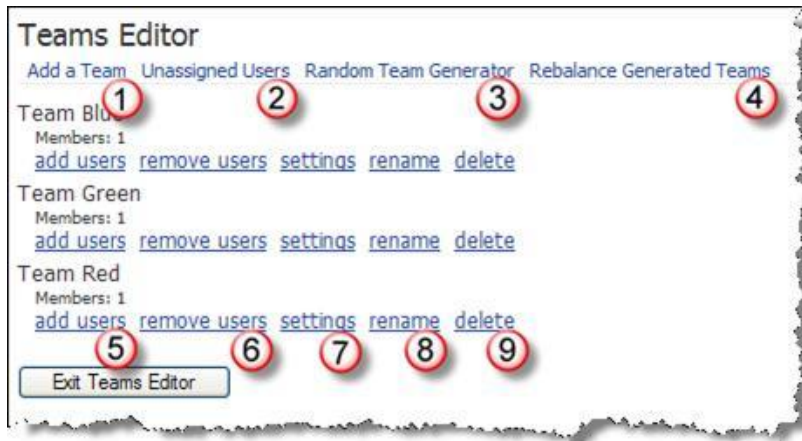


Working with the Teams Editor

From the ANGEL 7.4 Instructor's Reference Manual

The Teams Editor page allows the course editor to create teams, assign users, check for unassigned users, randomly generate teams and rebalance generated teams.

The elements of the Teams Editor include the following:



1. **Add a Team.** Click the **Add a Team** link for the Team Settings Editor.
2. **Unassigned Users.** Using the **Unassigned Users** hyperlink provides a list of users who have not been assigned to any teams:
 - A. Check the box that corresponds to a user.



Note: The checkbox next to each name allows you to select one or more users and assign them to a particular team.

- B. Select a team from the **Add to Team** drop-down menu. If you want to create a new team, click the **Other** button.
- C. Click the **Add Selected** button to add those users to the team.

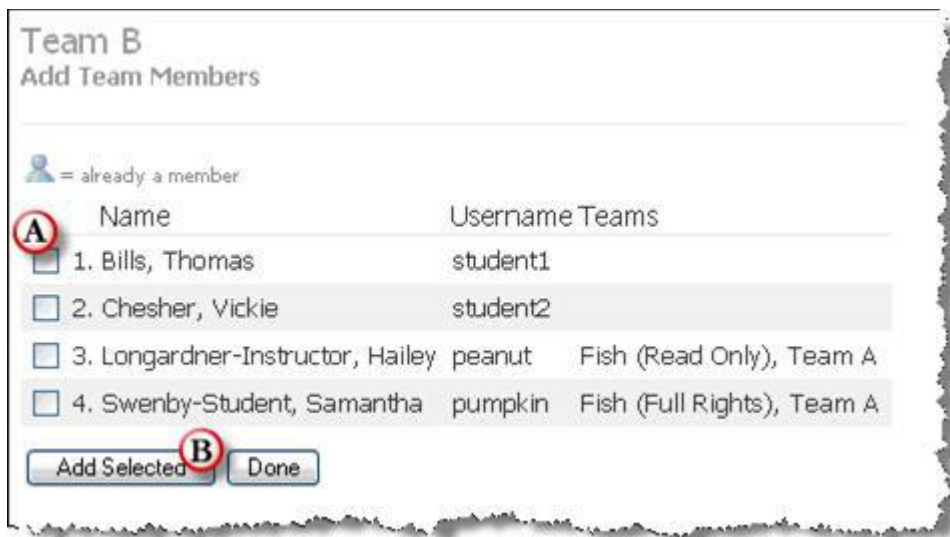


3. **Random Team Generator.** The **Random Team Generator** feature allows you to create random teams and subteams based on criteria you set. This functionality makes the team aspect of ANGEL more robust and easier to support courses with a high number of teams.

4. **Rebalance Generated Teams.** The **Rebalance Generated Teams** feature provides an option to move students from one team to another or add new users to teams (applies to teams that have been generated by the Random Team Generator).

5. Click the **add users** link below the corresponding team:

- A. Select the checkbox(es) next to the user(s) you want to add to the team.
- B. Click the **Add Selected** button.

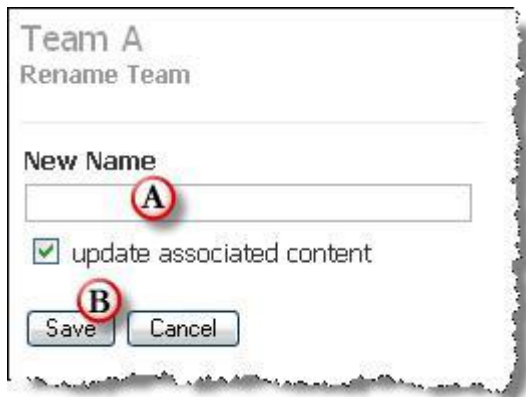


6. Click the **remove users** link below the corresponding team:

- A. Select the checkbox(es) next to the user(s) you wish to remove from the team.
- B. Click the **Delete Selected** button.



7. The **settings** link returns to the Team Settings Editor.
8. Click the **rename** link below the corresponding team:
 - A. Rename the team in the **New Name** field.
 - B. Press the **Save** button.



9. Click the **delete** link next to the corresponding team.