Create MS Teams meeting links in Canvas

Introduction

With the MS Teams integration in Canvas you can create and publish an MS teams meeting link in your Canvas course. The advantage of an MS Teams meeting compared to BigBlueButton is that you can use it for up to 1000 participants (advised maximum for BigBlueButton is 100) and you can also create more breakout rooms (max 50 at the moment).

It's important to be aware that the MS Teams meeting integration - unlike BigBlueButton - does not use information about Canvas enrollments and roles to determine permissions for the meeting.

- Meetings can only be created by users who have an account in the UT MS Teams environment. This means that guest teachers (with an x-account) can't create a meeting. Guests can attend and present during a meeting, but always have less permissions than a regular UT employee or student.
- The meeting can be joined by anyone from UT who has the meeting link.
- Students will also have presenter permission in the meeting, if you don't change the meeting options as described in the instruction.

The process outlined

1. Create a meeting and select the appropriate meeting options.
2. What should I be aware of during the meeting?
3. What should I be aware of after the meeting?

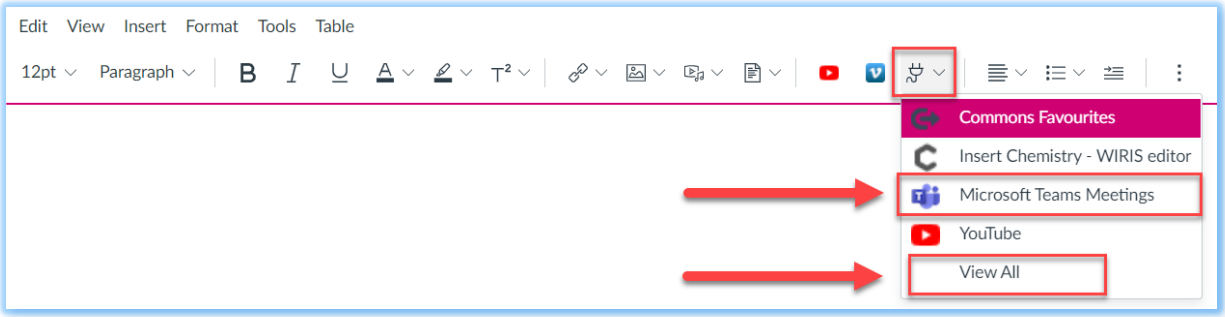
Step by step instruction

1. Create a meeting and select the appropriate meeting options.

First, choose the location in Canvas to publish the meeting information. An MS Teams meeting can be created in all Canvas items in which you can use the rich content editor, for example in an announcement, page or the course calendar. The advantage of creating an event in the course calendar is that you can easily provide a date and time and the event will be shown in the student's To do list in Canvas.

Create or edit the item of your choice and click on the 'Apps' button in the editor. You can find the [Microsoft Teams Meetings] button in one of the favorite positions if you have used it before.

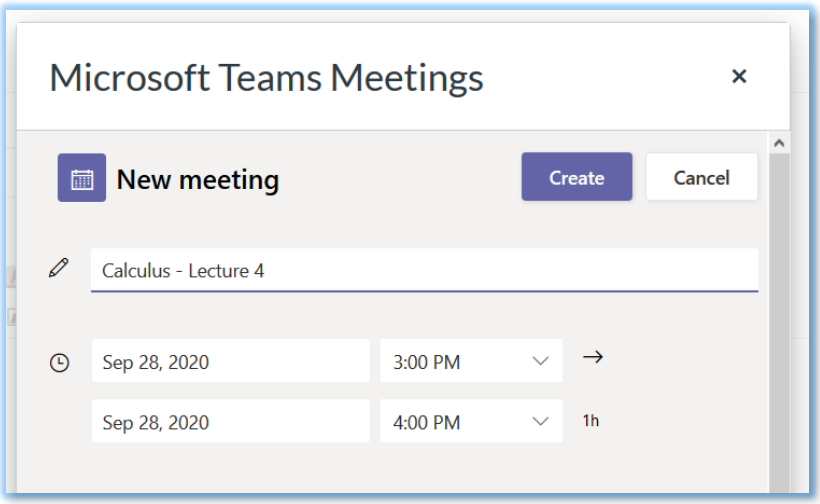
Otherwise you can click [View All]. This will open a window where you can find the [Microsoft Teams Meetings] button. You might have to scroll down. Click on the [Microsoft Teams Meetings] button.



