

CIE DigiGuide on Creating groups in MS Teams

Before creating the student group spaces, it is necessary to first consider how you want students to use the space.

There are three main ways to create group spaces in MS Teams.

1. Chats
2. Private Channels
3. Public channels

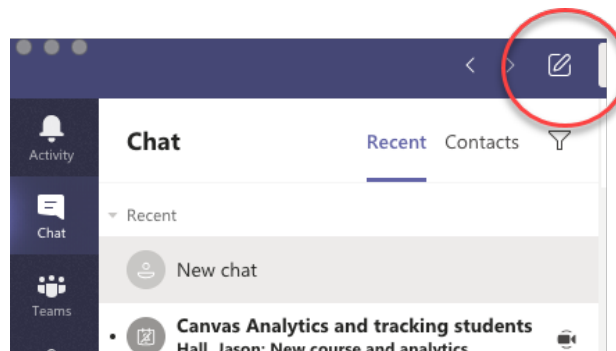
Chats

Key features

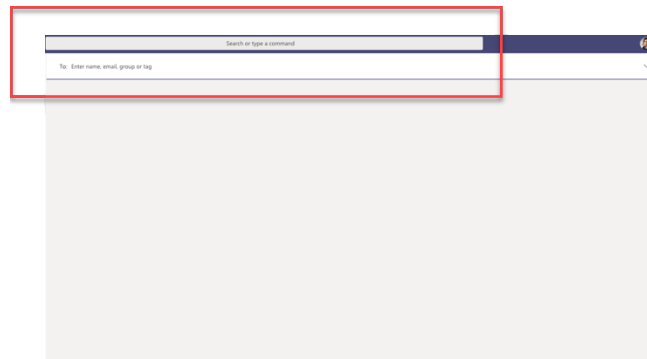
- Students can create their own chat groups
- The whole chat history is not always accessible
- Each post notifies each member
- Limited integration with other apps
- Files shared in a private or group chat are stored in the OneDrive for Business folder and are only shared with the people in that conversation. These can be found in the 'Files' tab at the top of a chat.
- 20 people can take part in a video or audio call launched from a chat
- The number of file attachments in the chat is limited to 10 at a time

How to set up chats for student group work:

1. Go to MS Teams
2. Click on the 'Chat' icon on the left-hand side menu
3. Click on the new chat icon



4. Add students by entering their email addresses or their names



Tip: If you'd like to monitor students' activities/communications add a course tutor to the chat as well.

Channels

Tip: I would recommend channels - students are likely to create their own chats.

Key features:

- Members only get notifications if @ is used
- Better Microsoft apps integration than chats, e.g. Planner is included
- Email can be sent direct to Channels
- The history is shown automatically
- Customised tags (@) can be created
- You can use analytics to monitor user engagement and activities

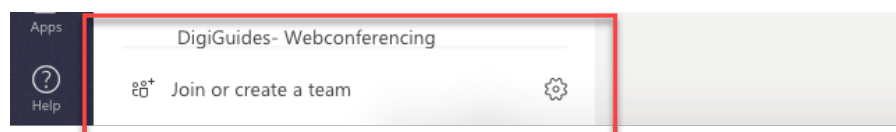
Public Channels

Key features:

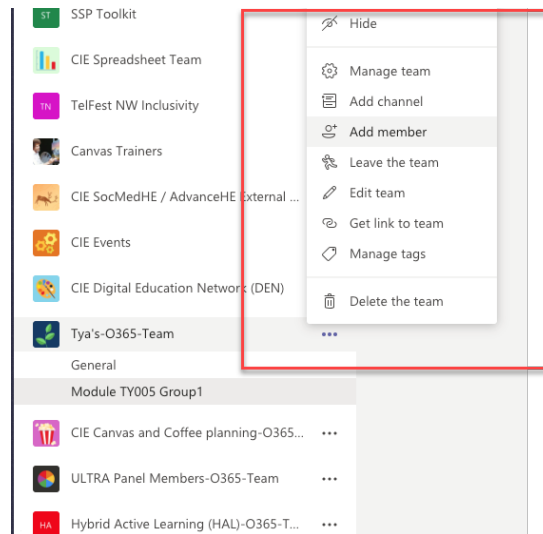
- All members of teams are inherently member of channels. This means all groups can view other groups' communications/activities
- Files shared in public channels are saved on the module team's SharePoint. They can also be found under the 'Files' tab in Teams
- Various apps are embedded in public channels such as Planner, Forms, etc.

