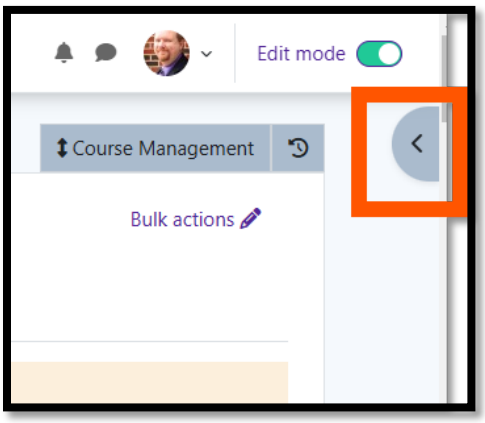
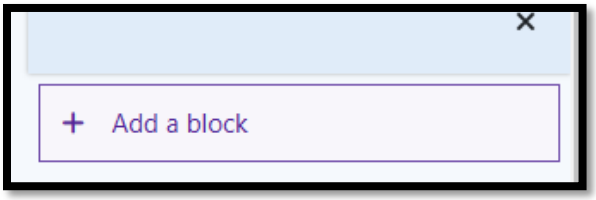
How to Configure a Team for Your Course

1. Once inside Moodle, go into your class.
2. Turn your Editing on and look for “Course Blocks” in the top right corner of the screen.

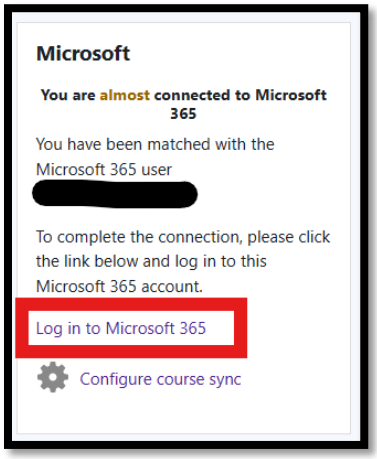


3. Click on **Course Blocks** and find the **Add a block** area.

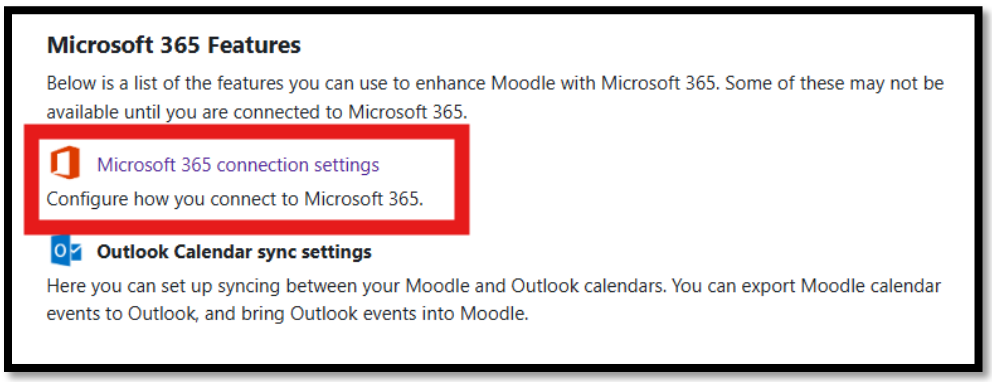


4. Click on **Add a block** and find the Microsoft block.

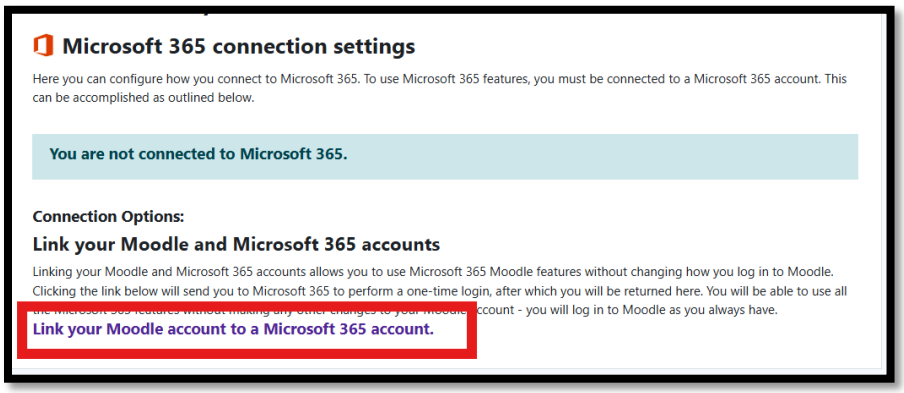
5. Once the Microsoft block is added, if you have never used the block before, you will need to connect the block to your Microsoft 365 account. To do that, click on **Log in to Microsoft 365**.



