

Setting Up and Using Teams Within MyCanvas

Microsoft Teams is a cloud-based platform that allows Team members to chat, meet, call, and collaborate all in one place, regardless of physical location. It combines synchronous and asynchronous tools and allows you to host online meetings- 1:1, teams, live events- with consistent experiences across platforms- Windows, Apple, and mobile apps.

The Teams integration available in MyCanvas allows an instructor a quick way to create a live Meeting space to deliver the synchronous aspects of a class, with a simple path for students to enter the Meeting. The integration allows users to participate in real-time video conferencing, with features like audio and video sharing, screen sharing, session recording, and chat.

Table of Contents

Creating the Teams Link	1
Joining the Teams Meeting	5
Roles and Permissions	6
Facilitating a Teams Meetings	7
The Toolbar	8
The Conversations and Participants Panels	8
Screen Sharing	9
Useful Tips for Presenters	10
Differences Between the Local and Web Applications	12
Bandwidth Requirements	13

Creating the Teams Link

The instructor of a MyCanvas course will create the link to Teams, and is assigned the role of **Organizer** of the Team. As the Organizer, the Teacher can configure the basic options for the Meeting.

The link that is created is persistent and is usable throughout the course delivery, and it is suggested that you create the link on a course Page, while linking that Page to a suitable high-profile location in a module. Often, the

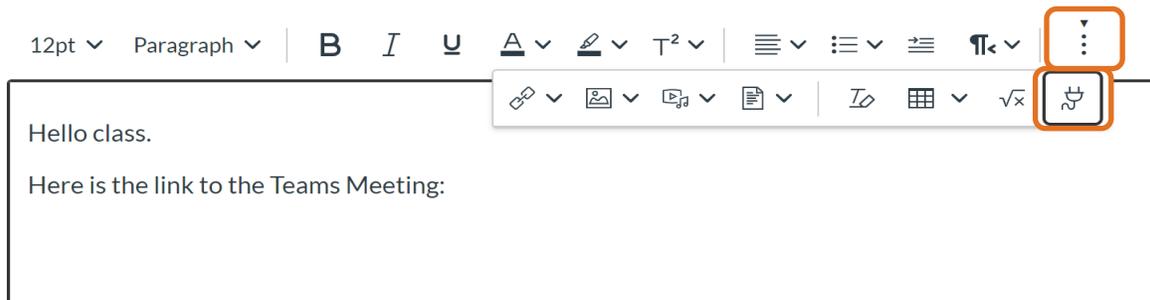
Teams link is located on the course home page. However, you can create the link in any tool that supports the Rich Content Editor- in an Announcement, or a Discussion, or the instructions for an Assignment, etc.

In an existing or a new Announcement, Discussion, or Page, etc., choose **Edit** and click/press on the **Plugins** button on the Rich Content Editor's toolbar.



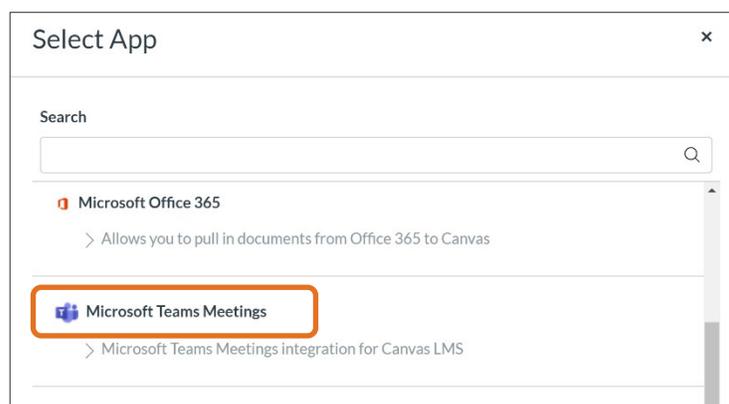
p Location of the Add Plugin function on a full toolbar   | 10 words |  

If your screen width does not allow the full Editor toolbar to be displayed, you will find the function under the **options**.



