MyCanvas
INFOsheet

Using Teams Meetings with MyCanvas:
Introduction- Basic Features and Techniques

Microsoft Teams is a cloud-based platform that allows Team members to chat, meet, call, and collaborate online, regardless of location or device.

Mohawk College is standardizing on the use of one component of Teams- **Teams Meetings-** to provide real-time web conferencing functionality for all courses that require it. The MyCanvas integrations allows users to participate in real-time video conferencing, using features like camera and screen sharing, file sharing, session recording, polling, and more.

This document describes the **most-used and perhaps most important tools and features** of Teams Meetings. There are other documents in this series, including guides for creating and configuring a Teams Meeting within MyCanvas (2 methods), an Advanced guide, and a feature comparison with Zoom.
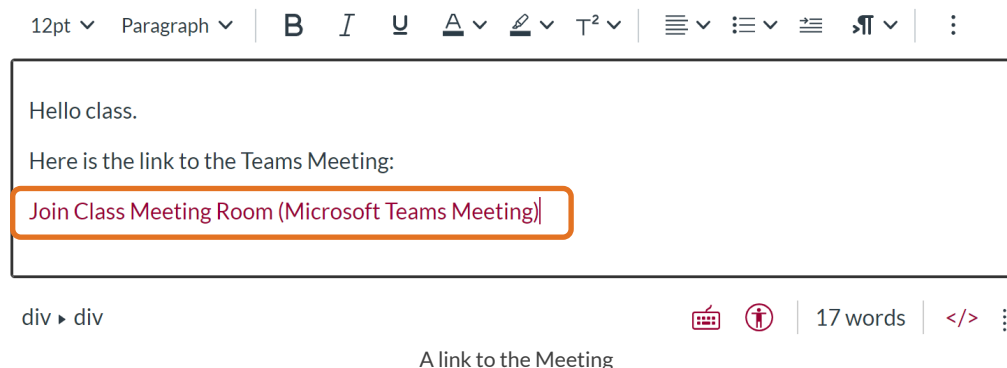
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Join a Teams Meeting

The way that you and your learners join your Teams Meeting is dependent on the method you used to create the meeting.

A link to the Meeting

- If you manually created to link on a Page, Announcement, or other component, users will join by clicking on the link that you provided.
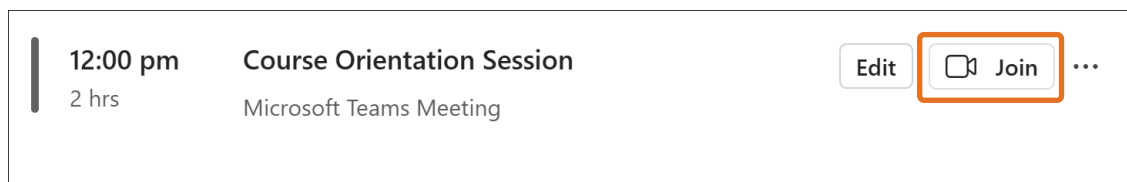
- If you created the meeting via the Teams Meetings link on your course navigation menu, users will join meetings from a **Join** button after clicking the Teams Meetings link.

If Teams is installed on the user's computer, it will launch in a separate window. Otherwise, users can choose to **Continue on this browser (1)** using the web application. Users may also follow the link to **Download it now (2).**
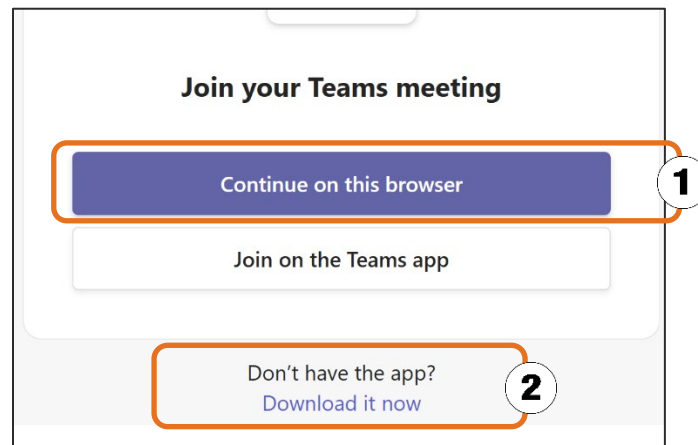
Note that users can join Meetings outside of the Meeting's start and end dates and times.

To automatically have your students enter the **Lobby** when joining, and not the Meeting, you
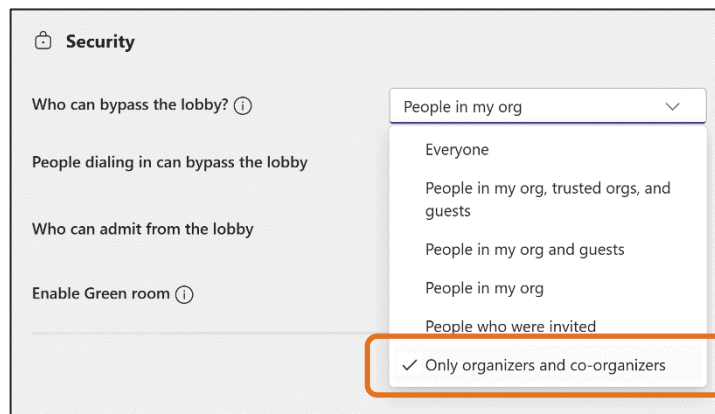
need to configure the meeting **Who can bypass the lobby** setting to "Only organizers and co-organizers". This will ensure that students who attempt to enter the meeting early will not be included in the meeting recording.

