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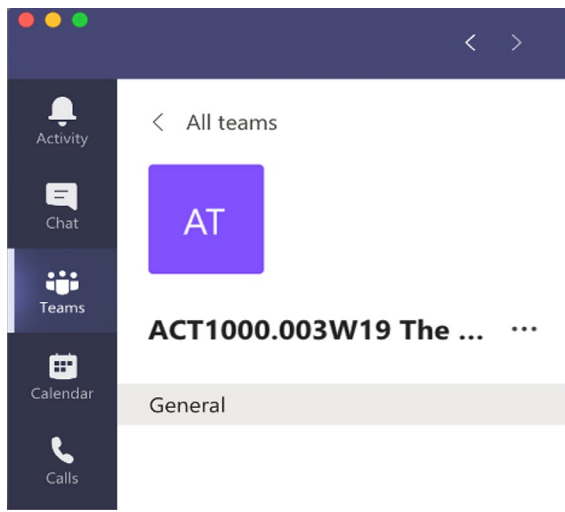# TEACHING WITH TEAMS: USING CHANNELS FOR STUDENT GROUPS

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.
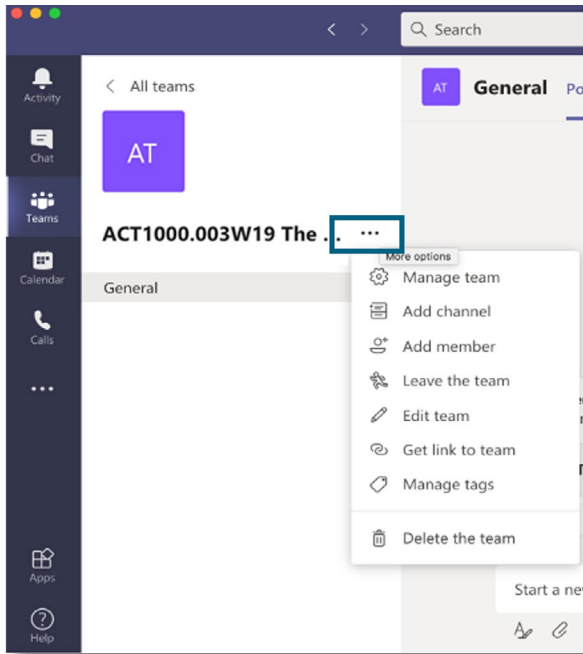
▶ Setting up a Channel

Upon entering a Course Team for the first time, there will be a General channel already created as the default. Everyone has access to this channel.

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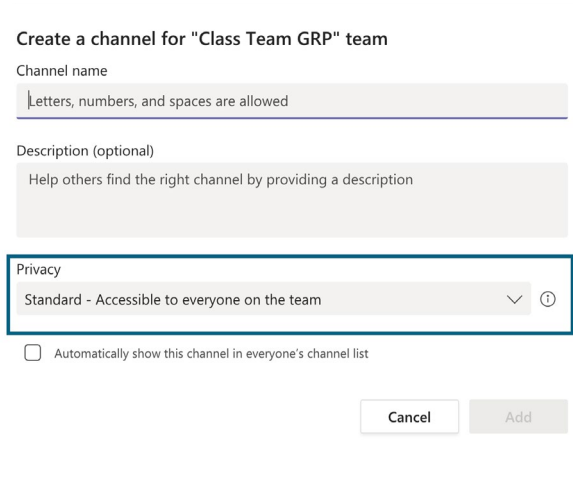
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01

All channels are created by selecting the **ellipsis** next to the Course Team Name.
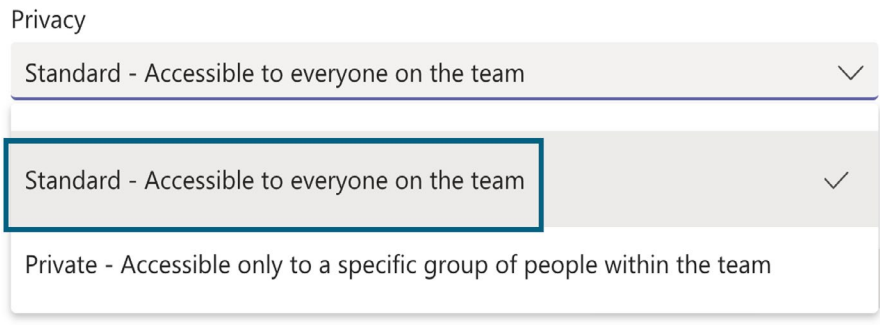

