



Using Microsoft Teams in Canvas

Canvas users with Office 365 accounts can create Teams meetings from within Canvas for free. Teams meetings can be created using the Rich Content Editor in Assignments, Discussions, Pages, Classic Quizzes, and the Calendar. Once the integration is enabled, educators can create an audio or video meeting from Canvas.

1. When in the Rich Content Editor, select the Microsoft Teams icon.

A screenshot of the Canvas Rich Content Editor. At the top, there is a text input field containing "Class Discussion". To the right, there is a button labeled "HTML Editor". Below the text field is a rich text editor toolbar with various icons for bold, italic, underline, text color, background color, link, unlink, image, video, and other formatting options. The "Microsoft Teams Meetings" icon, which is a blue square with a white 'T' and a person icon, is highlighted with a red box. Below the toolbar, there is a text area containing the message: "Today we will be discussing Chapter One in the textbook. Please come prepared with at least one question and a strong understanding of the material. See you there!"

2. Select "Create meeting link" (you will need to sign into your Microsoft Teams account the first time).
3. Enter a meeting title, date, and time. Then select "Create."

Now the meeting link will appear for students in Assignments, Discussions, or wherever else in Canvas you can create a meeting.

A screenshot of a Canvas discussion post. At the top left, there is a circular profile picture of a landscape. To the right of the profile picture, the text reads "Chapter Discussion" and "Andy Admin". Further right, the date and time "Mar 15 at 9:09pm" are displayed. Below the name, there is a link labeled "All Sections". The main body of the discussion contains the same message as the previous screenshot: "Today we will be discussing Chapter One in the textbook. Please come prepared with at least one question and a strong understanding of the material. See you there!". At the bottom of the discussion, there is a blue link with the text "Join Class Discussion - 3/16/2019 (Microsoft Teams Meeting)" and a small external link icon. This link is highlighted with a red box.