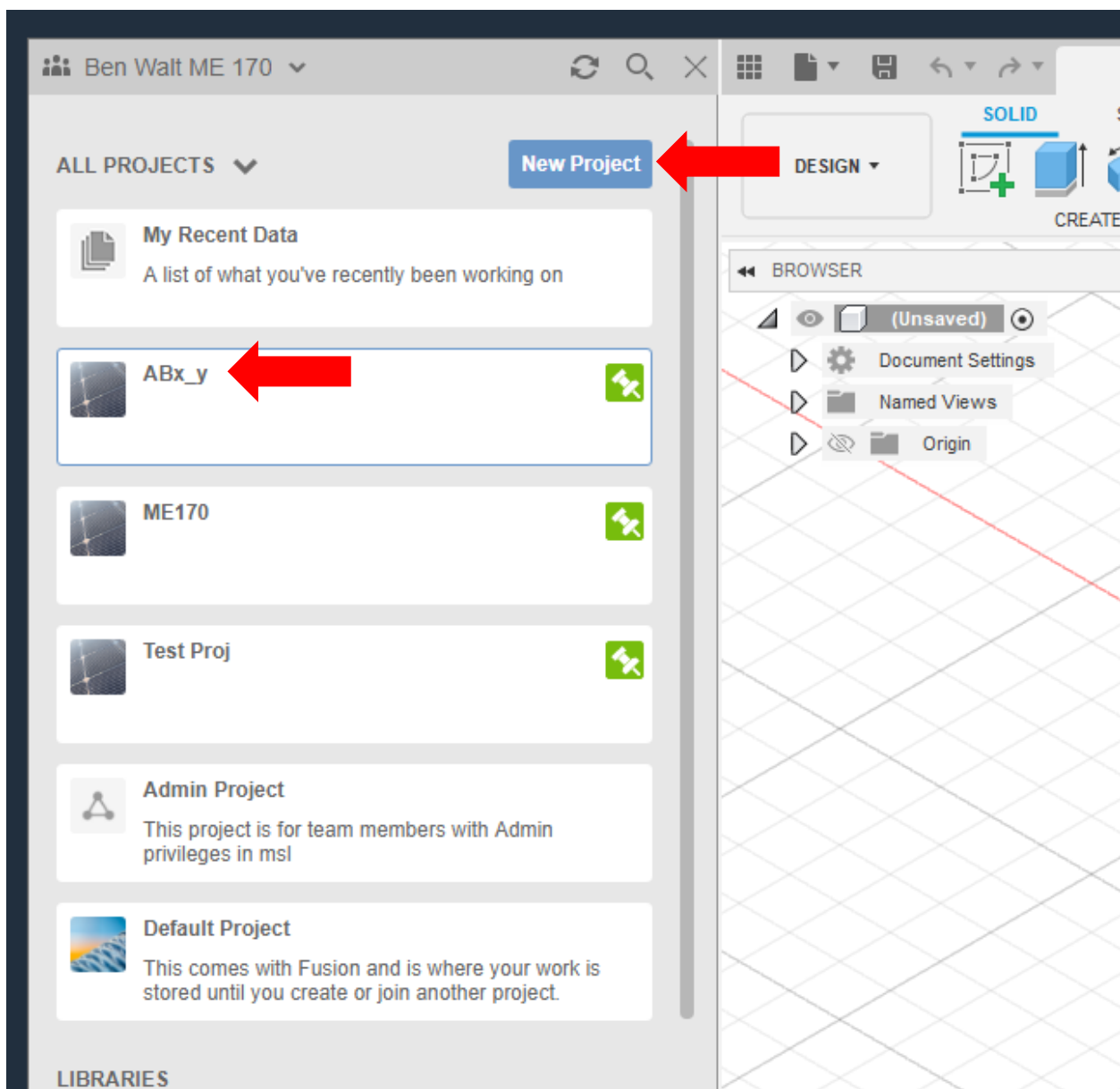


Create a New Project

- One person in your team needs to create a new project
- Name the project "ABx_y" Where "ABx" is your section and "y" is your team number
 - If you don't know your team number check the team list on Canvas
 - Monday 1-3 AB1
 - Monday 3-5 AB2
 - Tuesday 1-3 AB3

How To:

1. In the data panel, select New Project
2. Name the project as above

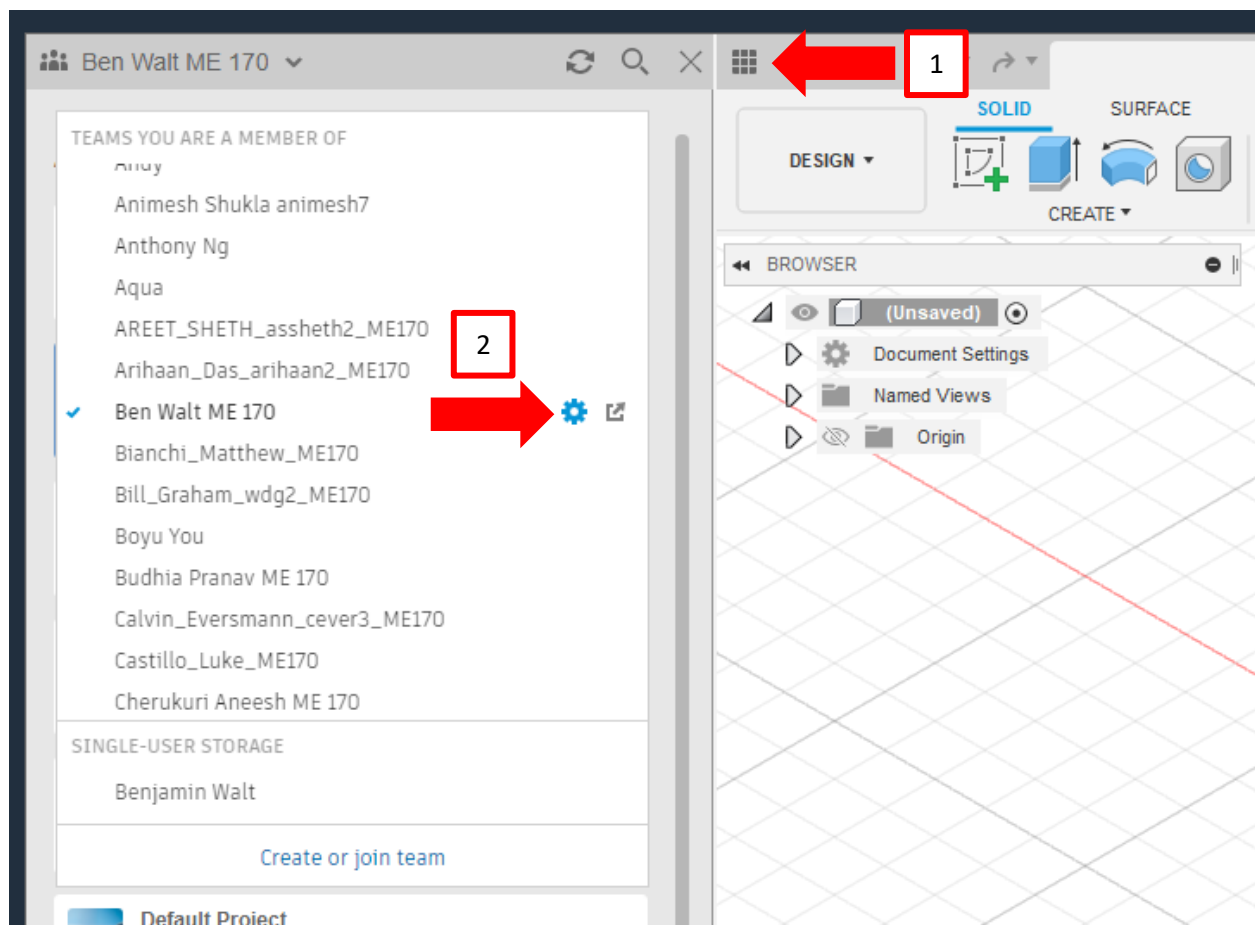


Change Permission

- The team should already be shared with Ben, but if not invite 'walt@illinois.edu'
- Invite your Teammates
- Change the permission for your project
 - Teammates – probably should be at least “Editor”
 - Ben – I need to be “Editor”
 - Grader is not needed – they do not grade Team Projects

How To:

1. Open Data Panel
2. Open the Administrator Console (A new webpage will open)
3. Select your new project
4. Select Folder Permissions
5. Invite your teammates
6. Select their Role
7. Set any additional roles here (Probably you need to change Ben's role)



Ben Walt ME 170



All Projects | Team Settings | **Members And Roles** | Projects

ABx_y Admin Project Assets Default Project ME170 Test Proj

Members and Roles

PEOPLE | PENDING INVITATIONS | SENT INVITATIONS

Invite Show: Active Search people by name

Name	Status	Joined On	Last Activity	Folder-Level Project Creator	Role
 Benjamin Walt walt@illinois.edu	ACTIVE	Aug 10, 2022	4 minutes ago	<input checked="" type="checkbox"/>	Team Administrator OWNER
 Huangchang Ji hj9@illinois.edu	ACTIVE	Aug 30, 2022	Aug 30, 2022	<input type="checkbox"/>	Team Member





