Setting up Microsoft Teams Classes

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

Once you have completed these steps, you can create a Teams meeting, copy the meeting details, and add these details to a module page, announcement, etc.

Crosslisted Courses

A Teams channel will be created for crosslisted courses. The team 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 can sync immediately and proceed with these steps.

Syncing Teams to Canvas Course

When you sync Teams to your course, this will create a corresponding class team in the Teams channel. It will also synchronize the roster between Canvas and the class team. The initial sync will happen immediately, and it will update nightly to update the Teams roster to align with the Canvas roster.

1. Access the course in Canvas.
2. Click **Settings** from the left-hand menu.
3. Click the **Integrations** tab.
4. For the Micrsoft Sync option, click it to enable it. It should turn green.
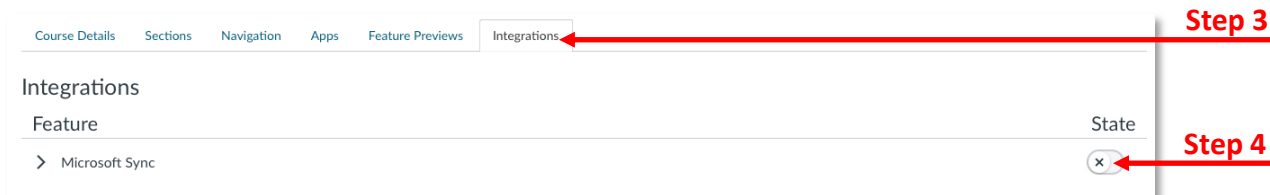
5. If at any time you want to sync immediately, click the **Sync Now** button.
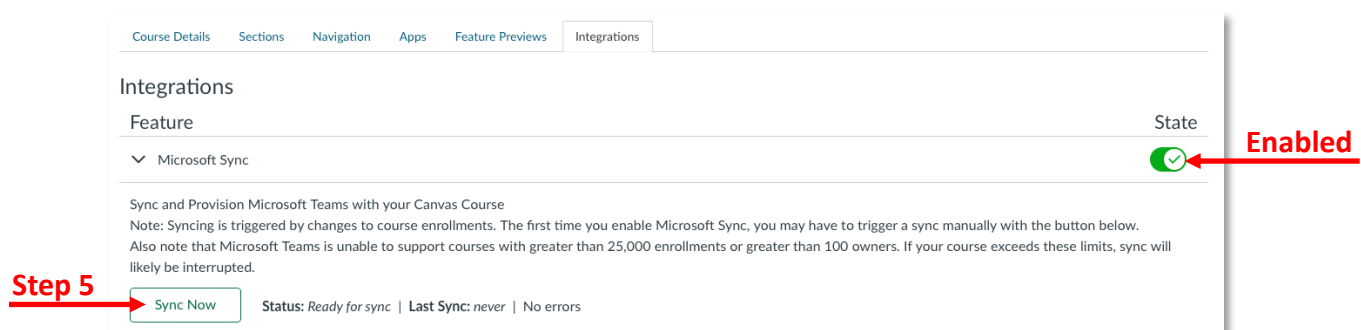
Activating the Team Channel in Microsoft Teams App

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.
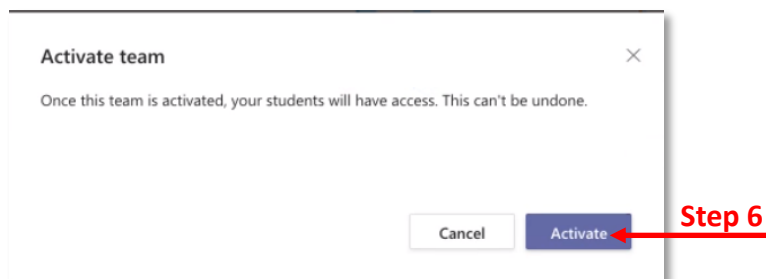
Step 2 →

