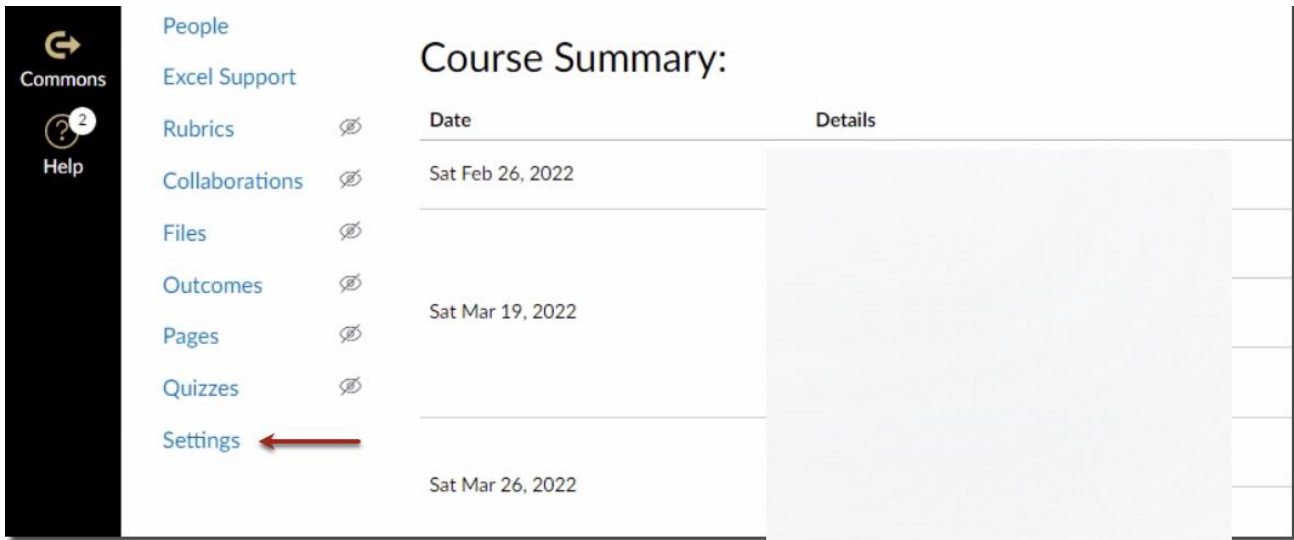
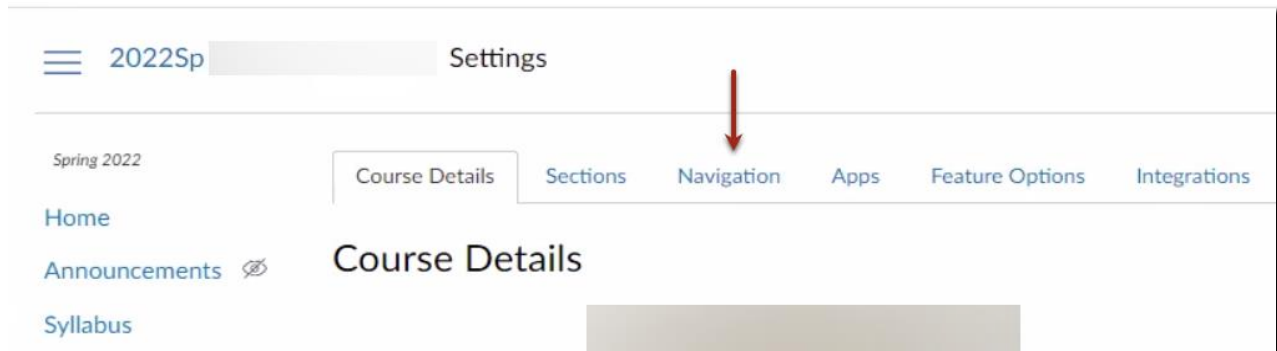


