

# Using Microsoft Teams<sup>1</sup> in Canvas

## Overview

Canvas is the learning management system (LMS) used at Bellevue College, Tombolo Institute at Bellevue College, and Bellevue College Community Education (collectively referred to as “Bellevue College”).

Microsoft Teams is a video conferencing, collaborative work environment that is available to Bellevue College instructors and students through their Office 365 accounts.

Microsoft Teams online meetings can be created directly in the Teams environment, in the Teams app (desktop or mobile), and now can also be created in Canvas.

## Benefits to scheduling a Teams meeting in Canvas

Being able to schedule Teams meetings in Canvas is convenient for instructors who already use Canvas and lets instructors share the meeting links without having to email students individually.

## Where to schedule a Microsoft Teams meeting in Canvas

You can schedule a Teams meeting anywhere in Canvas where you edit content using the Rich Content Editor (RCE). This includes Announcements, Pages, Assignments, Discussions, and Quizzes.

**Think carefully** about how often and how long to schedule meetings. You may simply use the Teams meeting to replace a face-to-face classroom experience or as a periodic check-in for your class.

## Where should I add my Teams meeting link in Canvas?

While you should place your meeting links wherever it makes sense for your course, the following are ideas to help anyone who’s unsure of the best location to share your meeting.

### Announcements

If you only use Canvas minimally or if you need to schedule an *ad hoc* meeting, Announcements are a convenient tool. Make sure your students have set their Notification Preferences (see the article, “[How do I set my Canvas notification preferences as a student?](#)”). You can also edit your course Settings to show recent

---

<sup>1</sup> This document is an independent publication and is neither affiliated with, nor authorized, sponsored, or approved by, Microsoft Corporation.

announcements on the course Home page (see the article, "[How do I show recent announcements in the Course Home Page?](#)").

### Pages

If you use Pages as the introduction to a module or class session, you can add the Teams meeting link to the introductory page in each module.

### Assignments

If you use a flipped classroom approach so that Assignments are the primary tool in your course, add the Teams meeting link to the main assignment in each module.

### Discussions

Add your Teams meeting to a Discussion if the primary activity in a module is a discussion. You can have students provide both a written discussion post and a video conference that expands on students' written contributions.

### Quizzes

You can add a Teams meeting to the Quiz Details or to a specific Quiz Question. Keep in mind that Quizzes can also be repurposed as surveys. You can create a short check-in quiz and schedule a Teams meeting to discuss how students feel about their progress and share any challenges they're experiencing using the survey to inform the direction of your meeting.

## How to schedule a Microsoft Teams meeting in Canvas

1. Click the **Edit** button in an Announcement, Page, Assignment, Discussion, or Quiz.
2. Click the **More external tools** dropdown menu in the RCE toolbar.