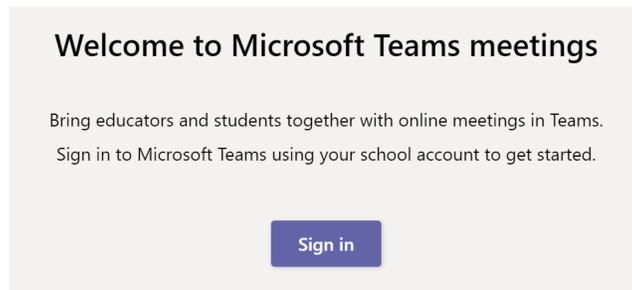
Location of the Add Plugin function on a collapsed toolbar

This displays a list of available plugins. Select **Microsoft Teams Meetings**.



Select Microsoft Teams Meeting

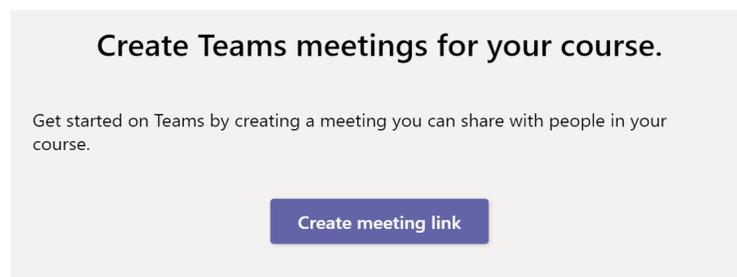
Sign in with your **Mohawk account**, using your student number or employee number, in the form **number@mohawkcollege.ca**.



Select Sign in

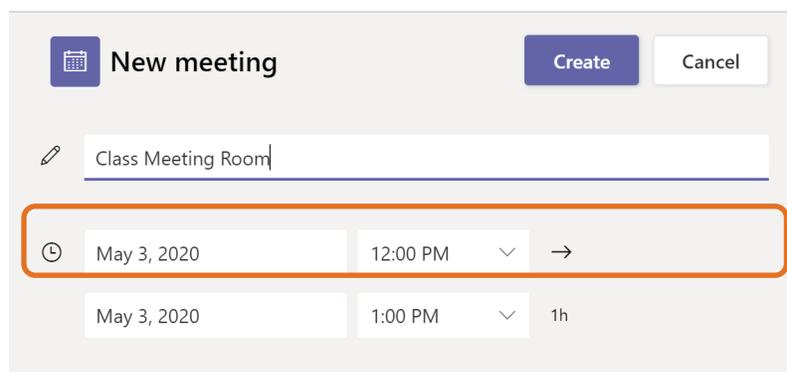
This will direct you to the College sign-in page. Enter your Mohawk credentials, and click/press **Sign In**.

You will now be able to create the link to your meeting. Click/press **Create Meeting Link**.



Select Create meeting link

The only requirement on the form is to include a name for the meeting. Choose a meaningful, descriptive name, as it will become the name of the link and the Meeting itself. The date and times of the meeting do not actually restrict or limit access beyond those times, and they are not required.

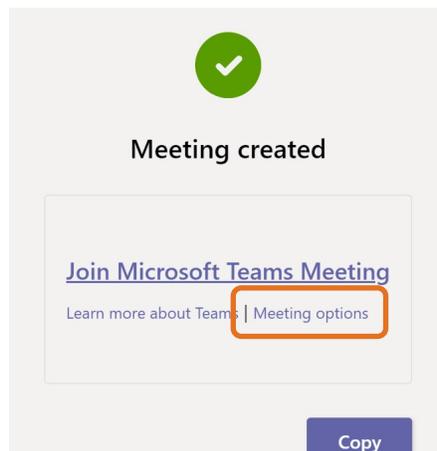


Enter a Meeting name

After clicking/pressing **Create**, you will receive the notification that your Meeting has been created.

