

# Using Teams Meetings with MyCanvas:

## Connecting a Meeting with Your Course

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 allow students 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 process of using the Teams integration to create a Teams Meeting in your MyCanvas course. This method uses a link, created in the Rich Content Editor and using the **Add App** function. This link is perpetual and is used as the singular way for learners to enter a common meeting.



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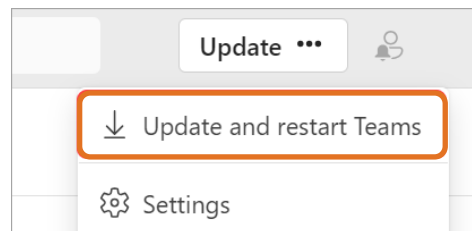
## Install and Update Microsoft Teams

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Microsoft Teams is a component of Microsoft 365, and a Microsoft 365 Apps for business or Enterprise license is required to install and use the Desktop version. However, there is no installation necessary for users to participate in a Teams Meeting via the web (Browser) version.

To install Microsoft Teams (Desktop), go [here](https://www.microsoft.com/en-ca/microsoft-teams/download-app). (<https://www.microsoft.com/en-ca/microsoft-teams/download-app>)

Teams (Desktop) auto-updates when an update is available and Teams is not in use.



When an update is available for the Microsoft Teams desktop application, a message will appear at the top of your Teams window. Click **Update and restart Teams** and follow the instructions.

## Create a Teams Meeting Link in Your Course

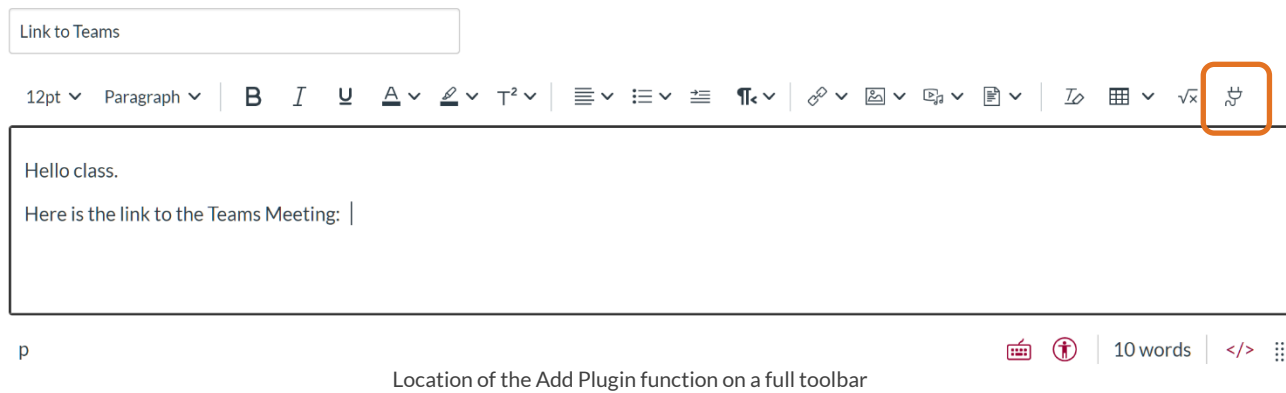
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The MyCanvas/Teams Meeting integration allows you, as a Teacher of a MyCanvas course, to create a link to a new **Teams Meeting** for your course. The link is persistent and usable throughout the course delivery, providing a simple and singular way for you and your students to access the meeting. This method uses one meeting to service all your web conferencing needs for the duration of the course.

You can locate the link anywhere on the course, and very often it is located on the course **home page**. However, you can create the link in any tool that allows the use of the Rich Content Editor- in an Announcement, or a Discussion, or the instructions for an Assignment, etc.

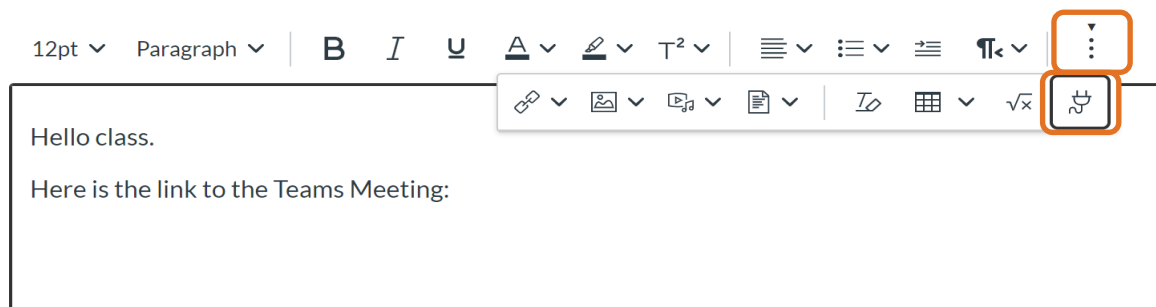
To create the link:

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



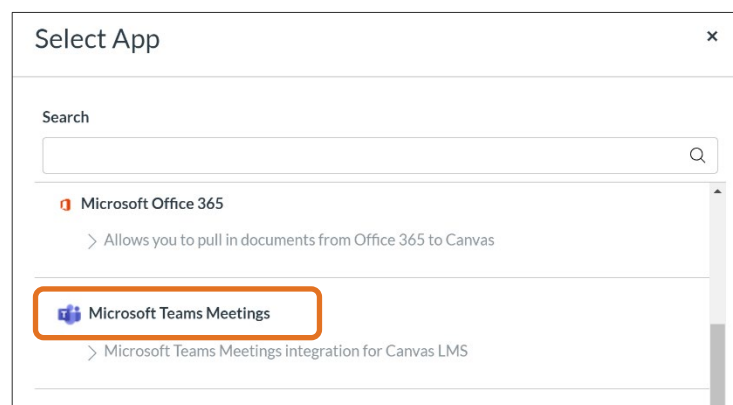
Location of the Add Plugin function on a full toolbar

- If your screen width does not allow the full Editor toolbar to be displayed, you will find the function under the 3 dots (**options**).



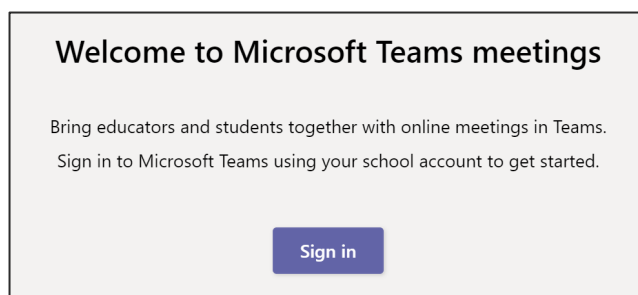
Location of the Add Plugin function on a collapsed toolbar

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



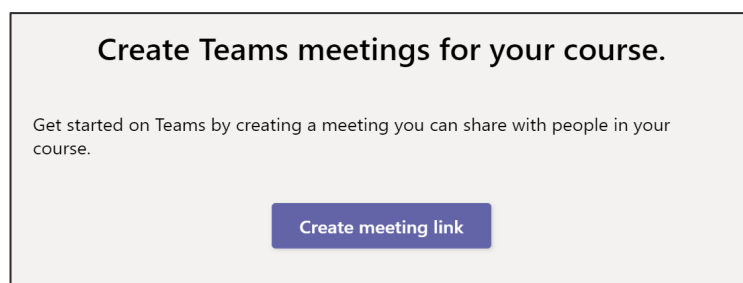
Select Microsoft Teams Meeting

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



Select Sign in

- If you've not yet signed in to Teams, you'll be directed 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

- 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.

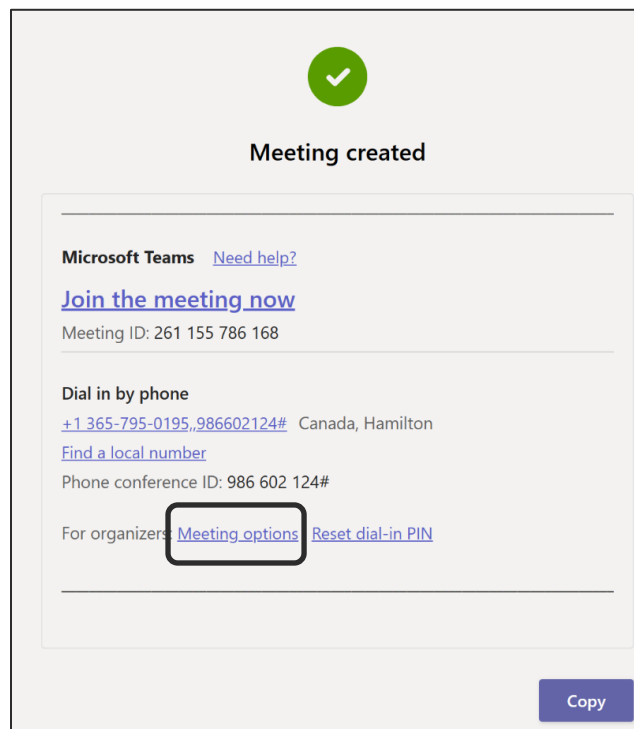
A light gray rectangular box representing a 'New meeting' form. At the top left is a small calendar icon. To its right is the text 'New meeting' in bold. Further right are two buttons: a purple 'Create' button and a white 'Cancel' button with a gray border. Below the title bar is a text input field. To the left of the input field is a small pencil icon. The input field contains the text 'Class Meeting Room'. Below the input field are two rows of date and time selection. The first row shows 'Jun 11, 2025', '2:00 PM', a small downward arrow, and a right arrow. The second row shows 'Jun 11, 2025', '4:00 PM', a small downward arrow, and '2h'.

