

Setting up the Teams Meeting

At the beginning of the semester, you will have to activate your Team channel and then you will add the Team to your course. You only have to perform these two tasks once for each course at the beginning of the semester.

Once you have completed these steps, you can create a Teams meeting, copy the meeting details, and add these details to a module page, announcement, etc.

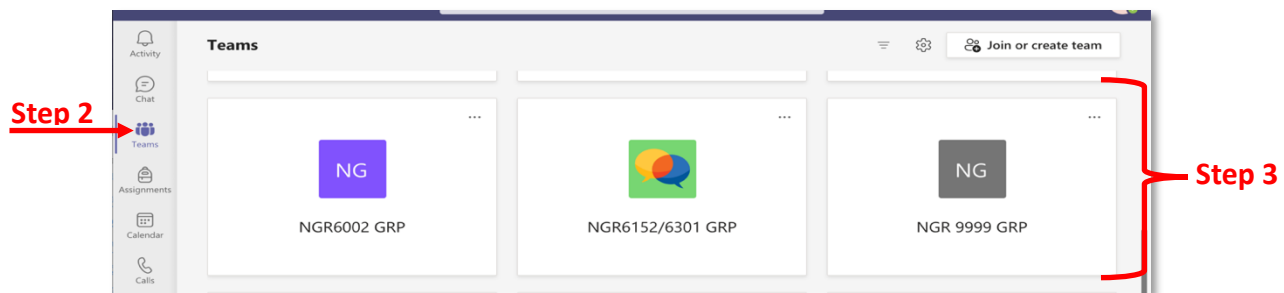
Crosslisted Courses

A Team channel will be created for crosslisted courses. The Teams will be auto populated with the individuals from the parent Canvas course (i.e. the crosslisted course) and will be updated nightly. If you crosslist your courses, you will need to wait 24 hours after you have crosslisted before proceeding with these steps.

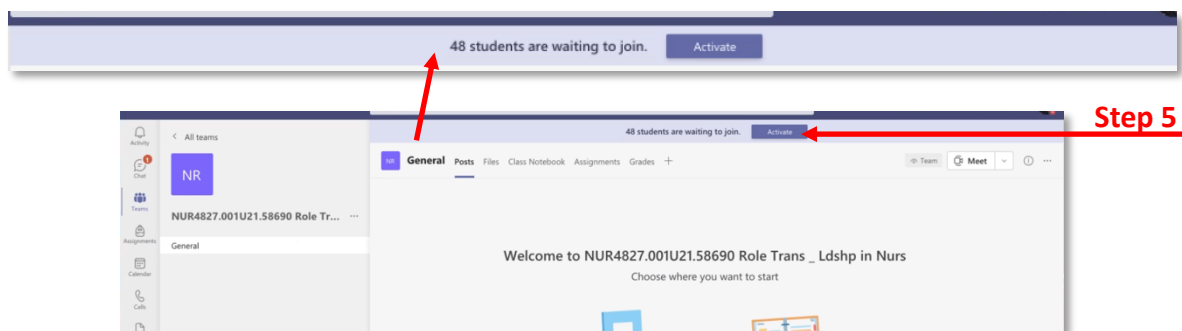
Activating Your Team Channel

At the beginning of the semester, you will have to activate your Team channel. Students will only see the channel after it has been activated by you. You only have to perform this step once for each Team channel at the beginning of the semester.

1. Access the Microsoft Teams app.
2. Click **Teams** from the left-hand menu. This will take you to the channels for your courses.
3. Scroll through the list of Teams until you see the Team for your course.

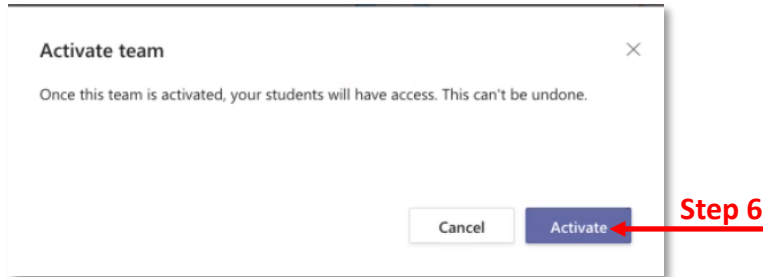


4. At the top, you will see the number of students waiting (i.e. the number of students in the Team) and an Activate button.
5. Click **Activate**.