Configure Your Settings Before Joining a Meeting

Before you are allowed into the meeting, you have an opportunity to customize your audio and camera settings.
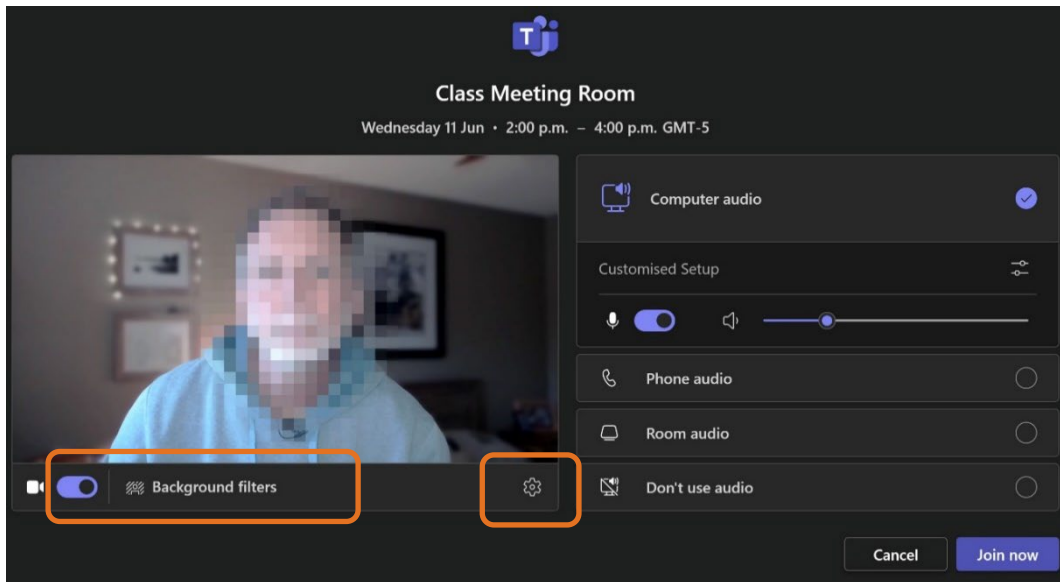
Configure your settings before entering the Meeting

Here you can set your filters and background, and select your audio and video hardware and whether you want it on or off. Note that you can always change these settings once you're in the meeting.

Open the **Settings** (gear) to select from your list of webcam(s) and microphone(s), and select the look of your video background under **Background filters**.

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

Facilitate a Teams Meeting

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 logs in via a personal, non-Mohawk account, they may initially be kept in the **Lobby**.
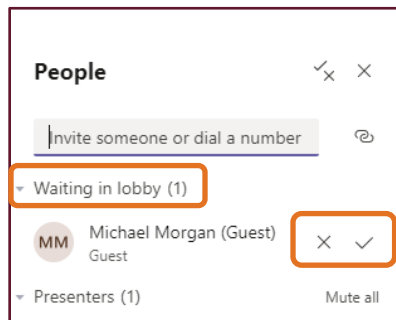
Click/press the checkmark to allow a user into the Meeting

The Lobby is like a waiting room- another attendee will need to let them into the Meeting. 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 Teams Meeting Toolbar

Once in the Meeting, the toolbar will be displayed along the top of the meeting. Tools that are available on the toolbar will change as you add and remove apps, and can change as your window size changes. The toolbar in its most compact form looks like this:

A standard toolbar on an HD display includes most of the following functions:
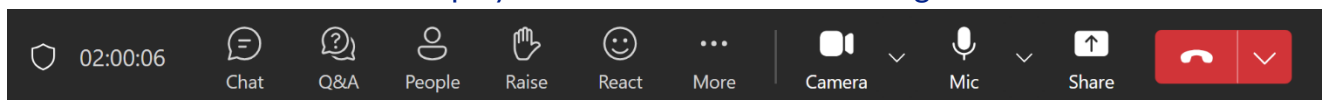
Minimal Teams Meeting toolbar
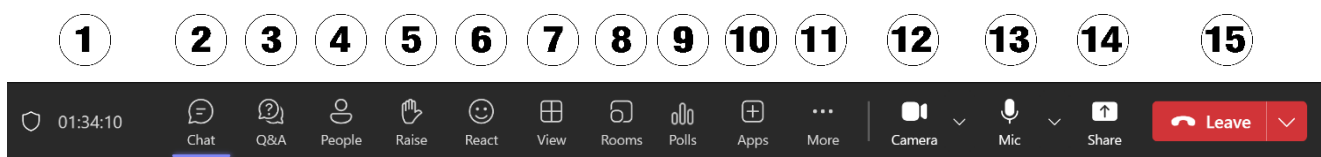
1. **Timer**- showing the elapsed time in the meeting
2. **Chat**- allows participants to text message, share files, etc.
3. **Q&A**- post, view, and manage questions during a meeting
4. **People**- displays the Participants panel, show who is attending, invite others, etc.
5. **Raise**- allows participants to signal that they want to speak or ask a question

