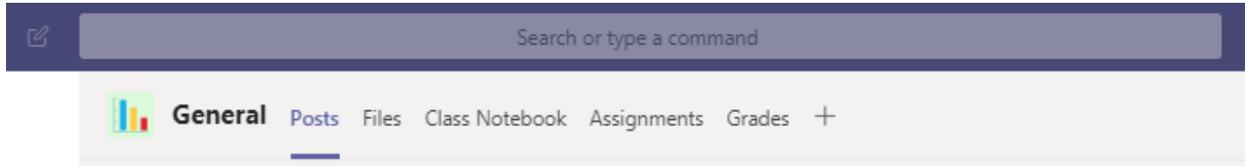


# Overview of MS Teams – The General Tab



The General Tab is where most of your dealings within MS Teams will take place.

1. Posts: this is the “chat” space. You and your students can chat and collaborate here.
  - a. Hint: You should monitor this space for inappropriate activity.
  
2. Files: this is where you can upload and create files for your team.
  - a. There is a folder called ***Class Materials***, which only you have “write” access to. Students can view files here, but cannot edit them. This is where you may want to upload worksheets/resources for assignments.
  - b. You, or your students, can create a new document by clicking the ***+New*** button.
  
3. Class Notebook: this is a OneNote Class Notebook that can be set up to be used with your classes. Each student will get their own copy of the Class Notebook.
  
4. Assignments: this is where you will create and grade class assignments.
  
5. Grades: this is an online gradebook that lists all assignments created in MS Teams.
  
6. +: You can add a variety of apps to your General Tab by clicking the plus (+) sign.