

Your teachers and fellow classmates may enter comments, questions or assignments when you are not logged on to teams. There are a couple of ways to ensure you do not miss something important.

1. Turn on Notifications

- a. On the general tab you will see three dots on the right-hand side of the page. Click on those dots to bring up a menu.
- b. Click on Channel Notifications and chose the options that best suit your needs.

2. General Chat

- a. Under the Posts tab of each team, you will notice that teachers may post important information. This could be general information, or information about an assignment. You have the option of replying, adding an emoticon or simply reading the information.
- b. Using the @ symbol with a person's name will specifically notify that person you are trying to reach them.

<https://www.youtube.com/watch?v=133H-84Huls&list=PLni1JlcV35kZFhjEduk0bd5GDm6DKSe5Z&index=9>