Ben Walt ME 170

ABx_y

All Projects | Content | **Folder Permissions**

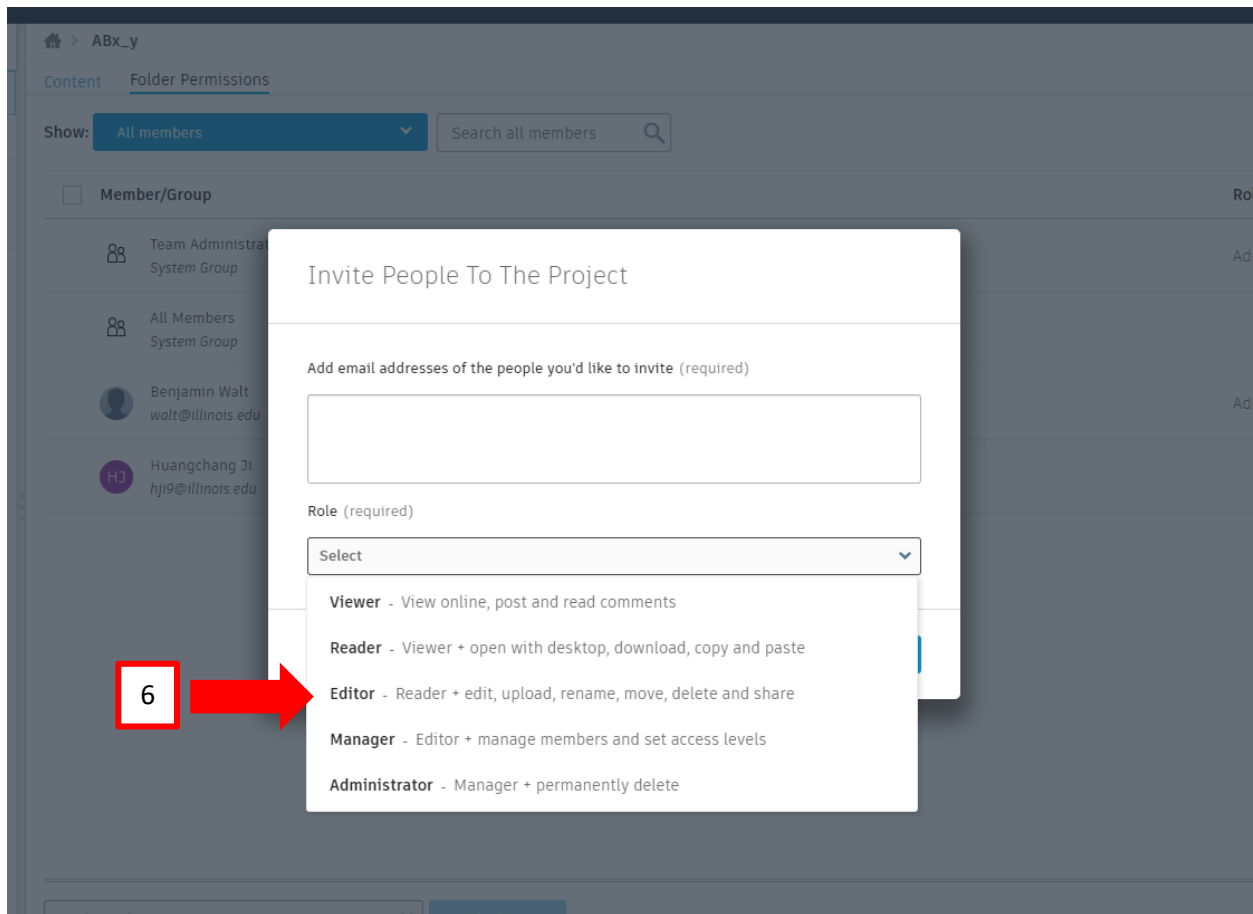
ABx_y Admin Project Assets Default Project ME170 Test Proj

Show: All members Search

Member/Group	Role
 Team Administrators System Group	Administrator
 All Members System Group	
 Benjamin Walt walt@illinois.edu	Administrator
 Huangchang Ji hj9@illinois.edu	

Select role to assign... Assign Remove role

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Notify Ben

The last step is that you need to tell me where to find your work. Edit this google doc to let me know whose Team Hub has all of your work. If I don't know, I can't grade your work and it will be missing.

[Team Project Location List](#)

Please also list your teammates, so I can get an updated list as some have changed.