

# 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

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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.

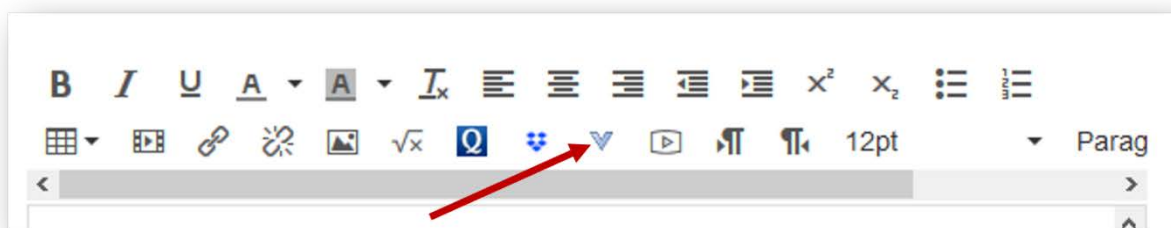


Figure 1 "More external tools" dropdown menu in the Rich Content Editor toolbar

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

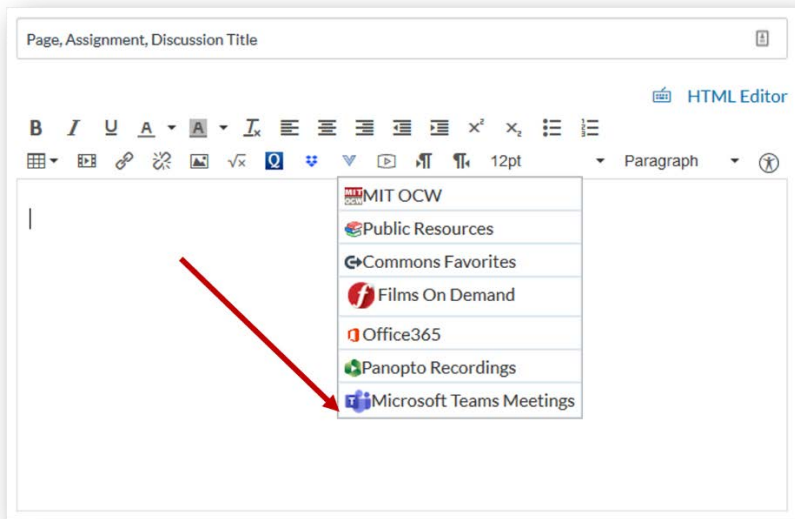


Figure 2 Link to Microsoft Teams Meetings scheduler

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

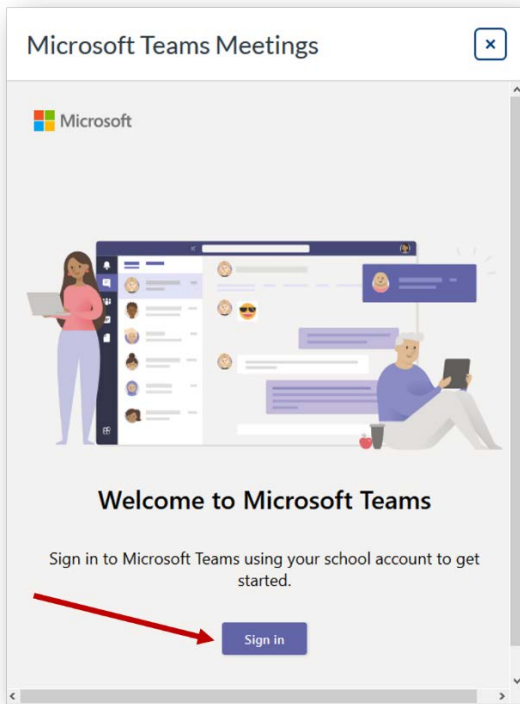


