

Teacher Teams Ref – Schedule, Start and End a Private Channel Teams Class

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Overview

Microsoft Teams is the supported platform for online classes for the Sioux City Community School District. Teachers will have their own preference on how they configure their Teams which will impact the methods used for scheduling classes, inviting students and having students join meetings.

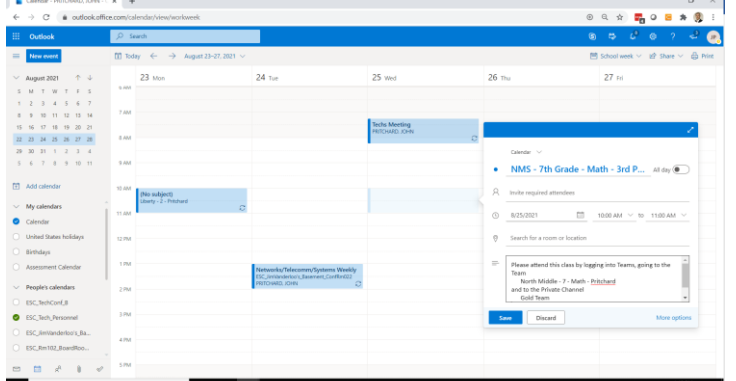
This document describes the steps to schedule, communicate and start a Teams class (meeting) when the teacher has chosen to use Private Channels to segment their students.

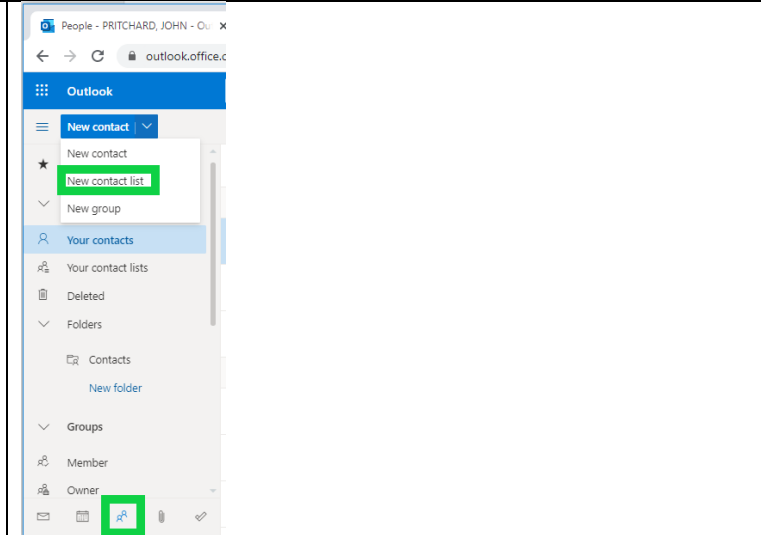
Schedule and Communicate the Schedule of a Class in a Private Channel

As of the writing of this document, teachers are not able to refer to a Private Channel for the list of students to be invited to a meeting as you can with a Team and the General Channel (see ???). To meet with the members of a Private Channel, the teacher will use the 'Meet' feature while in the Private Channel. This must be clearly communicated to the students (and parent/guardians) through emails and/or Canvas postings so students can be ready to join the class.

A requirement of the teacher is to create meeting invitations to the students for the time of the class with information in the content of the invitation including the Team name and Private Channel. If students call the help desk asking for help with getting into their class, this standard will aid the help desk in helping the student.

