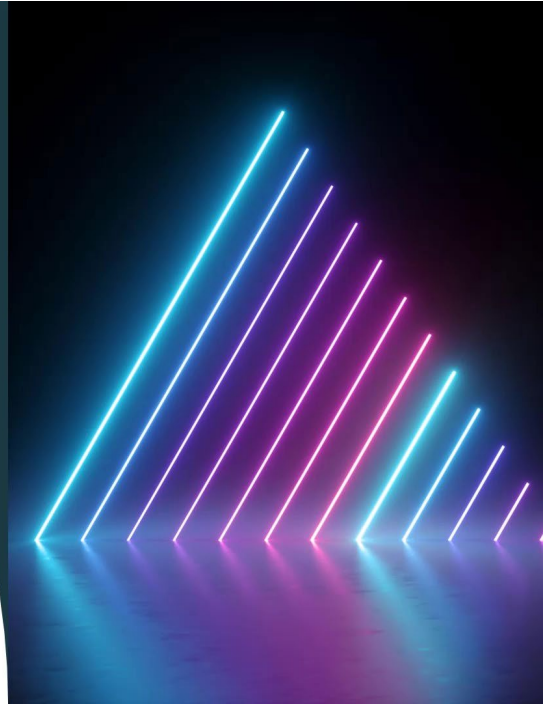
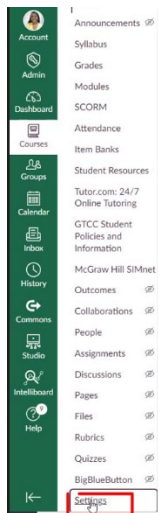


Creating a Microsoft Teams Site Using Canvas

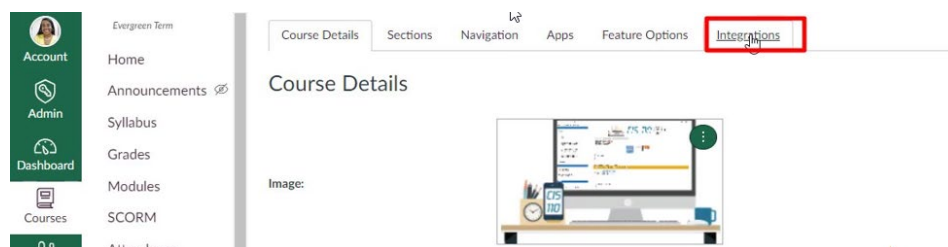


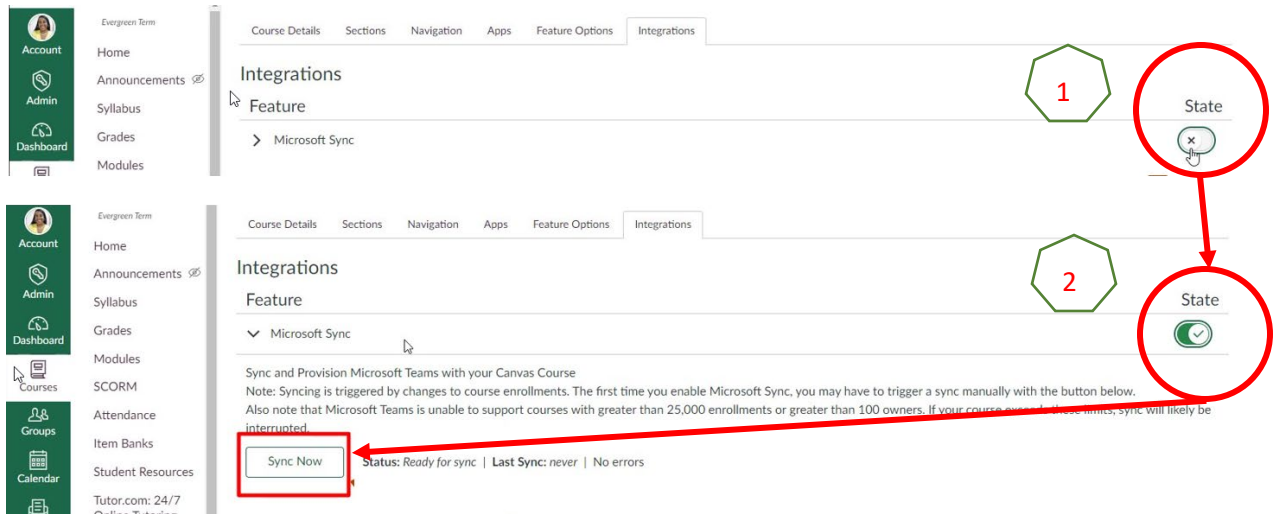
Now that we have all moved off Moodle for teaching classes, ITS will no longer create your Microsoft Teams sites. As an instructor, you can create these sites directly in Canvas so that you and your students do not have to leave the LMS to access the site.



To make the necessary changes, open your course where you need the Teams site and click on Settings in the Navigation list.

