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**:
   - o Go to **Settings** (bottom of the course navigation menu) (1).
   - o Select the **Integrations** tab (2).
   - o Toggle on Microsoft Sync **State** (3).
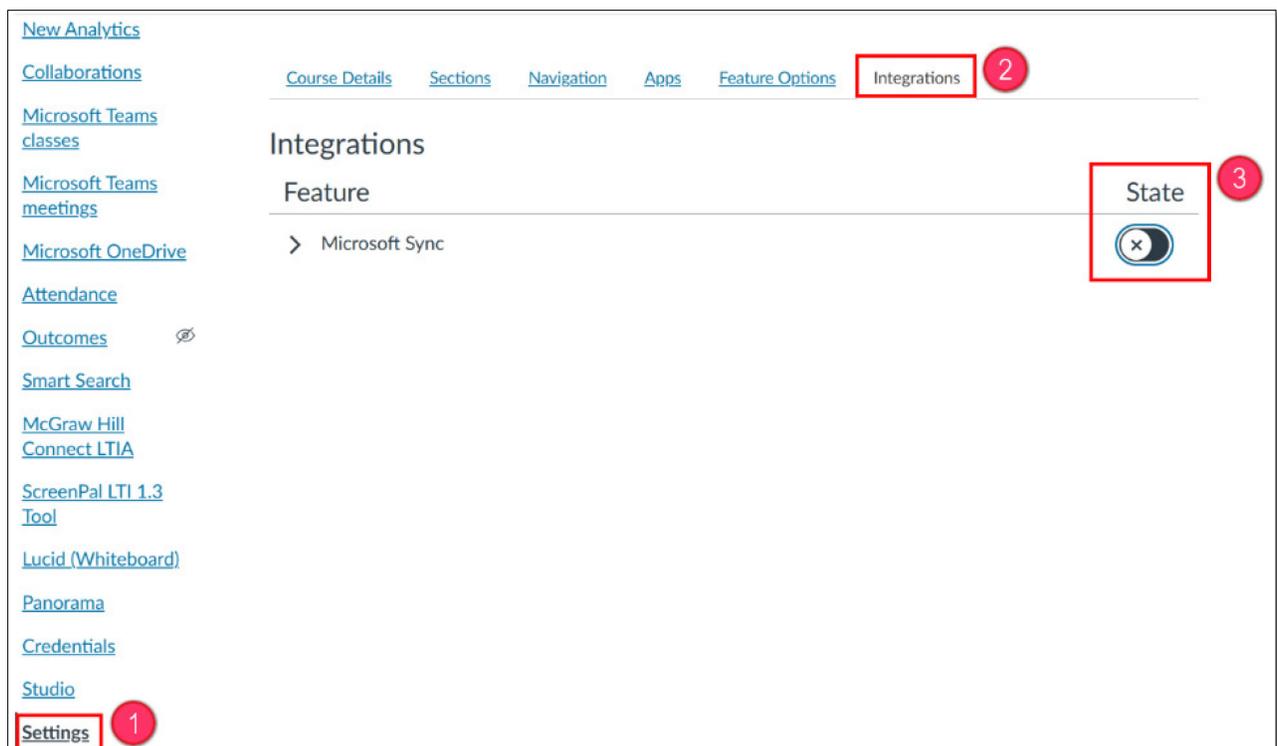
o Click the **Sync Now** button (1). (Upon the initial sync, the Canvas-Microsoft connection will create a Teams "course", and all your students will be added to that Teams classroom.)

3. Enable Microsoft Teams links in the course navigation menu:

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

Activate the Class in Microsoft Teams

Once synchronization is complete:

1. Click **Microsoft Teams classes** (1) in the course navigation menu.
2. 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.
