



Microsoft Teams in Canvas

Quick Start Guide

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What is Microsoft Teams in Canvas?

Microsoft Teams in Canvas integrates Teams meetings and collaboration tools directly into your Canvas course, allowing you to streamline communication, schedule live classes, and foster student collaboration.

The built-in Microsoft Teams and Canvas connection creates a Teams "course" based on your Canvas course roster.

This guide will walk you through enabling and using Microsoft Teams in Canvas to manage classes, schedule meetings, and enhance collaboration effectively.

Enable Microsoft Teams Integration in Canvas

To start using Microsoft Teams in Canvas, follow these steps:

- 1. Open the course in Canvas you want to sync with Microsoft Teams.
- 2. Enable Microsoft Teams Integration and Synchronization:
 - Go to **Settings** (bottom of the course navigation menu) (1).
 - Select the Integrations tab (2).
 - Toggle on Microsoft Sync State (3).

New Analytics	-
Collaborations	Course Details Sections Navigation Apps Feature Options Integrations
<u>Microsoft Teams</u> <u>classes</u>	Integrations
<u>Microsoft Teams</u> meetings	Feature State
Microsoft OneDrive	> Microsoft Sync
<u>Attendance</u>	
Outcomes Ø	
Smart Search	
McGraw Hill Connect LTIA	
ScreenPal LTI 1.3 Tool	
Lucid (Whiteboard)	
Panorama	
Credentials	
Settings	

 Click the Sync Now button (1). (Upon the initial sync, the Canvas-Microsoft connection will create a Teams "course", and all your students will be added to that Teams classroom.)

Course Details	<u>Sections</u>	<u>Navigation</u>	<u>Apps</u>	Feature Options	Integrations	
Integration	าร					
Feature						State
✓ Microsoft	Sync					
Sync and Provi Note: Syncing may have to tr Also note that than 100 owne Sync Now	ision Microso is triggered b igger a sync r Microsoft Te ers. If your co	oft Teams with any changes to c nanually with ams is unable t ams exceeds t s: Ready for syn	your Can ourse en the butto to suppor these limi nc Last	vas Course rollments. The first in below. rt courses with grea its, sync will likely b Sync: Dec 9, 2024	time you enab ater than 25,00 pe interrupted. at 2:04pm No	le Microsoft Sync, you O enrollments or greater o errors

- 3. Enable Microsoft Teams links in the course navigation menu:
 - While still in Settings, select the **Navigation** tab (1).
 - Drag Microsoft Teams Meetings and Microsoft Teams Classes (2) (3) from the bottom "hidden" section to the main navigation menu.
 - Scroll down and click **Save** (4) to confirm changes.

Course Details	Sections Navigation	Eeature Op	tions Integrations			
Drag and drop item	ns to reorder them in the cour	se navigation.				
Home						
# Announce	ements	:				
# Modules		:				
		:				
III Smart Sea	rch	:				
Panorama		:				
ii Credentia	ls	:				
ii Studio		:				
Drag items here to Disabling most pages w	hide them from students. ill cause students who visit those pag	es to be redirected		Discussions	Ø	This page can't be disabled, only hidden
ii Microsoft Page disable	Teams meetings I, won't appear in navigation	2 :		Grades	ø	People Page disabled, will redirect to course home page
:: Microsoft	Teams classes	3 :		Settings	yer	Save

Activate the Class in Microsoft Teams

Once synchronization is complete:

- 1. Click **Microsoft Teams classes** (1) in the course navigation menu.
- You might encounter the following error message, which is caused by a delay in Canvas syncing with Teams. To resolve this, try refreshing the page after a few minutes. If the message persists, logging out and back into Canvas may help.



3. When the sync is done, you will see the class card with the message "Class isn't activated".



- 4. Open the Microsoft Teams app on your device. Choose Teams (1) on the left.
- 5. Locate the **Class** created for your course.
- 6. Click Activate Class to enable student access (2).

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(=) Chat	Teams
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essignments	6
Calendar	CR Credentials
& Calls	E 🛱 🔂 🖸 Activate

7. Confirm activation. This will give your students access to the class.

CR
Your class team is now activated
Let the learning begin!
ок

8. All students from your Canvas class roster are added as Team class members. You don't need to add or remove students manually.



It is recommended to schedule meetings directly from the Microsoft Teams Meetings page within your Canvas course. Meetings scheduled through Canvas will automatically appear on your Teams calendar. However, meetings scheduled directly on your Teams calendar will not sync to your Canvas course.

We suggest waiting 10–30 minutes, depending on the class size, to allow Canvas to sync enrollments with Microsoft Teams after the class is activated in Teams before proceeding with the following steps.

