Create Custom Teams

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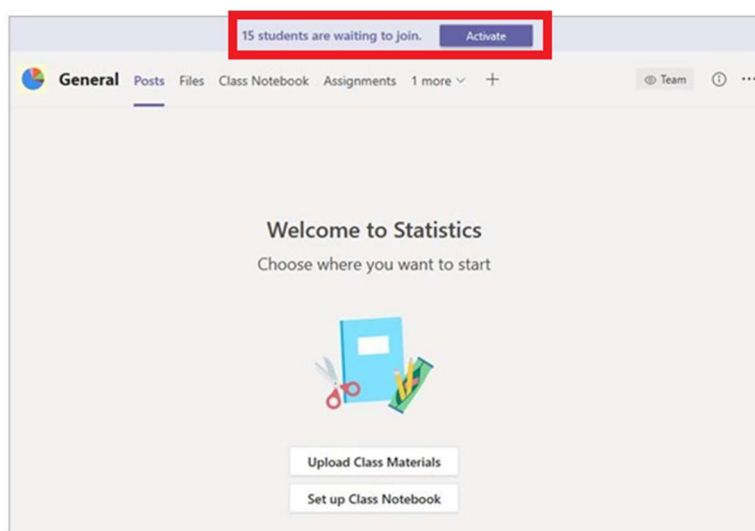
Overview

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.

Processes have been developed to automatically create Microsoft Teams that represent classes based on the roster information in Infinite Campus and Canvas. For elementary classes, the Team consists of the students rostered in a homeroom. The name of this Team is 'Building – Grade – Teacher'. In the secondary world, buildings and/or teachers can combine students to represent a class (using a technique called cross-listing in Canvas). These Teams are ready to go 'out of the box'! Teachers will need to activate the team before their students will see them. This gives the teacher the opportunity to prepare the Team before the students see it. When the teacher goes to view the team, there may be a message at the top of the screen as below prompting them to 'activate' the Team.

There are occasions when the automatically created Teams do not represent what the teacher would like to see. Here are some examples:

- The class size may be large enough that meeting as one group may be difficult or the teacher may feel that meeting in smaller groups (differentiation) is necessary.
- The students that a teacher will be meeting with is not a scheduled class. For example, a SPED or ELL teacher may want to create a class that represents their students who are not formally grouped together as a class.

There are two methods to create sub-groups of students. Creating a Team that the students can be added to is described in this document. An advantage to grouping students into a Team is the ease of scheduling and meeting with the students. A Team class can be scheduled with a Meeting Invite that will invite all the students in that team, send them an email and place an appointment in their calendar. The disadvantage is that information that is to be shared amongst all students must be entered into each Team.

Another method of having sub-groups is to create Private Channels in a Team. This keeps all the students in a Team, but the teacher can place specific students with in specific Private Channels. The advantage of this method is that information can be shared among all the students (for example, posting an announcement or sharing a file). The disadvantage is that at the time of writing this document, Microsoft had not developed the ability to invite a
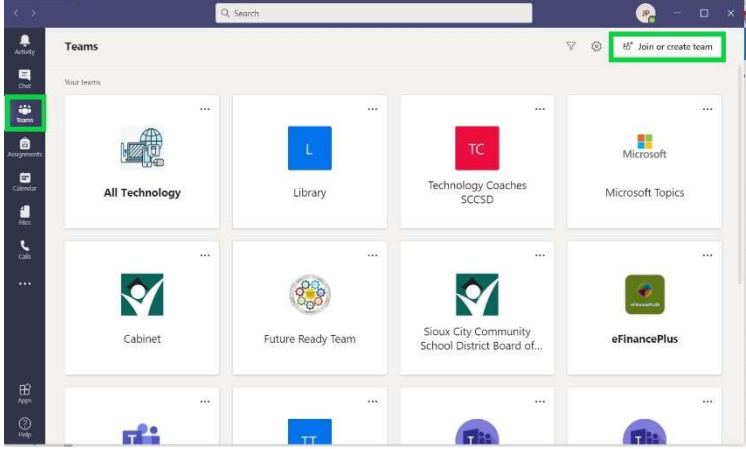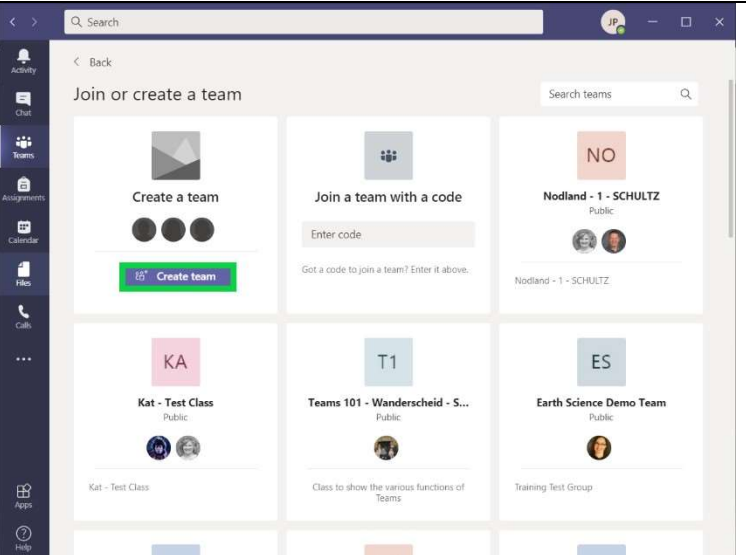
Private Channel, so the method of inviting students and having them join a class is not as efficient. You can read more about creating Private Channels in the document **Create Private Channels in Class Teams**.

Please note that both of these methods require the teacher to maintain the membership of the custom Team or Private Channels.
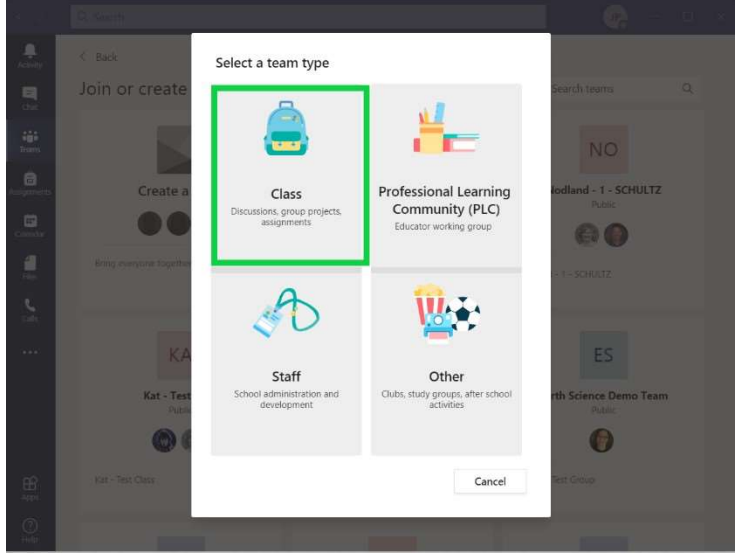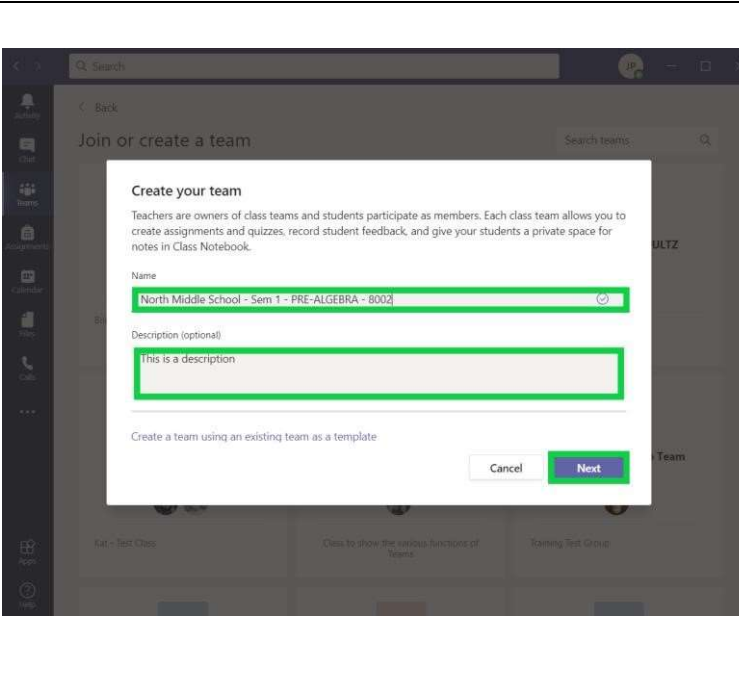
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If the teacher wants to break the Team up into separate groups but does not want to create private channels (which are slightly more complicated to schedule and join), then the teacher has the option to create a Team and then add students as members to that Team. Here is the process for doing that:

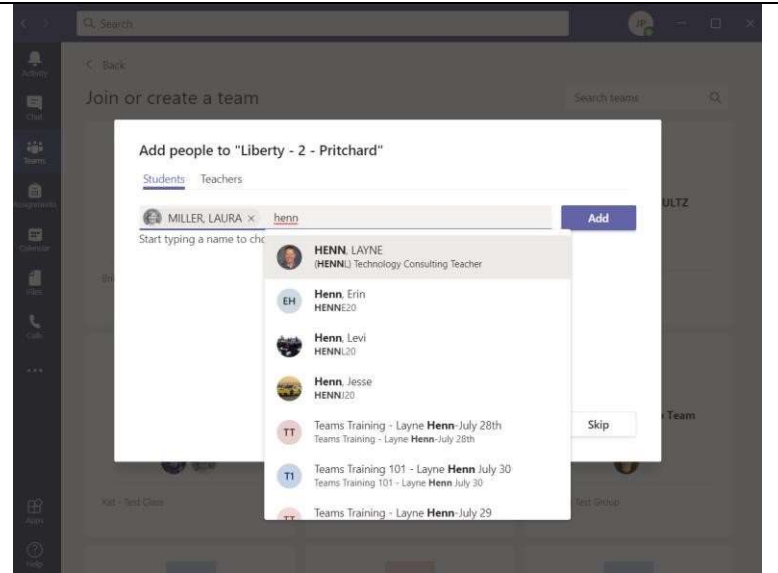|	
Click on the Teams App icon in the left navigation Click "Join or create team" in the upper right corner	
Click the "Create team" button	

Choose "Class"	
Enter a name for your class. PLEASE use the following conventions: Elementary: Building – Grade – Teacher - custom Example: Liberty – 2 – Pritchard – Red Team where xxxx is a short description of the customization Secondary: Building – Sem x – Name – Section - xxxx Example: North Middle School – Sem 1 – PREALGEBRA – 8002 – Morning Team Enter a description (optional) Click Next	

Start typing the last name of your students and when you see them, click on them to select them. Repeat this process to add multiple students to the line and when done, click the 'Add' button. When you are done entering all your students for this Team, click the 'Close' button.	

Congratulations, you have created your Team!