

CANVAS/TEAMS INTEGRATION

Preparing Your Class Team for Use in Canvas

Every Canvas course can have an associated MS Class Team. To use the Class Team, you must first sync it to your Canvas course and then activate it in Teams. The following tutorial walks you through the process.

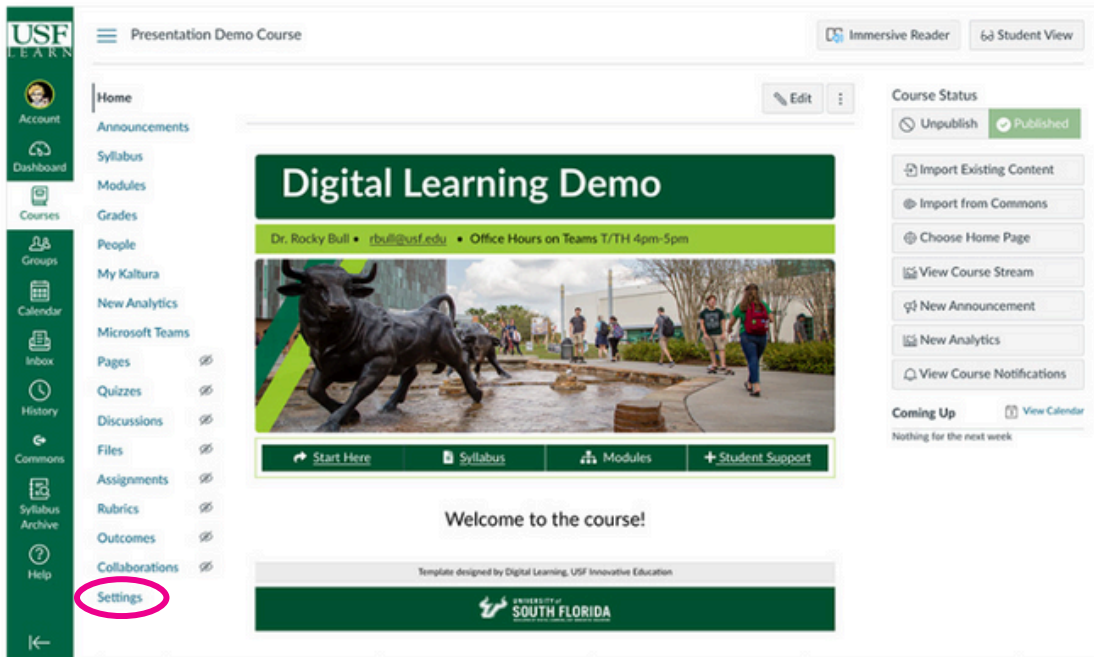


If you know that you will be crosslisting your courses, DO THAT FIRST and wait for the crosslisting to take effect before proceeding with the following steps.

Sync Microsoft Teams to your course

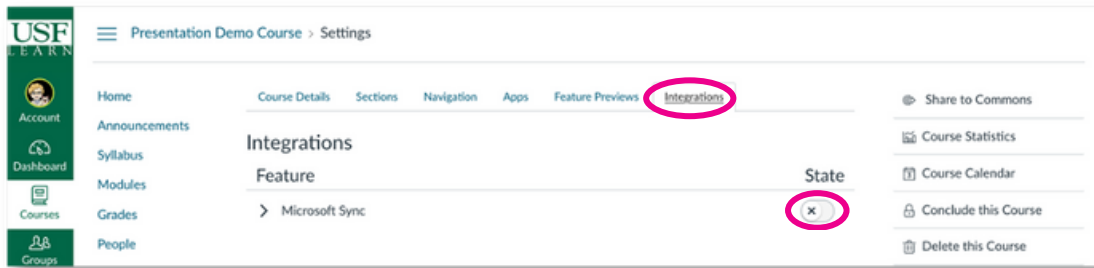
1

On the homepage of your course, choose **Settings** in the navigation panel.



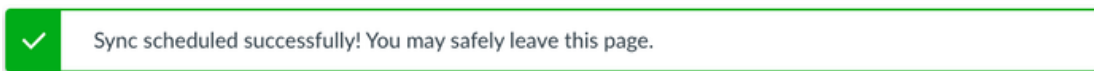
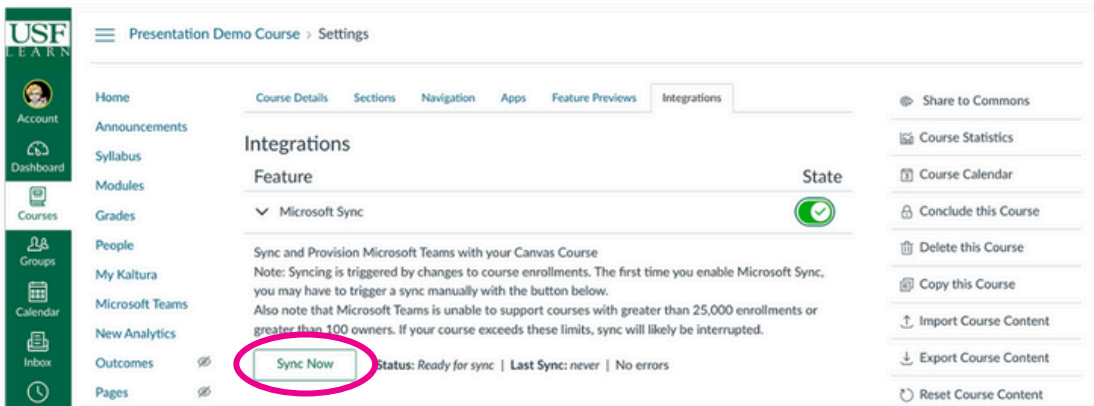
2

Now Select the **Integrations** tab on the page that opens. You will see the **Microsoft Sync Toggle**.