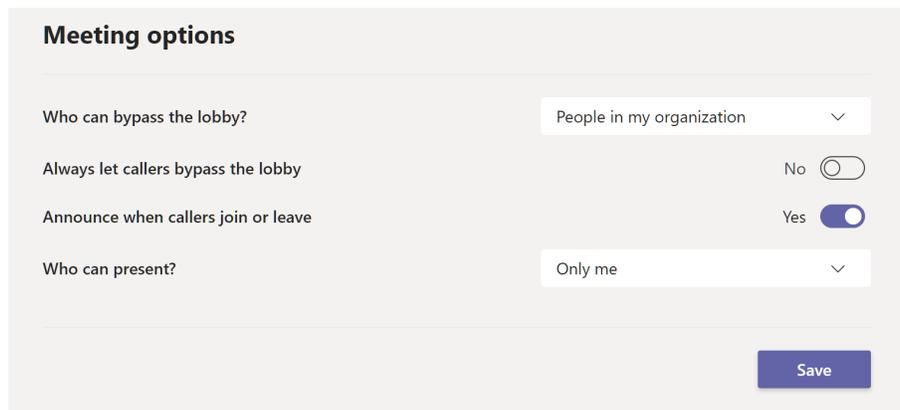
Now you can check, confirm, or change your meeting settings. Click or press **Meeting options** to display the Options screen on a new browser tab.

On this screen, you can configure initial settings including the use of the Lobby, and which participants can present by default. Generally, users are differentiated between those at Mohawk (e.g. students who login with their Mohawk credentials) and anyone else following the link.



Select Meeting options to configure the meeting

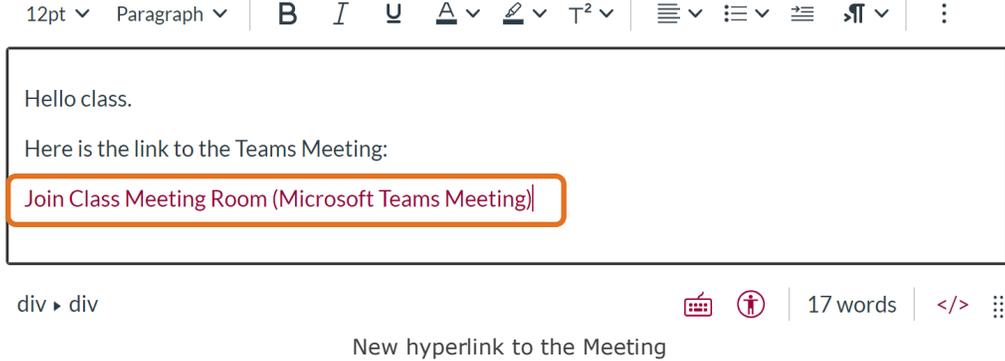
Typically, the **Who can present?** option is set to **Only me**. Once you are in the Meeting, you can change that setting.



Select from the options available for a meeting

Click/press **Save** to confirm the options, and close the browser tab. Click/Press **Copy** on the **Meeting Created** screen to exit.

This will return you to the Rich Content Editor, displaying the newly-created link to the Meeting. Click **Save and Publish** on the Page, Announcement, etc.

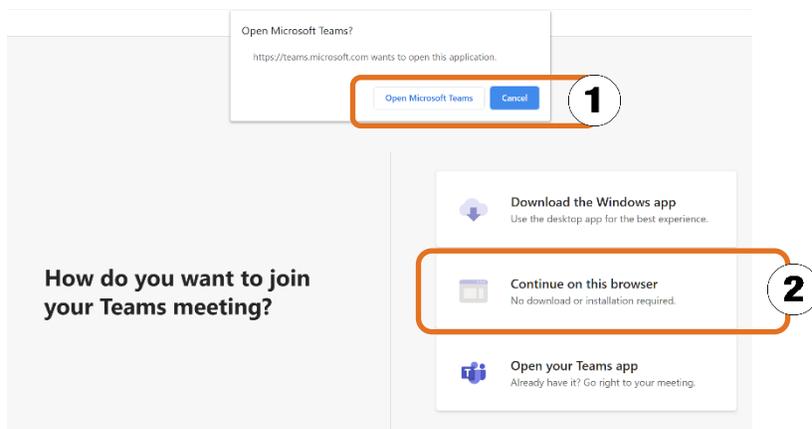


After the link has been created in the course, students will enter the Meeting by following the link. If the Meeting is to be used regularly, it can be presented on a MyCanvas Page, with that page located in a prominent spot in your Modules or even as the Home Page.