After entering Settings, click on the Integrations tab at the top right of the page.



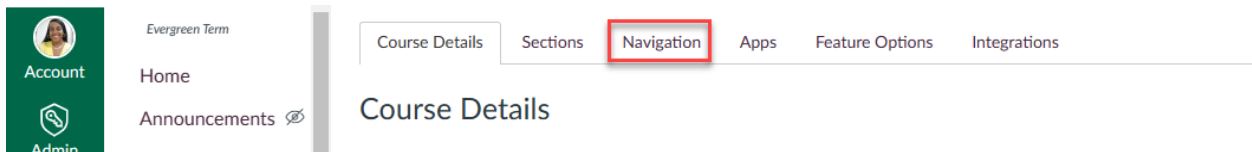


Once you click on Integrations tab, the top dialogue box should appear. Note that the State button on the upper right has an X on it. Click on this button so that you have a green check mark. When you do so, you also get a Sync Now button in the lower left area.

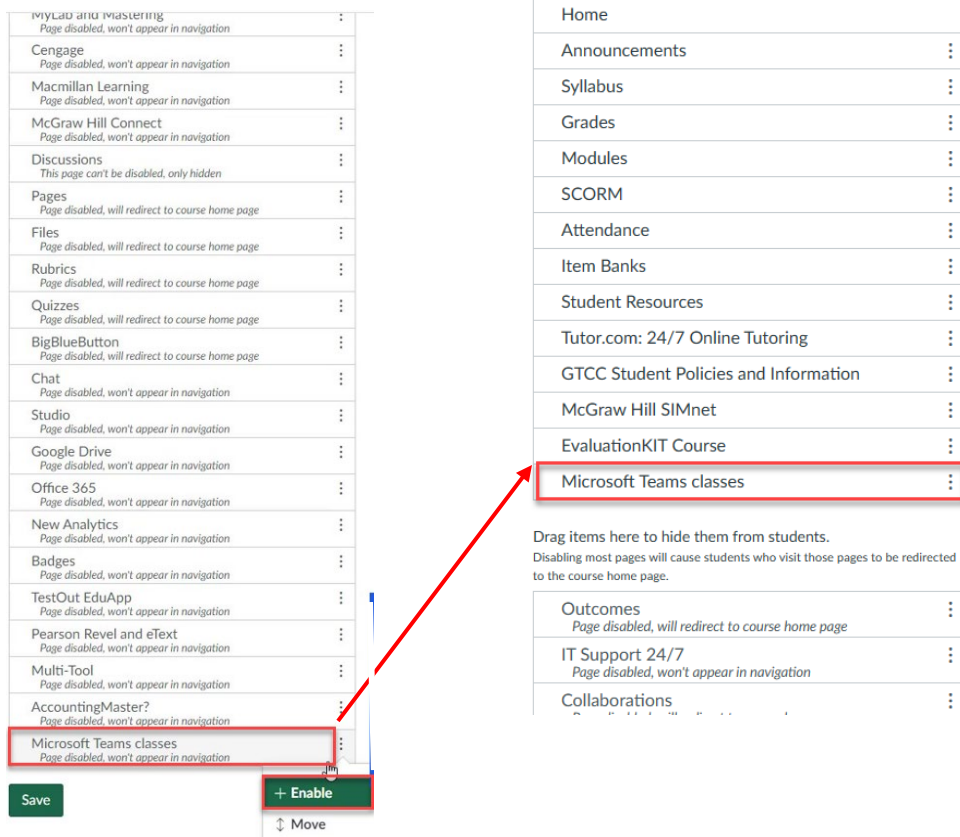
Click on Sync Now to sync all of your users into the new Teams site and build the site. You should receive the below message. Depending upon the number of students in the course, the creation and sync should take a few minutes.



While waiting for the sync to finish, you're still in the Settings menu. Click on the Navigation tab at the top of your page.

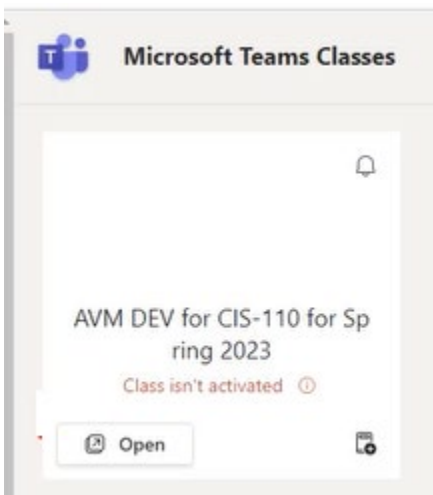


Find the Microsoft Teams classes link in the navigation options on the Settings page. If this was not showing in your Navigation list in your course, then you will locate it in the bottom group of options. Click the 3 dots to the far right of the option and choose Enable. Once you do this, the Microsoft Teams classes options will appear in the top group of options and be visible in the Navigation list in your course.



