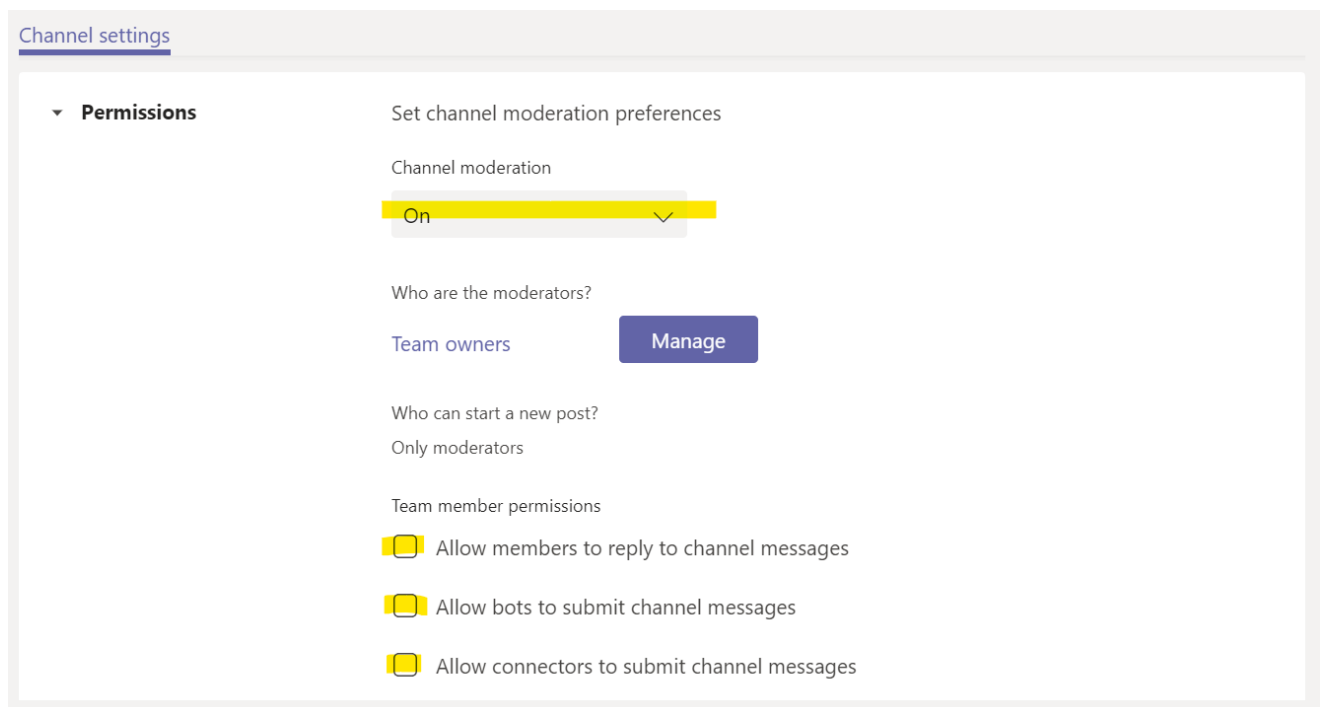# MS Teams – Channel Posting and Meeting Control

Team Control

- If you want to mute all learners in a Team so that they are unable to post in channels or chat in meetings (online video conferencing), open Manage Teams by clicking the three dots next to the Team. They will still be able to mute and unmute themselves in meetings.
- Owners will be yourself and anyone else you have provided ownership (usually another teacher or support person).
- All learners should be members and not owners.
- Select Mute Students and all learners will be muted on the channel. This is extreme control of your Team and members will not be able to communicate at all in any channel. Be sure to unmute if you want learners to post in channels and chat in meetings.

Name	Title	Tags ⓘ	Mute students	Role
VL Vanessa Loderme...	Research Facilitator		☐	Member ⌄ ✕
KM Kate Macpherson	Evaluation Support Associ...		☐	Member ⌄ ✕
PD Parkash Dhaliwal	Research Officer		☐	Member ⌄ ✕
RT Rowena Tobitt	Administrative Assistant		☐	Member ⌄ ✕
AL Augusto Legaspi	Applied Research and Eval...		☐	Member ⌄ ✕

Members and guests (6)

Channel Control

- You can control channel discussion by clicking the three dots next to a channel and selecting Manage Channel.
- Turn Channel Moderation on and then revise permissions as necessary.
- Team owners (instructors and support persons) will be moderators and you can add more team owners by clicking Manage.
- You might want to keep it off for learner chat channel and on for channels where you are going to post meetings and recordings and announcements

Channel settings

▼ **Permissions**

Set channel moderation preferences

Channel moderation

On ⌄

Who are the moderators?

Team owners   Manage

Who can start a new post?

Only moderators

Team member permissions

☐ Allow members to reply to channel messages

☐ Allow bots to submit channel messages

☐ Allow connectors to submit channel messages

Meeting Etiquette for Learners

- Restart your computer before attending a meeting to ensure all updates have been installed
- Read the agenda and attachments and come prepared
- Test your tech prior to meeting start (mic/connection)
- Mute your mic when you join the meeting and when you are not speaking
- Turn off your video if you don't want your image to be recorded
- Do not interrupt others when speaking
- Instructor starts recording and can ask leaners to start recording if instructor forgets
- Only the instructor can stop recording
- Use chat to ask questions unless your instructor asks you to use your microphone
- Be respectful in chat.
- Make sure learners Hang Up after meeting, if they don't hang up, instructor will have to manually move them out of the meeting by using the participant button (purple button below outlined in red)
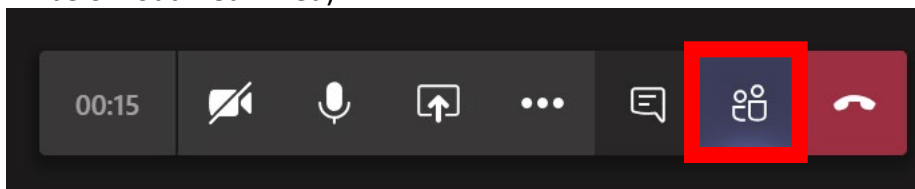
Instructor Meeting Control

- You can mute all learners using the participant button, they can unmute themselves, so you might have to mute all several times in a meeting. If you do have someone being problematic, you can switch to the team control above during the meeting and mute them there to block their ability to chat. You can also kick them out of the meeting using the last point above.
- Another deterrent to bad behaviour is letting them know that their verbal and text responses are being recorded.