



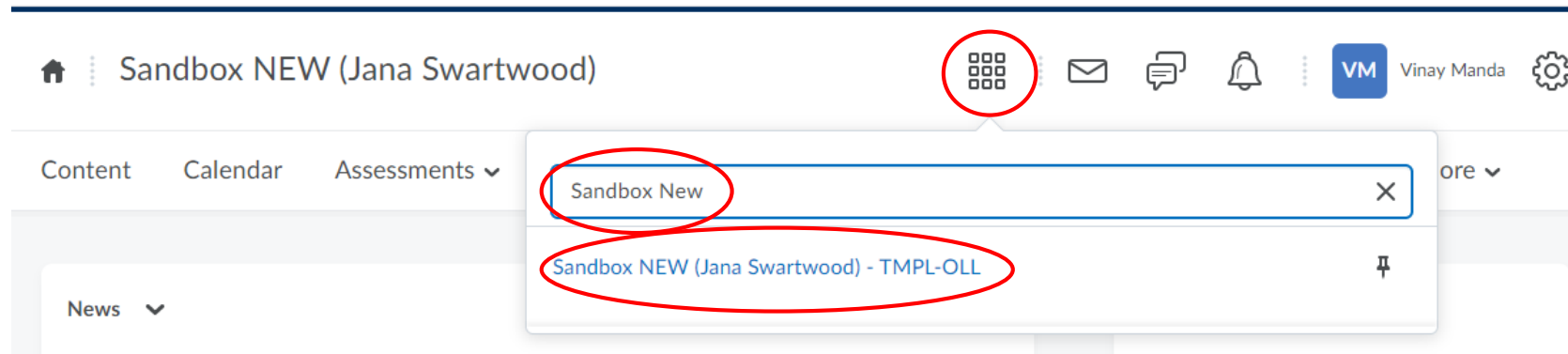
# Teams Meeting in D2L

Instructions on how to create a Teams Meeting in D2L as an alternative to Zoom.

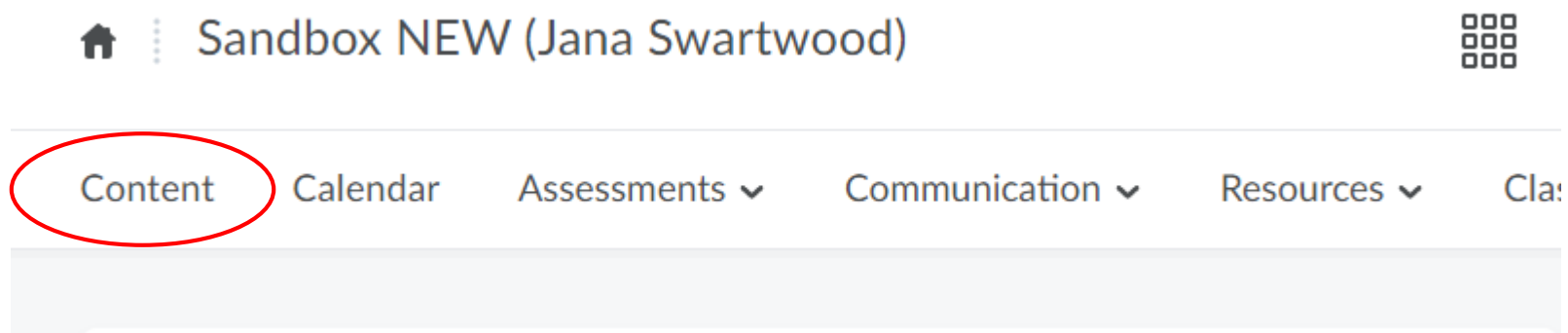


# Quickly Create Teams Content in D2L

Step 1: Search for the course name you want to create a Teams Meeting.



Step 2: Click on Content.