Joining the Teams Meeting

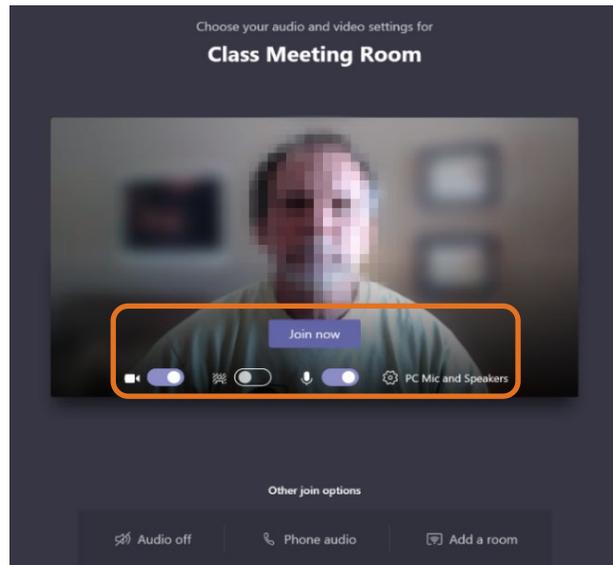
Once the link has been created and published in a course, any user in the course can join the meeting by clicking/pressing the link. The meeting is persistent and is open and available at all times.

If you have Teams installed on your computer, you will be able to enter the Meeting using the local application by clicking/pressing **Open Microsoft Teams (1)**. Otherwise, you can choose to download and install Teams, or you can choose to **Continue on this browser (2)** using the web application.



You can choose to join via the local (1) or the web (2) version

Before you join the Meeting, you can customize your settings, including choosing to use your webcam or microphone, or not. Configure your audio and video hardware in **PC Mic and Speakers**.



Device options and Join now button

When you are satisfied with your settings, click/press **Join now**. This will connect you to the Teams Meeting.

Roles and Permissions

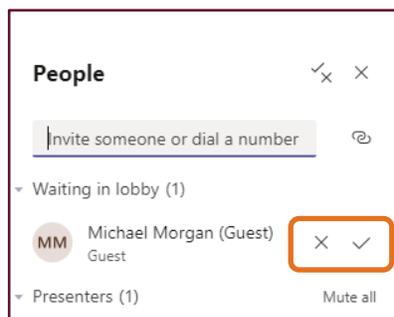
As the instructor/Teacher of a course, you will create the link to Teams, and be assigned the role of Organizer. As the Organizer, you can configure the basic options for the Meeting. Once in Teams, other participants can have one of two roles: *presenter* or *attendee*. Presenters have a broad range of permissions, while the role of an attendee is more controlled.

Capability/Permissions	Organizer	Presenter	Attendee
Speak and share video	✓	✓	✓
Participate in meeting chat	✓	✓	✓
Share content	✓	✓	
Privately view a PowerPoint file shared by someone else	✓	✓	✓
Take control of someone else's PowerPoint presentation	✓	✓	
Mute other participants	✓	✓	
Remove participants	✓	✓	
Admit people from the lobby	✓	✓	
Change the roles of other participants	✓	✓	
Start or stop recording	✓	✓	

Facilitating a Teams Meetings

The user who made the link in MyCanvas- generally the instructor- is the **Organizer**, and has the highest level of permissions of all the participants, with all the functionality required to facilitate a Meeting. The Organizer can elevate other attendees to the Presenter role, who will then be able to share their computer screen or a whiteboard.

The first step is to make sure all your participants are in the Meeting. If a user joins the Meeting via a link shared out to them, and login via a personal, non-Mohawk account, they will initially be in the **Lobby**.