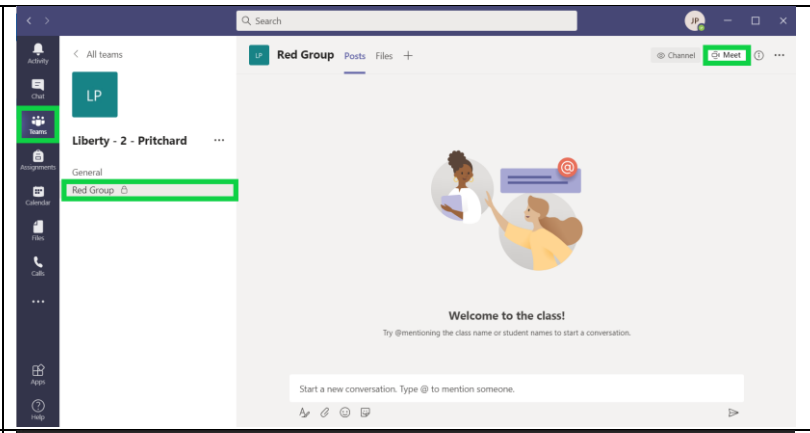
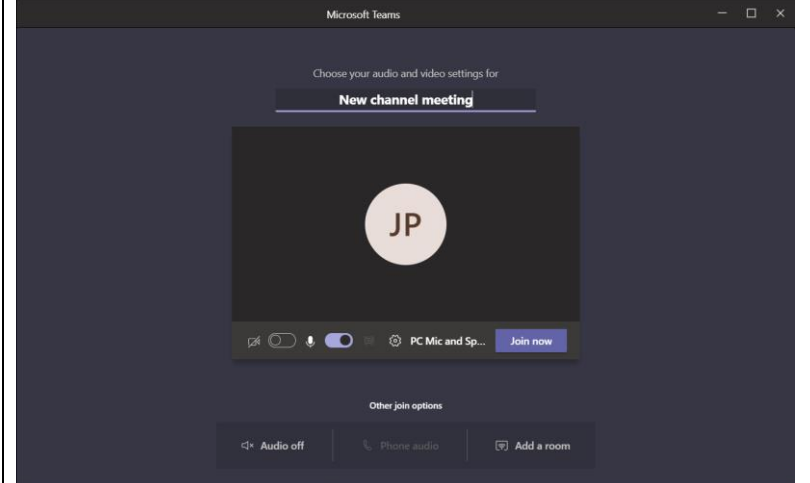
To create this invite, the teacher will go into their Outlook calendar (not their Team calendar) and create a meeting request. Below is an example of the steps to create this standard class schedule notification.

<p>In the Outlook calendar, go to the date and time of the class and click on the calendar to start a meeting invitation</p>	
<p>See the example text that will direct the student to the appropriate Team and Channel at the appropriate date and time.</p>	<p>Please attend this class by logging into Teams, going to the Team North Middle - 7 - Math - Pritchard and to the Private Channel Gold Team</p>
<p>In the 'Invite required attendees' field, you can list the email addresses of the students and parents or you can create an Outlook contact list and refer to it. Note that you will need to keep that list updated with the roster of your class. See below on how to create that contact list.</p>	

<p>You can create an Outlook contact list by clicking on the 'People' icon in your Outlook and then using the drop down under New contact to create a 'New contact list'. After creating that, you will be able to refer to that contact list in the 'Add required attendees' field. Note that you will need to keep that list updated!</p>	
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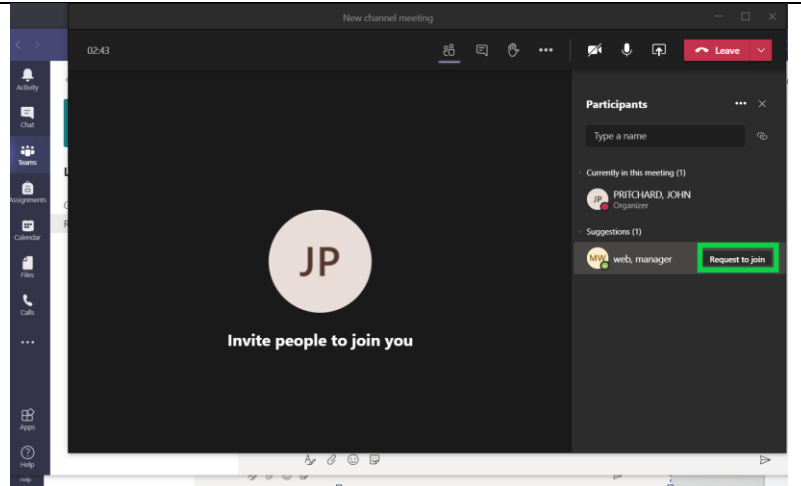
Start a Private Channel Class

To start a class when using Private Channels, the teacher will go into the Private Channel at the assigned time of the meeting (a bit before 😊) and perform the following steps:

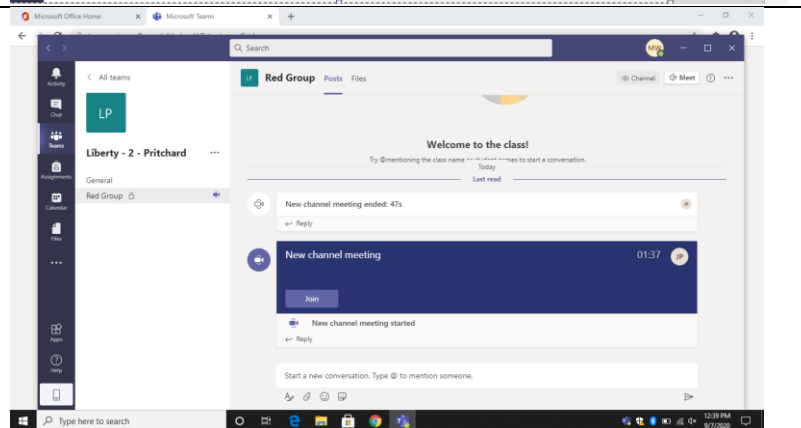
<p>The teacher will log into Teams and click on the Teams App icon in the left navigation.</p> <p>Find the Team where the meeting is to be held and click on it.</p> <p>In that Team, find the Private Channel where the class is to be held and click on it.</p> <p>In the upper right of that screen, click on the 'Meet' option.</p>	
<p>You will be prompted with the pre-meeting settings – You can type in a name of the meeting if you like and select your camera and microphone settings.</p> <p>Click 'Join now' when you are ready to start the class.</p>	

Your screen will be updated as shown. The Participants will be shown including suggested invitees (the members of the Private Channel).

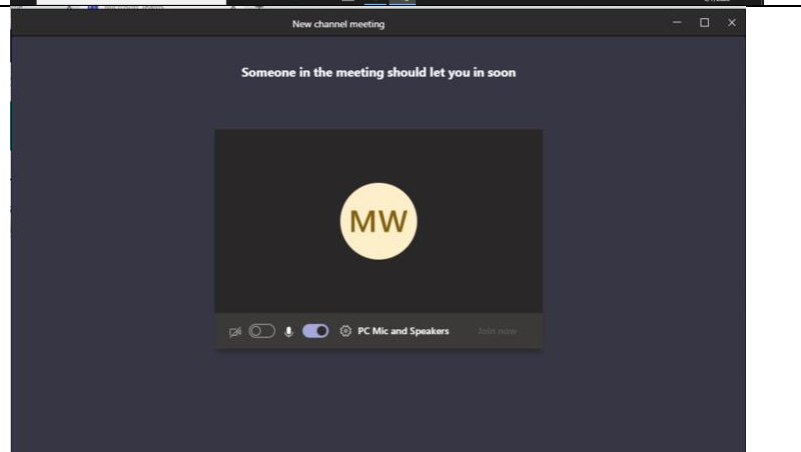
Students who have logged into Teams, clicked on this Team and Private Channel will see that a meeting has started (see next screen). The teacher can also 'Request to join' a student to prompt them to join by dragging over the suggested student and clicking that button.