6. A message confirming you want to activate the team will appear. Click **Activate**.

Note: Now the Team is active in Microsoft Teams. You and your students can use the Team to collaborate, meet, and communicate.



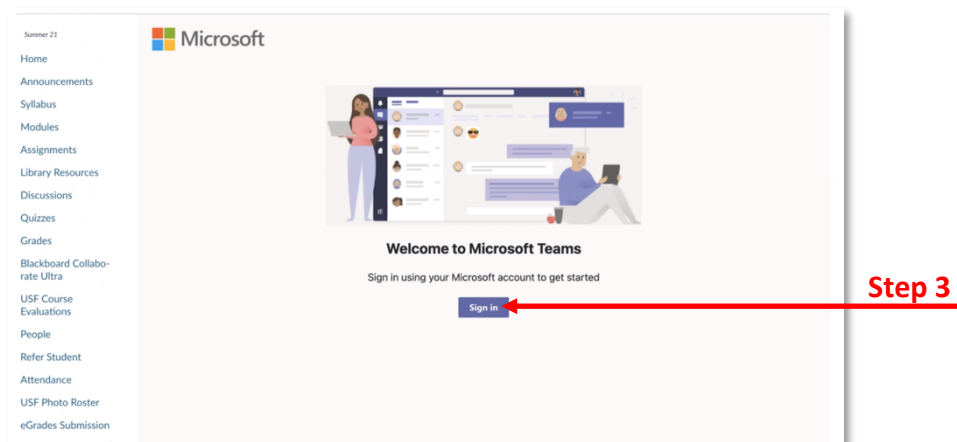
7. If you see a shape with letters, click **OK** to proceed.



Adding Team to Your Canvas Course

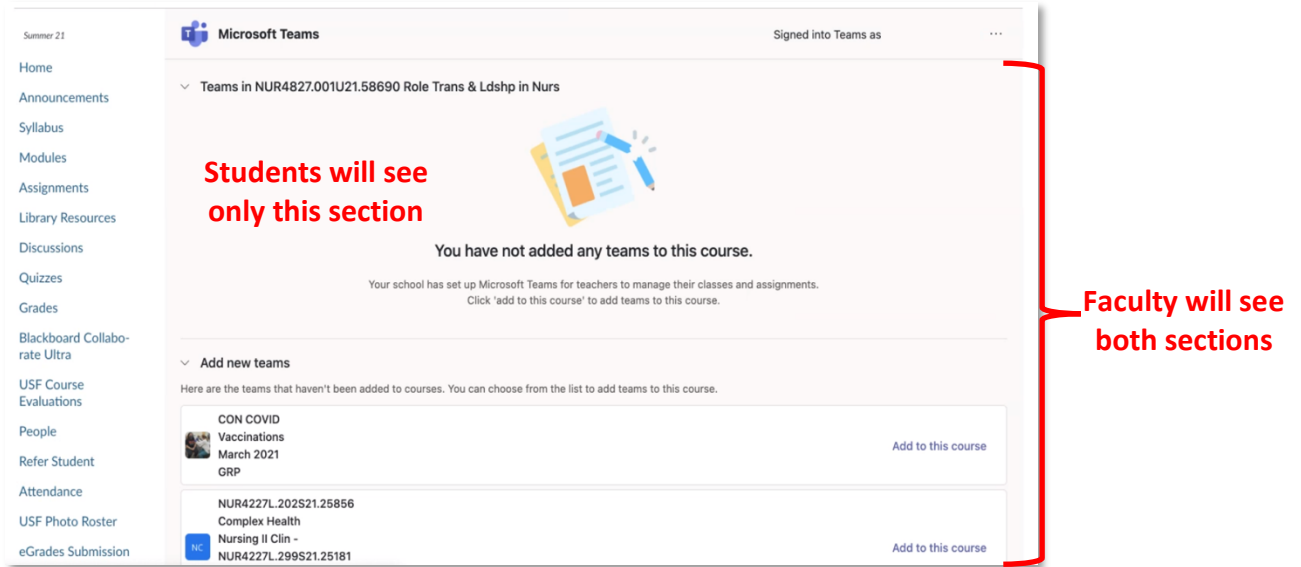
After you have activated your Team in Microsoft Teams, you will need to add the Team to your Canvas course. This will create a shortcut from your course to the Team in Microsoft Teams. This is another task that you complete once at the beginning of the semester for each course.

