Centre for Technology Enhanced Learning

# Embedding Access to KEATS in a Team

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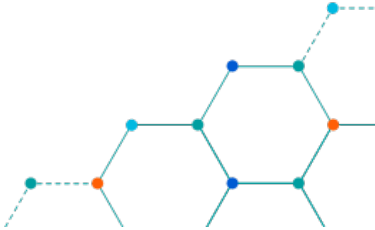
INTRODUCTION

This is one of a series of guides available from the [Teaching, Learning & Assessment with Technology series.](#) Please note, your faculty may have other approaches or use different tools, contact your [Faculty TEL Officer](#) for more information on local provision.
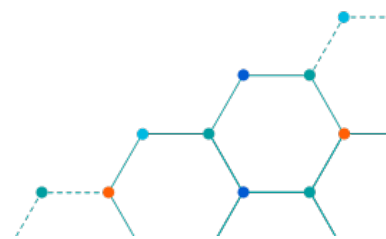
This document covers:

- Adding access to a KEATS course via Microsoft Teams.
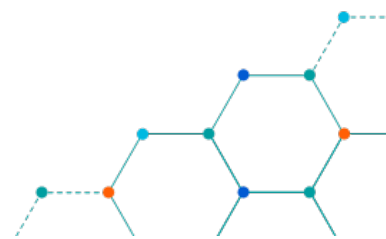
QUICK GUIDE

1. Choose the Team and the Channel in which you wish to provide access to KEATS.
2. Click the '+' sign to add the tab.
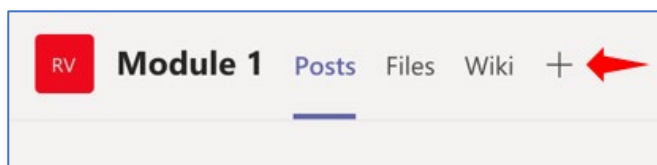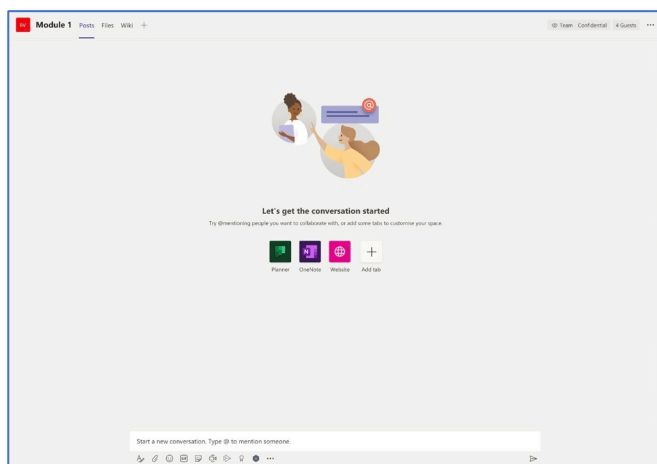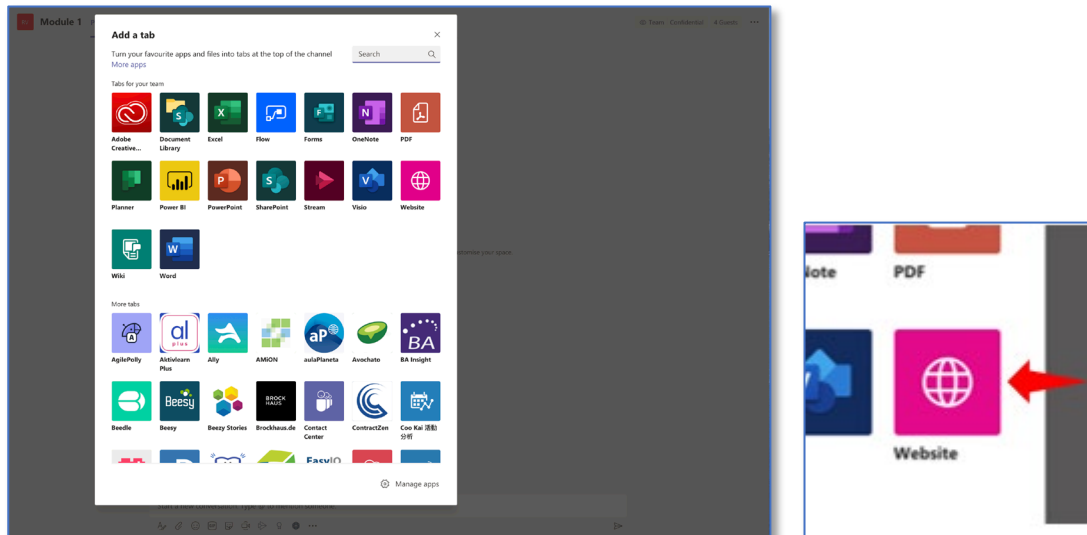3. Enter the name and URL for your course site.
4. Save.