Figure 3 Sign-in dialog window

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

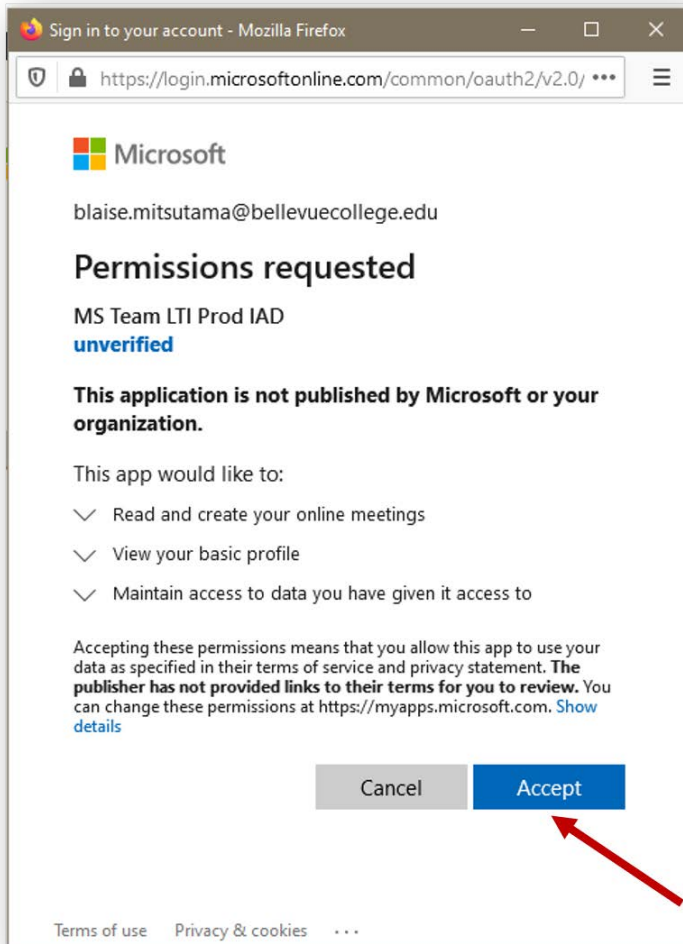


Figure 4 Permissions dialog window

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

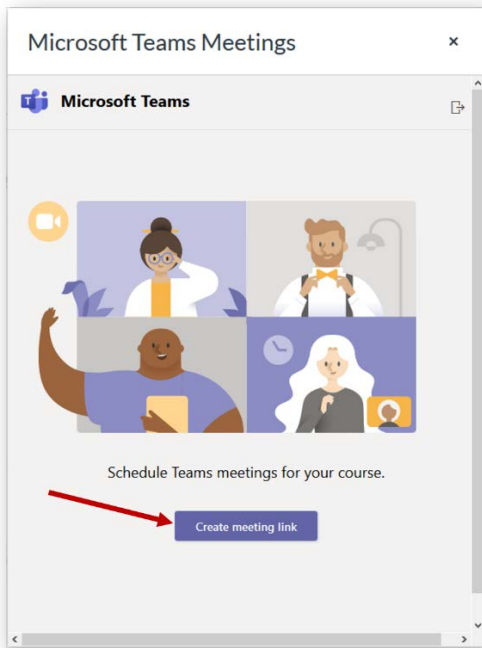


Figure 5 Create meeting link dialog window

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

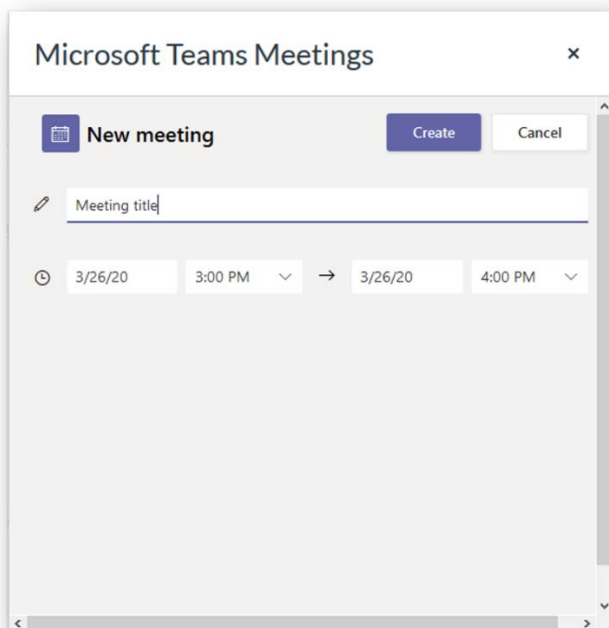


Figure 6 Schedule meeting dialog window

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).