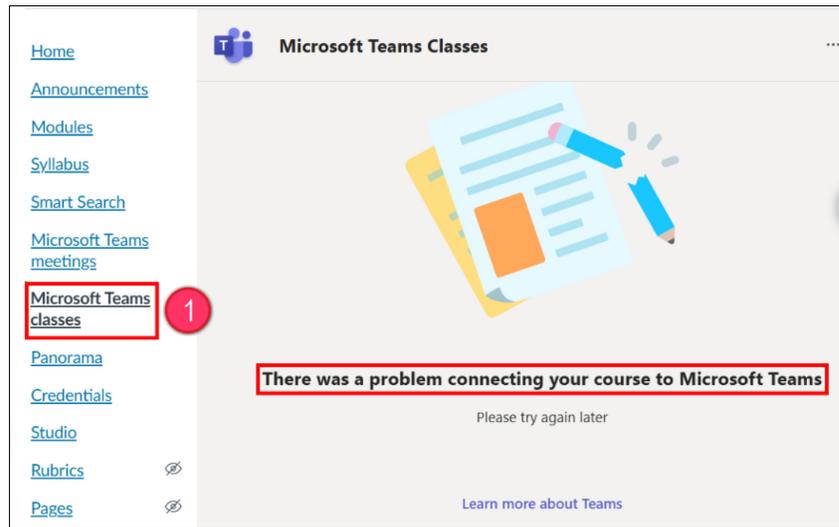
3. When the sync is done, you will see the class card with the message "**Class isn't activated**".
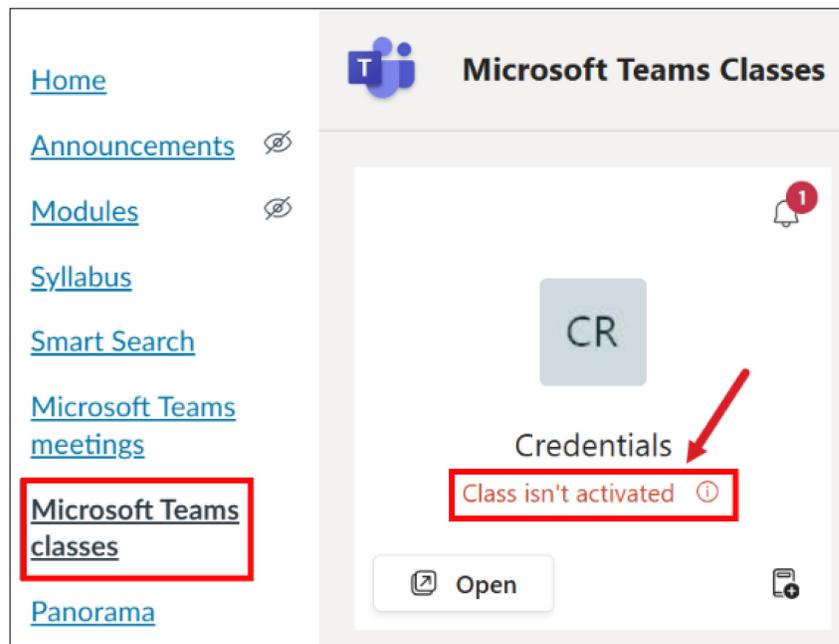
4. Open the **Microsoft Teams app** on your device. Choose **Teams** (1) on the left.
5. Locate the **Class** created for your course.
6. Click **Activate Class** to enable student access (2).
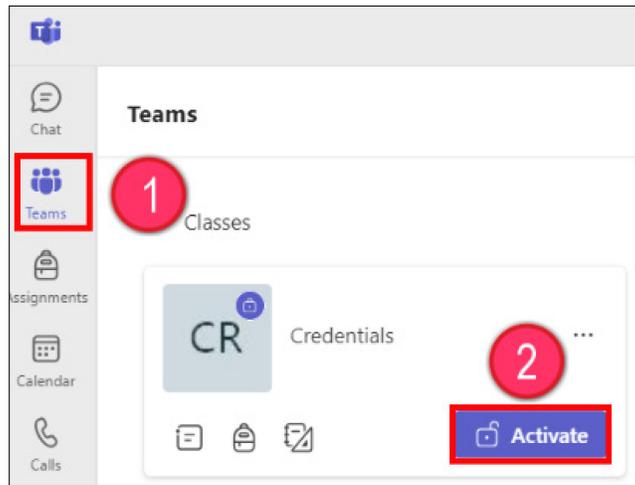
7. Confirm activation. This will give your students access to the class.
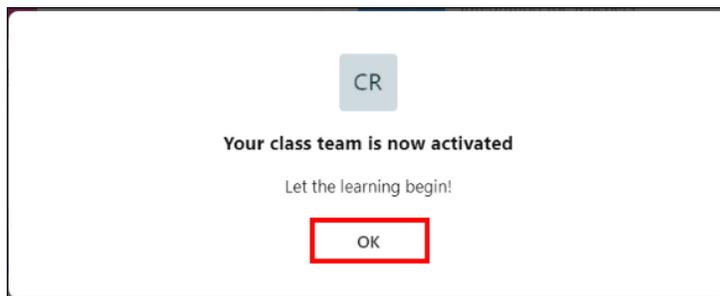
8. All students from your Canvas class roster are added as Team class members. You don't need to add or remove students manually.
