

Microsoft Teams

Teacher guide

This guide will provide a **step-by-step** explanation of how to create a team in Microsoft Teams for your Canvas course. In Microsoft Teams, teachers and students can collaborate on files in different channels inside the team. Collaboration is possible with documents from the 365 collection (Word, Excel, and Powerpoint).

For other programs, there must be a processing agreement. Files that are added to a channel will **NOT** appear in Canvas.

Students can also work together in Microsoft Teams outside the team created for your Canvas course. They can use the chat function to share Microsoft 365 files, create group chats and video call.

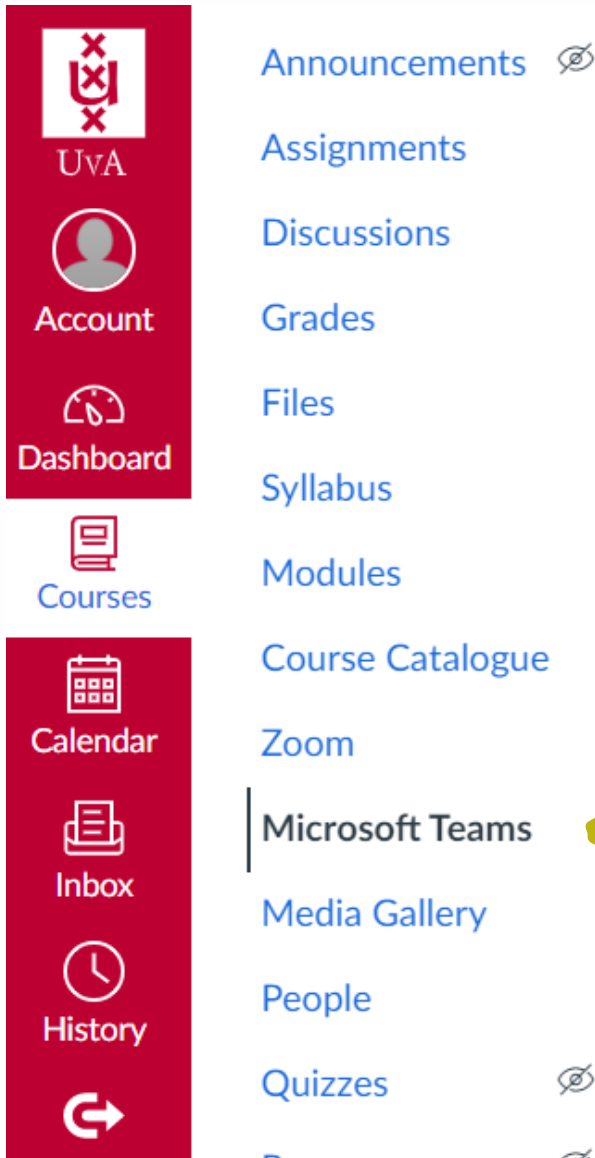
The **advantage** of the Microsoft Teams link in Canvas is that when something is done at workgroup level, smaller groups can easily work together and collaborate on files. You also have insight into what is happening in the channels, instead of students arranging it on their own. The **team synchronises with the Canvas course every night**, meaning that late registrations or changes in workgroups, will be automatically synchronised to the Microsoft team. So, there is no need to manually assign or remove someone from the team.

You and your students can access Microsoft Teams in various ways. It is best to **download Teams** and use it as a desktop application. You can also log in via teams.microsoft.com to access Microsoft Teams with the browser



Microsoft Teams

Add Microsoft Teams to Canvas



To be able to create a team the Microsoft Teams button needs to be visible in the navigation bar on the left side (see picture) of your Canvas page. It is possible to do this yourself (next page). But please email ICTO (icto-feb@uva.nl) if you need help with setting this up. They can also do this for you.

Microsoft Teams

Add Microsoft Teams to Canvas

Home Course details Sections Navigation Apps Feature Options

Announcements

Assignments

Discussions

Grades

Files

Syllabus

Modules

Course Catalogue

Zoom

Microsoft Teams

Media Gallery

People

Quizzes

Pages

Outcomes

Rubrics

Collaborations

Conferences

Settings

Drag and drop items to reorder them in the course navigation.

