CLAYTON STATE
UNIVERSITY
*Center for Excellence in
Learning and Teaching*

D2L – Teams Widget

Teams meetings/class sessions created via D2L *do not place an event on your calendar or student calendars*.

You only need one Teams meeting/class session for your course section. Just keep re-using the one Teams meeting/class session for the semester. The meeting/class session link works for 60 days since its last use.

Teams meetings/class sessions are open to anyone with the "Join Microsoft Meeting" link. Therefore, if you create Teams meetings for office hours, you must create a separate Teams meeting for office hours with each student or restrict the number of students that you share the Office Hours meeting link with. Otherwise, all students with the link can join, even if you intended the meeting to be a one-on-one discussion with a student.

Adding the Teams Widget to your D2L Course Homepage

Creating a Teams Meeting

- Course Homepage
- Announcement Tool

Adding the Microsoft Teams Meeting Widget to your Course

This option enhances the ability for instructors to quickly create Teams meeting links from your course(s) homepage in D2L. You may also create, and share, a Teams meeting link by following the steps listed under "Announcement".

Step 1: Go to the "Course Admin" area within the course that you wish to add the widget.

Step 2: Click "Homepages"

Step 3: You'll be given a list of homepages available to you in the course. Click the drop-down arrow next to the active homepage within the list below and click "Copy"

Step 4: Next, click the title of the homepage copy you just created (which should contain "-Copy")

Step 5: Decide which area that you wish to place the Teams widget then click "Add Widgets"

Please Note: The widget is only viewable by you, the instructor. So place it somewhere convenient for you.

Step 6: Click within the text box and type "Teams" to narrow the list of widgets. Click the checkbox next to "Microsoft Teams - Meetings" and then click "Add"