6. **React**- allows participants to express feelings or feedback in real time using emojis like thumbs up, applause, or laughter
7. **View**- customizes how you see the meeting, including switching between gallery, speaker, or together mode layouts
8. **Rooms**- create additional meeting spaces and manage participants in those spaces
9. **Polls** (optional)- allows you to create and manage real-time polls
10. **Apps**- add applications and extend functionality to Teams Meetings
11. **More**- includes additional features like session recording, languages, settings
12. **Camera** on/off, choose webcam, add backgrounds, etc.
13. **Microphone** on/off, choose microphone
14. **Share** screen, window, whiteboard, etc.
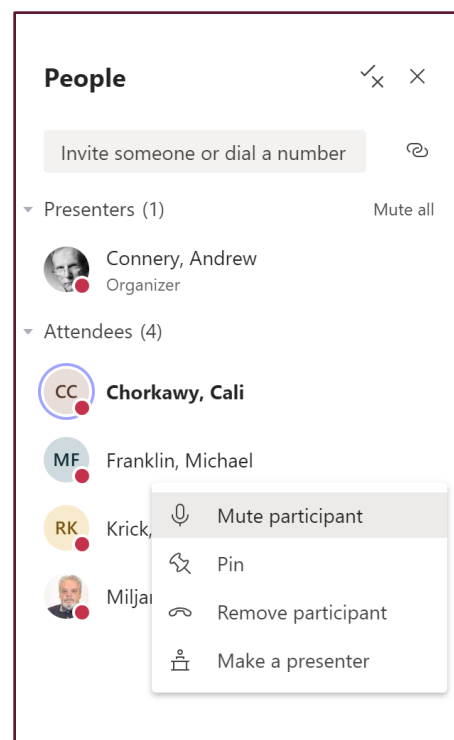15. **Leave the session**/end the session

The Conversations and Participants Panels

As a good practice, the Organizer, after entering the Meeting, should immediately open the **Chat** 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 (via the **People** button) 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.
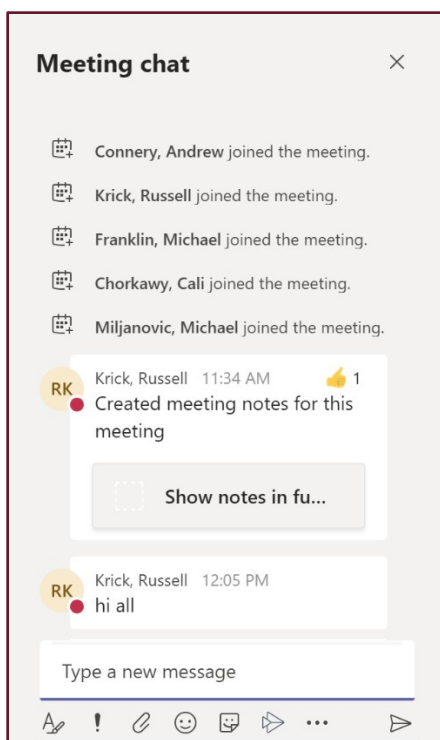
| Conversations Panel showing chat and text entry field | Participants Panel showing names, roles, and Presenter functions to mute, remove, or elevate role |

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.

How To: Commonly Used Functions

Invite External People to Your Meeting

If you created the meeting link using the MyCanvas/Teams Meeting integration, any user who clicks on that link- generally a student- will immediately join the meeting. There may be times when you'd like to invite others into your meeting- external partners, guest presenters, etc.
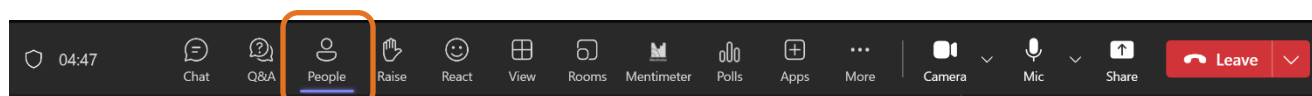
- On the upper Teams toolbar, click on the People button to open the **Participants** panel
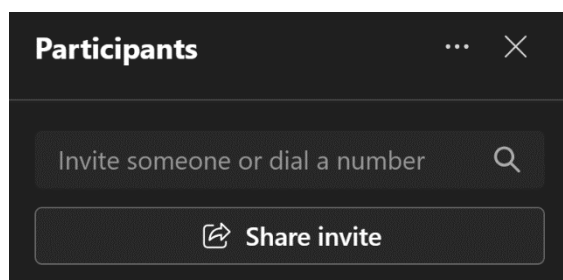
Copy and send a Meeting link to users outside Mohawk College or the course

- Enter the user's email address into the "**Invite someone...**" field, or

- Click the **Share Invite** button to expose the meeting link. Choose to either **Copy meeting link** or **Share via default email**. If you **Copy** the link, simply paste it into an email message and send to the participant.

Alternatively, you can click on the **More** button on the Teams toolbar, and then the **Meeting info** link. From here you can **Copy join info** and send it to a user.