1. Access your Canvas course.
2. Click **Microsoft Teams** from the left-hand navigation menu.
3. You may be prompted to sign into Teams from within Canvas. If so, click **Sign in** and follow the onscreen prompts.

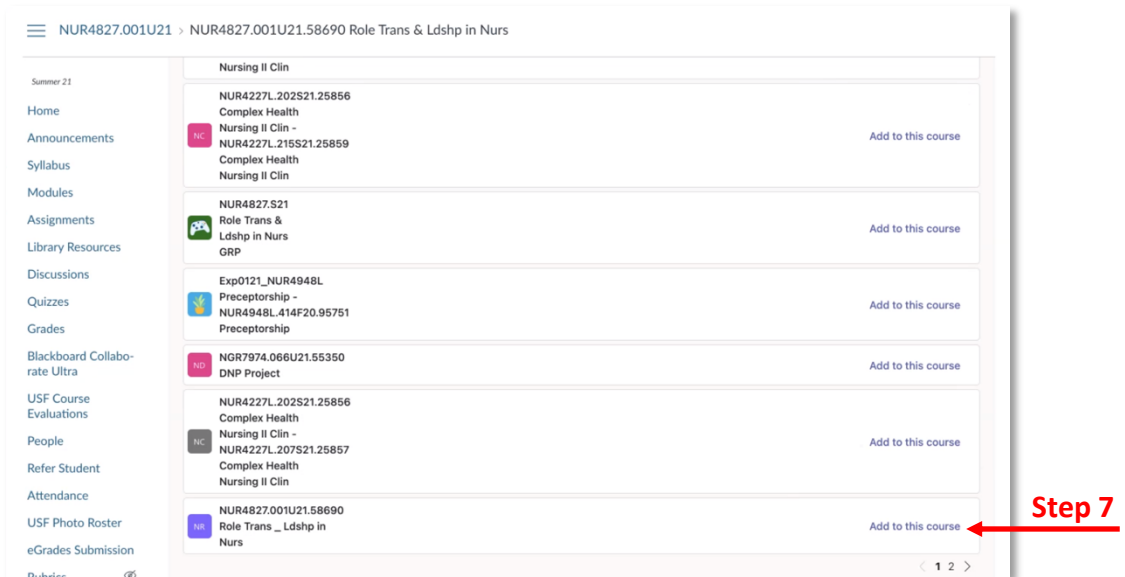


4. After you have signed in, your screen will look similar to the screenshot below.

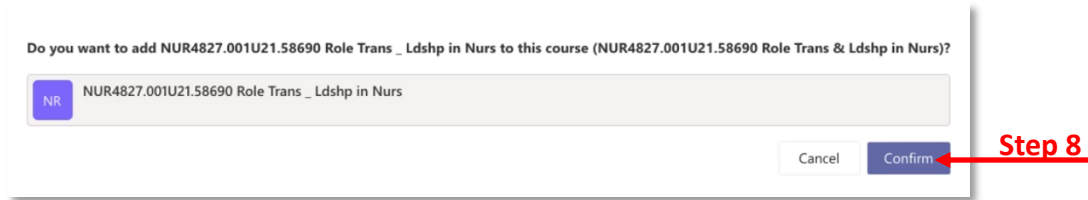
Note: In the bottom section, you will see a list of all Teams that you are an organizer or member of. You can select one or more of those Teams and a link will be created. Anyone who clicks the link will be taken directly to that Team in Microsoft Teams.