Step 3 →
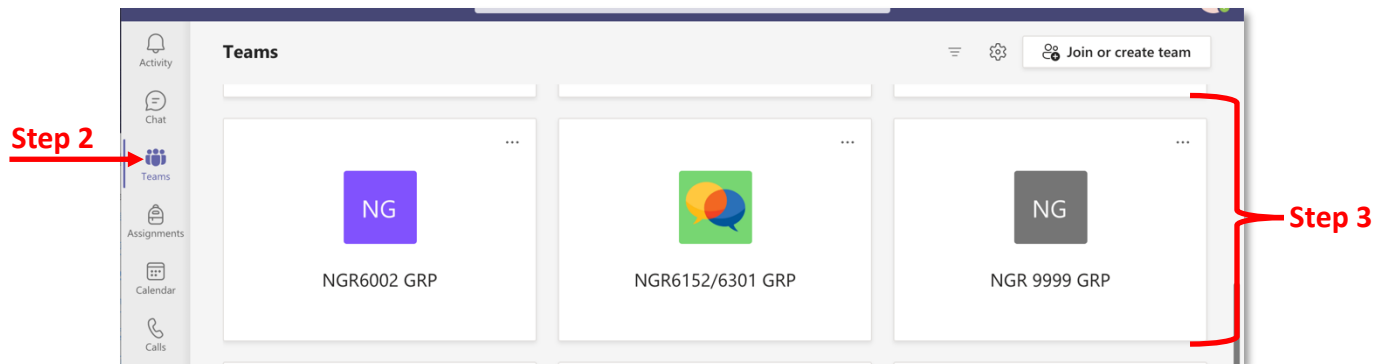
4. At the top, you will see the number of students waiting (i.e., the number of students in the Team) and an Activate button.
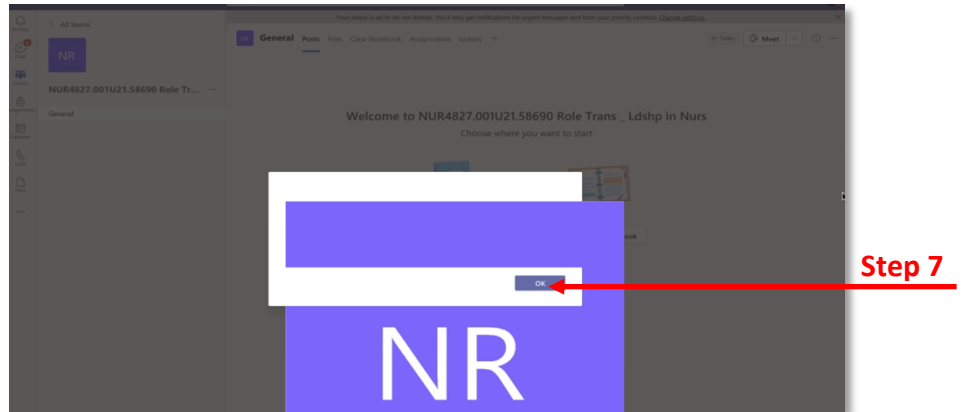5. Click **Activate**.

Step 5
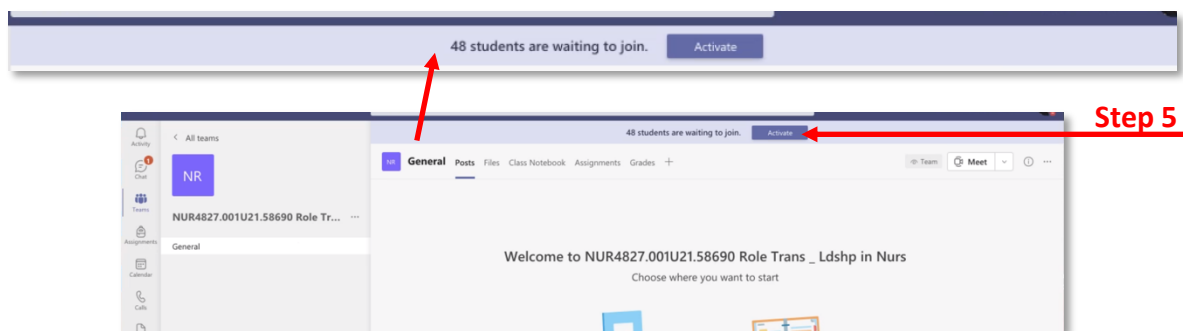
6. A message confirming you want to activate the team will appear. Click **Activate**.