Add Widgets   ✕

1st ➡️ Teams   ✕

Filter By: System Widget   Custom Widget

☐   **1** items selected   Clear Selection

☑️   **Microsoft Teams - Meetings**

2nd

< [1] / 1 >

Add ⬅️ 3rd
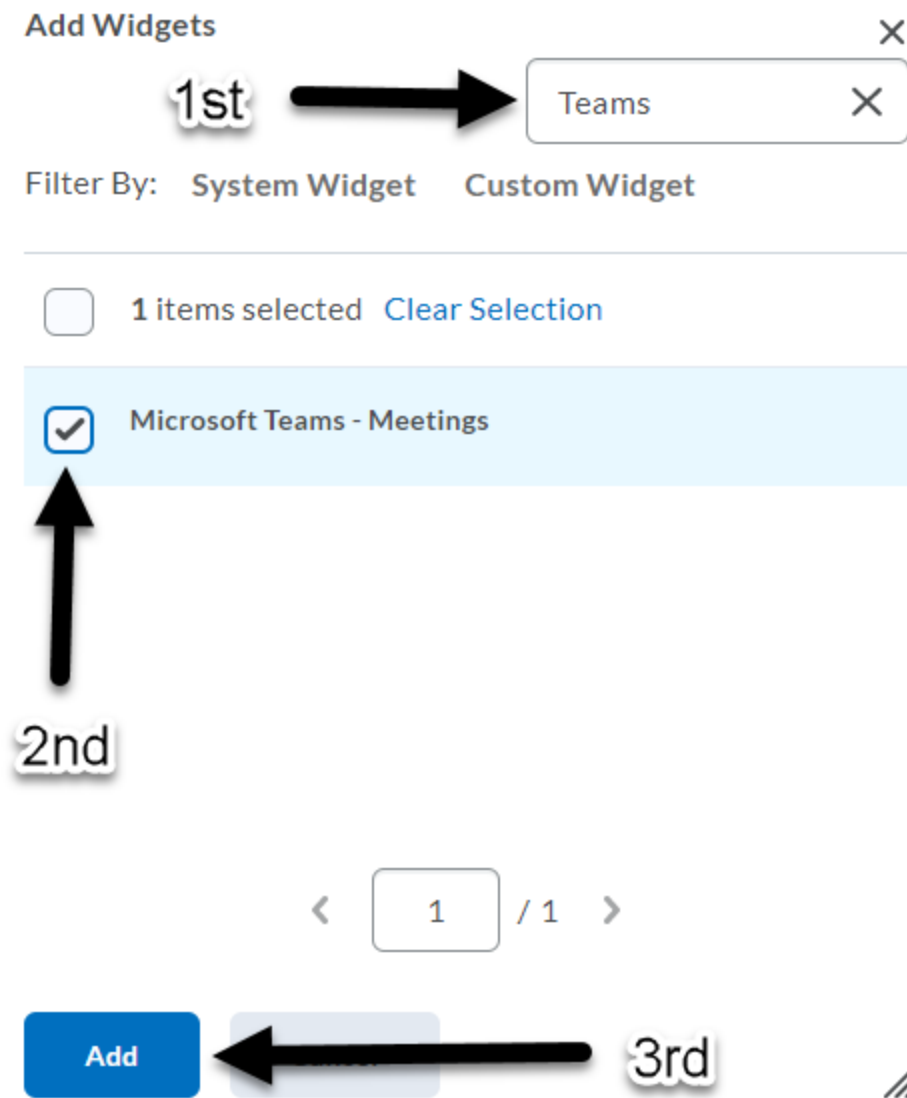
Step 7: Click "Save and Close" on the homepage layout screen. Next, click the drop-down