

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.

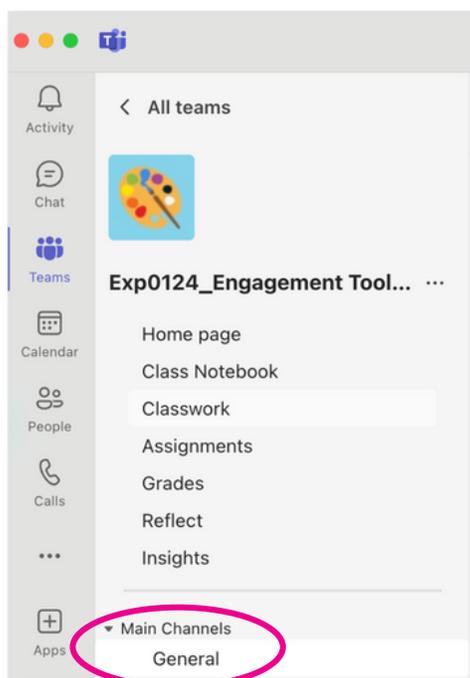
➤ WHAT IS A CHANNEL?

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.

➤ SETTING UP A CHANNEL

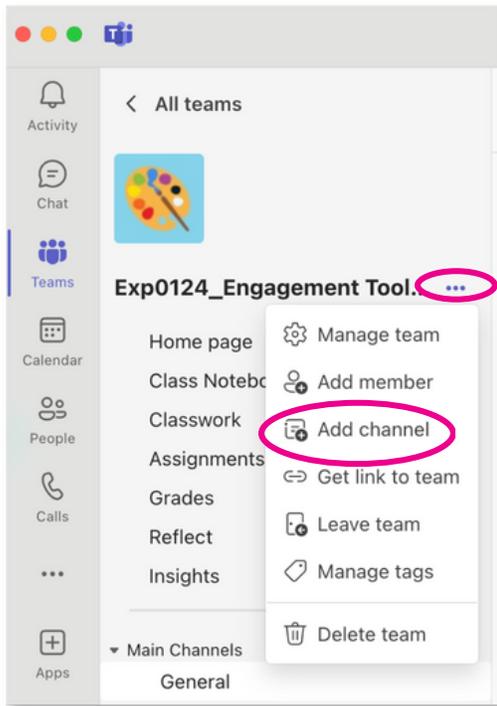
On entering a **Class Team** for the first time, there will be a section on top with features you can use for your course. We do not recommend using the Classwork, Assignments, or Grades features, as they do not integrate with the Canvas gradebook. These options are the default in the Education version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



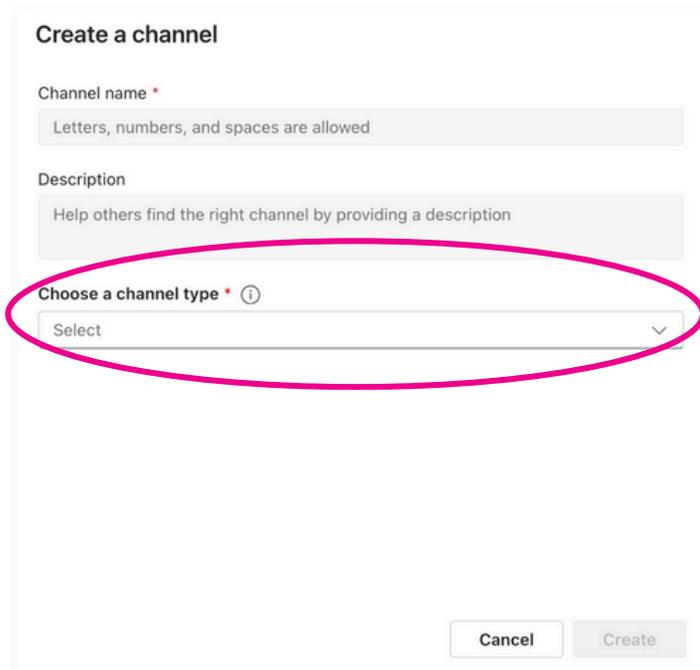
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All channels are created by selecting the **ellipsis** next to the Class Team name and choosing **Add channel** in the dropdown menu.