How to set group workspaces using Public Channels:

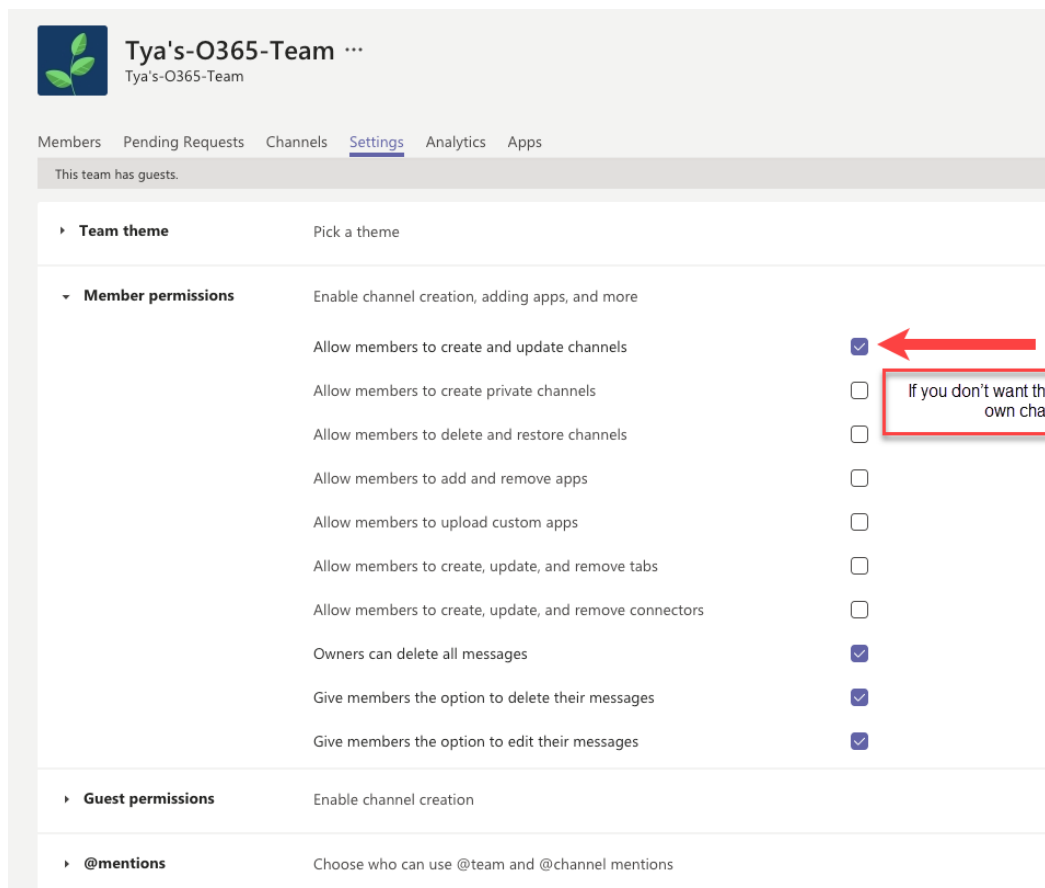
1. When creating a team space for your module, choose the option to create a 'class' type team. Each individual team has a channel named 'General' by default. You can use the general channel for running tutorials, publishing announcements or Q&As.