MS Teams Class in Canvas

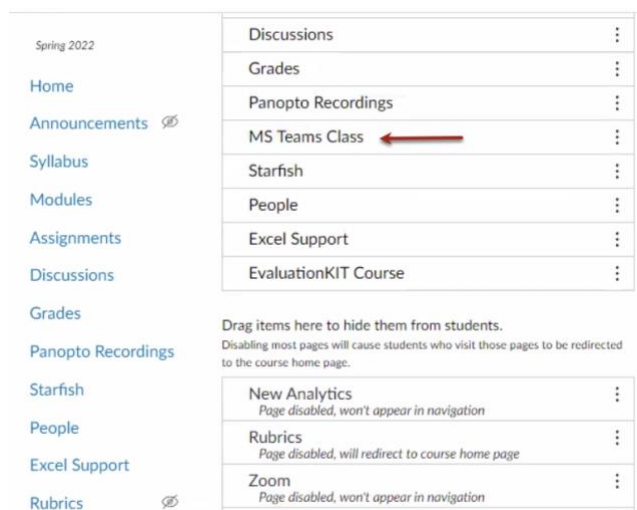
1. Log into [Canvas](#).
2. Go into the course where you want to create a MS Team Class.
3. Click **Settings** in the course menu.



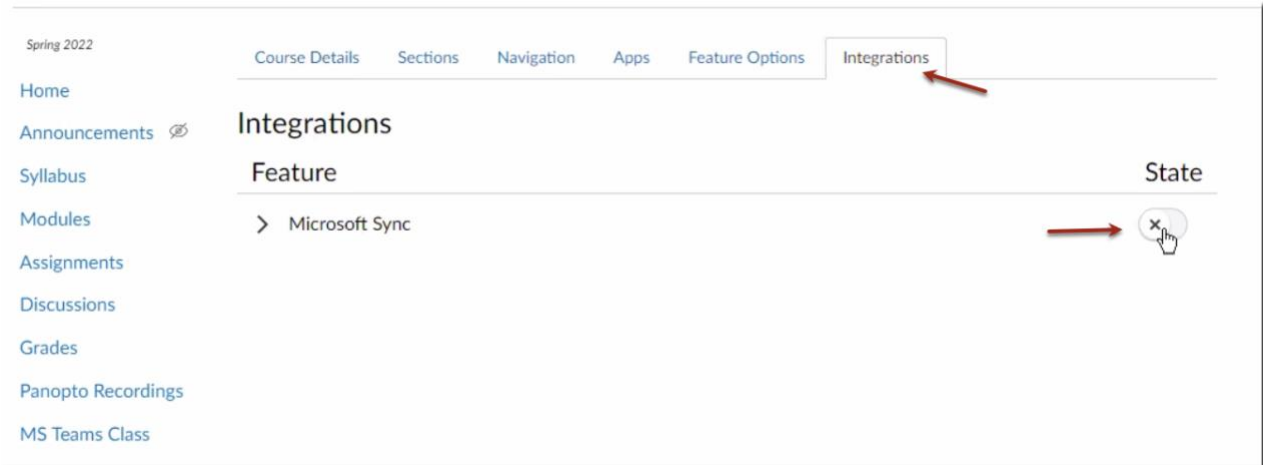
4. Click the **Navigation tab** at the top of the page.



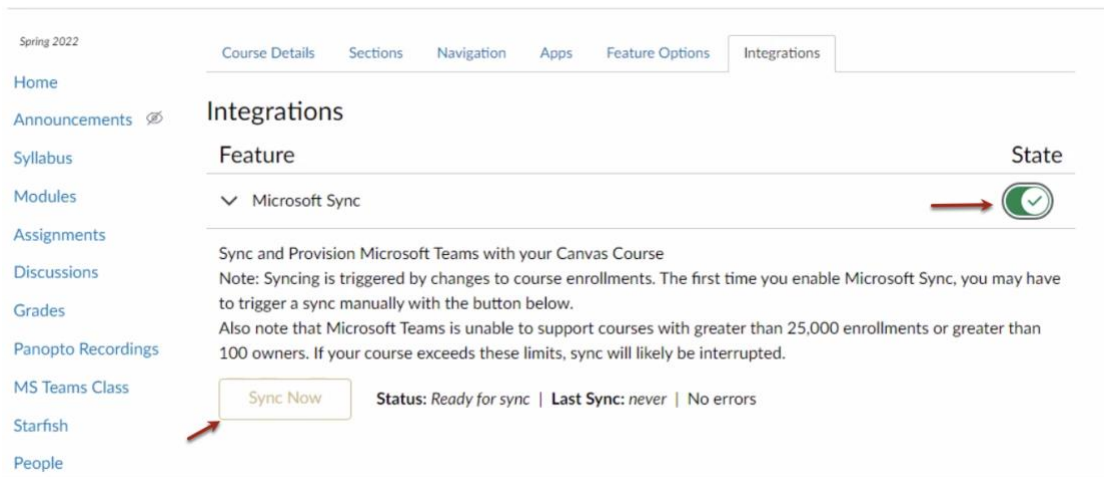
5. Locate **MS Teams Class** in the lower list and click the **3 vertical dots** to the far right and click **Enable**.