list under "Active Homepage" and select the name of the homepage which contains the widget you just added. Then click "Apply". The active homepage title will be displayed underneath "Active Homepage" and will be noted with the word "Active" on the far right-hand side.
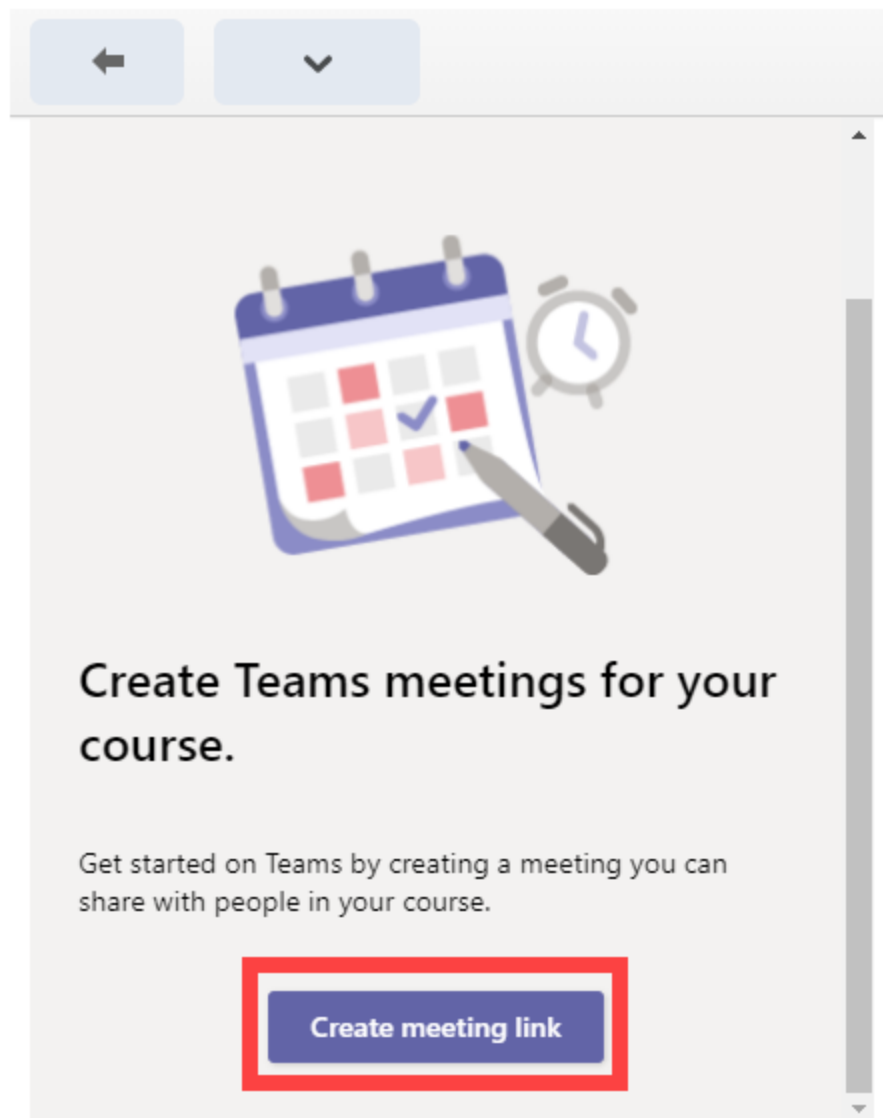

