### **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. In Canvas, you can sync Microsoft Teams to the actual class team channel in Teams. Once you have done the sync, you will add a link to the navigation titled *Microsoft Teams classes*. The *Microsoft Teams classes* link provides a shortcut to the class team you activated in Microsoft Teams.

You can use the *Microsoft Teams classes* link to give live lectures/for virtual classes. So, if you will be using a class team channel, you can sync that team to your course and add a shortcut using the *Microsoft Teams classes* link in your Canvas course.

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.

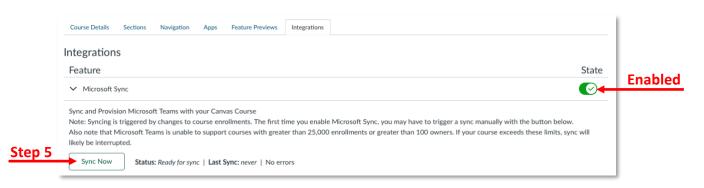
- 1. Access the course in Canvas.
- 2. Click **Settings** from the left-hand menu.
- 3. Click the Integrations tab.
- 4. For the Micrsoft Sync option, click it to enable it. It should turn green.

Course Details Sections Navigation Apps Feature Previews Integrations	Step 3
Integrations	
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> Microsoft Sync	Step 4



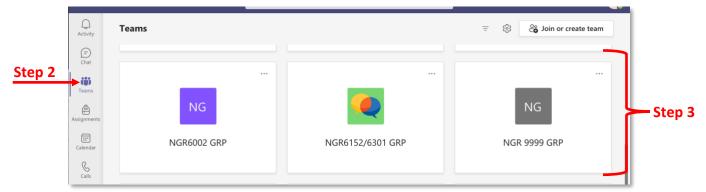


5. If at any time you want to sync immediately, click the Sync Now button.



#### Activating the Team Channel in Microsoft Teams App

- 1. Access the Microsoft Teams app.
- 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.

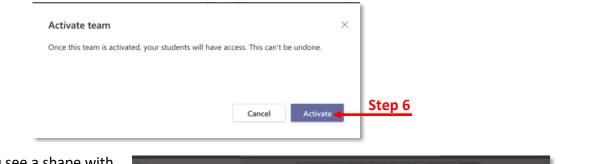
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6. A message confirming you want to activate the team will appear. Click Activate.

**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 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.

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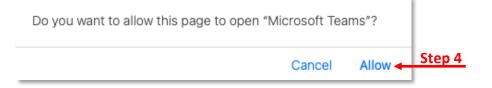
8. After you have signed in, you will see the shortcut to the course Teams channel.

#### 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 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.

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Teams	NGR 9999 GRP	May 10, 2021		
Assignments	General	TB Brown, Tasha 4/26 9:30 AM Scheduled a meeting		
Eit* Calendar	Green Group A	Test Meeting Monday, May 10, 2021 @ 11:00 AM		
& <sub>Calls</sub>	Study Group 1 hidden channel	Dest Meeting ended: 1m 33s		
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- 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.

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#### **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.

	Q. Activity	< All teams	NG Ge	eneral Posts Files Syllabus Work-Breakdown 4 more $\sim$ +		
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- 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.

Activity		BB Collabora	te vs MS Tear	ns (TEST) Chat Details Scheduli	ng Assistant		
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Assignments	ු	Add required att	endees	Response options	>	nal	L
Calendar	¢	4/17/21	12:00 Pr	Require registration: None	>		

- 8. Click the drop-down arrow for Who can present?.
- 9. Select Specific people.

BB Collaborate vs MS Teams (TEST)		
的 April 17, 2021, 12:00 PM - 12:30 PM		
🔒 Brown, Tasha		
Meeting options		
Who can bypass the lobby?	People in my organization and gu 😒	
Always let callers bypass the lobby	Yes 💽	
Announce when callers join or leave	No 🔘	Steps 8 - 9
Who can present?	Specific people	Steps 8 - 9 Steps 10 - 11
elect presenters for this meeting	Search for participants	<u>Steps 10 - 11</u>
Allow attendees to unmute	Yes 💽	

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

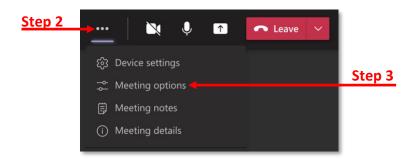
**Note:** If you do not see a drop-down arrow for *Select presenters for this meeting* that means you didn't add the presenters to the invitation as attendees. Add the individuals to the invitation and repeat the previous steps.

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

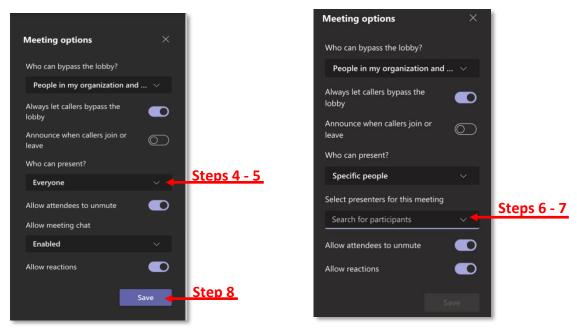
#### Modifying the Meeting Options During the Meeting

- 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.

	Q. Activity	< All teams	NG Ge	neral Posts Files Syllabus Work-Breakdown 4 more $\sim$ +	☆ Team Q1 (1) ···	
Step 2	(=) Chat	NG		Channel calendar		
	Teams	NGR 9999 GRP		← Reply		
	Assignments	General				
	::-	Green				
	Calendar	Group A				
	S	Study Group				
	Calls	1 hidden channel				
	Files			Today		
			ТВ	Brown, Tasha 11:05 AM Scheduled a meeting		Step 4
				BB Collaborate vs MS Teams (TEST) Saturday, April 17, 2021 @ 12:00 PM	🕇	Step 5
				<ul> <li>✓ Reply</li> </ul>	i≡ View meeting details	Step 5
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- 6. Scroll down to the bottom text box with the meeting details.
- 7. Copy the Teams meeting details.

### 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.

