

## How to setup Team channels for each aspect of the syllabus

Channels can be used to divide teams into sub sections. This can be useful as it can help organise relevant topic information into one area. Similar to how a college will be divided into classrooms for certain subjects.

1. Navigate to the team you would like to create Search for or type a command . Teams 63 ະຄ<sup>+</sup> Join or create team  $\nabla$ a channel in. teams â • IT Team Canvas Team Search for or type a command Locate the 3 dots below the team 2. ÷ < All teams General Posts Files Class Notebook 2 more <> + picture and click on them. iii Teams From the dropdown box select 3. Test â "Add channel" Add channel Upload Class Materials Set up Class Notebook Calls £. Leave the team Edit team Get link to team
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 4. You should then be prompted with a menu that al-Create a channel for "Test" team lows you to set a channel name, description and Channel name privacy setting. The privacy setting will dictate who Letters, numbers and spaces are allowed in the team can view the channel. Description (optional) Help others find the right channel by providing a description 5. It is advised that you check the box marked "Automatically show this channel in everyone's Privacy channel list" as it will ensure everyone in the team is Standard – Accessible to everyone on the team V () able to view the new channel you create. Automatically show this channel in everyone's channel list 6. Once you have filled in the necessary details you will be able to hit the "Add button" The new channel will Cancel then appear in the list of channels underneath the team picture. You will then be able to access it to Ļ teams add files and notes for that aspect of the syllabus. Ξ Tea ns Test ... â General test