

- Generate a Class Team from an ATLAS Group or Engagement -

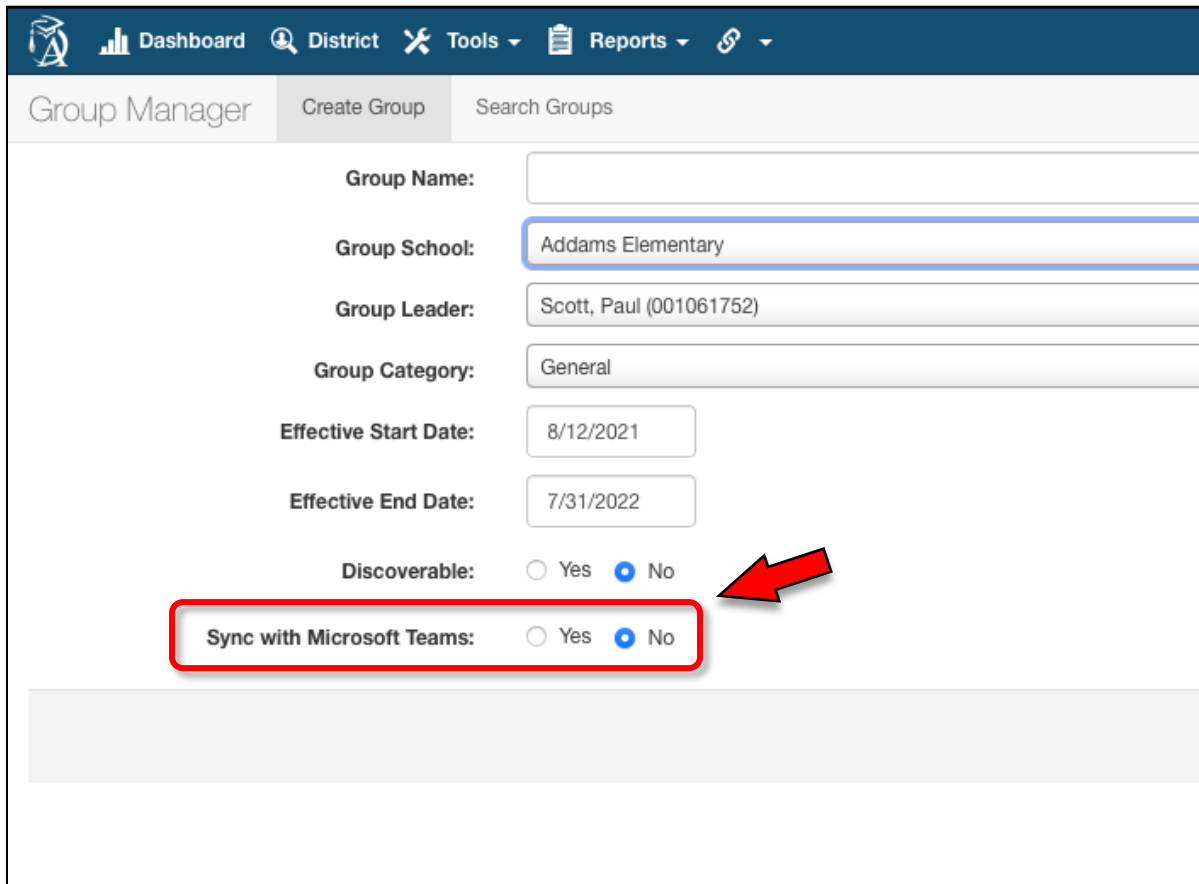
When you create a custom Group or a Student Engagement in ATLAS, you have the option to also generate a Class Team based on the students and leader of the group. These custom groups are great for after-school clubs and sports, but is also great for larger groups like an entire grade level. If you are a teacher, reach out to your front office for help creating a custom group in ATLAS and ask that they select the **Sync with Microsoft Teams** option.

Generate a Class Team from a Custom Group



Step 1: Follow the directions in [this tutorial](#) to create your custom Group.

Step 2: As shown in the image below, click "Yes" next to "Sync with Microsoft Teams".



The screenshot shows the ATLAS Group Manager interface. The 'Create Group' tab is active. The form includes fields for Group Name, Group School (Addams Elementary), Group Leader (Scott, Paul (001061752)), Group Category (General), Effective Start Date (8/12/2021), and Effective End Date (7/31/2022). Below these fields are two radio button options: 'Discoverable' (Yes/No) and 'Sync with Microsoft Teams' (Yes/No). The 'Sync with Microsoft Teams' option is highlighted with a red box, and a red arrow points to the 'No' radio button.

