

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.

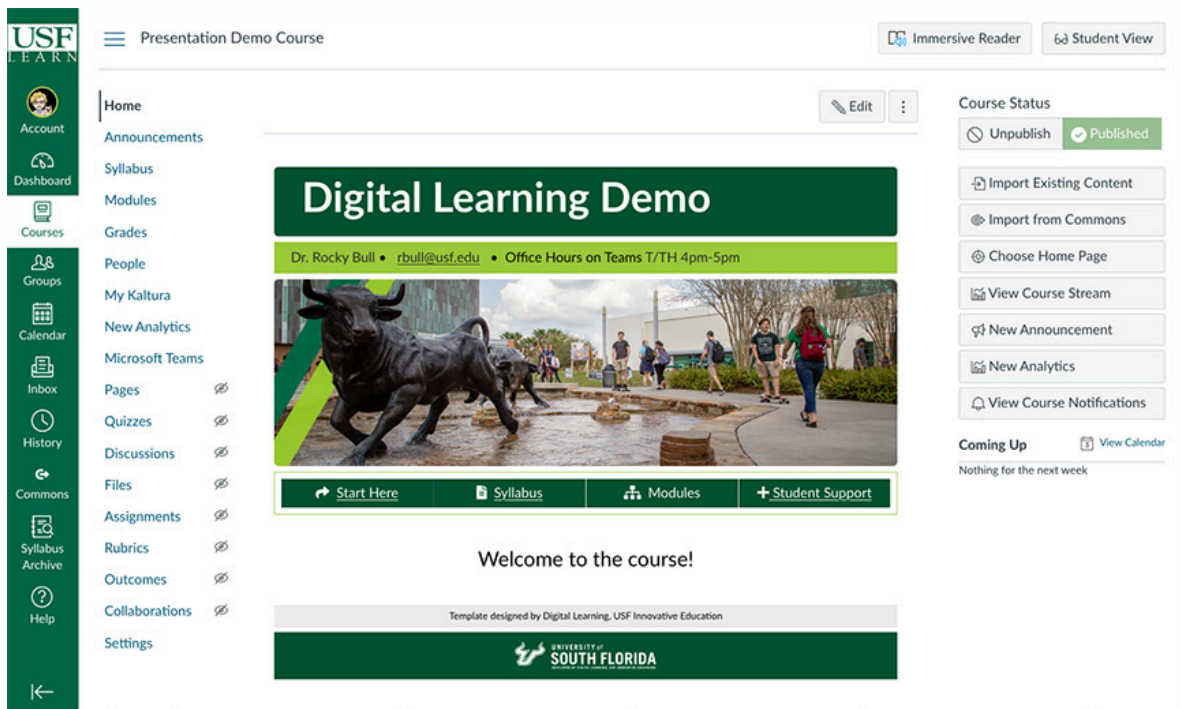


If you know that you will be crosslisting your courses, **DO THAT FIRST** and wait for the crosslisting to take effect before proceeding with the following steps.

Sync Microsoft Teams to Your Course

01

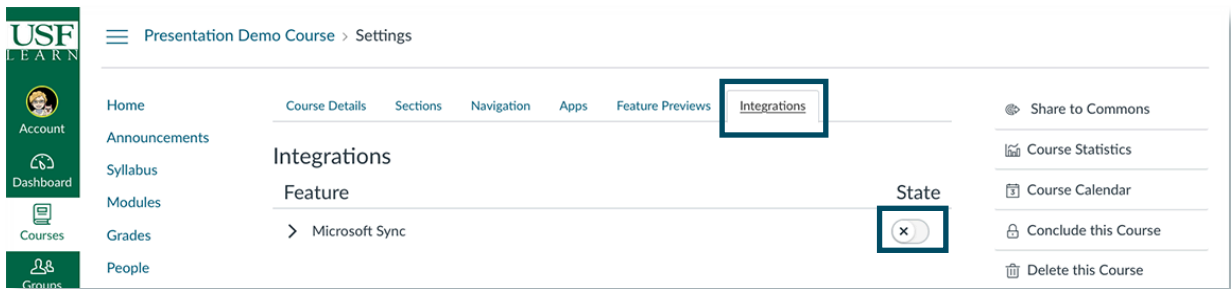
On the homepage of your course, choose **Settings** in the navigation panel.





