Comprehensive Guide for Teams Meetings in BlazeVIEW

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VALDOSTA STATE UNIVERSITY

Contents

# Microsoft Teams Meeting Integration in BlazeVIEW

Use the Microsoft Teams Meeting integration to schedule individual or recurring meetings, view past and upcoming meetings, and join team meetings, all from within BlazeVIEW.

Combined BlazeVIEW Courses: To use the MS Teams Meeting Link in a combined course, you must submit a Technology Services Portal request to have your Teams Classes combined.
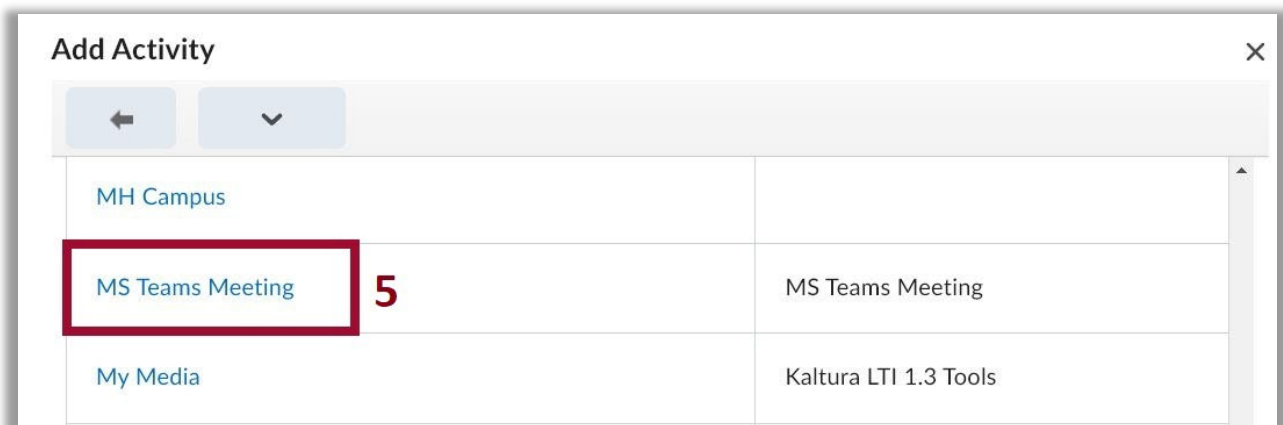
Adding the MS Teams Meeting Link in BlazeVIEW

Note: You must activate your MS Teams Classes before adding the MS Teams Meeting Link in BlazeVIEW.

1. From within a BlazeVIEW course, select **Content** from the Navbar.
2. In the left navigation pane, select or create a module to add your MS Teams Meeting link.
3. Select **Existing Activities** from the module.
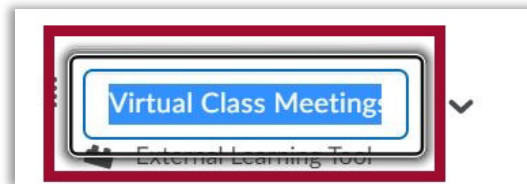4. Then, select **External Learning Tools** from the menu.
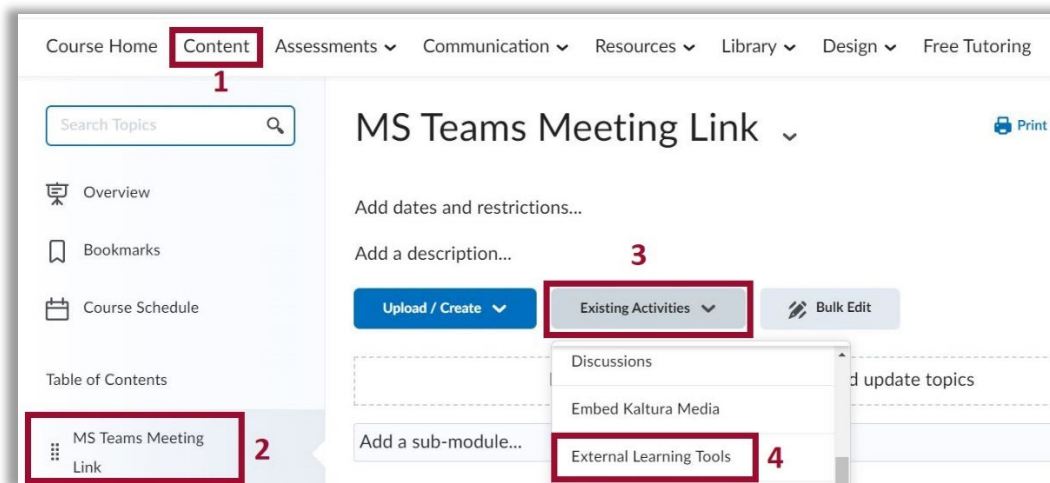
5. From the **Add Activity** dialog box, scroll to locate **MS Teams Meeting**.