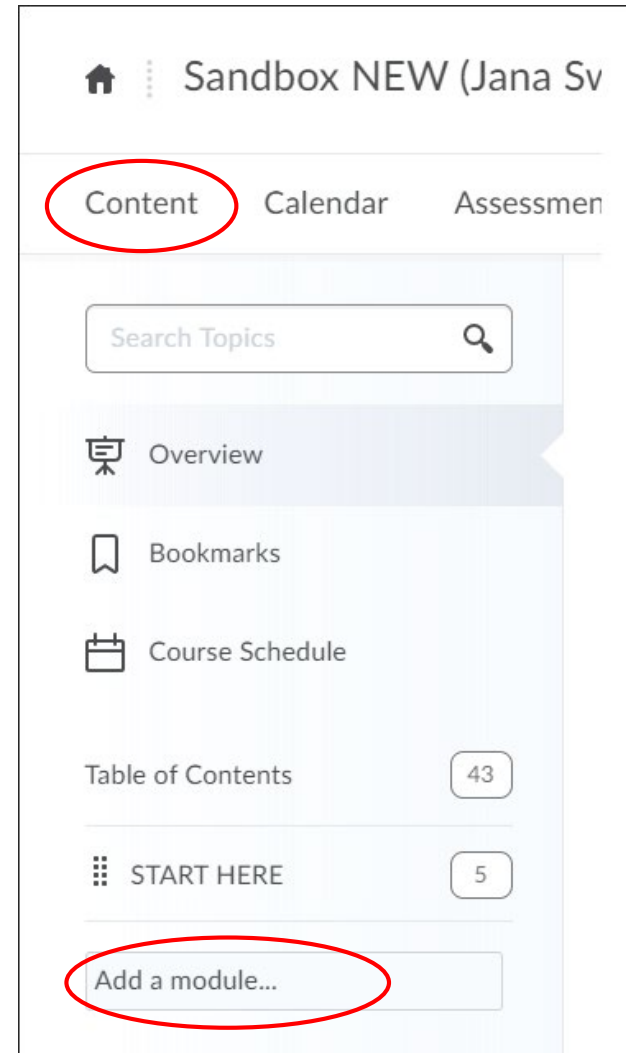


# Quickly Create Teams Content in D2L

Step 3: Scroll to the bottom and click on “Add Module”.

Step 4: Create a new module called “Teams Meeting Link” and hit ‘Enter’ on your keyboard.

Note: Steps 3 – 4 are required only once per course.



# Quickly Create Teams Content in D2L

Step 5: Click on “Add Existing Activities”  
and click on “Teams Meeting”

Teams Meeting Link ▾

Add dates and restrictions...

Add a description...