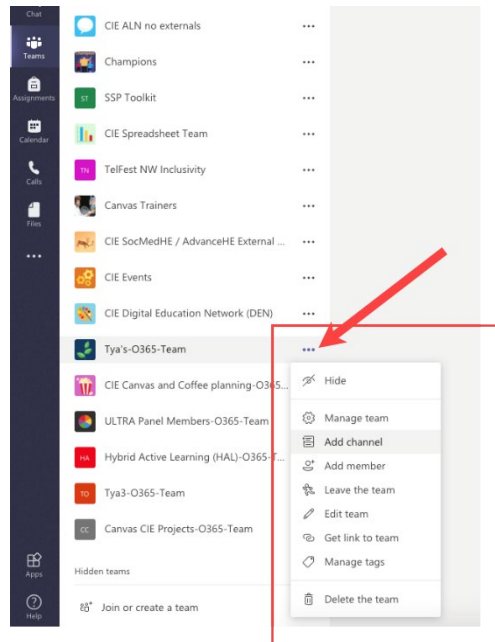
2. Add members to your team



3. Select the appropriate 'Member permissions' by clicking on '...' and then click on 'Manage team'.

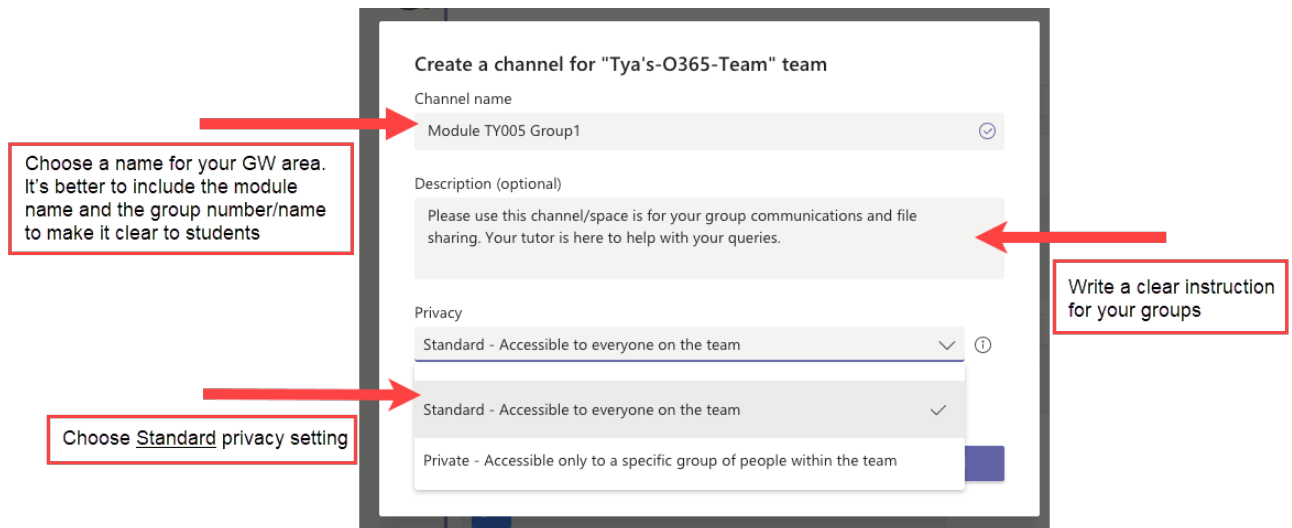


4. Click on the '...' next to the team page and click on 'Add channel'



5. In the dialogue box:

- choose a name for your group work area. It's better to include the module name and the group number/name to make it clear to students
- Write a clear instruction for your groups
- Choose Standard privacy setting
- Click Add



6. You can now post some instructions for the group on the channel or even tag the group members to help them find the channel. You can also share the link to the Channel with the group members.

