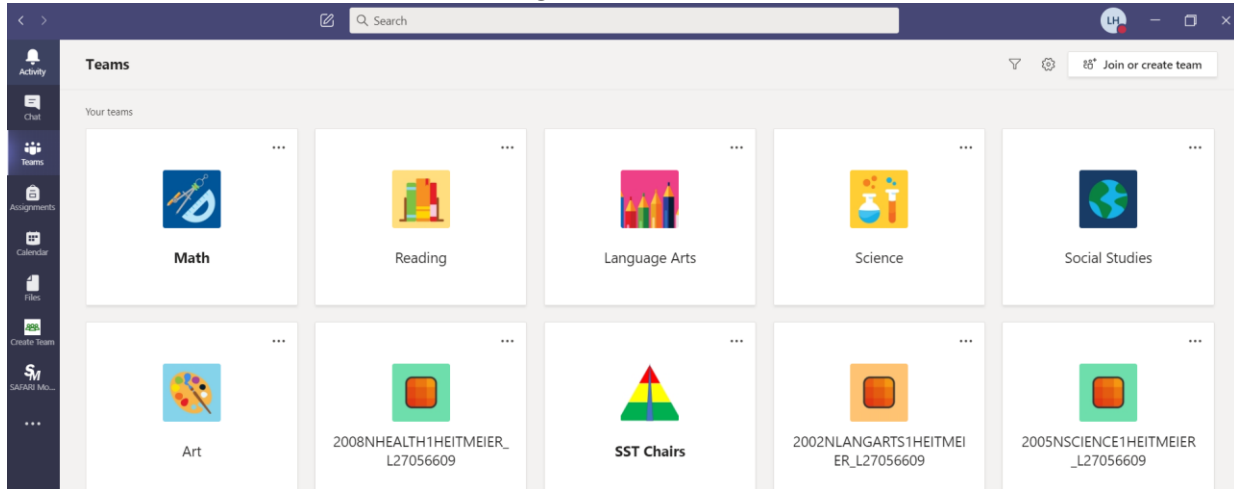


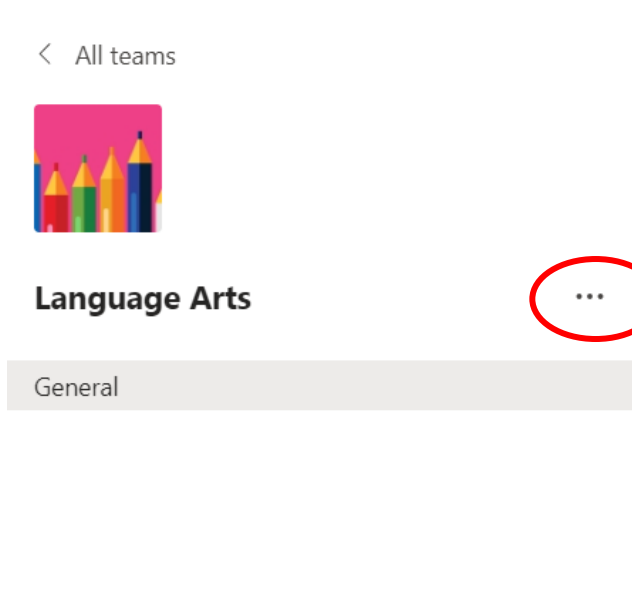
Creating a Questions Channel in Teams

All class teams should have a questions page. This will provide the students a place to ask questions without their posts getting mixed up with teacher announcements, assignments, etc.

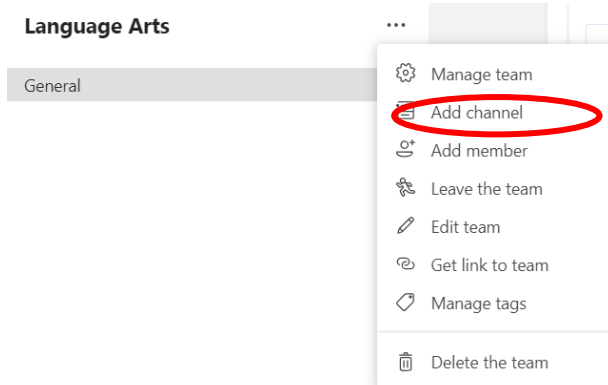
1. Select the class on your Teams page.



2. Click on the 3 dots next to the name of the Team.



3. Select Add Channel in the drop down.



4. Make the title of the channel Questions. Under Privacy select: Standard- Accessible to everyone on the team. Check the box that says Automatically show this channel in everyone's channel list. Then select Add.

Create a channel for "Language Arts" team

Channel name

Questions



Description (optional)

This is the channel to write any questions you may have.

Privacy

Standard - Accessible to everyone on the team



Automatically show this channel in everyone's channel list

Cancel

Add

5. The channel will now appear on the left-hand side of your team.

< All teams



Language Arts



General

Questions