

Start and End a Teams Class Meeting through Canvas

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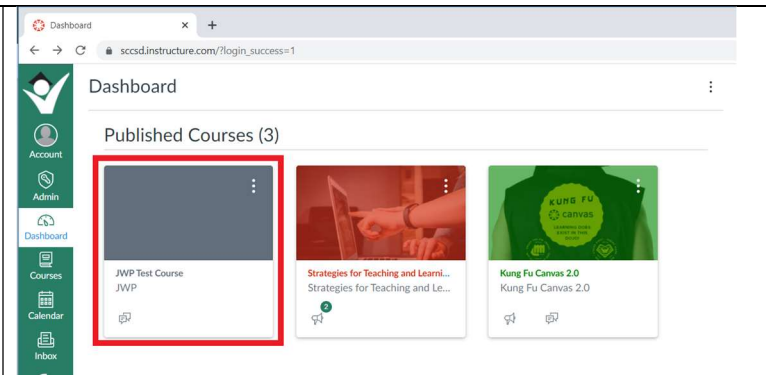
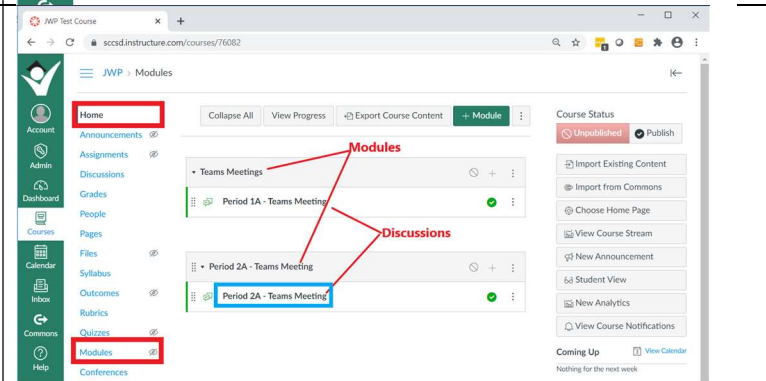
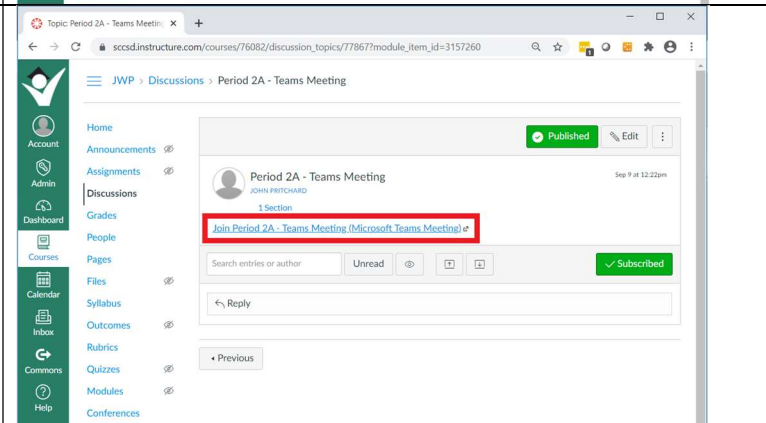
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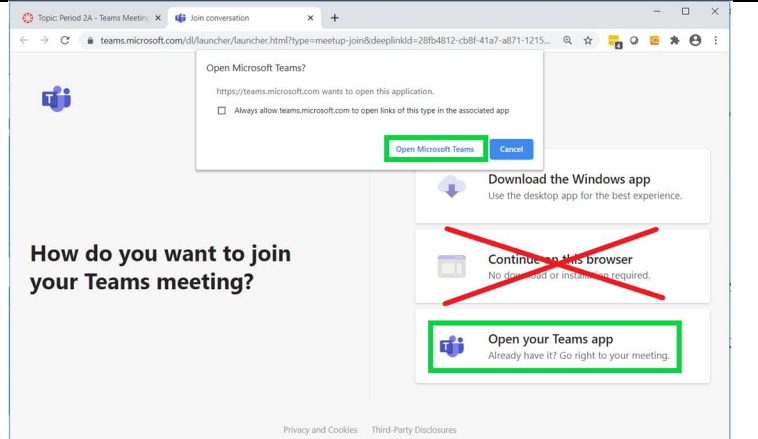
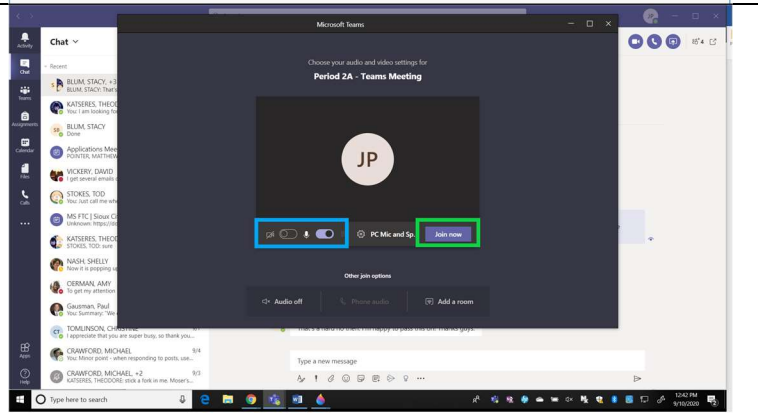
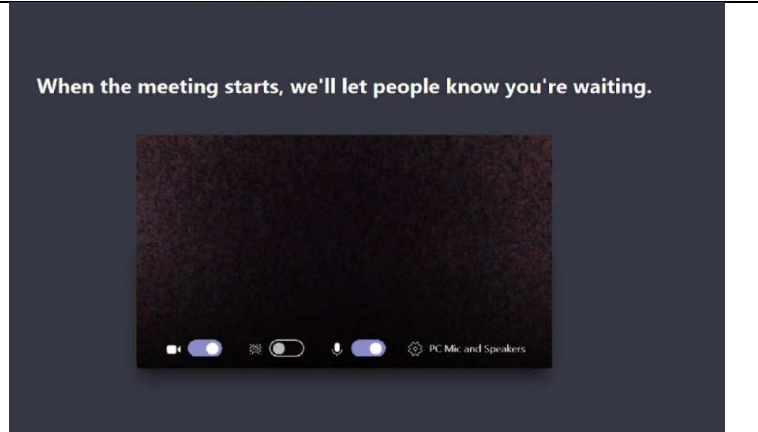
Overview