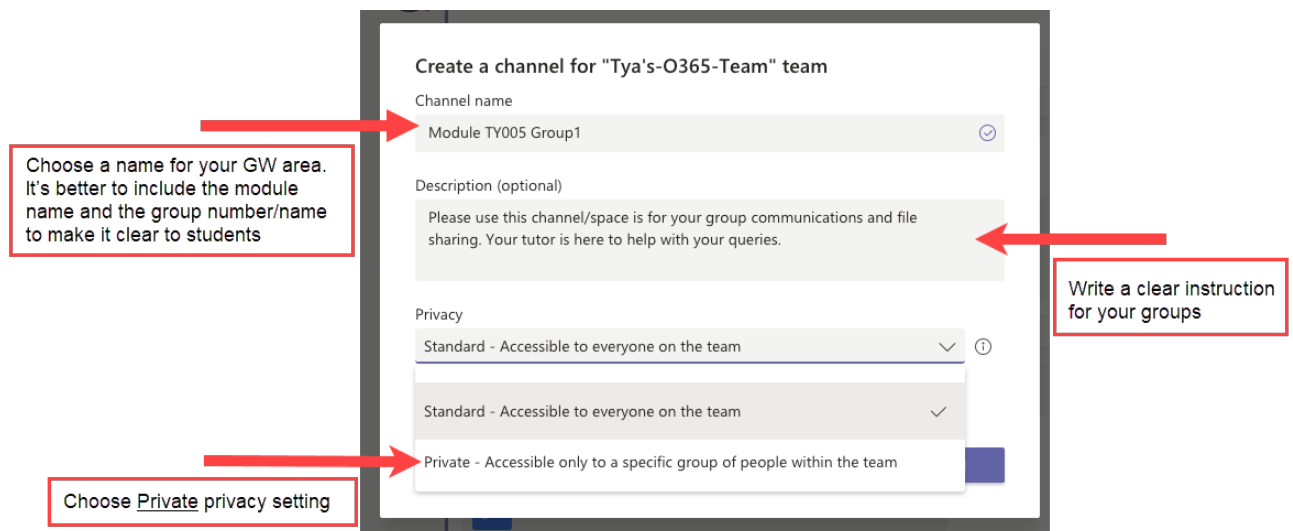
Private Channels

Key features:

- Each team can have a maximum of 30 private channels
- The number of members per private channel is 250
- Private channels cannot be changed to public
- Some of the Microsoft apps such as Stream, Forms, Praise, etc are not supported
- Each private channel has its own SharePoint site collection that's separate from the parent team site which files are stored in. if you delete the private chat the corresponding space on the SharePoint will be also deleted.
- There is no sharable link for private channels

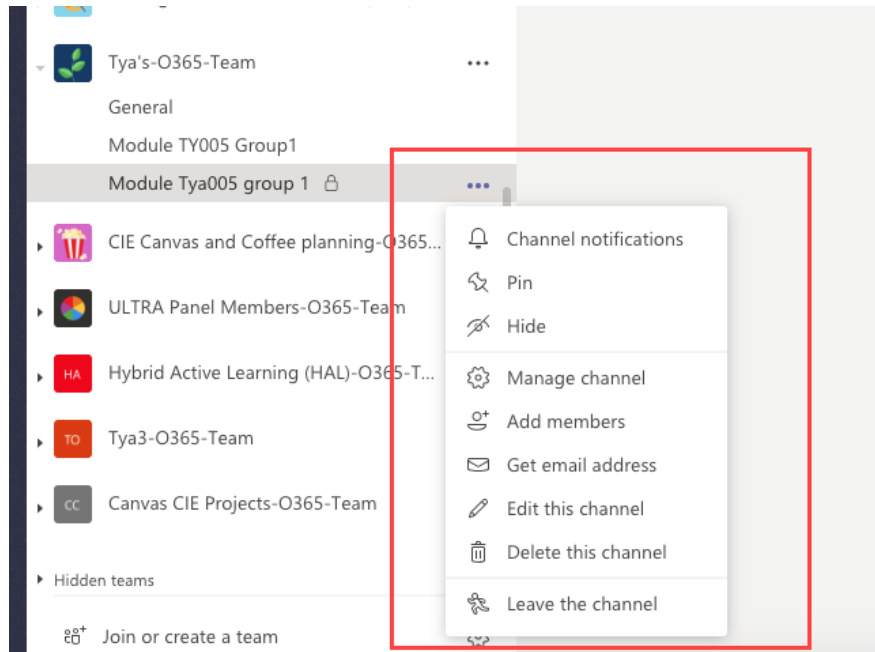
How to set group workspaces using Private Channels:

1. Follow steps 1-3 for creating a Public Channel.
2. When the dialogue box appears:
 - choose a name for your group work area. It's best to include the module name and the group number/name to make it clear to students
 - Write a clear instruction for your groups
 - Choose the 'Private' privacy setting
 - Click 'Add'



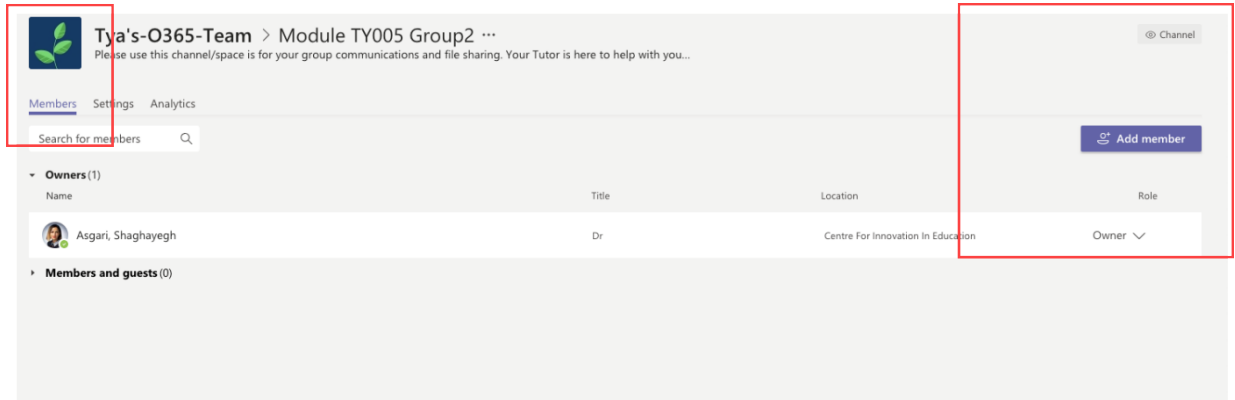
3. Add group members to the channel by clicking on '...' next to the channel name

* if you wish to moderate students' communication/activity in the channels, make sure you add yourself or the module tutors to the channel when you create it. Only Private channel owners can add people to channel.

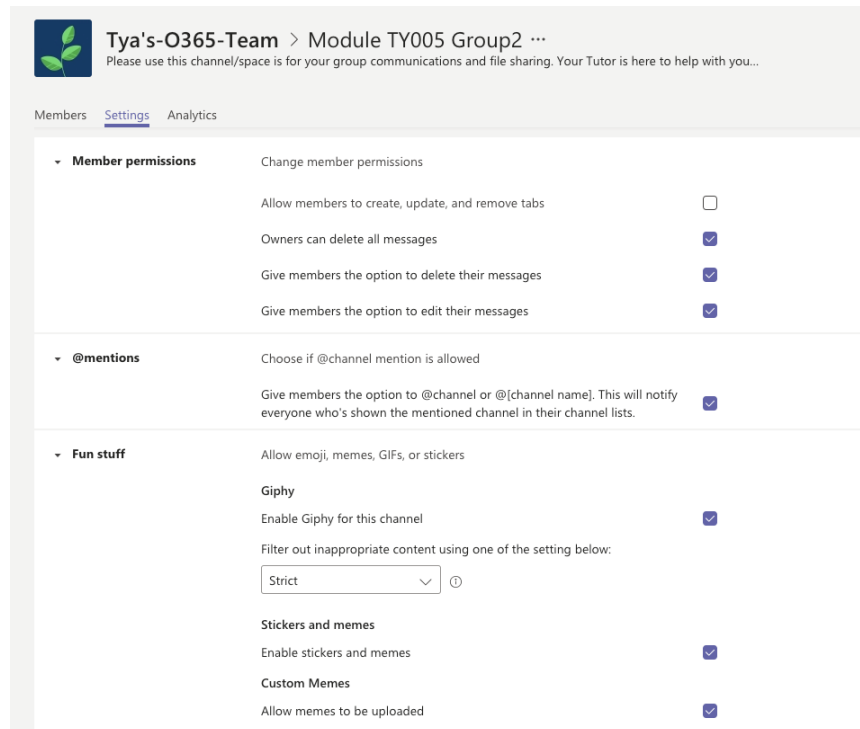


4. You can also add and remove members from 'Manage channel' in the private channel.

To do this: Click on the “...” next to the channel and choose manage Channel and then click on ‘Add member’”.



