Technology Services Department
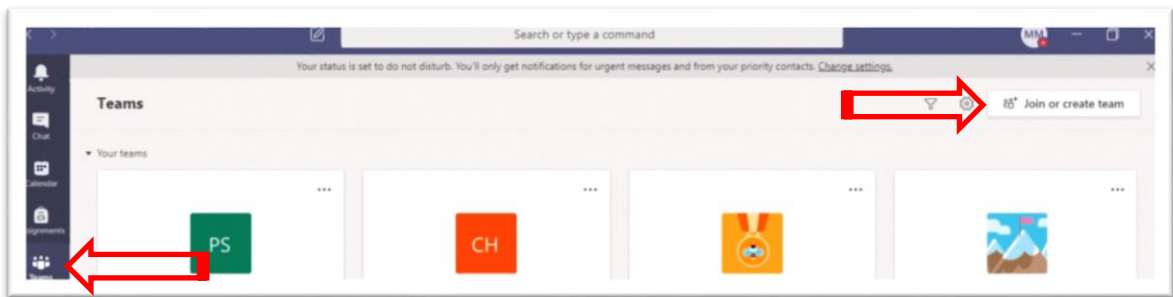721 Brewer Drive
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# CANVAS CONTENT CREATION IN TEAMS

Created By: Technology Services

This document provides a walkthrough on how to create course content for Canvas using Microsoft Teams. All PowerSchool course and enrollment data is synced to O365. Unique groups are created in O365 that are based off of course data. Students and teachers are added as members to the unique course groups. The resulting O365 groups can then be used to create Class Teams. Teams can be used to schedule meetings with group members.
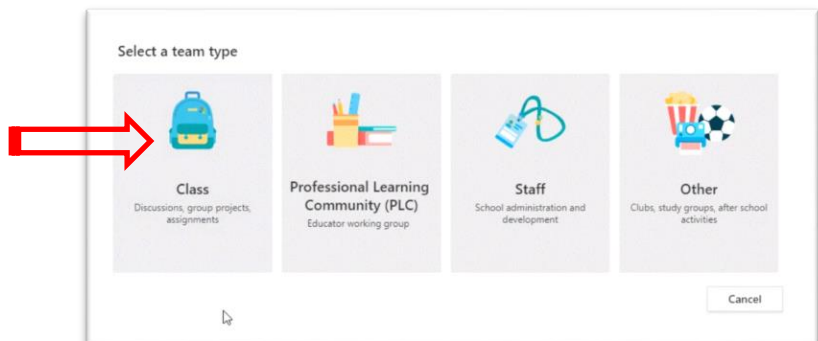
1. Launch **Teams** from the start menu or login to **Teams**
2. Navigate to the **Teams Icon** on the left of the application.
3. Click **Join or Create Team** in the top right corner of the application.

4. Select **Create Team**
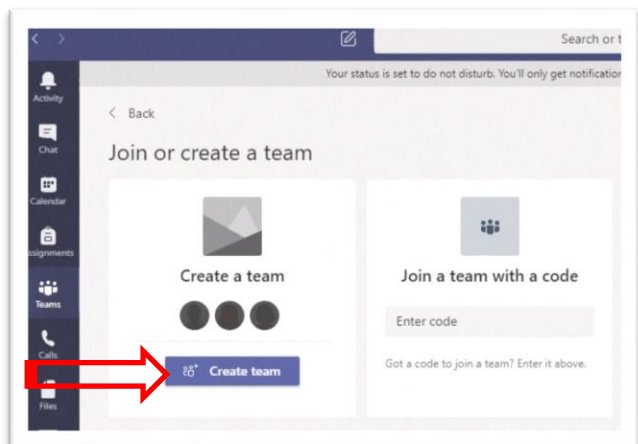
5. Select a team type: **Class**

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6. **Name** the team after a current course.

7. Select **Create a team using a group set up by you or Union County Public Schools**

8. Select the corresponding **Powerschool course**.
9. Select **Choose Group**

10. If needed, use Powerschool or PowerTeacher to validate course information.

11. The team is now in an **Inactive** state. If course plans include utilizing Onedrive or other applications or assignments those items can be staged now. Students have been enrolled to the team but the team is not active in their client until you **Activate** the course. Once the Team is activated students will have access to the content therein.
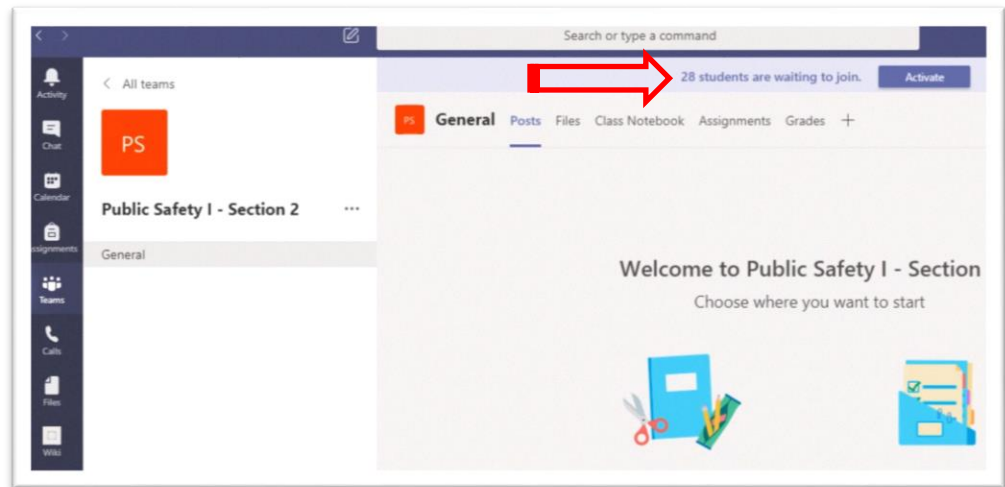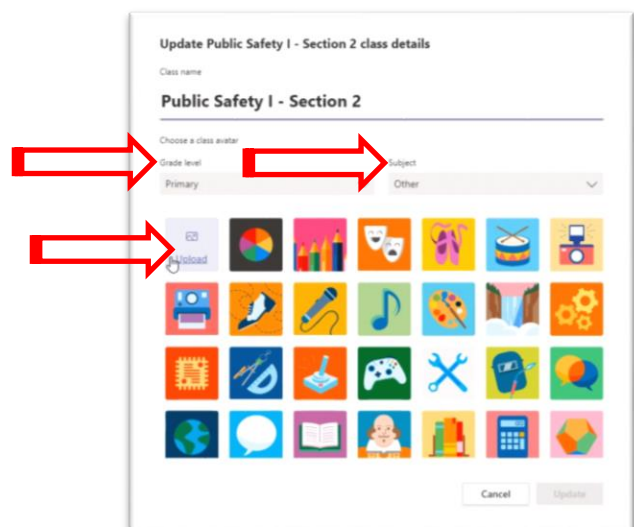

12. Other details, including the icon for the team, may be customized.

    - Click the three dots ••• to the right of the team name
    - Select **Edit Team**
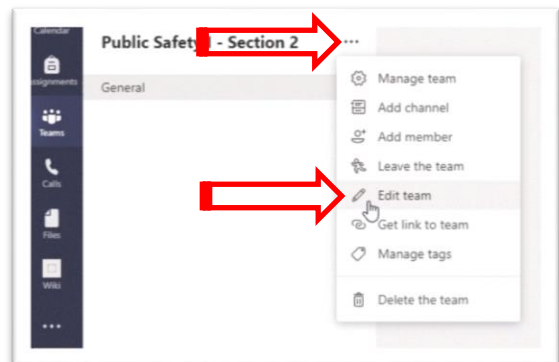
13. Change Team Details
    - Select **Grade Level**
    - Select **Subject**
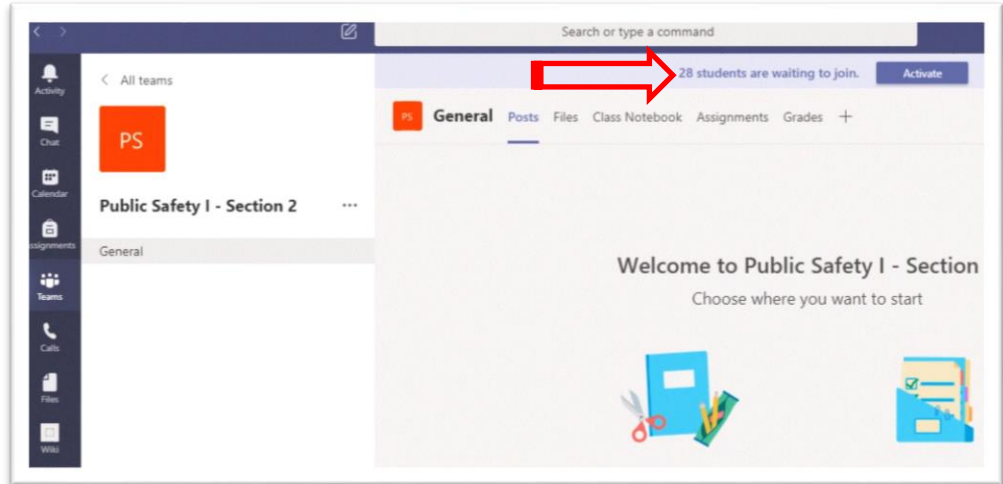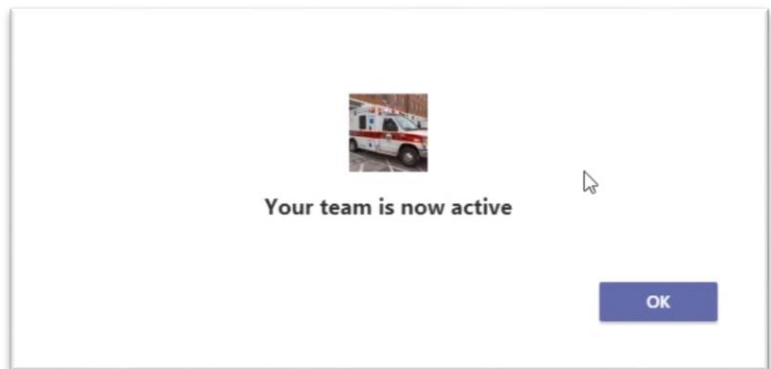   - **Select** or **Upload** Custom avatar

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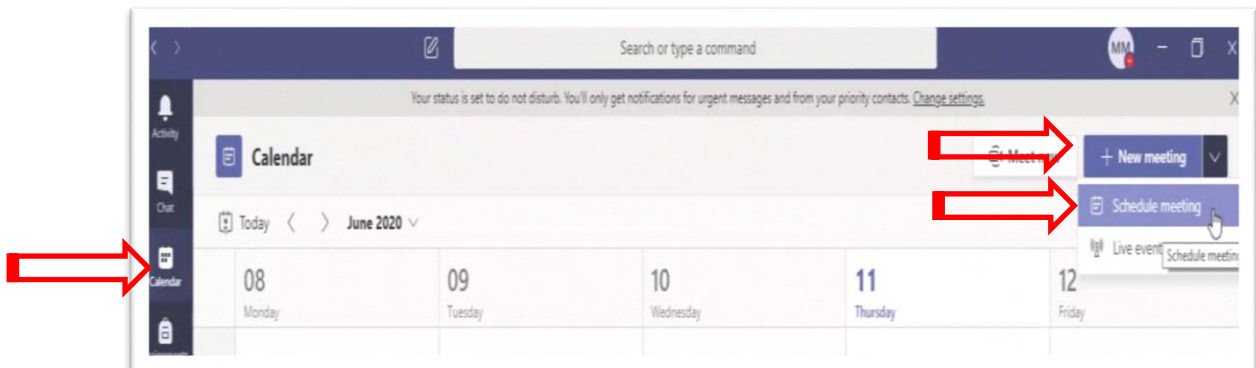14. Once prepared, the Team can be activated.
    - Click **Activate**

15. This message will appear after success.

16. Now that the Team is created we can direct calendar invitation to the Team for attendance in our course.
    - Click **Teams Calendar**
    - Click **+ New Meeting**
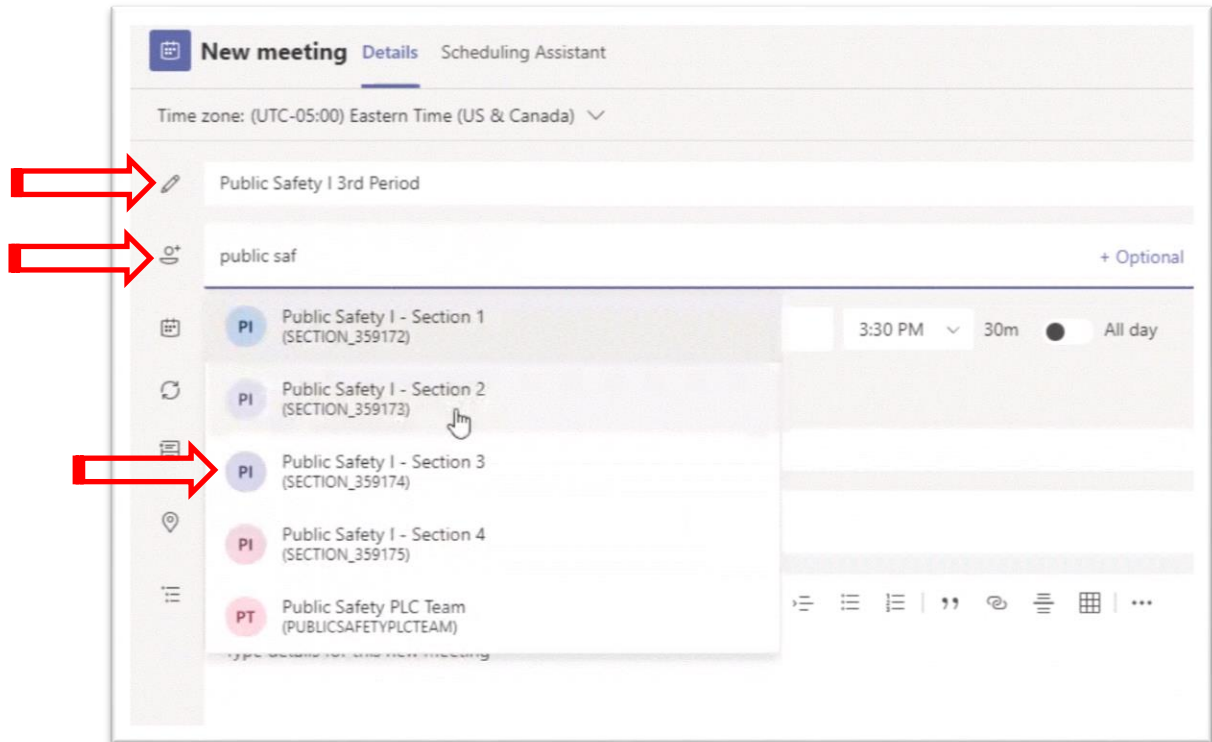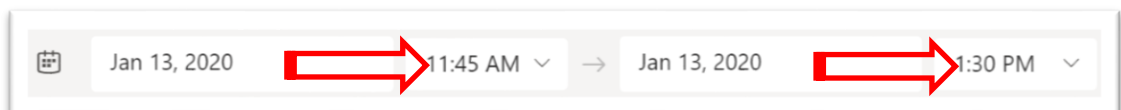   - Click **Schedule meeting**

17. New Meeting
    - Edit Name: Use the **Course Name + Period + Year**
    - Add Users: Start typing the **Powerschool Course** used to create the team in step 9.
        i. Select the **Course**

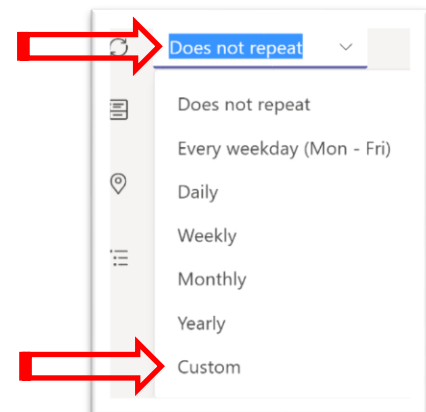- Date/Time: Set to the **first class** of the semester, Set the **time** in which the class takes place

- Frequency: Select **Custom**
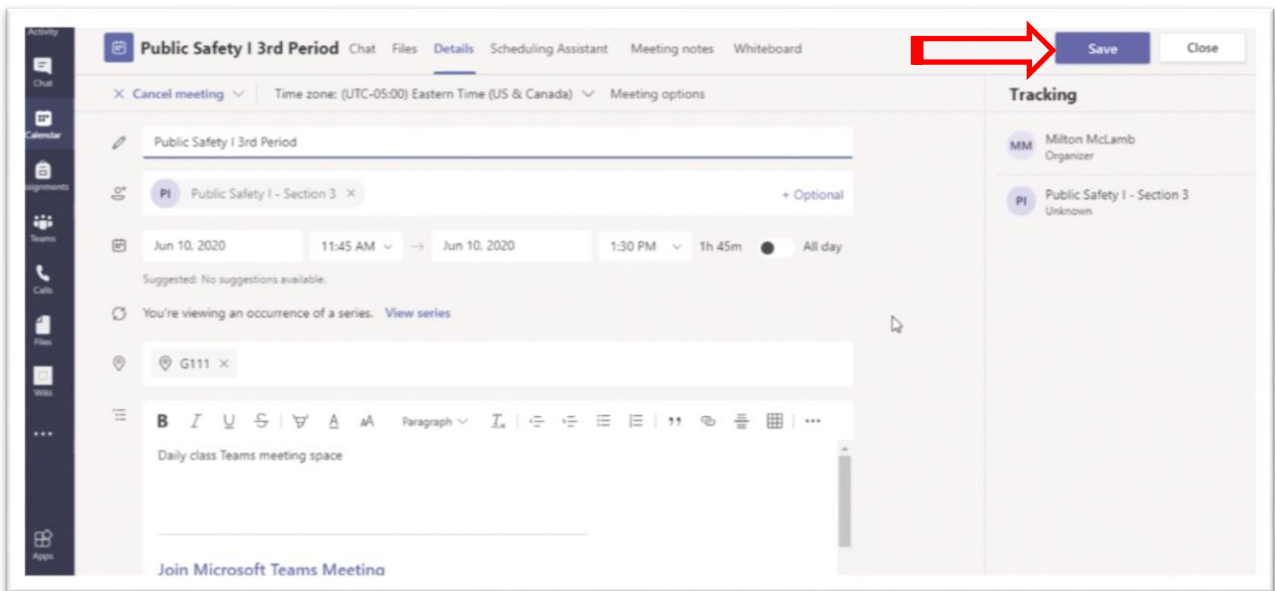
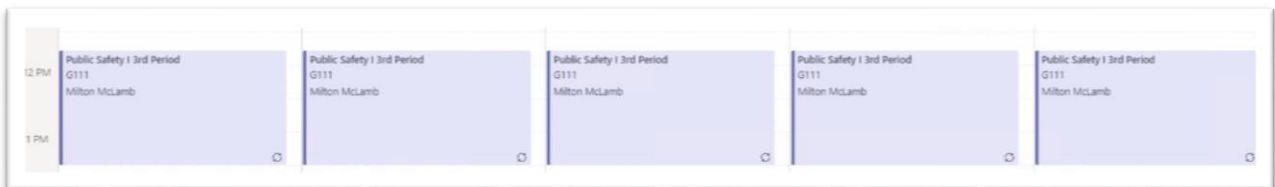   i. The custom recurrence window will open

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- Modify the Custom recurrence window, align the **Start** and **End** dates with the **first** and **last** day of the semester.

- Click **Save**
- Review the Details of the Invitation. Click **Save**

18. Team and OWA Calendar will display the class, with the desired recurrence, for the entire semester.
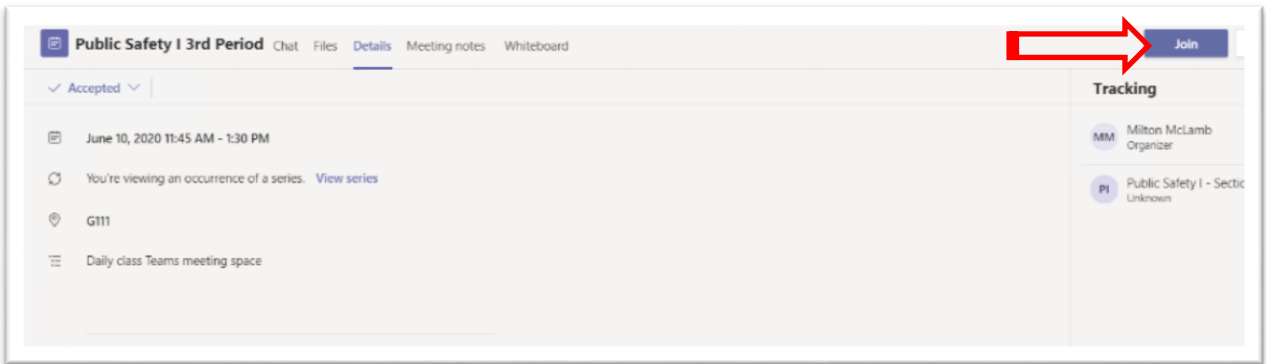

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19. Students that are a part of the group will receive the calendar invite in their O365 inbox.

20. On the day that the class takes place open the meeting object from the calendar and select **Join**.

21. Before Joining, in the pre team meeting space, select to display either Video or Audio just beneath the blue Join Now button.
    - If external Microphone or Camera is present customize setup.
   i. Modify **Speaker**
        ii. Modify **Microphone**
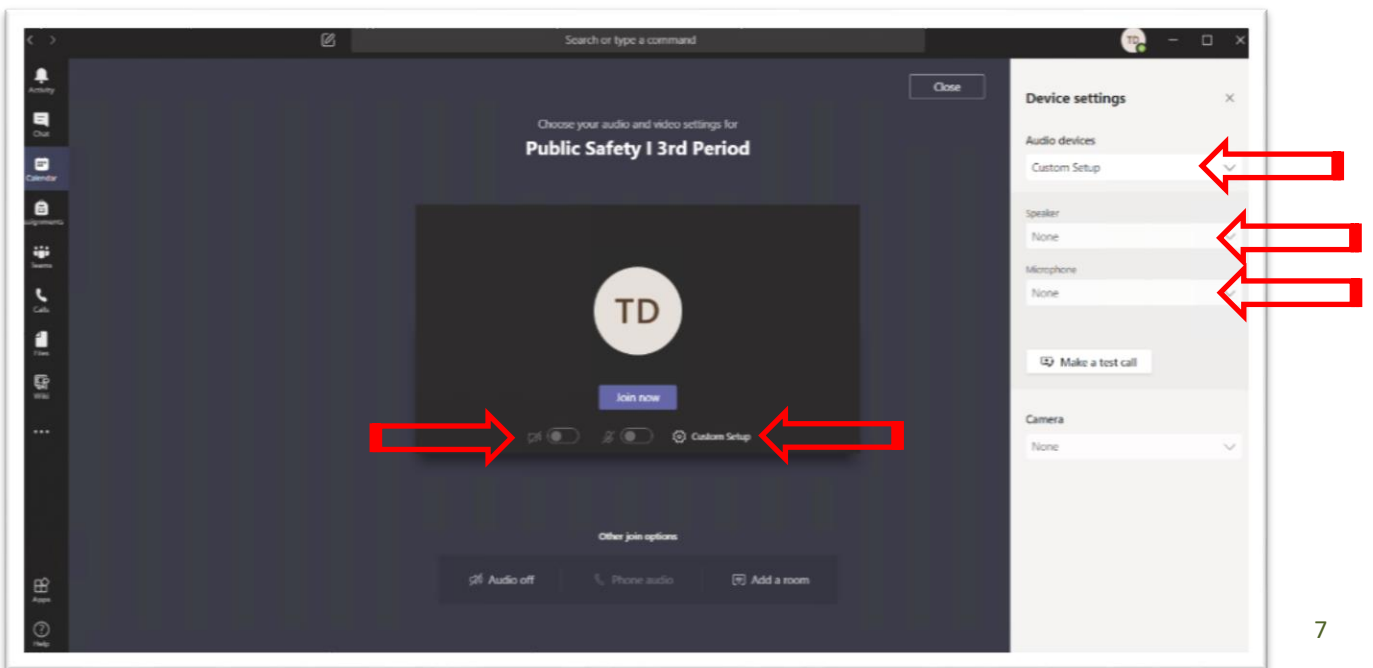
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22. Once the meeting has started any mouse movement will display the toolbar. It will appear on screen in the Teams window.
   - Camera: Toggle On/Off
    - Microphone: Toggle On/Off
    - Share Content: Select to share screens

    - ••• menu: Access advanced settings

    - Raise hand
    - Meeting Chat: click to open chat flyout
    - Members: Click to add additional members to the current meeting
    - Hang up: End the meeting
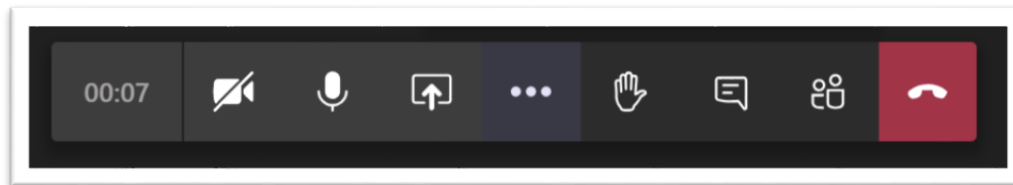
23. Within the toolbar, click the Click the ••• **menu**
24. Click **Start Recording. (***Notice the blue banner at the top of the window.***)**
25. When the class ends select **Stop recording. (***Notice the blue banner at the top of the window.***)**
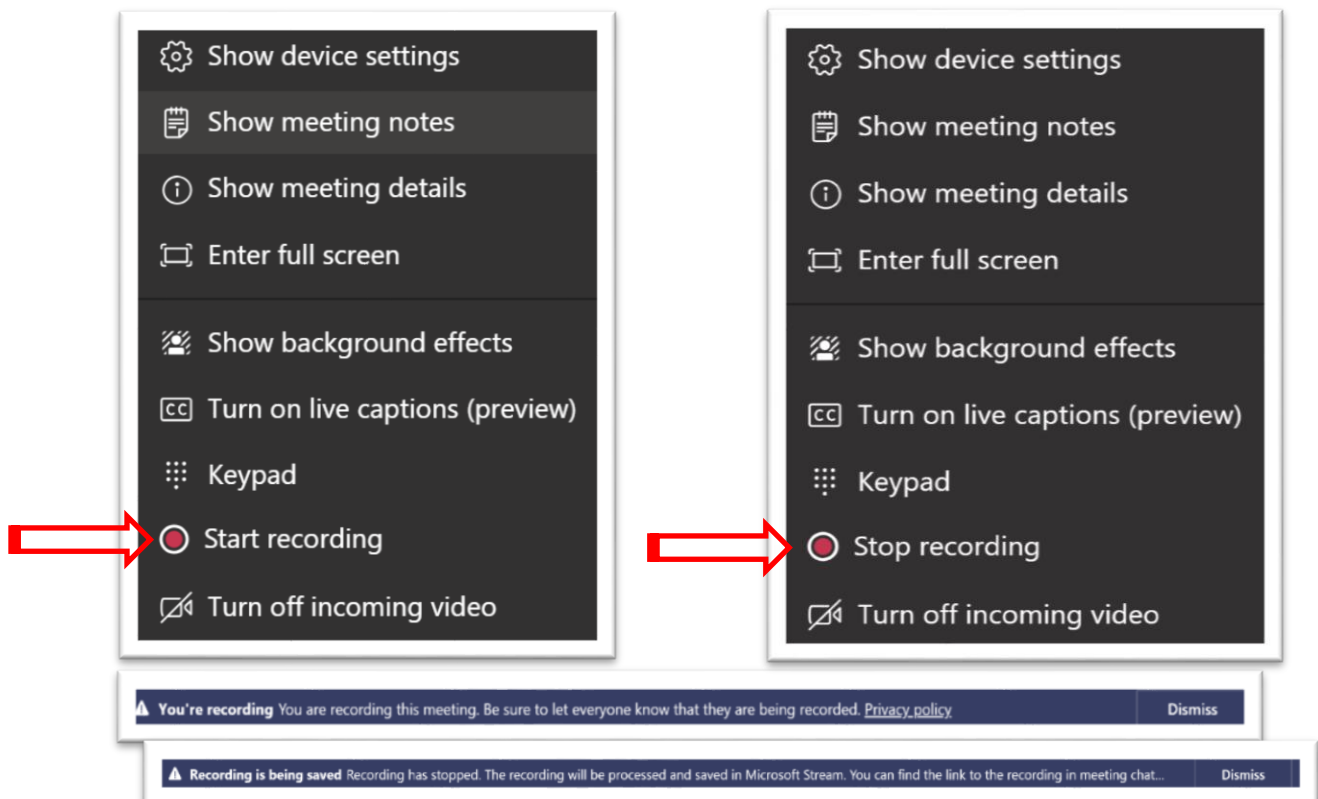
26. Go to **Team Chat**. Locate the Team chat for the course that was just taught.
27. The recording of the meeting can be seen in the Team Chat.
28. After the meeting concludes this message will show:
    - **Recording has stopped. Saving recording to Microsoft Stream**.
        i. Check back in later as the saving process can take some time.
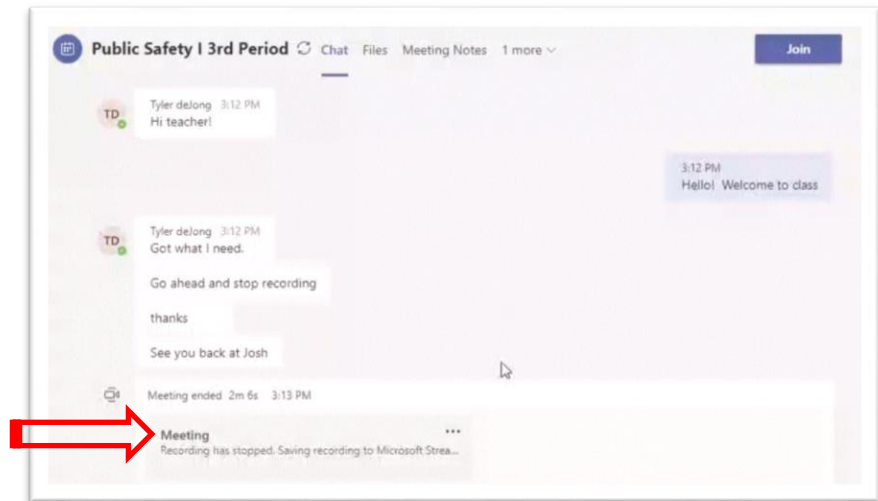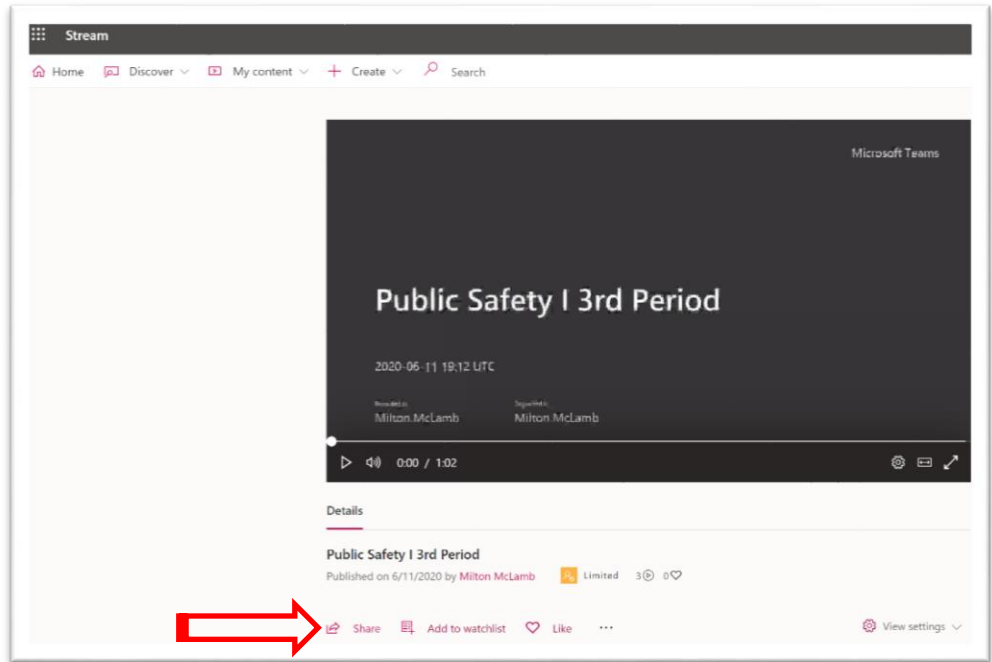

    - Eventually the recording will be available. It will show **"Recorded by: "**
    - Proceed once this is true.
29. Click the **Three dots** to the side of the video
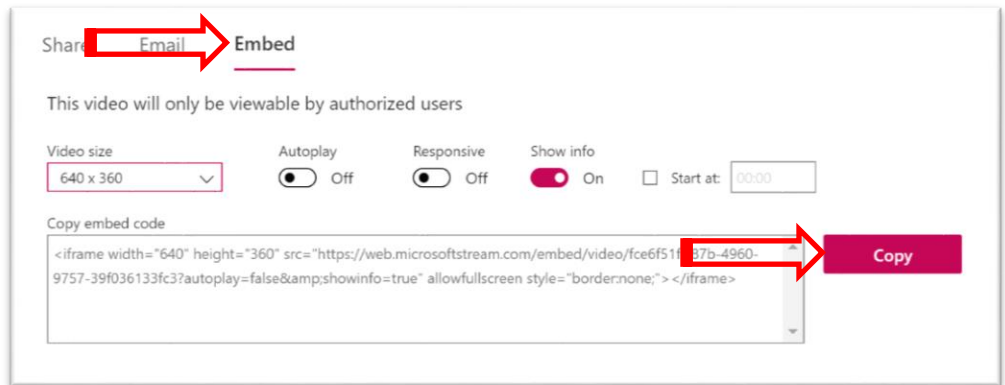30. Select **Open in Microsoft Stream**
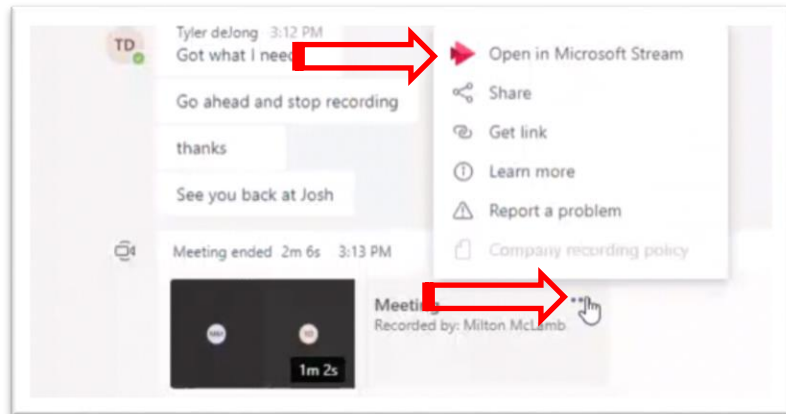
31. On the Microsoft Stream website, Click the **Share** link.

32. Click the **Embed** tab
33. Click **Copy**


34. Login to **Canvas** through [NCEdcloud](#)
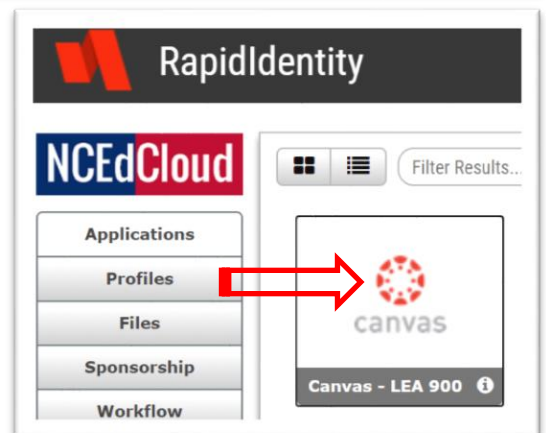
35. There are multiple ways to make content available for instruction. Considering that any new "Assignments" created in Canvas will add To-Dos to the student View. Some of these students will have been in class and will not need it assigned. Extensive To-Do lists may be large and other course assignments may get buried. Technology suggests the following to provide a better student experience in either Canvas or Teams.

   - Develop a Module for these videos and Keep Modules open for students to get to or create a link from your home page to get them there.
   - Create pages in the module for each week or term and embed the videos from Teams Meetings.
   - Move the videos on the page keeping the freshest near the top.
   - Be sure to inspect the student view.

36. Select **+Module**
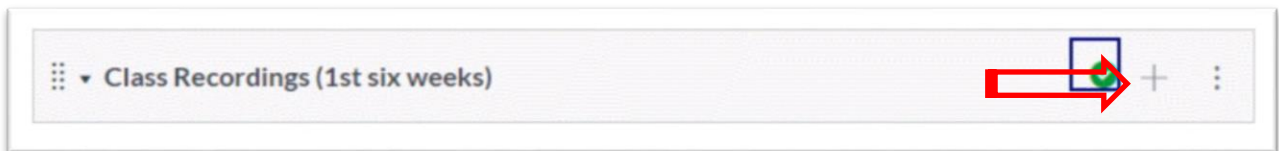37. Name the new module: **Class Recordings**
38. Select **Add Module**
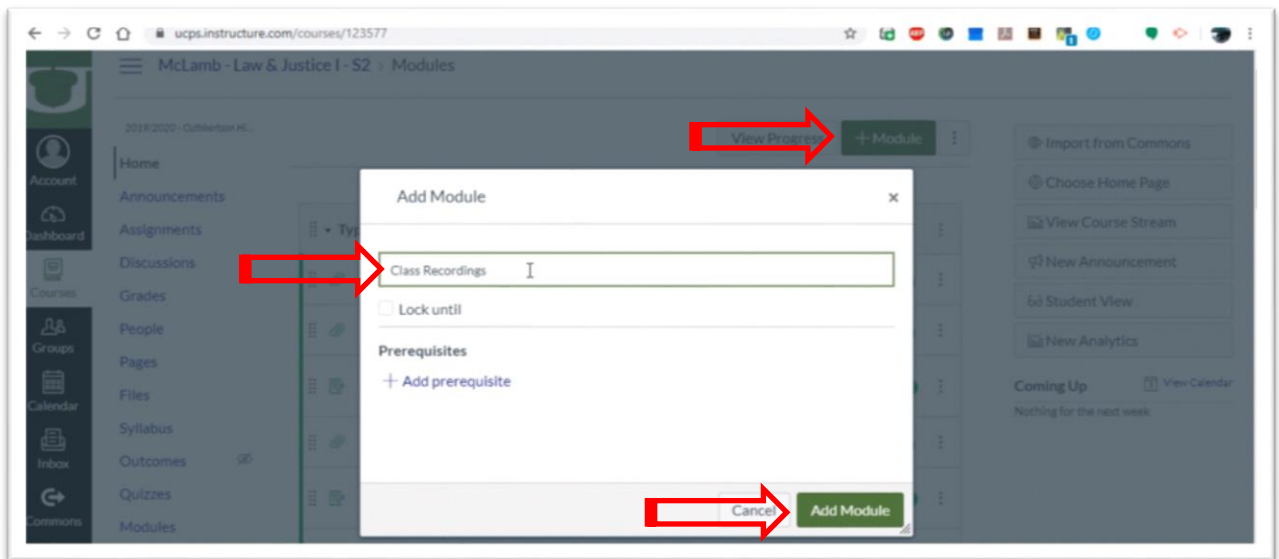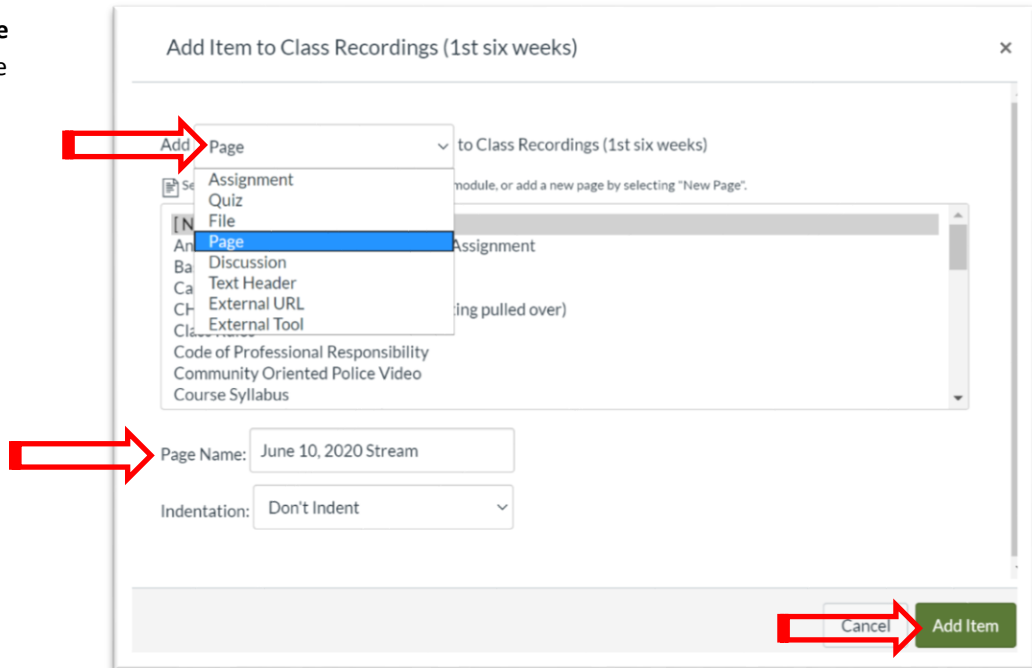

39. **Publish** the Module
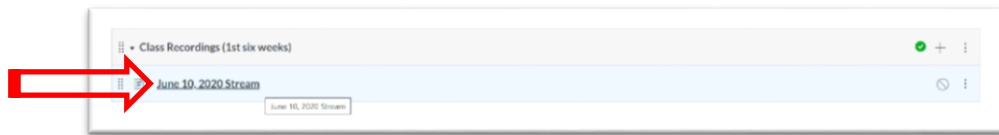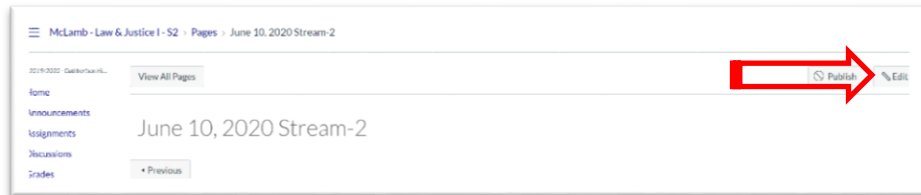

40. **Add an Item** to the New Module

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41. Add: **Page**
42. **Name** the Page.
43. **Add Item**
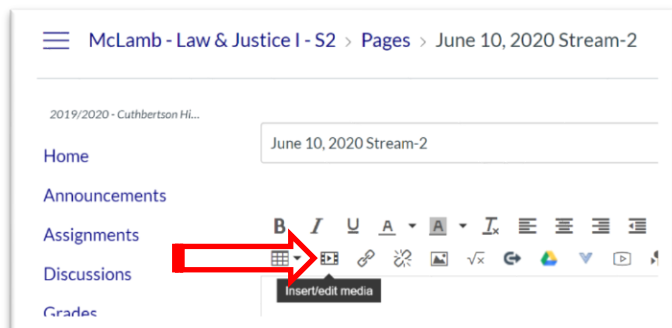

44. Edit Page: Click the **Page Name** to begin
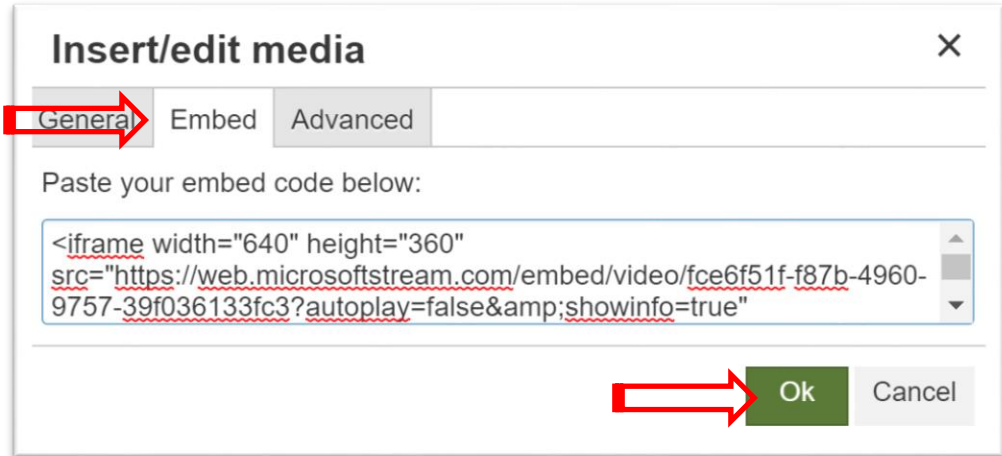

45. Edit Page: Click the **Edit** button
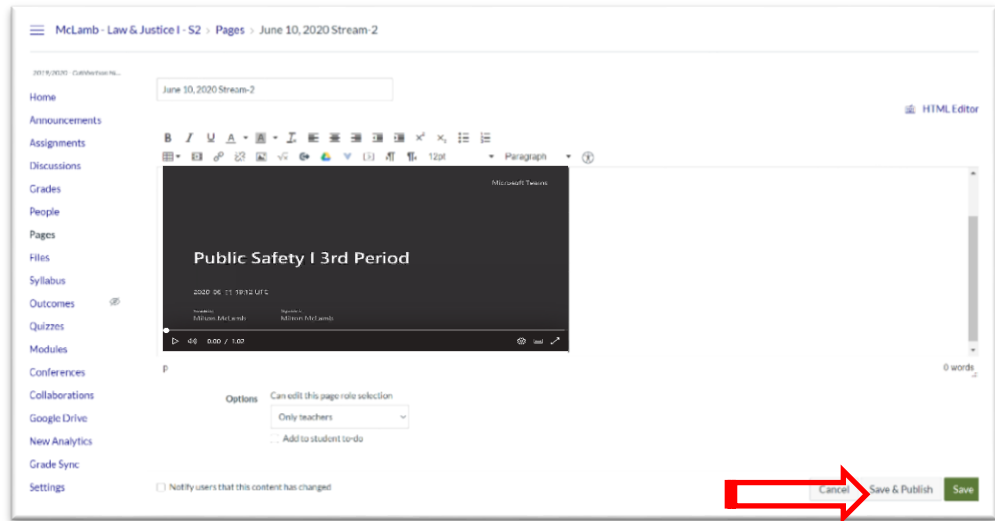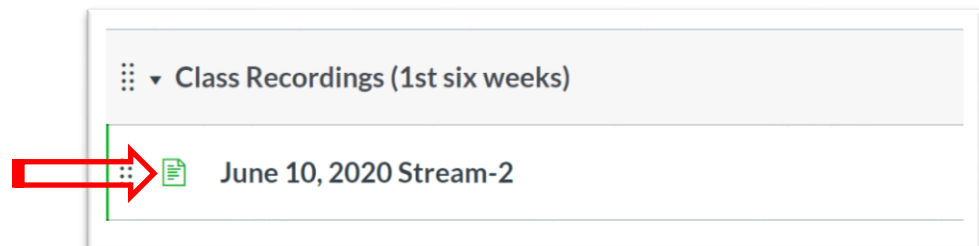

46. Select **Insert/edit media button**

47. Click the **Embed** tab
48. Paste the **Embed code** from Step 32.
49. Select **OK**

50. Complete the page by adding additional content, attachments, URL's, or verbiage.
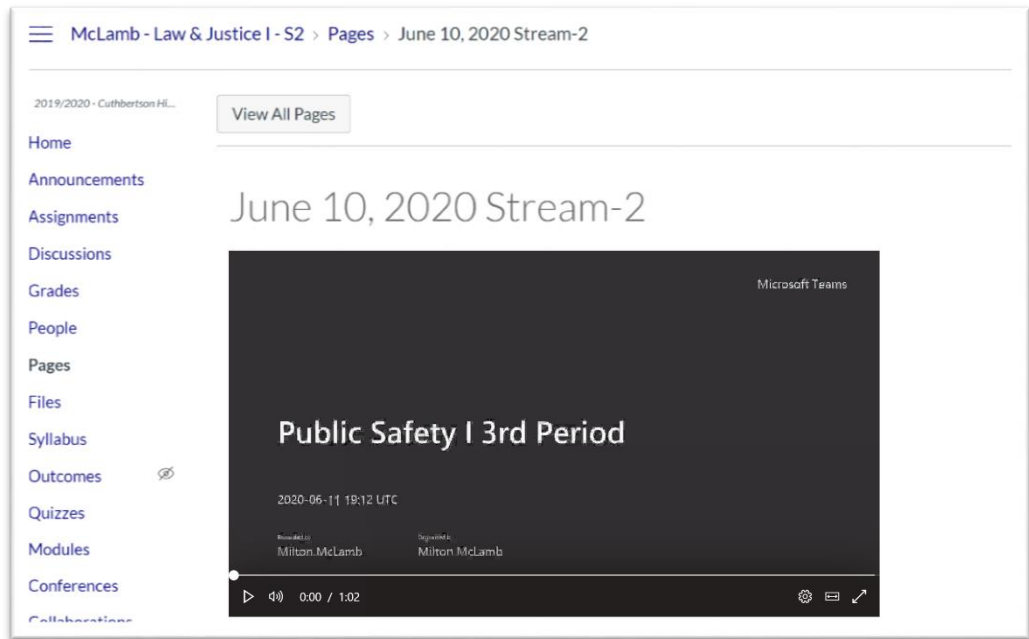51. Select **Save and Publish**

52. Observe that the recording is now **published** under the module.

53. The hyperlink to the new page will open with the video embedded.

54. Additional inquiries regarding Teams and Canvas should be submitted through our helpdesk system.