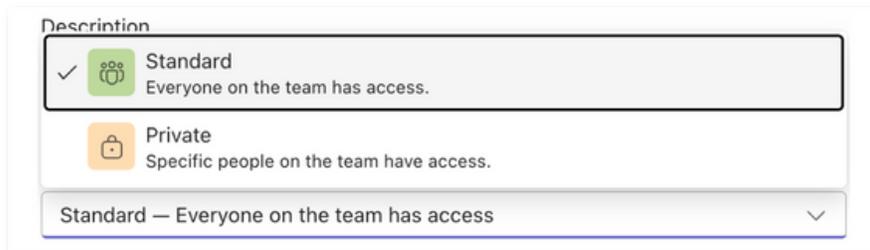
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The popup screen asks you to name and describe the channel, and then asks you to **Choose a channel type**. Select the dropdown arrow to view your choices.

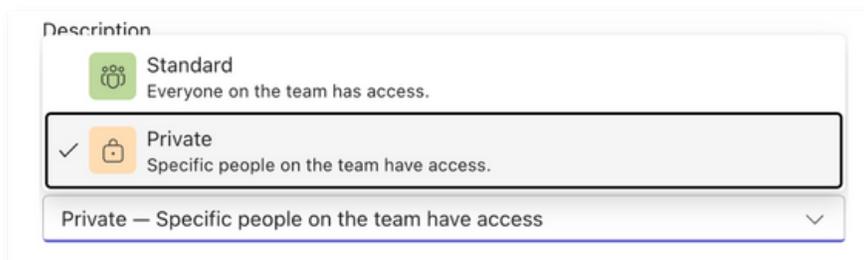


STANDARD OR PRIVATE?

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.



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.

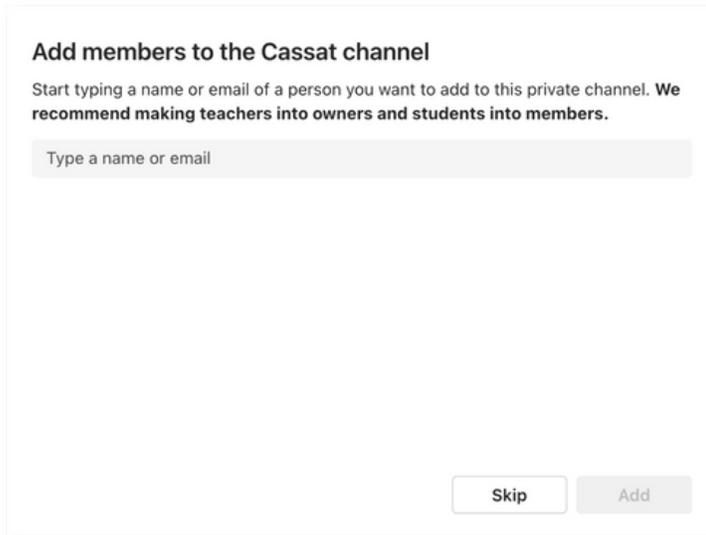


Teams currently has a limit of 30 private channels per class team.



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.