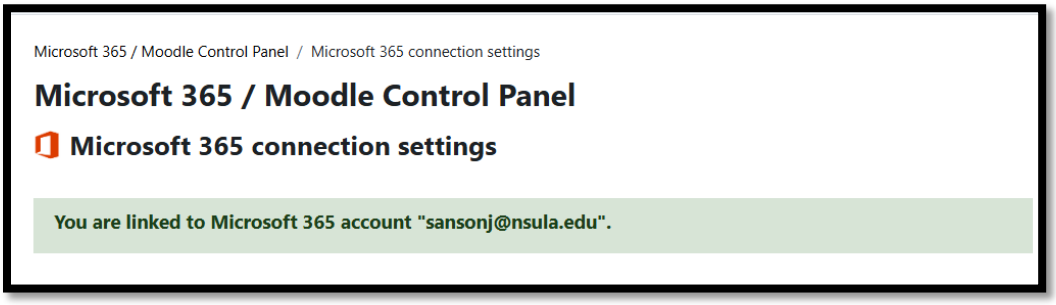
6. The Microsoft 365 Features page will open, and you will need to select **Microsoft 365 Connection Settings**.



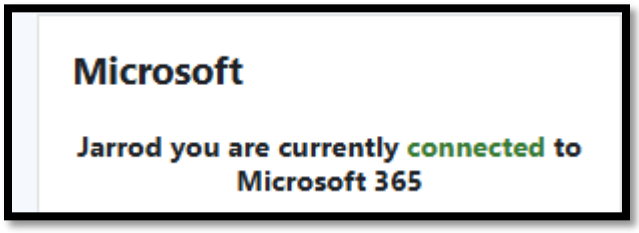
7. Then, you will see that you are not connected to Microsoft 365, and you will need to click on **Link your Moodle account to a Microsoft 365 account**.



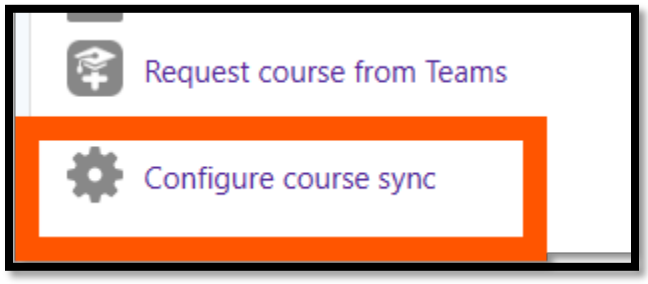
8. The system will then connect Moodle to your Microsoft 365 account and verify that your account is linked.



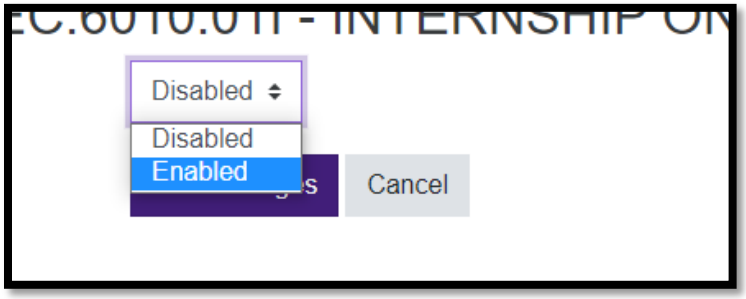
9. Once linked, the Microsoft Block will show that you are currently connected to Microsoft 365.



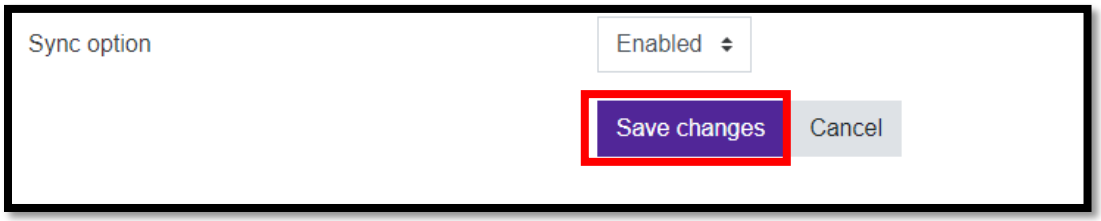
10. Next, go to the very bottom of the block, and select **Configure course sync**.



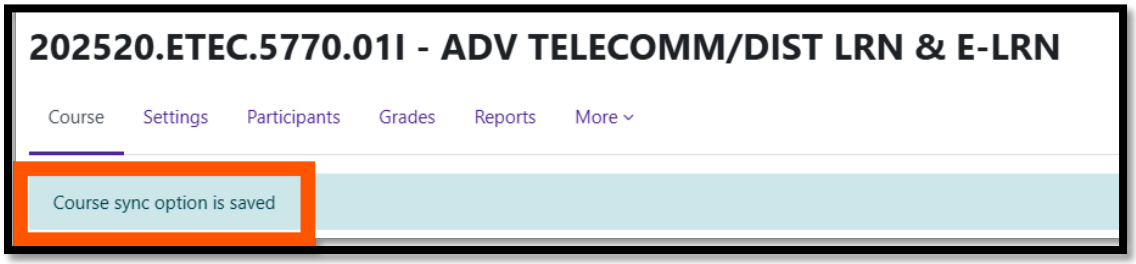
11. Then, switch the **Sync option** from **Disabled** to **Enabled**.