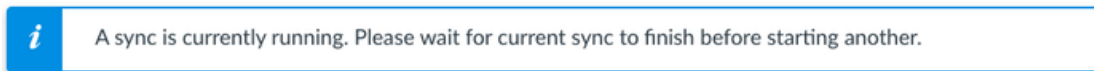


3

Turn it on. This will bring up the Sync Now button. Select it. You will then get a message saying the sync has been scheduled.



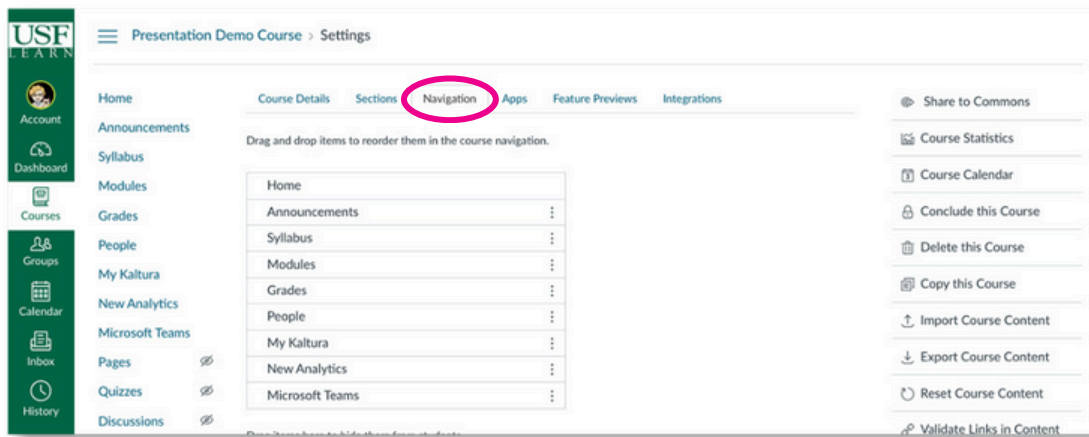
Syncing can be done every 90 minutes. The page will change to another message to remind you.



Add Microsoft Teams to your course navigation

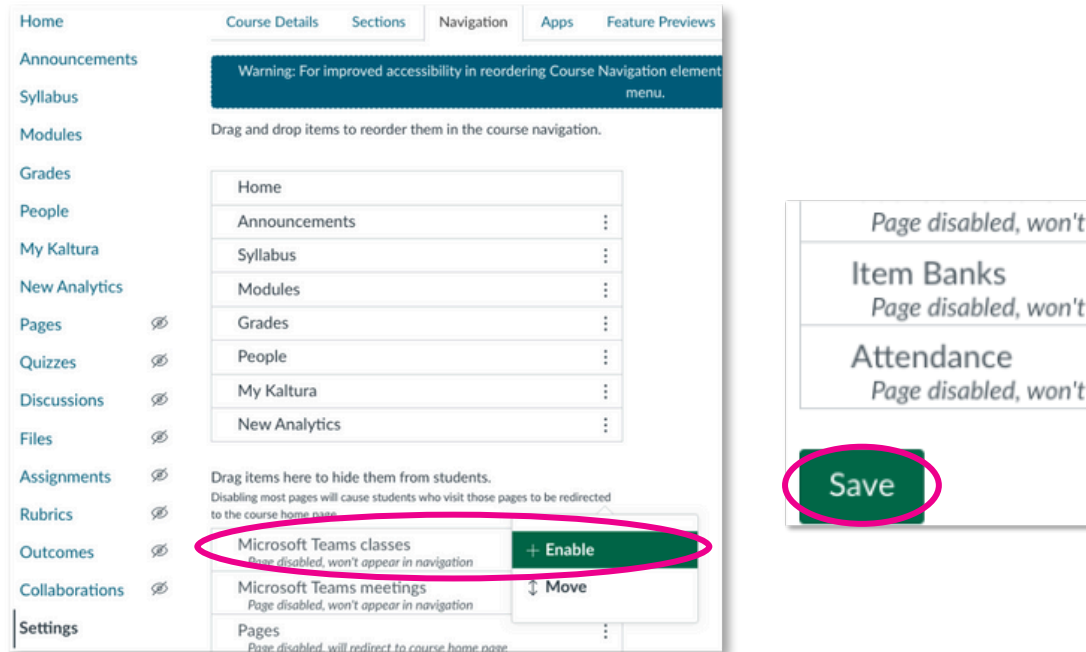
1

While still in Settings, choose the **Navigation** tab.



