



# Create Private Channels in Class Teams

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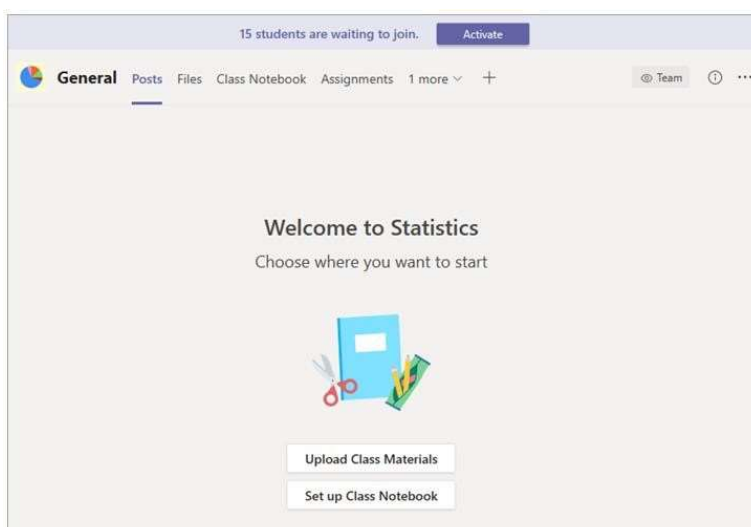
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## Overview

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.
- Secondary teachers who prefer to group all of their students from all of their sections into one Canvas course (for management), but then need to meet in reasonably sized groups.

There are two methods to create sub-groups of students.

This document describes how 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.

Another method of having sub-groups is to create a custom Team. 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. You can read more about creating Private Channels in the document **Create Custom Teams**.

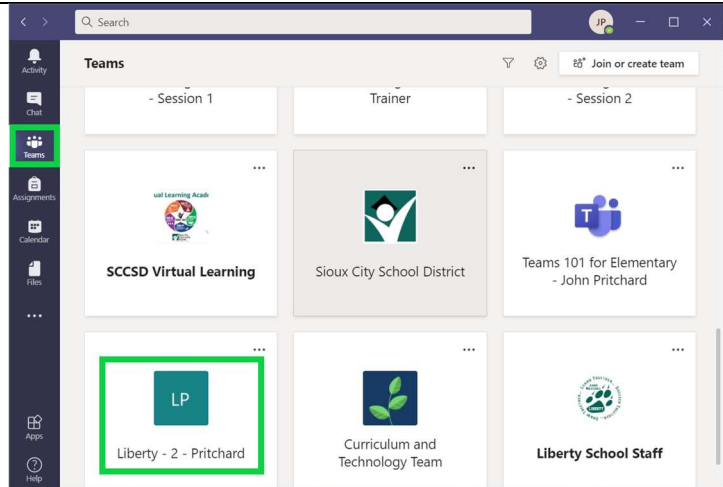
Please note that both of these methods require the teacher to maintain the membership of the custom Team or Private Channels.



## Create Private Channels

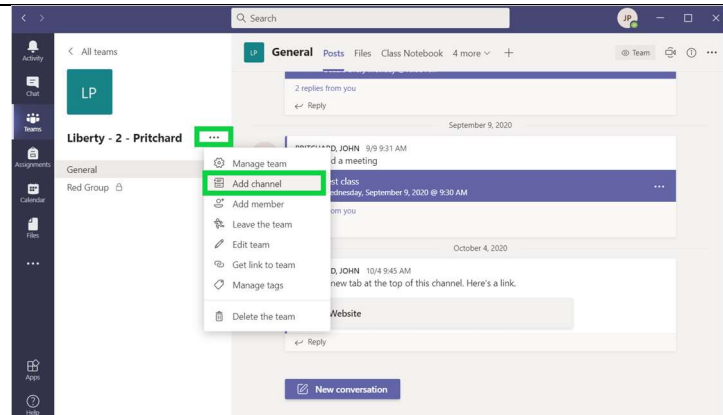
This allows the teacher to have fewer Teams, but requires the teacher to create and manage the membership of the Private Channels. This also requires more coordination/communication for scheduling the meetings and having people join the meetings. It is easy to create Private Channels and add students to those Private Channels.

Click on the Teams App icon in the left navigation. Find the Team you want to add Private Channels to and click on it to bring up that Team.



Click on the ellipse (...) next to the Team name and then click on 'Add channel'.

NOTE: if you do not see the team listed on the left after clicking on the previous screen, it may be because you need to expand your window!

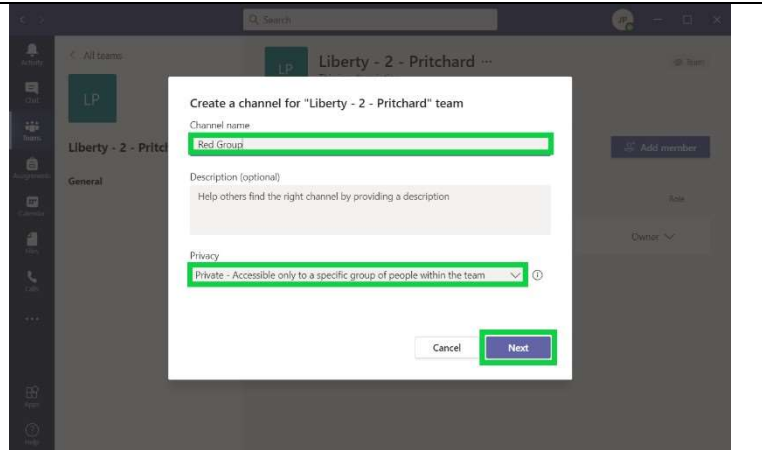




Enter a name for the Private Channel.

In the Privacy field, use the drop down to select Private

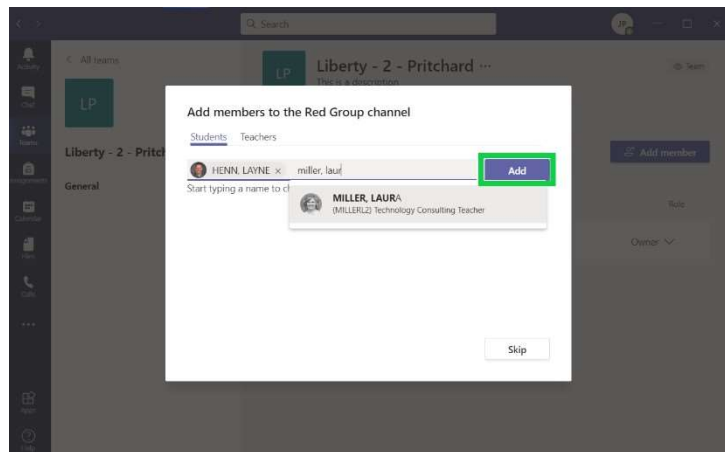
Click Next



You will be prompted to add members to the Private Channel. Type in the students names starting with the last name. When you see the student you are looking for, click on it to add to the line. You can continue to add students to that line and then click the 'Add' button.

Note: if you attempt to add a student who is not in your Team, you will be notified after you hit the 'Add' button.

When done entering students, click the 'Done' button that will show up in the lower right portion of the window.



When done, you will see the Private Channel listed in your teams (in numerical/alphabetical order).

Note that Private Channels are not automatically updated. If students are added to the Team, they will need to be added to the Private Channel of your choosing. You manage the Channel by clicking on the ellipse next to the Private Channel and then click 'Manage channel'. You can add students by clicking the 'Add member' button or remove existing students by clicking the 'X' next to their name.

