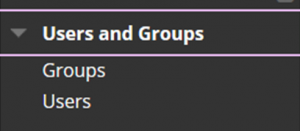
**How to create a Class Team for your Module**

If you would like to use the features within a Class Team such as channel discussions, file sharing and Class Notebook, with your students, you can create a Class Team based on a Blackboard group.

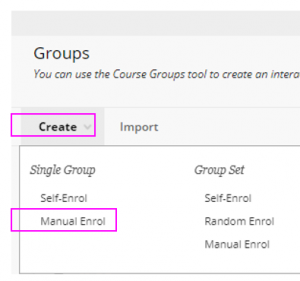
By creating a group in Blackboard following the steps in this guide you will create a corresponding Microsoft Class Team.

## Creating a Blackboard Group with all enrolled students included

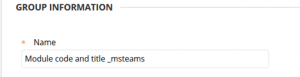
1. From the Blackboard shell click on Users and Groups>Groups.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/06/1.png)

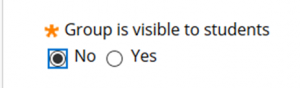
1. Move the mouse over the Create button and click on 'Manual Enrol' under Single Group.



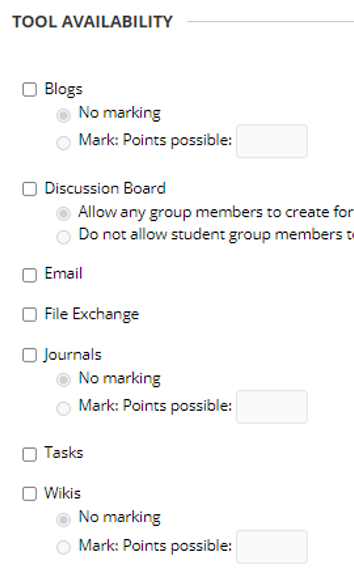
3. In the Name field include the module code and title followed by \_msteams.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/06/4.png)

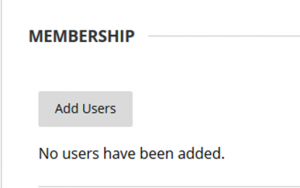
4. Ensure Group is Visible to Students is set to No.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/06/5.png)

5. Under TOOL AVAILABILITY ensure that all tools are unticked.



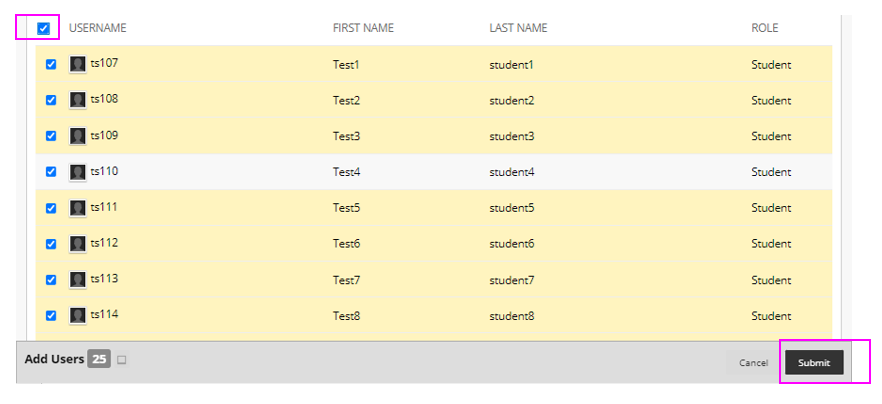
6. Click the Add Users button.

[](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/06/7.png)

7. To ensure all students on the module are included click the Show All button toward the bottom of the screen.

[The Show All button](https://celt.our.dmu.ac.uk/wp-content/uploads/sites/9/2021/06/8.png)

8. Click the Select All box to select all students in the list and click Submit to finish creating the group.



09. The Group is now created. In approximately 24 hours a corresponding Microsoft Class Team will have been created.

Links to the Class Team can be made available in a Blackboard content area.

## Updating the Class team membership

If students leave or join the module mid-semester, you must ensure that the Blackboard Group membership is updated. The Microsoft Class Team will be updated overnight to reflect the updated group membership in Blackboard.