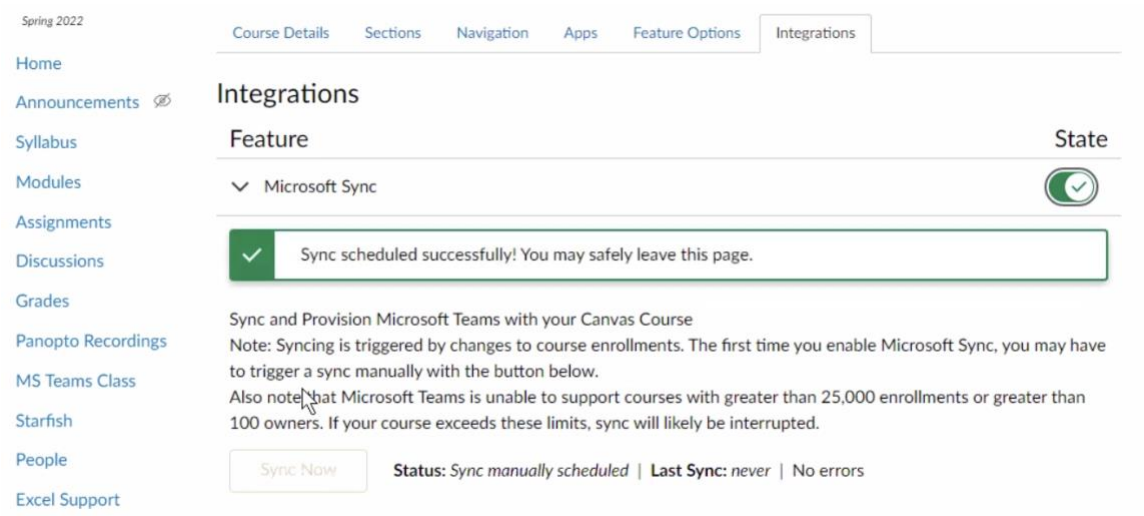
6. Scroll to the bottom of the page and click the **Save** button.
7. Click the **Integrations** tab. Click the **Microsoft Sync State** button to activate it.