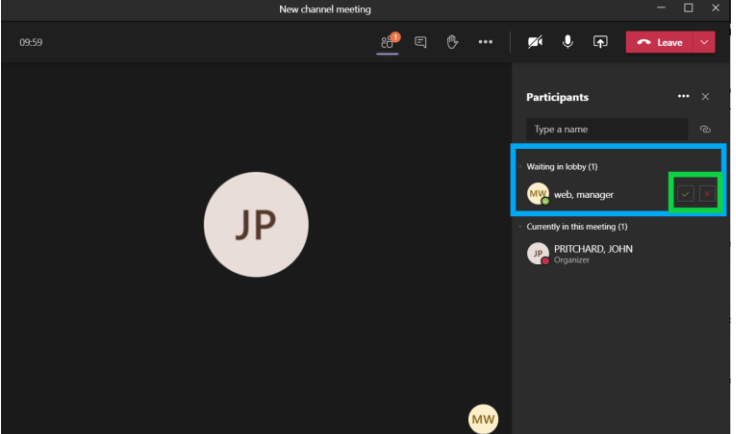
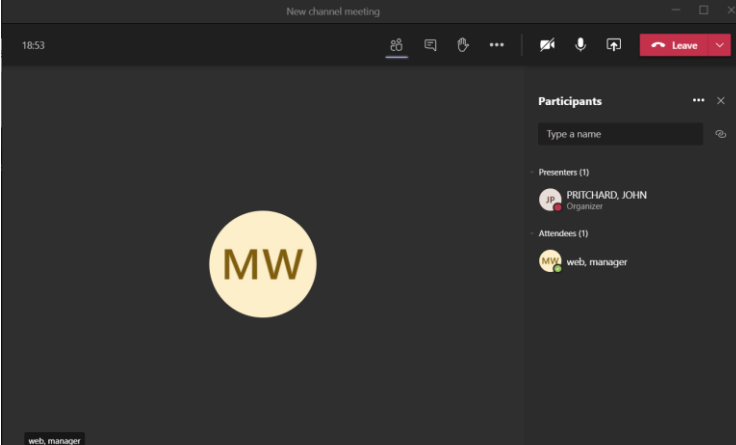
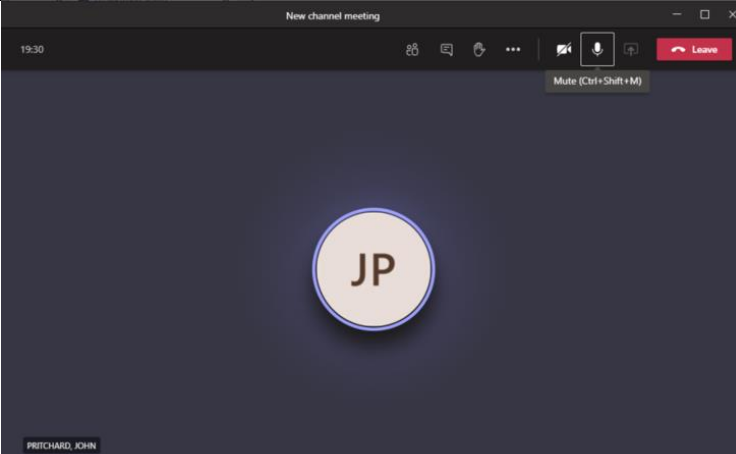


Here is the screen that the student will see. They can join the class by clicking on the 'Join' button in the dark blue box.



The student will then see a screen similar to this – waiting for the teacher to admit them to the class (unless the teacher has overridden the lobby setting).

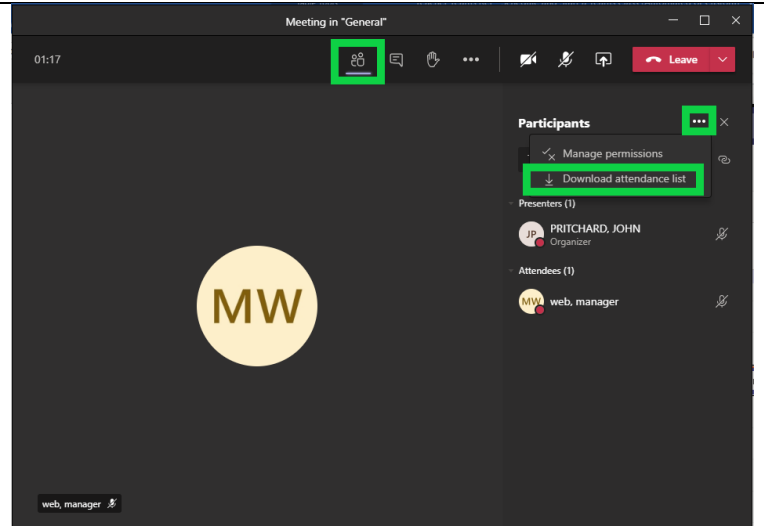


<p>When the student attempts to join, the teacher will be prompted that someone is in the lobby and can admit them by clicking on the checkbox or decline the student by clicking on the X. If multiple students have joined</p>	
<p>The teacher will see that the student has been added as an attendee...</p>	
<p>And the student will see that they have been admitted to the class.</p> <p>Class may begin!!!</p>	