New ▾ Add Existing Activities ▾ Bulk Edit

Add a sub-module

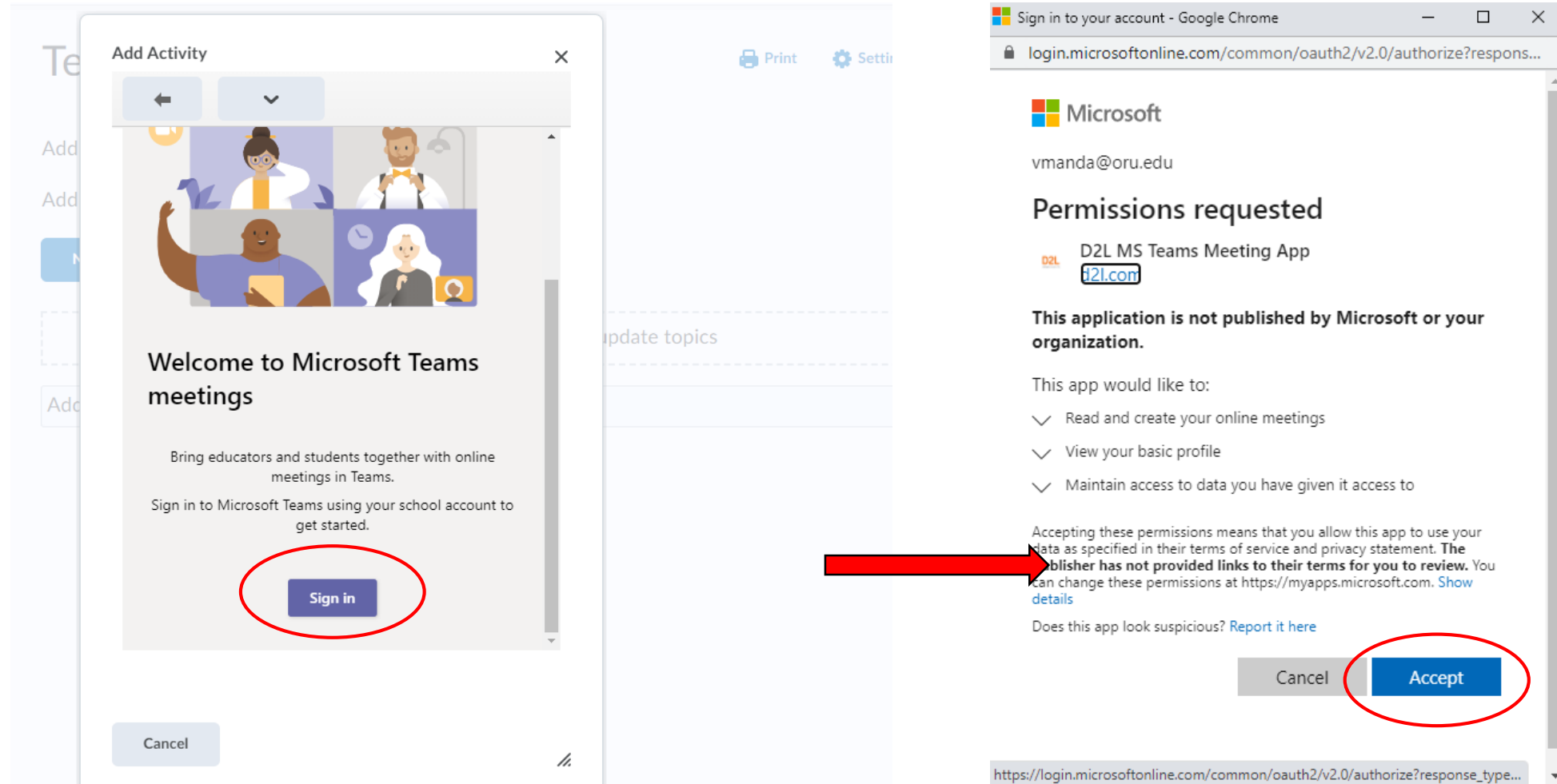
create and update topics

- Add Kaltura Media
- AVON: Academic Videos Online
- Bongo Virtual Classroom
- Chat
- Checklist
- Discussions
- Dropbox
- External Learning Tools
- Google Drive
- OneDrive
- Quizzes
- Self Assessments
- Surveys
- Teams Meeting
- Turnitin PeerMark

# Quickly Create Teams Content in D2L

Step 6: Click on “Sign In” and “Accept” if prompted.

Note: The permission window will typically appear only once.



# Quickly Create Teams Content in D2L

Step 7: Click on “Create meeting Link”

Step 8: Enter a meeting title and select a meeting date and time.

Note: It is recommended to include a course name in the meeting title for ease of tracking multiple Teams meetings.