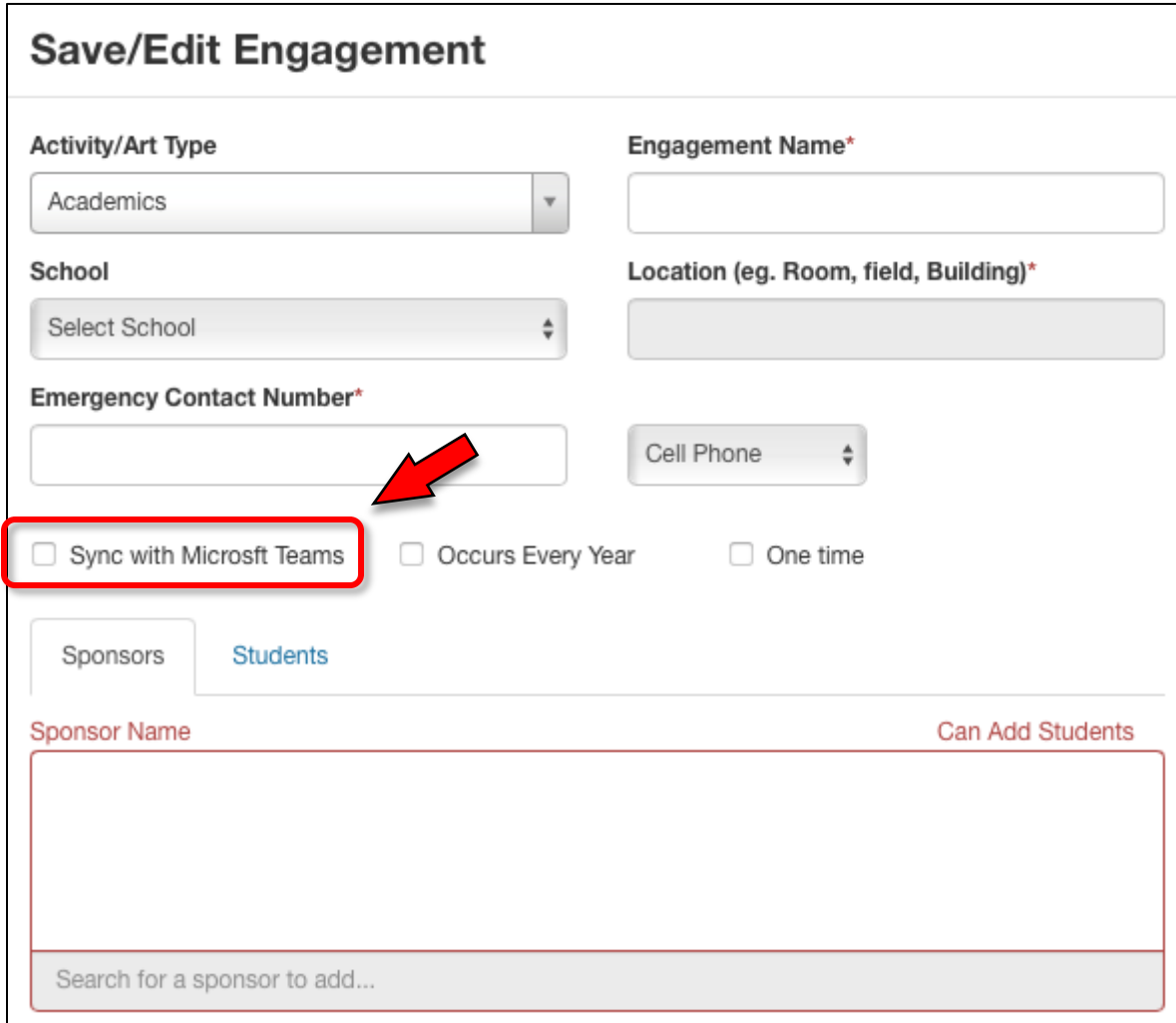
*Note: The person you add as the Group Leader will become the **owner** of the Class Team.*

The Sync to Microsoft Teams occurs each night, so you will not see the newly created Class Team or new students until the following day.

Generate a Class Team from a Custom Engagement

Step 1: Follow the directions in [this tutorial](#) to create your custom Engagement.

Step 2: As shown in the image below, check the box labeled “**Sync with Microsoft Teams**”.



Save/Edit Engagement

Activity/Art Type: Academics

Engagement Name*

School: Select School

Location (eg. Room, field, Building)*

Emergency Contact Number*

Cell Phone

Sync with Microsoft Teams Occurs Every Year One time

Sponsors **Students**

Sponsor Name Can Add Students

Search for a sponsor to add...

Note that the person you add as the Sponsor will become the **owner** of the Class Team

Currently, the following roles have the ability to create a Custom Engagement:

- Counselor
- District Leadership
- Elementary-MS Principal
- Principal
- Head Counselor
- Attendance Clerk HS
- Attendance Clerk
- Athletic Director and Campus Culture Director