Figure 1 "More external tools" dropdown menu in the Rich Content Editor toolbar

3. Click the **Microsoft Teams Meetings** link on the dropdown menu.

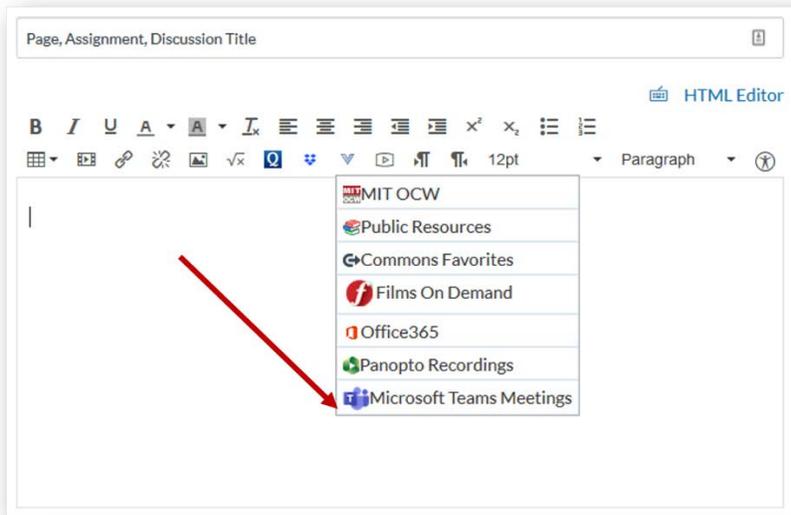


Figure 2 Link to Microsoft Teams Meetings scheduler

4. The **Sign-in dialog window** will appear. Click the sign-in button.

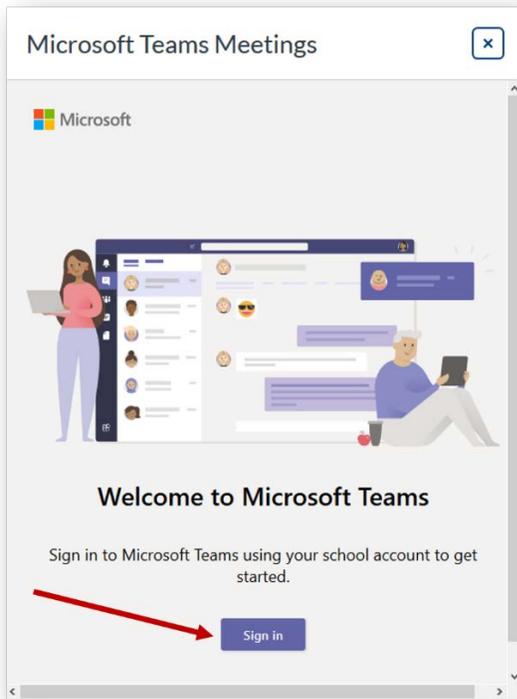


Figure 3 Sign-in dialog window

5. The **Permissions requested** dialog window will appear. Click the **Accept** button.

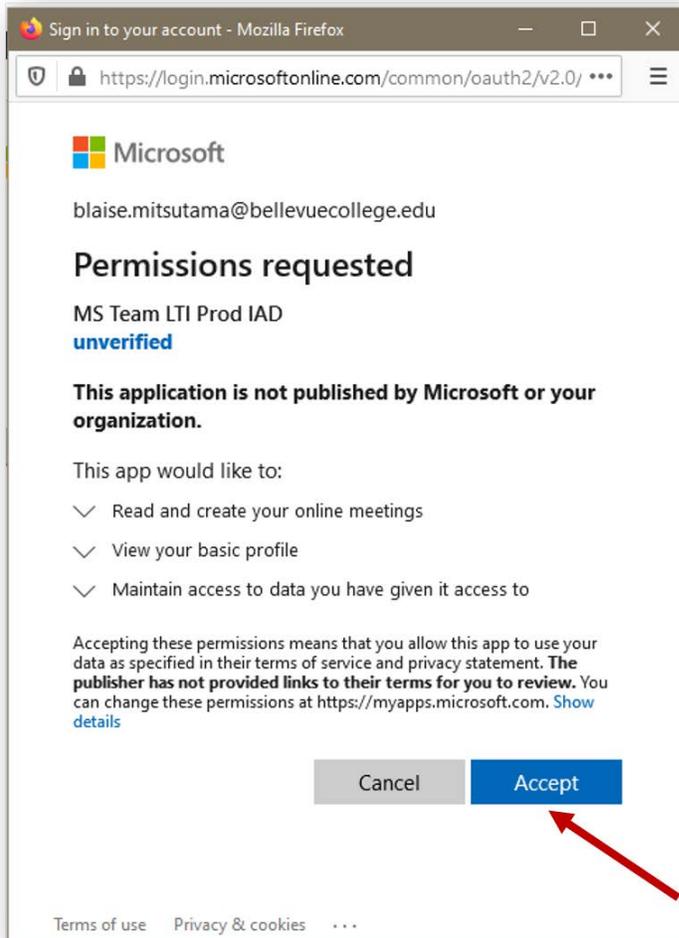


Figure 4 Permissions dialog window

6. The **Microsoft Teams Meetings - Create meeting link** dialog window will appear. Click the **Create meeting link**.