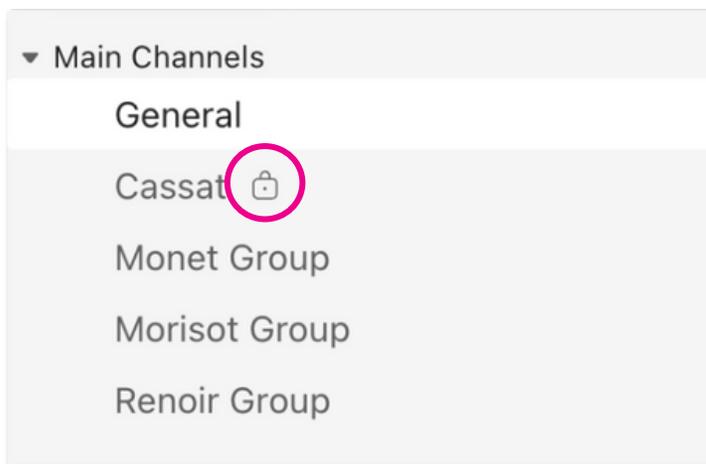
Add members to the Cassat channel

Start typing a name or email of a person you want to add to this private channel. We recommend making teachers into owners and students into members.

Type a name or email

Skip 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.

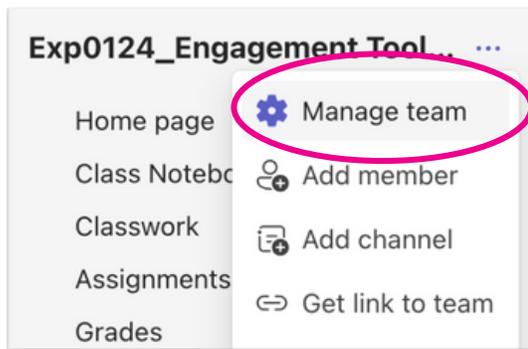


Keep in mind that you cannot rearrange your channels, so plan ahead!

MANAGING/EDITING CHANNELS

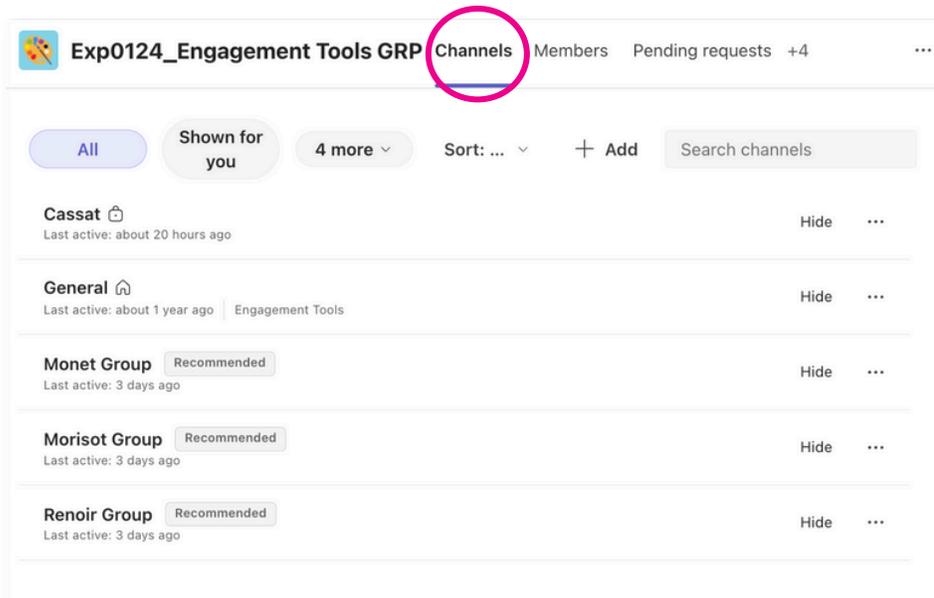
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You can manage all channels from one screen by selecting the ellipsis next to the Course Team name and choosing **Manage Team**.