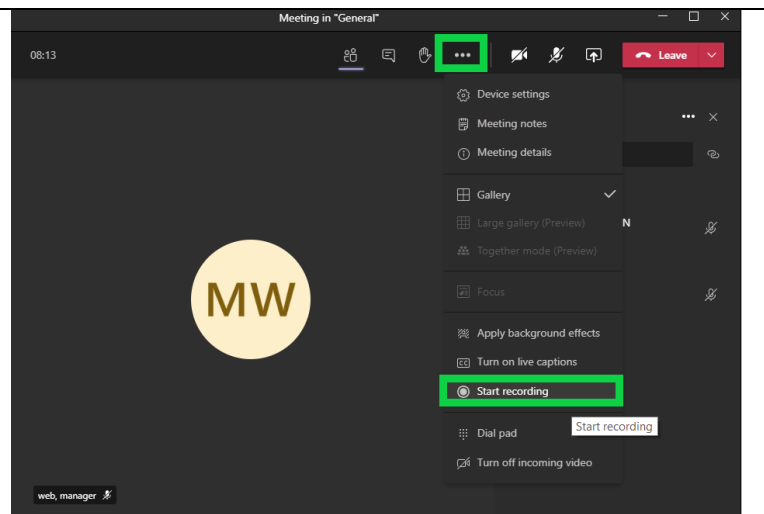
There are a couple items the teacher may want to do before actually digging into the content of the class:

- Take attendance (this would be to record who was there at the beginning of class)
- Start a recording (optional – only if you want to record and allow viewing later)

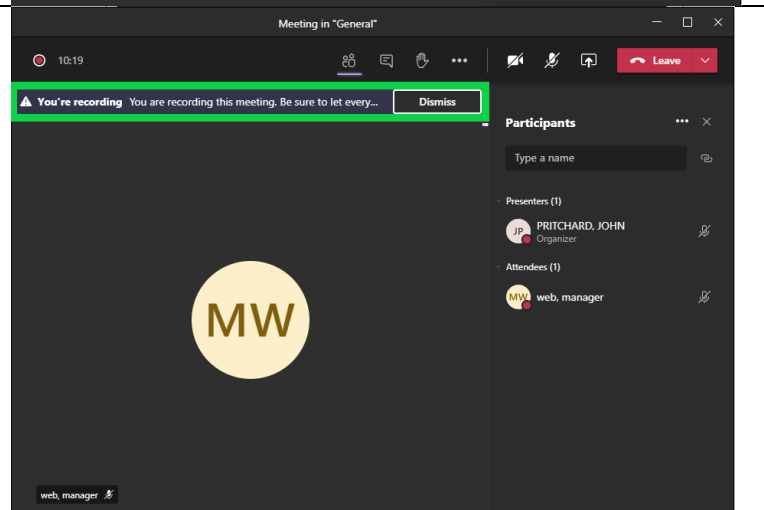
To take attendance, make sure the Participants are showing on the right (if not, click on the People icon on the menu). Then click on the ellipse (...) and then “Download attendance list”. This will download a CSV file to your downloads folder with the list of participants and when they joined and left the meeting. You may want to do this at the end of class to get a history of your participants coming and going during the class.



To start a recording, click on the ellipse (...) on the main menu and then select “Start recording”.

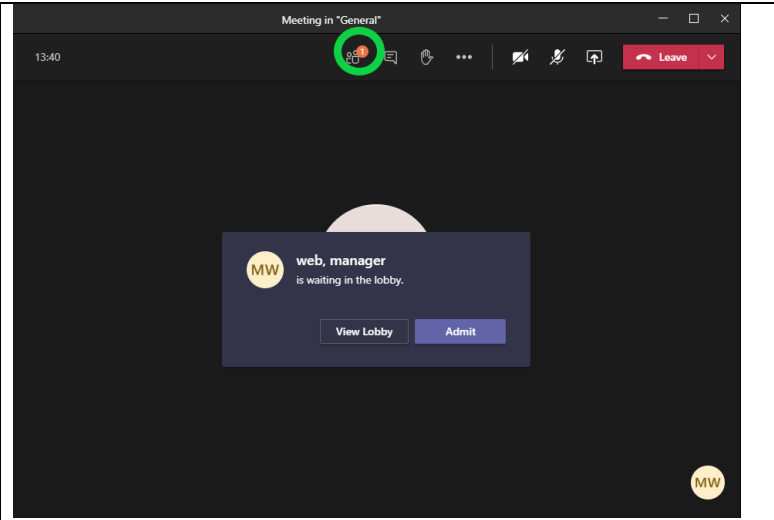


You will be notified (as will the students) that a recording has started. You can click on the Dismiss button to remove that notification and continue on to class!