Enter a Meeting name and the start/end dates and times

After clicking/pressing **Create**, you will receive the notification that your Meeting has been created, with join information for both video and audio-only participation.

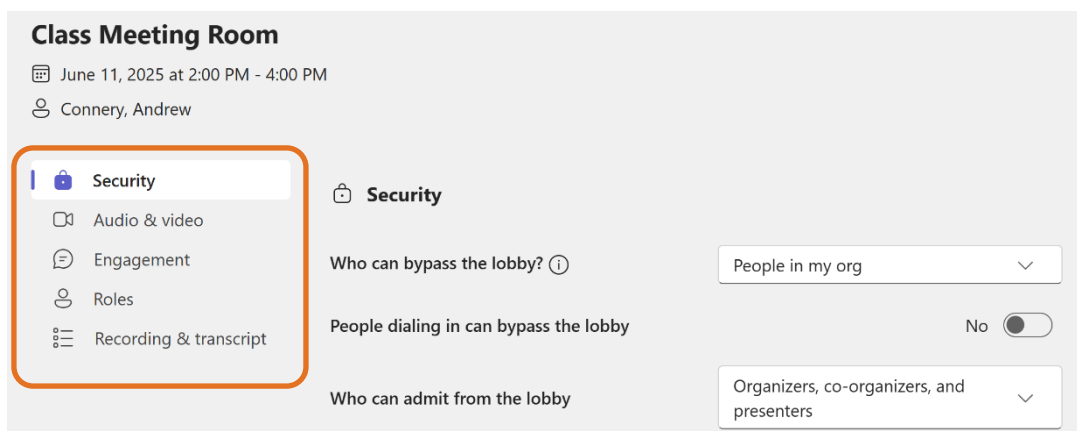
## Configure the Meeting Options

The creator of the link (you) is by default assigned the role of **Organizer** of the Meeting. As the Organizer, you can configure the basic options for the Meeting.



Select Meeting options to configure the meeting

You should now check, confirm, or change your meeting settings. Click on **Meeting options** to display the Options screen on a new browser tab.




On this screen, you can configure the default (initial) settings under 5 categories:

- **Security**- determine the use of the Lobby (holding area). Generally, users are differentiated between those at Mohawk (e.g. students who login with their Mohawk credentials) and anyone else following the link. Known students are **Participants**, while external users are **Attendees**. Participants have more permissions than Attendees- for example, they can share their screen.
- **Audio & Video**- default settings for mic and camera for participants.
- **Engagement**- settings for the Chat, Q&A, Reactions, and Attendance Report.
- **Roles**- allow co-organizers and co-presenters, and interpreters. By default, the **Who can present** setting is **Everyone**.
- **Recording & transcript**- allow automatic recording and transcription.

## Settings to Consider


The settings that you choose for your meetings are completely up to you, but you may consider the following:

 **Meeting access**

**Who can bypass the lobby?**  
Even if Everyone is selected, your org policy may require certain participants wait in the lobby until a member of your org or a trusted org joins. This could include people joining without an account, people from untrusted orgs, and people dialing in.

Only organizers and co-organizers

- Changing the **Meeting access** setting for **Who can bypass the lobby** from the default state to **Only organizers and co-organizers** will ensure that your students cannot join the meeting unless you or someone you assign allows them in. This can be a strategy to avoid recording student conversations outside of your presence.

 **Roles**

**Choose co-organizers:**  
Has the same capabilities as the organizer.

Search for participants

**Who can present**

Only organizers and co-organizers

- You can assign a trusted student to be a co-organizer to help with the running of a meeting, and/or disallow the sharing of screens, etc. by students. The default settings allow for students to share their screens and windows.

