Instructional Resource

Activating Microsoft Teams in Canvas

In Canvas, you will see a Microsoft Teams link. By itself the link does nothing until configured by you. Follow the instructions below and in the order listed to activate your Microsoft Team and to link your Canvas course to Microsoft Teams.

Crosslisted Courses

A Team channel will be created for crosslisted courses. The Teams will be auto populated with the individuals from the parent Canvas course (i.e. the crosslisted course) and will be updated nightly. If you crosslist your courses, you will need to wait 24 hours after you have crosslisted before proceeding with these steps.

Activating Your Team Channel

- 1. Access the Microsoft Teams app.
- 2. Click **Teams** from the left-hand menu. This will take you to the channels for your courses.
- 3. Scroll through the list of Teams until you see the Team for your course.



- 4. At the top, you will see the number of students waiting (i.e. the number of students in the Team) and an Activate button.
- 5. Click Activate.

	48 students are waiting to join. Activate	
All teams	-48 students are waiting to join. Activate	Ste
NR Imm NUR4827.001U21.58690 Role Tr ···	General Posts Files Class Notebook Assignments Grades + O Team O Meet * O ···	
Ceneral General	Welcome to NUR4827.001U21.58690 Role Trans _ Ldshp in Nurs Choose where you want to start	
Sala Cali		



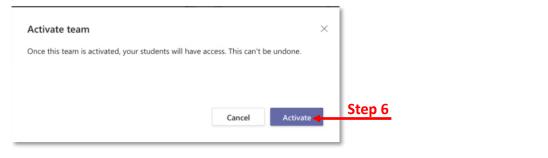
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6. A message confirming you want to activate the team will appear. Click Activate.

Note: Now the Team is active in Microsoft Teams. You and your students can use the Team to collaborate, meet, and communicate.



 If you see a shape with letters, click OK to proceed.



Adding Team to Your Canvas Course

After you have activated your Team in Microsoft Teams, you will need to add the Team to your Canvas course. This will create a shortcut from your course to the Team in Microsoft Teams.

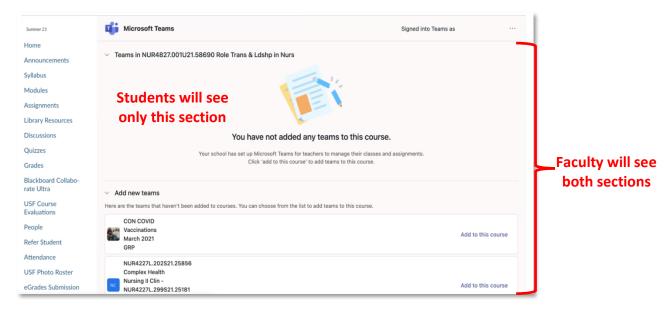
- 1. Access your Canvas course.
- 2. Click Microsoft Teams from the left-hand navigation menu.
- 3. You may be prompted to sign into Teams from within Canvas. If so, click Sign in and follow the onscreen prompts.

Summer 21	Microsoft	
Announcements		
Syllabus		
Modules		
Assignments		
Library Resources		
Discussions		
Quizzes		
Grades	Welcome to Microsoft Teams	
Blackboard Collabo- rate Ultra	Sign in using your Microsoft account to get started	
USF Course	angin in using your microsoft account to get stated	Step 3
Evaluations	Sign in	
People		
Refer Student		
Attendance		
USF Photo Roster		
eGrades Submission		
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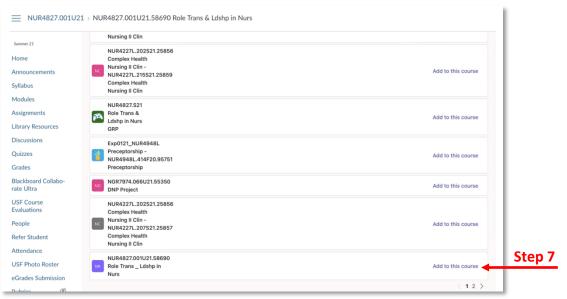


Inspiring Innovation and Excellence in Education <u>Contact EDT by submitting a request</u> 4. After you have signed in, your screen will look similar to the screenshot below.

