Get organized in your class team

Microsoft Teams for Education

Find and organize conversations, files, assignments, and notes in your class teams.

Click on the tile for your class team to see your channels.

Channels

Every class team comes with a **General** channel.

Channels organize all the files, conversations, and apps for a topic in one place. Channels can be created for group work, topics, units, and more.

Every channel has tabs. The General channel has these tabs:

- The Posts tab for all the messages in this channel.

- The Files tab to store all the files shared in this channel.

- The Class Notebook tab.

- The Assignments tab for creating assignments.

- The Grades tab for tracking student progress and grading.

**Tip:** Add a tab to any channel by selecting **Add a tab** $+$.
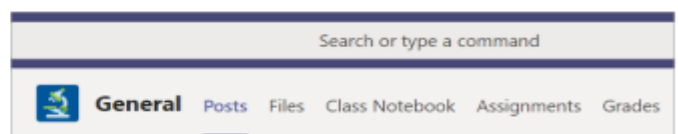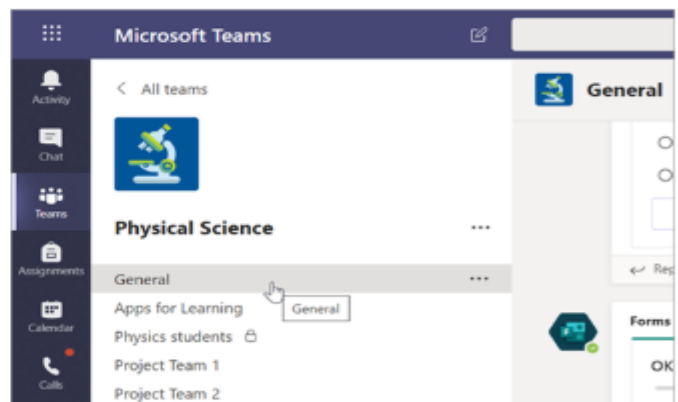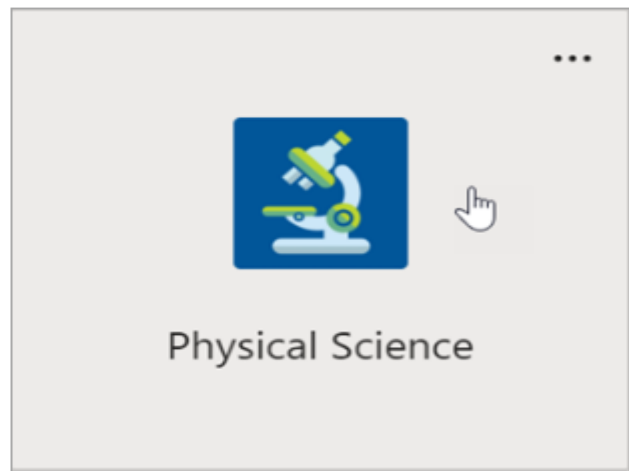
Add channels

1. To add a channel, select **More options** next to your class team's name, then **Add a channel**.

2. Enter a **Name** and an optional **Description** for your channel.

3. Choose whether you'd like your channel to be Standard or Private. Standard channels will be available to everyone. Private channels will only be available to students you choose.

4. **Check the box** to automatically show this channel in everyone's channel list.
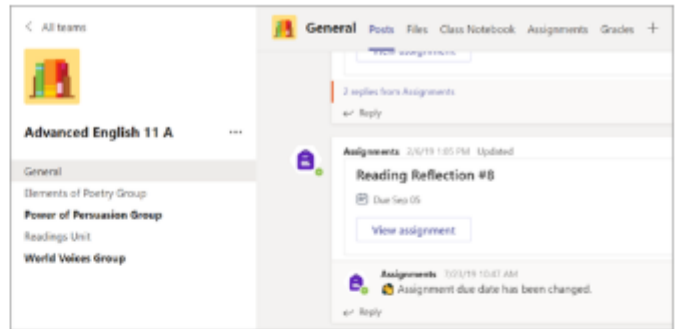
5. Click **Add**.
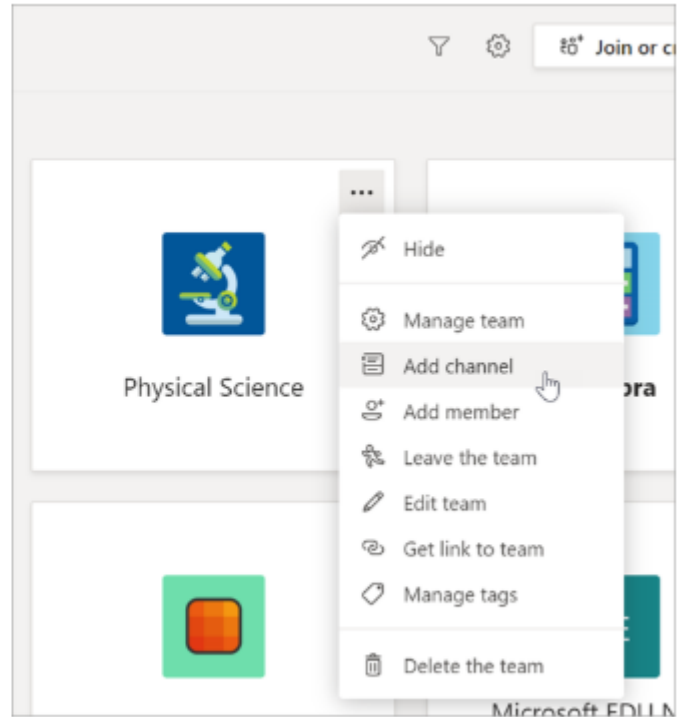
Check notifications

See what's happening in class by selecting **Activity** in your app bar.
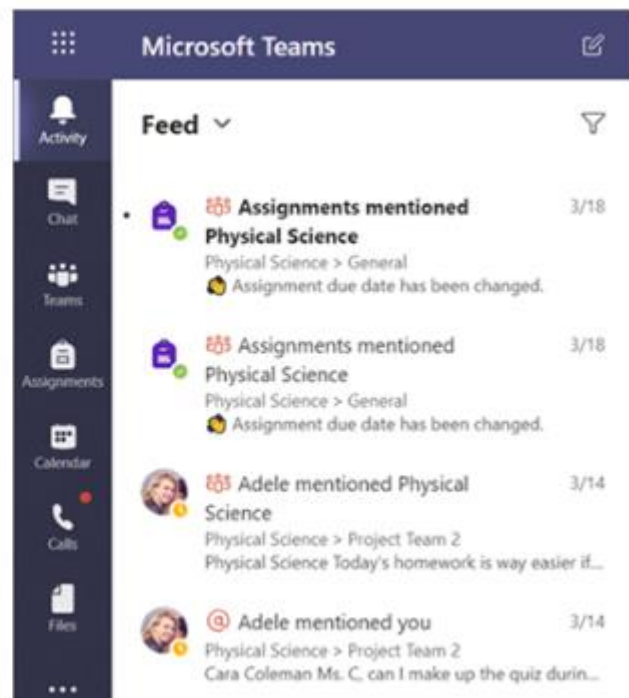
Channels

Every class team has a main discussion area, the **General** channel. Under **General**, Your teacher may create more channels to organize topics, projects, and more.

- All channels include a **Posts** and a **Files** tab.

- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.

- Look for shared documents in the **Files** tab.

- Along with **Posts** and **Files** tabs, the **General** channel has **Assignments**, **Class Notebook**, and **Grades** tabs.

Notifications

Check the **Activity** section to make sure you don't miss a new assignment or an @mention.