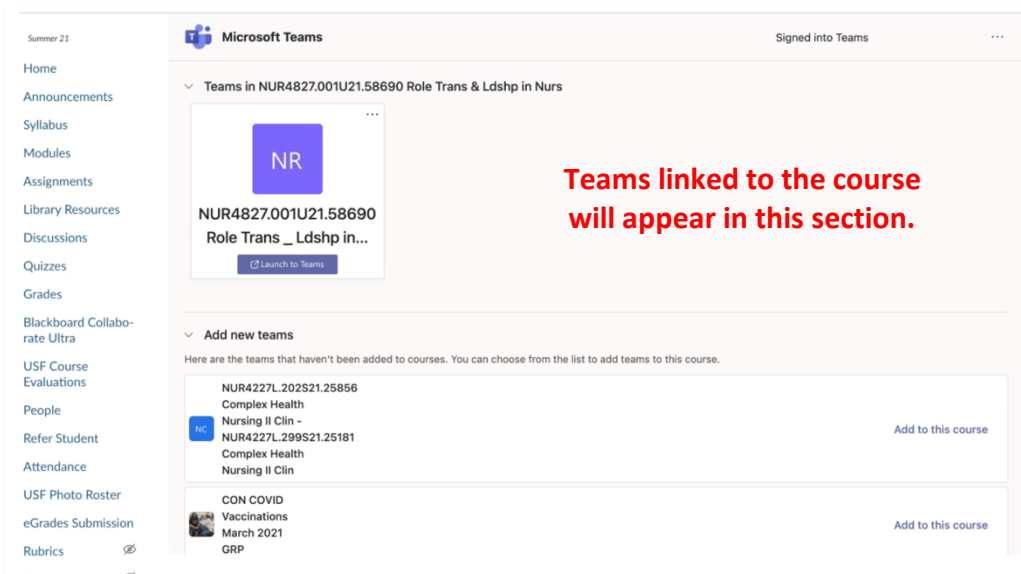
5. Navigate to the bottom portion of your screen.
6. Scroll through the list of Teams until you see the Team for your course. Only 10 Teams will be displayed on the page. Click the next arrow to see additional Teams.
7. Click **Add to this course** for the Team you wish to link to your course. The name should be the same as the name in the Microsoft Teams app.



8. A message will appear asking you to confirm. Click **Confirm**.



9. You will see the linked course at the top.



Creating a Teams Link for Synchronous Sessions

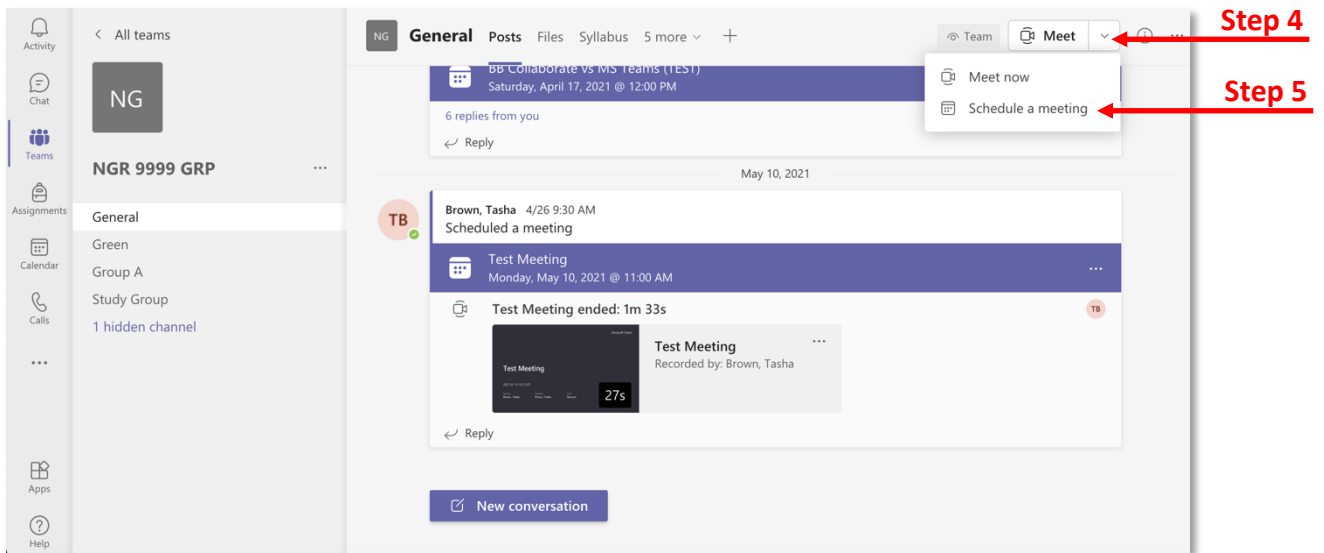
Now that you have activated the Team in the Microsoft Teams app and created a shortcut to the Team from Canvas, you are ready to create your course meeting link.