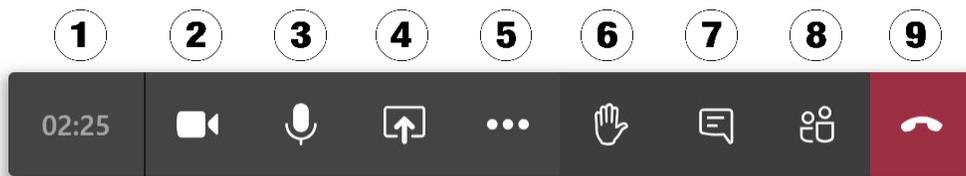


Click/press the checkmark to allow a user into the Meeting

The Lobby is like a waiting room; another attendee will need to let them into the Meeting for them to contribute. As the Organizer, you may choose to identify another participant to monitor the Lobby and allow newcomers into the Meeting, as any attendee except a Guest can allow participants in from the Lobby via a popup or the Participants panel.

The Toolbar

Once in the Meeting, moving the mouse over the screen will display the toolbar. Functions on the toolbar, from left to right, include:



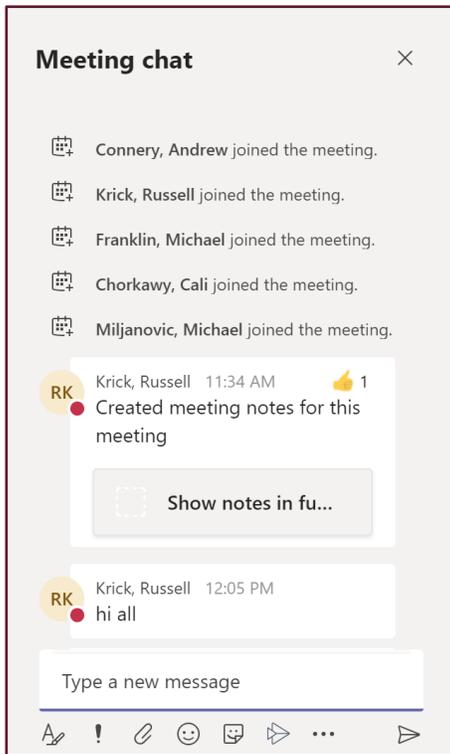
Moving your mouse over the screen displays the toolbar

1. Timer, showing the elapsed time in the meeting
2. Webcam on/off
3. Microphone on/off
4. Sharing options, including screen choices, whiteboard, etc.
5. More actions, including functions to allow recording and live captions
6. Raise your hand option
7. Open or hide the Conversation panel (chat)
8. Open or hide the Participants panel
9. Hang up/end the session

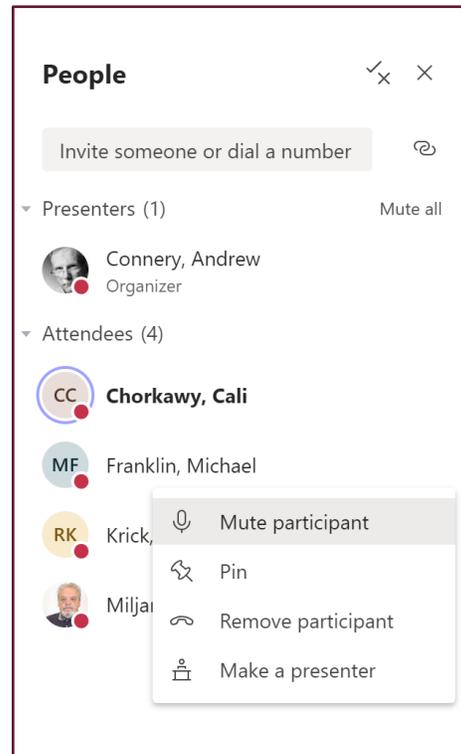
The Conversations and Participants Panels

As a good practice, the Organizer, after entering the Meeting, should immediately open the Conversations panel from the toolbar and start checking for entries. Sometimes participants have local camera or microphone issues and can only contribute via the chat.

All Meeting participants can be viewed in the Participants panel, including their current roles, and those who are in the Lobby. Various functions are available by clicking on a participant's name, including the option to mute or to remove from the Meeting.