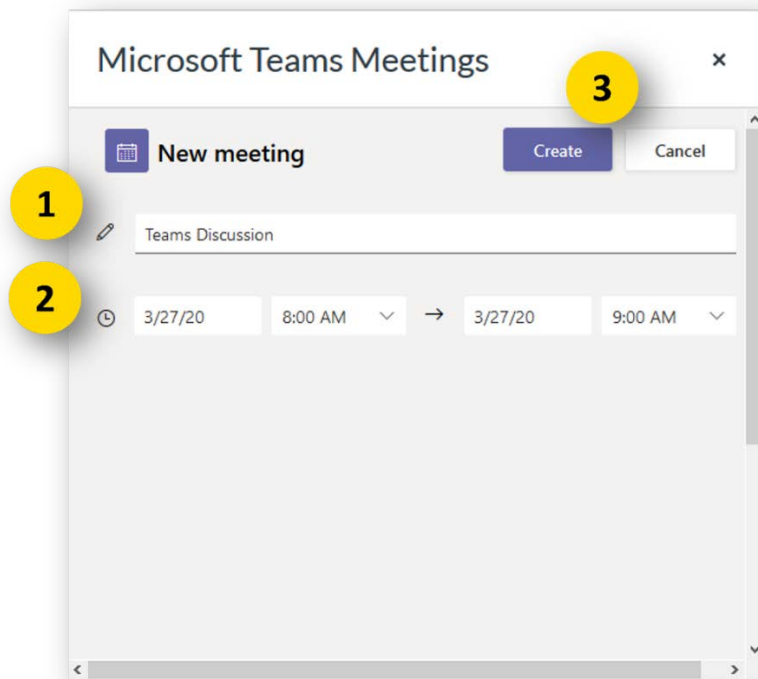


Figure 7 Schedule meeting dialog window with items filled in

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

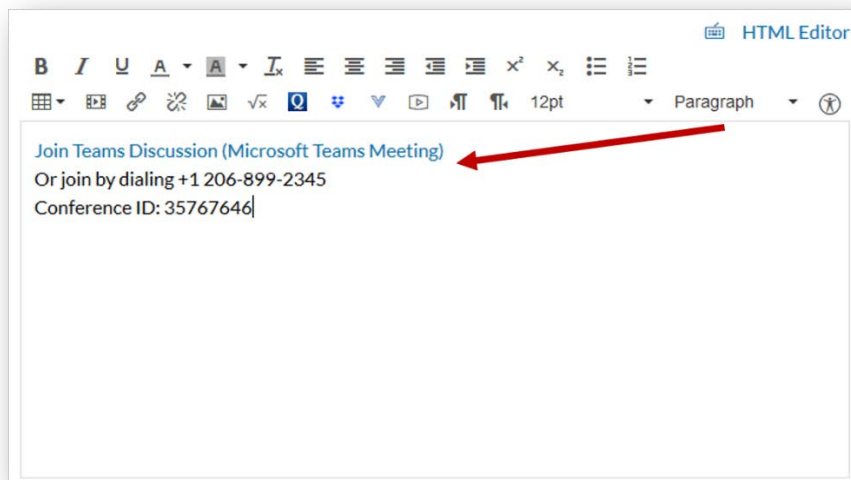


Figure 8 The meeting link and dial-in information has been inserted in the Canvas page

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.

Content added to the Discussion page include: a purpose statement, instructions, a linked video, and a heading to clearly identify the link to the Teams meeting.

Questions and Comments

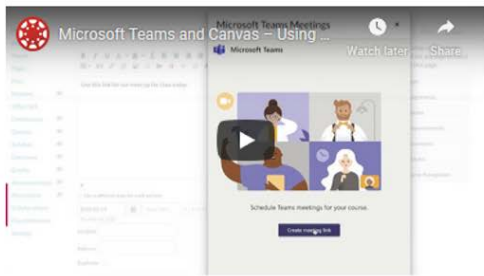
All Sections

### Purpose of this Discussion

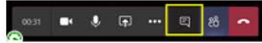
The purpose of this discussion is to share ideas and address questions after you have reviewed the video linked below.

### Instructions

1. View this video.



1. Post at least one question about the video or one idea about how you might use Teams in Canvas.
2. Before our class meeting, read your classmates' posts in this discussion.
3. At our class meeting, use the meeting link below to join the live video conference discussion.
  1. Join the meeting from a quiet location.
  2. Please have your webcam or video camera enabled and mute your microphone when you first join the meeting. (Remember to turn your microphone on when you want to join the discussion.)
  3. If you don't want people to see your bedroom, kitchen, roommate, or whatever, you can blur the background in Microsoft Teams ("Blur your background in a Teams meeting").
  4. Use the "Show conversation" feature to open the chat window. This is the third icon from the right on the control bar. It is highlighted with a yellow border in the image below.



### Meeting link

[Join Teams Discussion \(Microsoft Teams Meeting\)](#)

Or join by dialing +1 206-899-2345  
Conference ID: 35767646

Search entries or author   Unread          

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