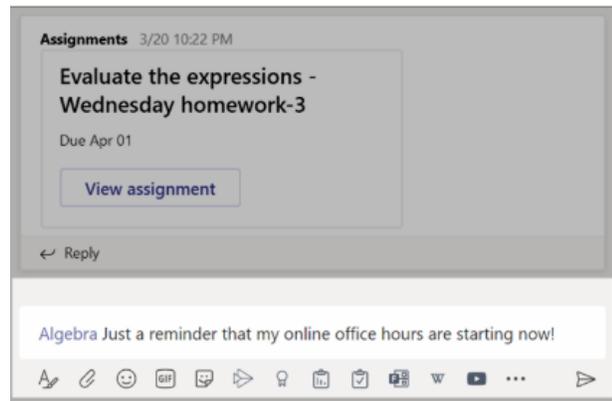


Ways to Communicate with Your Students in a Class Team

Create a Message Using Posts

Message your class

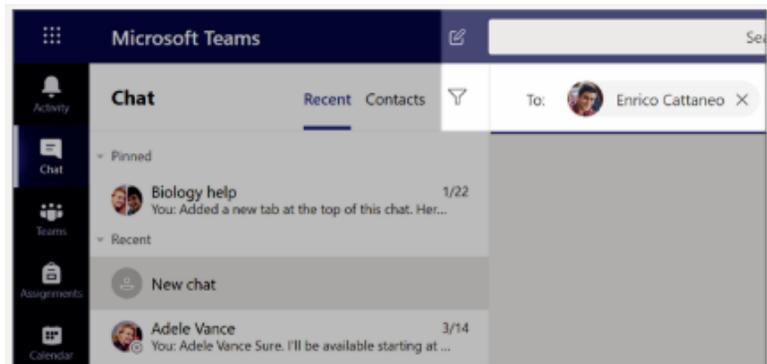
1. To create a message for your whole class, click **Teams** , then pick a class team and a channel.
2. Select the **Posts** tab.
3. Click **New Conversation**.
4. In the compose box, type your message, and click **Send** .
5. Use @ and the name of your class to notify everyone of your post. **Example:** @Algebra.



Start a Conversation using Chat

Start a conversation with one student or a group of students

1. At the top of the app, click **New chat** .
2. In the **To** field, type the name of the student(s) you would like to message.
3. Type your message in the compose box and select **Send** .



Ways to Communicate with Your Students in a Class Team

Reply to Posts in Channels

Posts in channels are threaded like social media posts. Reply under the original post to keep all the messages in a conversation organized together.

1. Find the conversation thread you want to reply to.
2. Click **Reply**, add your message, and click **Send** ➤ .

