Effective Ways to Use Channels

Overview
Using channels within Microsoft Teams effectively can be a game changer for a learning environment. While there are many ways to organize Teams through channels, this session will highlight how to effectively use channels to increase engagement and organization.

Webinar Agenda
0:00 – 0:05 Welcome: Introductions, Learning Targets
(5-minute duration)

0:05-0:10 Three Types of Channels
(5-minute duration)

0:10-0:20 General Channel: Every Team comes with a General channel and the name cannot be edited. Take advantage of this and use as a dedicated space for Teacher/Leader information
- Home-base: Starting place for each day
- Teacher announcements only
- General class resources
(10-minute duration)

0:20-0:30 Standard Channels: Just like organization of files and folders, conversation need organization. Effectively organizing conversations will encourage participation, independence, and lead to a more peaceful environment where learners want to be.
- Channel naming strategies
- Organization by Topic/Module/Units
(10-minute duration)

0:30-0:40 Private Channels: Private channels give educators a place to create small group spaces, private conferencing with learners/families, or remediation with learner(s), as needed.
- Teacher’s Office
- Small groups
- Conferences
(10-minute duration)

0:40-0:50 Channel Settings to Ensure Best Practices
0:50-0:60 **Closing:** Questions and Answers, Resources, and Microsoft Educator Center Code Redemption
(10-minute duration)

**Resources**
- [https://education.microsoft.com/en-us](https://education.microsoft.com/en-us)