02

The popup screen asks you to name and describe the channel, and then asks you to determine the privacy. The default is **Standard**, and if you wish it to show automatically in the Course Team navigation panel, you must check the **Automatically show**… checkbox.
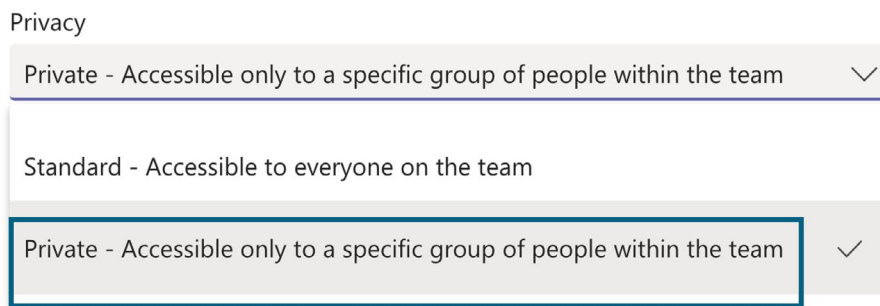
Standard or Private?

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.

Privacy

| Standard - Accessible to everyone on the team | ∨ |

| Standard - Accessible to everyone on the team | ✓ |

| Private - Accessible only to a specific group of people within the team | |

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.

Privacy

| Private - Accessible only to a specific group of people within the team | ∨ |

| Standard - Accessible to everyone on the team | |

| Private - Accessible only to a specific group of people within the team | ✓ |

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

Quick TIP

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

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01 If you choose **Standard**, the channel will be created, and you will see it appear beneath the General channel.

ACT1000.003W19 The ...

General

Chapter 1 Raise your hand

Quick TIP

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

02 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 Private channel 1 channel

Students   Teachers

Search for students   Add

Start typing a name to choose a group, distribution list, or person at your school.

03 Private channels will have a lock icon next to them and only members who have been added can see them.
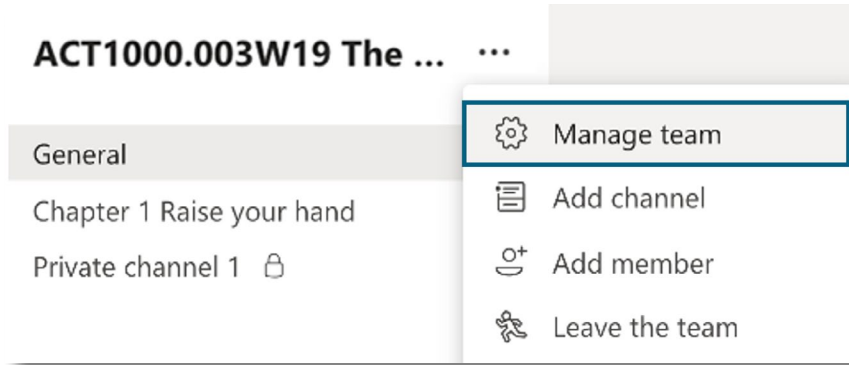
ACT1000.003W19 The ...

General

Chapter 1 Raise your hand

Private channel 1 🔒

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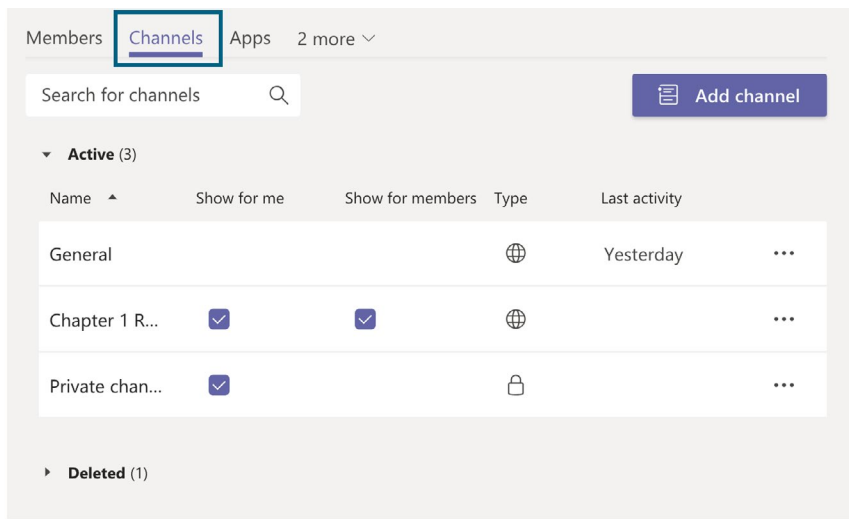
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Managing/Editing Channels

