

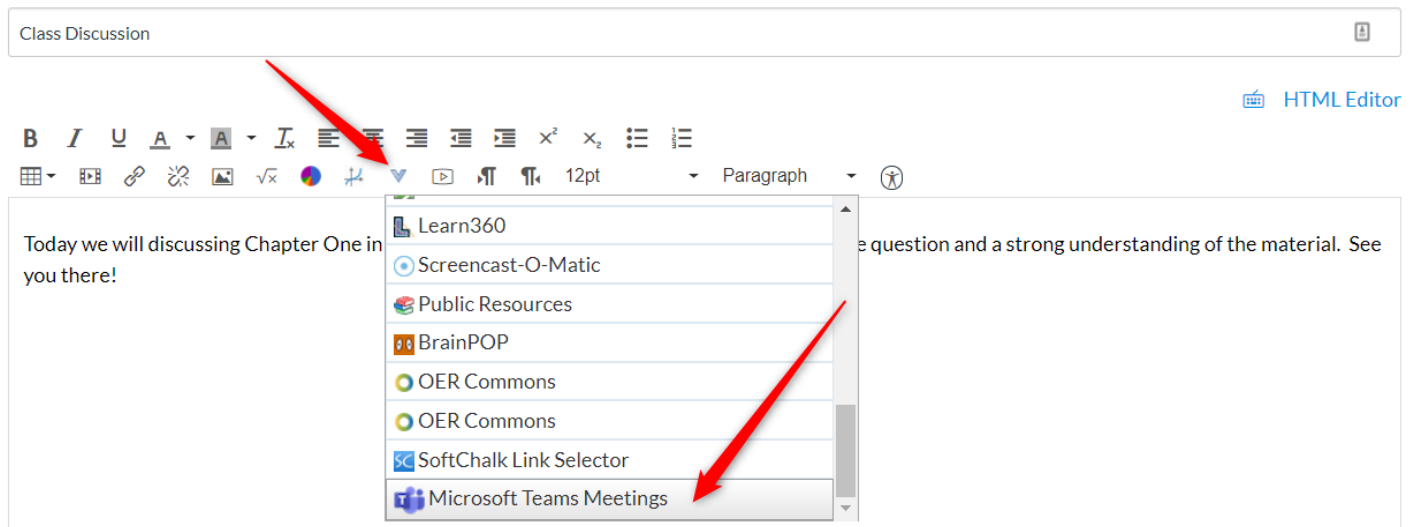
Microsoft Teams Meetings in Canvas

Introduction

Microsoft Teams Meetings allows SCCSD teachers to create conference calls (meetings) using the Microsoft Teams integration with Canvas. This integration can be used in many areas that support the Canvas Rich Content Editor.

Usage

View Microsoft Teams Meetings



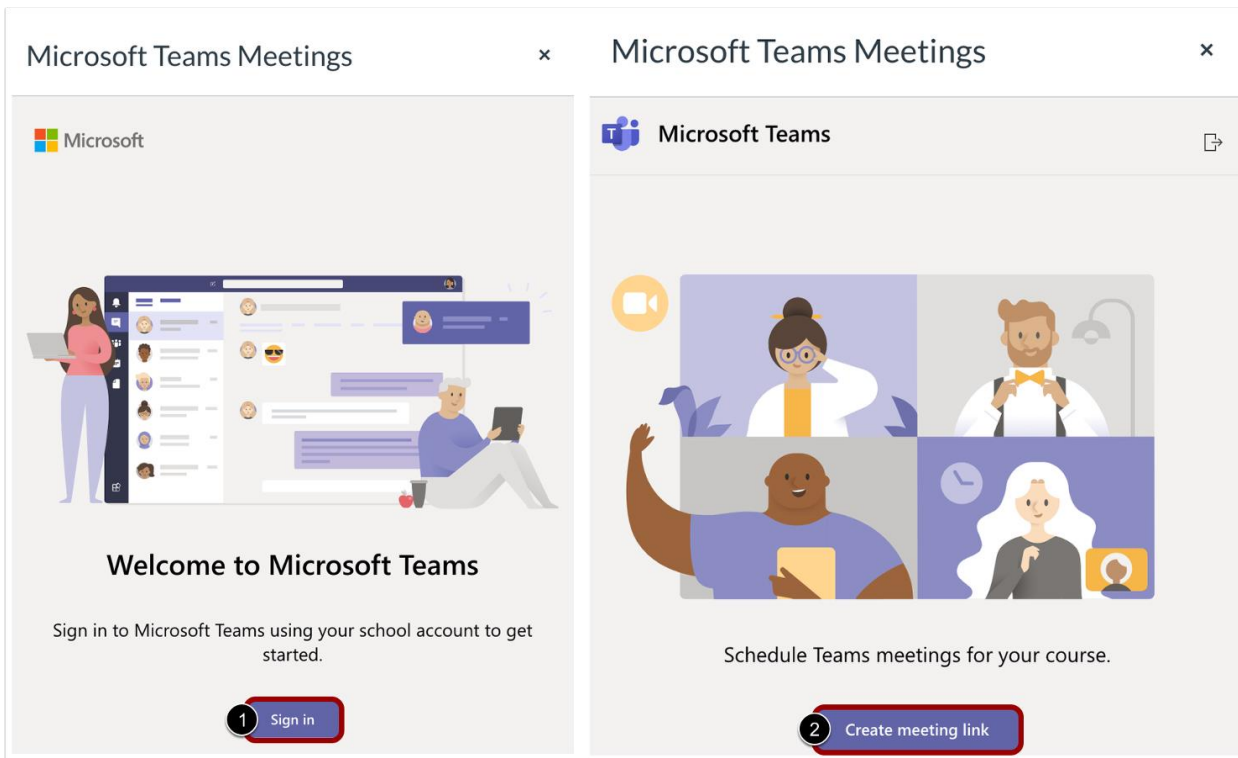
The Microsoft Teams Meetings LTI is enabled in the Rich Content Editor in several areas within Canvas. Supported feature areas include Assignments, Discussions, Pages, Classic Quizzes, and the Calendar. Students may also be able to use this tool in the Rich Content Editor within a group.