Step 8: Now click "Course Home" to return to your course homepage. You should see the MS Teams widget displayed visible now on the course homepage.

Now you're ready to create a meeting!

Creating a Meeting

Course Homepage

Step 1: From the homepage, click "Create meeting link" located in the Teams widget.

Step 2: Name the meeting, select a start/end time, and click "Create"

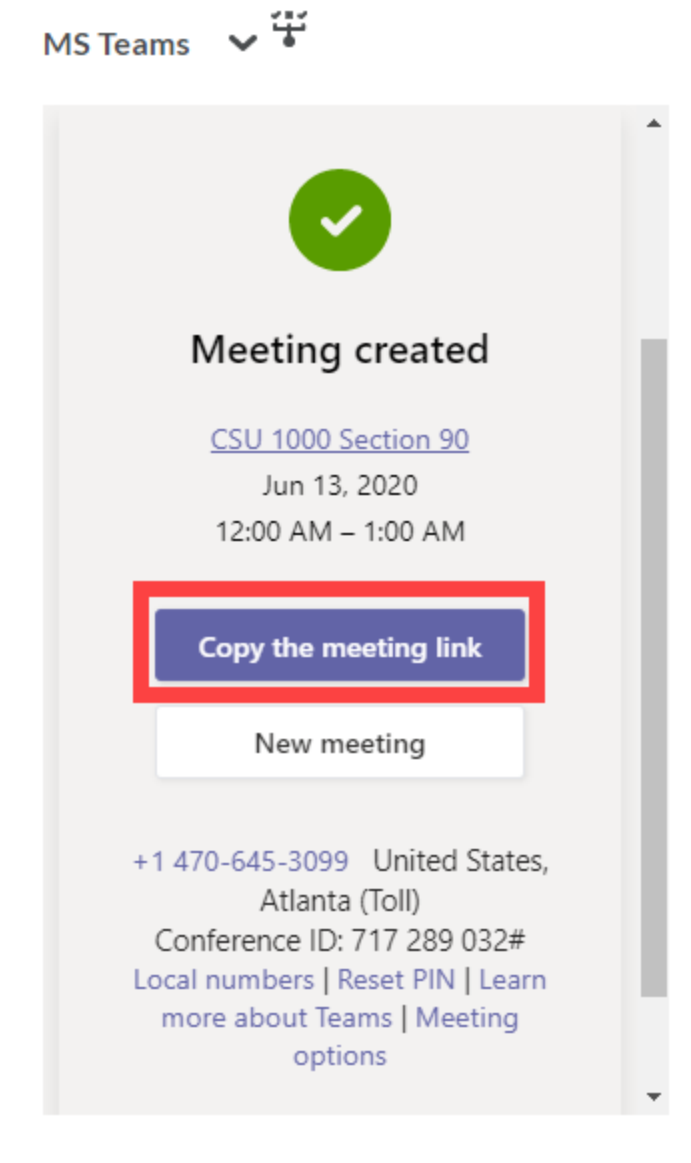Step 3: Next, click "Copy the meeting link" to distribute to students via options such as email, D2L content module, etc. Please SCROLL DOWN in the widget to reveal all the details.


