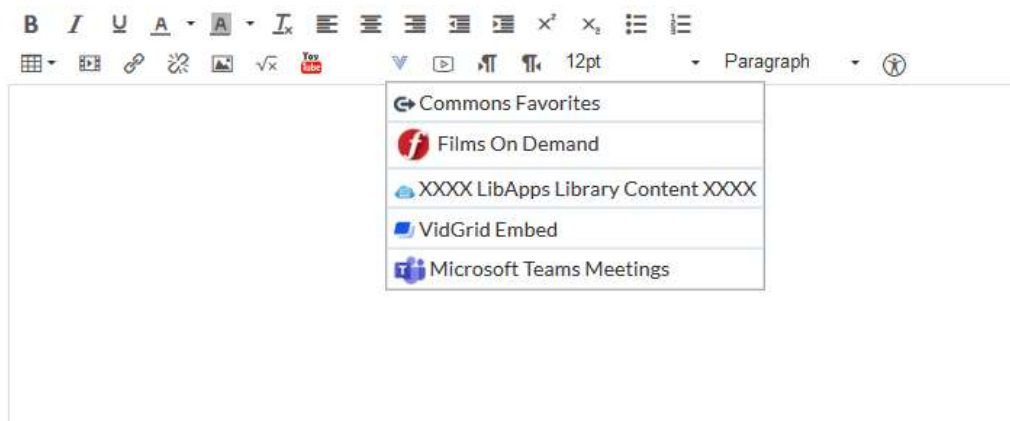


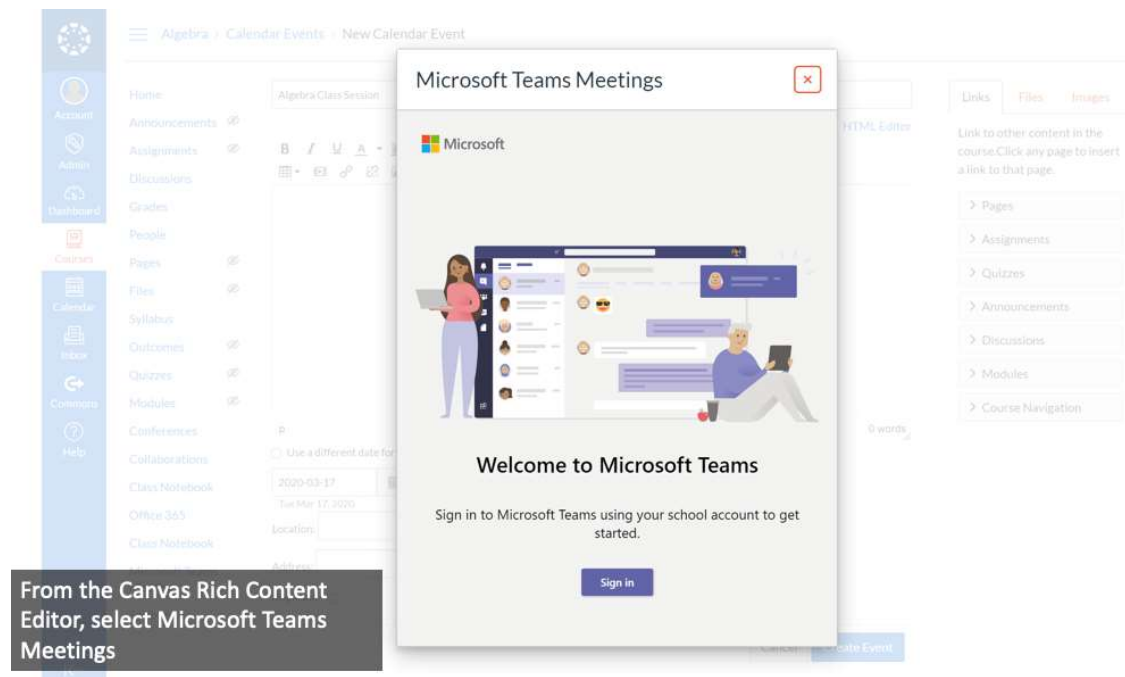
Using Microsoft Teams in Canvas

TSC instructors can create audio and video conference calls (meetings) using the Microsoft Teams integration. The integration provides an easy way to create a Microsoft Teams Meeting from directly within the Canvas' Rich Content Editor, which is available in the Announcements, Pages, Discussions, Assignments, and Calendar tools.

