



Microsoft Education Integration in Canvas

Description

Integrations are a way to utilize the tools and functionality provided by other vendors within your Canvas courses. The Microsoft Education integration is a replacement for Microsoft Teams classes and Microsoft Teams meetings integrations, starting September 15th, 2025.

Microsoft Education offers different integrations within Canvas in a single dashboard: Class Notebook, Teams Meetings, Teams, Reflect, and Assignments. This guide will provide an overview and instructions for each.

- Step 1: **Enable Microsoft Sync**
- Step 2: **Set up Microsoft Education**
- Step 3: Configure any of the following
 - **Class Notebook**
 - **Teams Meetings**
 - **Teams Classes**
 - **Reflect**
 - **Teams Assignments**

Enable Microsoft Sync

Note: If you intend to **cross-list or merge multiple courses in Canvas**, you should do so **before** you enable Microsoft Sync, which will automatically create your Teams Class based on Canvas course enrollment.

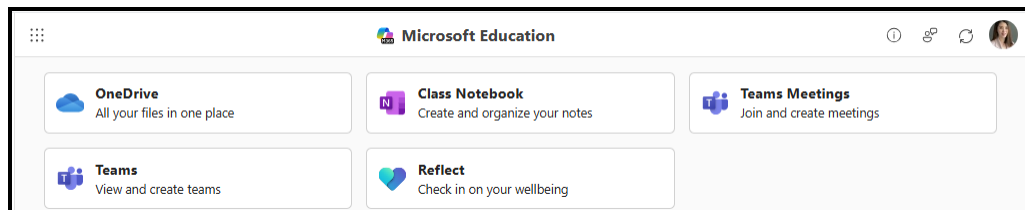
1. Navigate to your Canvas course.
2. Select **Settings** from the course navigation menu.
3. On the Settings page, select **Integrations**.

4. Ensure the Microsoft Sync is set to on (the toggle switch should be pushed to the right).
5. Select **Sync Now**.

Set up Microsoft Education

Once you have completed other course set up activities, you are ready to launch Microsoft Education for your course.

1. Log in to your Canvas course
2. Select **Microsoft Education** from the **Course Navigation** menu
3. Select **Continue Setup**
4. *Optional*: If you would like to opt out of receiving email notifications about new features and service changes to the Microsoft 365 LTI app, select **Notifications**, and toggle off **Email Notifications**
5. Select **General**
6. Select the features that you would like to use.
7. Choices include; Class Notebook, Teams Meetings, Teams, Reflect, OneDrive and Assignments.
8. If you wish you change your selections later, identify and select your user icon (upper right course), and select **Course Settings**.
9. Select **Done**
10. Wait for your class to be set up – this may take a few minutes. You will see a dashboard showing tiles for the items you enabled (with the exception of Assignments) once your class has been set up – See the screenshot below. You may return to this dashboard at anytime by selecting Microsoft Education in your Course Navigation menu.



Class Notebook

If you enabled Class Notebook during Microsoft Education setup, you can create and manage a OneNote Class Notebook. This notebook can be used to distribute content, provide individual workspaces for students, and collaborate in real time.

To access your Class Notebook, select Microsoft Education from the Course Navigation menu, and then select Class Notebook. From there you will be able to set up a OneNote Class Notebook. You can create custom sections or choose pre-made sections.

Section types include:

- Collaboration space: teacher and student can edit
- Content library: teacher can edit and student can view
- Teacher-only section: private space for teachers
- Student-only section: private space for students

Learn more about using [Class Notebooks](#) in your Canvas course.

Teams Meetings

If you enabled Teams Meetings during Microsoft Education setup you can schedule Teams meetings with all or select students from within the course. The meeting invitation will show up in the instructor's and recipient's Outlook calendar, as with any normal Teams meeting invitation.

If you select the option for Anyone can join, that option does not send a meeting invitation to Outlook calendars or Teams, it is only visible within the Teams Meeting section of Microsoft Education.

It is important to note that the meetings do not appear in the Canvas course calendar. If you would like them to appear in the Canvas course calendar, you would need to manually add the calendar entry.

Add a Teams Meeting to your Canvas Course Calendar

1. Create the Teams meeting and make a note of the date, time, and meeting link.
2. In your Canvas course, go to **Settings** and select **Course Calendar** from the right menu.
3. If you are teaching more than one course, ensure that the proper course is selected within the calendar.
4. Select the + and then select **Event** to create a new event.
 - a. Give it the title, date, time, and link from your Teams Meeting.
 - b. Select **Submit**.

Learn more about [Microsoft Teams meetings](#) in your Canvas course.

Teams Classes

Your Team will automatically be created based on your Canvas course enrollment when you enable Microsoft Sync. The Teams Class will have the same name as your Canvas course. The membership of the Teams Class will be automatically populated by the enrollments (students) in your Canvas course. Student add/drops from the Canvas course will automatically update in the Teams Class.

To access your Team, select **Microsoft Education** from the Course Navigation menu, and then select **Teams** from the dashboard. From there you will see your team and be able to open it in a new window.

When you have your Teams Class configured to your specifications, don't forget to Activate the Team to allow students to access it. You can activate your Team by selecting the **Activate** button on your Team icon from the dashboard. Students will be able to access the Teams Class from the link within your Canvas course, or any way that they would normally access Teams (browser, app, etc.).

Learn more about using [Teams Classes](#) in your Canvas course

Reflect

If you enabled Reflect during Microsoft Education setup you can use Reflect to create check-ins and gain wellbeing insights. To access Reflect, select Microsoft Education from the Course Navigation menu, and then select Reflect.

Learn more about [Getting Started with Microsoft Reflect](#) in your Canvas course

Teams Assignments

Microsoft Education Assignments brings the [Learning Accelerators](#): Reading Progress, Math Progress, Search Progress and Speaker Progress along with multiple document submissions, Microsoft Forms, OneNote Pages, Flip Video recordings and all of the new generative AI features of Assignments to your Canvas course. The integration allows you to add Teams Assignments right into your Canvas course in the Assignments or Modules areas, and syncs the grades directly to your Canvas gradebook.

With **Teams assignments**, Instructors can:

- Leverage AI during assignment creation to rapidly draft assignment descriptions and rubrics;
- Accelerate student learning and educator insights with Reading, Math, Search, and Speaker Progress assignments;
- Deliver auto-graded quizzes with Microsoft Forms;
- Access unique assignment types such as Microsoft Whiteboard, MakeCode, and Flip video;
- Use Reflect exit check-ins to gain insight into student sentiment related to assignments.

This video from Microsoft provides an overview of these AI functions:

- [5 New Microsoft Teams for Education AI features](#)

Adding a Teams Assignment to your Canvas Course

In your Canvas course, select **Assignments** in the course navigation menu.

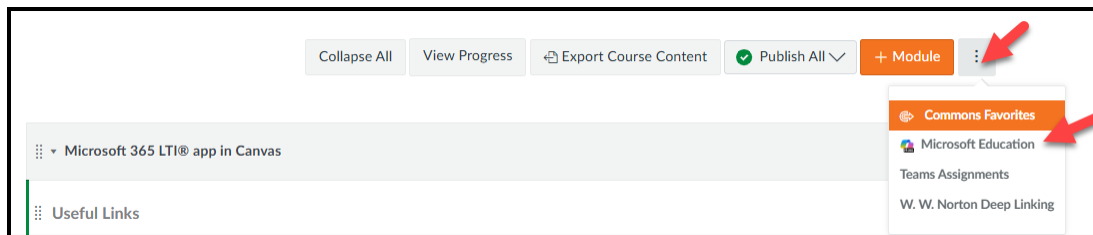
- Using the kebab (three dots) menu to the right of the +Assignments button, select **Microsoft Education**.



- Select the assignment or learning accelerator you would like to use.
 - Pro tip: From existing will allow you to select an assignment you have already created within your Team to link to your course.
- Follow the on screen prompts to create your assignment.
 - Pro tip: Use the AI options to help create or modify your instructions.
- Select **Save** and you will see your assignment listed in Canvas
- Select the kebab (three dots) menu next to the assignments, to select **Assign To** if you would like to customize who the assignment is presented to.
- You will also need to **Publish** the assignment before it is visible to your students.

You can also add a Teams Assignments from the **Module** page in your Canvas course.

- Using the kebab (three dots) menu to the right of the +Module button, select **Microsoft Education**.



- Select the assignment or learning accelerator you would like to use.
 - Pro tip: From existing will allow you to select an assignment you have already created within your Team to link to your course.
- Follow the on screen prompts to create your assignment.
 - Pro tip: Use the AI options to help create or modify your instructions.
- Select **Save** and you will see your assignment listed in Canvas
- Select the kebab (three dots) menu next to the assignments, to select **Assign To** if you would like to customize who the assignment is presented to.
- You will also need to **Publish** the assignment before it is visible to your students.

Additional Resources for Instructors:

- [Use Teams assignments in Canvas](#)
- [Support reading fluency practice with Reading Progress](#)
- [Develop confident presenters with Speaker Progress](#)
- [Develop search strategies with Search Coach and Search Progress](#)
- [Support building mathematics skills with Math Progress](#)
- [Build social and emotional skills in your classroom community with Reflect](#)
- [Microsoft Support page for Assignment Basics, Details, and Features](#)

Get Help from Microsoft

- [Contact - Microsoft Support](#) for assistance with the Microsoft Education integration and any of its related features.

Get Help from Canvas

- Use the Canvas Help menu for additional support by clicking on the “Help” icon in the Canvas global navigation menu.



Get Help from HC eLearning

- Contact the eLearning team at eLearning@HelenaCollege.edu
- Visit the [HC eLearning Microsoft Teams resources page](#).