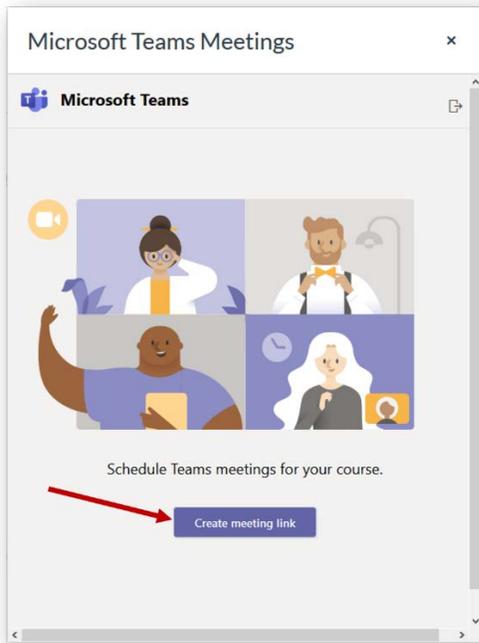


Figure 5 Create meeting link dialog window

7. The **Microsoft Teams Meetings – New meeting** dialog window will appear.

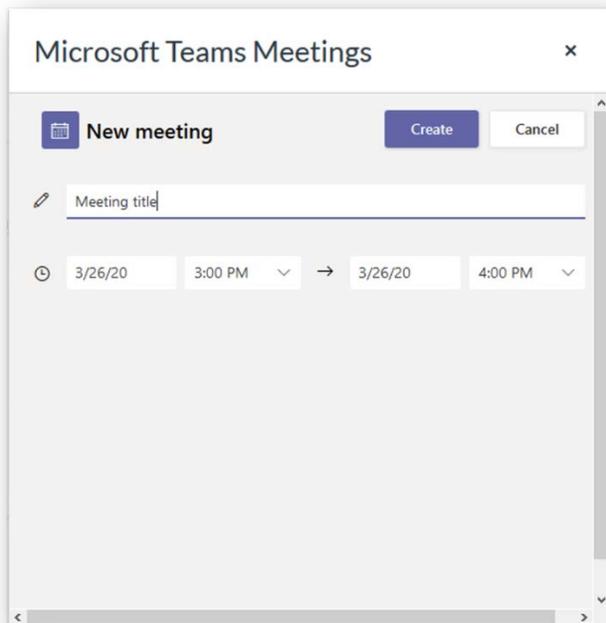


Figure 6 Schedule meeting dialog window

8. Type a title for the meeting in the Meeting Title textbox (1 in Figure 7). Set the date and time of the meeting (2 in Figure 7). Click the **Create** button (3 in Figure 7).

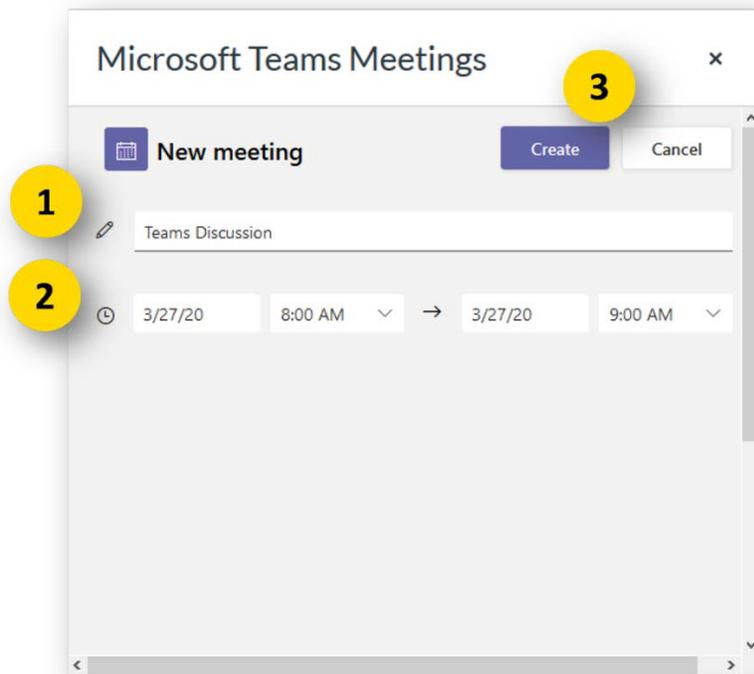


Figure 7 Schedule meeting dialog window with items filled in

9. The link to the Teams meeting, the dial-in phone number for participants joining by phone, and the conference ID are added.

