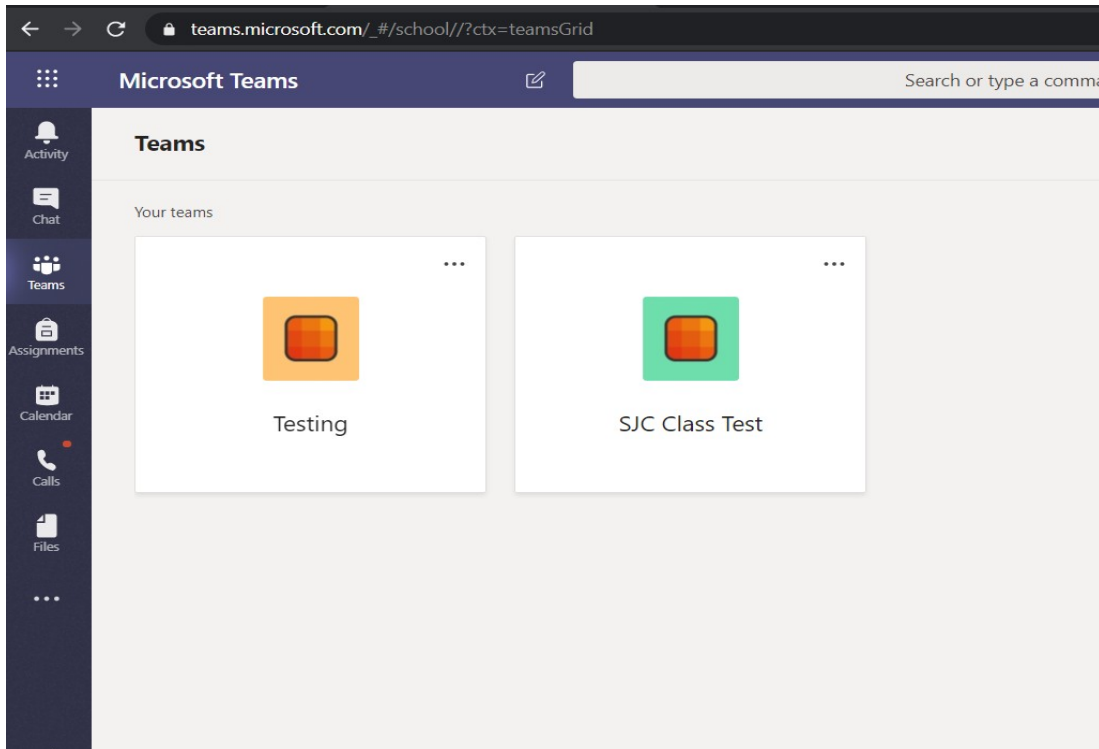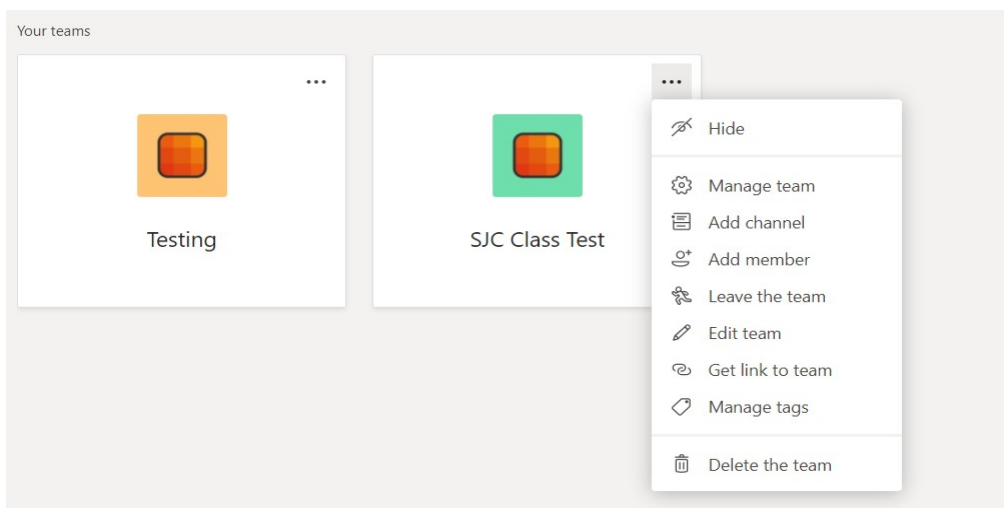# Microsoft Teams Documentation: Splitting a Class into Groups
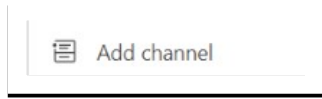
1) Click on the "Teams" button on the right column to view your Teams Classes:

2) Click on the three dots to bring up the menu for the Teams Class:

3) Click on the "Add Channel" button to bring up the private channel creation page:

目 Add channel

4) Name the channel in the "Channel Name" box:

Create a channel for "SJC Class Test" team

Channel name

Letters, numbers, and spaces are allowed

Description (optional)

Help others find the right channel by providing a description

Privacy

Standard - Accessible to everyone on the team   ⌄ ⓘ

☐ Automatically show this channel in everyone's channel list

Cancel   Add

5) Under Privacy, select "Private- Accessible only to a specific group of people within the team" (this is necessary to select a portion of the class):

Privacy

Private - Accessible only to a specific group of people within the team   ⌄ ⓘ

Standard - Accessible to everyone on the team

Private - Accessible only to a specific group of people within the team   ✓

6) Click the "Next" button:

Next

7) To add a Student to your private channel, simply type their name and click on "Add" (Note: You will have to add all the students you wish for this group):

Add members to the Group Axolotl channel

Students   Teachers

| ss Student, Sam × | | **Add** |

Start typing a name to choose a group, distribution list, or person at your school.
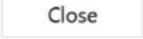
Skip

8) You will see the student(s) appear on the group roster below:
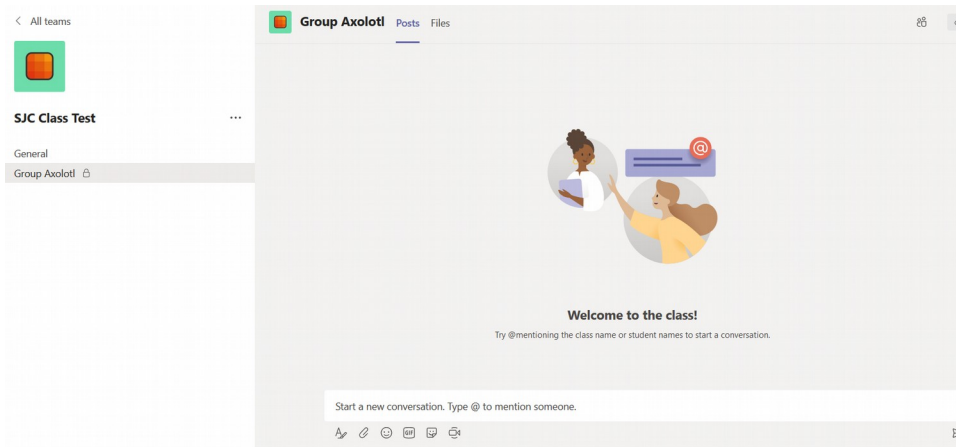
Add members to the Group Axolotl channel

Students   Teachers

| Search for students | Add |

ss Student, Sam
SSSTUDENT   ×

Close

9) Hit [Close] to exit the channel creation window.

10) The new Group Channel will appear under the "General" channel in the Teams Class. You can repeat these steps to create another Group Channel (or even more than two) to split the class into the desired number of groups.

11) Consult the Scheduling a Class in Teams Documentation provided to setup class meetings in Teams for each of the channels. This will invite ONLY the students of the channel for the meeting, allowing you to effectively split your class into groups, should you so desire. The entire class will still be able to communicate with everyone else via the "General" channel, or individual among their own group channels.