

Microsoft Teams Classes vs Microsoft Teams Meetings

In Canvas, you can add a **Microsoft Teams classes** link and a **Microsoft Teams meetings** link to the navigation menu. Both links are different, and this handout describes the differences.

Microsoft Teams Classes

In Canvas, you can sync Microsoft Teams to the actual class team channel in Teams. Once you have done the sync, you will add a link to the navigation titled **Microsoft Teams classes**. The **Microsoft Teams classes** link provides a shortcut to the class team you activated in Microsoft Teams.

You can use the **Microsoft Teams classes** link to give live lectures/for virtual classes. So, if you will be using a class team channel, you can sync that team to your course and add a shortcut using the **Microsoft Teams classes** link in your Canvas course. To learn more about this, return to EDT's Microsoft Teams support website and view the resource titled *Setting up Microsoft Teams Classes*.

Microsoft Teams Meetings

In addition to the **Microsoft Teams classes** link, there is another link named **Microsoft Teams meetings**. This link is different than the classes link. The **Microsoft Teams meetings** is a separate meeting system from **Microsoft Teams classes** and provides a centralized place to locate all the **stand-alone meetings** (outside of the class team channel) for a course. The meetings on this page are **not** connected to the meetings scheduled in the Teams channels.

Therefore, we recommend that you do not schedule meetings in both. Choose one of the two to have virtual sessions. If you want to have stand-alone meetings, such as one-on-one meetings with a student, you can use the **Microsoft Teams meetings** page to create the meeting and invite the student to the meeting. By doing it this way, the student can locate the meeting in the course and on their calendar. Remember, only the invited individuals will be able to see the meetings on the **Microsoft Teams meetings** page. If you want to have a virtual class session, we recommend using the Teams channel.

If you create a meeting on the **Microsoft Teams meetings** page and invite individuals, the meeting will appear on your calendar along with the individual(s) you invited Teams calendar and Outlook calendar. If the meeting is recorded, whomever presses the record button is the owner of the recording and can locate the recording in their OneDrive account.

If you create a meeting on **Microsoft Teams meetings** page and don't invite the individual, it will **only** show on the **Microsoft Teams meetings** page for you and only appear on your

calendar. So, if you want someone to attend, you will need to invite them. To learn more about this, return to EDT's Microsoft Teams support website and view the resource titled *Understanding the Microsoft Teams Meeting Link in Canvas*.