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

Step 6

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

Step 7

Adding Microsoft Teams Classes to Canvas Course

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

1. Access your Canvas course.
2. Click **Settings** from the left-hand menu.
3. Click the **Navigations** tab.
4. Move *Microsoft Teams classes* up from the bottom group to the top group.

Note: You will see another option in this menu named *Microsoft Teams meeting. This is different than Microsoft Teams classes.* To learn more about *Microsoft Teams meeting,* return to EDT's Microsoft Teams support website and view the resource titled *Understanding the Microsoft Teams Meeting Link in Canvas.*

5. Click **Save**.
6. Click **Microsoft Teams classes** from the left-hand navigation menu.
7. You may be prompted to sign into Teams from within Canvas. If so, click **Sign in** and follow the onscreen prompts.
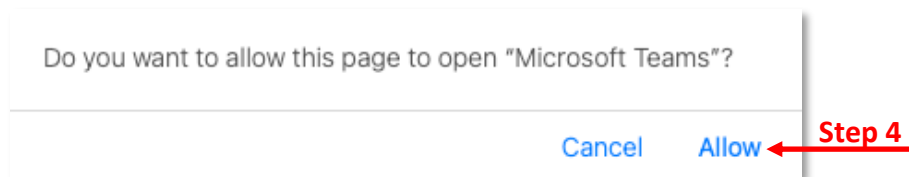

Step 7
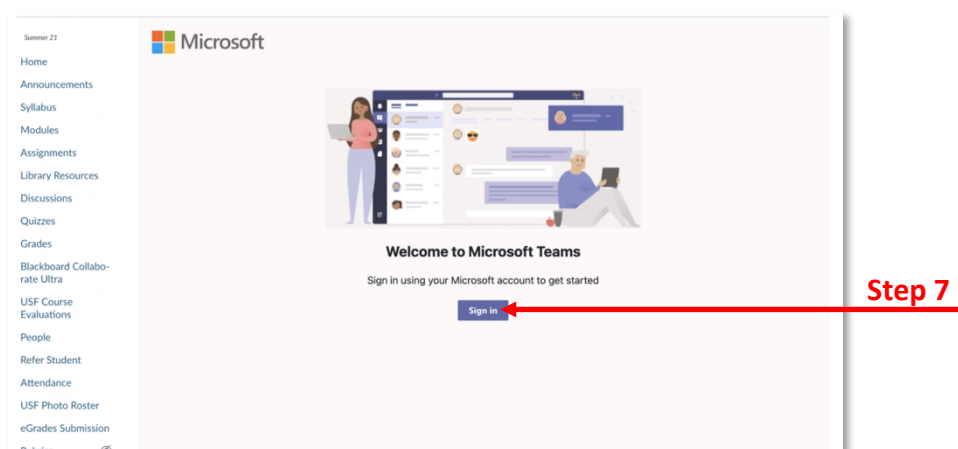
8. After you have signed in, you will see the shortcut to the course Teams channel.

Launching Microsoft Teams Classes from Canvas Course

1. Access your Canvas course.
2. Click **Microsoft Teams classes** from the left-hand navigation menu.
3. Click the shortcut link.
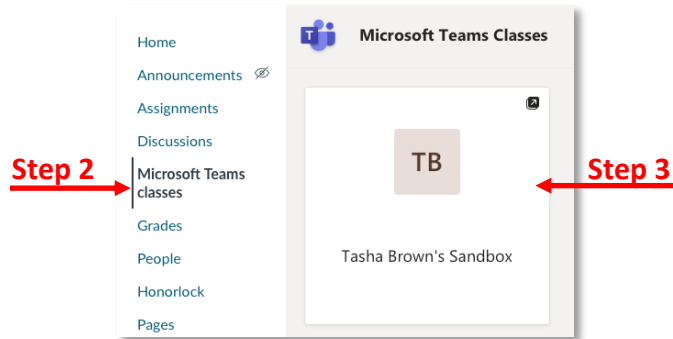
4. You may receive a prompt to open Microsoft Teams. Click **Allow** and follow the onscreen prompts.

