

Note: This document was graciously adapted from Instructure.

## Canvas Teams

### Introduction

The brand-new feature of Canvas Teams allows instructors to create conference calls (meetings), share screen, and record calls using the Microsoft Teams integration with Canvas. This integration can be used in many areas that support the Canvas Rich Content Editor, including Pages, Discussions, Assignments, Quizzes, and Announcements.

Microsoft Teams Meetings can be utilized as an easy way to provide instructions to an assignment, go over the parameters of a quiz or test as well as divulge information through recorded lectures.

Before using Teams, make sure that you determine:

- What the purposes of the specific Teams Meeting will be (ie: lecture, instructions, etc.).
- Select the proper category for the purpose of you meeting (ie: If lecture, then you can create an announcement with a link.).
- What you want your students to know about the meeting and type that information out in the text box available to you.

### How to set up Teams Meetings as an instructor?

**Step 1:** Sign in to your Canvas account by using the same login provided to you by our IT team (the login info you use to access your email and Whitecaps portal) > Go to the course you want to use Teams

canvas [Browse courses](#)

Username  
jbernard

Password  
.....

[Forgot Password?](#) [Log In](#)

[Help](#) [Privacy policy](#) [Acceptable Use Policy](#) [Facebook](#) [Twitter](#)

INSTRUCTURE

**User ID and Password Information:**  
Your Galveston College student ID is GC followed by your student ID, and your initial password is the same password you used to log into the Whitecaps portal..

Username: As provided to you by Admissions (EX. GC0123456)

Password: Login assistance is available through the GC IT Service Desk, 409-944-1352, Regents Building, R-120.

Note: If you cannot access Canvas at this point, please go through the following steps:

- Verify that your login information is correct.
- Email your program coordinator and/or division director to clarify that you have the proper login credentials.

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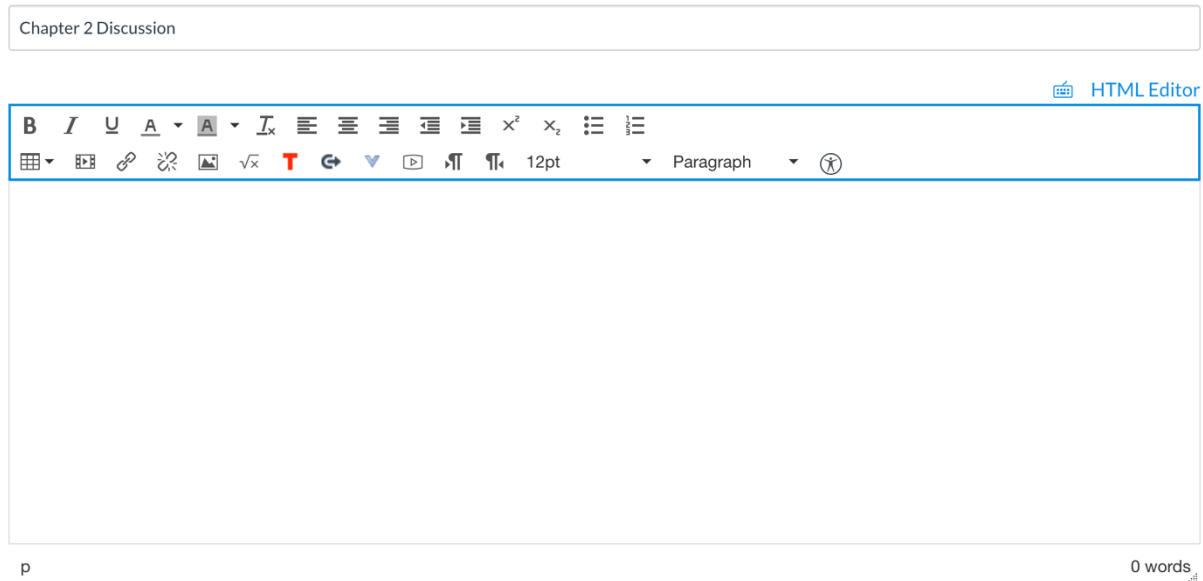
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-Contact the IT Service Desk at 409-944-1352 to ensure that your login credentials are correct.

