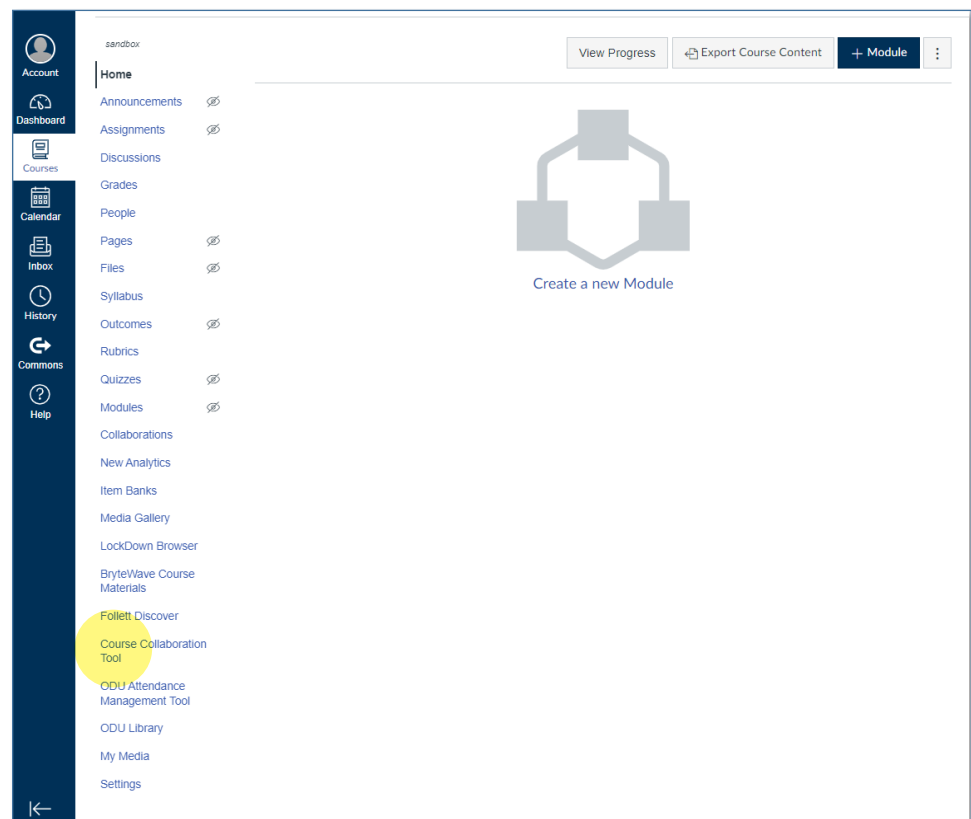


Course Collaboration Tool: Creating a Microsoft Team for a Course

When you use ODU's Course Collaboration Tool to set up a Microsoft Team for your course, the team is automatically configured and shared with the students registered for your course. Once the team is set up, your students can access it from Microsoft Teams, from the collaboration tool in MyODU (my.odu.edu) or within Canvas.

Access Course Collaboration Tool

1. In Canvas, select **Course Collaboration Tool (CCT)** in the course menu on the left. (Alternately, you can find the ODU Collaboration Tool in the MyODU Portal (my.odu.edu). Log in with your MIDAS ID and password, click on **My Courses** and select the course name.)



Information Technology Services

www.odu.edu/its

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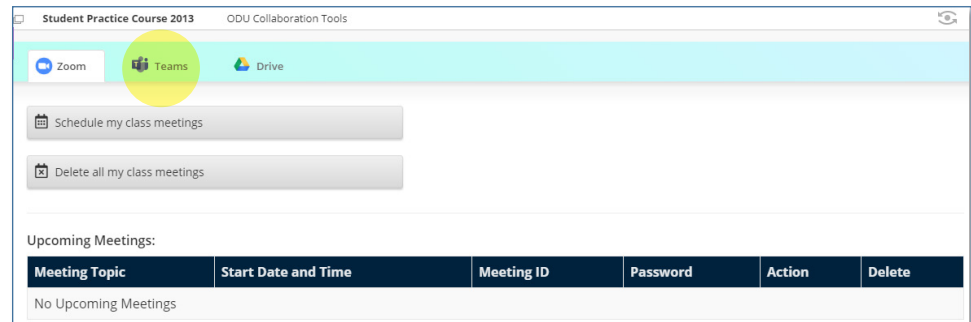
itshelp@odu.edu