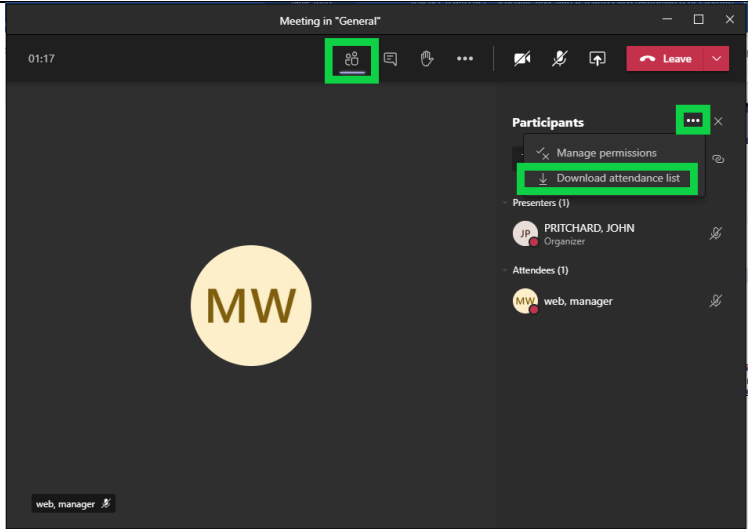
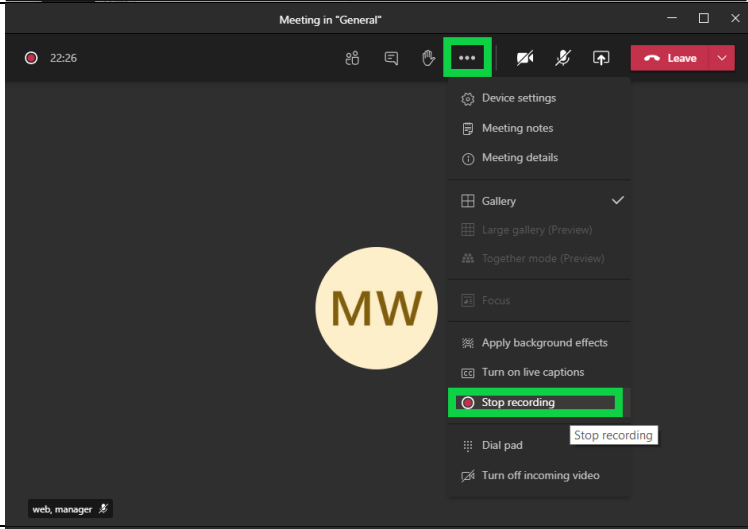
During your class you may hear a ‘beep’ and see a number pop up on the Participants icon on the menu. You may also get a notification that someone is in the lobby, but if you are in the middle of working with the class, this is easy to overlook.

You will want to be on the lookout for this because students are waiting to get into the class. You will need to admit them by admitting through the prompt or going to the Lobby (Participants) and admitting them by clicking on an Admit all button or the checkmark next to the student’s name.



End the Class

To start the class, follow the procedure below:

<p>Before you end your meeting, it is recommended that you create and download an attendance list which has a listing of all students coming and goings during the meeting.</p> <p>To take attendance, make sure the Participants are showing on the right (if not, click on the People icon on the menu). Then click on the ellipse (...) and then "Download attendance list". This will download a CSV file to your downloads folder with the list of participants and when they joined and left the meeting.</p>	
<p>If you were recording your meeting, you will want to end the recording before ending your meeting.</p> <p>To stop a recording, click on the ellipse (...) on the main menu and then select "Stop recording".</p>	
<p>When you are ready to end your meeting, select the dropdown next to 'Leave' and select End meeting. This will prevent students from joining after you leave the meeting.</p>	