Removing Microsoft Teams Classes from Canvas Course

If you ever need to remove Teams from your Canvas course, follow the steps below.

1. Access your Canvas course.
2. Click **Settings** from the left-hand menu.
3. Click the **Navigations** tab.
4. Move *Microsoft Teams classes* down from the top group to the bottom group.
5. Click **Save**.

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.

Creating a Teams Link for Synchronous Sessions

Now that you have added *Microsoft Teams classes* to your course, activated the Team in the Microsoft Teams app and created a shortcut to the Team from Canvas, you are ready to create your course meeting link.

Students can navigate to the class Team in the Microsoft Teams app and join the class session. If you record the class sessions, this is where your students will find the recording for every session as well. Instructions for finding and sharing the recordings and changing the

permissions for the recordings can be found in the *Following Up Synchronous Team Class* handout.

This process will be very similar to scheduling a meeting in Outlook. You can set the meeting/class session up as a recurring meeting or you can schedule individual meetings/class sessions. Because you are scheduling the meeting/class session in the Team, you do **not** have to add the students as attendees.

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. In the Team meeting, click the down arrow next to *Meet*.
5. Click **Schedule a meeting**.
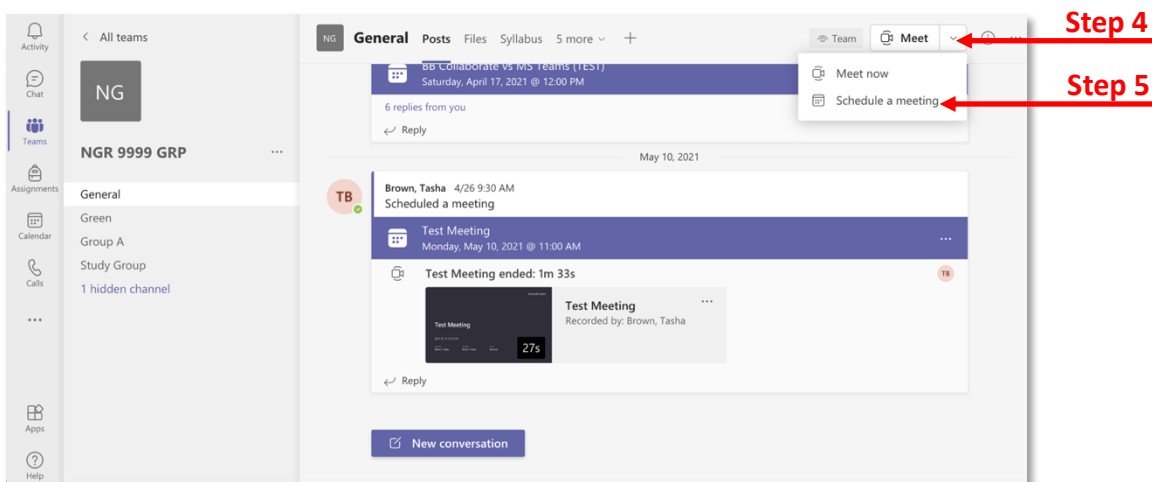
6. Enter the information to schedule the class session. Remember you do not have to invite the students as they can join from the channel.
7. Click **Send**.