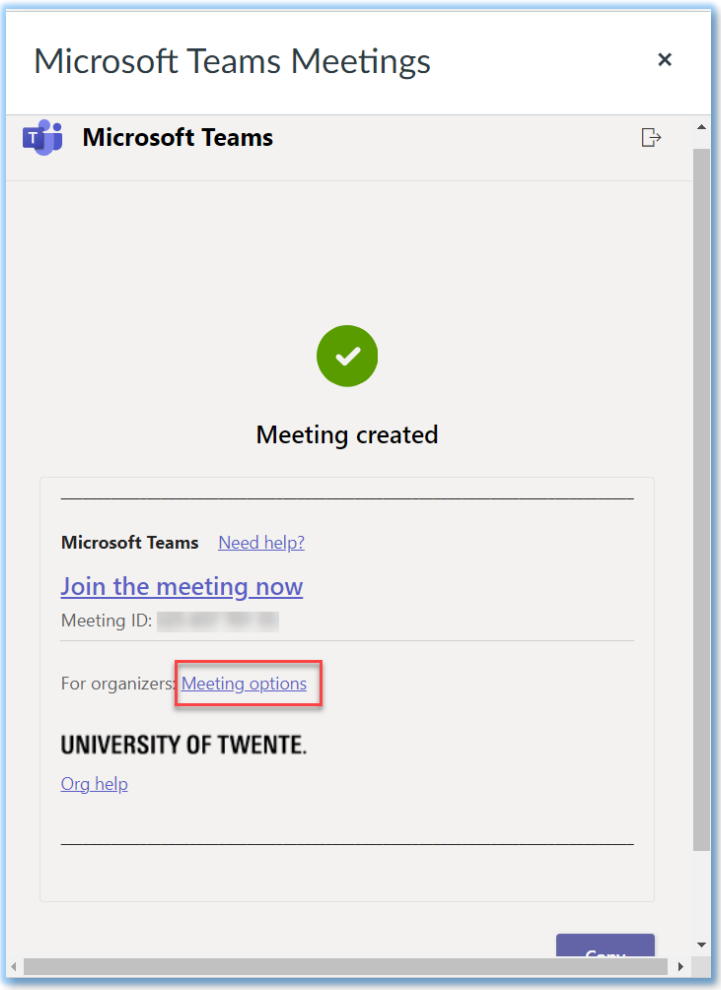
The first time you need to sign in in the UT Microsoft Teams environment. Fill in your UT e-mail address and click [Next]. Fill in your password on the 'University of Twente' sign in page. After that, choose if you want to stay signed in.

Click [Create meeting link]. Fill in a meaningful title. It's possible to specify a start and end date and time for the meeting, but these are not shown in Canvas and access to a meeting is not blocked before the start date and after the end date.

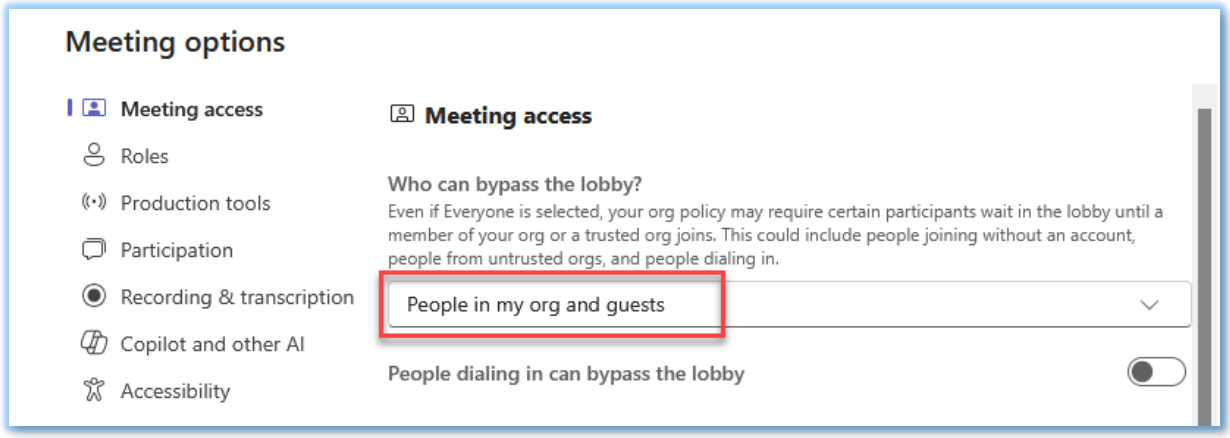
Click [Create].

