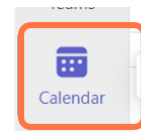


Add Synchronous Online Class in Teams and Canvas

Adding a Class Meeting to Teams (9 steps)

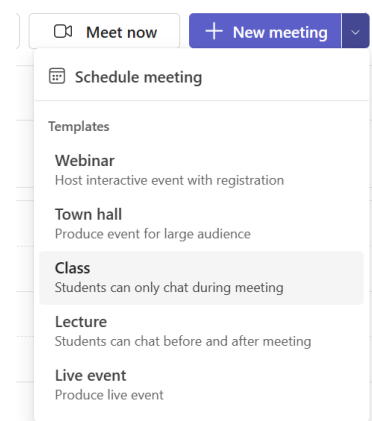
1. In Microsoft Teams (either online or the app) click on Calendar



If you do not know how to access Teams, please go to <https://myapps.uno.edu> and choose the Teams tile.

2. Click the dropdown arrow next to + New meeting and choose Class from the dropdown

Using "Class" disables the ability for students to use this meeting chat outside of class time. This is often the best practice for Teams for class instruction.



3. Type in the name of your class for the title

There isn't a specific right or wrong way to do this. You will just need an identifier that makes sense for you and your students.

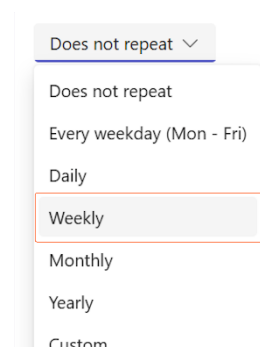


Crawfish 1001 Summer 2025 Class

4. Change the date to the first date and time of your course



5. To add recurring classes, click on the Does Not Repeat dropdown menu and choose Weekly



6. Set your start, recurrence pattern, and end date. Then click Save.

Set recurrence

Start 7/2/2025

Repeat every 1 Week

S M T W T F S

End 8/1/2025 [Remove](#)

Occurs every Monday and Wednesday starting 7/2/2025 until 8/1/2025

[Cancel](#) [Save](#)

7. Optionally, click on Response options and uncheck Request responses and/or Allow forwarding

Response options

☒ Request responses

☒ Allow forwarding

8. Check your options for the lobby, microphone, camera, and recording

Options

Who can bypass the lobby? [?](#)
Only organizers and co-organizers

Who can present
Only organizers and co-organizers

Allow mic for attendees [?](#) ☒

Allow camera for attendees [?](#) ☒

Record and transcribe automatically [?](#) ☐

Meeting chat
In-meeting only

[More options](#)

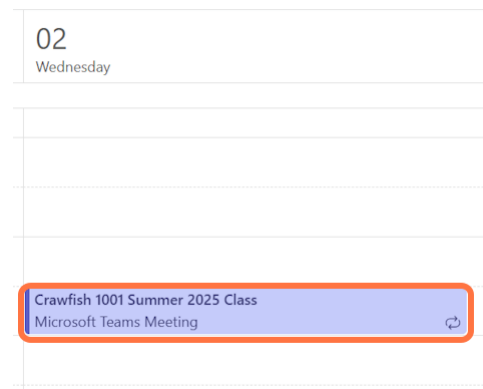
9. Click on Save

[Save](#) [Close](#)

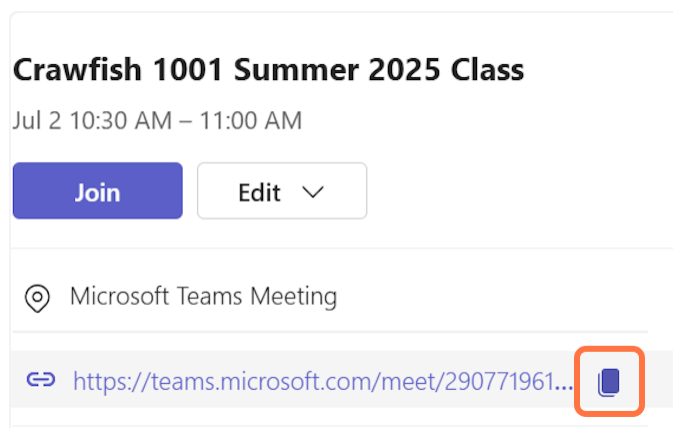
Continue below for instructions to add the link to Canvas

Adding Your Teams Meeting Link to Canvas (8 steps)

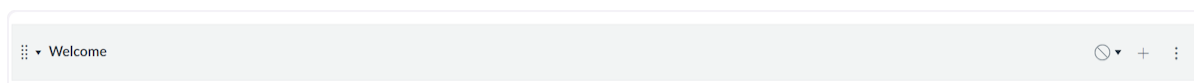
1. Click on the first instance of your class in the Teams calendar



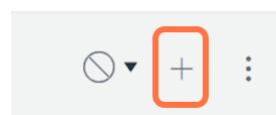
2. Click on Copy link



3. In Canvas, find the Module you want to add the meeting link to



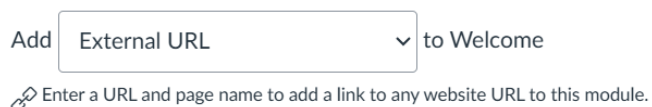
4. Click on the + to add content to the module



5. Click on the "Add" dropdown (should say the word Assignments initially) and select External URL

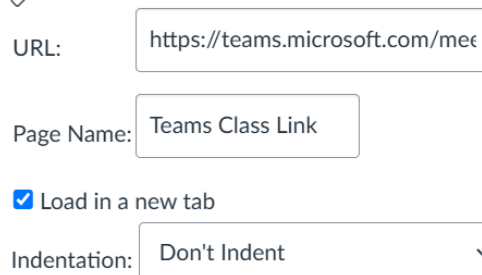


6. Paste your Teams class link next to URL



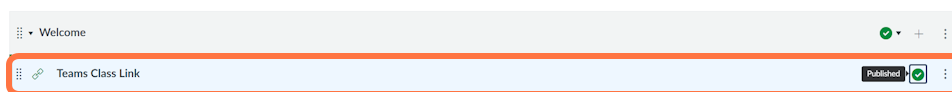
7. Type in the name of your link next to Page Name

Again, there's no right or wrong answer here. It is whatever you want your students to be able to identify the link.



8. Click on Add Item

Don't forget to publish your Teams class meeting link!



Now your students and you can use this link all semester to access your live, online classroom in Teams.

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Created in part with [Tango.ai](https://tango.ai)