Be sure to hit the SAVE button on the Settings page to save these changes.

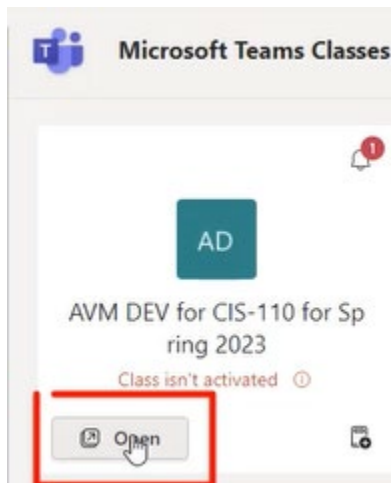
You can now click on the Microsoft Teams classes link in your navigation list. If the sync has completed properly, you should see an icon that looks like this:



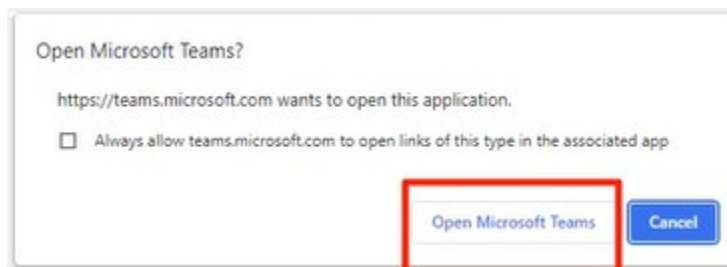
The name of your course will also be the name of your Teams site.

When your site is created, it is not active, and you must activate it through Teams, which then gives your students access to the site. Perform the following steps to activate your Teams site.

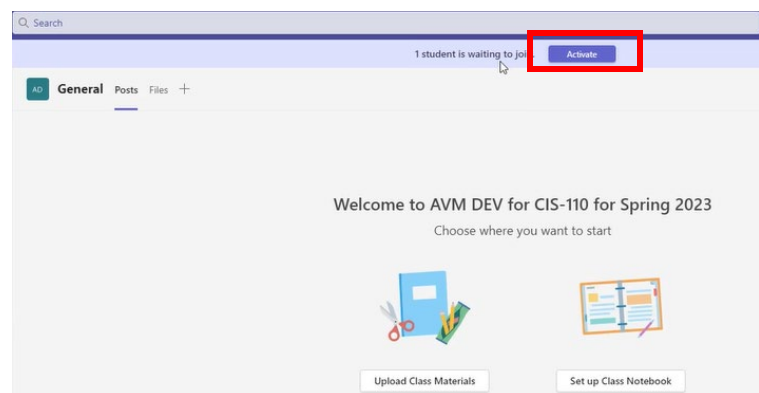
Click on the Open button on your newly created Teams icon.



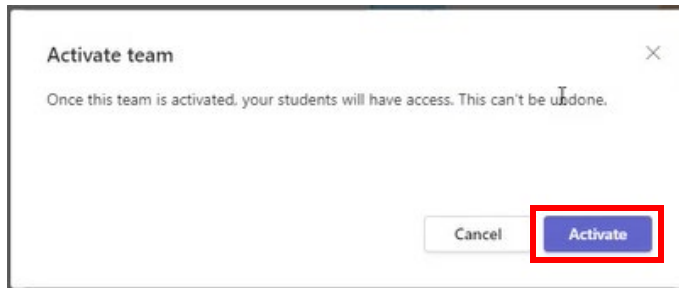
This will prompt you to open Microsoft Teams.



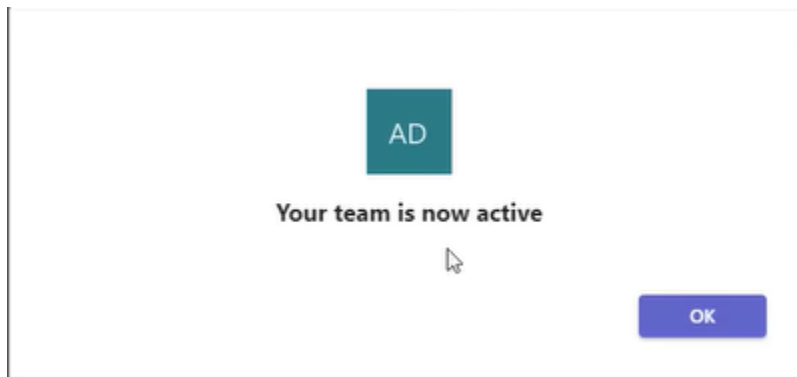
Your Teams site will open, showing the number of students waiting to join and the option for you to Activate the site. Click on the Activate button at the top of the window.



You will be asked again to Activate your site. Click on Activate.



You'll then receive confirmation that your Teams site is active. Click on OK.



After your course is activated, your students are enrolled, and the site works like any other Teams site. You can then manage your team so that you can see all students enrolled. As the instructor, you will be the owner of the Teams site.