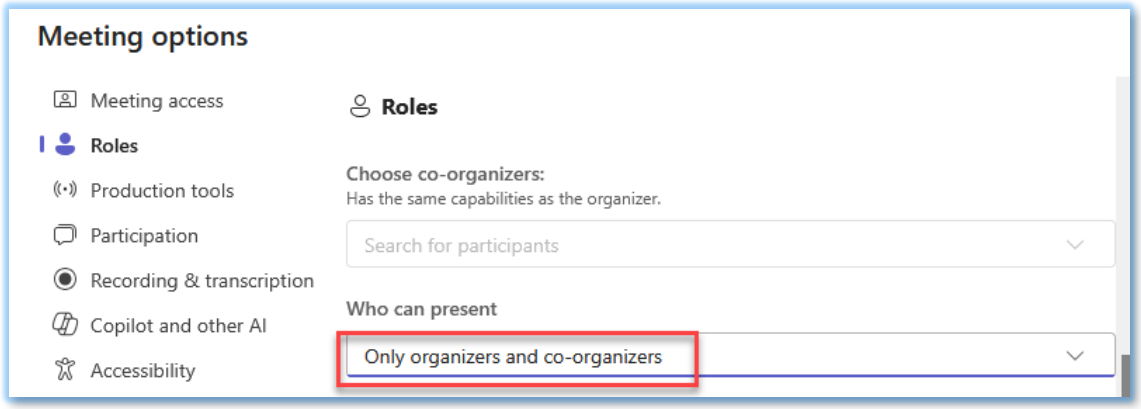


Click [Meeting options]. **Important**: Don't skip this step, otherwise all students have permission to present!



For a standard lecture we advise to use the following settings:



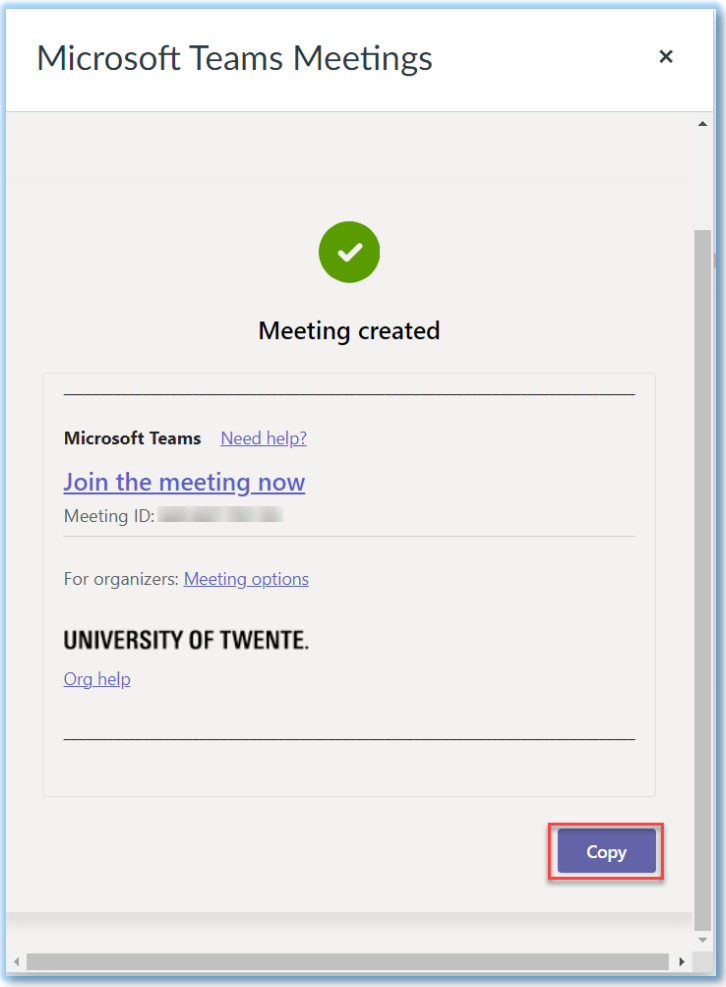


If the number of students is small, you could choose 'Only organizers and co-organizers' for 'Who can bypass the lobby'. The advantage is that students can't start the meeting themselves, the disadvantage is that you have to admit them from the lobby one by one.