Note: In the bottom section, you will see a list of all Teams that you are an organizer or member of. You can select one or more of those Teams and a link will be created. Anyone who clicks the link will be taken directly to that Team in Microsoft Teams.



- 5. Navigate to the bottom portion of your screen.
- 6. Scroll through the list of Teams until you see the Team for your course. Only 10 Teams will be displayed on the page. Click the next arrow to see additional Teams.
- 7. Click **Add to this course** for the Team you wish to link to your course. The name should be the same as the name in the Microsoft Teams app.





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8. A message will appear asking you to confirm. Click Confirm.



9. You will see the linked course at the top.

Microsoft Teams	Signed into Teams
 Teams in NUR4827.001U21.58690 Role Trans 	; & Ldshp in Nurs
NR	
	Teams linked to the course
NUR4827.001U21.58690	will appear in this section.
Role Trans _ Ldshp in	win appear in this section.
🕼 Launch to Teams	
 Add new teams 	
Here are the teams that haven't been added to courses. You	u can choose from the list to add teams to this course.
NUR4227L.202S21.25856 Complex Health	
Nursing II Clin -	Add to this course
Complex Health	
Nursing II Clin	
CON COVID	
March 2021	Add to this course
	 Teams in NUR4827.001U21.58690 Role Trans Image: NUR4827.001U21.58690 Role Trans_Ldshp in NUR4827.001U21.58690 Role Trans_Ldshp in Image: Nur4827L202321.25856 Complex Health Nur4227L202321.25856 Complex Health Nursing II Clin Nursing II Clin CON COVID Vaccinations

Launching Teams from Canvas Course

- 1. Access your Canvas course.
- 2. Click **Microsoft Teams** from the left-hand navigation menu.
- 3. Click Launch to Teams.

	Summer 21	iii Microsoft Teams	Signed into Teams	
	Home Announcements	 Teams in NUR4827.001U21.58690 Role Trans & Ldshp in Nurs 		
	Syllabus			
	Modules	NR		
	Assignments			
	Library Resources	NUR4827.001U21.58690		
tep 3	Discussions	Role Trans _ Ldshp in		
	Quizzos	🖉 Launch to Teams		

4. You may receive a prompt to open Microsoft Teams. Click Open Microsoft Teams.

Open Microsoft Teams?		
https://teams.microsoft.com wants t	to open this application.	
Always allow teams.microsoft.com	n to open links of this type in the associated app	
	Cancel Open Microsoft Teams	p 4
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Removing Team From Your Course

- 1. Access your Canvas course.
- 2. Click Microsoft Teams from the left-hand menu.
- 3. Click the three dots (in the top right corner) for the Team you wish to remove.
- 4. Click **Remove from course**.

	 Teams in NUR4827.001U21.58690 Role Trans & Ldshp in Nurs 	
		Step 3
Step 4	Remove from course	
	NR	
	NUR4827.001U21.58690	
	Role Trans _ Ldshp in	
	☑ Launch to Teams	

5. A message will appear asking you to confirm. Click Confirm.

Note: The Team will no longer be linked in your Canvas course. However, the Team in Microsoft Teams will still be activated. Thus, allowing you and your students to still communicate, meet, and collaborate. The link in Canvas is merely a shortcut to your Teams channel.

FAQs

Can I link multiple Teams to a Canvas course?

While this is not the normal use case, you can link multiple Teams in a Canvas course. When the "Launch to Teams" button is clicked, students will be directed to only that Team in the Microsoft Teams app.

What happens if I don't crosslist first or if I don't wait until after the nightly update after crosslisting my courses??

You will have a Team for a single course and then a crosslisted course too.

Why should I activate the Team in the Microsoft Teams app first and then link the Team in my Canvas course?

If you link to Teams from your Canvas course and haven't activated the Team in Microsoft Teams, students may receive an error message stating the Team is not active. If you choose to link to Teams from your Canvas course first and then activate the Team in Microsoft Teams, you will need to perform the steps one after the other to prevent students from receiving an error message.