Allow a Participant to the Meeting from the Lobby

You may have configured your meeting so that external users- those who are not joining with a Mohawk account- are placed into the **lobby** before being admitted to the meeting.
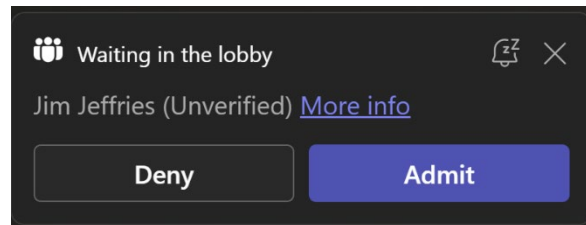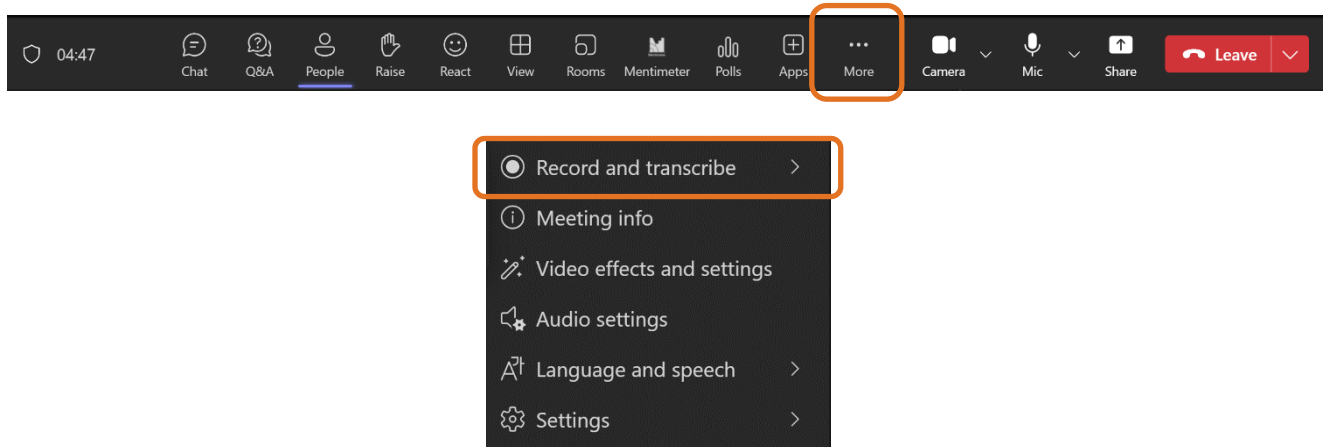

When these users join, you or possibly another participant will be able to **Deny** or **Admit** them. If denied, they cannot join the meeting.

Record the Meeting

You can choose to record the session, either **automatically** (determined by your Meeting

settings) or **manually**. In some accreditations, there must be a recording made of the synchronous delivery. Teams recordings are automatically saved in the Teams cloud, and some time during the Winter 2025 semester, recordings will also be automatically uploaded to users' **My Media** (Kaltura).

- On the upper Teams toolbar, click the **More** button
- Click **Record and transcribe**

- Click **Start recording**, and select the appropriate language (often English- Canada). You will notice the Recording indicator appear beside the meeting timer.
- To end the recording, click the **More** button on the main toolbar, and then the **Record**
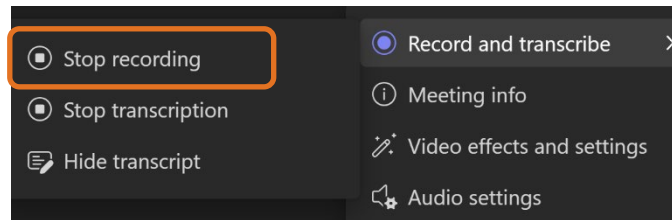
  and transcribe button to expose the recording controls. Click **Stop recording**.
- After the meeting has ended, you will receive a message in the meeting **Chat** (in the Teams chat panel) that provides a link to the recording.
- If you expect to use the recording in your course, you should open the video in **Stream** (via the upper right button), click the **more options** (three dots) control and choose **Download**. Once the file has downloaded, you can then access your MyCanvas **My Media** and upload it as a new entry.

  Note: once the Kaltura/Teams integration is enabled (expected in the Winter 2025 semester) Teams Meeting recordings will be uploaded automatically to the organizer's **My Media**.

Turn Off Your Video or Your Microphone

There may be times when you'll want to disable your video or audio feeds. For example, if you have limited bandwidth, it may be advantageous to turn off your video feed for improved performance.
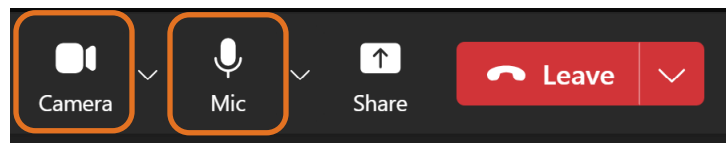
- Click on the **Camera** button on the Teams toolbar to **disable** the camera, or click on the **Mic** button to **disable** the microphone. A hashmark through the button signifies that the device is disabled.
- Click again on either of those buttons to **enable** the device. Note that when you've disabled your microphone, you can temporarily enable it by pressing the spacebar; pressing the spacebar again will disable it. This can be especially useful when you only expect to add audio comments on occasion.

Change Your Camera or Microphone

Before entering a meeting, you have the option to select the audio device (microphone) and video device (webcam) that you wish to use. At any point during a meeting, you can change those devices.

For example, you may wish to change your webcam to a document camera during a presentation, or switch to a microphone that's better suited to a classroom than a meeting room.

