



MINISTERUL EDUCAȚIEI NAȚIONALE

UNIVERSITATEA "TITU MAIORESCU" DIN BUCUREȘTI

Calea Văcărești nr. 187, sector 4, București, cod 040051

Tel.: 021 316 16 46, Fax: 021 311 22 97, e-mail: rectorat@utm.ro, www.utm.ro

## CLASS GENERAL PRESENTATION

A class within the Microsoft Teams application consists in a channel, called "General" by default, where all the participants have access, and the list of disciplines (subjects of study), where are added the students and the professor who teaches that respective discipline.



**Clasa IT Test** ...

General

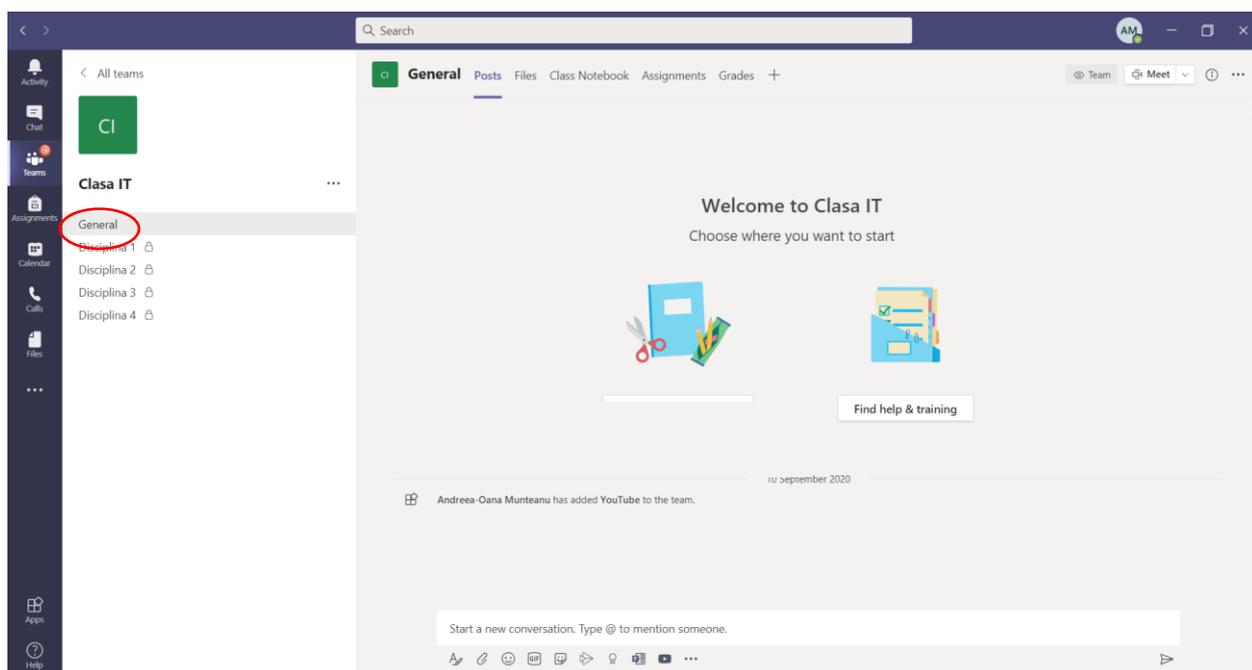
Disciplina 1 🔒

disciplina test 🔒

Disciplina2 🔒

Disciplina3 🔒

In the General channel you can see at the top a menu with several tabs:





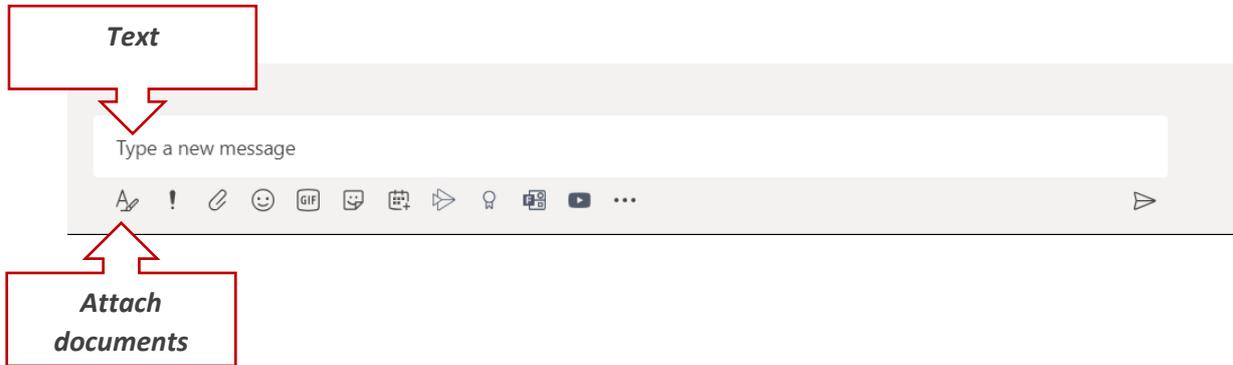
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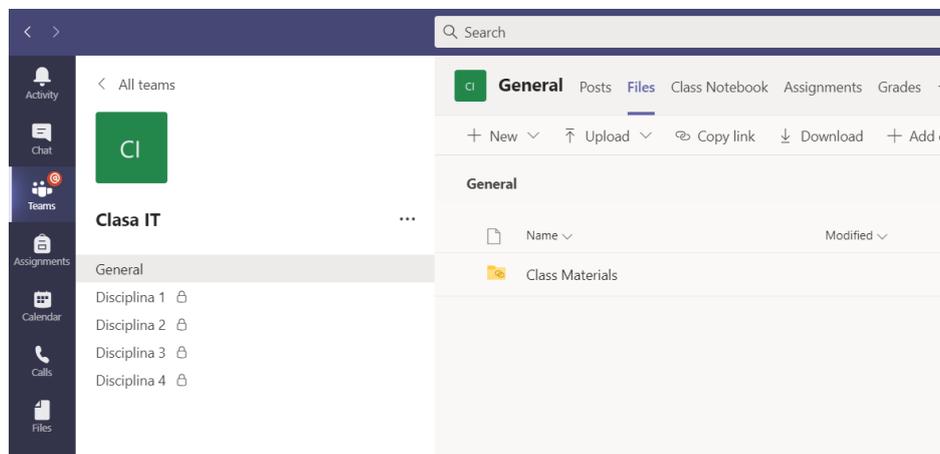
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1. Posts – here you can view the activity carried out within the team, and it has a chat to communicate easier.



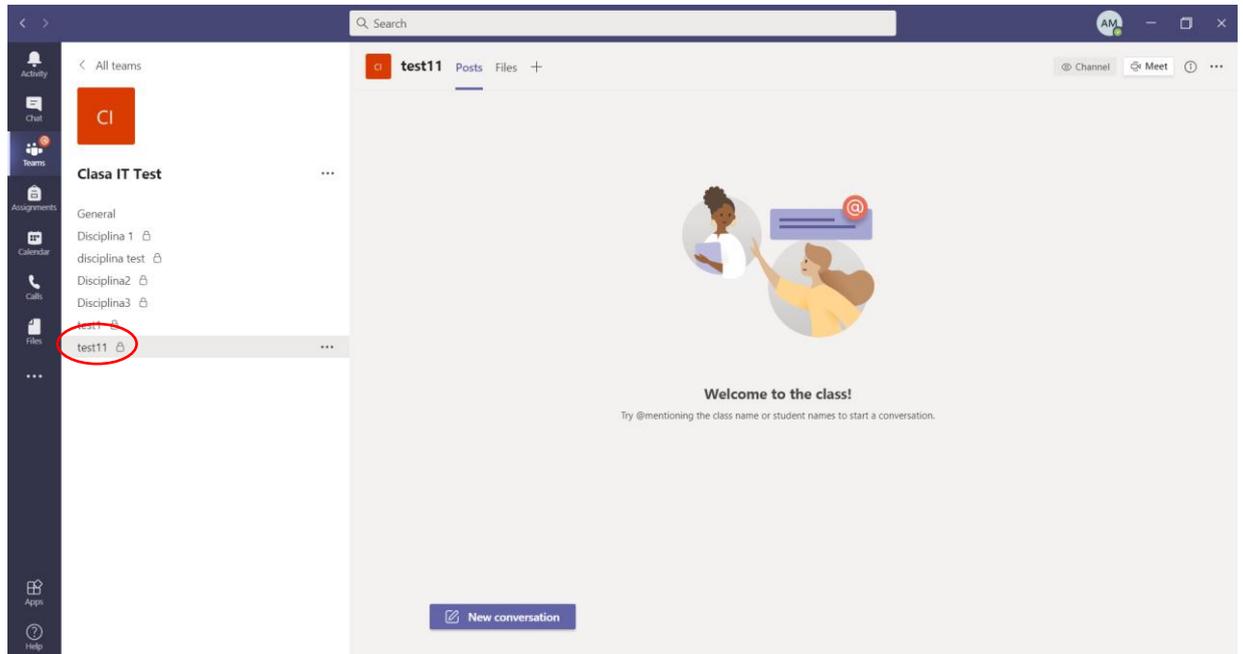
2. Files – here can be uploaded the files that all team members (professors and students) have to access. The folder created by default, Class Materials, is a file that aims to limit the operations performed by students, so they only have the right to view the files in this folder and can't add, delete or modify its content. However, you can download the respective file.



3. Class Notebook – is a space where students can take notes. este un spațiu în care studentul își poate lua notițe.
4. Assignments – here you can find homework and projects given by the professors.
5. Grades – here you can see the grades/ marks/ score awarded after completing an assignment/ homework.



Within the discipline there are the following tabs:



1. Posts – where you can view the activity carried out within the team, and it has a chat to make the communication easier by clicking the **New conversation** button.



2. Files – is the section where can be uploaded files.