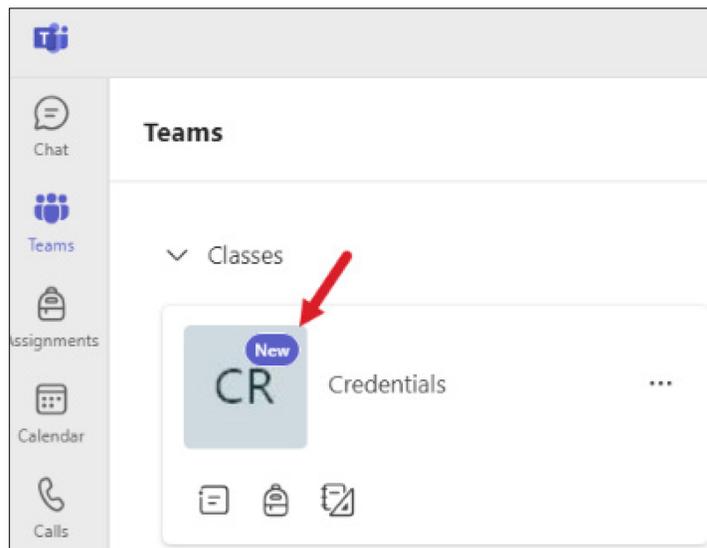
Schedule Microsoft Teams Meetings in Canvas

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).
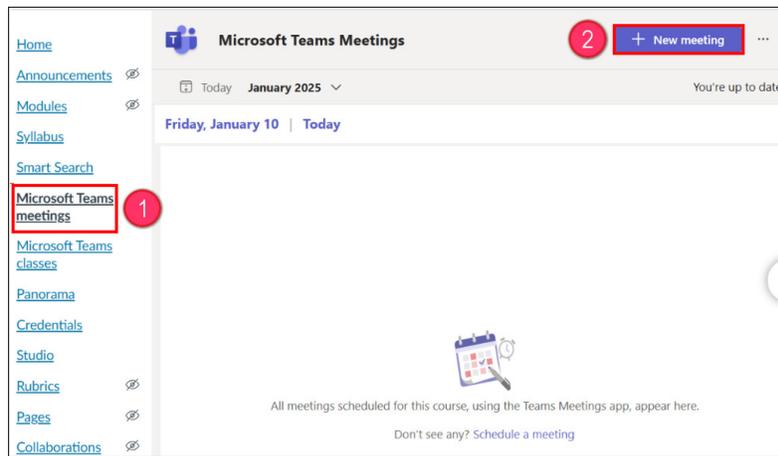
2. **Schedule a Meeting:**
   - Fill in the information about the meeting.
   - In the **Add Channel** field (1), we recommend selecting the class channel. This ensures the scheduled meeting appears within the class on Teams. Additionally, if the meeting is recorded, the recording will be stored in the 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!