Optional: If you requested a license which generates a dial-in number for your Teams meetings, be sure to copy and share that info with students so they have the information available to them if they need to utilize that option.

Please Note: Regardless of the start and end dates and times you enter, once a Teams meeting/class session is created, it can be joined and rejoined at any time or on any day, within 60 days of its last use.
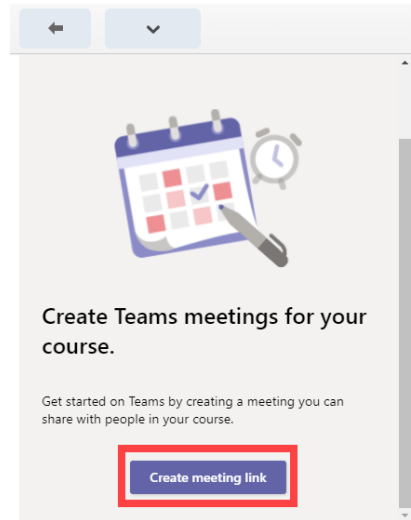
Announcement

Step 1: Click the drop-down arrow next to "Announcements" and select "New Announcement"
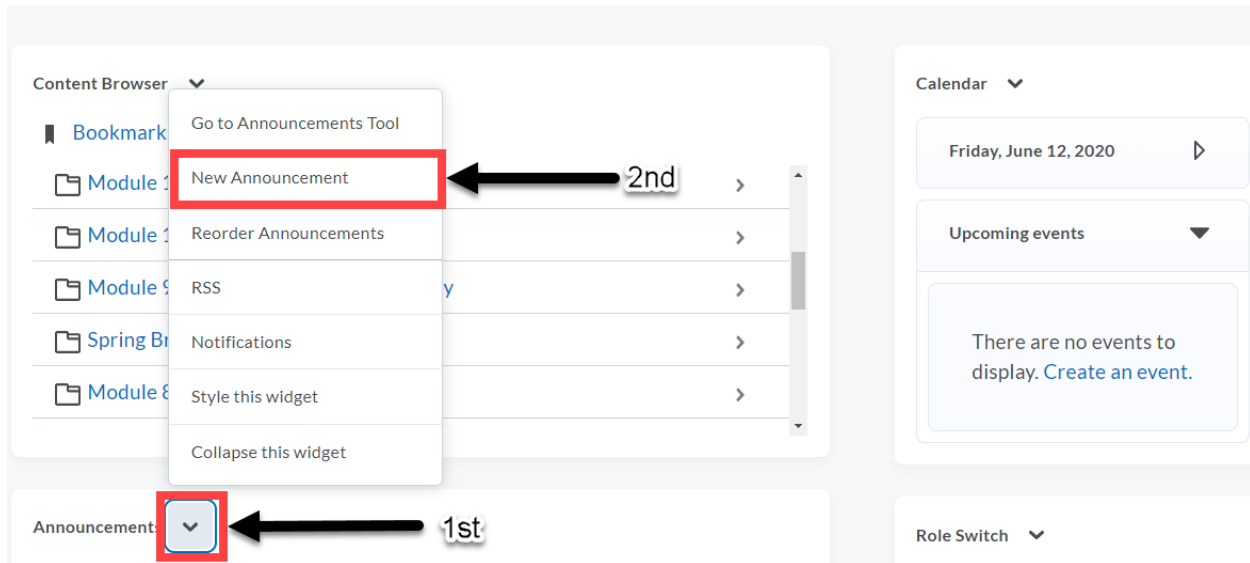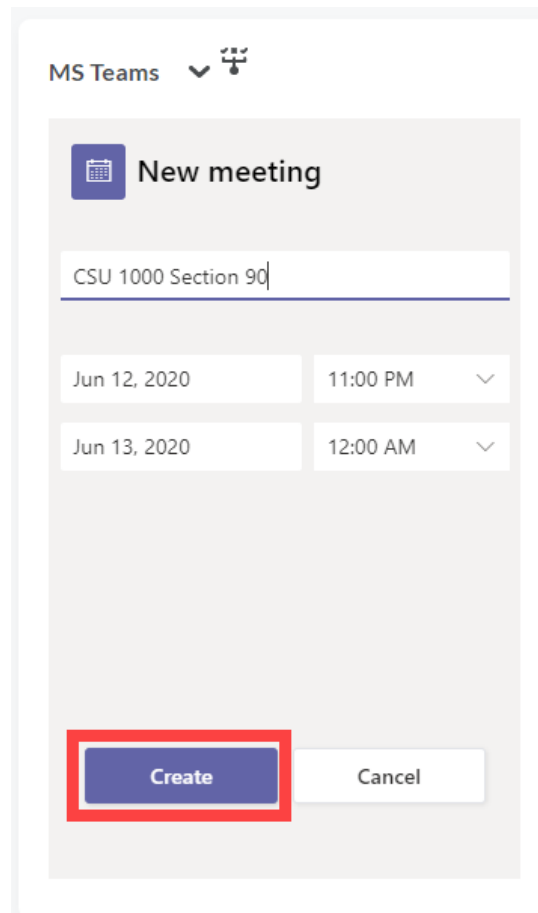