1. Access Microsoft Teams Meetings:

• In your course navigation, click **Microsoft Teams Meetings** (1) and select + **New Meeting** (2).

Home		Microsoft Teams Meetings 2 + New meeting	
Announcements	ø	Today January 2025 V You're	up to date!
<u>Modules</u> <u>Syllabus</u>	Ø	Friday, January 10 Today	
Smart Search			
Microsoft Teams meetings	1		
<u>Microsoft Teams</u> <u>classes</u>			-
Panorama			0
Credentials		10	
Studio	~		
Rubrics	Ś	All meetings scheduled for this source, using the Teams Meetings app, appear here	
Pages	Ø	All meetings scheduled for this course, using the reams weetings app, appear nere.	
Collaborations	ø	Don't see any? Schedule a meeting	

2. Schedule a Meeting:

- Fill in the information about the meeting.
- In the Add Channel field (1), we recommend selecting the class channel. This ensures the scheduled meeting appears within the class on Teams. Additionally, if the meeting is recorded, the recording will be stored in the class channel on Teams under Files > Recordings. This eliminates the need for students to scroll through chat to locate the recording.
- Click Save (2).

*The class channel will be visible only if the course is published!

Home			New meeting Details				Save	Close
Announcements	ø	Time	zone: (UTC-07:00) Mountain T	ime (US & Canada)	\sim		2	
<u>Modules</u> <u>Syllabus</u>	Ø	Ø	Ådd title					
Smart Search		್	Add required attendees			+ Optional		
Microsoft Teams meetings			Add entire class					
Microsoft Teams		Ŀ	1/10/2025	10:30 AM 🗸				
Panorama			1/10/2025	11:00 AM $ \sim$	30m			
Credentials		¢	Does not repeat 🗸 🗸					0
<u>Studio</u>		=	Add channel					
Rubrics	ø							
Pages	ø	0	Add location					
Collaborations	Ø		BIUSV	🛆 🗚 Paragraph	 ↓ ∈ 	÷		
<u>Outcomes</u>	Ø		Type details for this new m	eeting				
Files	ø							
Quizzes	ø							
Assignments	ø							

3. **Warning:** You might see the following message. Again, this is not an error. Enrollments can take up to an hour to be synchronized between Canvas and MS Teams Meetings. Resend later.

	Mailbox no	ot found, please	contact your system	n admin	×
	New meeting Details			Send	Close
Time 2	zone: (UTC-07:00) Mountain Tin	ne (US & Canada	i) 🗸		
0	Testing				
° e			+ Optional		?
	Add entire class				
Ŀ	1/13/2025	12:00 PM 🗸			
	1/13/2025	12:30 PM 🗸	30m		
¢	Does not repeat 🗸 🗸				
8	C Credentials > General				

4. Access the Meeting Link:

• Once the meeting is scheduled, it will appear in the list. To share the meeting link via Canvas announcements or emails, click the three-dot menu on the right and select **'Copy link**'.



5. In the drop-down list, there are four choices.



6. If you choose Meeting options, a new tab in your browser will open. Click **Recordings & Transcript** (1). Toggle on **Record and transcribe automatically** (2) and **Save** (3). (Your meeting will be automatically recorded and transcribed upon starting.)

.	Some options may be locked. Lear	in more		
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e Ka	ilderon, Jelena			
Ċ	Security	arr and transcript a stranscript		0
	Audio & video			
Ð	Engagement	Record and transcribe automatically		Yes
8	Roles			
	Recording & transcript	Allow Copilot 🕕 🕆	During and after the meeting	\sim
				3
			[Save

7. If your meeting is recorded, you can locate the recording by opening Teams on your device and navigating to the class. In the **General** channel (or the channel where the meeting took place), click the **Files** tab and open the **Recordings** folder.

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(=) Chat	< All teams		CR General Posts Files ~		C1 ~
tip) Teams	CR		+ New ✓ ↑ Upload ✓ ⊕ Edit in grid view @	🖻 Share 🛛 …	\equiv All Documents \checkmark \bigtriangledown ①
Assignments	Credentials		Documents > General > Recordings		
	Home page		🗅 Name ~	Modified ~	Modified By $ \checkmark + $ Add column
Calendar	Class Notebook		Testing-20250110_103801-Meeting Recordi	About a minute ago	SharePoint App
Calls	Classwork				
0	Assignments				
Activity	Grades				
OneDrive	Reflect Insights				
Cisco Webe	 Main Channels General 				

Need Help?

- Contact the eLearning team at eLearning@HelenaCollege.edu
- Visit the <u>HC eLearning Microsoft Teams resources page</u>.
- Use the Canvas Help menu for additional support by clicking on the "Help" icon in the Canvas global navigation menu.

