

## Channels: What are they and how to use them...

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### OVERVIEW

A **TEAM** is a group of people gathered together to get something done. In this situation your **CLASSES** are your **TEAMS**. **CHANNELS** can be used divide/organize your **TEAM**, (aka **CLASSES**). Channels are used as subgroups for different topics that you decide to teach within your class or for groups of students to work together. Inside a channel you can chat as a group, host video discussions and store files on that topic.

- ❖ Check out [Learning Microsoft Teams for Education](#), Section 2, Learning Channels, Tabs and Connectors.

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### CHANNEL TYPES

#### 1. GENERAL CHANNEL: (This channel is set by the program and can't be removed).

This type of **CHANNEL**, as the name implies, is used to discuss general topics related to the Team's purpose – here you may include chats and files that are not specific to any given topic or project.

##### *Recommend use:*

- Use the **General Channel** to post things like office hours/class hours for the week or maybe general information about the class that to be shared with parents/guardians. **The Class Notebook, Assignments and Quizzes are generated and monitored in this channel.**

#### 2. STANDARD CHANNELS: These Channels are created by you and can be dedicated to specific topics and/or projects. It's an efficient way to bundle all related materials into one location.

##### *Recommended use:*

- A class exploring the Kinetic Molecular Theory would work in a channel dedicated to this concept. Housed in the **Kinetic Molecular Theory Channel** would be all the relevant chats and files associated with this topic.

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3. **HIDDEN CHANNELS:** A convenient way to clean up your desktop without losing access to the chats associated with a topic/project.

*Recommended use:*

- As a class moves on from a topic/project, the associated *Standard Channel* can be 'Hidden'. This allows students to easily see and access the next topic/project. Essentially you are cleaning up the "noise" associated with the Team.

4. **PRIVATE CHANNELS:** Private channels set up by the teacher create focused spaces for collaboration within a Team. Only the invited Team members of the private channel can access the chats and files within that channel.

*Recommended uses:*

- A space for Job Share teachers to communicate, meet virtually and store/share files.
- During a project in which a class is divided into separate teams/groups, a private channel could be established to allow each team/group to function within, (chat and store information), in a space accessible only to them and the teacher.

Check out these resources for how to set up and organize Channels within your Team:

- Print: MS Office, [Create a Channel in Teams](#)
- Video: Lynda.com: [Learning Microsoft Teams for Education](#)