



Teams: Creating a Team through iLearn

Center for Innovation in Teaching and Learning

This document goes through the process of creating a course team in Microsoft Teams through iLearn. This option allows you to create your course team and it will sync to your iLearn Classlist. Any students, co-instructors, mentors, TA's or incomplete students will be added to your team. This is updated every night.

Select the MS Teams Homepage for the course

The first thing you will need to do is to select the MS Teams homepage for your course.

1. Select the **Course Management** link in the upper navigation bar
2. Then select **Course Admin** from the drop-down menu
3. Select the **Homepages** link
4. Select the **Active Homepage** drop-down
5. Choose the **TTU-Course Home-MS Teams** option
6. Click the **Apply** button
7. Select the title of the course at the top of the page to go back to the homepage

You now have the Microsoft Teams widget on your homepage and can use the Create Course Team button to automatically set up the course team. This will create the team and add all the users listed in your Classlist as members. The members list will be updated nightly.

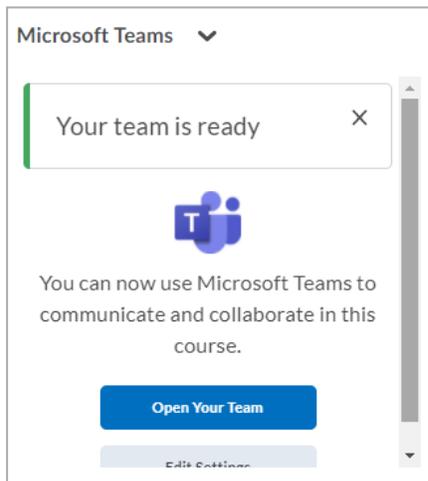
A screenshot of a Microsoft Teams interface. At the top, it says "Microsoft Teams" with a dropdown arrow. Below that, the text reads: "Create a course space in Microsoft Teams for communication and collaboration." followed by "Required: Participants' email addresses must be linked to Microsoft 365." At the bottom of the panel is a blue button labeled "Create Course Team".

Create a Course Team

1. Select the **Create Course Team** button
2. You can choose if you would like to allow the **Learners to be able to create a private channel** by selecting the checkbox. You can do this later using the **Edit Settings** option or within the team if you like.
3. Select the **Create Course Team** button

A screenshot of a Microsoft Teams dialog box titled "Edit Settings". It shows a checkbox labeled "Learners can create new private channels" which is currently unchecked. At the bottom of the dialog are two buttons: a blue "Create Course Team" button and a grey "Cancel" button.

4. It will begin the process of creating the team and can take several minutes.
5. Select **Refresh the widget** if you would like after several minutes.
6. Once created, the button will change to **Open Your Team**, select it to open the newly created team in MS Teams.



Additional Help and Information

Organizing your Teams

Each semester the courses will be created uniquely for the new term. We recommend appending the term name to the team name so you know which one is current.

1. Go to **MS Teams**
2. Select the ... **icon** to the right of the team name
3. Choose **Edit team**
4. Edit the team name to include something to identify the term.
Examples: S21, F21, M21, Spring 2021, Fall 2021, Summer 2021. We do not recommend removing the course information, only appending the term.

Adding Users to the Team

You can add users to the team manually through MS Teams, but when the team and iLearn Classlist sync each night, it will remove anyone added manually. If you need them to be in the team all the time, you will need add them to the course or complete the request for to have them added to your course.

1. Go to **MS Teams**
2. Select the ... **icon** to the right of the team name
3. Choose **Add Members**
4. Begin typing their email and their account should appear to choose from.
5. Once added, you can choose if you would like them to be a **Member** or an **Owner**.

Have Multiple Courses of the Same Class?

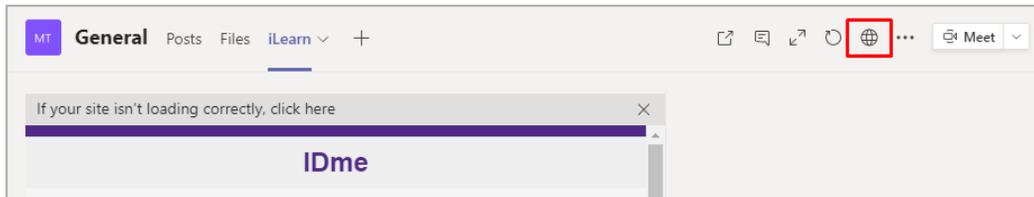
- If you have combined your courses, all the students in the Classlist for all sections will be setup in the same team.
- If they are separate sections, you will have to do this in each class and they will be separate.

- If you have an Honors student who is taking a course where they have a separate section (Example: -800), you will want to combine them with the regular section to allow them to see the team also.

iLearn link at the top will go back to your course.

The integration with D2L automatically adds a link back to iLearn at the top of your Team window. Depending on whether you use the desktop app or the web app, it functions differently.

- Using the **MS Teams Desktop app**
 - If you select the **iLearn** link, it will show the IDme login.
 - Select the world icon in the upper right to go back to the course in the web browser.



- Using the **MS Teams Web app**
 - If you select the iLearn link, it will open the course in the web browser.

Deleting a Team

- **Do NOT** Delete your team in MS Teams or it will no longer exist and will not be re-created through iLearn. It will give you an error when you attempt to access it through the course.