6. **Optional**: You can change the name of the MS Teams Meeting link by clicking the actions arrow at the right of the link and selecting **Edit Properties in Place**.
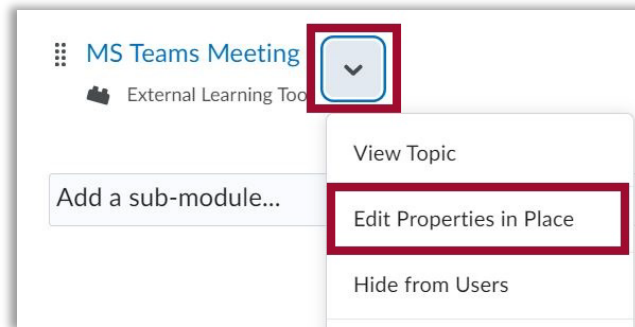
7. Click the link name and replace it with your preferred name.

Scheduling a MS Teams Meeting

Instructors and students can schedule new Teams Meetings from the MS Teams Meeting link in BlazeVIEW.

1. Select **MS Teams Meeting** from the module.

2. If you are not currently logged in to your Teams account, you will be prompted to **Sign in**.

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3. Enter your MyVSU email and password.
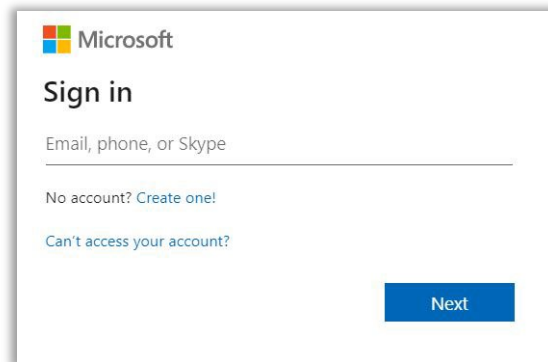
4. After signing in, your MS Teams Meeting dashboard will display. Click the **New Meeting** button to schedule a meeting.
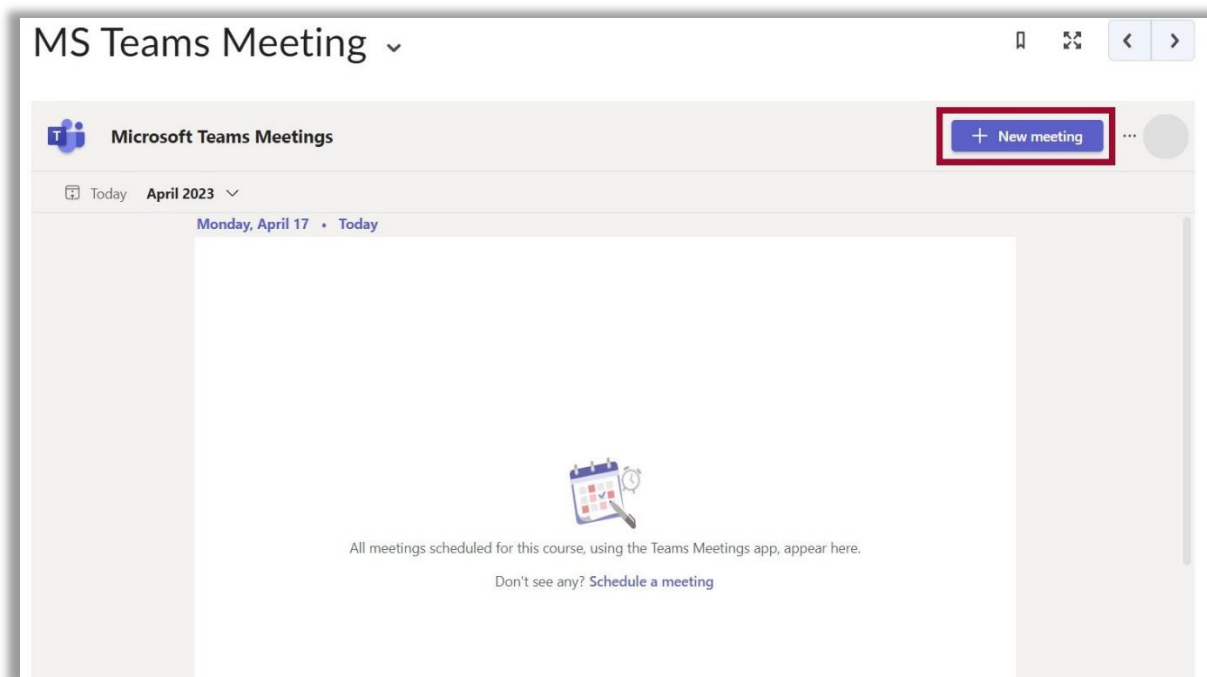
5. A **New Meeting** window will open. Under **Add title**, enter the meeting name.

