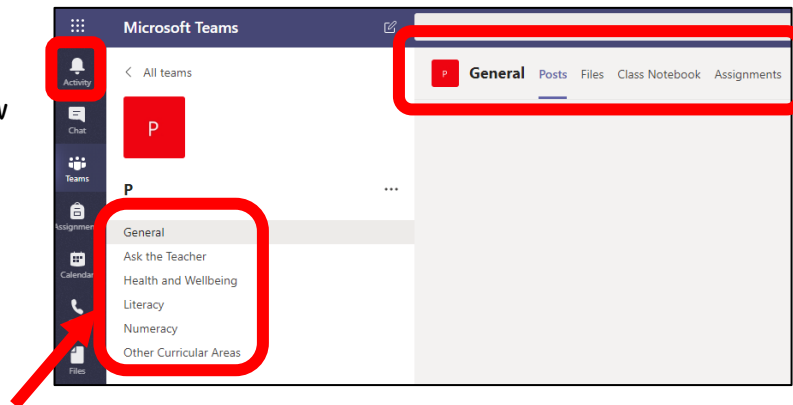
The 'private' areas within the Team are the Assignments and the pupil's own pages within the Class Notebook.

Along the top bar there are 'tabs'.

These will allow you to navigate between the pages.

Down the side are 'tabs'.

The **Activity bell** will have a little red mark if there is new information.



These are the '**Channels**'.

The **General Channel** is the main one.

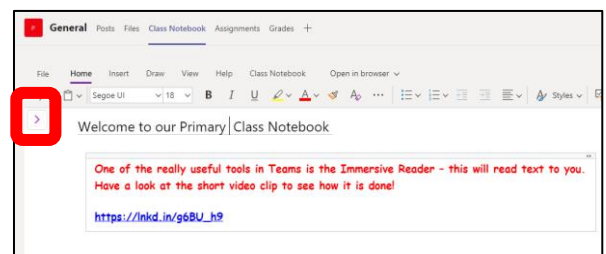
Ask the Teacher is for questions about learning. This is 'public' to the group.

Please email the class teacher if the question is private or confidential.

Please email Mrs Logie for technical issues.

When you open the **Class Notebook** (the tab along the top) you will see the **Welcome** page.

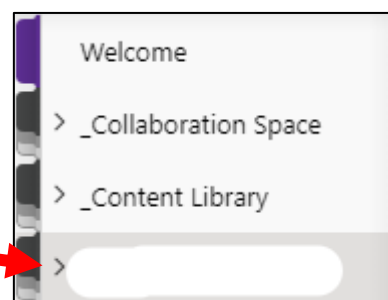
Click on the arrow on the right to see the full **Notebook**



This will take you to your own **Notebook**.

You will be able to see the shared area and there will be a section at the bottom with your own 'private' Notebook area.

Click on the > arrow to see the pages within the Notebook



Within each of the other 'channels' you will see a similar set up

You can easily move between parts of Teams by using the tabs along the top or down the side of the screen

