

## Automatically Provisioned Microsoft Teams for Courses

### What they are and what they mean for instructors and students

Automatic provisioning of Microsoft Teams for Courses is intended to provide instructors with teams for their course that they can choose to activate if they wish. Automatic provisioning should be viewed as assigning an instructor the entitlement to use a team, but does not actually make the team active or available.

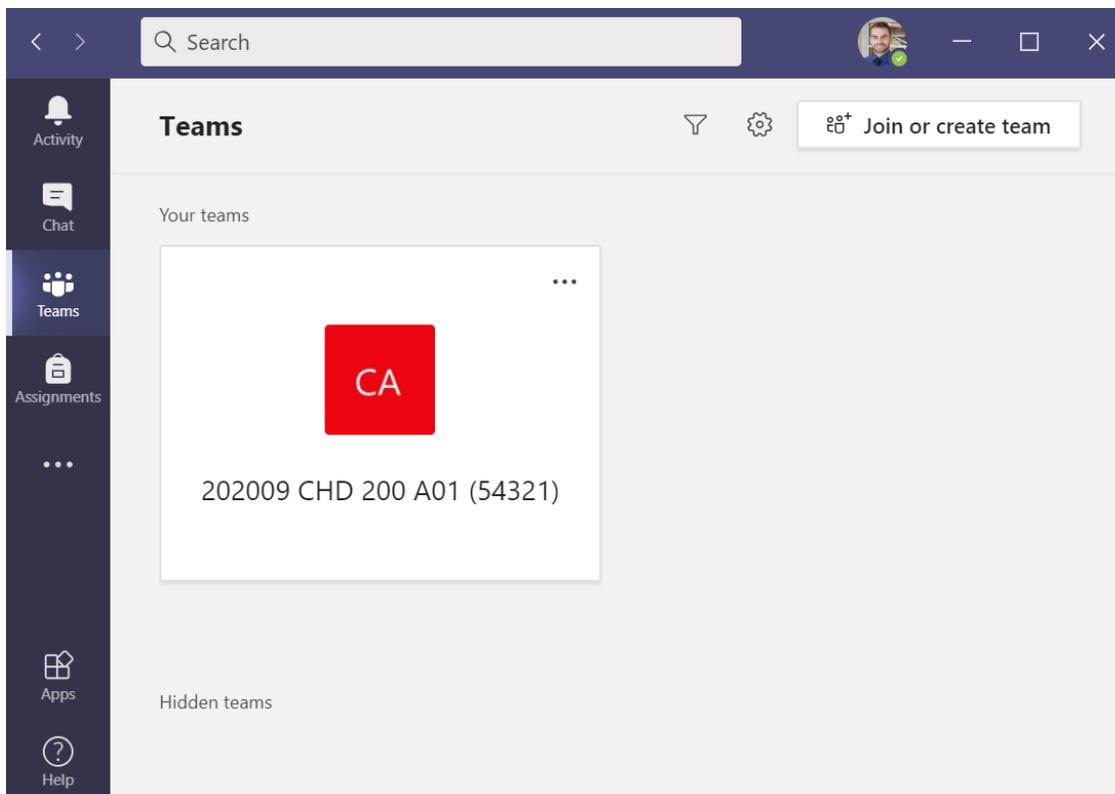
These automatically provisioned teams are automatically linked to their corresponding CRN courses, and have the instructor assigned as the team owner. **However, these teams are not visible to instructors or students unless the instructor chooses to activate the team, and only upon activation will all registered students be added as members of the team.**

### Instructors

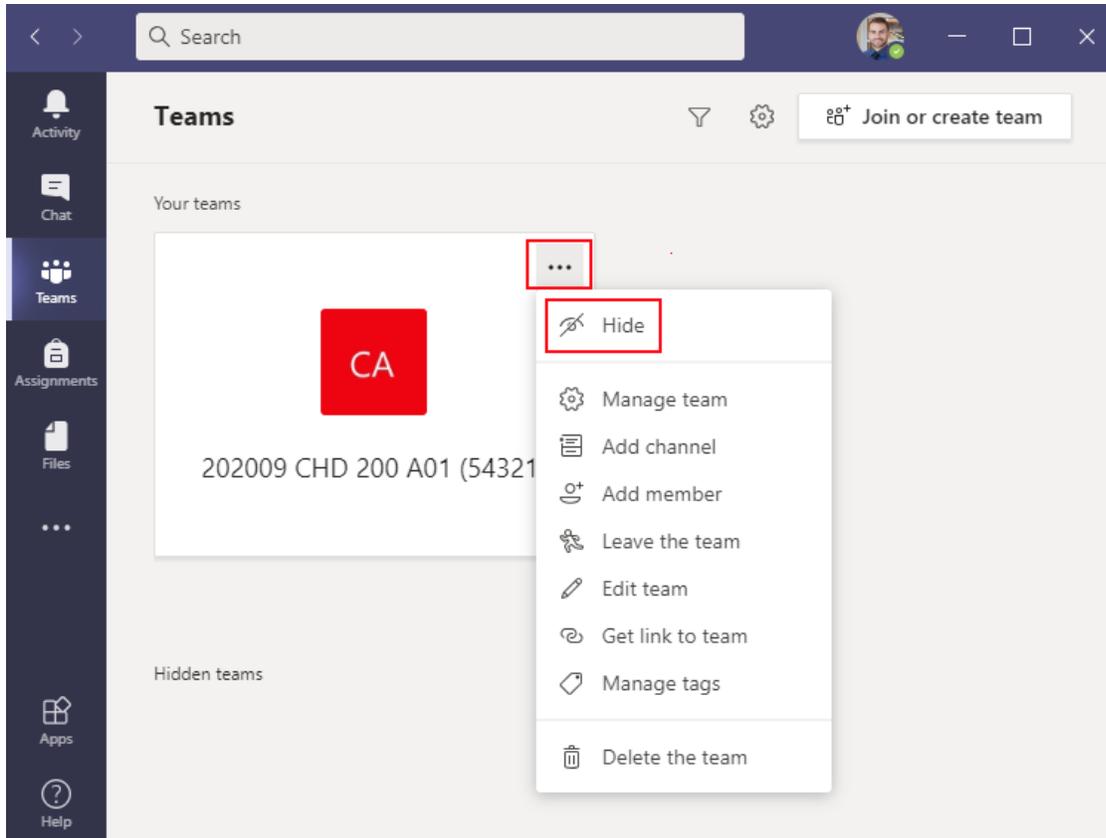
Instructors or students will not be able to see or interact with an automatically provisioned team unless they take the following steps:

- 1) Sign up for the Microsoft 365 service at [onlineservices.uvic.ca](https://onlineservices.uvic.ca).

Once an instructor has signed up for the Microsoft 365 service, the team for their course will show up in their teams list.



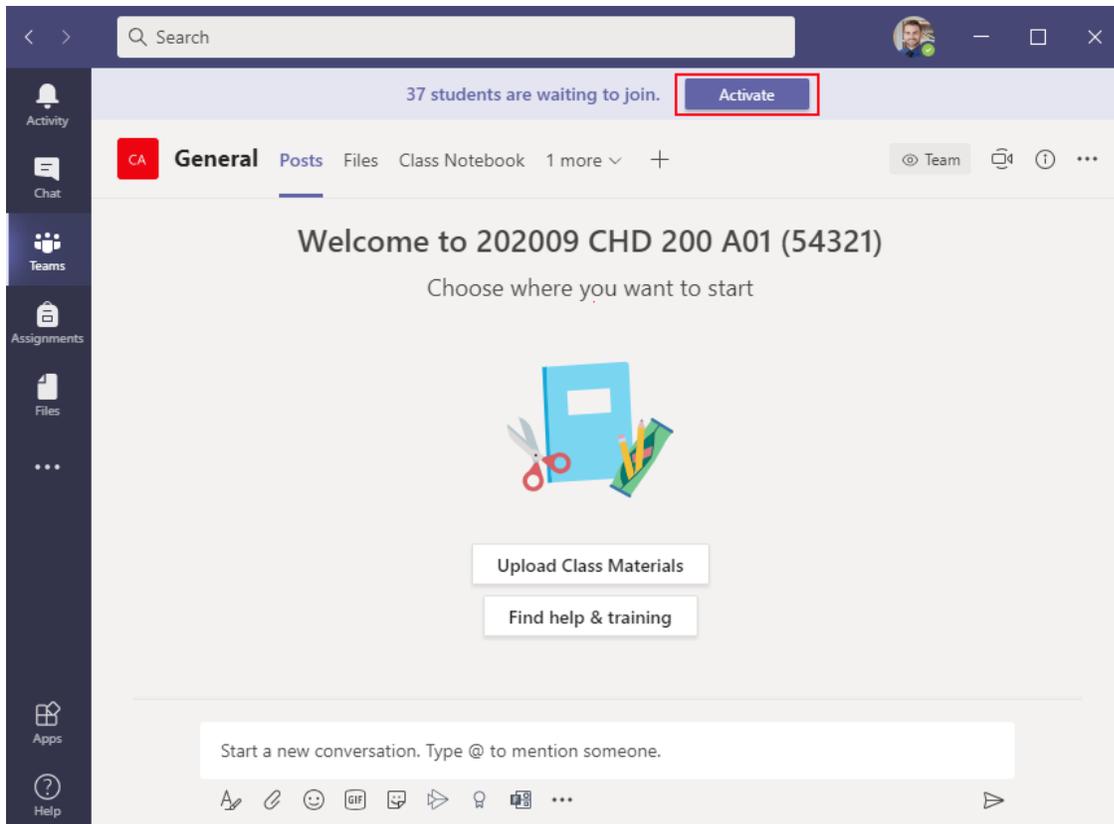
If the course team won't be used, instructors can 'hide' it as per the screenshot below so it won't populate their Teams interface unless they expand the 'hidden teams' list.



If instructors choose to use the automatically provisioned team or take steps to prepare to use it for their course, they can set up the team while still keeping it hidden from students.

The team will not be visible or accessible to students in the course until the instructor chooses to 'Activate' the team. The 'Activate' button is a bolded purple banner across the top of the team—only after clicking this button will a team have the registered students added as members.

A screenshot of this is below:



If an instructor decides that they no longer wish to use the team after it has been activated, they can email [helpdesk@uvic.ca](mailto:helpdesk@uvic.ca) and request that the team be archived (preserved as viewable in the 'Hidden teams' list, but not editable by students) or completely deleted.

## Students

Students cannot be added to or view an automatically provisioned team until both they and the instructor have taken actions to access the team. To interact with an auto-provisioned course team, a student must:

- 1) Register themselves for the Microsoft 365 service at [onlineservices.uvic.ca](https://onlineservices.uvic.ca).
- 2) Be in a course where the instructor has gone through the steps to 'Activate' their team, as outlined in the 'Instructor' section of this document. Students will not see the team at all until it has been activated by the instructor.

Once the conditions above have been met, a student will see a team for courses they're registered for in their Teams menu at [teams.microsoft.com](https://teams.microsoft.com).