   **Note:** The meeting will appear in the main chat window.
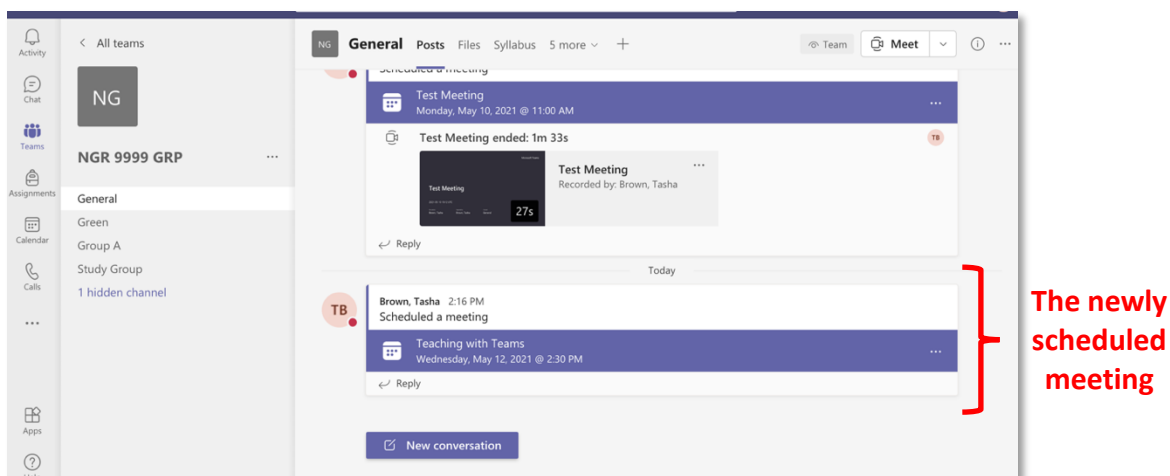
Modifying Meeting Options

Meeting options allow you to modify your meeting settings so that your class is easier to facilitate. The meeting organizer can modify meeting options. One option you can modify is who can present. In order to specify presenters, you will need to add them to the invitation as attendees. You can modify the meeting options two ways: 1) **before** the meeting in the calendar invitation or 2) **during** the meeting in Microsoft Teams.