- Click on the caret (**options**) control beside the **Camera** or **Mic** buttons to expose the available options for the device.
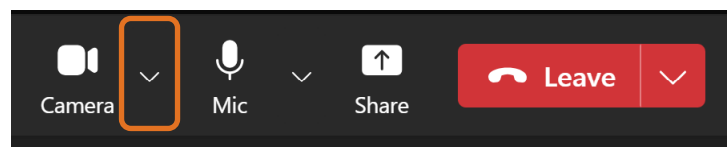

- **For Camera:** Here you can select from any available webcams (or other recognized video devices). As well, you can choose to change the background image in your camera feed, add a new background, blur the background, adjust the brightness, and more.
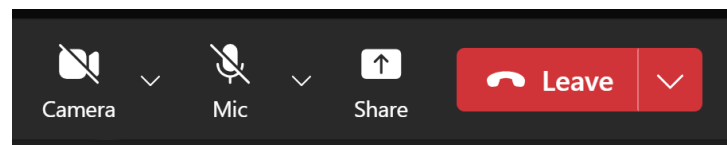
- **For Microphone:** Here you can select from any of the available speaker options (the device through which you will hear the audio), as well as the microphone you wish to use. In addition, there are other audio settings available here.

Use the Chat and Q&A

The **Chat** and **Q&A** are two distinct functions in Teams Meetings that allow you to easily interact with learners during your meetings. They can be used to ask questions, encourage conversation between participants, or receive feedback.
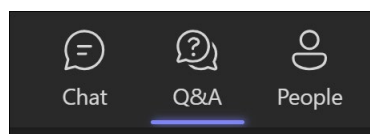
Chat is generally available by default for all meetings, and allows freeform comments throughout the session. This is generally the most commonly-used tool for learners to ask and perhaps respond to questions.

The **Q&A** function is intended for busy sessions in which there are a lot of questions and answers. Participants are encouraged to ask their questions in the Q&A, *not* the Chat where the text may become disjointed and hard to follow. The Q&A keeps answers and questions together. Note that the Q&A is only available if the meeting had been configured to include it.

Share Content- Screens, Windows, Whiteboards, and More

One of the most powerful and most-used features of a Teams Meeting is the ability for users to "share" the work that they see on their monitor. A typical example of this is an instructor showing a presentation, like a PowerPoint presentation or a whiteboard to the meeting participants. With screen sharing, the participants will see exactly what you are seeing on your screen, along with your mouse movements.

Note: When you choose to share content, the Teams window that includes all the video feeds of the participants will often minimize, with the shared content occupying the screen. This can be particularly distracting to those presenters who are working on a system with a single
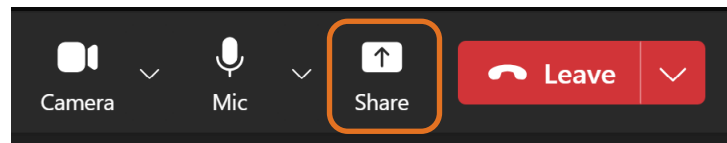
monitor e.g. a laptop computer. Those with multiple monitors may choose to maximize the incoming video window on one screen while positioning the shared content screen on another. For Windows users, those using only one display will need to toggle between the two separate windows, using the Windows taskbar and/or ALT-Tab functions.

- On the upper Teams toolbar, click the **Share** button

- On the **Share content** panel, you will see:
    - all of the content that is currently being run on your computer, including the various monitors (**Screens**) and the various **Windows** and browser tabs that are open.
    - access to launch **Microsoft Whiteboard** for live annotation
    - ability to use another camera source, like a document camera
    - the option to share **PowerPoint Live** and **Excel Live** presentations
    - access to all the files on your **OneDrive** and to **browse** your computer for any other file to share.

    Also note the **Include sound** option at the top of the panel. Toggle this **on** when your presentation or shared content includes sound that you want your participants to hear.

Notes:

- When sharing a **Screen**, a red marquee will appear as a visual reference to remind you of the display that's being shared. Note that if you are presenting on a system with a single screen, **everything** that you see will be shared as well and you'll need to ensure that your incoming video feeds are not visible on your display. This is one reason why sharing a **Window** is often preferable.
- When choosing to share a **Window**, you will be presented with a list of all that are available- all the applications that you're running and your open browser tabs. A shared **Window** will occupy the screen of the participants, even if you have other windows open and on top of the shared window.
- Choosing to share the **Microsoft Whiteboard** will launch Whiteboard, an application that allows you to create new annotations in real time, and stores old ones. Note that the use of a digital pen is of great advantage when creating illustrations on a digital whiteboard.
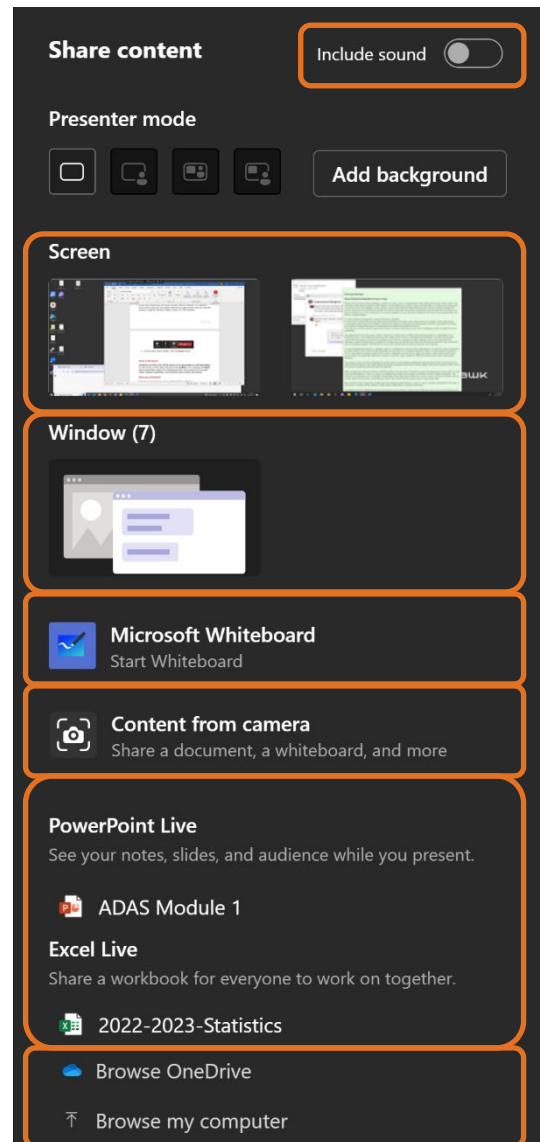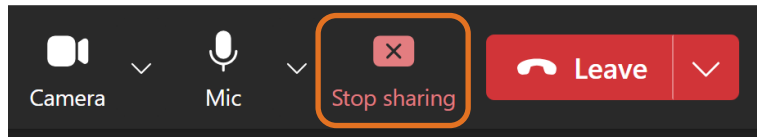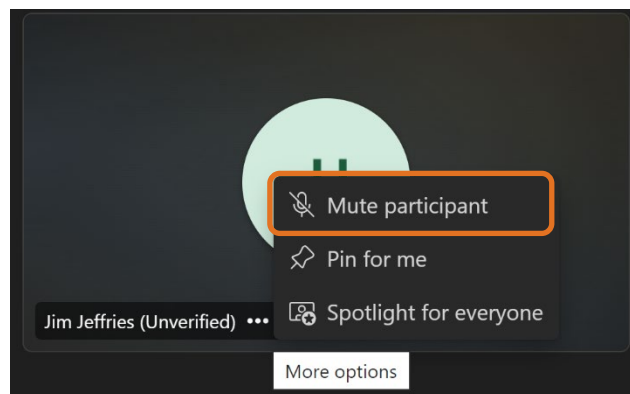
To end a share, click the red **Stop Sharing** button on the Teams toolbar.
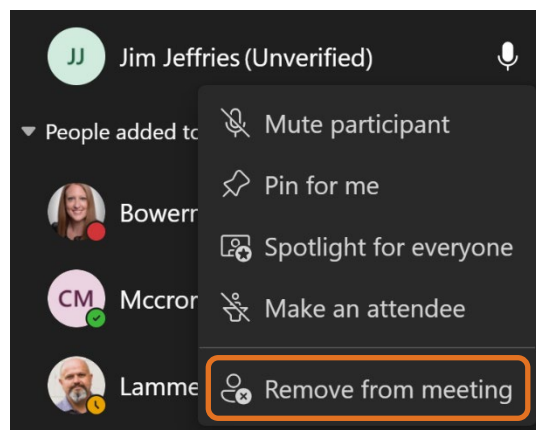
Mute a Participant

Presenters can mute (turn off the sound) of any participant, by clicking/pressing on the three dots (**options**) beside their name on their video feed and choosing **Mute participant.**

Alternatively, you can select the **Mute** option beside their name in the **Participants** panel. Once muted, the Presenter cannot unmute a participant; the participant must unmute him/herself.

Remove a Participant

Organizers and Presenters can remove a participant from a meeting. This can be useful in the case of an unruly participant.

- During the meeting, click the **People** button on the Teams toolbar to open the **Participants** panel.

- Scroll through the list to locate the person you want to remove.
- Click on the three-dot menu (**options**) that appears next to their name, and select "**Remove from meeting**."

The participant will be immediately removed from the meeting. Note that removed participants can rejoin unless you enable a lobby or restrict re-entry.

Change Your Webcam Background

You can add different background images on your webcam feed, including your own images or graphics. Note that before entering the meeting, you can change the image on the pre-join screen, by clicking the "**Background filters**" or "**Background settings**" option located below your video preview