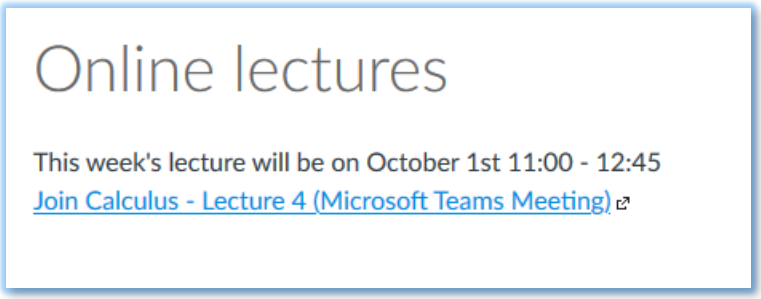
It's not possible to select specific people for 'Who can present' in these meeting options. However, you can assign permissions to present to any participant once the meeting has started and people have joined.

Click [Save] and close the tab.

Now, click [Copy] in the popup.



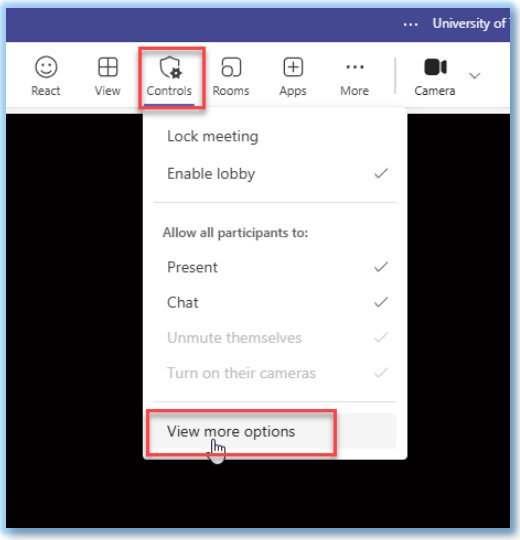
After that, a link will be visible in the Canvas item. Don't forget to add information about the start date and time of the meeting and provide any further information if desirable. If you're finished, click [Save and publish].



STUDENTS ONLY HAVE PERMISSION TO CREATE MS TEAMS MEETING LINKS IN THEIR CANVAS GROUP HOME PAGES. A LINK CAN BE ADDED FROM THE RICH CONTENT EDITOR IN ANNOUNCEMENTS, PAGES, OR DISCUSSIONS

How do I change the meeting options when the meeting link is already created?

1. Click the link to join the meeting.
2. In the MS Teams meeting, click [Controls] in the top bar.
3. Click [View more options].



4. You can now change the meeting options.
5. Don't forget to click [Save].

2. What should I be aware of during the meeting?

Only the person who has created the meeting, has organiser permissions in the meeting. If other teachers should be able to present during the meeting, you have to assign them these permissions *after* they have joined the meeting.

If a guest has been given presenter permissions in the meeting, they will not have permissions to: start recording, end recording, show meeting notes, share files, turn on live captions, mute another presenter, remove someone, make someone attendee, end meeting.

NEW FEATURES ARE ADDED TO MS TEAMS QUITE FREQUENTLY . THIS INSTRUCTION MAY NOT ALWAYS BE 100% UP TO DATE. FOR HELP ABOUT FUNCTIONALITY IN AN MS TEAMS MEETING, SEE THE GENERAL MS TEAMS SUPPORT INFORMATION.
IF YOU HAVE QUESTIONS ABOUT FUNCTIONALITY IN MS TEAMS MEETINGS, CONTACT THE UT ICT SERVICEDESK.

3. What should I be aware of after the meeting?

The meeting does not become inactive after you have clicked [End meeting] in the MS Teams meeting. The meeting link remains active and students can still join the meeting. You can use the following workaround to block access after the meeting:

1. Go to the meeting options (see instructions).
2. For 'Who can bypass the lobby', select 'Only organizers and co-organizers'.
3. Click [Save].

Furthermore, once a student has joined the meeting, he will have access to all recordings and chats that become available after that. For example: you have a meeting with student A, B, C on Monday. On Thursday you use the same meeting link to have a meeting with student D, E, F. The recording and the chats of the Thursday meeting will also be visible for students A, B and C in their Teams app. If this is not desirable: don't re-use a meeting link if the participants do not stay the same.

If a recording was made, the link to the recording will only become accessible in the Teams app, not in Canvas. The recording will only be visible for participants who joined the meeting while they were logged in with their UT-Microsoft account. Consult the MS Teams help on sharing recordings if you want to make the recording available for others as well.

CC BY NC SA