Modifying the Meeting Options Before the Meeting

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. Click the three dots next to the scheduled meeting.
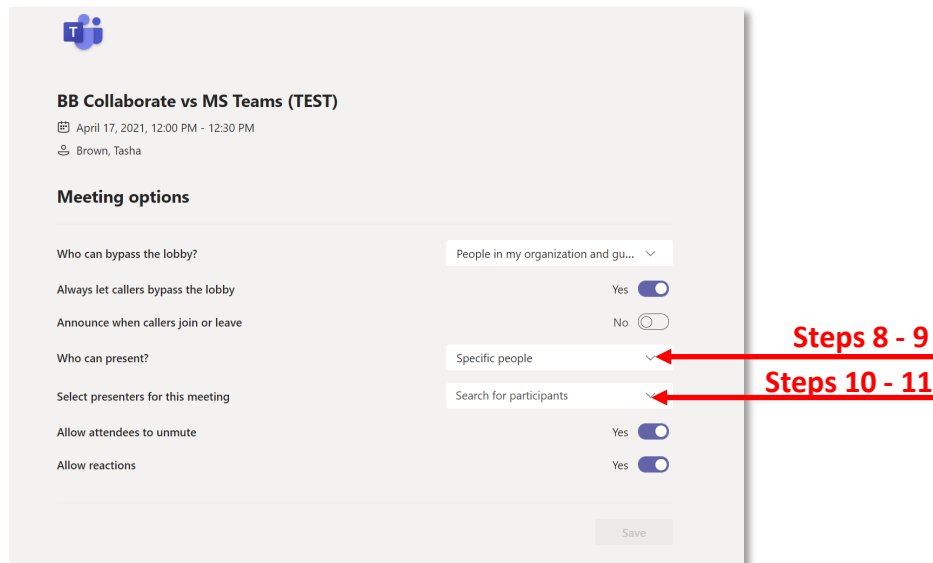5. Click **View meeting details**.
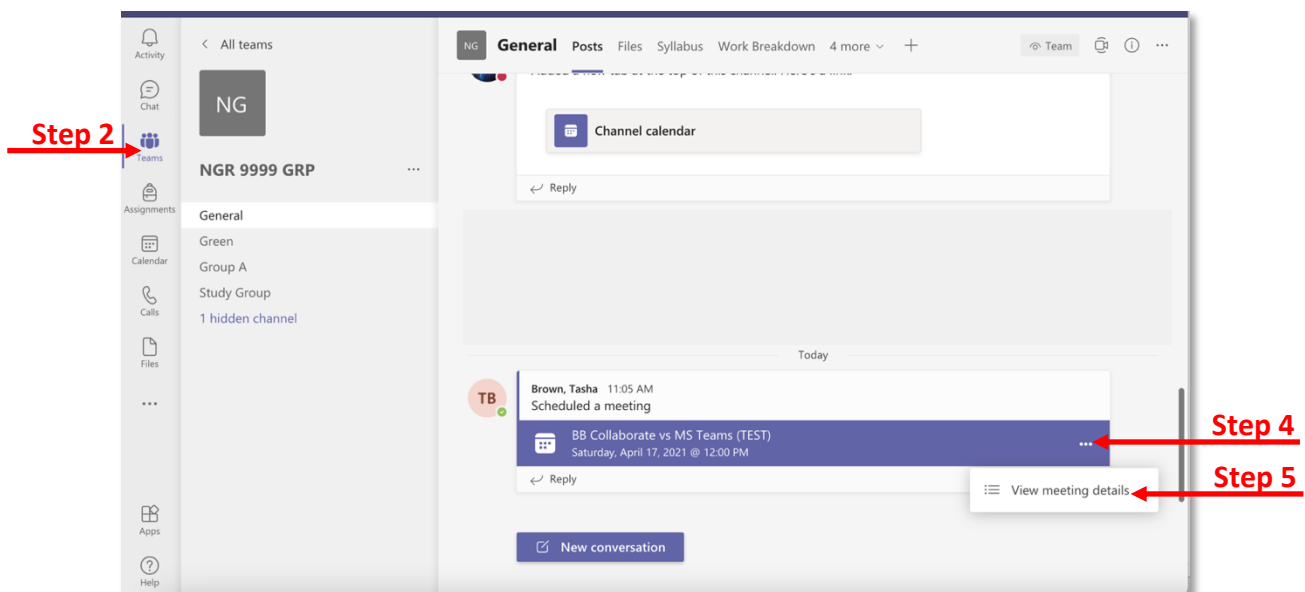
6. Click the three dots on the *Cancel meeting row*.
7. Click **Meeting options**.

   Note: If your screen is larger, you may not have to click the three dots to see Meeting options. This option may already be visible on that row.
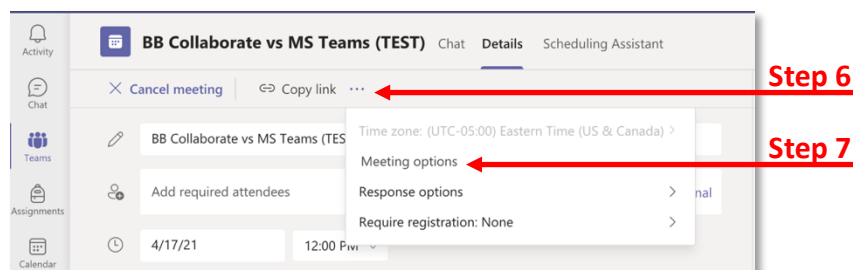
8. Click the drop-down arrow for *Who can present*?.
9. Select **Specific people**.

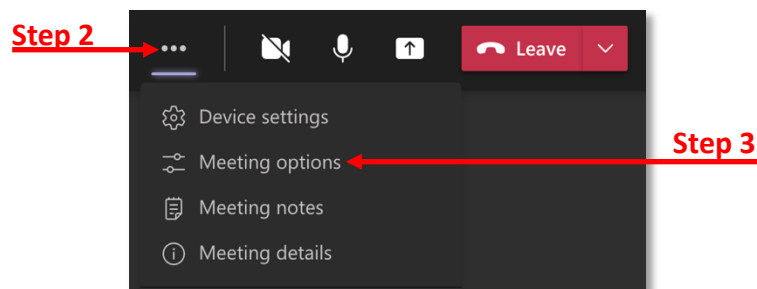10. Click the drop-down arrow for *Select presenters for this meeting*.