To open Microsoft Teams Meetings, click the **Microsoft Teams Meetings** icon.

Notes:

- The Microsoft Teams Meetings LTI can be viewed in the New or Classic Rich Content Editor.
- The Microsoft Teams Meetings LTI will only display for events created in course calendars. Personal calendars are not supported.
- The Microsoft Teams Meetings LTI will not display in the Rich Content Editor for New Quizzes.

Sign In to Microsoft

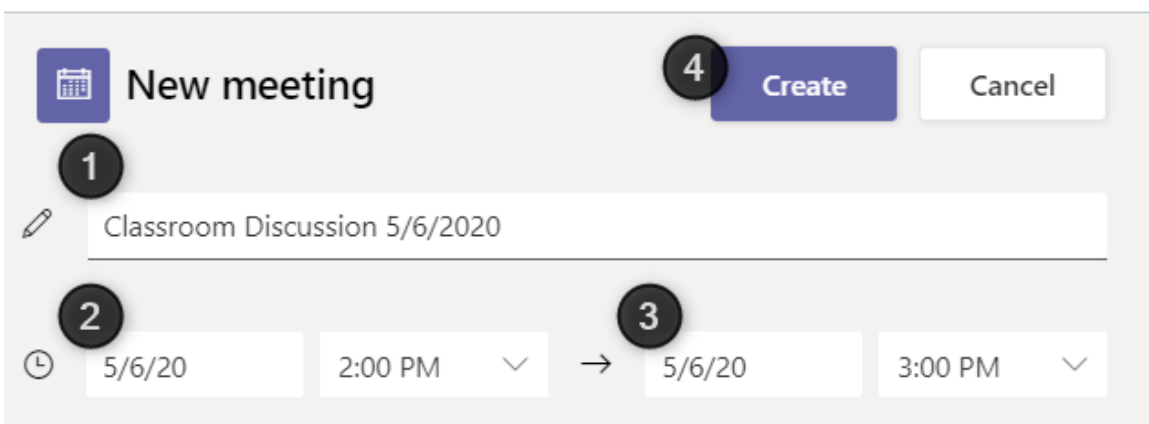


When Microsoft Teams Meetings is opened from the Rich Content Editor, the user will need to sign in to their Microsoft account by clicking the **Sign in** button [1]. They can then create a conference link by clicking the **Create meeting link** button [2].

Note: You may need to periodically log in to Microsoft if you are adding multiple links to Canvas.

Create Meeting

Microsoft Teams Meetings



Enter a name for the meeting in the **Name** field [1]. If desired, select a meeting start date and time [2] and end date and time [3]. The date and time fields are not required and can be different from the information displayed in Canvas.

To create the meeting link, click the **Create** button [4].

View Link

Class Discussion

[Submit Assignment](#)

Due No Due Date **Points** 10 **Submitting** a text entry box or a file upload

Today we will discussing Chapter One in the textbook. Please come prepared with at least one question and a strong understanding of the material. See you there!

[Join Classroom Discussion 5/6/2020 \(Microsoft Teams Meeting\)](#) ↗

The Microsoft Teams Meetings conference link will display in the area where it was added to Canvas.

Additional Resources

Remote Learning

- [Microsoft Enabling Remote Learning Community](#)
- [Microsoft EDU Remote Learning Website](#)
- [Microsoft EDU Remote Learning Blog](#)
- [Microsoft EDU Remote Learning Resource Collection](#)

Users

- [Getting started with Teams meetings](#)
- [Conduct meetings with Microsoft Teams](#)
- [Change who can present in a meeting](#)

Admins/Teachers

- [Getting started with remote learning](#)
- [Manage Teams meeting policies](#)
- [Manage Teams meeting settings](#)
- [File a support ticket](#)

Microsoft Education

- [Teams EDU Quick Start Guide](#)
- [Microsoft EDU Support Guide](#)