-Contact the Distance Education department DistanceEd@gc.edu

**Step 2:** Select an area where you want to create a Teams meeting. For this example, we will walk through setting up a meeting in the Discussion area.

In order to do so, click on Discussion on the left side main menu > add a new Discussion by clicking on + > enter topic title > add a description of the meeting purpose



**Notes:**

- Teams Meetings are only available in Discussion, Assignments, Quizzes, Pages and Announcements as of this writing. If more functionality becomes available, Distance Education will update this document accordingly.
- Please do not forget to write a description of what you want students to know about the meeting.
- It is recommended to select a date and time in “Add to student to-do” area towards the bottom of the page.

**Step 3:** Sign into Microsoft

To open Microsoft Teams Meetings, click the **Microsoft Teams Meetings** icon that pops up after clicking on the “More External Tools” button (blue arrow pointing down).

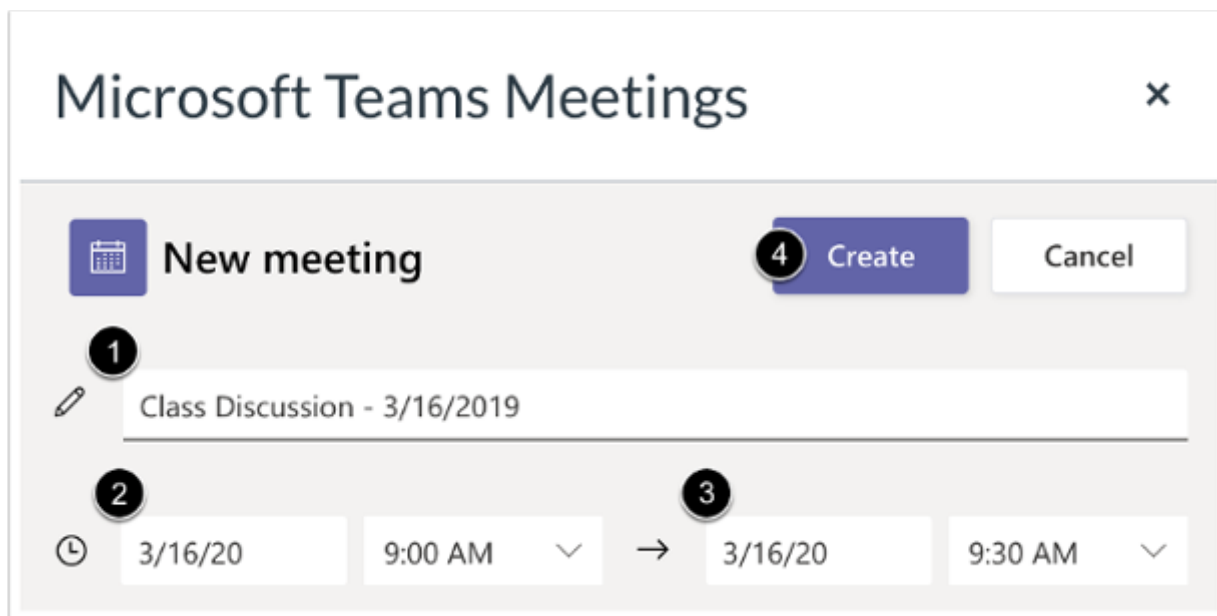
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The image displays two side-by-side screenshots of the Microsoft Teams application interface during its onboarding phase. The left screenshot, titled 'Microsoft Teams Meetings', shows a 'Welcome to Microsoft Teams' screen. It features an illustration of a woman standing and a man sitting on the floor, both using devices. The text prompts the user to 'Sign in to Microsoft Teams using your school account to get started.' with a prominent 'Sign in' button. The right screenshot, also titled 'Microsoft Teams Meetings', shows a screen for scheduling meetings. It features an illustration of four people in a video call grid. The text prompts the user to 'Schedule Teams meetings for your course.' with a 'Create meeting link' button. Both screens have a clean, modern design with a light gray background and blue accents.

Sign into your Microsoft account by clicking the **Sign in** button [1]. Please sign in with your email address and the password you use to access your email account. You 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.