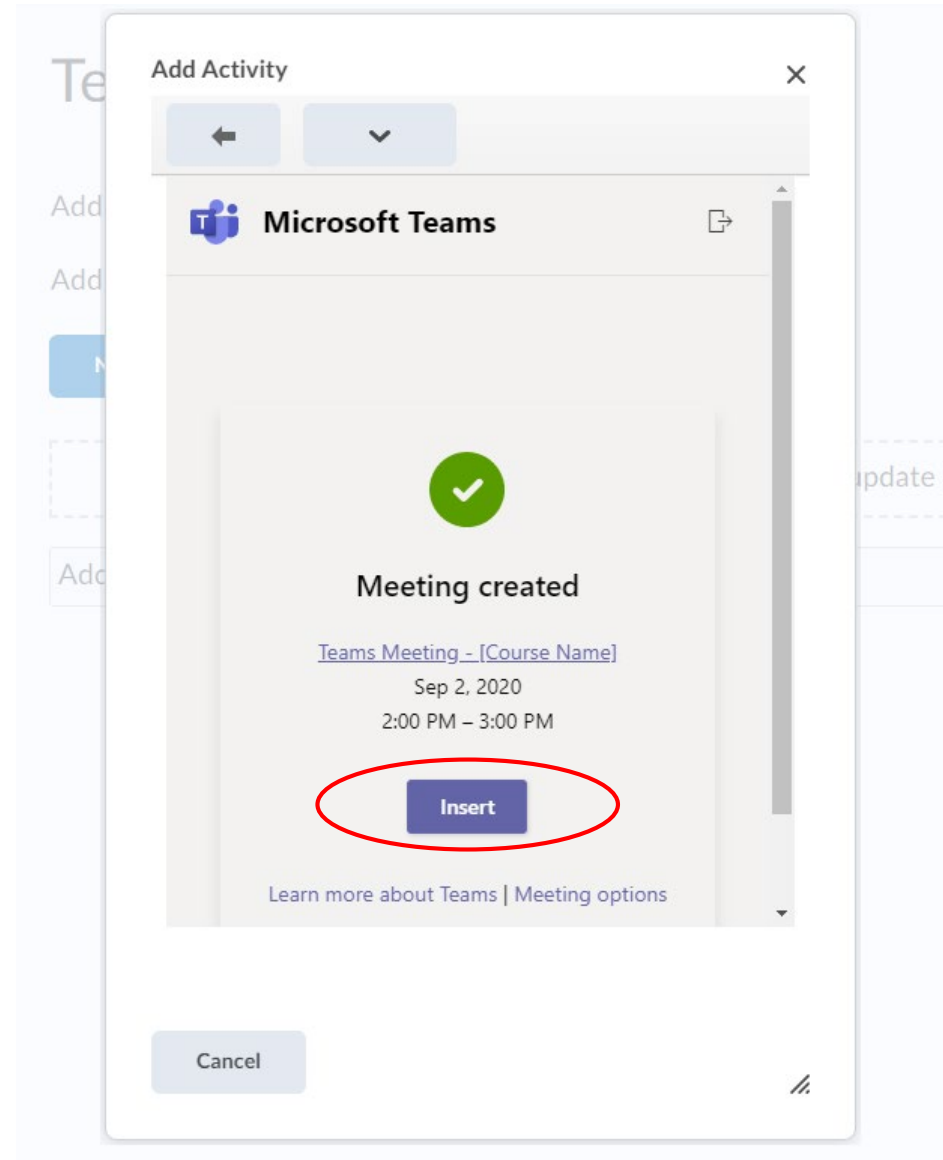
The image displays two sequential screenshots of the 'Add Activity' dialog in D2L, illustrating the process of creating a Teams meeting link. A red arrow points from the first screenshot to the second.

**First Screenshot:** The dialog shows a calendar icon and the text 'Create Teams meetings for your course.' Below this, a button labeled 'Create meeting link' is circled in red. A 'Cancel' button is at the bottom left.

**Second Screenshot:** The dialog shows the 'New meeting' form. The title field is filled with 'Teams Meeting - [Course Name]' and is circled in red. The date and time fields are also circled in red, showing 'Sep 2, 2020' and '2:00 PM' with a dropdown arrow. Below these, a 'Create' button is circled in red. A 'Cancel' button is at the bottom left.

# Quickly Create Teams Content in D2L

Step 9: Click the 'Insert' button to add the content to your course module.



# Quickly Create Teams Content in D2L

Step 10: Once the content is added, click the drop down to the right of the link title and click “Edit Link”. Check the box next to “Open as External Resource” and click ‘Update’.

The image consists of two side-by-side screenshots of the D2L interface, illustrating the steps to edit a Teams link.

**Left Screenshot:** The main interface shows a section titled "Teams Meeting Link". Below the title, there are fields for "Add dates and restrictions..." and "Add a description...". There are three buttons: "New", "Add Existing Activities", and "Bulk Edit". Below these, a link titled "Teams Meeting - [Course Name]" is displayed with a small "Link" icon. A dropdown menu is open next to the link title, showing options: "View Topic", "Edit Properties In-place", "Hide from Users", "Edit Link" (highlighted with a red circle), "Submit Feedback", "Move To", and "Delete Topic". A red arrow points from the "Edit Link" option to the right screenshot.

**Right Screenshot:** The "Edit Link" modal is open. It has a title "Edit Link" and a close button. The "Title \*" field contains "Teams Meeting - [Course Name]". The "URL \*" field contains "https://teams.microsoft.com/l/meetup-joi". Below the URL field, there is a checkbox labeled "Open as External Resource" which is checked (highlighted with a red circle). Below this checkbox, a note states "User progress is not tracked for external resources". At the bottom of the modal, there are two buttons: "Update" (highlighted with a red circle) and "Cancel".



# Quickly Create Teams Content in D2L

Note: When you are ready to start the meeting, click on the Teams Meeting link in the module. The following window will prompt you. Click on “Open Microsoft Teams”. It will launch Teams on your computer. Click “Join now”.