Home	
Announcements	
Assignments	
Discussions	
Grades	
Files	
Syllabus	
Modules	
Course Catalogue	
Zoom	
Media Gallery	
People	
Chat	Page disabled. Won't appear in navigation
Attendance	Page disabled. Won't appear in navigation
Google Drive	Page disabled. Won't appear in navigation
Microsoft Teams	Page disabled. Won't appear in navigation
Quizzes	Page disabled. Will redirect to course home page
Pages	Page disabled. Will redirect to course home page
Outcomes	Page disabled. Will redirect to course home page
SCORM	Page disabled. Won't appear in navigation
My grades	Page disabled. Won't appear in navigation
Final grades	Page disabled. Won't appear in navigation
Group Batch Enrollment	Page disabled. Won't appear in navigation
Perusall	Page disabled. Won't appear in navigation
Readers	Page disabled. Won't appear in navigation
Academy Attendance	Page disabled. Won't appear in navigation

Drag items here to hide them from students. Disabling most pages will cause students who visit those pages to be redirected to the course home page.

Save

Add Microsoft Teams to your course in Canvas

If you want to set this up yourself:

- (1) Click on **Settings** at the bottom of the navigation bar on the left side.
- (2) Then click on **Navigation** at the top of the screen. Here, you will see an overview of items that are in the course navigation. On the bottom half of this page, there are the items that are disabled. Microsoft Teams will also be one of those items.
- (3) To make Microsoft Teams appear in the navigation bar, just **drag** the item to the top part of the page.
- (4) Click on **Save** at the bottom of the screen and Microsoft Teams will now appear in the navigation bar.



Microsoft Teams

Creating a team

There are currently no teams for this course.

Use the below button to create a team and channels for this course.

New team



After adding Microsoft Teams to the navigation bar, click on it and the following page will show.

Here, you can create a team for your course in Microsoft Teams, by clicking on **New team**. You and the students will be automatically added as members of the team and **synchronized nightly**. You can decide to create a channel for each section or for each group in your course.

Before creating a team, a few **important** remarks:

- When creating a team for your Canvas course, **you are partly responsible** for ensuring that a safe online space is created. **If you do not want to bear this responsibility, do not create a team** but direct students to the tools they can use to collaborate in Microsoft Teams outside the context of a Canvas course.
- **Support for Teams** is available via your ICT contact and the ICTS servicedesk.

Microsoft Teams

Creating a team

1

Team name

Name of the team

2

Type

- Create a team for the entire course
- Create a team for one or more sections

3

Create private channels (5/30) 

- For each section
- For each group in the category Tutorial Groups
- For each group in the category Student groups
- For each group in the category Consulting groups
- For each group in the category Project groups

4

Options

- Allow all team members to create channels
- Allow all team members to create private channels

5

Create team

Cancel

(5) When you are sure you want to make a team in Microsoft Teams for your course and have checked if the correct settings are selected, you can click on '**Create team**'. A team will be created and teachers and students will be added to the team and synchronized every night.

Creating a team

(1) At the top of the page, you can set the **name of the team** you want to create. This will automatically be set as the name of the Canvas page but can be changed.

(2) Select whether you want to create a team for **the whole course or separate teams for one or more sections** in your course.

(3) Select whether you want to create a private channel **for each section or for each group/team that is formed**.

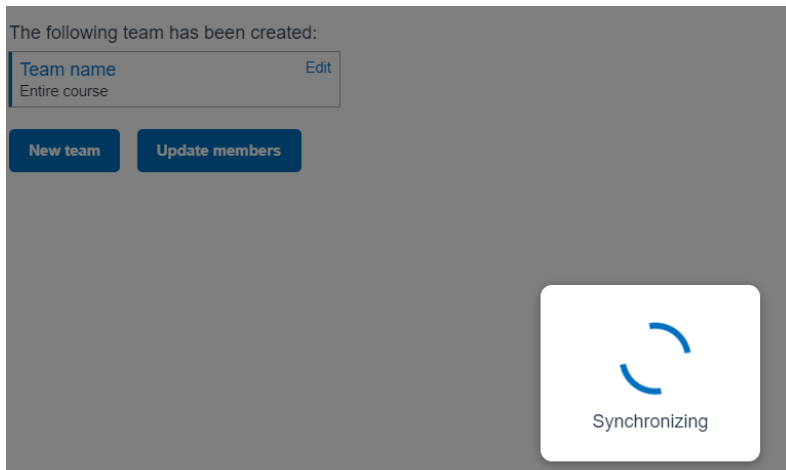
This is useful for an environment where students have to work together (in smaller groups). In the example (see picture), five private channels (5/30) will be created since there are five groups/teams in the Canvas group which is called Tutorial Groups. There is a **maximum of 30** private channels for a course.