Canvas is Sioux City Community School District's learning management system (LMS) where teachers and students go for THE information about their courses. Microsoft Teams is the supported platform for online classes for the Sioux City Community School District. This document describes how to join and start an online class, through Canvas, using Microsoft Teams.

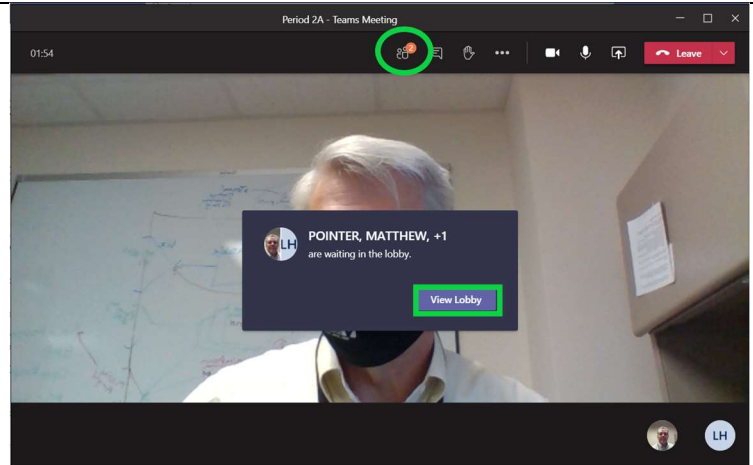
Start and End a Teams Class Meeting in Canvas

To start and join a Class meeting through Canvas, the meeting link should have already been set up. See the document **Create Teams Class Meeting Schedule in Canvas**. The meeting schedule is set up in Canvas under the course that the teacher is assigned to.

<p>Sign into Canvas and select your course (i.e. JWP Test Course)</p>	
<p>Most teachers will present the Modules that have the Discussions that contain the meeting links on the Home screen. If not, navigate to the Modules menu item.</p> <p>Click on the Discussion representing the class that you want to start (for example, Period 2A – Team Meeting in the blue box)</p>	
<p>The Discussion detail screen with a link to the class will be presented. Click on the link.</p>	
<p>REMEMBER THAT YOU MUST BE LOGGED INTO TEAMS PRIOR TO GOING ANY FURTHER</p>	

<p>When you click on that link, a web browser will open and give you a couple options. You must select the “Open Microsoft Teams” button or “Cancel” (to get rid of the pop-up box) and click on the option “Open your Teams app”.</p>	
<p>Select your video and audio settings (as teacher we recommend both be on) and click the “Join now” button when you are ready to start the class.</p>	
<p>Note: Before you start your meeting, students can click on the link, but if they do, and join the meeting, they will see that they are waiting to be admitted.</p>	

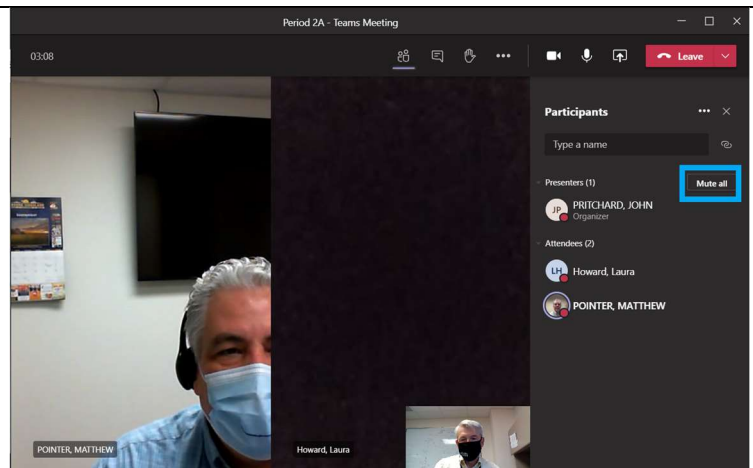
When you, as the teacher, start the meeting (i.e. click “Join now”) and you will be informed that students are waiting in the lobby as long as they were there before you started. As students join, the participants icon (circled) will present the number students waiting.