6. **Optional**: In the **Add required attendees** field, you can enter the email addresses of specific individuals, such as Guests, you want to invite to the meeting. **Note**: If guests and other attendees are invited to attend a Teams Class meeting, the meeting is considered **Private**, and content will not be shared with those participants through the Teams Class channel.

7. Enter the meeting **Start** and **End** Dates and Times. If this will be a regularly scheduled meeting, select **Does not repeat** and choose the reoccurrence option, e.g., Every weekday (Mon-Fri), Daily, Weekly, Monthly, Yearly, or Custom.

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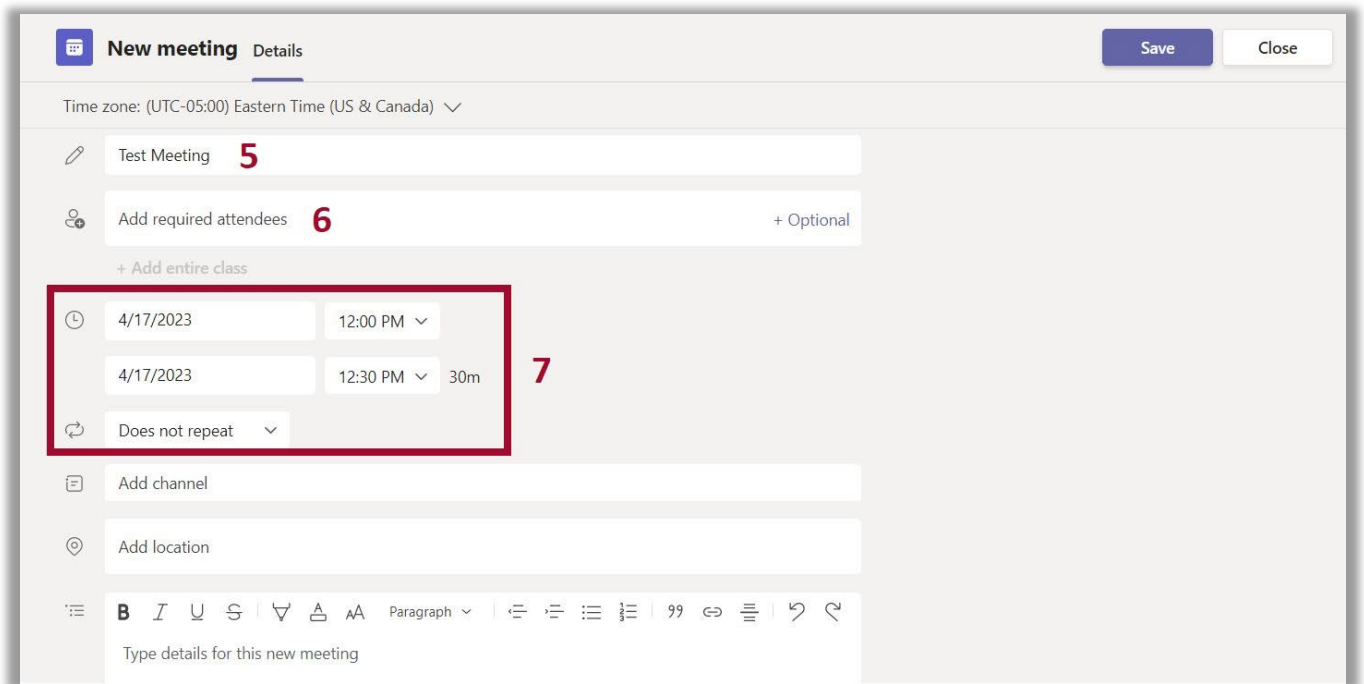
8. To invite all students in a Teams Class, select **Add channel** and click on the name of the Teams Class you want to invite. Next, click **General** to select the Teams Class channel.

