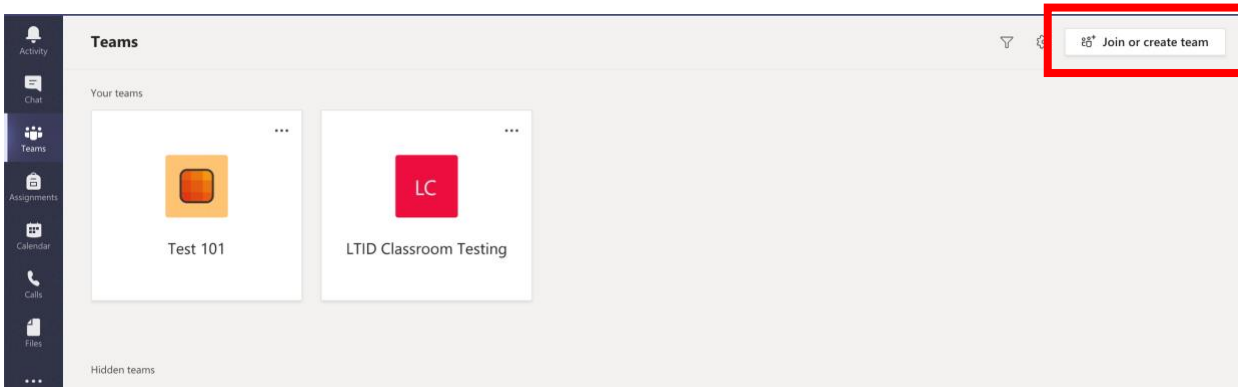
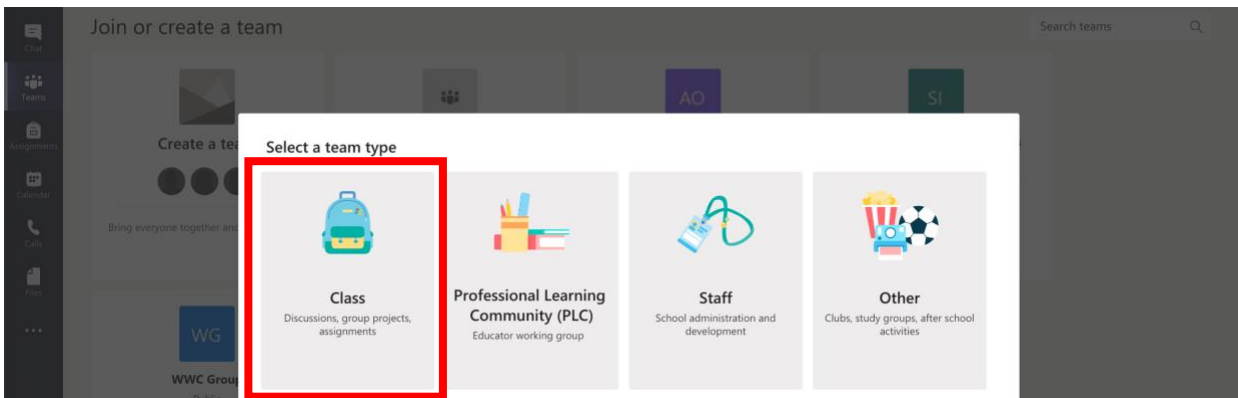


