

## Adding your Brightspace course as a tab in your team

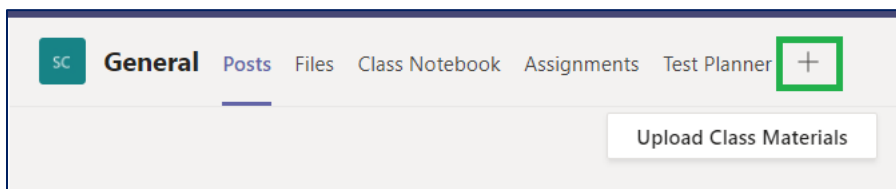
You can add your Brightspace course as a tab in your course team to provide team members (students, instructors, TAs) with a quick way to access Brightspace from within Microsoft Teams.

Please note that the website tab will only open directly in Teams when the team member is using the Teams desktop application. Otherwise, team members will need to click on the little globe icon to open the website in a new browser tab.

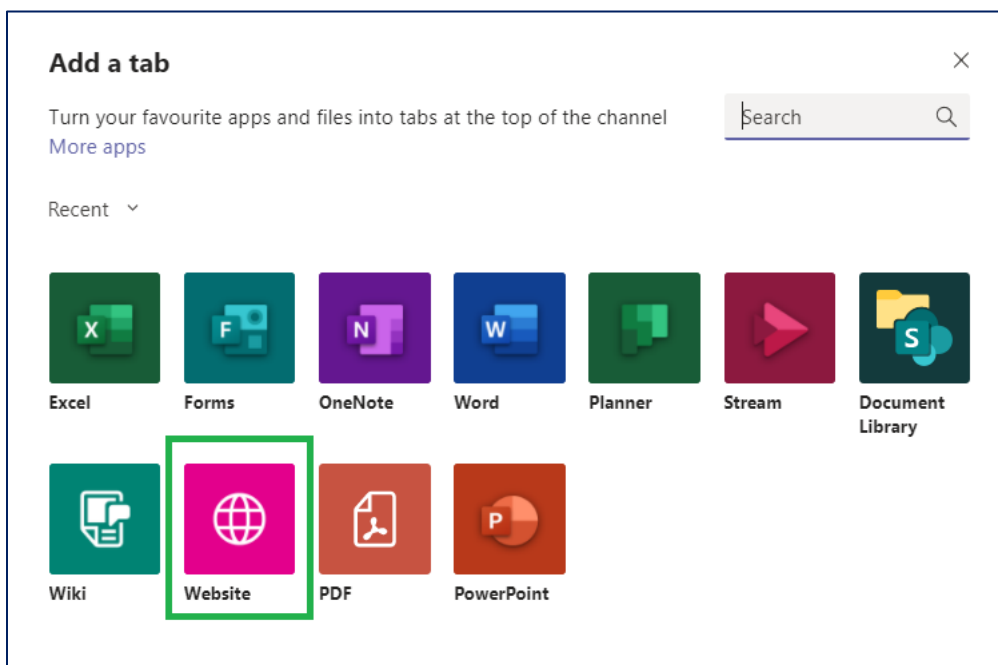


### Adding a tab

In your team, click on the channel you would like to add the Brightspace tab to. At the top of that channel, beside the other tabs, select the + icon.



On the 'Add a tab' page that pops, select **Website**.



Add a name for the tab and the link to your Brightspace course. You can link to any page in your course that you wish—team members will be able to navigate to different pages of your Brightspace course from within this tab.

The screenshot shows a 'Website' configuration window. At the top left is a globe icon and the word 'Website'. At the top right are the words 'About' and a close 'X' icon. Below this is a 'Tab name' input field containing the text 'Brightspace'. Underneath is a 'URL\*' input field containing the text 'https://bright.uvic.ca/d2l/home/13203'. Below the URL field is a note: '\*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure.' At the bottom left, there is a checked checkbox labeled 'Post to the channel about this tab'. At the bottom center are 'Back' and 'Save' buttons.

Once you have added the tab name and link, select **Save**. Your Brightspace tab should now appear in your course team’s channel.

When team members in your course team access this tab, they will first need to sign into UVic with their NetLink ID and passphrase in order to access the Brightspace course.

The screenshot shows a web browser window with the UVic website. The navigation bar at the top has several tabs: 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Test Planner', and 'Brightspace'. The 'Brightspace' tab is highlighted with a green box. Below the navigation bar is a search bar and a 'Sign in' button. The main content area is titled 'Sign in to UVic' and contains a form with two input fields: 'NetLink ID:' and 'Password:'. Below the password field is a checkbox labeled 'Keep me signed in for 8 hours'. At the bottom of the form is a blue 'Sign in' button.

Once signed in, team members should see your Brightspace course and be able to navigate to different pages in your Brightspace course from within your course team.

