|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Class** | **Professional Learning Community (PLC)** | **Staff** | **Other** |
| **Description** | Teachers and students collaborating on group projects, assignments, and more. | Educators collaborating within a professional learning community. **Examples:** academic department, grade band, or group working on a shared goal. | Staff leaders and staff members collaborating on school administration and development. | Students and school employees collaborating in interest groups and clubs. |
| **Team owners & team members** | Teachers are team owners and add students as team members. | Educators form the team and other educators join the team. | Staff leaders are team owners and add staff members as team members. | Any combination of students and school staff can form a team and add members. |
| **Permissions** | Teachers moderate student conversations and who can post where. Students only have write permission in certain areas. | Educators share equal read-write permissions. | Staff leaders control posting settings. Staff members only have write permission in certain areas. | Team members share equal read-write permissions unless the team owner(s) alter the settings. |
| **Features** | Class NotebookAssignmentsConversationsFilesVideo and audio callsChat (if enabled)Pinning new tabs with documents or sites like Microsoft Forms | OneNote notebookConversationsFilesMeetingsVideo and audio callsChat (if enabled)Pinning new tabs with documents or sites | Staff NotebookConversationsFilesMeetingsVideo and audio callsChat (if enabled)Pinning new tabs with documents or sites | OneNote notebookConversationsFilesMeetingsVideo and audio callsChat (if enabled)Pinning new tabs with documents or sites |
|  **Examples** | Module team (with students)Programme team (with students) | Working groupsAcademic Subject GroupsResearch teamPDT Leaders forum | Project teamAcademic Conduct PanelDepartments/Teams/SchoolsProgramme team (staff)Committees | EventsProfessional Networks |