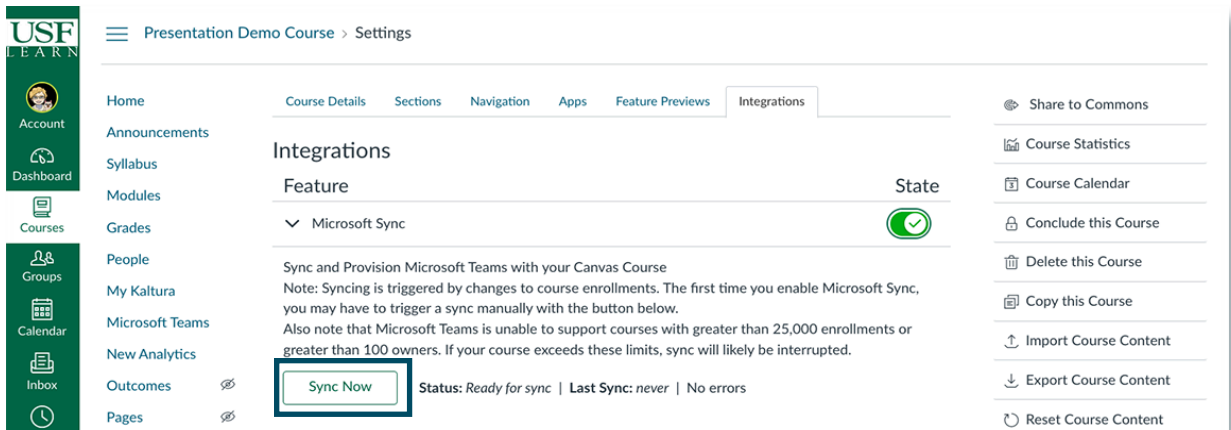
02

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



03

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.



✓ Sync scheduled successfully! You may safely leave this page.

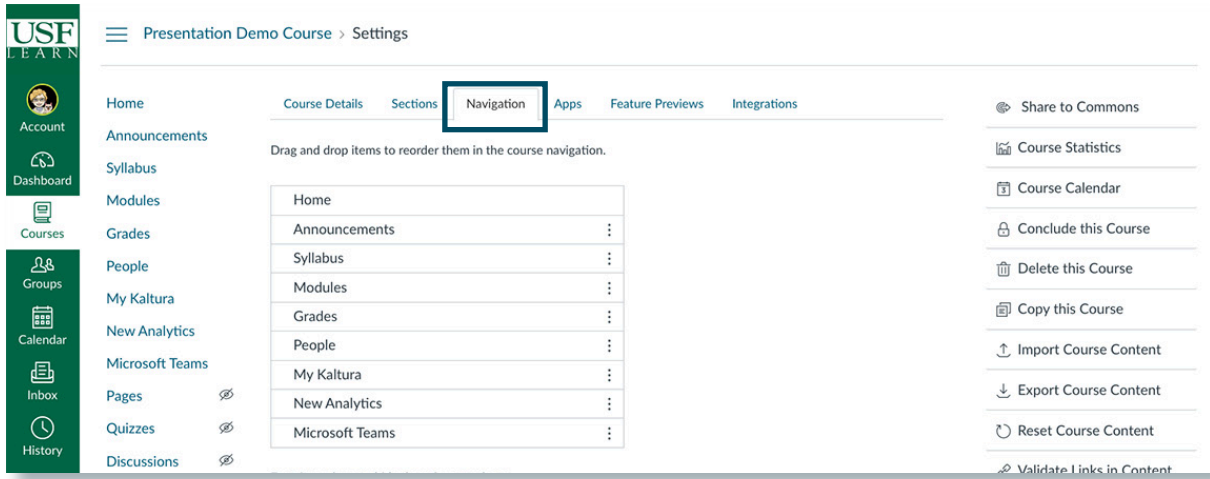


Syncing can be done every 90 minutes. The page will change to another message to remind you.

