How to Create a Class Team

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To create a class competition and keep track of your students' progress on Transcribathon, it is recommended that you create one or several class team/s. By following these easy steps, you can create a fully-interactive team page to use in the classroom. On the other side of this handout, you can find an example of a class team.

Step 1: Make sure that you and all of your students have created an account on Transcribathon (this is explained in the student handout 'How to Use the Website').

Step 2: Once logged in, hover your mouse over your username in the top-right corner and click **'Profile'**. On the menu under your profile picture, click **'Teams & Runs'**.

Step 3: On the right, click on the **'Create a Team'** button and a form will appear. Fill in a team title, an abbreviation, and a short description of your class.

Step 4: It is recommended that you make the team **private**, so that you can control who can join. You can do this by clicking the **'create/refresh'** button next to the code field to generate an access code. Click **'Create Team'**.

Step 5: You can access your new team under **'Your Teams'** on the left side. Click on the pen icon to make changes.

Step 6: An editing window will appear. Using this window, there are two different ways to add your students to your new class team:

    a) Share the access code in class. Your team access code will always be available to view in the edit window. Students must then go to the **'Teams & Runs'** section on their own profiles and enter the code under **'Join a team by code'**.

    b) Send each student individual e-mail invitations by searching and selecting their usernames under **'E-mail invitation'**. Click **'Send invitation'**. Students are joined to the team once they click the **'Accept invitation'** button on the email they received. If someone didn't receive an email, please ask them to check their spam folder.

Step 7: Once everyone has joined, your class team is now complete. You and your students can access the **team page** at any time by clicking on 👁 next to the team name under **'Your Teams'**. On the reverse side, you can see an example of what you might find on a team page. Good luck and have fun transcribing with your students!

Please contact us if you have any further questions and tell us about your experiences by sending an email to team@transcribathon.eu