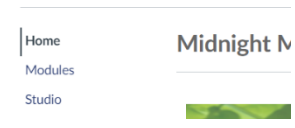
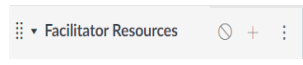
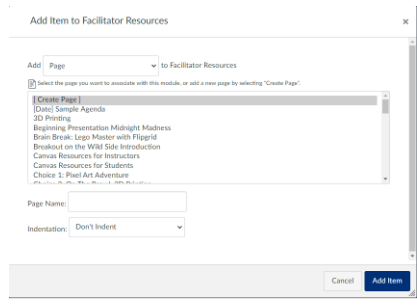
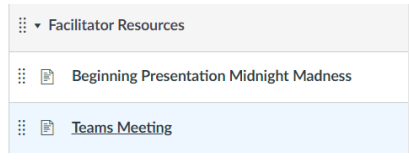
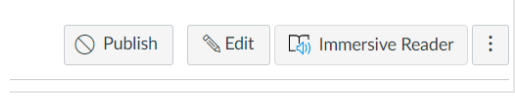
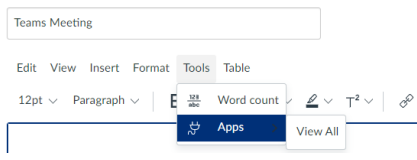


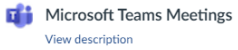
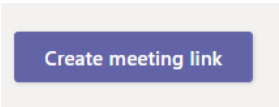
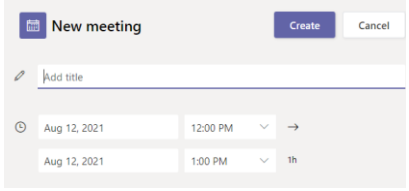
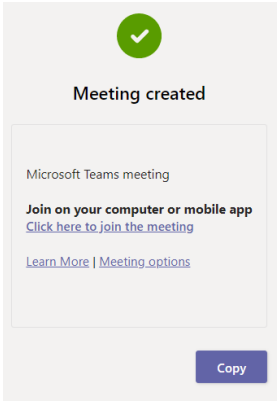
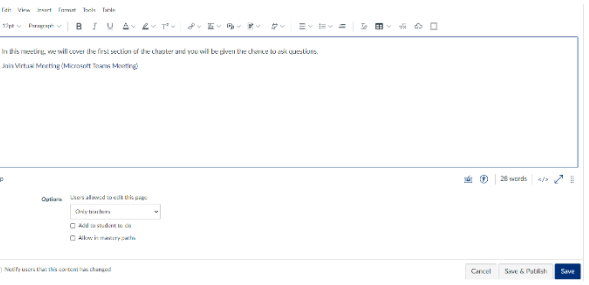


Setting Up a Microsoft Teams Meeting in Canvas

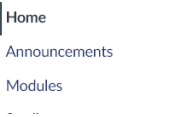

There are many ways to add a Microsoft Teams Meeting in Canvas. The instructions below will guide you through adding a Teams Meeting in a Module, Announcement, and the Calendar.

Adding a Microsoft Teams Meeting in a Canvas Module


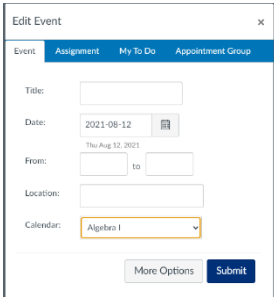
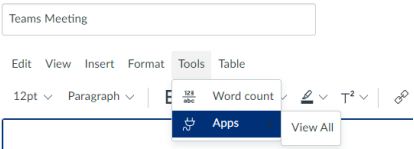
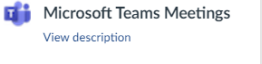
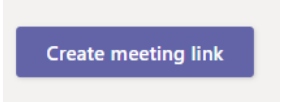
1. Go to Canvas: https://www.cpsb.org/canvas .	
2. Click on your live/published course, not a sandbox course .	
3. To set up the Microsoft Teams Meeting in a page that is part of a module, click on Modules from the Course Navigation menu on the left.	
4. Click on the + on the right side of screen.	
5. Click the drop down and select Page , then Create Page . Provide a Name for the page. Click Add Item .	
6. Click on the Page that you created.	
7. Click on Edit .	
8. Click Tools , followed by Apps , then View All .	

<p>9. Click Microsoft Team Meetings.</p>	 <p>Microsoft Teams Meetings View description</p>
<p>10. Click Sign-in then click the Create meeting link.</p>	 <p>Create meeting link</p>
<p>11. Enter the meeting details, including a title, date, start and end time. Click on Create.</p>	 <p>New meeting Create Cancel</p> <p>Add title</p> <p>Aug 12, 2021 12:00 PM →</p> <p>Aug 12, 2021 1:00 PM 1h</p>
<p>12. Click Copy.</p>	 <p>Meeting created</p> <p>Microsoft Teams meeting</p> <p>Join on your computer or mobile app Click here to join the meeting</p> <p>Learn More Meeting options</p> <p>Copy</p>
<p>13. The link will be pasted in the text box. You may add additional information, if needed. Click Save & Publish when finished.</p>	 <p>File View Insert Format Tools Help</p> <p>By this meeting, we will cover the first section of the chapter and you will be given the chance to ask questions.</p> <p>Join Virtual Meeting (Microsoft Teams Meeting)</p> <p>Options: Users allowed to edit this page</p> <ul style="list-style-type: none"> Only teachers <input type="checkbox"/> Add to student to do <input type="checkbox"/> Allow in memory cache <p><input type="checkbox"/> Notify users that this content has changed</p> <p>Cancel Save & Publish Save</p>
<p><i>When it is time for the meeting, the teacher and students will go to this location, Module/Page and click the link to Join the Meeting.</i></p>	

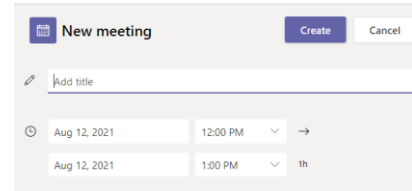
Adding a Microsoft Teams Meeting to a Canvas Announcement

1. Start by clicking on Announcements from the Course Navigation menu on the left.	
2. Click on the + Announcements .	
3. At this point, follow the directions above at Step 8 .	

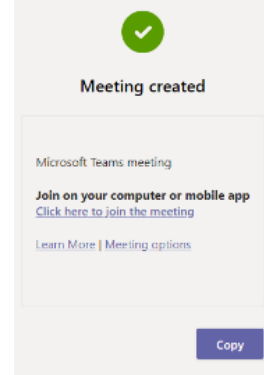
Adding a Microsoft Teams Meeting to the Canvas Course Calendar

1. From the Global Navigation Menu on the left , click on Calendar .	
2. Click on the date that the meeting is being held. Enter the meeting details including title, date time. For Location, type Virtual Meeting . Next to Calendar, you will see your name, click the drop-down menu to select the course you want to hold the meeting in. Click More Options .	
3. Click Tools , followed by Apps , then View All .	
4. Click Microsoft Team Meetings .	
5. Click Sign-in then the Create meeting link .	

6. Enter the meetings details, including a title, date, start and end time. Click on **Create**.



7. Click **Copy**.



8. Click **Create Event**.



*When it is time for the meeting, the teacher and students will go to this location, Calendar, locate the date and the Calendar item. Click on the event. Click the link to **Join the Meeting**.*