

## Job Aid

Each semester a Microsoft Team will be generated for each course section. Faculty and Teaching Assistants are team owners and students are members. A Microsoft Team can be used to chat, share files, and conduct virtual lectures, labs or work group meetings. The Microsoft Team is not a replacement for Canvas but a communication tool available to be used in conjunction with Canvas.

The purpose of this job aid is to explain how to request and manage a merged Microsoft class team. You may request that two or more course sections be merged by completing a ServiceNow Request Form. Once the merged team is created, you can activate it and begin communications in the merged team with your students.

To learn about additional ways to use Microsoft Teams visit [go.uta.edu/KB0010776](https://go.uta.edu/KB0010776)

## Process Overview



## Process Directions for Faculty Member

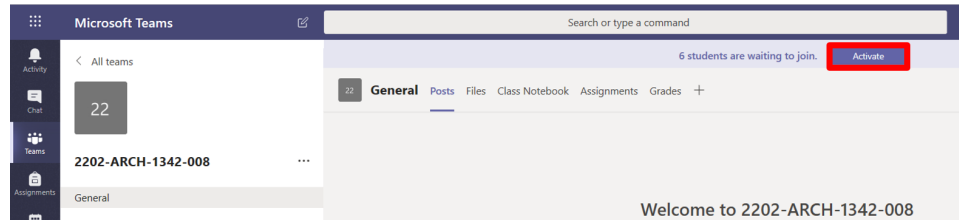
To request a Class Team merge, complete the following steps:

1. **Identify the course sections** that need to be merged. You will need the term, class and section.
  - a. Do not activate the individual team sections you are going to merge. Activating the course makes it visible to students. If the course is activated, students will see both the individual section team and the merged section team.
  - b. Do not load files, tabs, or assignments in the individual team sections. They will not be copied over to the merged course.
2. Complete the [MS Teams Classroom Merge Request Form](#) in ServiceNow. You will need the following information to complete the form. You must be an owner in each section for the teams to be merged. To complete the form enter the following information:
  - a. Requested For
  - b. Department
  - c. UTA email address
  - d. The class and sections to be merged (Ex. 2208 MATH 6310 001, 2208 MATH 6310 002 etc.)

View directions on how to complete the Merge Request Form here:

<https://go.uta.edu/teamsclassmerge>

3. Course will be merged by OIT. Owners and members will be merged into one class team. This merge will ensure that enrollments are automatically updated. A confirmation notice will be sent to you.
4. **Activate Your Merged Team**
  - a. Navigate to the Merged Team and click the “Activate” button in the top right bar. Activating the team allows students to view the team, files and tabs, and participate in chat.



Note: Additional detailed directions on activating a course team can be found at [go.uta.edu/KB0011328](http://go.uta.edu/KB0011328)

5. **Do not delete the individual teams.** You may choose to hide those teams. Individual teams are part of the automated process that keep the merge section up to date.

Below is some additional information about the merge team process.

### Automated Update Schedule

**Daily Updates:** Microsoft Teams are updated Monday through Friday. It can take 24 - 48 hours for updates in team creations or membership updates to display. If there have been enrollment, TA or faculty changes in MyMav it can take 24 – 48 hours for those changes to reflect in your Microsoft Teams.

**Merged Teams:** Individual teams are linked to the merged team enrollments. Do not delete individual teams, the link to the automatic updates to the merged team will be broken.

### Activations

**Do Not Activate Individual Teams:** It is recommended that individual class teams not be activated if they will be merged. Activation makes the course visible to students. If the individual teams are activated prior to the merge request, students will see both the individual section and the merged sections.