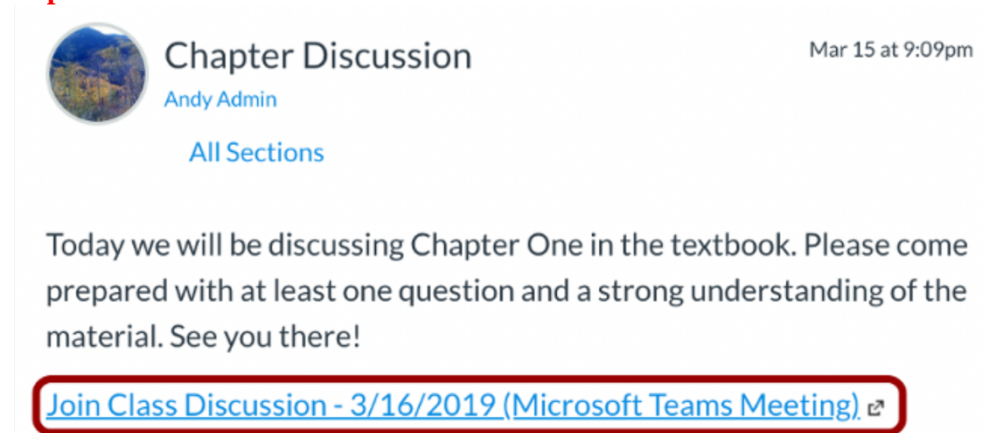
**Step 4:** Create Meeting



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] > The meeting hyperlink populated in Rich Content Editor > Save and publish