Students can navigate to the class Team in the Microsoft Teams app and join the class session. If you record the class sessions, this is where your students will find the recording for every session as well. Instructions for finding and sharing the recordings and changing the permissions for the recordings can be found in the Following Up Synchronous Team Class handout.

This process will be very similar to scheduling a meeting in Outlook. You can set the meeting/class session up as a recurring meeting or you can schedule individual meetings/class sessions. Because you are scheduling the meeting/class session in the Team, you do **not** have to add the students as attendees.

1. Access the Microsoft Teams app.
2. Click **Teams** from the left-hand menu. This will take you to the channels for your courses.
3. Scroll through the list of Teams until you see the Team for your course.
4. In the Team meeting, click the down arrow next to *Meet*.

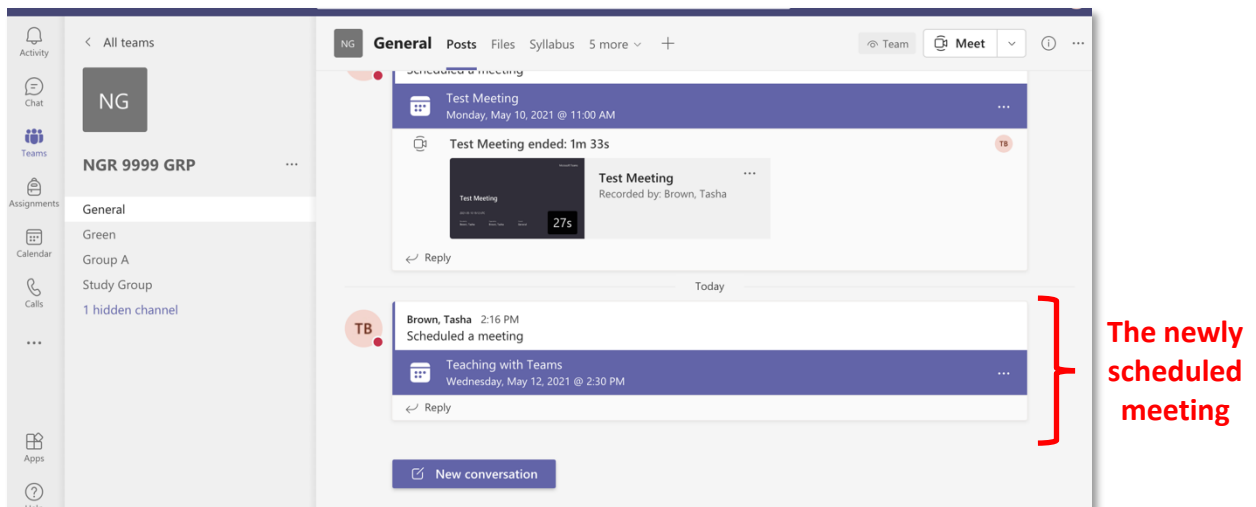
5. Click **Schedule a meeting**.



6. Enter the information to schedule the class session. Remember you do not have to invite the students as they can join from the channel.

7. Click **Send**.

Note: The meeting will appear in the main chat window.



Modifying Meeting Options

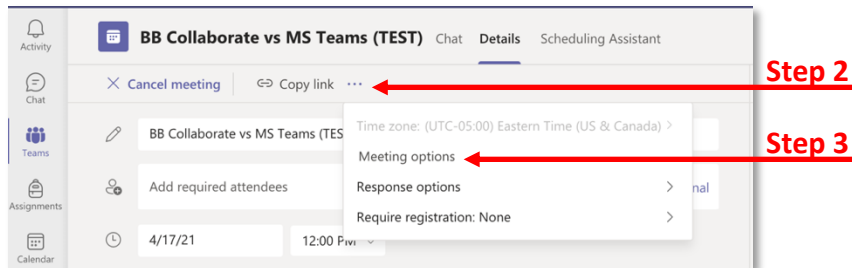
Meeting options allow you to modify your meeting settings so that your class is easier to facilitate. One option you can modify is who can present. In order to specify presenters, you will need to add them to the invitation as attendees. You can modify the meeting options two ways:

1) **before** the meeting in the calendar invitation or 2) **during** the meeting in Microsoft Teams.