1100 Monarch Hall

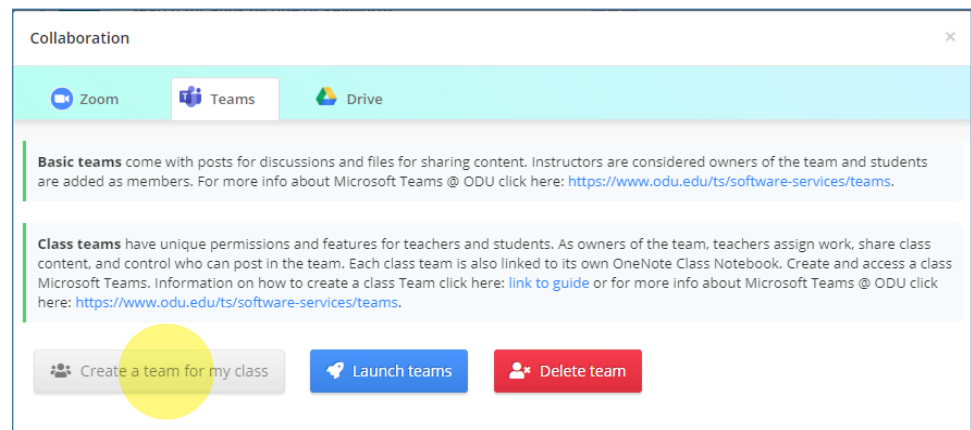
[oduits](https://www.facebook.com/oduits) [odu_its](https://twitter.com/odu_its)

Create a Microsoft Team

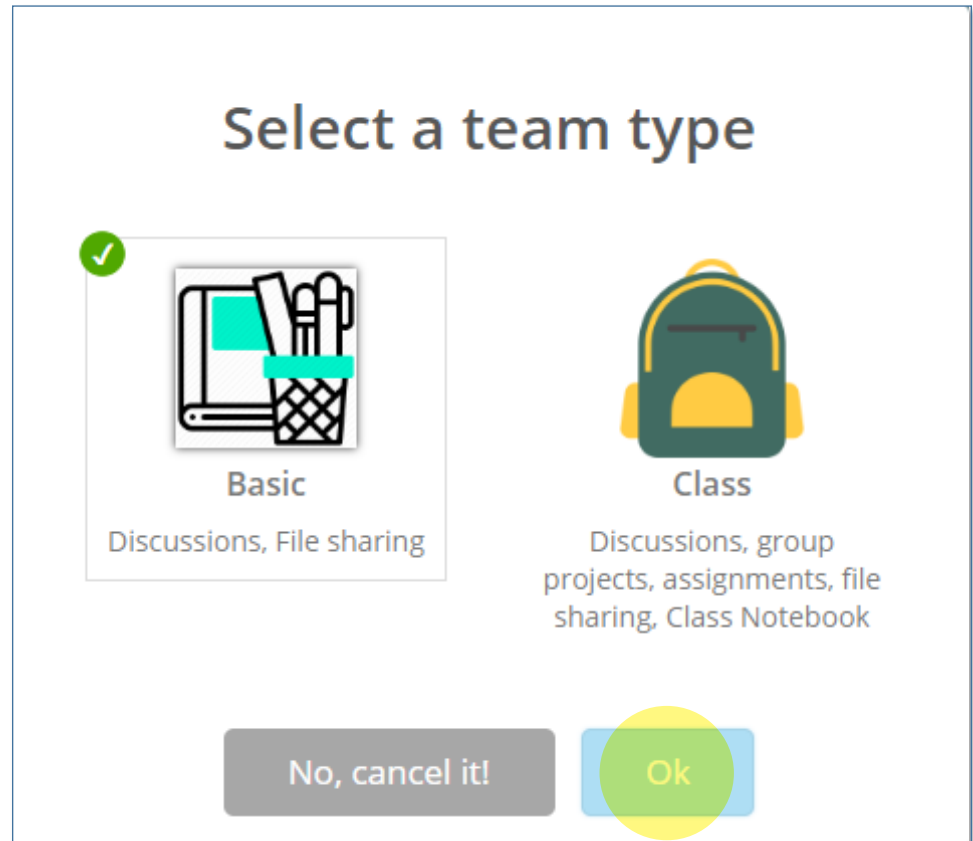
1. In the Collaboration Tool, you will see options for Zoom, Teams, and Google Shared Drive. Click on the **Teams** tab.



