Group Work in MS Teams

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Disclaimer: what follows has not yet been tested with large groups of students

Group work/breakout rooms
- Real breakout room functionality (like Zoom's) won't be available until Q4 2020 (https://www.microsoft.com/en-ca/microsoft-365/roadmap?filters=Microsoft%20Teams&searchterms=65332); consequently, students will have to be given very clear instructions re: when the groupwork starts/ends and how to initiate/join a group video chat; practicing this process during the first class is advisable
- Method #1 to create groups of 3+: after assigning the groups, you can request that a student in each group start a video chat in the General channel and label it appropriately (e.g. Group 1) and that the other students join the appropriate chat; this avoids a proliforation of channels (https://www.youtube.com/watch?v=zpniWc9O3Xw)
- You can create one or more additional channels
  - Method #2 to create groups of 3+: you could create a single groupwork channel; after assigning students to their groups (with possibly random membership), you would instruct a member of each group to start a video chat in the groupwork channel
  - Method #3 to create groups of 3+: you could create one channel per group, assigning specific students to a channel when you create it and making it private; that way, other students in other groups won't be able to see it; students in a group would then start/join a video chat in the appropriate channel. This method would work very smoothly when group membership doesn't change
  - Method #4 to create groups of 3+: you could create one channel per group, labelling each channel appropriately (e.g. "Group 1") and making all students members of each channel; after assigning students to groups during the class video meeting, the students would go into the appropriate channels to start their video chats. This approach works well if the membership of each group changes regularly
- The teacher should probably remain a member of the main class videoconference (i.e. don't hang up), and drop into the various video chats one at a time, hanging up on each after leaving it, although maybe Teams will allow the teacher to remain active in all the video chats at the same time (there may be a maximum allowed) to facilitate rapid switching between them
- Once the time for group work has ended and you're back in the class video chat, you can select "People" to see who has rejoined; if anyone is missing, you can go hunting for them in the group channels
- If you've created multiple channels to enable group video chats (i.e. Methods #3 and #4)…
  - You can paste instructions into each channel's chat prior to class
  - You can load an Office file into each channel prior to class so that the group using that channel can collaboratively edit it; since only one person can edit at a time (at

least in PPT textboxes; what about a Word doc?), there should probably be a designated recorder
  - To share a group's file and edits with the entire class, as the teacher, you can enter a channel after the group has finished its work, open the file in a browser window, return to the class' channel and then share that browser window with the class (see https://www.youtube.com/watch?v=hUUbA53ouSo at 6:36)
- Method to enable pair work: assign the pairs, and a member of the pair calls the other member; the downside here is that you'll be unable to join/listen in on the chats
- If anyone hangs up by accident in the class video chat, you can invite them to rejoin in the People window
- In the People window, you can control permissions by selecting "Manage Permissions" (the X and checkmark): e.g. who can bypass the lobby and who can present