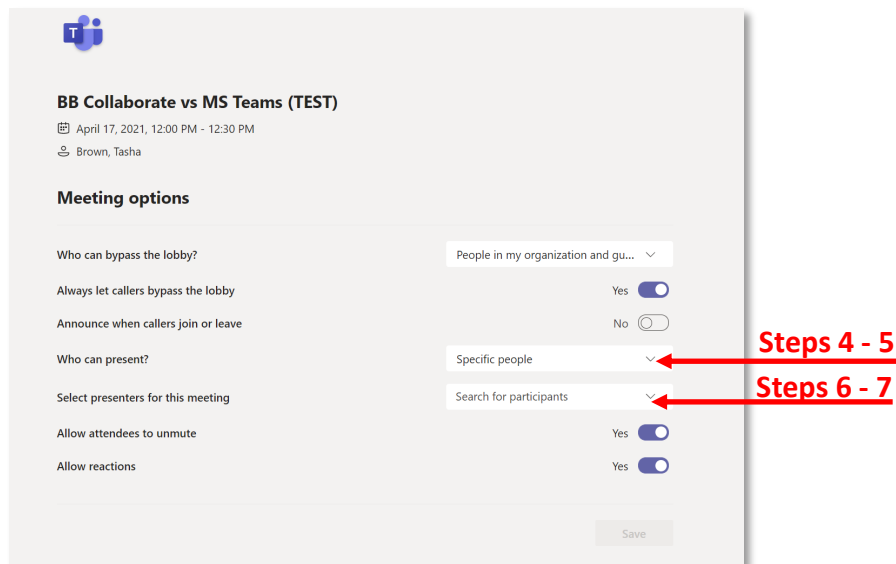
Modifying the Meeting Options **Before** the Meeting

1. Follow the instructions in the *Copying the Meeting Details* section above to view meeting details.
2. Click the three dots on the *Cancel meeting* row.
3. Click **Meeting options**.

Note: If your screen is larger, you may not have to click the three dots to see Meeting options. This option may already be visible on that row.



4. Click the drop-down arrow for *Who can present?*.
5. Select **Specific people**.



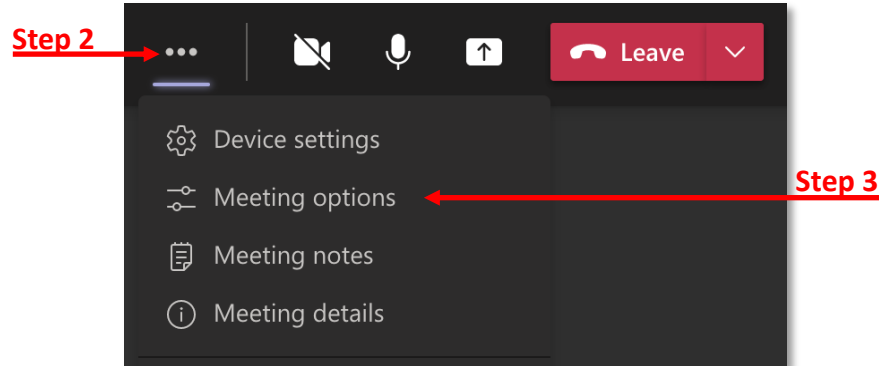
6. Click the drop-down arrow for *Select presenters for this meeting*.

Note: If you do not see a drop-down arrow for *Select presenters for this meeting* that means you didn't add the presenters to the invitation as attendees. Add the individuals to the invitation and repeat the previous steps.

