



iLearn: Creating an MS Team for iLearn Course

Center for Innovation in Teaching and Learning

This document outlines the steps for creating a course team in Microsoft Teams via iLearn. This feature enables instructors to set up a course team that automatically syncs with the iLearn Classlist.

Creating an MS Team for iLearn Course

Any iLearn course can have a Microsoft Team created.

Select the MS Teams Homepage for the course

1. Click **Course Management** in the purple navigation bar.
2. Select **Course Admin**
3. Select the **Homepages** under **Site Setup**
4. Click the Active Homepage drop-down menu
5. Choose **TnTech-Course Home-MS Teams**
6. Click **Apply**
7. Click the title of the course at the top of the page to go back to the homepage

Create a Course Team

1. On the course homepage, navigate to the MS Teams widget.
2. Click **Create Course Team**

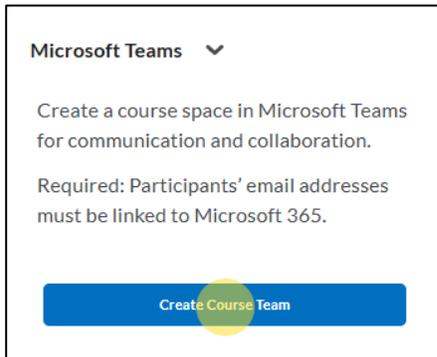


Figure: Create Course Team button

3. It will begin the process of creating the team and can take several minutes.
4. (Optional) Click Refresh Widget after two minutes.
5. Once the widget is created, it will include a link to the Team. Clicking the link will open the newly created team in MS Teams. A notification will also be sent in the Teams app to confirm the team's creation.

Additional Help and Information

Combined Courses

- If you have combined your courses, all the students in the Classlist for all sections will be set up in the same team. Private Channels can be manually created for each section by the instructor.
- If sections are separate in iLearn, each class will need to have its own team.

iLearn Course Link in Team

The Microsoft Teams/iLearn integration automatically adds a link back to iLearn in your Teams Window.

- Click the **iLearn** tab [1] at the top of your Team.
- Click **Open in Browser** [2].

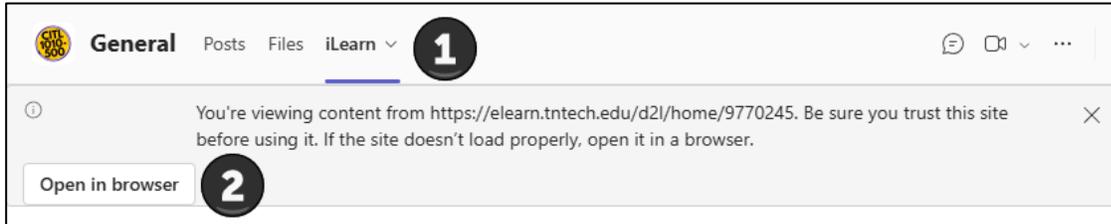


Figure: Link to iLearn Homepage within MS Team.

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.