Conversations Panel showing chat and text entry field



Participants Panel showing names, roles, and Presenter functions to mute, remove, or elevate role

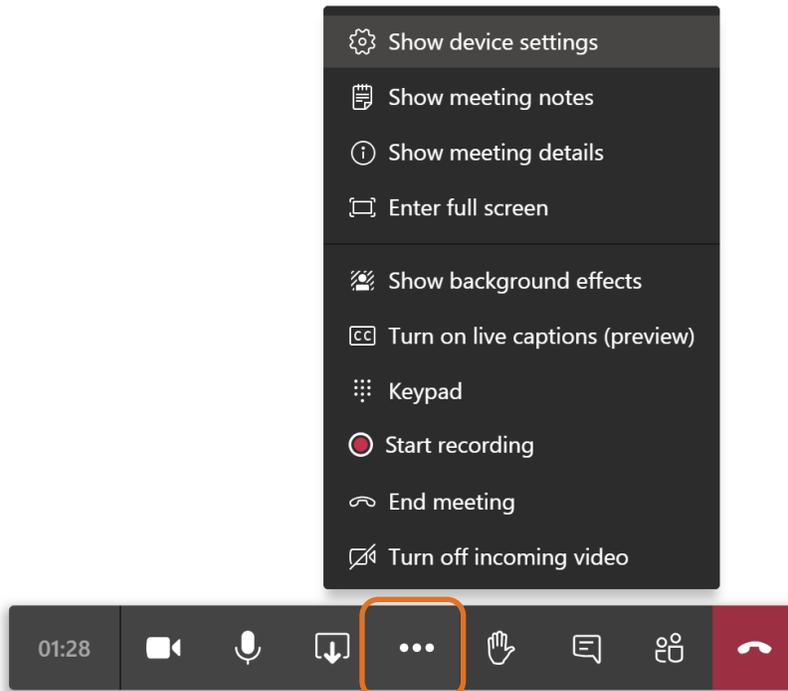
In the Participants panel, the name of the person who is talking is in **Bold**. A red dot beside the name is the “In a call” status indicator, which is on for participants by default when in the Meeting.

Screen Sharing

A Presenter can share his/her screen, by clicking/pressing the **Share** button on the toolbar and choosing the screen, window, browser tab, or application to share. You would share the screen if you want to deliver a presentation, like a PowerPoint file or a Prezi, or any other information visible on one of your screens.

With screen sharing, the participants will see exactly what you are seeing on your screen, along with your mouse movements. As well, there is opportunity to share other screen content, like a whiteboard for real-time drawing and annotation. One such whiteboard is the **Microsoft Whiteboard** app, available under the Share options.

If what you are sharing includes sound- for example, a video- be sure to select **Include System Audio** on the sharing choices panel.



Functions available under the Presenter's More Actions button, including session recording

The Presenter can choose to record the session. In some accreditations, there must be a recording of the synchronous delivery and the recording must be available for later inspection.

Teams recordings are automatically saved in the Teams cloud. After the meeting has ended, the organizer will receive a confirmation email message that provides a link to the recording and the ability to download the file. Often, instructors will download the file for subsequent uploading to **My Media** (Kaltura) and publishing to students.

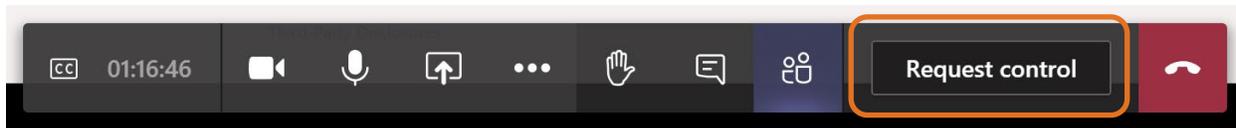
Useful Tips for Presenters

Presenters can mute (turn off the sound) of any participant, by clicking/pressing on their name on their video feed and choosing **Mute**, or by selecting the **Mute** option beside their name in the Participants pane . Once muted, the Presenter cannot unmute a participant; the participant must unmute him/herself.

Presenters can remove a participant from the Meeting, via the Participants panel. However, the removed user is free to rejoin the Meeting.

When sharing the Microsoft Whiteboard, it is shared space; all participants in the Meeting can add to it and erase content. Note that the shared **Whiteboard** activity is not recorded, if the session is being recorded. To record the Whiteboard, it must be running locally on a display that is being recorded.