**Step 5:** View Link

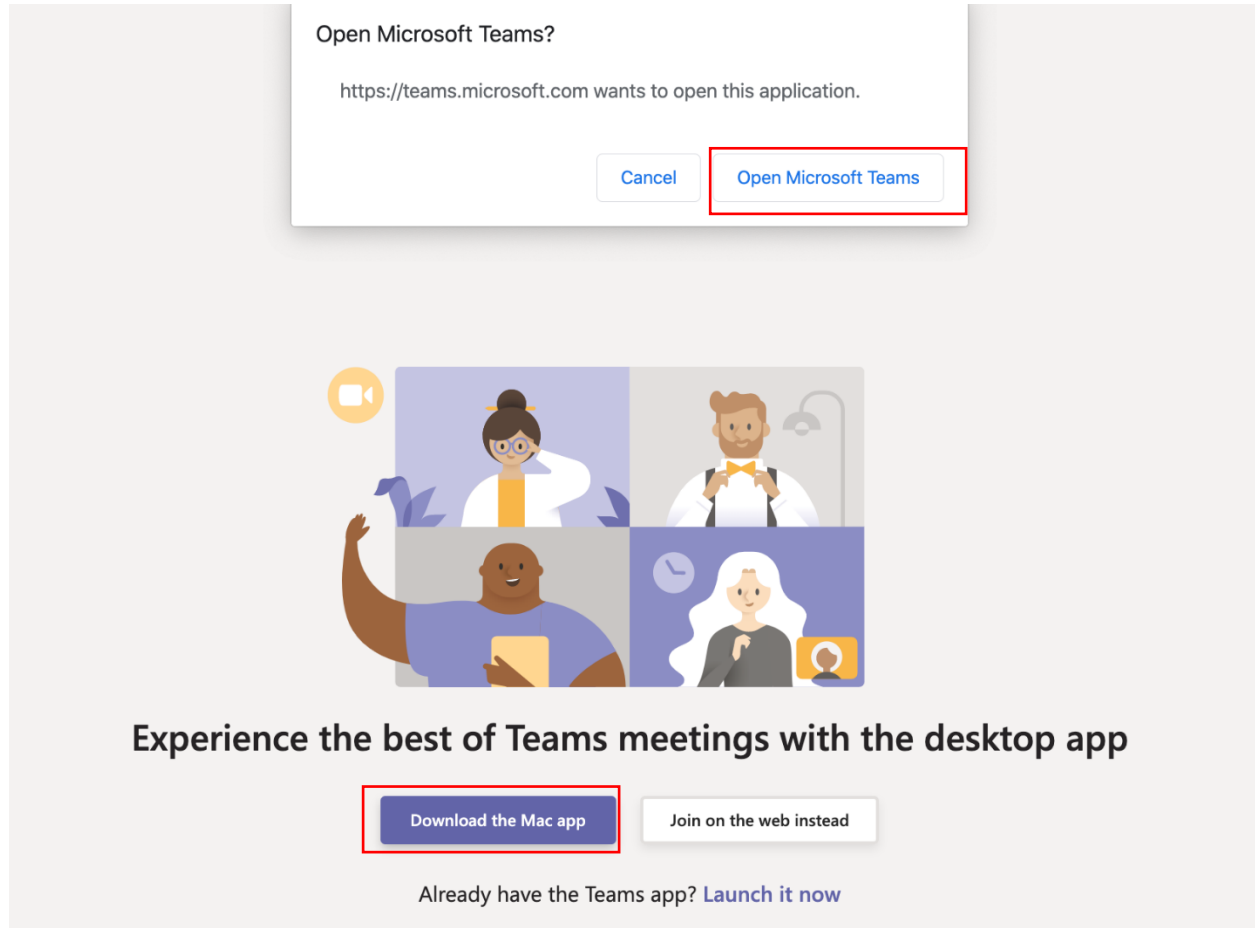


The Microsoft Teams Meetings conference link will display in the area where it was added to Canvas.

When students click the link, they will have the option to join as a guest or as a student. Please have students select the “student” option to ensure that they can label themselves correctly. The “Guest” label is only intended for those who would want to observe your lesson such as other instructors.

**Step 6:** Joining/Beginning the meeting:

Click on the link to the meeting when you are ready to begin. You should land at a page like this:



Click on Open Microsoft Teams if you have already have the desktop version on your computer; if not, click on “Download the Windows/Mac app”.

**Please note:**

As an instructor, you will NEED to click on the “Download the Windows app” button and follow the instructions provided in order to set up your meeting. Your students do **NOT** have to download the app in order to listen to your lecture. All they have to click on is “Join on the web instead”.

The instructor side of this can be a bit tricky to explain through multiple screenshots, so below is a link that will take you to a very helpful video which walks you through how to record, upload and share your lecture via Canvas:

Please register the event “Special: Online classes & lectures with all your students” to learn more features of Teams including how to share your screen, document, use whiteboard, record, and chat, etc (See the link below)

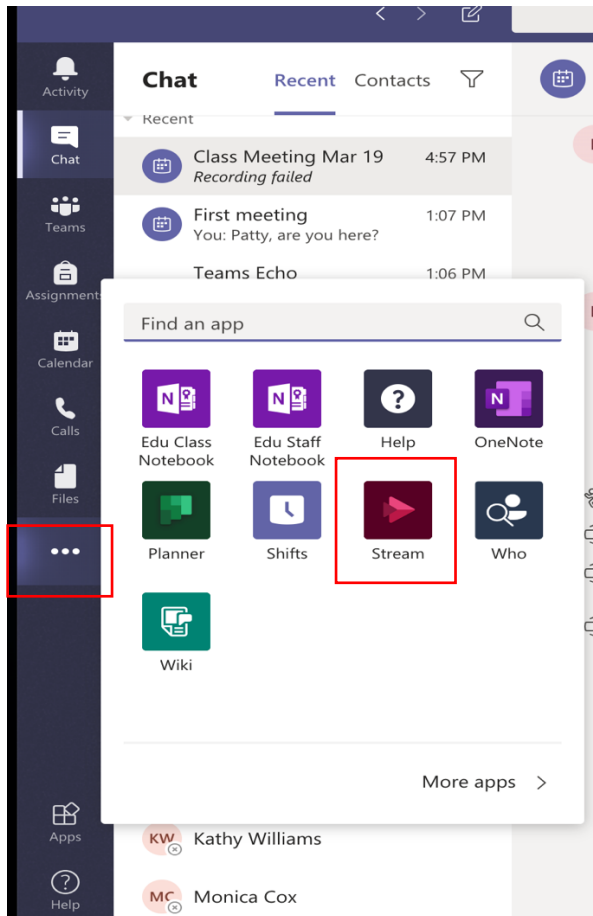
[Special: Online classes & lectures with all your students](#) (Highly Recommended)

