Create Teams Class Meeting Schedule in Canvas

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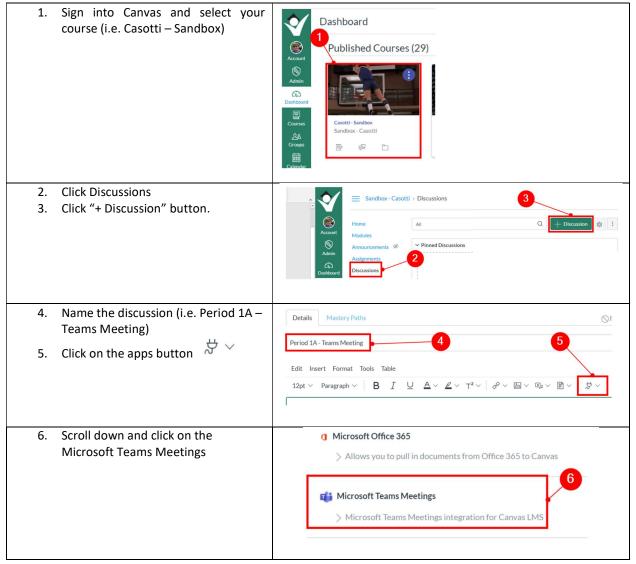
Overview

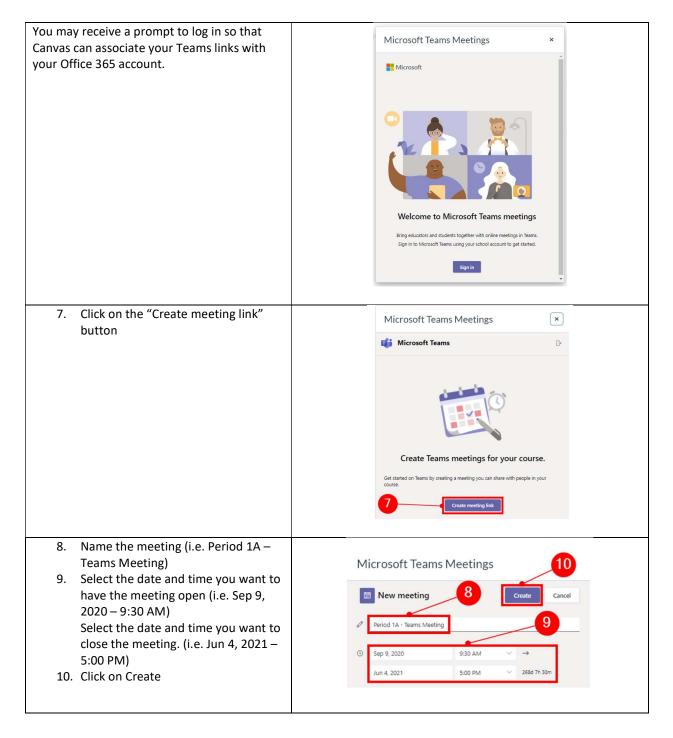
Canvas is Sioux City Community School District's learning management system (LMS) where teachers and students go for THE information about their courses. Microsoft Teams is the supported platform for online classes for the Sioux City Community School District. This document describes how Canvas and Microsoft Teams integrate and how teachers will create the class section schedules for their students.

Create Teams Class Meeting Schedule in Canvas

To create a Microsoft Teams class meeting link for each section so only the students in that section will see, the teacher will create a "Discussion" that represents the Teams Meeting Link and then will assign that "Discussion" to a Module assigned to that specific section.

Create a "Discussion" representing the Teams Meeting Link





Sioux City Community School District

11. Click the "Copy" button	Microsoft Teams Meetings ×						
	iii Microsoft Teams						
	Meeting created						
12. Click inside of "Post to" to	Details Mastery Paths						
 Select the Section you are assigning the meeting for (i.e. Period 1A) 	Period 1A - Teams Meeting						
	Edit Insert Format Tools Table 12pt \lor Paragraph \lor $ $ B I \bigcup \triangle \lor \not \square \lor $T^2 \lor$ $ $ $\sigma^p \lor$						
	Join Period <u>1A</u> - Teams Meeting (Microsoft Teams Meeting)						
	div • div Post to						
	Period 1A						
	Attachment Choose File No file Cho						
 Click "Save & Publish" or "Save" in the lower right portion of the screen 	14						
(you may need to page down!)	Cancel Save & Publish Save						

Create a Module and Assign the Teams Meeting Discussion to the Section

15. Back in your dashboard, click on "Modules" and then 16. "+Module" button	Course Modules MP Test Cour: x + Course Modules MP Test Cour: x + Course Announcements Ø Account Account Account Course Software Courses Files Syliabus Courses Courses Courses Courses Courses Courses Courses Courses Courses Courses Course Course Courses Course Course Courses Course Course Courses Course Course Courses Course Course Courses Course Courses Course Course Course Course Course
17. Enter "Teams Meetings" as the name of the module 18. Click the "Add Module" button	Add Module × Teams Meetings Lock until Prerequisite Add prerequisite
19. Click the "+" on the Teams Meetings module	III → Teams Meetings
20. Click on the drop-down arrow next to Add and21. Select "Discussion"	Add Item to Teams Meetings

22. Click on the specific discussion	Add Discussion v to Teams Meetings
(i.e. Period 1A – Teams Meeting)	GI Select the topic you want to associate with this module, or add a topic by s
you want to add your Module (i.e.	New Topic]
Teams Meetings)	Period 1A - Teams Meeting 22
23. Click the "Add Item" button	Cancel Add Item

The result will look something like this:

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