CANVAS/TEAMS INTEGRATION

Preparing Your Course Team for use in Canvas

Every Canvas course has an associated MS “Course” Team. Before you can use the Course Team, you must activate it and link it to your Canvas course. The following tutorial walks you through the process.

⚠️ Don’t Miss ⚠️
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. See page 4 for information you must be aware of when Course Teams are crosslisted.

01 Activate Your Course Team in Teams

Go into your Microsoft Teams app and choose Teams. Then select your Course Team and choose the General channel, if necessary. At the top, you will see a notice telling you that students are waiting to join. Select the Activate button. (Your Teams app may have different color choices, i.e. white/purple.)
# Link the Activated Course Team in Canvas

Sign into your Canvas course and choose the **Microsoft Teams** link in the left navigation panel. A page will open listing all of your MS Teams. You may need to go to another page to find your course if the list is long.

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**Don't** **MISS**  
Activation may take up to 24 hours.
Find the one associated with your course and choose **Add to this course**.

![Rescue Rangers](image)

**Rescue Rangers**
(Teams Test Course) - Rescue Rangers
(Teams Test Course)

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Do you want to add **Rescue Rangers (Teams Test Course)** to your course?

**Rescue Rangers (Teams Test Course)** - Rescue Rangers (Teams Test Course)

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Your course will now appear at the top of the listings. Selecting the **Launch to Teams** button at the bottom of the course square allows you and your students to easily access the Course Team from Canvas.

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Important Information when Crosslisting

An MS Team is automatically generated for every Canvas course. When you crosslist a course, a new MS Team is generated for the crosslisting and all students are moved into it. Confusion arises because the new crosslisted course has the same name as the parent course, so knowing which one to activate takes the extra step of checking to see which course has students in it.

To alleviate the confusion, follow these steps:

01 When crosslisting, create a new name for your crosslisted course.

02 After crosslisting, wait 24 hours before accessing your Course Team.

03 After 24 hours have passed, go to the “Teams” area in Microsoft Teams and activate your newly named course following the directions in this tutorial.