**Step 7:** Upload recorded video in Canvas

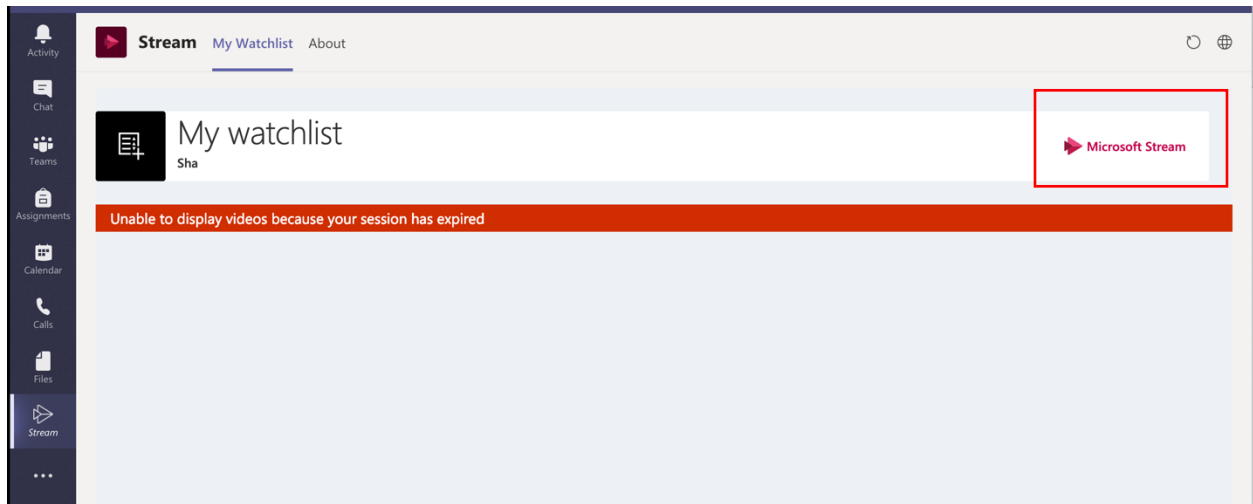
Please refer instructions to this tutorial "[Using Teams from Inside Canvas](#)".

Below is a quick reference guide with screenshots included.

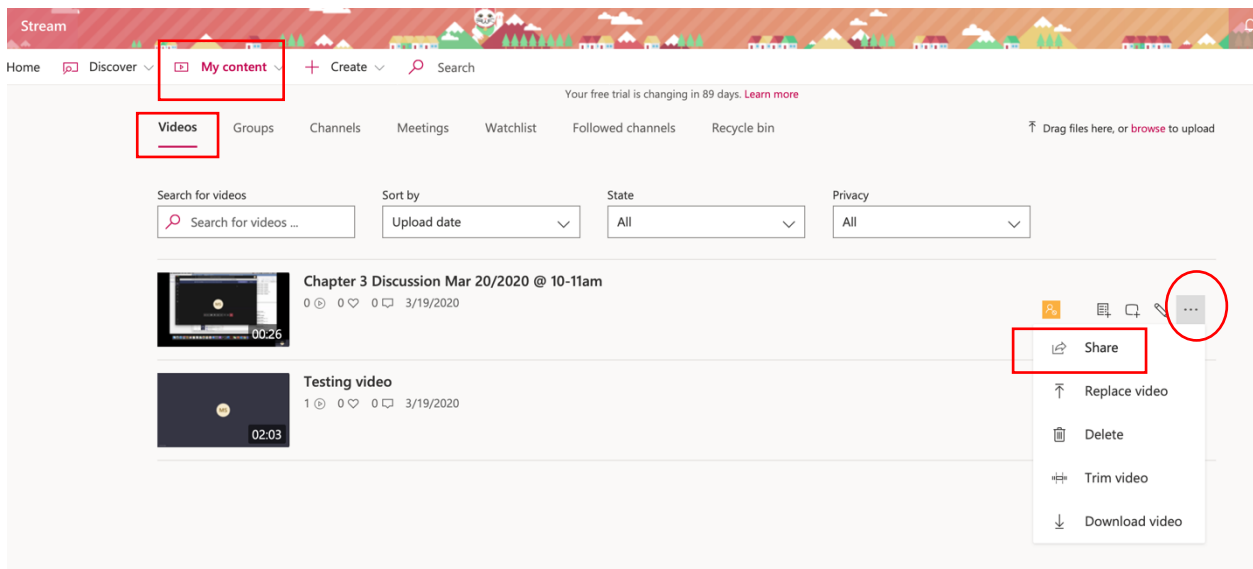
In your Teams app, click on more options "... " located on the left side of the navigation bar > Click on "Stream"



Click on Microsoft Stream (You may be required to sign up for Stream for the first time, if so, simply follow the instruction to complete registering by using your GC credentials).