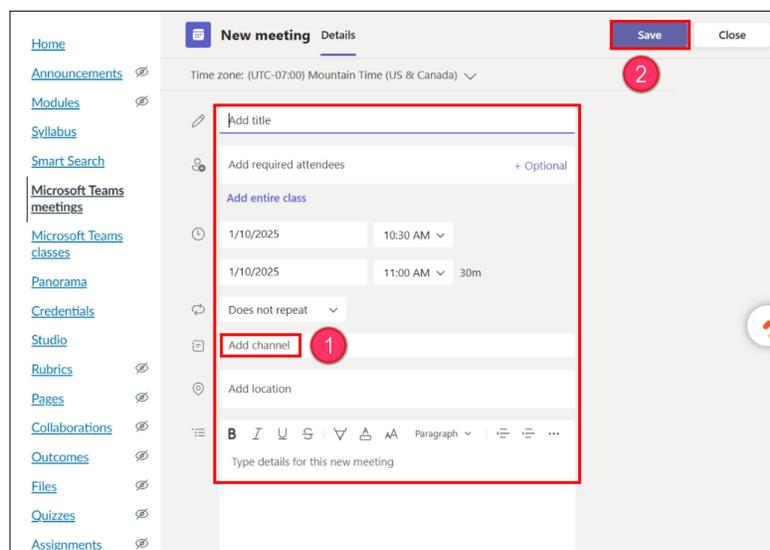
3. **Warning:** You might see the following message. Again, this is not an error. Enrollments can take up to an hour to be synchronized between Canvas and MS Teams Meetings. Resend later.
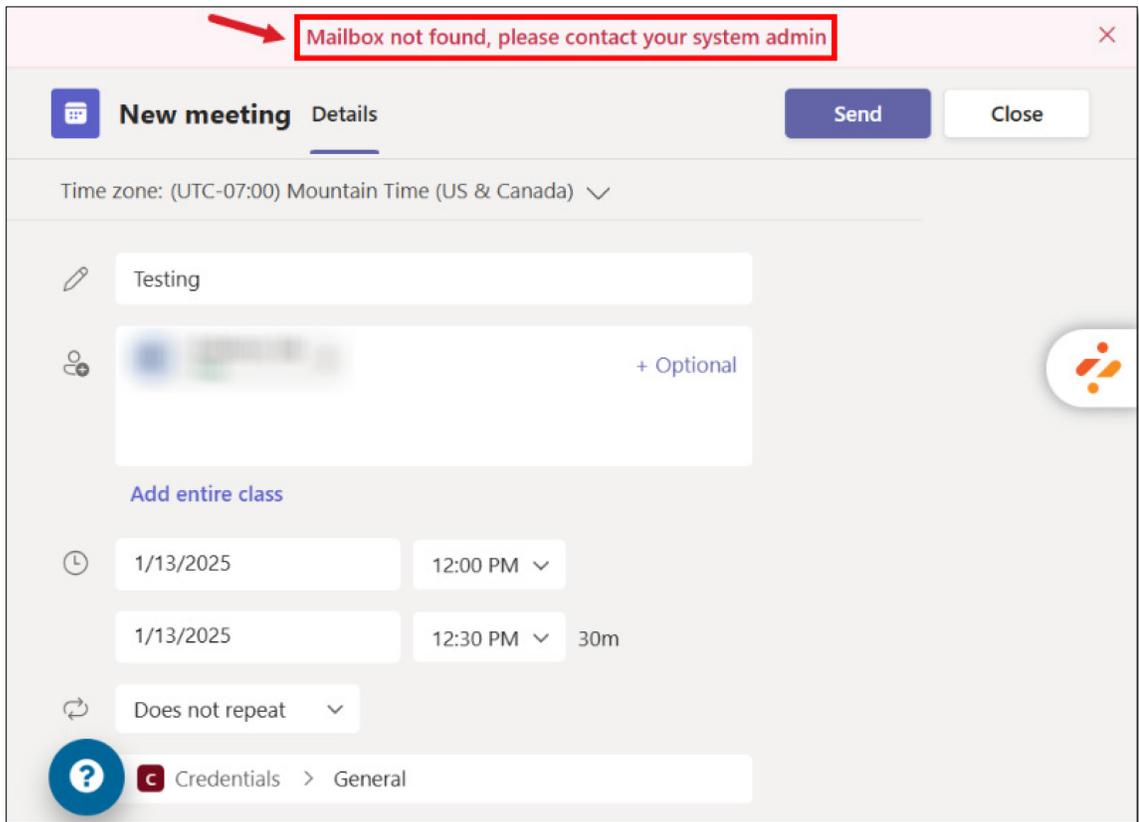
4. **Access the Meeting Link:**

   o 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'**.