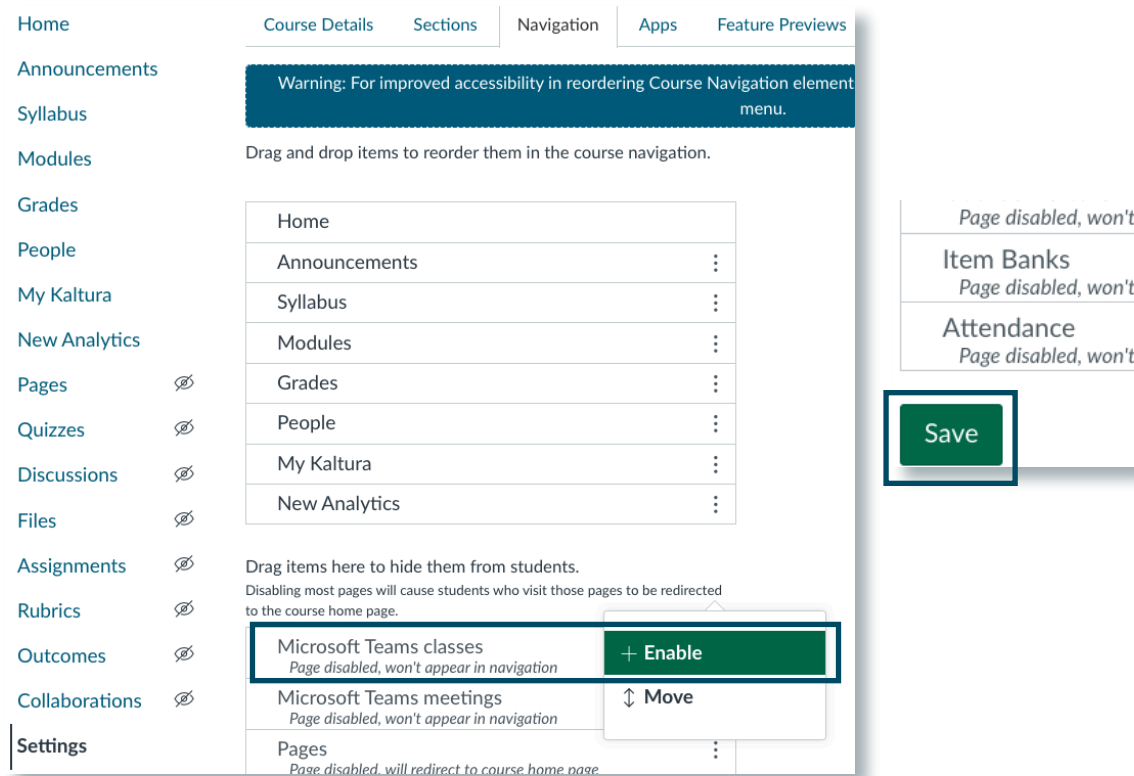
i A sync is currently running. Please wait for current sync to finish before starting another.

Add Microsoft Teams to Your Course Navigation

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

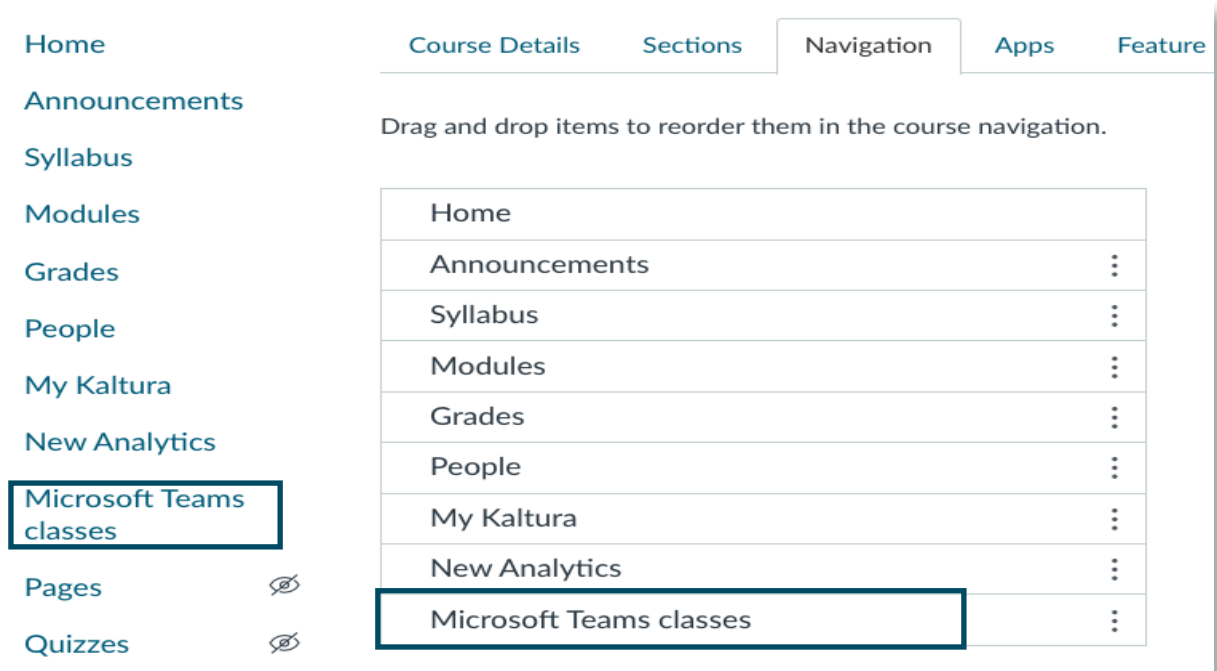


02 Enable **Microsoft Teams classes** in the bottom section by selecting the **3 dots**. Don't forget to select the **Save** button at the bottom left of the page.