# How do I add all my students to a Team at once?

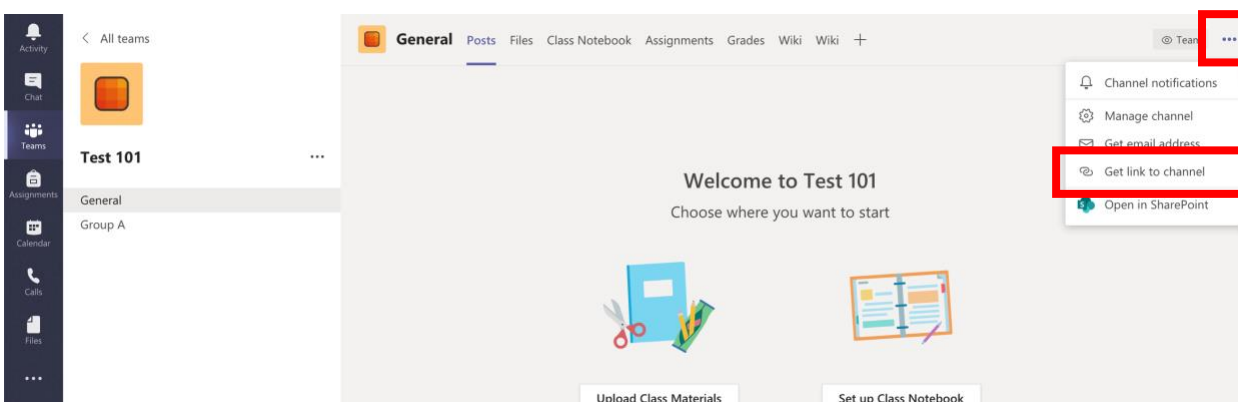
## 1. Create a new **Class Team**



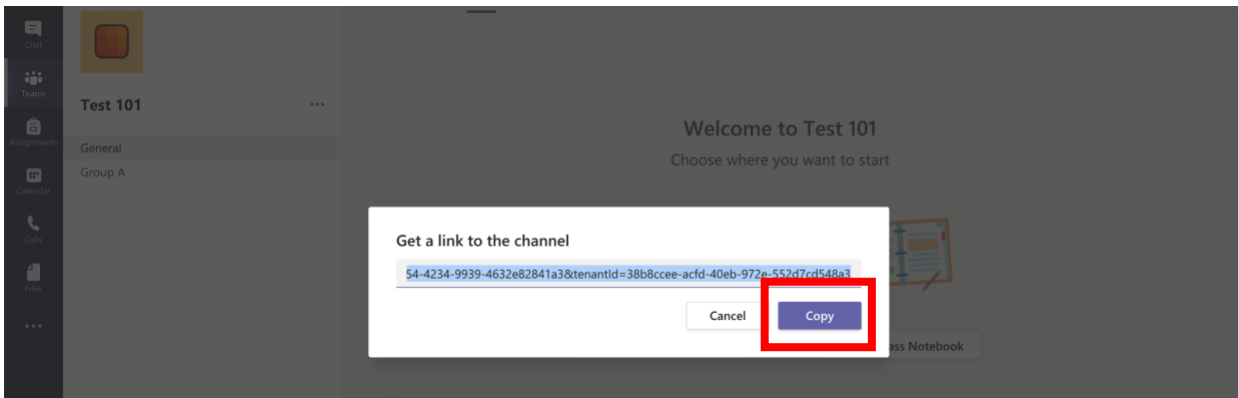
## 2. Create a “**Class**” Team and give it a name.



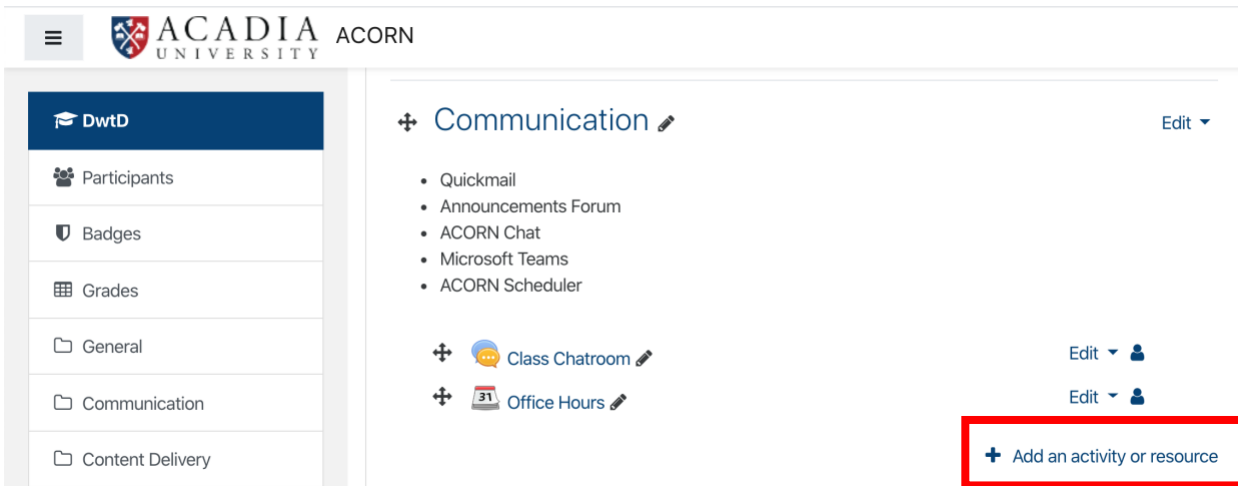
## 3. Use the **Options ( . . . )** menu on the right to “**Get a link to channel.**” This will allow you to share the Team with your students in ACORN via this link.



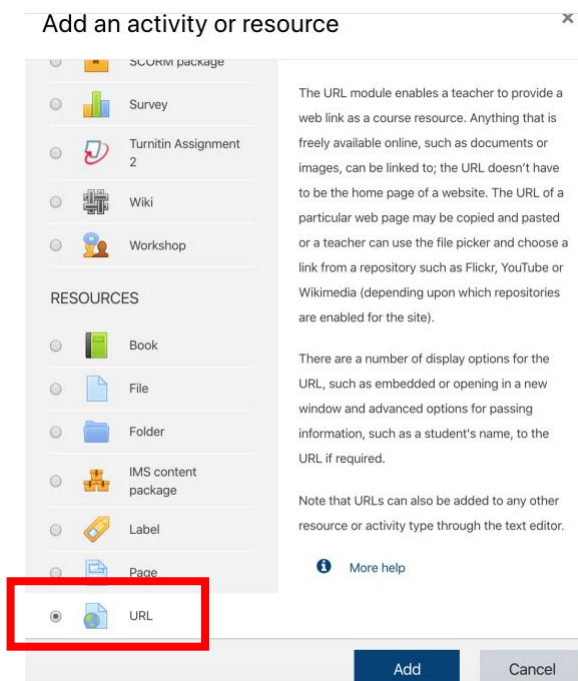
#### 4. Copy the link



#### 5. Open your **ACORN** course (turn **Editing on**, the gear at the top right corner) and select “**Add an activity or resource**”



#### 6. Scroll all the way down and select “**URL**”



7. Give a **Name** for your link (this is what students will see on the homepage) and paste the link in the **External URL** spot. Make sure you click **Save** at the bottom of the page.