Note: If you do not see a drop-down arrow for *Select presenters for this meeting* that means you didn't add the presenters to the invitation as attendees. Add the individuals to the invitation and repeat the previous steps.

11. Select the presenters' names from the drop-down list.
12. Click **Save**.

Modifying the Meeting Options During the Meeting

1. Access the Teams meeting.
2. Click the three dots from the Teams meeting menu bar at the top of the screen.
3. Click **Meeting options**.

Note: If you do not see Meeting options, you will need to ask the meeting organizer to complete this.

4. Click the drop-down arrow for *Who can present*?.
5. Select **Specific people**.
6. Click the drop-down arrow for *Select presenters for this meeting*.

7. Select the presenters' names from the drop-down list.
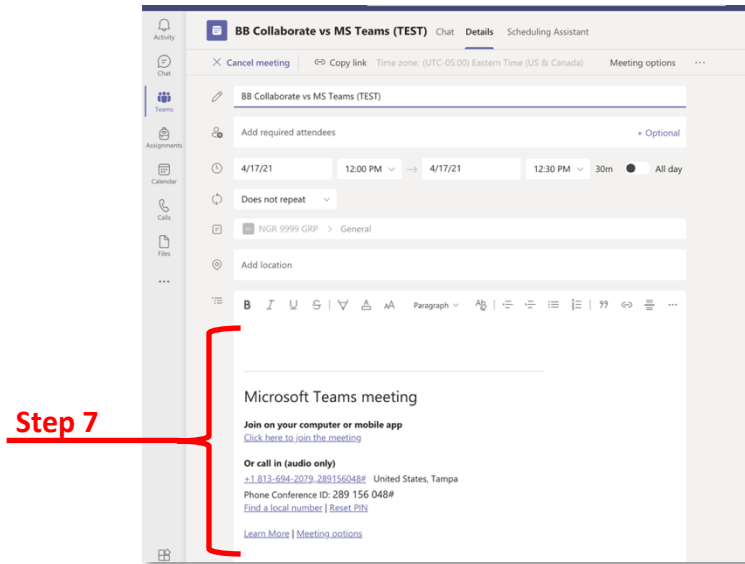8. Click **Save**.
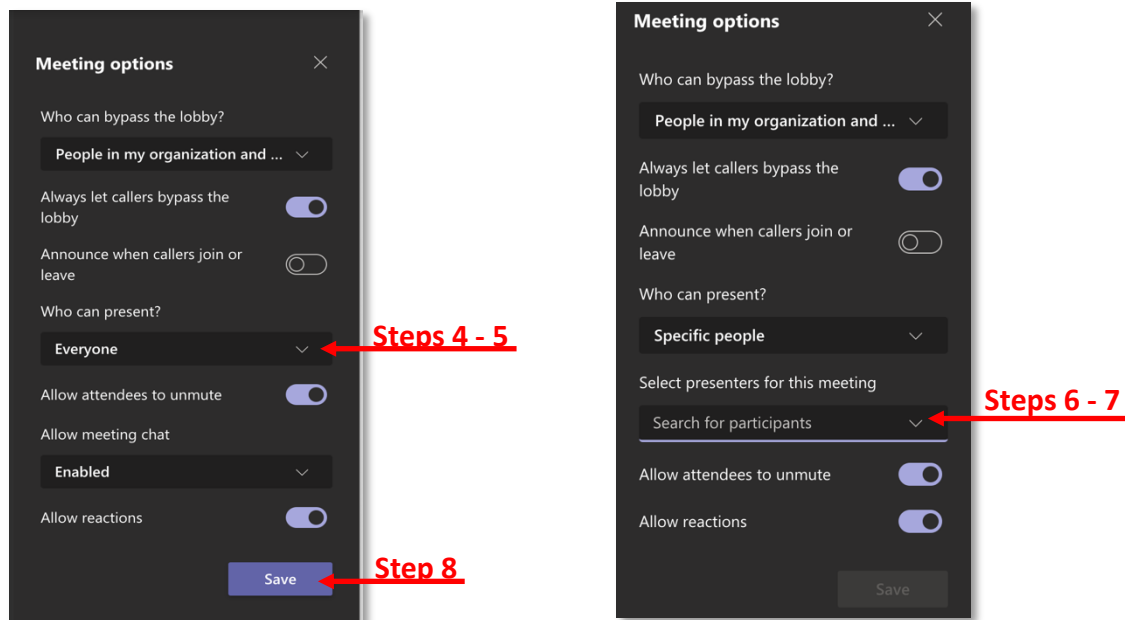
Copying the Meeting Details