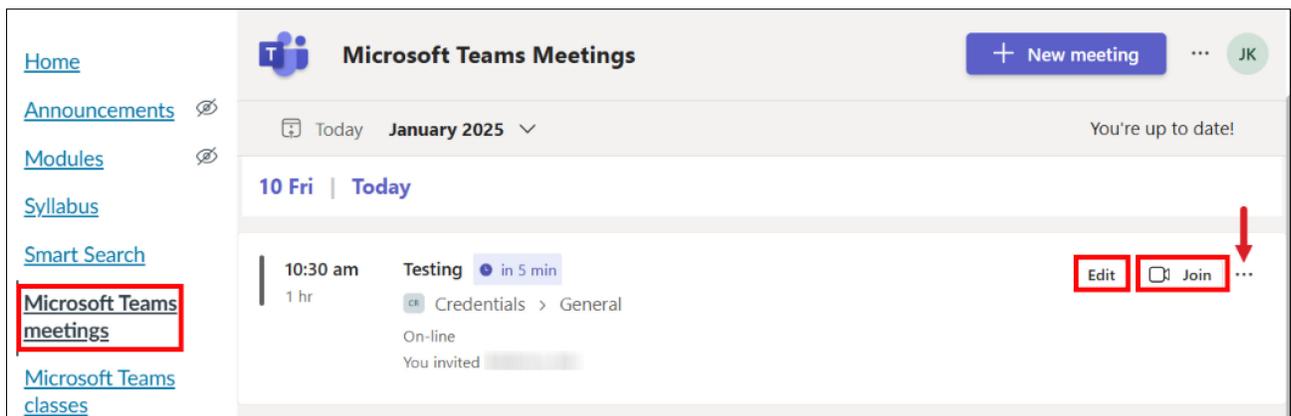
5. In the drop-down list, there are four choices.
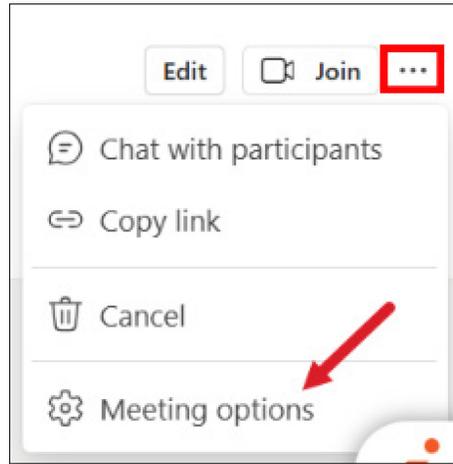
6. If you choose Meeting options, a new tab in your browser will open. Click **Recordings & Transcript** (1). Toggle on **Record and transcribe automatically** (2) and **Save** (3). (Your meeting will be automatically recorded and transcribed upon starting.)