▼ **General**

Name ! Teams Classroom

External URL ! https://teams.microsoft.com/l/channel/19%3a930715f0bd054c6aa8c Choose a link...

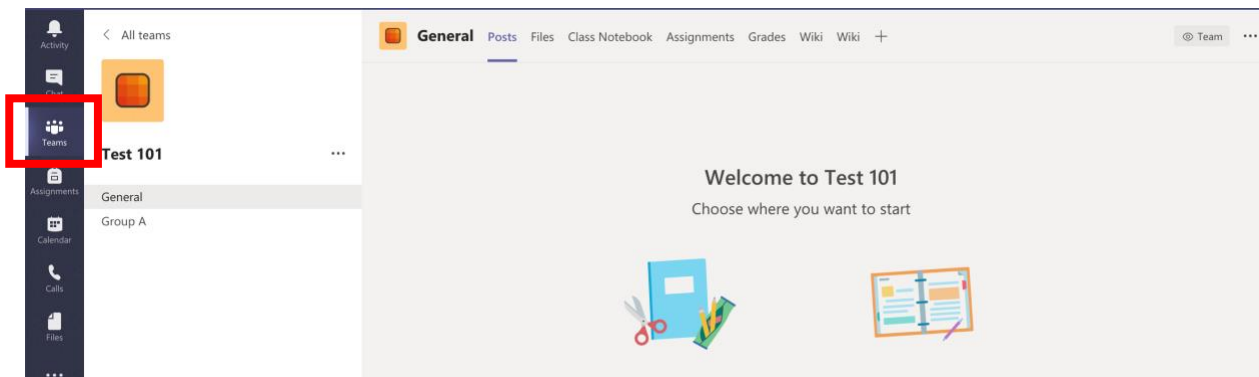
Description

Use this link to access our Teams Classroom!

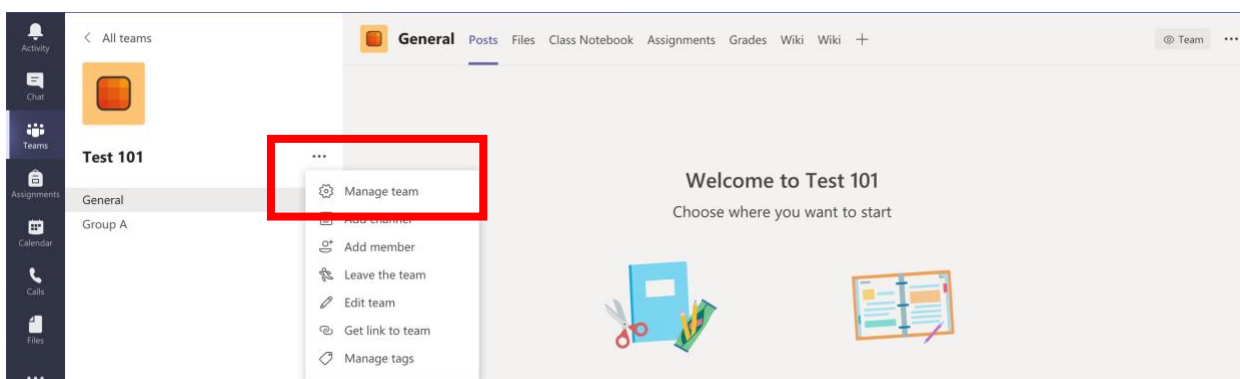
Display description on course page

8. Send a communication to your students (via e-mail or ACORN's Announcements forum) informing them that they can access the **Class Team via ACORN**. You can also include the Class Team link in your e-mail. As students click on the link, they will populate the Team. The following instructions explain how to approve all student requests at once. *\*Please note, you will get an e-mail for every student who requests to be added to the Team. You can delete all of these.*

9. Open your Team from the tab on the left.



10. Click on the **Options ( . . . )** beside your Team name and select **Manage team**.



11. Select the tab along the top called **“Pending Requests”** and select **“Accept all”** to add students to the Team.

The screenshot shows the Microsoft Teams interface for a team named "Test 101". The "Pending Requests" tab is selected and highlighted with a red box. Below the tab, there is a search bar for members and a table of pending requests. The "Accept all" button is also highlighted with a red box.

Name	Title	Location	Requested by	Accept	Deny
Terry Aulenbach	Academic Technol...	Rhodes Hall (RHO...		Accept	Deny
Michael Shaw	Instructional Desig...	Rhodes Hall (RHO...		Accept	Deny
Chris Edwards	Instructional Desig...	Rhodes Hall (RHO...		Accept	Deny