After you have created the meeting, you can copy the meeting link so it can be added to your module page in Canvas.

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. Click the three dots next to the scheduled meeting.
5. Click **View meeting details**.
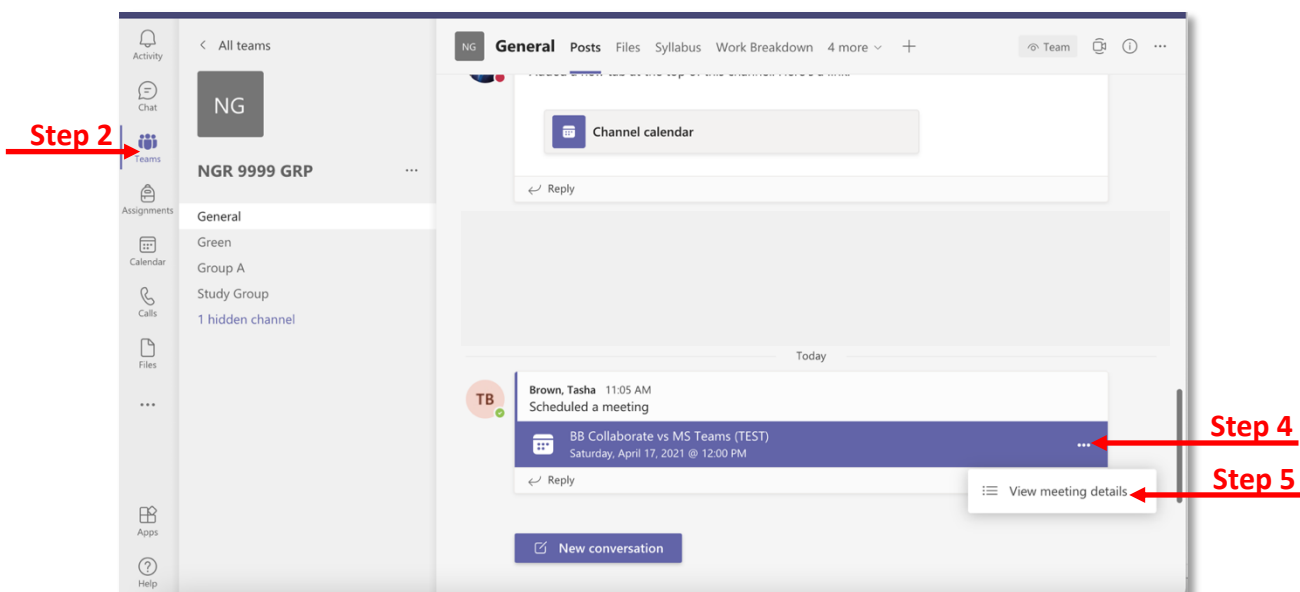
6. Scroll down to the bottom text box with the meeting details.
7. Copy the Teams meeting details.

Step 7

Adding the Teams Meeting Link to a Module in Canvas

1. Access the module page in Canvas.
2. Click **Edit** to open the Rich Content Editor.
3. Paste the copied link information in the desired section.
4. Click **Save**.

Step 3

Step 4