2

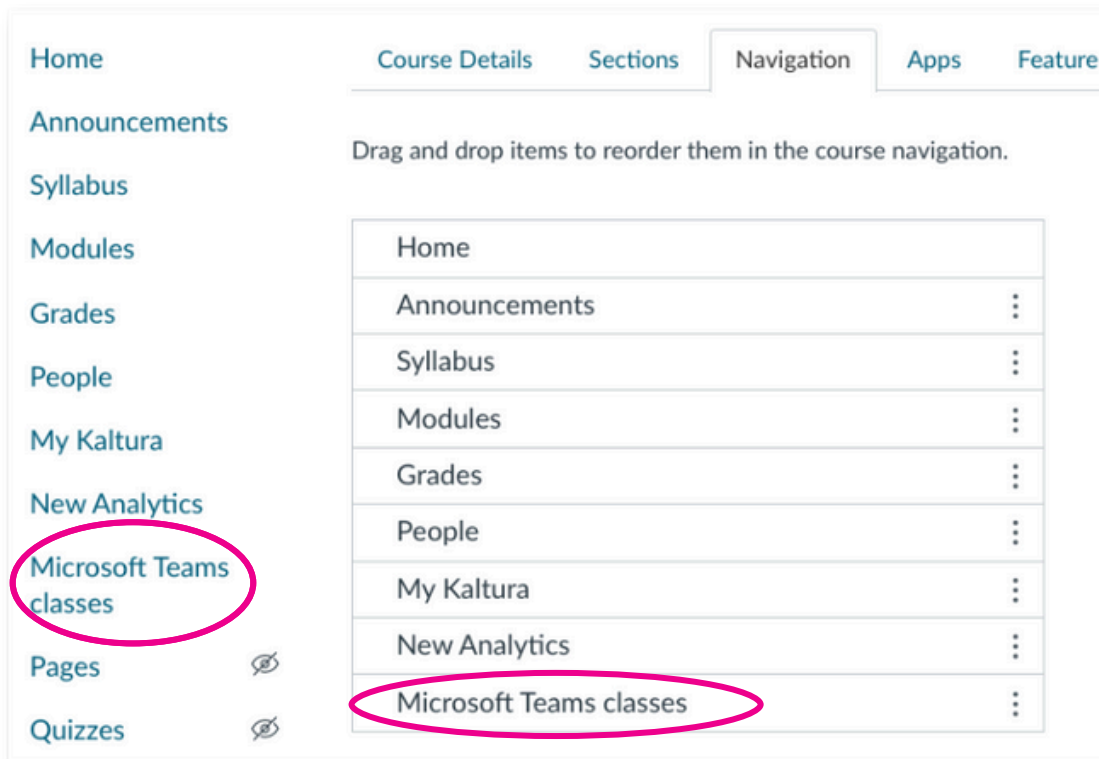
Enable **Microsoft Teams classes** in the bottom section by selecting the **3 dots**. Don't forget to select the **Save** button at the bottom left of the page.



3

3

This will move **Microsoft Teams classes** to the top section and add it to the navigation panel.

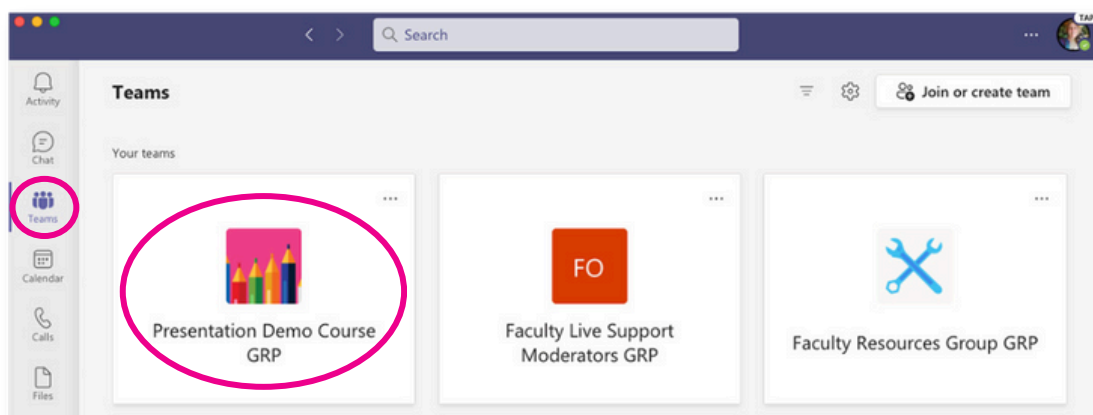


Activate your Microsoft Class Team

Even though the MS Class Team is synched to your course, your students still won't be able to see the it until you've activated it within the Teams App.

1

Once the synch is complete, go to the **Teams** section of your Teams App and open the Team associated with your course. You can also use the link you just added in your Canvas course to use the Canvas pass through link to get to the same place.



2

Select the **Activate** button at the top of the screen.