01

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


02

Then choose the **Channels** tab to view the manage channels screen.

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03

To manage a single channel, choose the **ellipsis** in the image shown in the previous step to the right of the channel or 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.

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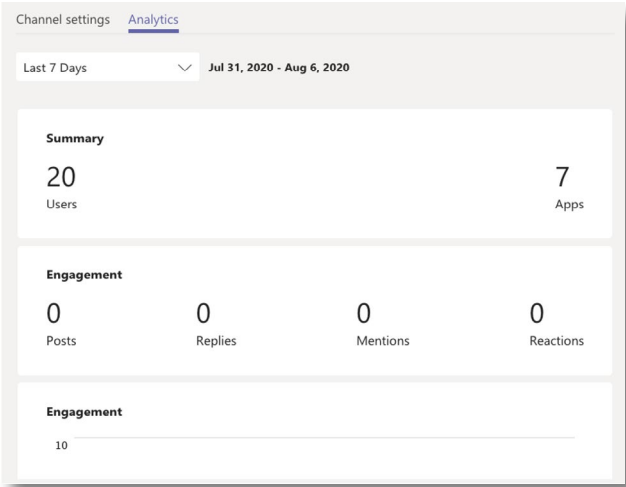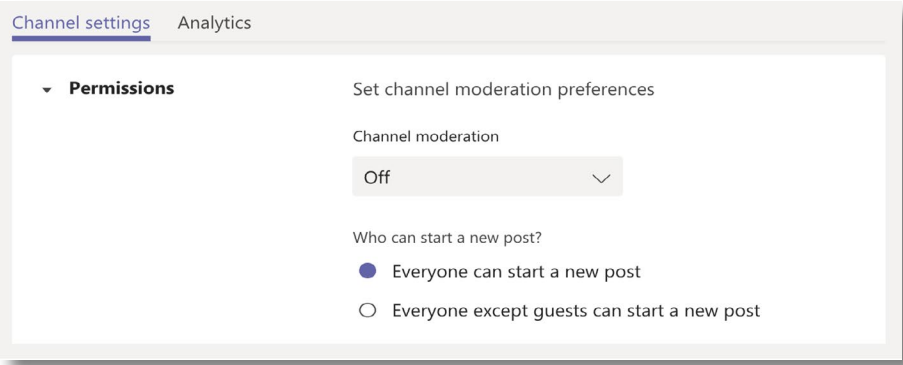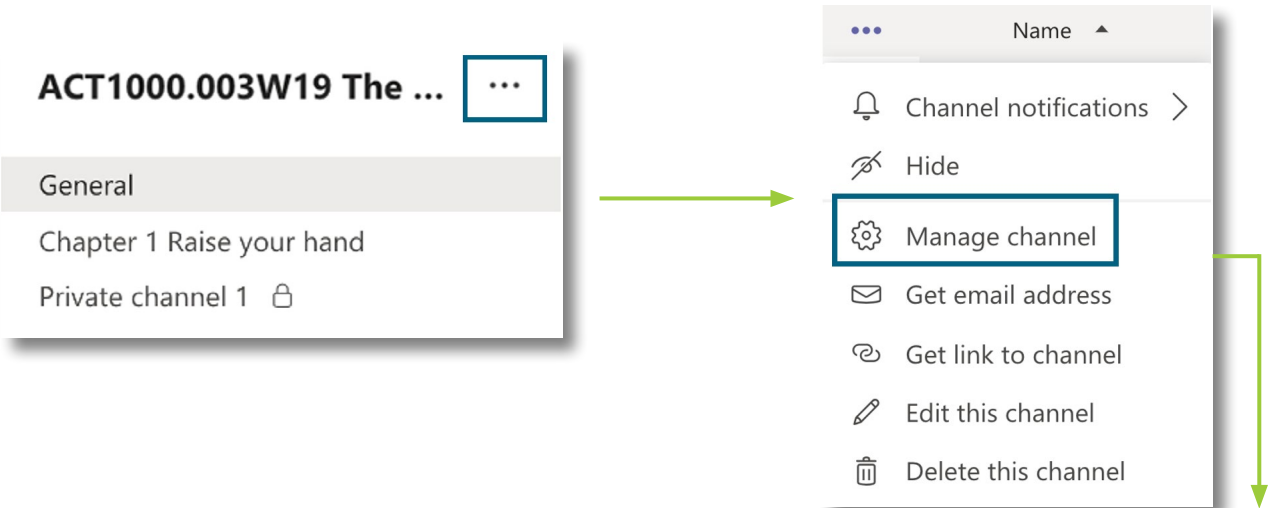
04 If you want to change the channel name, choose **Edit this channel**.