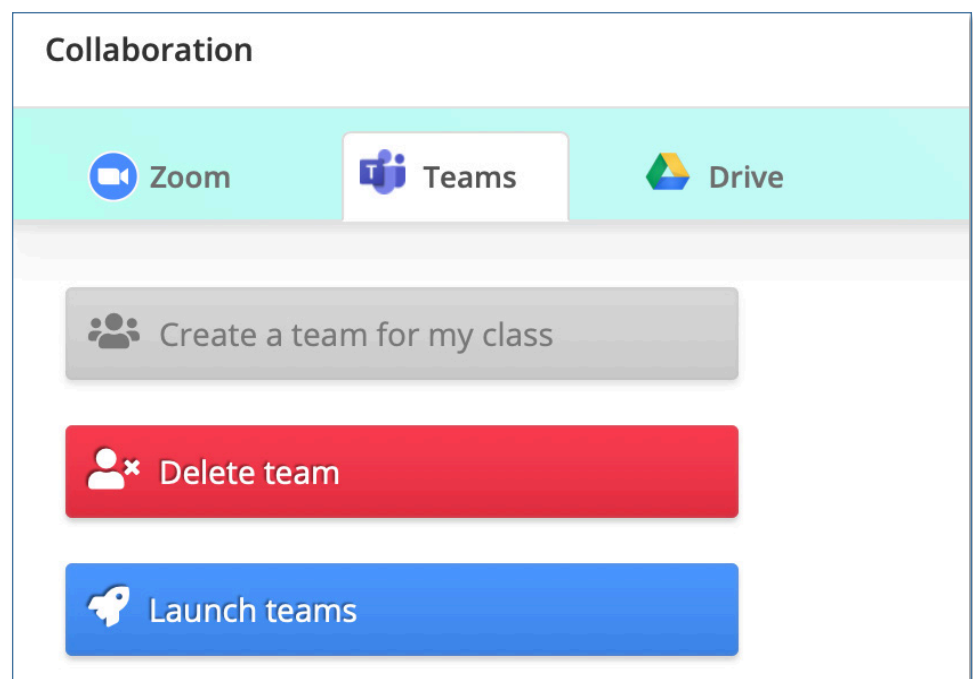
2. Click **Create a team for my class**. You will choose the *type* of team you want on the next screen.



3. Select which type of team you want to create, and click **Ok**. The main difference between a **basic team** and a **class team** is that the class team comes pre-configured with assignment and class notebook features. (Read more about additional “class team” features below.)



4. Once the team has been created, you can delete a team or launch **Teams**.





Access your course team

You can access your course team in one of three ways:

- Use the **Launch teams** link in the Collaboration Tool.
- Go to teams.microsoft.com and log in with your ODU email address and MIDAS password.
- Use the Microsoft Teams app for Windows, Mac, iOS, or Android.

Find more information about Teams @ ODU at odu.edu/ts/software-services/teams.

Additional resources on using class teams in Microsoft Teams:

- [Getting organized in your class team](#)
- [Communicate in your class team](#)
- [Share and organize class team files](#)
- [Assignments and grades in your class team](#)
- [Use Class Notebook in Teams](#)

If you need more help using Microsoft Teams with your course, contact the ITS Help Desk at itshelp@odu.edu or (757) 683-3192.