



# Create Teams Class Meeting Schedule in Canvas

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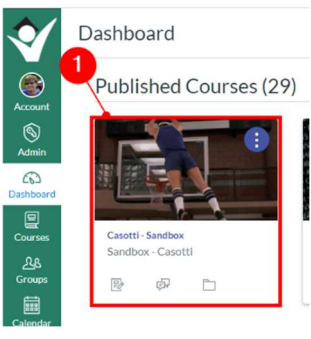
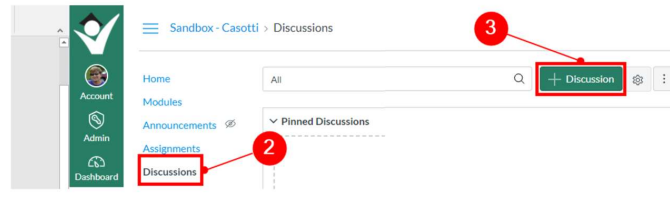

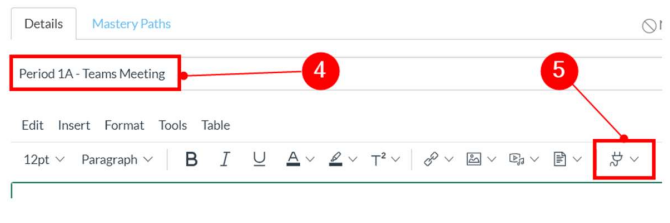
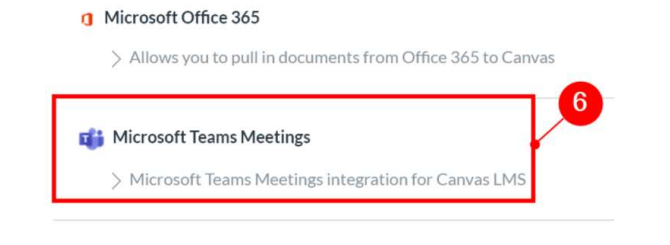
## Overview


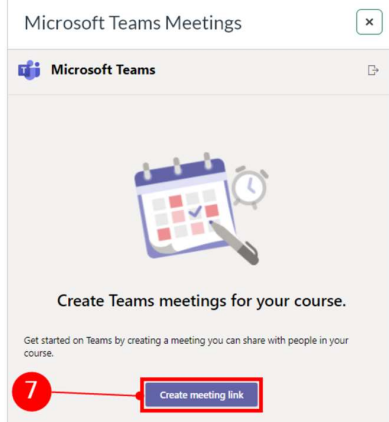
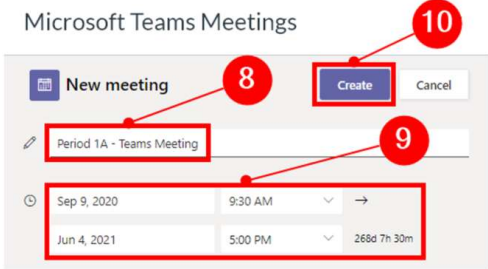
Canvas is Sioux City Community School District's learning management system (LMS) where teachers and students go for THE information about their courses. Microsoft Teams is the supported platform for online classes for the Sioux City Community School District. This document describes how Canvas and Microsoft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

## Create Teams Class Meeting Schedule in Canvas

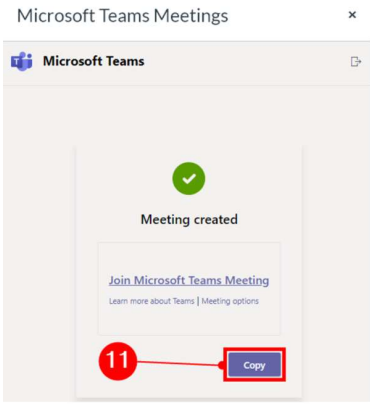
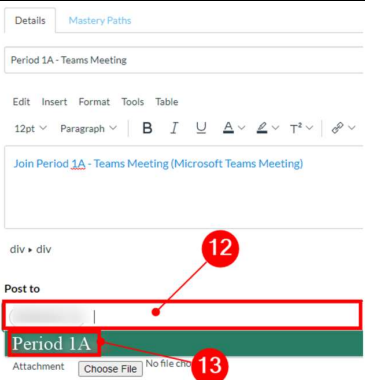

To create a Microsoft Teams class meeting link for each section so only the students in that section will see, the teacher will create a "Discussion" that represents the Teams Meeting Link and then will assign that "Discussion" to a Module assigned to that specific section.

