

ACTIVE LEARNING IN TEAMS Using Channels for Student Groups

It's possible to create collaborative student groups in a Course Team through the use of channels. This guide will show you how to create them and differentiate between the two.



A channel is like a mini team within a team. There are two types of channels, standard (public) and private, and instructors can move among the channels at will. Each channel has many of the features that you find in the main team, which is a standard channel itself.



On entering a **Class Team** for the first time, there will be a section on top with features you can use for your course. We do not recommend using the Classwork, Assignments, or Grades features, as they do not integrate with the Canvas gradebook. These options are the default in the Education version of Teams, and are not customizable by school.

A **General** channel is included by default under the **Main Channels** section. Everyone has access to this channel.



1

All channels are created by selecting the **ellipsis** next to the Class Team name and choosing **Add channel** in the dropdown menu.



2

The popup screen asks you to name and describe the channel, and then asks you to **Choose a channel type**. Select the dropdown arrow to view your choices.

| Channel name * | | | |
|----------------------|-----------------------|----------------------|--------|
| Letters, numbers, ar | nd spaces are allowed | 1 | |
| Description | | | |
| Help others find the | right channel by prov | viding a description | |
| | | | |
| Choose a channel typ | e* (i) | | |
| Select | | | \sim |
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STANDARD OR PRIVATE?

A **Standard** channel is open to the entire class and any notifications sent from this channel will go out to everyone in the class. All members of the class will see the channels and can enter them at any time. For example, these are good for on the fly discussion groups within a main lecture session where the students go apart to discuss a question and come back at a designated time.

| Standard Everyone on the team has access. | |
|---|---|
| Private Specific people on the team have access. | |
| Standard — Everyone on the team has access | ~ |

It's recommended to use the **Private** channel if you're setting up collaborative groups where the students need a private communication space persistent groups throughout the semester. Only the students that you place into those channels will see them, and any notifications sent from these channels will only go to its members.

| ැට | Standard Everyone on the team has access. | |
|---------|---|---|
| √ Ĉ | Private Specific people on the team have access. | |
| Private | e — Specific people on the team have access | ~ |



Teams currently has a limit of 30 private channels per class team.



Deleting a channel will make that name unavailable. Before deleting, change the channel name to something you'll never use. Then delete it.

If you choose **Private**, you will be asked to add students to the channel. You can skip this and add them later. At this time, there is no easy, integrated way to pull students into private Teams channels. You will have to add them manually one by one.

| t typing a name or email of a p ommend making teachers in | to owners and | t to add to this privat students into memi | e channel. We pers. |
|--|---------------|---|------------------------|
| pe a name or email | | | |
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| | | Skin | Add |

Once the channels are created, they appear under the General channel. Private channels will have a **lock icon** next to them and only members who have been added can see them.

| Main Channels |
|-----------------------------------|
| General |
| Cassat 🗇 |
| Monet Group |
| Morisot Group |
| Renoir Group |
| |



MANAGING/EDITING CHANNELS



You can manage all channels from one screen by selecting the ellipsis next to the Course Team name and choosing Manage Team.

| Exp0124_Engagement Tool | | | | | |
|-------------------------|------------------|--|--|--|--|
| Home page | 🗱 Manage team | | | | |
| Class Notebo | Add member | | | | |
| Classwork | ਰ Add channel | | | | |
| Assignments | Get link to team | | | | |
| Grades | | | | | |



Make sure that you're on the **Channels** tab to view the manage channels screen. Choosing the ellipses at the right of each channel gives you choices.

| All Snown for you 4 more - Sort: + Add 5 | Search channels | |
|---|-----------------|--|
| Cassat Ĉ Last active: about 20 hours ago | Hide | |
| General 🙃 Last active: about 1 year ago 🛛 Engagement Tools | Hide | |
| Monet Group Recommended Last active: 3 days ago | Hide | |
| Morisot Group Recommended Last active: 3 days ago | Hide | |
| Renoir Group Recommended Last active: 3 days ago | Hide | |

To manage a single channel, choose the **ellipsis** that appears when hovering over the channel name in the navigation menu and choose **Manage channel**. This opens the Channel **Settings** and **Analytics**.

| General | |
|--|--|
| | () |
| Cassat 🗇 Monet Group Morisot Group Renoir Group | Channel notifications ➢ Hide ※ Manage channel ➢ Get email address ⇒ Get link to channel Ø Rename channel |
| Genera Settings A | nalytics Edit channel name and description |
| ✓ Moderation | Edit Set channel moderation preferences General Channel: Anyone can post messages Anyone can post; show alert that posting will not everyone (recommended for large teams) |
| | Only owners can post messages |

| Select a channel | | Time period | | 1010101 1010101 | |
|------------------|--------|-----------------|---------|-------------------|---------------------------|
| General | ~ | Last Seven Days | ~ | 12/2/24 - 12/8/24 | Analytics across channels |
| Summary | No Dat | ta Available | | Engagement N | o Data Available |
| Active users | | | No Data | Available | |
| Meetings | | | | | |
| | | | No Data | Available | |
| Engagement | | | | | |
| | | | No Data | Available | |

4

If you want to change the channel name, choose **Rename channel** after choosing the ellipses next to the channel name.



You have a limited number of channels and if you delete one, the name is still taken. It's suggested that you rename it to something you'll never use before deleting to release the name to be reused again.



All channels are laid out with tabs to Posts, Files and a Plus sign + to add more app tabs.

| Cassat Posts Files | 〕 |
|---|--|
| Search for apps | ٩ |
| OneNote Power BI SharePoint Poll Everywhere | Word Website Workflows See all |
| Add a ne | ew app |
| pular in your org | See all |
| ► YouTube Search for videos on YouTube & watch together in meetings ★ 4.2 (552 ratings) | Box Your content securely extended to Microsoft Teams ★ 3.6 (306 ratings) |
| Trello ⑦ Trello Ⅰets you work more collaboratively and get more done. ★ 3.4 (109 ratings) | Sira Cloud ⊕ Empower your team to track, update, and manage projects ★ 4.1 (390 ratings) |
| Calendar Pro The Shared Calendar for Microsoft Teams. 3.6 (49 ratings) | Monday.com Enhance your Microsoft 365 tools with project manageme ★ 4.4 (132 ratings) |
| nular on Teams | See 31 |
| | Class Cot more appe |