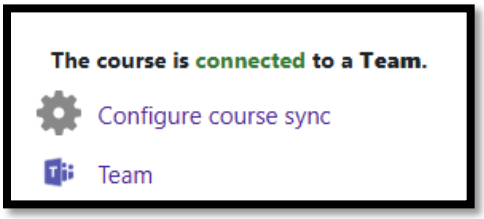
12. Once changed, click **Save Changes**.



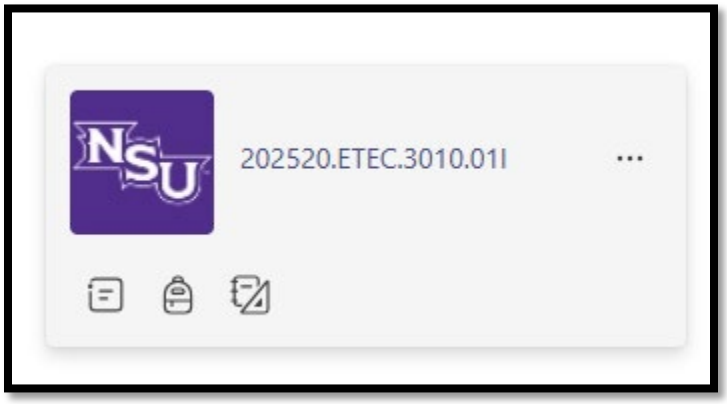
13. Once saved, you will be taken back to the course area where you will see that the sync has been saved.



14. At that point, you should see a message stating that the course is connected to a Team. If it does not show that immediately, just wait and check it until it eventually shows that you are connected to a Team.

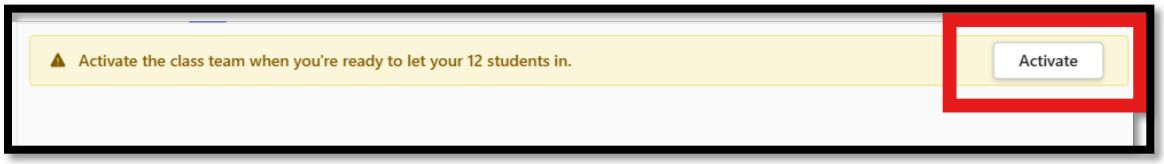


15. Switch over to Teams and you should see a Teams block for the class.

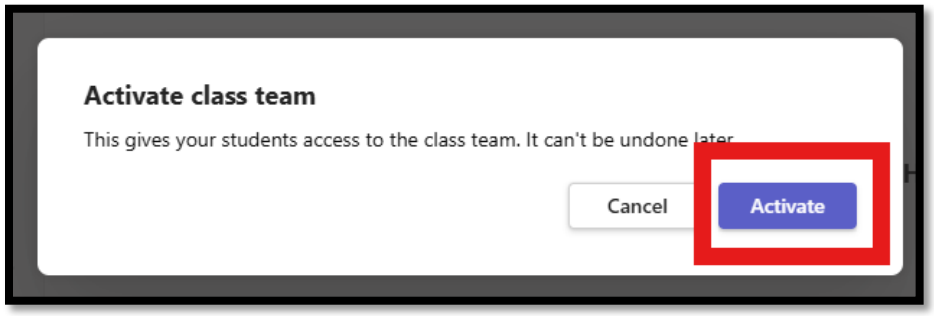


16.

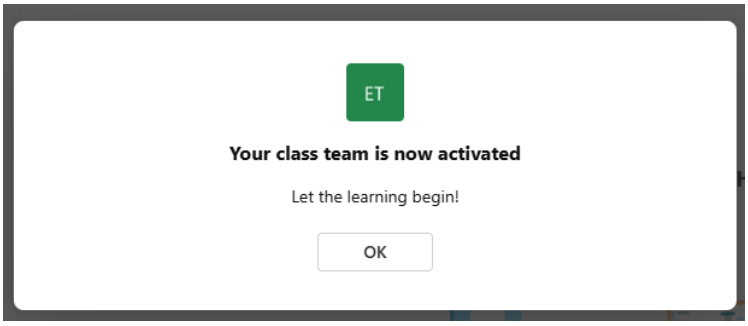
16. When you click inside the Team, you will see a notification to activate the class team to add the students to the Team. Click on the **Activate** button.



17. Once clicked, Teams will ask you to confirm your action. Click **Activate** to confirm.



18. Teams will then let you know that your class Team is activated, and you can begin using the Team.



If you have any questions about this process, contact Electronic Learning and Global Engagement at elearning@nsula.edu