5. On the same page as above, go to Settings and choose your preferred set-up




The screenshot shows the Slack settings page for a channel named "Tya's-O365-Team" under the workspace "Module TY005 Group2". The page has three tabs: "Members", "Settings" (which is active), and "Analytics". The settings are organized into three sections:

- Member permissions:** Change member permissions. Includes options for "Allow members to create, update, and remove tabs" (unchecked), "Owners can delete all messages" (checked), "Give members the option to delete their messages" (checked), and "Give members the option to edit their messages" (checked).
- @mentions:** Choose if @channel mention is allowed. Includes "Give members the option to @channel or @[channel name]. This will notify everyone who's shown the mentioned channel in their channel lists." (checked).
- Fun stuff:** Allow emoji, memes, GIFs, or stickers. Includes:
 - Giphy:** "Enable Giphy for this channel" (checked). Below it, "Filter out inappropriate content using one of the setting below:" with a dropdown menu set to "Strict".
 - Stickers and memes:** "Enable stickers and memes" (checked).
 - Custom Memes:** "Allow memes to be uploaded" (checked).

If you want your students to create their own Private or Public Channels for group work:

1. You need to give them permission to create channels:
 - click on '...' next to the module team and click on 'Manage team'
 - Choose settings and ensure "Allow members to create and update channels" is ticked
 - If you want the students to create a Private channel, also tick "Allow members to create private channels"
 - Select other permissions according to your needs



Tya's-O365-Team ...

Tya's-O365-Team

Members
Pending Requests
Channels
Settings
Analytics
Apps

This team has guests.

Team theme

Pick a theme

Member permissions

Enable channel creation, adding apps, and more

- Allow members to create and update channels
- Allow members to create private channels
- Allow members to delete and restore channels
- Allow members to add and remove apps
- Allow members to upload custom apps
- Allow members to create, update, and remove tabs
- Allow members to create, update, and remove connectors
- Owners can delete all messages
- Give members the option to delete their messages
- Give members the option to edit their messages

Guest permissions

Enable channel creation

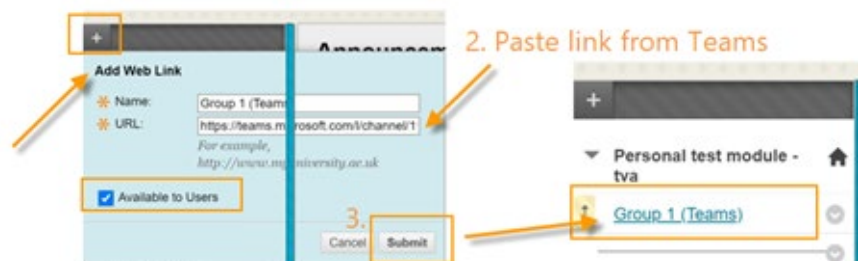
@mentions

Choose who can use @team and @channel mentions

2. Link to group channel in VITAL (similar process in Canvas)

To link to the MS Teams groups from VITAL:

- Go to MS Teams group space and find the relevant channel (group) you want to link.
- Click on the '...' next to the Teams channel name.



- Select 'Get link to channel' and click **Copy** link.
- Open your **VITAL module**. Then it depends where you want to add the Groups, in the left module menu, or if you have many groups, you might want to create a separate page for them.

To create links to your groups in the left module menu in VITAL:

- From your left module menu, hover over the '+' (Add menu item),
- Click add **web link**.
- Enter your group's name in the **Name** box, e.g. Group 1.
- Paste your web link in the **URL** box, e.g. <https://teams.microsoft.com...>
- Click yes to make this link **Available to Users**.
- **Submit**.
- Repeat the above steps for adding each group to the VITAL module menu.



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