(4) Under options you can select whether to allow all team members, so the students, to create channels and private channels. The **advice is not to allow this**.



Microsoft Teams

After creating a team

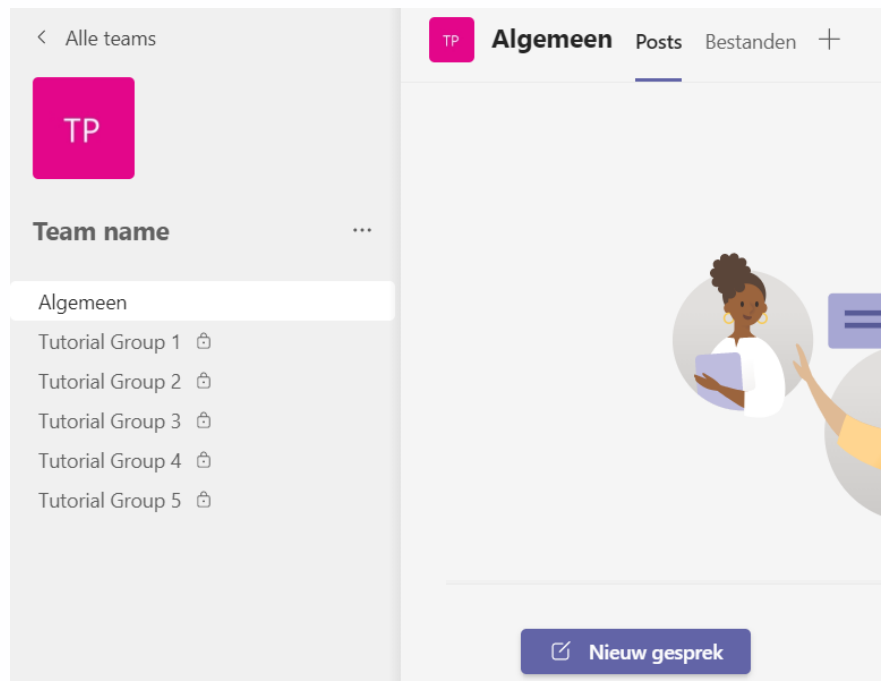


After you have created a team for your course, **Canvas will synchronise with Microsoft Teams** and add all students to the created team (and channels).