   **Note**: In Teams, you must first activate your MS Teams Class to make it available in the **Add channel** list.
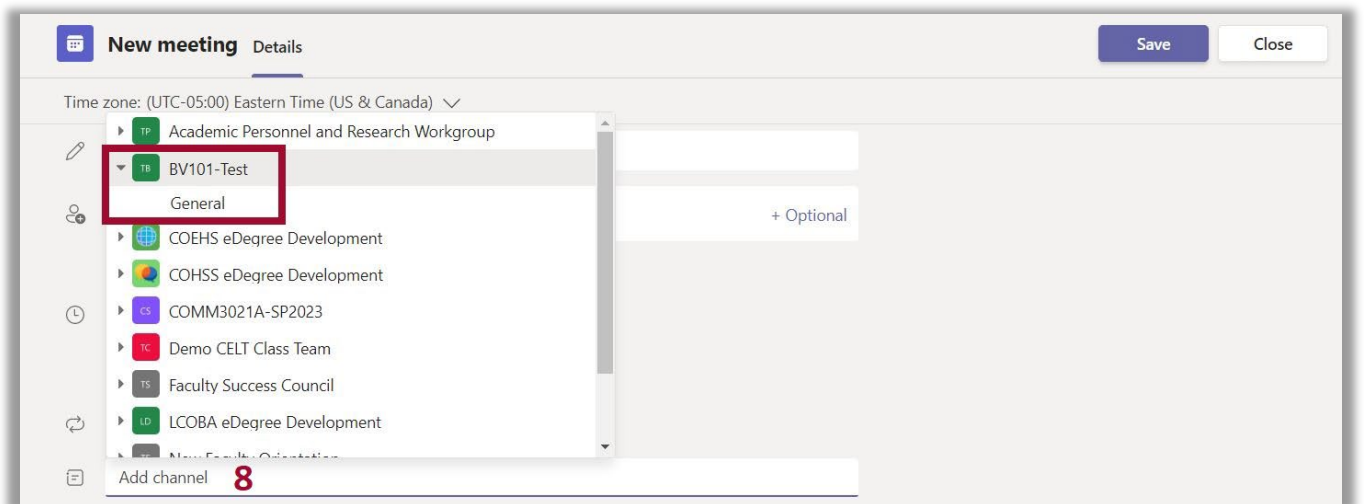
9. **Optional**: Add a location.

10. **Optional**: Enter a description or add details about the meeting.

11. Click the **Send Button**. **Note**: A Teams Meeting invitation will be emailed to all attendees in the **Teams Class General** channel and those entered in the **Add required attendees** field.
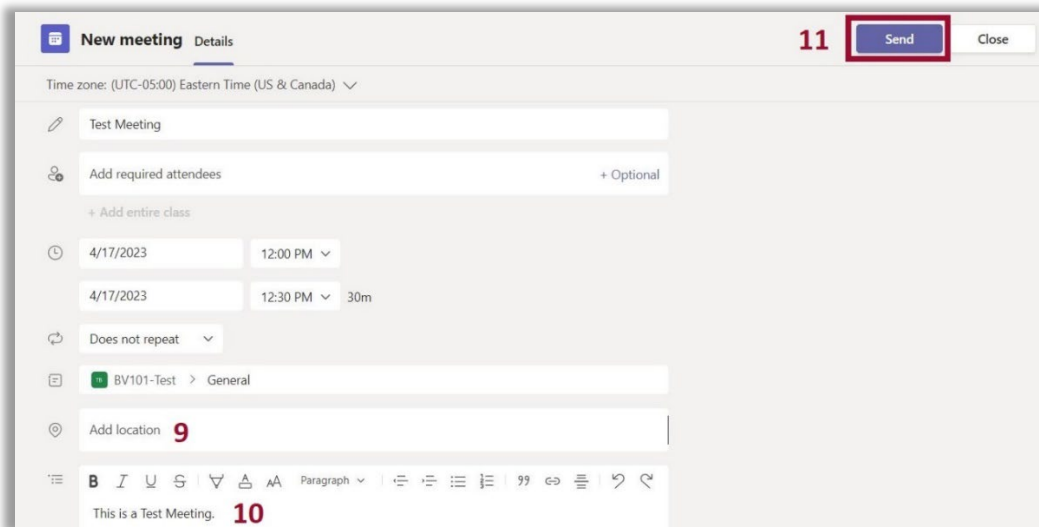
12. The meeting will display on Teams Meeting dashboard in the BlazeVIEW class and includes Join and Edit buttons to manage the meeting.
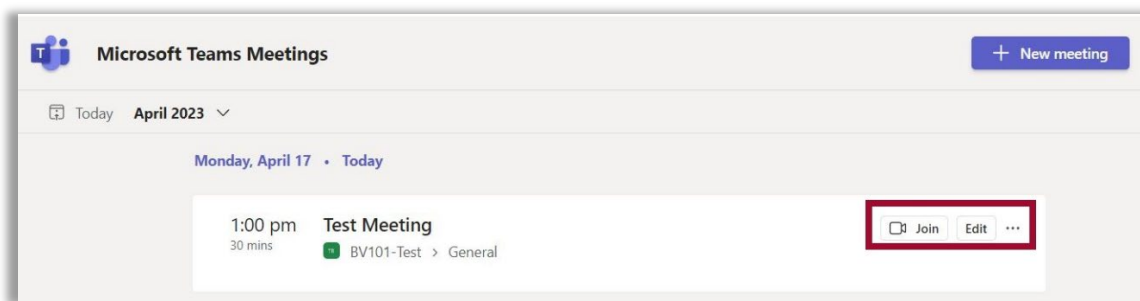
13. From **More Options** [. . .], the meeting organizer can access the **Teams Class Chat**, **Cancel** the meeting, or modify the **Meeting Options**. **Note**: The **Copy link** option is not functional.
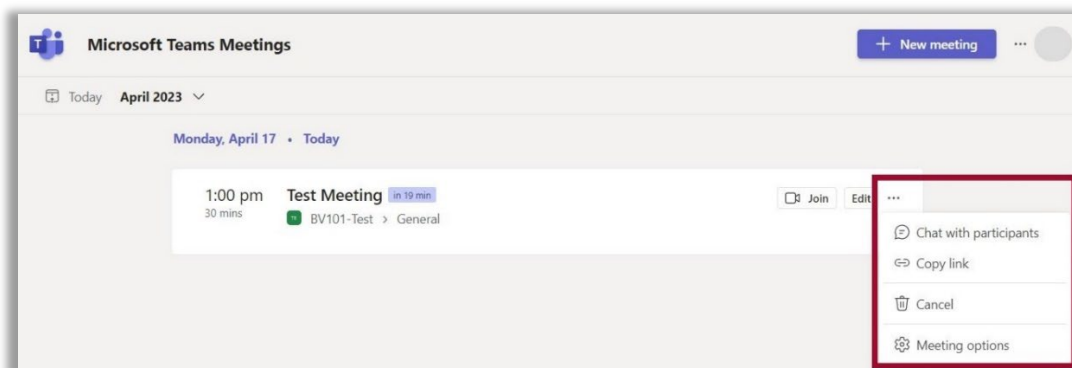
14. **Meeting options** are settings that affect how participants engage during a meeting. After a Teams meeting has been created, meeting organizers can change settings for that specific meeting. The following **Meeting options** settings are available:

A. **Who can bypass the lobby:** You can decide who gets into meetings directly and who should wait to be let in by using the lobby. If you choose to have people wait, you (and anyone else allowed to admit people) will see a list of people in the lobby. From there you can choose whether to admit or deny them.

B. **Let people calling in by phone bypass the lobby:** You'll see a toggle next to Always let callers bypass the lobby. When this setting is enabled, people calling in by phone will join your meeting without having to wait for someone to admit them.

C. A**nnounce when callers join or leave**: You may want to receive an alert when someone calling in by phone joins or leaves your meeting. To change this setting, select the toggle next to Announce when callers join or leave?

D. **Choose co-organizers:** Enter the email address of anyone who you wish to make a co-organizer so they have access to Edit and Manage Options.

E. **Choose who can present:** See [Roles in a Teams meeting](#) for details about selecting presenters and changing someone's role before and during a meeting.

F. **Allow mic for attendees?** and **Allow camera for attendees?**: To avoid distractions in large meetings, you may want to decide when attendees can unmute and share their video. For details, see [Manage attendee audio and video permissions](#).

   • To prevent attendees from unmuting, turn off the toggle next to:
      A**llow mic for attendees?**

   • To prevent attendees from sharing video, turn off the toggle next to:
      Allow camera for attendees?

G. **Record automatically:** If you turn on this option, a recording and transcription of your meeting will begin as soon as the meeting starts. For more info, see [Record a meeting in Teams](#).

H. **Allow reactions**: Choose whether people can use live reactions in a meeting. If you choose not to allow it, they will still be able to raise their hand. For more info, see [Express yourself in Teams meetings with live reactions](#).

I. **Enable Q&A**: Use Q&A to allow attendees to post, reply, and react to questions in real-time during a meeting. Learn more about [Q&A in Teams meetings](#).

J. **Provide CART Captions:** Communication access real-time translation (CART) captions are human-generated captions, in which a trained CART captioner listens to speech during a meeting and translates it to text. Learn more about [CART captions in Teams meetings](#).

K. **Enable language interpretation:** Language interpretation allows professional interpreters to translate what a speaker says into another language in real-time, without disrupting the speaker's original flow of delivery. Learn more about [language interpretation in Teams meetings](#).