03

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

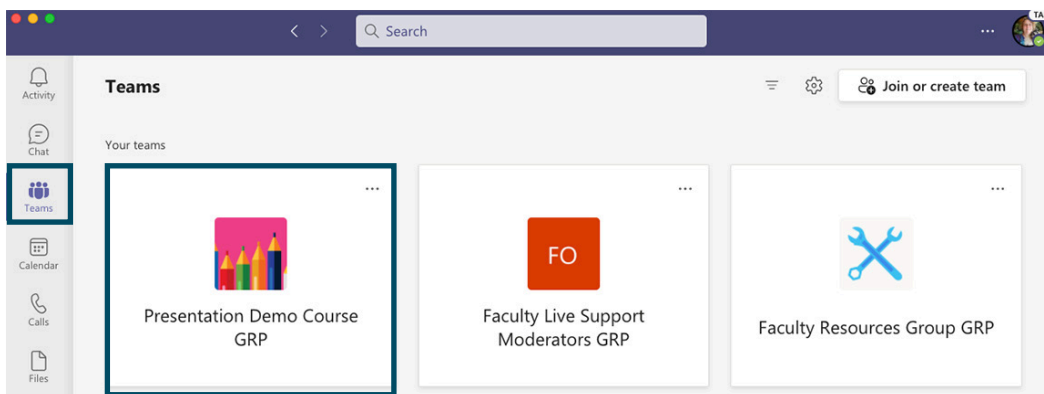


Activate Your Microsoft Class Team

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

01

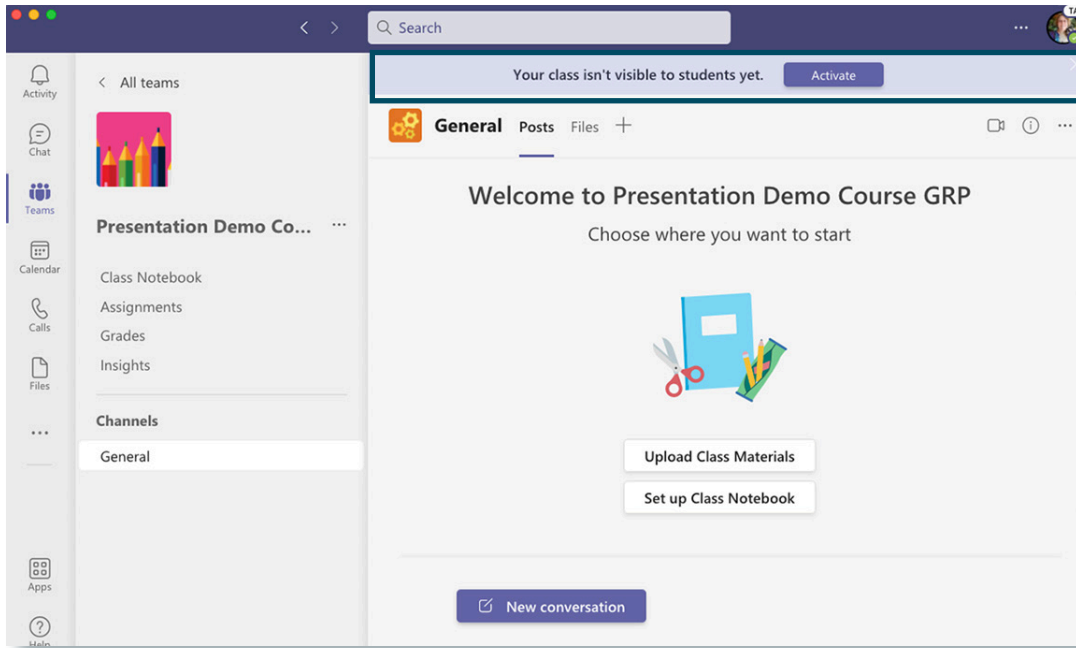
Once the synch is complete, go to the **Teams** section of your Teams App and open the Team associated with your course.





02

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



Your class isn't visible to students yet.

Activate