**Student Visibility:** Students do not see a class team until it is activated by the faculty member.

### Grades

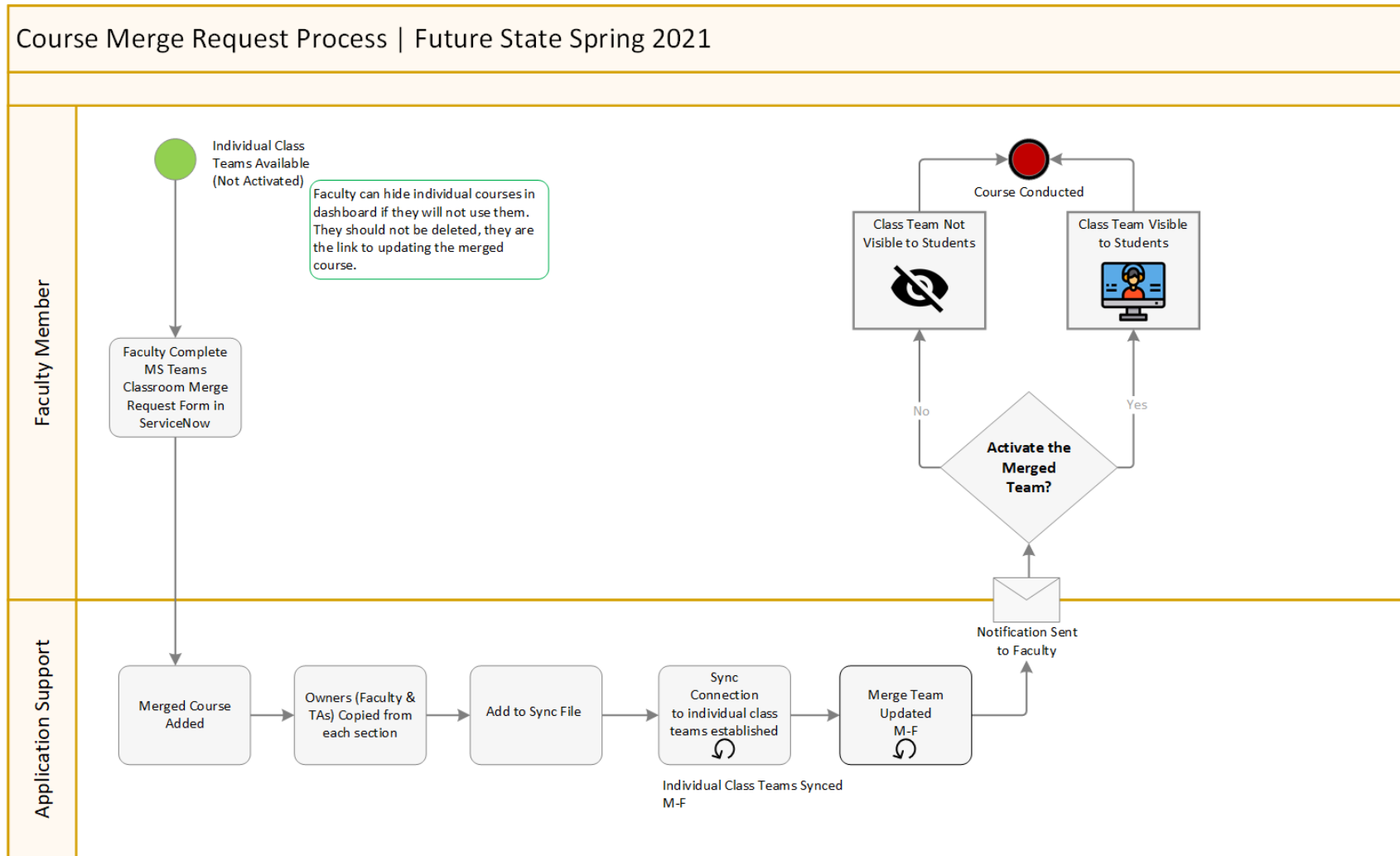
**Copy Grades to Canvas:** Any grades collected in Teams must be copied over to Canvas. Canvas is the system of record and grades are picked from Canvas and sent to MyMav.

### Teaching Assistants

**Use Employee Account:** Teaching Assistants must access the class Team using their employee account for full functionality. A faculty license is assigned to TAs that grants additional permissions.

## Class Team Merge Request Process Map

This map illustrates the merge request process.



## Class Teams Process Map

This map illustrates the process of the Class Team Life cycle that is conducted each semester. The Merge Request is part of the process.