### Create a "Discussion" representing the Teams Meeting Link

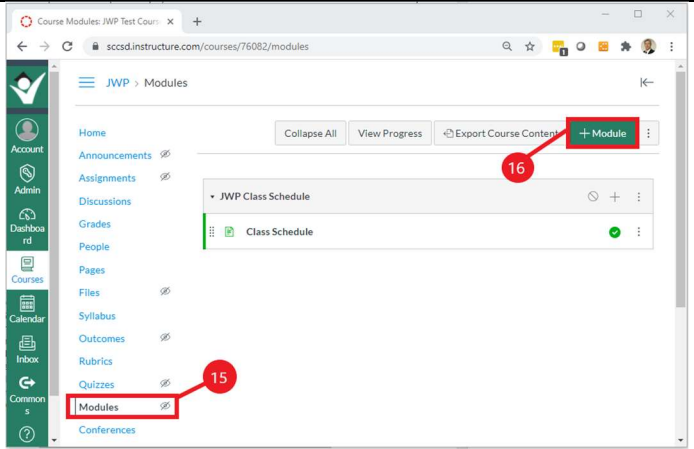
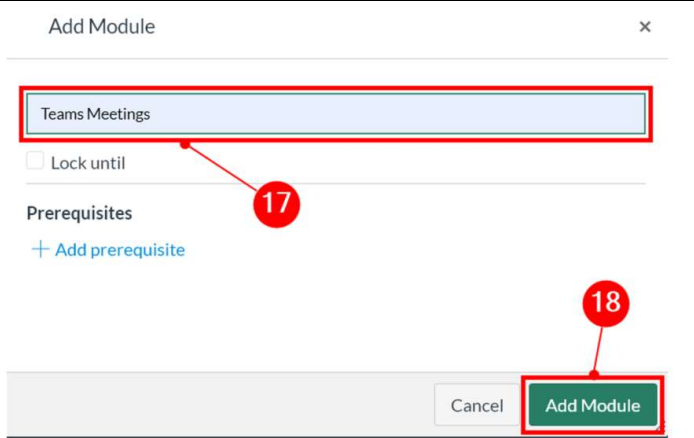
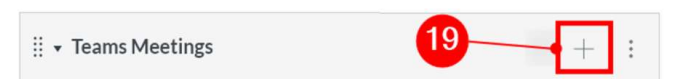
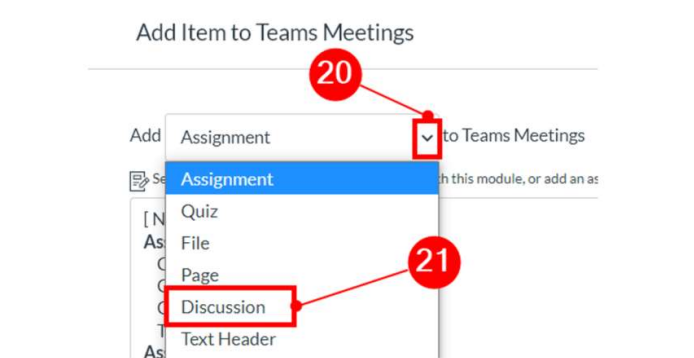
<p>1. Sign into Canvas and select your course (i.e. Casotti – Sandbox)</p>	
<p>2. Click Discussions 3. Click "+ Discussion" button.</p>	
<p>4. Name the discussion (i.e. Period 1A – Teams Meeting) 5. Click on the apps button </p>	
<p>6. Scroll down and click on the Microsoft Teams Meetings</p>	

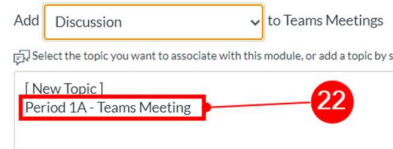
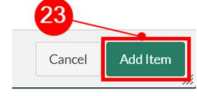
<p>You may receive a prompt to log in so that Canvas can associate your Teams links with your Office 365 account.</p>	
<p>7. Click on the “Create meeting link” button</p>	
<p>8. Name the meeting (i.e. Period 1A – Teams Meeting)            9. Select the date and time you want to have the meeting open (i.e. Sep 9, 2020 – 9:30 AM)            Select the date and time you want to close the meeting. (i.e. Jun 4, 2021 – 5:00 PM)            10. Click on Create</p>	



<p>11. Click the “Copy” button</p>	
<p>12. Click inside of “Post to” to 13. Select the Section you are assigning the meeting for (i.e. Period 1A)</p>	
<p>14. Click “Save &amp; Publish” or “Save” in the lower right portion of the screen (you may need to page down!)</p>	

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

<p>15. Back in your dashboard, click on “Modules” and then</p> <p>16. “+Module” button</p>	
<p>17. Enter “Teams Meetings” as the name of the module</p> <p>18. Click the “Add Module” button</p>	
<p>19. Click the “+” on the Teams Meetings module</p>	
<p>20. Click on the drop-down arrow next to Add and</p> <p>21. Select “Discussion”</p>	

<p>22. Click on the specific discussion (i.e. Period 1A – Teams Meeting) you want to add your Module (i.e. Teams Meetings)</p>	
<p>23. Click the “Add Item” button</p>	

The result will look something like this:

