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Students: Joining Microsoft Teams from Canvas Calendar Event

This tutorial will walk you through the process of joining a Microsoft Teams meeting from a teacher's Canvas calendar.

- 1. Visit the Student Startup Page for the correct level
 - a. Elementary <u>http://bit.ly/UCPSelmSSU</u>
 - b. Middle https://bit.ly/UCPSmidSSU
 - c. High https://bit.ly/UCPShighSSU
- 2. Select NCEdCloud/Clever tile



NCEdCloud	ΙΔΜ
Login	
Do NOT bookma	ark this page.
Do NOT bookma	ark this page.
Do NOT bookm	ark this page.
Do NOT bookm	ark this page.
Do NOT bookma	ark this page.

3. Enter student username. Click **Go**. Username should be 8-10 digit number. This number is the same as the student's Chromebook login number, powerschool number, and various other account usernames.

4. Enter student password. Click **Go.** *Passwords for students in grades 3-12 are a complex password that they use to*

log into the Chromebook. This password is often the same from grades 3 through 12th grade. If you do not know your password, let your teacher know.



5. Select Canvas tile

Emp⁽⁾werED

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7. Select a Calendar event from the ToDo list or the launch the calendar

	Dashboard				:	UNION EQUINTY PUBLIC SCHOOLS
Account			:			To Do
Dashboard						2nd Block Class Thursday 2 CR Sandbox Jul 30 at 10:10am
Courses	K-2 Experience	CR Sandbox				Reading Small Group- A 2 × CR Sandbox Jul 31 at 10am
256 Groups	R-2 Experience	Casey Rimmer's Sa Sandbox Term	ndbox			Test with Josh 2 X CR Sandbox Jul 31 at 3pm
Calendar						3D Shape Scavenger Hunt K-2 Experience 5 points Jul 31 at 11:59pm
() Help						Assessment Assignment Ex X K-2 Experience 1 points Jul 31 at 11:59pm
2	3	4	5			
Group 11	Group 12	Group 13	Session 3			
9 Monday	Class Meeting-	4th Block 5	12			
Aug 17, 3pm - 4pr	m Sandbox	9	Session 4	8.	Click on the event on the cale	ndar.
Details <u>Join</u>	Monday - 4th Block (Micro	soft Teams Meeting) &	19	9.	Click on Details "Join [Name of	of Meeting] Meet
8	Bar Monday Class Meeting- 4th Block 5	Big 3p Tuesday 4th Block Class 5	3p Class Session 5			
	24	25	26			
23			ap Class			
23	B 3p Monday Class Meeting- 4th Block 6	Class 6	Session 6			

10. Select "Continue on Browser" if prompted





Enter name		Join now Devices	
Othe	r join options		
র্কা Audio off			
			_
For a better experience sign	in or download the	e desktop version	

11. At the bottom of the Microsoft Teams window, choose ${\bf Sign}\ {\bf In}$

Microsoft		
Sign in		
StudentNumber@	ucps.k12.nc.us	
No account? Create c	ne!	
Can't access your acc	ount?	
Sign-in options		
	Back	Next





13. Enter UCPS Password

14. Sign In

15. If this is your computer you can check Don't show this again





16. To join the meeting, click Join now



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