Information and tips for you and your students from IT!
August 18, 2020

We are excited to announce that you can now insert Microsoft Office 365 Teams Meetings directly into Canvas.
==This can be used instead of conferences in Canvas that utilize the limited Big Blue Button system==. With Teams Meetings there are no limits on meeting length and recordings are retained indefinitely. You can insert a teams meeting anywhere the Canvas editor shows, so you are no longer limited to meeting in conferences only. We recommend you use Teams Meetings instead of Conferences and Zoom (if you have a Zoom account).
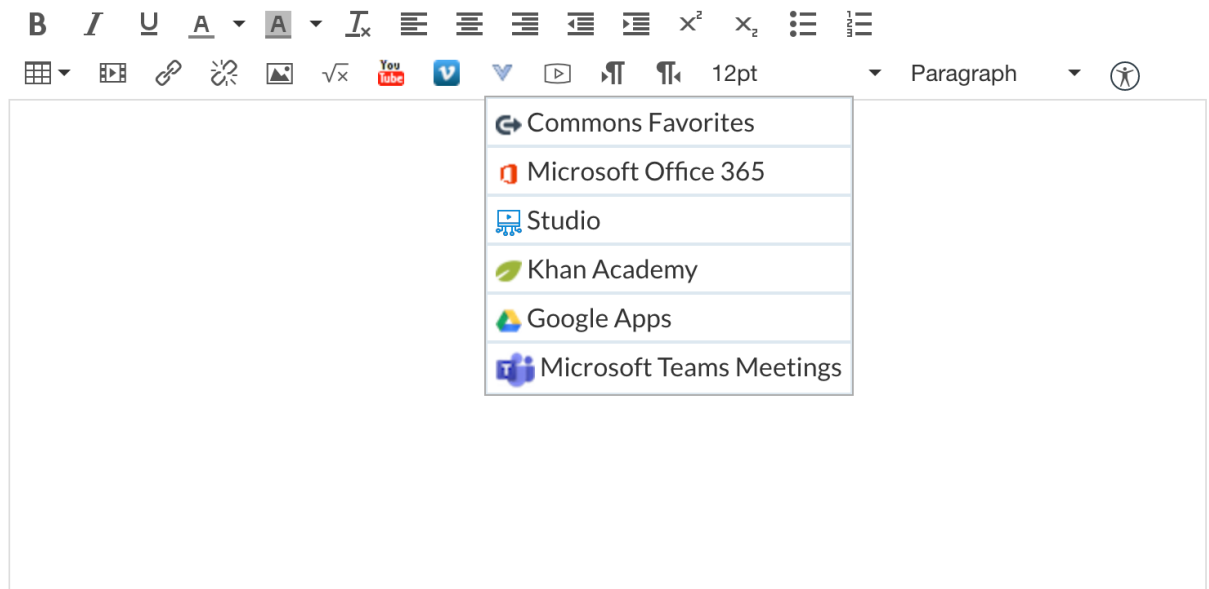
IMPORTANT – Download Teams: We highly recommend that you and students download, install and login to the Teams app as that will provide everyone the best experience. The app is available for desktops and mobile devices of all types: https://www.microsoft.com/en-us/microsoft-365/microsoft-teams/download-app Teams is part of Office365 and you and students log into it just like you do for MyIECC and Canvas.

How to Setup A Meeting
1. From the Dashboard in Canvas, click on the course you want to have the meeting in.
2. Anywhere in Canvas you see the editor, as shown below, you can insert a Teams Meeting link. Click on the "**V**" – More External Tools icon and in the pull down select "Microsoft Teams

Meetings."

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3. Sign in using your IECC email address and password, just as you do with MyIECC. (You may be automatically signed in)
4. Click "Create Meeting Link"
5. Add a title and the dates/times* that you want the meeting to take place, then click "Create."
6. Do not alter the link created for the meeting in the editor. You can add any other information in the editor that you want before the link or after. You can create the meeting link after you have your information in place as well.
   <mark>Canvas Calendar Entry</mark> – *If the editor, you inserted the teams link into, creates a calendar entry when dates are set on the Canvas items then your information will show with the teams link like it always has. Examples are announcements, assignments and to do's that will show on the calendar when you add dates.*
7. Save or Save & Publish (if available) the canvas item.

Notes:
- Creating a teams meeting link and setting the dates on the Teams interface, with meeting title, will NOT put it on the Canvas calendar. *The Canvas tool you are using must create a calendar entry as outlined above.*
- If you want to create a calendar only item in Canvas with a Team meeting link, create the calendar item and use the "More Options" button to access the calendar items HTML Editor. There you can create a Teams Meeting link tied just to a calendar entry.
- Once you create a Teams Meeting link you cannot edit it, you can delete it and create a new one.
- You can place more than one Teams Meeting link in an editor.
- *The dates and times you set in Teams Meeting are just for reference they do not control access or limit your time.

You are all set to have a meeting, but wait there is more…

How to Record A Meeting

1. Once you enter a Teams meeting via Canvas and launch/allow the Teams App to open:
2. Click on the "…" menu to show option slide to select "Start Recording."
3. A policy message will show on the screen and you will need to accept/ok/"X", then slide to "Start Recording."
4. You should then see a timer running on the screen indicating recording is taking place.

How to Access the Recorded Meeting then link and embed into your course(s)

1. When you "Leave" a meeting the recording will stop. You should get an email with details to access the video once ready, but you can more easily access the video from within the Teams App.
2. From within the Teams app on the left menu locate and click on "…" and select "Streams." (Streams is like your own youtube channel)
3. A page will load. On the upper right-hand side click on "Microsoft Stream" link in red, a web page will open. (You can also go to office.com, login and search for the Streams App and launch from there in a web browser.
4. My Content Tab -> Videos
5. Locate the video you want to use
6. Click on "…" on the video line to see "Share" and click "Share"
7. Copy the direct link URL or click on the embed tab and copy the embed code.
8. Return to Canvas and insert the line on the page or change to "HTML Editor" link view and insert the embed code.
9. Save the Canvas item and the video will be accessible.

How to Use Teams Meeting (Basics)

Once you click on the Teams Meeting link and it launches Teams you will see the following icons. This provides a summary of each.

Sharing allows you to share your entire desktop or a specific window/application.
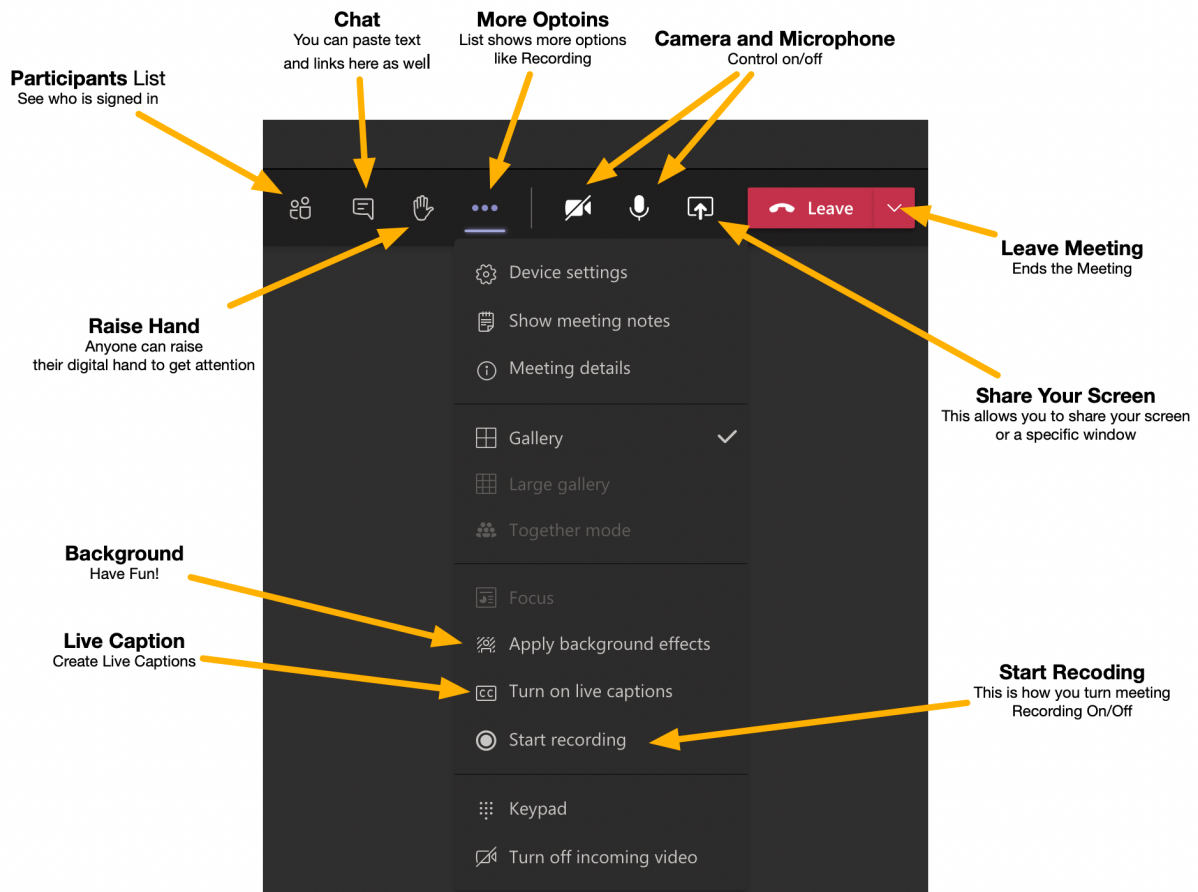
How To Video
This is an external video that shows some of the items covered above

https://www.youtube.com/watch?v=TDdZFrXL3wA

Need Assistance – Contact the Help Desk www.iecc.edu/helpdesk