L. **Allow attendance report**: Enable attendance reports in Teams meetings to view and download details about who attended your meeting, how long they attended, and more.

Creating a Meeting Link to Share for Guest Access

1. To create a meeting link to send to Guests, open the meeting and right click on the **Click here to join the meeting** link, then select **Copy link address** from the menu. The link can be pasted into an email or shared with attendees who were not invited using the **Add required attendees** field.
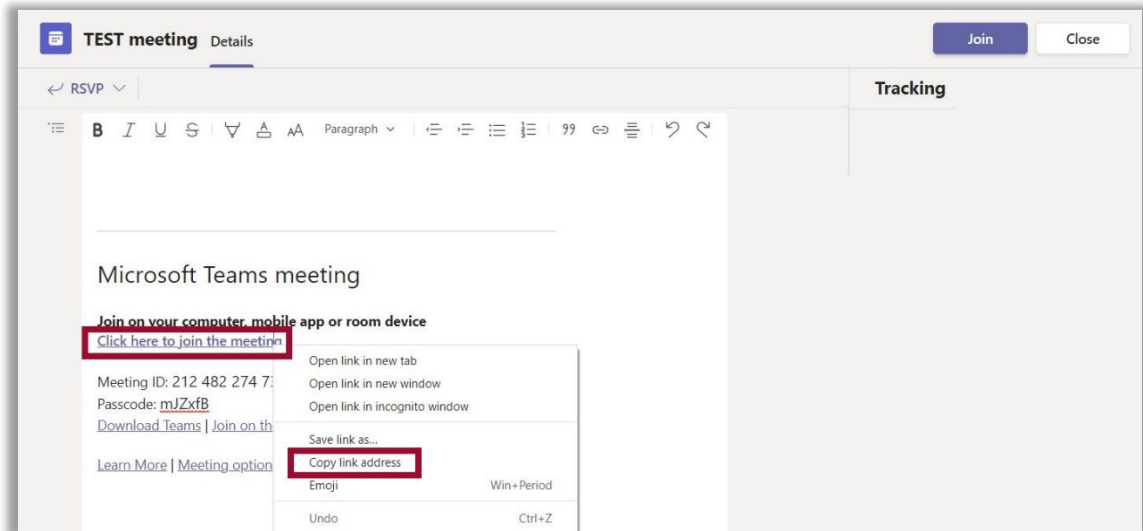
Joining a MS Teams Meeting from BlazeVIEW

1. To join a Teams meeting, click the **Join** button in the MS Teams Meeting dashboard in BlazeVIEW.
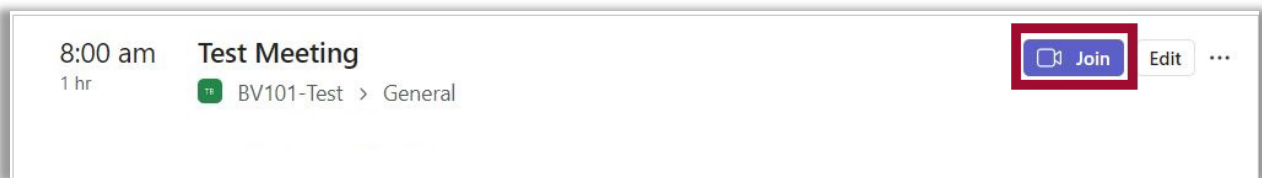
2. You will be prompted to **Open Microsoft Teams** app which is the recommended setting. When selecting this option, your meeting will open in Microsoft Teams.