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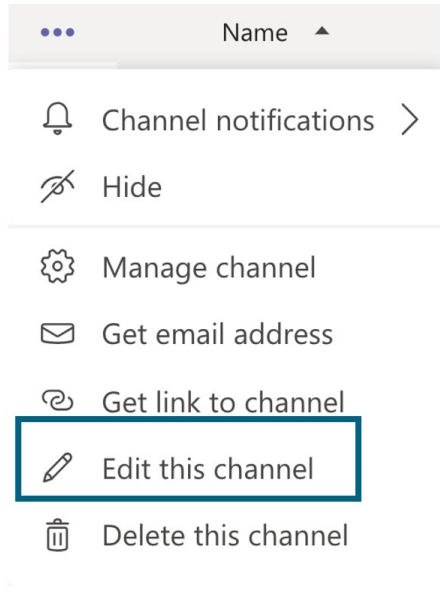
You have a limited number of channels and if you delete one, the name is still taken. It's suggested that you rename it to something you'll never use before deleting to release the name to be reused again.

Channel Layout

Channels are laid out similarly to the General Course Team channel with tabs to **Posts** and **Files** and a **Plus sign +** to add more tabs.

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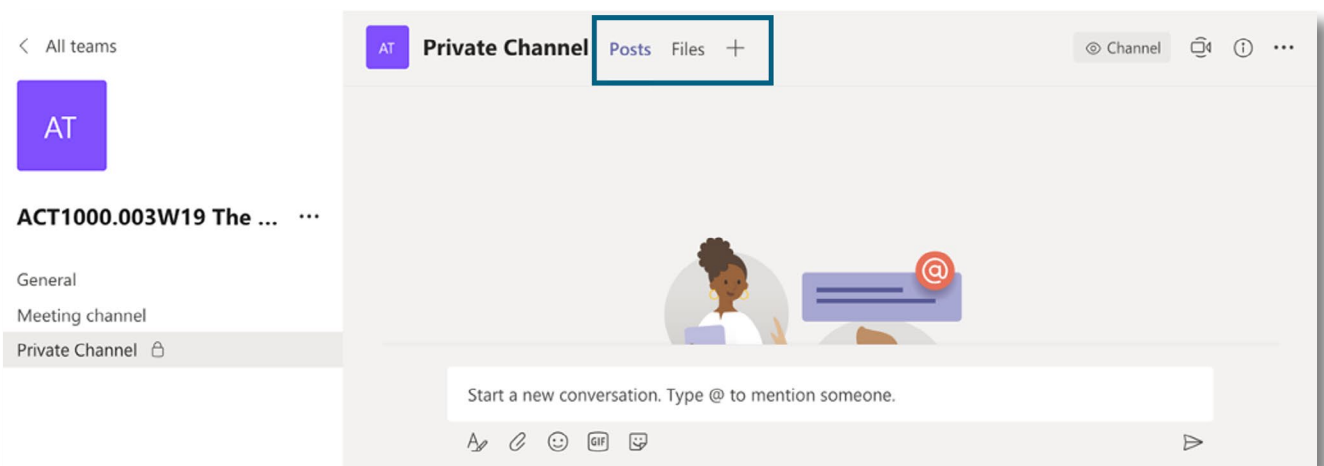
Clicking the **Plus sign +** will bring up the apps menu, from which to choose additional features as tabs.

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