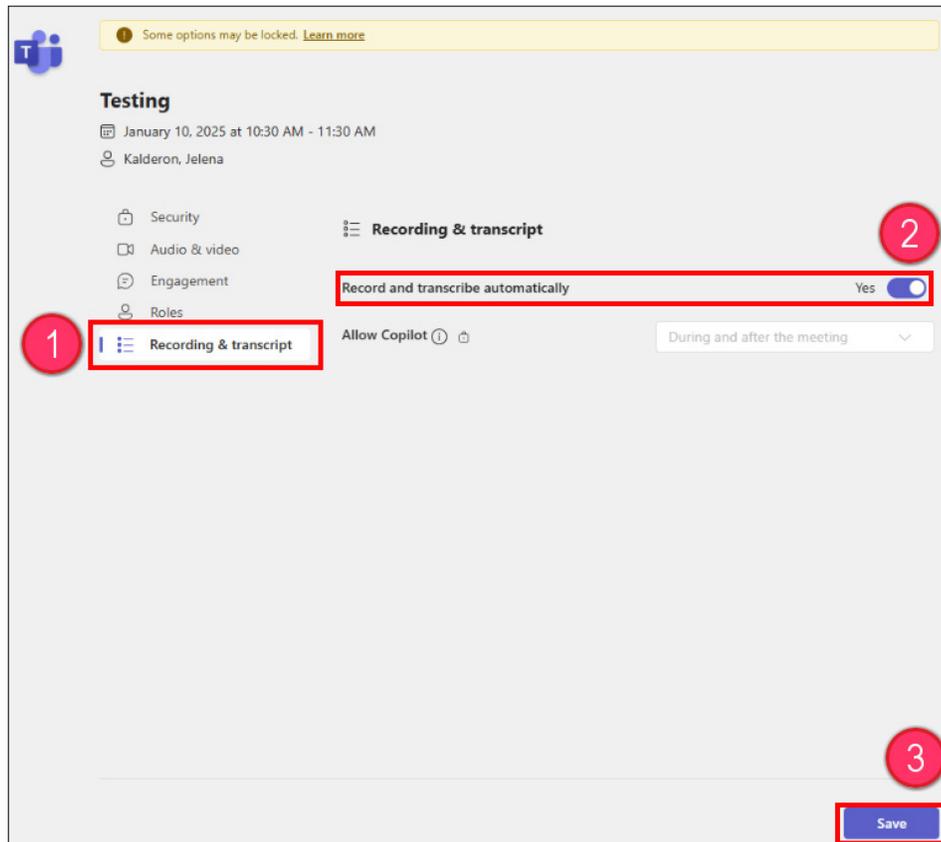
7. If your meeting is recorded, you can locate the recording by opening Teams on your device and navigating to the class. In the **General** channel (or the channel where the meeting took place), click the **Files** tab and open the **Recordings** folder.
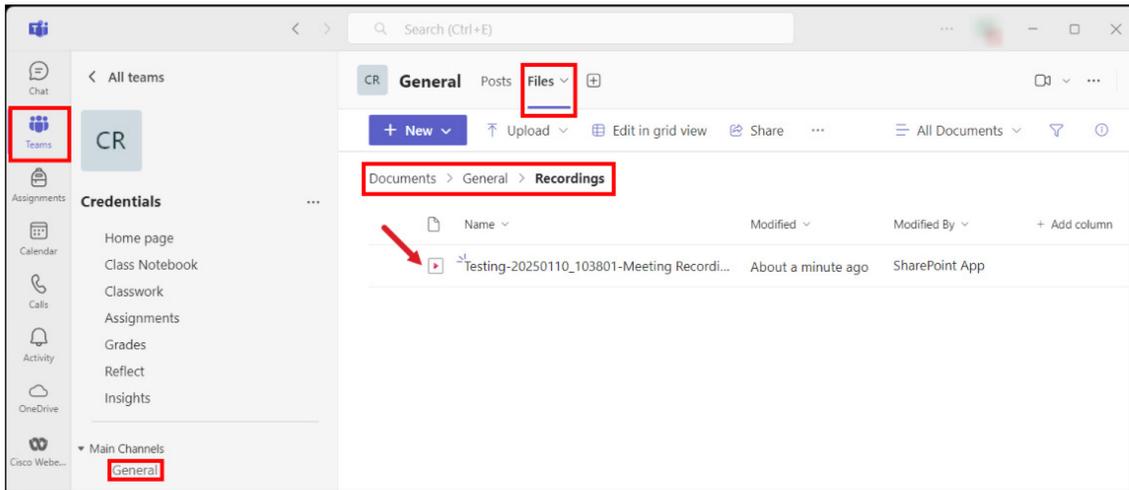
Need Help?

- Contact the eLearning team at eLearning@HelenaCollege.edu
- Visit the [HC eLearning Microsoft Teams resources page](#).
- Use the Canvas Help menu for additional support by clicking on the "Help" icon in the Canvas global navigation menu.