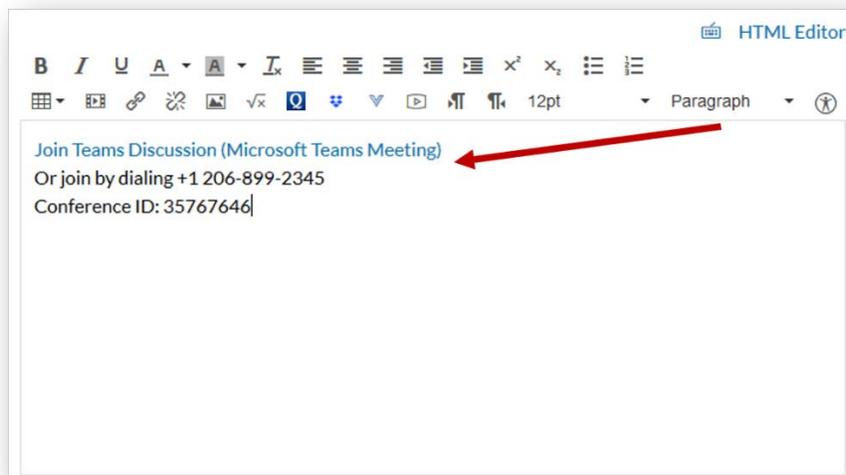


Figure 8 The meeting link and dial-in information has been inserted in the Canvas page

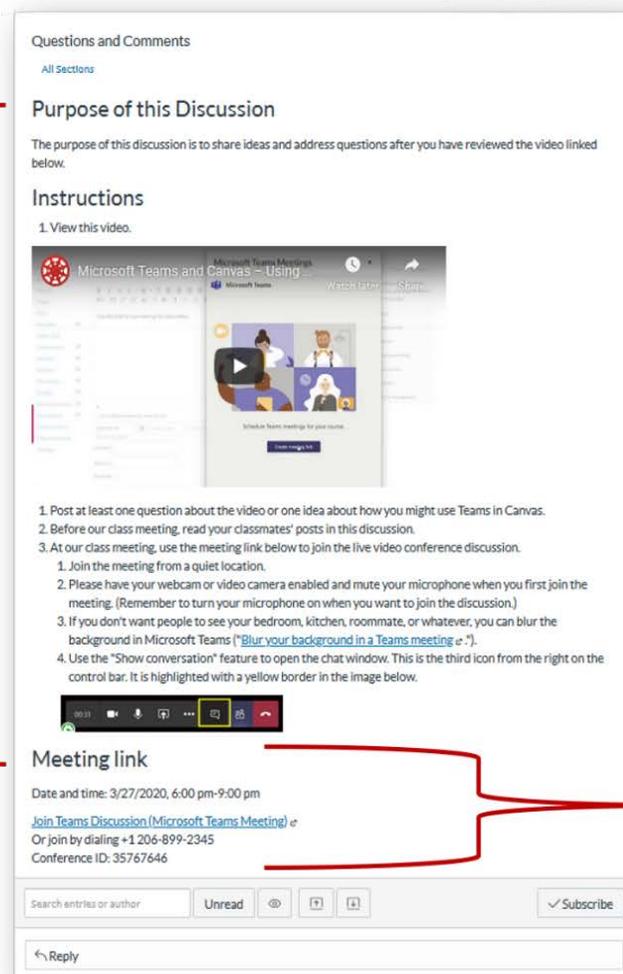
10. You can add content to the Canvas feature as usual, including text, images, and video. Figure 9 shows custom content added to a Discussion page with the Teams meeting information at the bottom of the page.

**NOTE:**

*The Teams Meeting tool does not show the meeting date and time in the meeting link and dial-in information. You may want to add the date and time to the meeting information for your students.*

Content has been added to the Discussion page as an example of what you can do.

Your own content may include greater or less detail and a rubric.



You can add a section heading and the meeting time and date to the Teams meeting link and dial-in information.

Figure 9 Custom content has been added to the page containing the meeting link and dial-in information