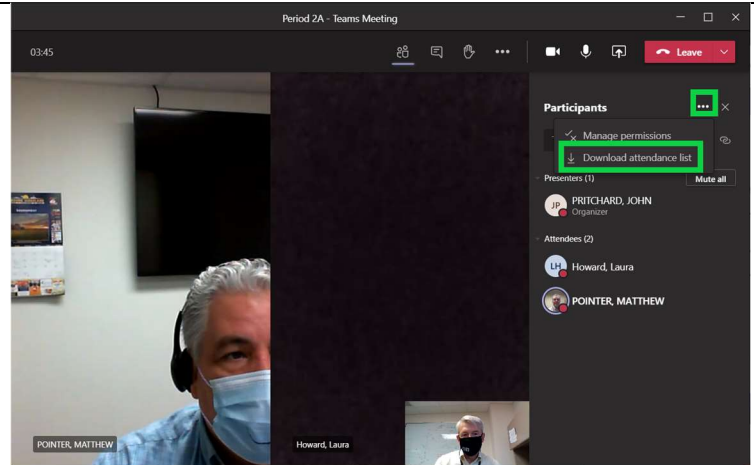
Click View Lobby or the participants icon to view the participants list. You can admit all the students by clicking “Admit all” or admit individuals by clicking the ‘✓’, or deny students by clicking the ‘X’



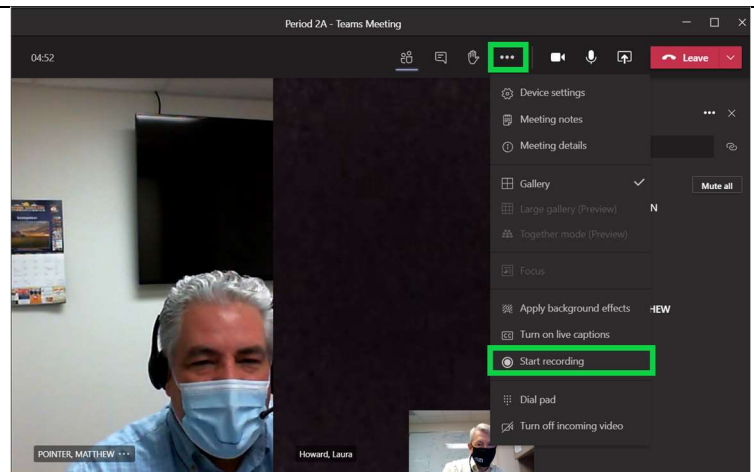
The class has begun! Note that in the participants window, if there is a lot of background noise, you can mute all the participants.



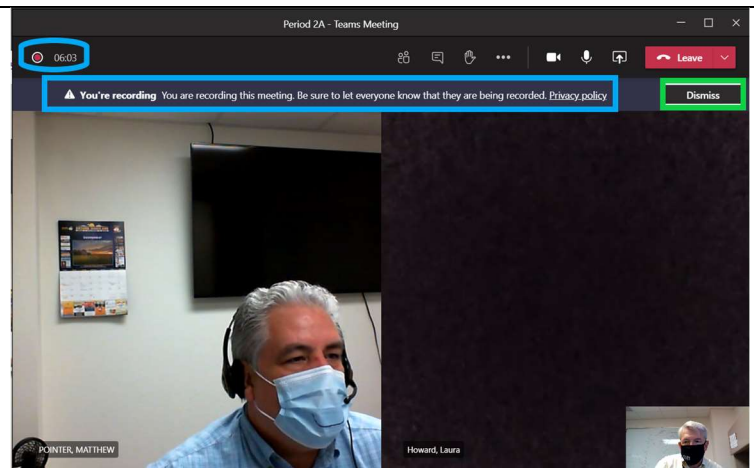
At anytime during your meeting, you can 'take attendance' by clicking on the ellipse in the participants window and then "Download attendance list". A CSV file will be downloaded into your Downloads folder on your computer. It is recommended you take attendance at the beginning of class and at the end of class.



When may want to record your class. You can do so by clicking on the ellipse ("...") in the menu and then "Start recording".



You (and your students) will be notified that the class will be recorded and you will see a red recording button in the upper left corner. You can clear this message by clicking the "Dismiss" button (note: that does not clear the message for the students, they need to do that on their own).



When you are preparing to end your class, Stop the recording (just like you started the recording) and take attendance (see above).

Then Click on the down arrow next to the Leave button and click “End meeting”.

