How to Create and Edit Teams

Instructors have the ability to change or make additions to the Teams by clicking the Edit feather at the top of the page. When editing the Timeline, the page will split into two frames. The upper frame displays the contents of the page with Edit and New icons and the bottom frame is used to make corresponding changes.

<table>
<thead>
<tr>
<th>Create a new team</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Log in to WebStudy, access your course, and click the <strong>Teams</strong> tab.</td>
</tr>
<tr>
<td>2. Click <strong>Show Edit</strong> at the top of the screen.</td>
</tr>
<tr>
<td>3. Click the <strong>new</strong> to create a new team.</td>
</tr>
</tbody>
</table>

Each team is distinguished by color and symbol. To create a new team, click the **new** icon.
4. Enter team details:
   a. enter a name
   b. enter a description
   c. enter the maximum point value of the activity
   d. select grading system
   e. select yes to display in grade book or no to exclude from grade book
   f. select a color
   g. select students
      Hold the control key (CTRL) to select multiple students to include in team

5. Click Post It.
### Edit description/ enrollment

1. Log in to WebStudy, access your course, and click the **Teams** tab.
2. Click **Show Edit** at the top of the screen.

![Show Edit](image)

3. Click the **edit** to change team set up or enrollment.
4. Enter team details:
   a. enter a name
   b. enter a description
   c. enter the maximum point value of the activity
   d. select grading system
   e. select yes to display in grade book or no to exclude from grade book
   f. select a color
   g. select students
      Hold the control key (CTRL) to select multiple students to include in team

5. Click **Post It**.