

2.2.4 Adding Students to a Team

This tutorial covers how to add students into a team.

These are two efficient ways you can do this:

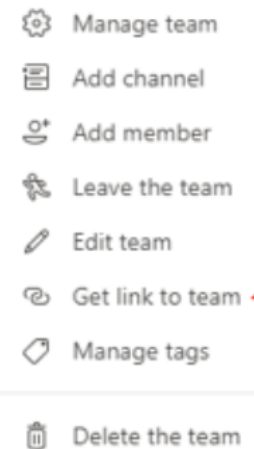
- A** Share a link to your team, students will join and you will have to accept/decline requests
- B** Share a code to your team, students will automatically be accepted to join (Page 2)

METHOD A

STEP 1

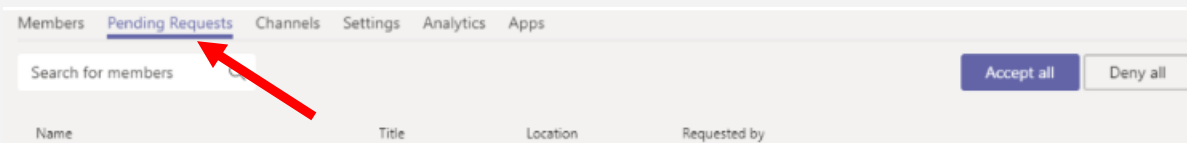
Open your Team, select the 3 dots next to your team name and select **Get Link to team**.

Share this link with your students via Avenue or email



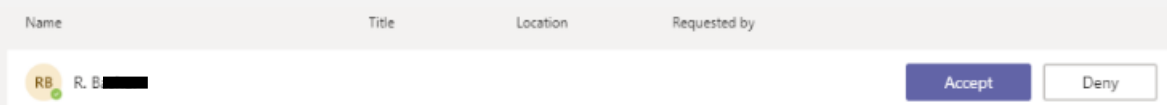
STEP 2

When students open the link, they will request to join. Select the 3 dots again and choose **Manage Team**. From here, go to **Pending Requests**



STEP 3

You will see all requests to join your team. Choose accept or deny.

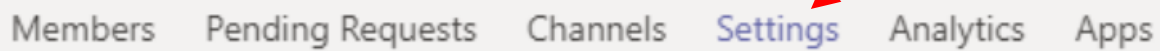


2.2.4 Adding Students to a Team

METHOD B

STEP 1

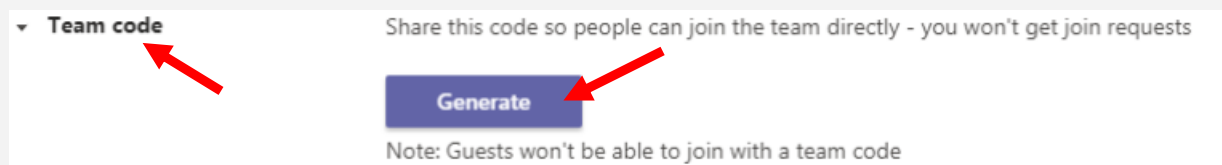
Open your team, select the 3 dots and navigate to **Manage Team**.
Select **Settings**



A horizontal menu with six items: Members, Pending Requests, Channels, Settings, Analytics, and Apps. The 'Settings' item is highlighted with a blue underline and a red arrow points to it from the right.

STEP 2

Open **Team Code** and choose **Generate**. Share the code with students via email or Avenue.



STEP 3

Students will input their code into the application and automatically enter your Team