- To change the image during a meeting, click on the **More** button (More actions) in the Teams toolbar, then select **Video effects and settings**.
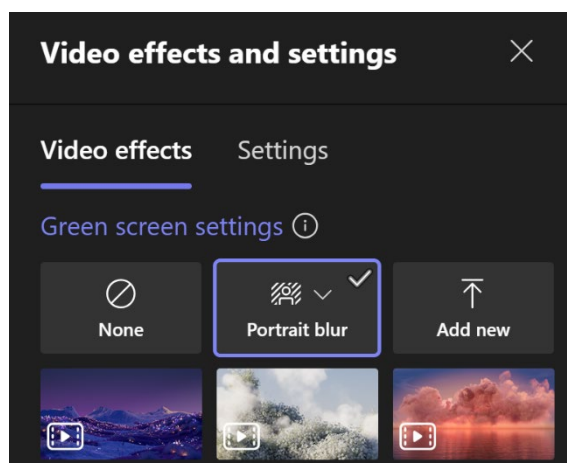
- Click the **None** button to turn off the background
- Add a blur to the background with the **Portrait blur** button. Note that there are two blur effects available under the **caret** drop-down control.
- To add your own custom background image, click the **Add new** button and search your computer.
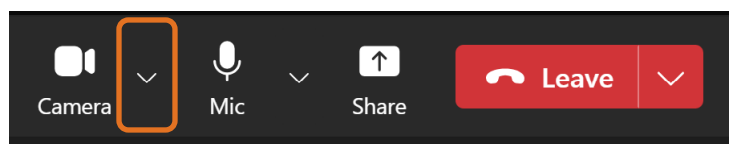
Access to some of these controls is also available by clicking the **caret** drop-down beside the **Camera** button on the Teams toolbar. Here you will be able to change to another camera, turn off your background, add or turn off the blur effect, or enable a virtual background.
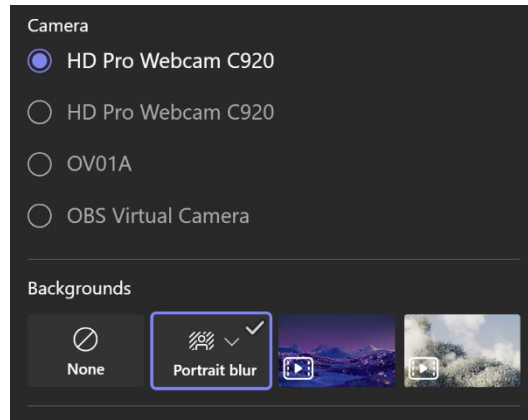
You can select from any of your available webcams or virtual cameras

Share the Recording in Your MyCanvas Course

Note that these instructions may be obsolete sometime in the Winter 2025 semester, once the Teams/Kaltura integration is enabled. Meeting recordings will automatically be uploaded to your My Media in MyCanvas.

Recordings are available in the meeting **Chat** once the meeting has ended.
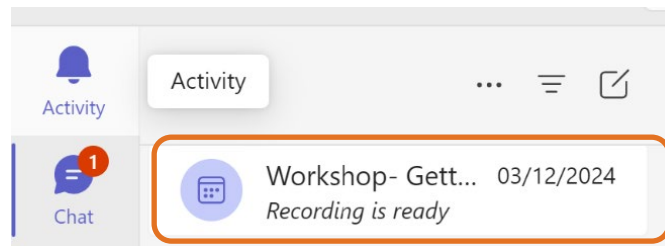
- Click on the chat message to open the chat.
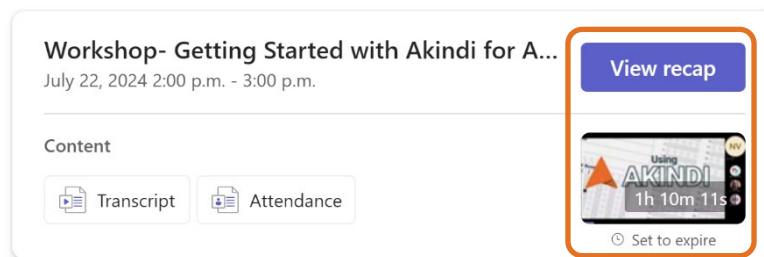
- In the chat message, click **View recap** or the thumbnail image to open the recording in the video player and view the transcript.

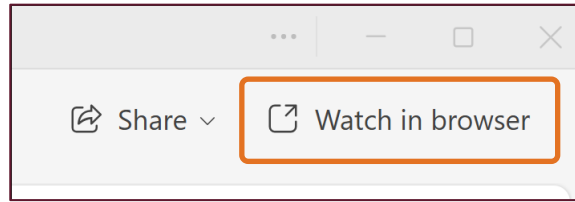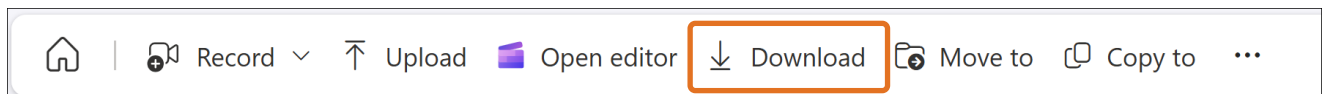- Click the **Watch in Browser** button in the upper right of the screen.
- On this screen you can **view** the recording, **download** the text transcript, **trim** sections out of the video, share it to Clipchamp for **editing**, or **download** the file.

- On the toolbar, locate and click the **Download** button. Note that your toolbar may be somewhat different from the toolbar image here. The file will download to your normal location for downloaded files- often the **Downloads** folder.
- Login to MyCanvas, and enter your **My Media.**
- Click **Add New** and locate the downloaded file to upload it to My Media
- Once the file is available in My Media, open a Page, Announcement, or other course component in the **Rich Content Editor**.


- Click the **Embed My Media** (Kaltura logo) on the RCE's toolbar, and locate the new entry to embed it.

Teaching with Teams Meetings- Tips for Presenters

- Set expectations early. At the start of the course, outline how students should interact in Teams, including expectations for behaviour, communication, and when to use the chat versus video. If you want students to use their cameras, let them know in advance.
- As you enter a meeting, it's good practice to immediately open the **Chat** panel. There may be participants who can only communicate via text chat. Similarly, a check of the Participants panel (via the **People** tool) will show if there are any users who need to be admitted to the meeting from the Lobby.