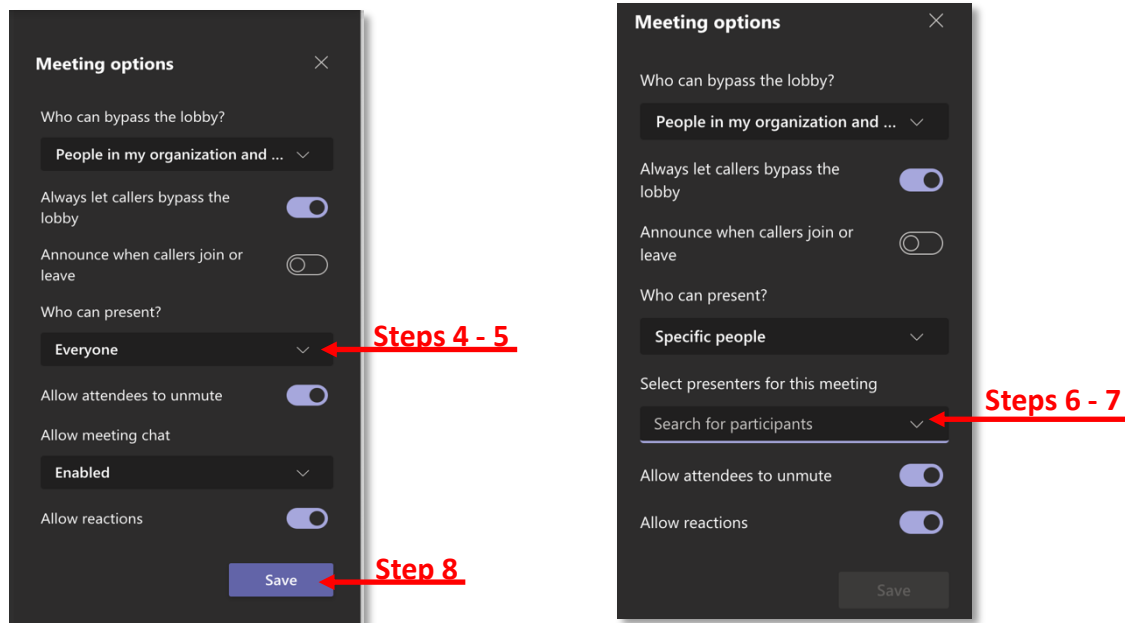
7. Select the presenters' names from the drop-down list.
8. Click **Save**.

Modifying the Meeting Options **During** the Meeting

1. Access the Teams meeting.
2. Click the three dots from the Teams meeting menu bar at the top of the screen.
3. Click **Meeting options**.



4. Click the drop-down arrow for *Who can present?*.
5. Select **Specific people**.
6. Click the drop-down arrow for *Select presenters for this meeting*.
7. Select the presenters' names from the drop-down list.
8. Click **Save**.