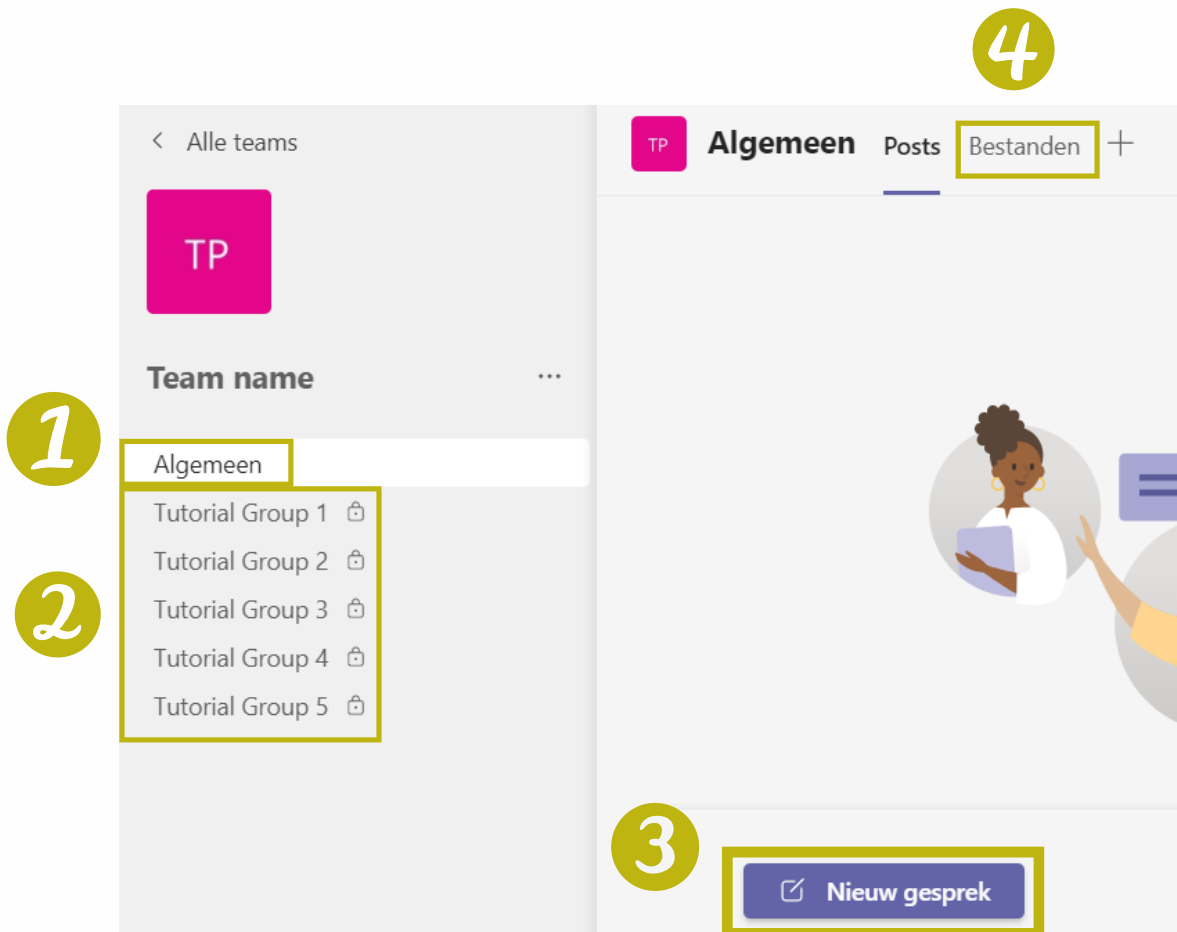
In Microsoft Teams, a **team has been created** for your Canvas course, which will look similar to the picture on the right.

You can access the team by downloading **Microsoft Teams for desktop** and **log in with your UvA credentials**. You can also log in via **teams.microsoft.com** to access Microsoft Teams via the browser.



Microsoft Teams

After creating a team



(1) This is the **'general' channel**. All students who are added to the Team can communicate with you and all other students in the course/section, as well as share documents.

(2) These are the **channels for each group** in the created Tutorial Group on Canvas. Students can communicate and share documents with other students who are in the same channel, which is useful when students have to work together with their group.

(3) Here, you can click to **start a conversation** in a channel. If you start a conversation in the 'general' channel everyone can see it. Conversations that are in the group channels can only be seen by students who are in that particular group channel.

(4) Under this **files tab** all documents will be placed that are sent into a channel.



Microsoft Teams

Edit a team in Canvas

(1) Once a team is created, you can return to **Microsoft Teams inside your Canvas course**.

Here you will see the team(s) you created for your course.

1



Announcements
Assignments
Discussions
Grades
Files
Microsoft Teams
Syllabus



The following team has been created:

Team name
Entire course

3

Edit

New team

Update members

2



(2) From this window, it is possible to **create a new team** for your course or **manually update the members** of your team (if you had a lot of changes in Canvas for example).

Edit team

Team name

Team name

Type

- Create a team for the entire course
- Create a team for one or more sections

Create private channels (5/30) ⓘ

- For each section
- For each group in the category Tutorial Groups
- For each group in the category Student groups
- For each group in the category Consulting groups
- For each group in the category Project groups

Options

- Allow all team members to create channels
- Allow all team members to create private channels

[Become team owner](#)

Update

Cancel

Delete team



(3) By clicking **'edit'** inside a team tile, you can **edit the settings** of the team and update it. You can also choose to delete the team.



Microsoft Teams

Tips and Tricks



If you have decided you use Teams for your course feel free to have a look at the **TLC website**, where you can find knowledge clips on MS Teams. One on collaboration in MS Documents; one about MS Forms and one concerning MS Whiteboard.

These knowledge clips and supplementary materials enable you to either create a digital classroom (click to view pdf) or enable interaction (click to view pdf) between and with students in a physical, hybrid or online setting.

If you have any questions about using Microsoft Teams or need help with setting up a team for your course, feel free to contact **icto-feb@uva.nl**