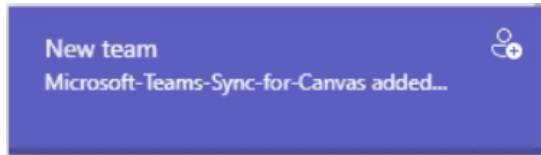


8. The **State** is activated as indicated by the green checkmark. Click the **Sync Now** button.

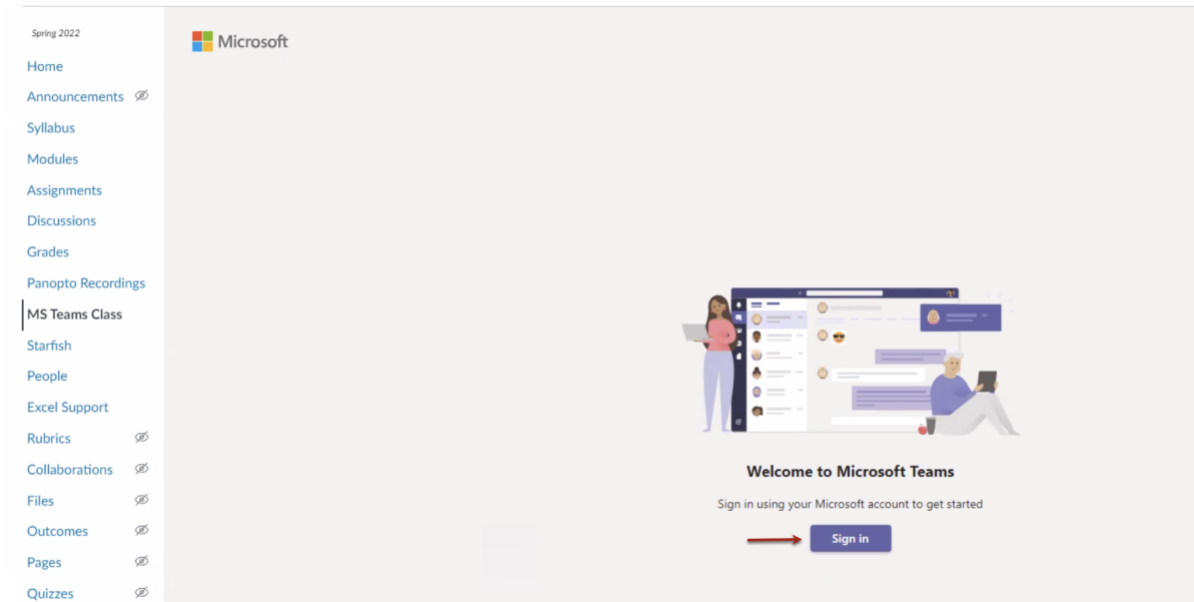


9. All course enrollments are now being synchronized to a **new** MS Team.

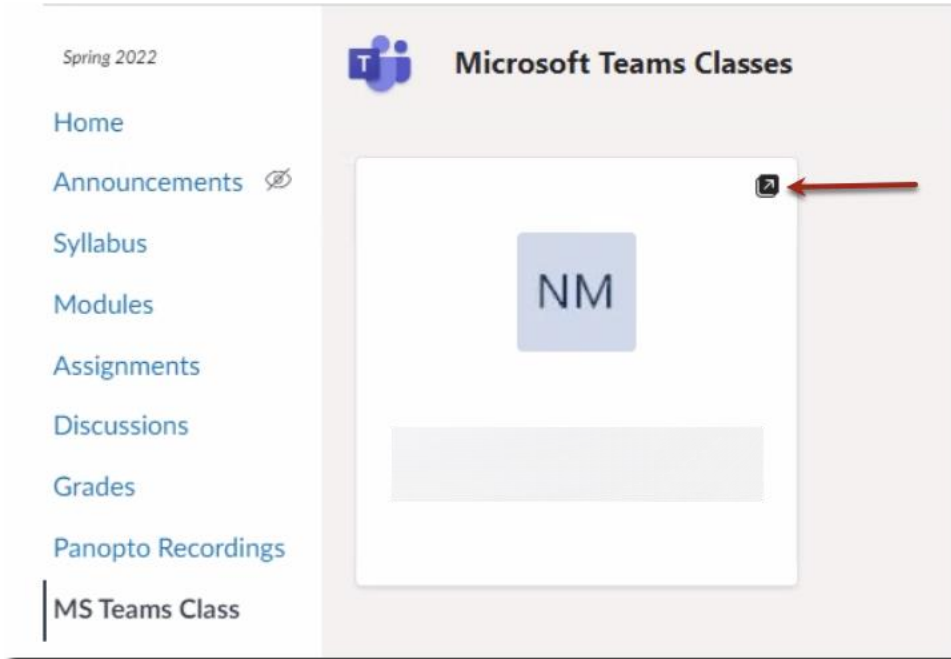




- a. **Students** are enrolled as **Team Members**
 - b. **Instructors** and **TAs** are enrolled as **Team Owners**.
10. Click **MS Teams Class** in the course menu. You may be prompted to **Sign In** on MS Teams using your UCCS credentials.



11. The **Class Team** has been created. Click the **launch icon** to open it in **MS Teams** (Browser or Desktop App).



12. The new Class Team indicates student enrollments however students are not notified until you **Click the Activate** button located at the top of the Team window.
- You may choose to delay activating until you customize the Team with additional channels for small group work, etc.
 - Once the Team is activated**, students receive notification that they have been added to a Team and can access the Team directly from the Canvas MS Teams Class menu item.