Click on “Video” under “My content”> Click on “...” of the recorded video you want to upload > Share



**Please note,** if you use Stream for the first time, the recorded video may delay in displaying in your content. If that’s the case, you may want to manually download the recording from Teams and upload it to Stream and then follow the steps below to share recordings to Canvas.

There are two options to share the recording in Canvas course:

1. Copy direct link to video and past it to the area you created the meeting in Canvas.

2. Select “Embed”> copy HTML > go back to area you created the meeting in Canvas > edit > switch “Rich content editor” mode to “HTML editor” > past HTML > swtich the mode back to “Rich Content editor” > Save and Publish

[illegible]



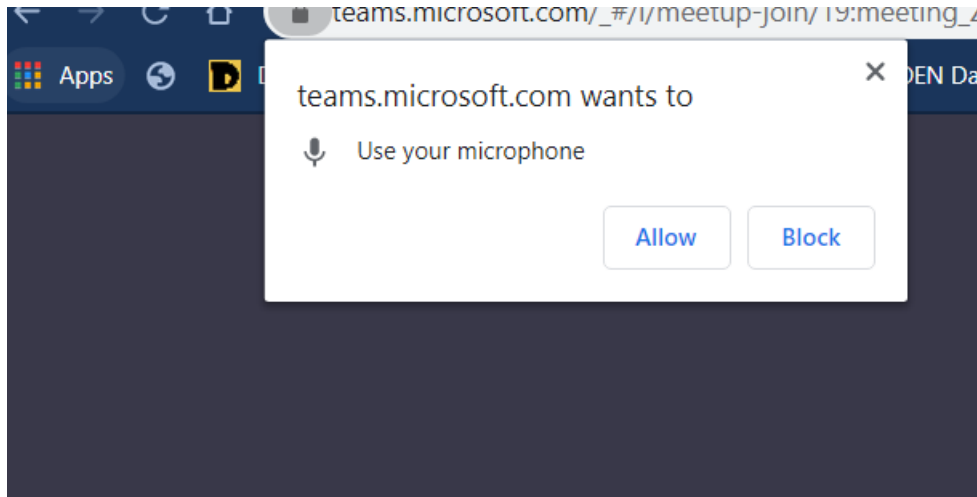
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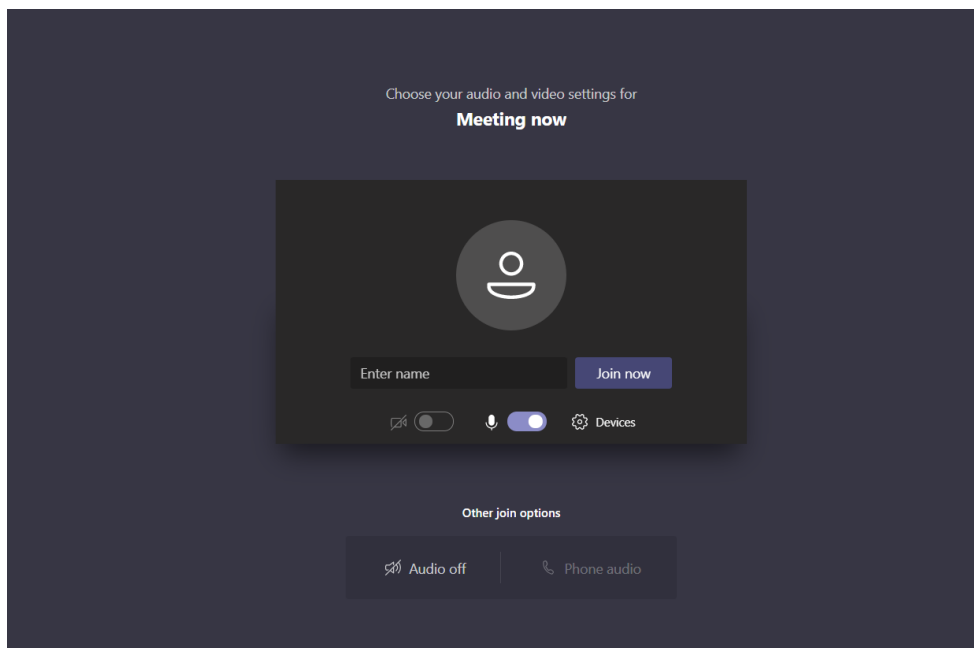
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## How to join the meeting as a student?