**Participation**

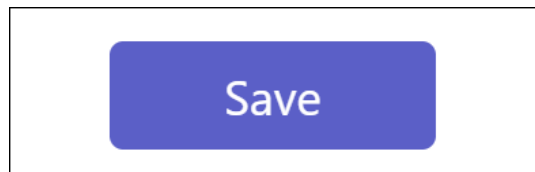
**Allow mic for attendees**  
Turn this off to prevent attendees from unmuting. You can allow them to unmute individually as needed.

**Allow camera for attendees**  
Turn this off to prevent attendees from sharing video. You can allow them to share video individually as needed.

**Meeting chat**  
In-meeting only

**Q&A**

- By default, a new meeting allows for your students to use both their microphones and cameras, and there may be times when you wish to disallow this by turning those devices **off**. You can still allow individuals to use either or both devices during the meeting.
- By default, the chat is **on**. You may wish to change this setting to allow chat activity only when a meeting is in-progress. Otherwise, students can participate in the chat outside of the meeting time, via Teams chat.
- By default, the Q&A is **off**. You may wish to enable it by turning it **on**.



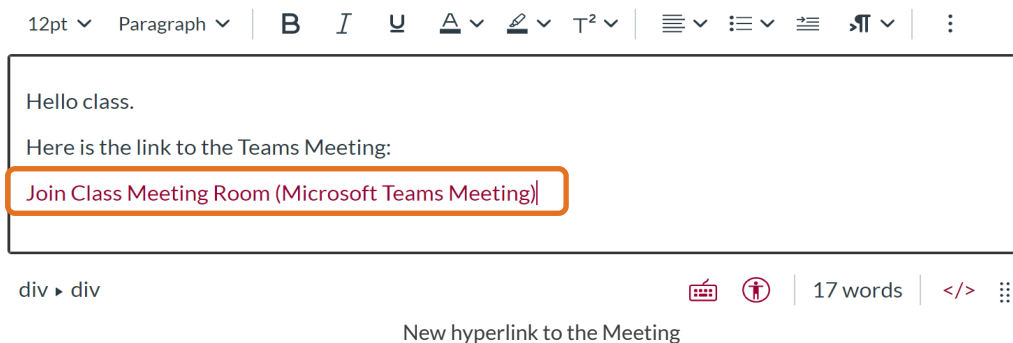
When you're finished with the settings, click **Save** in the bottom corner to confirm your new settings, and once you see the **Save** button gray-out or change to **Done**, close the browser tab. This returns you to the **Meeting created** screen.

For organizers: [Meeting options](#) [Reset dial-in PIN](#)

Copy

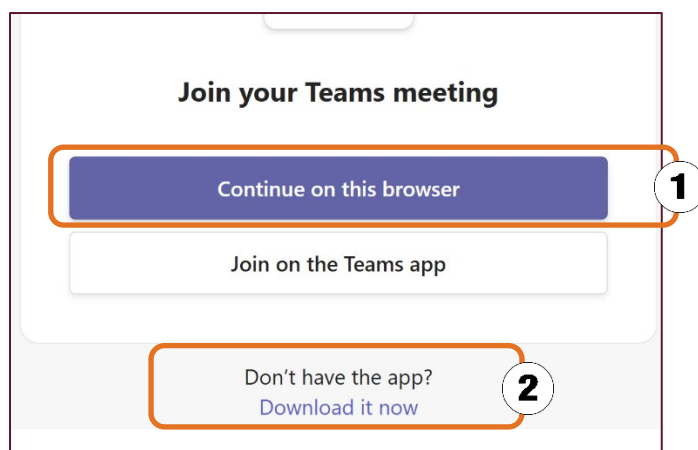
Click the Copy button to exit

Click the **Copy** button at the bottom of 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.



## Join the Teams Meeting

Once the link is available in the course, students will enter the meeting by following the link. Single-use meeting links may be best provided in an Announcement, while meetings that are to be used regularly should be provided on a prominent Page- preferably the **Home Page**.



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)**.

To automatically have your students enter the Lobby when joining, and not the meeting, you need to configure the meeting's **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.



## Use a Button to Provide the Link (Optional)

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You can choose to take one further step and hide the URL under a button, making the entry point more “elegant” and stylized to match your course.

- Find or create an image that would serve as a “button” and upload it to your course’s Files.
- Open the Page or tool that includes your Teams Meeting link in the Rich Content Editor.
- Insert the button image in a suitable location on the Page, and size it appropriately.
- Copy the URL for the meeting, by right-clicking on the link and choosing **Copy link address**.
- Select the button, and choose the **External Link** option under the **Link** button on the toolbar.
- Paste the URL into the Link field, and click **Done**.
- **Save** the Page.



Example button used on a course home page

Note: For accessibility reasons, you should also provide the full URL text.