3. If you select **Continue on this Browser**, a new browser window will open. Make certain you have the most current version of Google Chrome or Mozilla Firefox installed. Click the **Allow** button to let Teams access your audio and video: **NOTE:** If your pop-up blocker is turned on, this message will not appear. Turn off your pop-up blocker to enable the message.
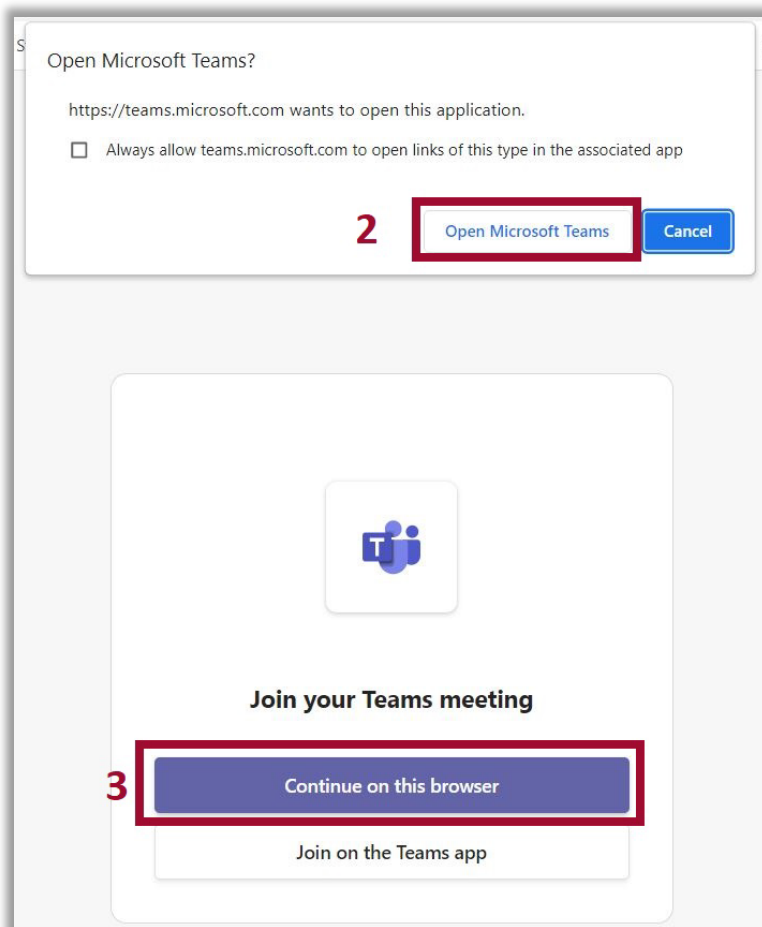
4. When you open your meeting, you can choose your video and audio settings before clicking the **Join now** button to join the meeting.
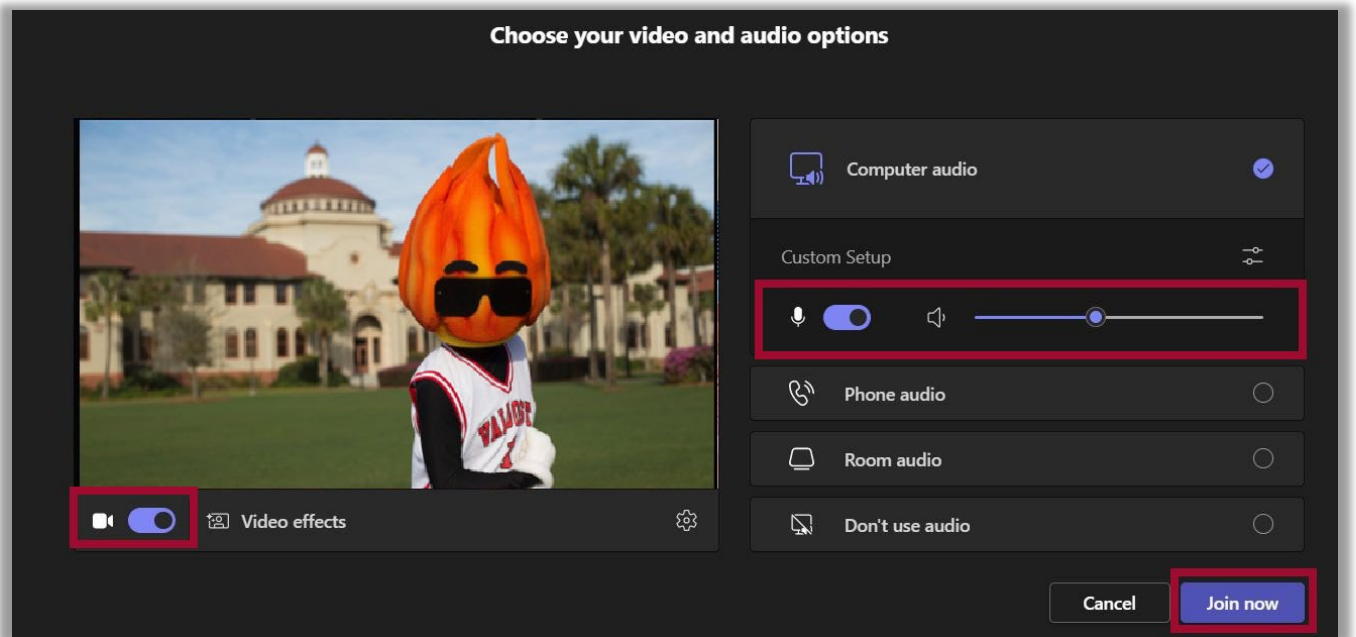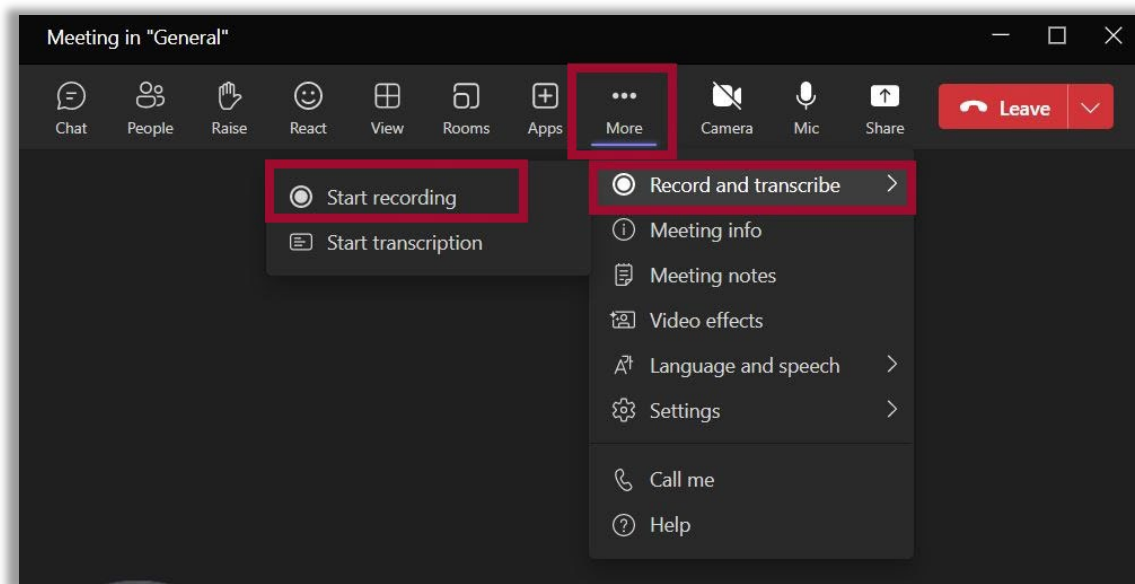
Recording a Teams Meeting