DETAILED GUIDE

1. Choose the Team and the Channel in which you wish to provide access to KEATS.

2. In the example below the Team is *Demo University* and the channel is *Module 1.*
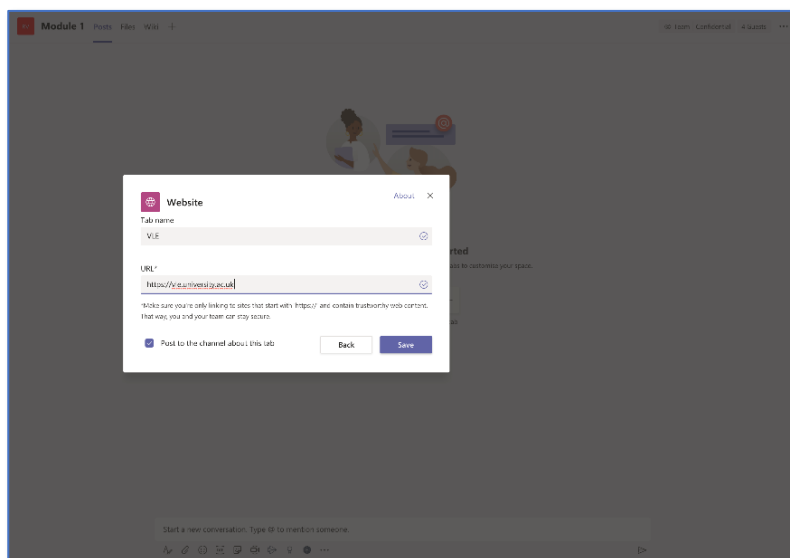

3. Click on the '+' sign

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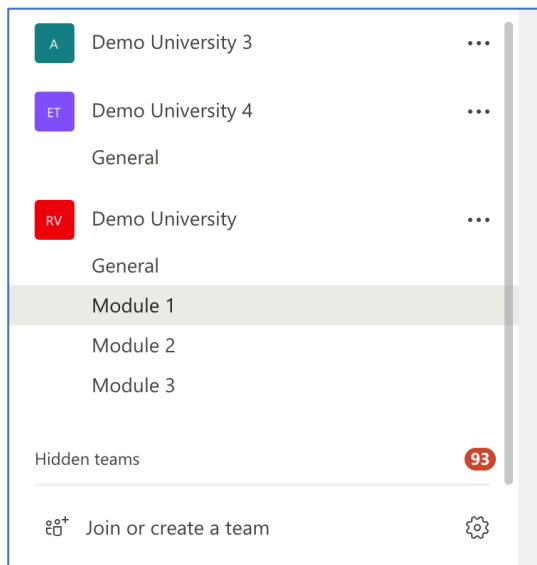
4. Click on *Website* to add a KEATS course.

5. Enter the name and URL for your course site, for example:

    Name : CPD

    URL : https://keats.kcl.ac.uk/course/view.php?id=40524

6. Then click 'Save'.

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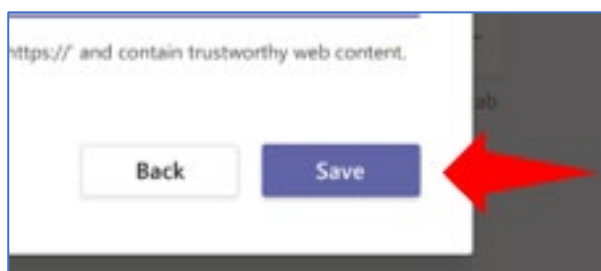
8. The website/KEATS course now appears in the Teams channel within the tab you just created.

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