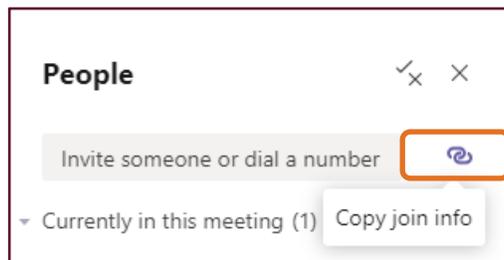
A Presenter, or the Organizer, can elevate another user to a Presenter via the Participants panel. That user will get an alert, and will have the **Share** feature available on their toolbar.



Request Control option available to multiple Presenters

As well, Presenters can share control of the mouse. When there are two or more Presenters, the **Request Control** option is available on their toolbars. After requesting and being granted control, a Participant will control the mouse, effectively controlling the other Participant's computer.

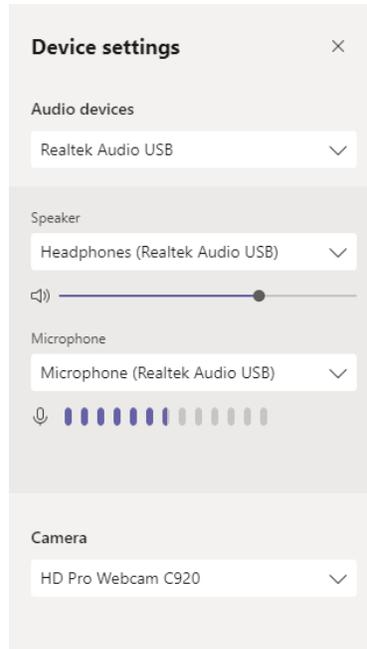
You can also invite others who don't have the Meeting link. Open the Participants panel, and copy the meeting information (near the top of the panel) by clicking/pressing the link icon. Simply paste this into an email message and send to the expected participant.



Copy and send a Meeting link to users outside Mohawk College or the course

Make sure that participants know that they can turn on automatic captioning under **More Actions** on the toolbar, provided they are accessing the Meeting using the installed application.

At any point in the meeting, an attendee can change their audio and video devices. Clicking/pressing on the **More Actions** function on the toolbar and selecting **Show Device Settings** will open a side panel where device changes can be made.



Device Settings panel

Encourage the use of the **Raise Hand** alert. Once a participant has “raised their hand”, a visual indication appears by their name and/or video feed. The Presenter can then address the participant’s concern and turn off the indicator, by clicking/pressing the participant’s name on their video feed or in the Participant’s panel, and choosing **Lower Hand**.

When a participant chooses to turn off their video, their default profile image will appear beside your outgoing video feed in the lower black panel.

Participants can install the Teams app on a phone or mobile device. The Organizer or a Presenter can copy and send the meeting link via an email message. Following the link will allow direct entry to the meeting.

Differences Between the Local and Web Applications

As described, the incoming user has a choice to use an **installed** version of Teams, or the **web** version. As of the writing of this document, the choice of application may result in some differences in the Teams experience and functionality.

For example, in the web version, the view of the main Teams participants may highlight one participant at a time while displaying all others in a linear group in the lower black panel, while the local application shows individual video feeds in the main display.

Also, there are subtle differences between the functionality. For example, the web application does not support background effects or captioning. In some cases, web users may not be able to view a shared Microsoft Whiteboard.

Bandwidth Requirements

The use of Teams requires that users have a good persistent connection to the Internet, with reliable up-and download speeds. Teams is optimized to give the best audio, video, and content sharing experience regardless of network conditions, but when bandwidth is low, Teams prioritizes audio quality over video quality.

Teams can deliver HD video quality in under 1.2Mbps. When more bandwidth is available, quality and usage will increase to deliver the best experience. For group video calling, users will require between 500kbps and 1Mbps. For HD (higher resolution) group video calling, users will require between 1Mbps and 2Mbps, at a minimum.

In cases where users have limited bandwidth, it may be advantageous for them to turn off their video feed for improved performance. It is also possible for the Organizer or a Presenter to turn off all video sources by clicking/pressing **Turn off incoming video** under **More Actions** on the toolbar.