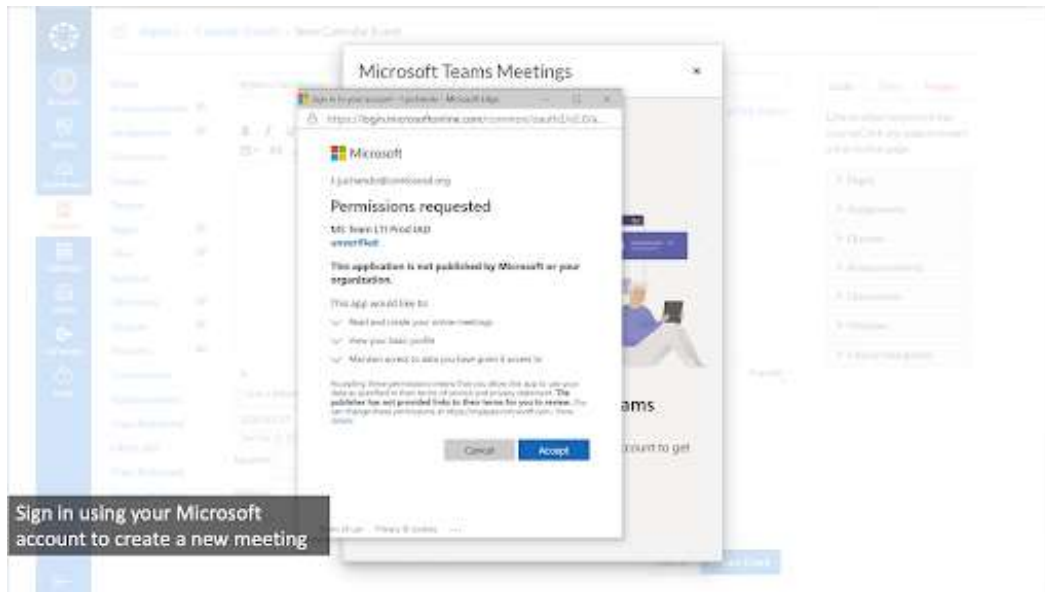
1) From within the Canvas Rich Content Editor (RCE), click the blue drop down arrow for "More External Tools", and then select **Microsoft Teams Meetings**.



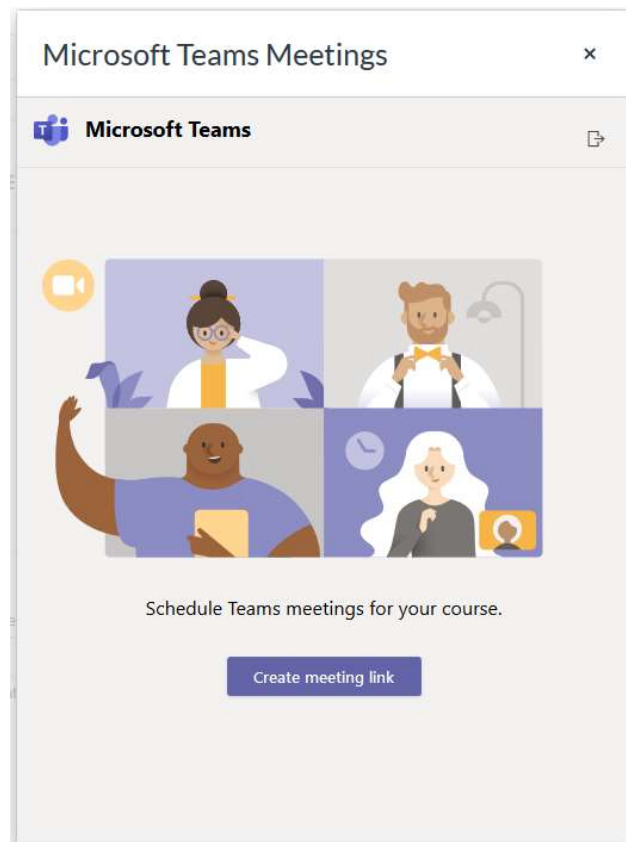
2) Click the button that says "Sign In". This will open a prompt to allow Microsoft Teams access to your Canvas account.



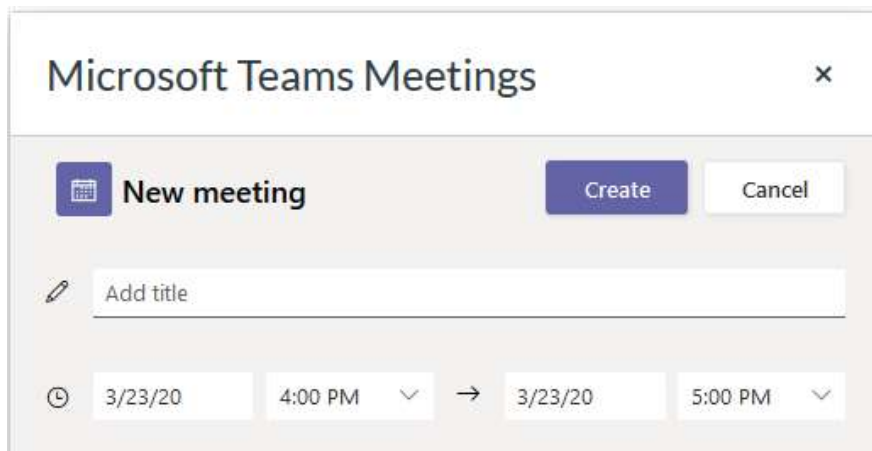
3) **Read and accept the permissions.** This is required in order for Microsoft Teams to work in your Canvas course.



4) Click **Create a Meeting Link**.

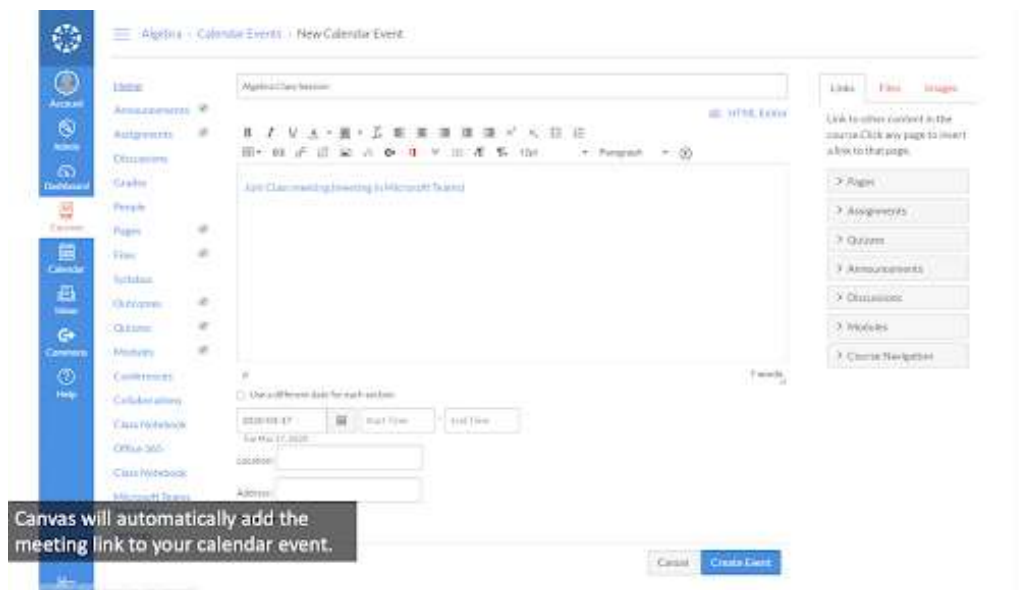


5) Add your meeting Title, Date and Time, then click **Create**.



The screenshot shows the 'Microsoft Teams Meetings' dialog box. At the top, there is a title bar with 'Microsoft Teams Meetings' and a close button (X). Below the title bar, there is a 'New meeting' button with a calendar icon, a 'Create' button, and a 'Cancel' button. Underneath, there is a text input field with a pencil icon and the placeholder text 'Add title'. At the bottom, there are two date and time selectors. The first selector shows '3/23/20' and '4:00 PM' with a dropdown arrow. The second selector shows '3/23/20' and '5:00 PM' with a dropdown arrow. A right-pointing arrow is between the two selectors.

6) Finish editing your text in the RCE. Remember to **Save and Publish** your work!



The screenshot shows the 'New Calendar Event' form in Canvas LMS. The form is titled 'Algebra 1 - Calendar Events - New Calendar Event'. It has a left sidebar with navigation options like 'Account', 'Home', 'Dashboard', 'Courses', 'Calendar', 'Items', 'Canvas', and 'Help'. The main content area has a title field 'Algebra 1 Day lesson', a rich text editor with a toolbar, and a text area containing 'Apex Classroom Meeting (hosting by Microsoft Teams)'. Below the text area, there are fields for 'Start Time' (08:00:00 ET), 'End Time' (1:00:00 PM), and 'Location'. A 'Create Event' button is at the bottom right. A black text box at the bottom left of the form contains the text: 'Canvas will automatically add the meeting link to your calendar event.'

Additional Resources:

- Canvas Guides for using Teams in Canvas: https://community.canvaslms.com/docs/DOC-18558#jive_content_id_Usage
- <https://educationblog.microsoft.com/en-us/2020/03/how-schools-can-ramp-up-remote-learning-programs-quickly-with-microsoft-teams/>
- Microsoft links:
 - [Getting started with Teams meetings](#)
 - [Conduct meetings with Microsoft Teams](#)
 - [Change who can present in a meeting](#)

If you have any questions, please contact LMSSupport@tsc.fl.edu.