Once students click on the “Join on the web instead” button, they will see a button prompting them to grant access to the microphone. Distance Education’s recommendation is for students to click on “allow” so that if they have questions during the instruction, they can ask them.



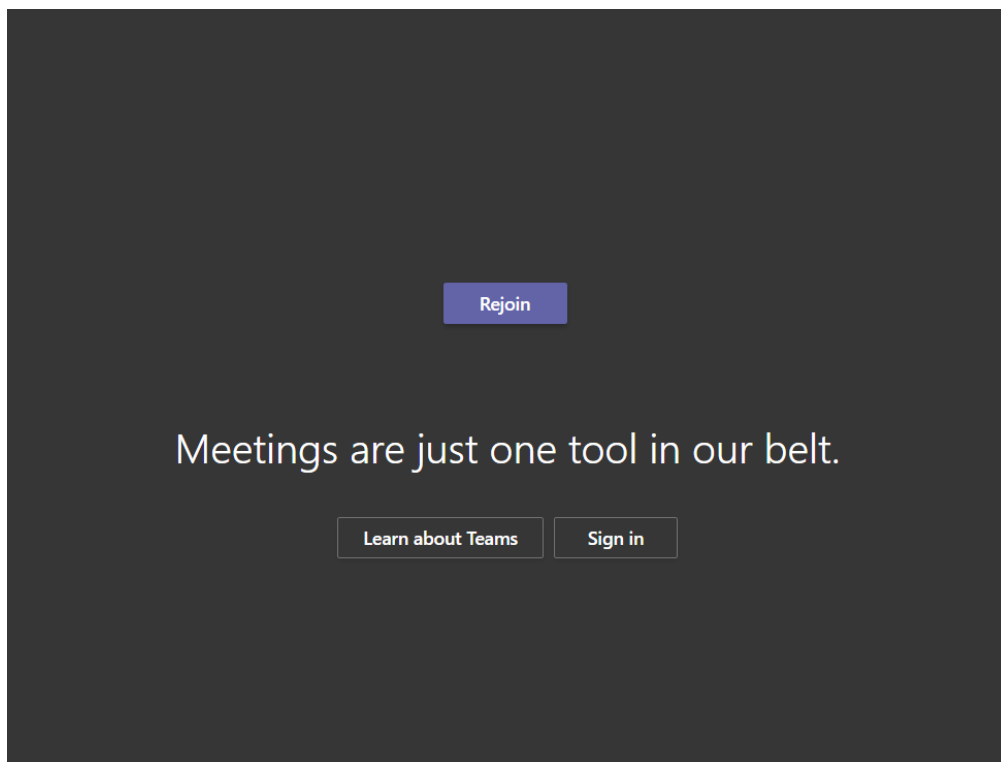
Then, students will see this page:



Please tell students to:

- Make sure their name is correct. If for some reason their name is not populated, please tell them to put in their first and last name for attendance purposes.
- Have their camera AND microphone buttons turned off unless otherwise noted.
- Keep their mic is on mute during the instruction to ensure better sound quality. If student has a question, simply unmute their mic.
- Ensure that their speakers are working.
- Click “Join Now” once they are finished tweaking their settings.

From there, students will be able to listen to the lecture. If they somehow drop out of the meeting due to internet connectivity issues or other related issues, they can rejoin through this screen:



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#### References:

<https://www.instructure.com/canvas/blog/instructure-canvas-integrates-microsoft-teams-keep-educators-students-and-administrators>

<https://microsoftteams.eventbuilder.com/TeamsEducation>

<https://www.youtube.com/watch?v=TDdZFrXL3wA&feature=youtu.be>

<https://community.canvaslms.com/docs/DOC-18558-microsoft-teams-meetings-in-canvas>