Step 2: Click the link icon and scroll down the list to find and click the "MS Teams Meeting" option.
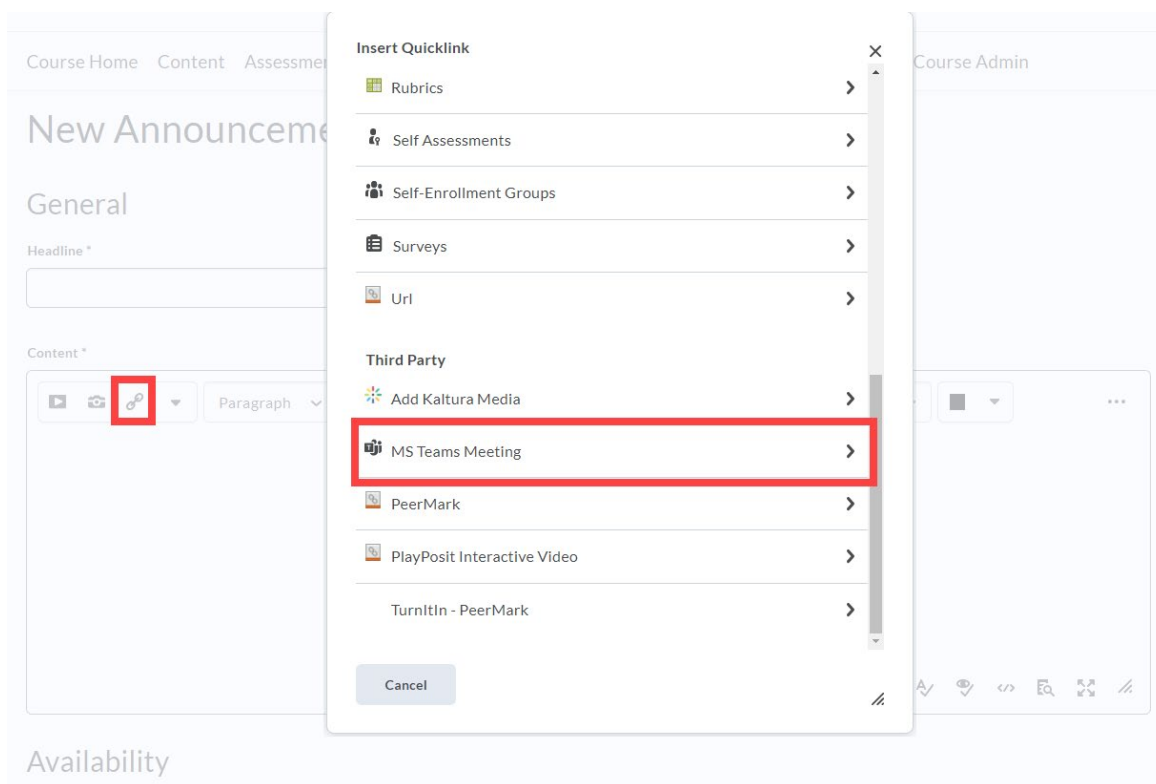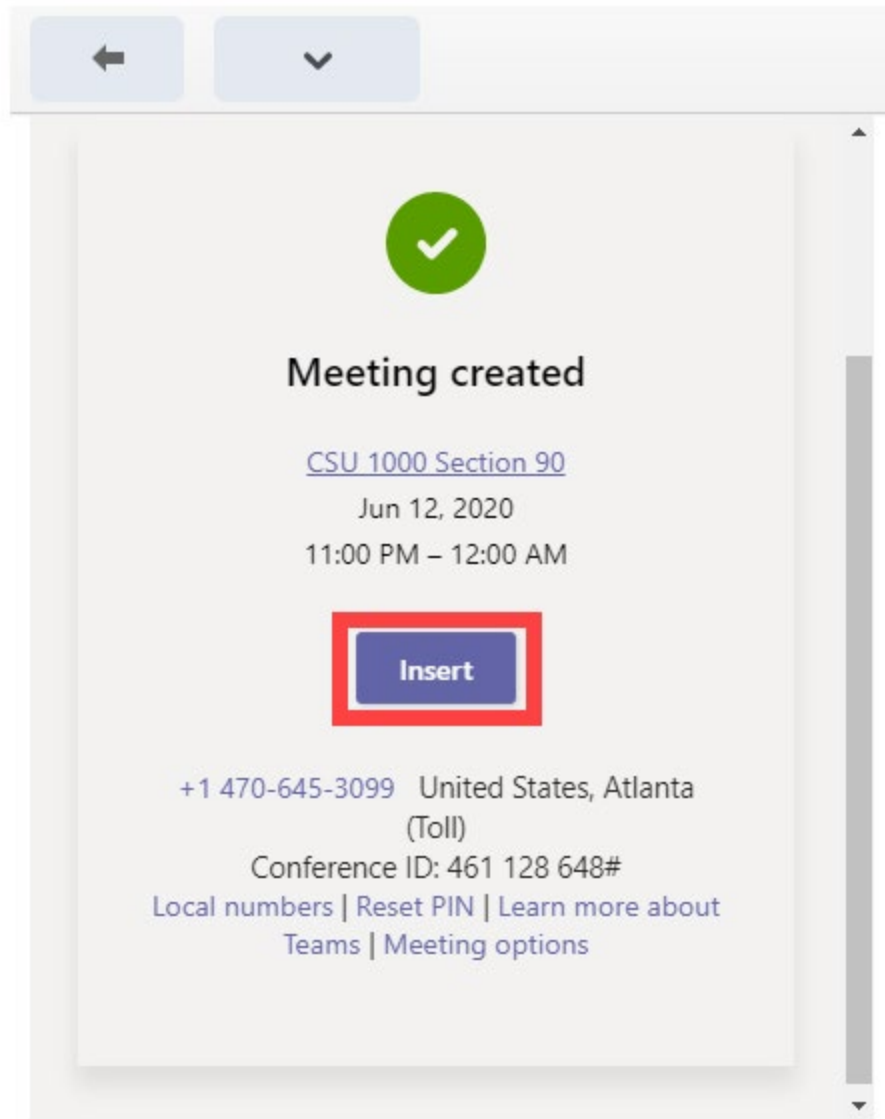
Step 3: Next, click "Creating Meeting Link"

Step 4: Name the meeting, select a start/end time, and click "Create"

Step 5: Once the meeting has been created, click "Insert" to automatically insert the meeting link into your announcement.

Step 6: After inserting the link, you can make additional modifications to the announcement. Once completed, click "Publish".

Step 7: After publishing, the announcement is viewable by students (dependent on any date/time restrictions you may have set).

You've successfully created a Teams meeting/class session via D2L!