- Collaborate in real-time. Share documents in the **Chat** and work on them in real-time. This can be great for collaborative group projects or even for live note-taking during class.

- Use **@Mentions** to get students' attention:

  - Mention individual students: In chats, use the @ symbol to tag individual students or groups (e.g. **@StudentName**) to notify them of important updates.

  - Mention everyone: Use **@Everyone** when posting something important to everyone in the class to ensure visibility.

- 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.
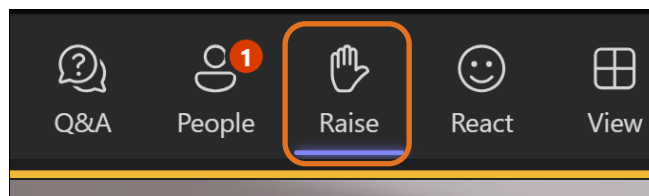

The Presenter can then address the participant's concern and turn off the indicator, by clicking/pressing the participant's name on their video feed or in the Participant's panel, and choosing **Lower Hand**.
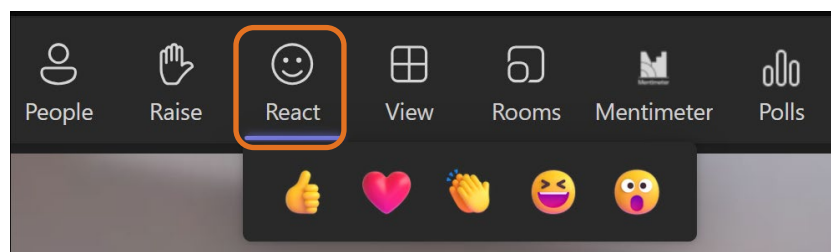
- Encourage students to use emoji **reactions** (e.g. thumbs up, clap) during the meeting.

  Reactions provide a quiet, non-interrupting way for participants to contribute, communicate their thoughts, and be part of the conversation.

- After assigning participants to **breakout rooms**, you can visit each room to provide guidance and answer questions.

- A Presenter, or the Organizer, can elevate another user from an Attendee to a Presenter via the Participants (**People**) panel. That user will get an alert, and will then be able to **Share** windows and screens, and access other functions.

- 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 desktop application.

- If there is just a small group in your meeting- 2 or 3 participants- you may choose to **Pin** each of the video feeds so that they are all the same size.
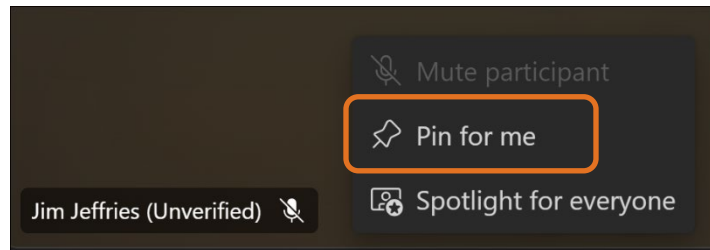
  To do this, click on the options (**three dots**) beside each participant's name on their video feeds and choose **Pin for me**. You may also right-click on each of the video feeds and select **Pin for me**.

- Similarly, if you want to emphasize one participant over everyone else in the meeting, click on the options (**three dots**) beside the participant's name and choose **Spotlight for everyone**. You may also right-click on the video feed and select **Spotlight for everyone**.

- You will receive an **Attendance Report** in your Chat shortly after your meeting ends. You can use view it, or download it, to help with attendance.

- You can jump between 2 or more active meetings, but you can only participate in one meeting at a time. If you are active in Meeting #1 and join Meeting #2, a new Teams window will open for Meeting #2 and you will be placed "on hold" in Meeting #1. Participants in Meeting #1 will see that you are on hold, and will not be able to see or hear you until you return.
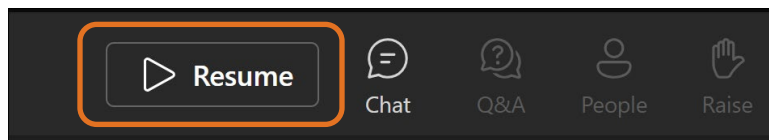
  To rejoin Meeting #1, click the **Resume** button on Meeting #1's toolbar.
  You will be placed on hold in Meeting #2.

Desktop vs Web (Browser): Similarities and Differences

In Teams, users can participate in live Meetings using either a locally-installed Teams app, or using the browser version. While the core functionality is similar, there are some key distinctions between the desktop and web versions of Teams.

Installation

- The Microsoft Teams desktop app must be downloaded and installed on a computer before use.
- The Teams web app can be used instantly on any device by signing into the Office 365 portal.

Meetings and Calls

- The meeting and video calling experience is virtually identical when comparing Teams desktop versus web apps. Screen sharing, real-time co-authoring, recording, and virtual backgrounds are fully supported in both versions.

Offline Access

- The desktop app retains collaborative functionality, including chat, meetings, files and notifications, even when internet connectivity is lost or unavailable.
- The web app is fully dependent on constant connectivity, losing all utility whenever access is disrupted.

Cross-Platform Use

- The desktop app strictly supports later versions of Windows and macOS
- The web application can run on any desktop operating system like Windows, Mac, Linux or Chrome OS since it operates via a browser.
  - The web app also supports mobile operating systems, including Android and iOS. However, utilizing local hardware like a microphone or camera is often restricted in browser-based Teams.