



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 **Chanel Settings to Ensure Best Practices**

(10-minute duration)

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>