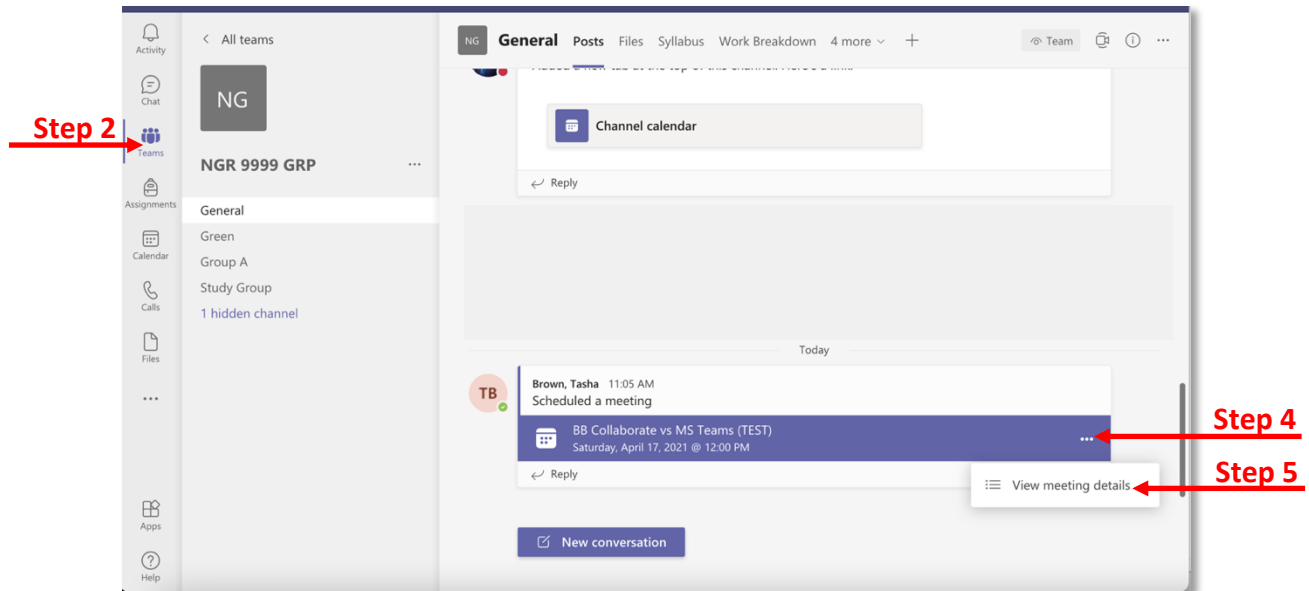


Copying the Meeting Details

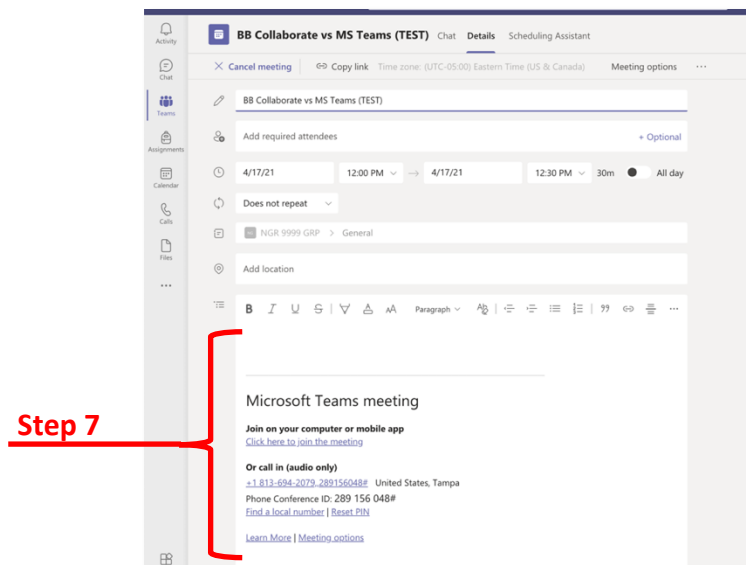
After you have created the meeting, you can copy the meeting link so it can be added to your module page in Canvas.

1. Access the Microsoft Teams app.
2. Click **Teams** from the left-hand menu. This will take you to the channels for your courses.

3. Scroll through the list of Teams until you see the Team for your course.
4. Click the three dots next to the scheduled meeting.
5. Click **View meeting details**.



6. Scroll down to the bottom text box with the meeting details.
7. Copy the Teams meeting details.



Adding the Teams Meeting Link to a Module in Canvas

1. Access the module page in Canvas.
2. Click **Edit** to open the Rich Content Editor.
3. Paste the copied link information in the desired section.
4. Click **Save**.

The screenshot shows the Canvas Rich Content Editor interface. At the top, there is a title bar for "Module 1: Intro to Pathophysiology" and a menu with options: Edit, View, Insert, Format, Tools, Table. Below the menu is a rich text toolbar with various icons for text formatting, alignment, and insertion. The main content area displays a "Live Session" section with the following text:

Live Session

Microsoft Teams meeting
Join on your computer or mobile app
[Click here to join the meeting](#)
Or call in (audio only)
+1 813-694-2079,,289156048# United States, Tampa
Phone Conference ID: 289 156 048#
[Find a local number](#) | [Reset PIN](#)
[Learn More](#) | [Meeting options](#)

A red bracket labeled "Step 3" highlights the meeting details. Below the content area, there are options for "Users allowed to edit this page" with a dropdown menu set to "Only teachers" and a checkbox for "Add to student to-do". At the bottom right, there are three buttons: "Cancel", "Save & Publish", and "Save". A red arrow labeled "Step 4" points to the "Save" button.