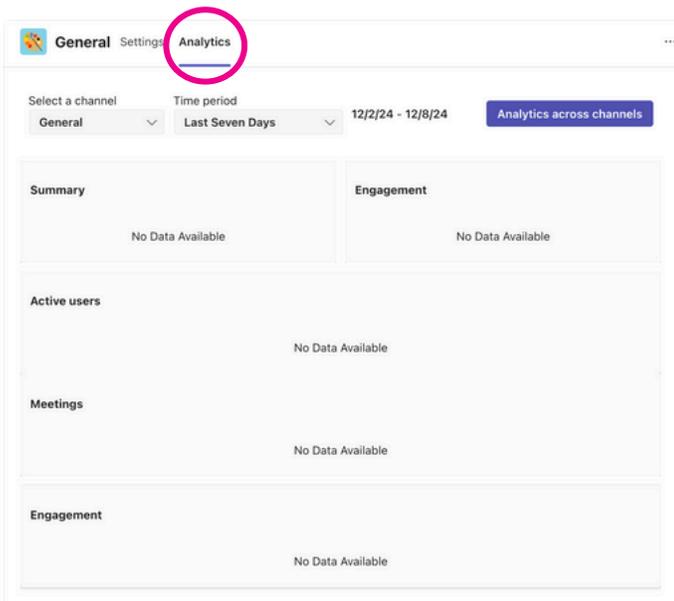
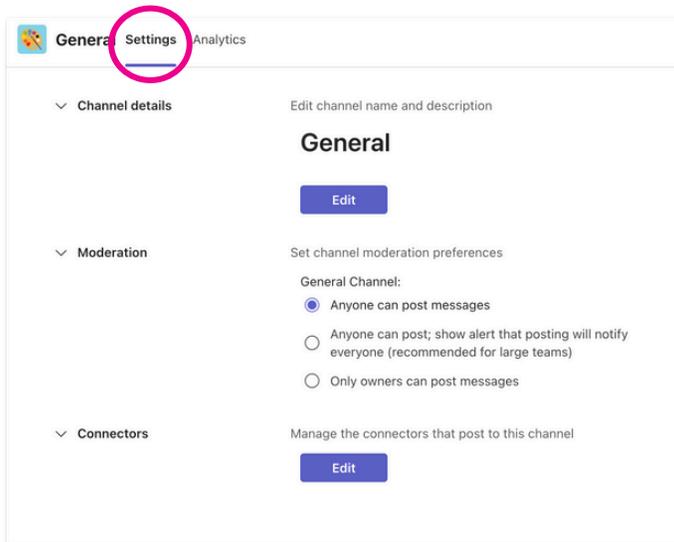
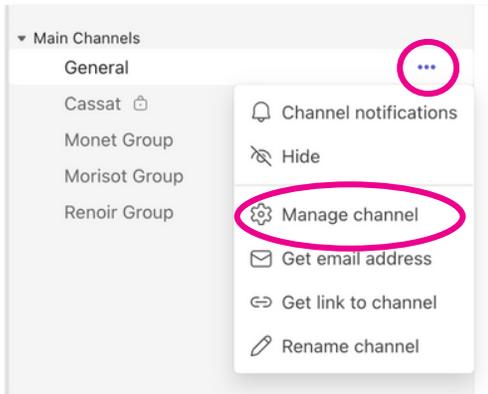
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Make sure that you're on the **Channels** tab to view the manage channels screen. Choosing the ellipses at the right of each channel gives you choices.



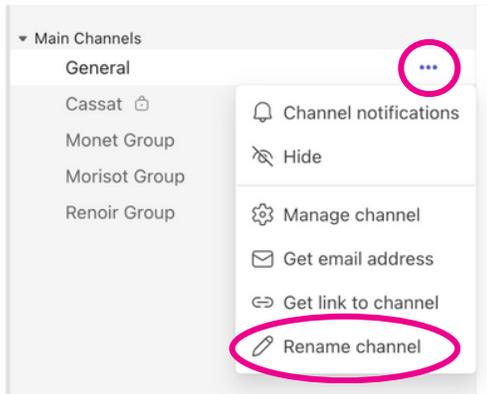
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To manage a single channel, choose the **ellipsis** that appears when hovering over the channel name in the navigation menu and choose **Manage channel**. This opens the Channel **Settings** and **Analytics**.



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.

CHANNEL LAYOUT

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