Any Teams meeting or call can be recorded for future viewing. The recording captures audio, video, and screen sharing activity, that can be shared securely.

Start a Recording

When you start recording a meeting, you also turn on live transcriptions, and everyone in the meeting gets notified that recording and transcription have started.

1. First, start or join a meeting.

2. Go to the meeting controls and select **More actions** [. . .], **Record and transcribe**, and **Start recording**.

Stop a Recording
1. Go to the meeting controls and select **More actions** [. . .], **Record and transcribe**, then **Stop recording**.
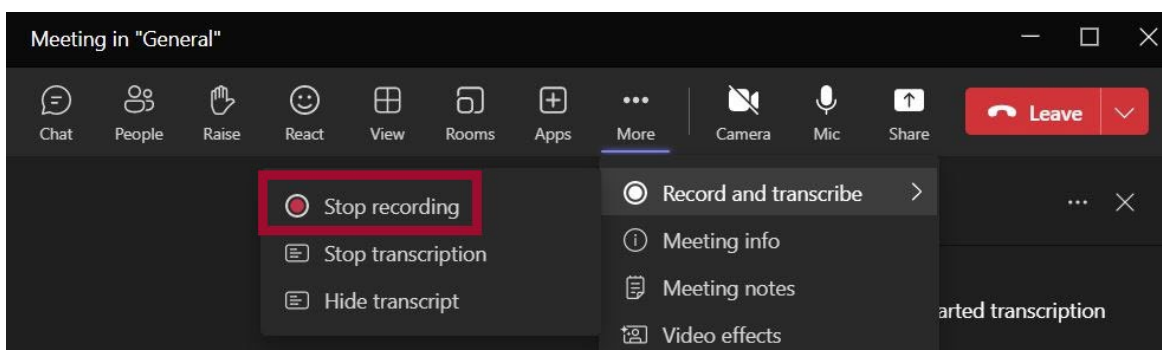
Locating a Teams Meeting Recording from BlazeVIEW

Microsoft Teams creates and provides links to recordings based on the two types of meetings: **Teams Class** (channel meetings) and **Private**. Follow the steps listed to access each type of recording after a meeting has concluded.

Teams Class Recording

Teams Class (channel) recordings are created when all individuals in a channel are invited to attend a Teams meeting. A link to the recording is saved in the meeting Chat history.

1. From the Microsoft Teams Meetings dashboard in BlazeVIEW, locate the meeting and select **More Options** [. . .]. Then select **Chat with participants**.
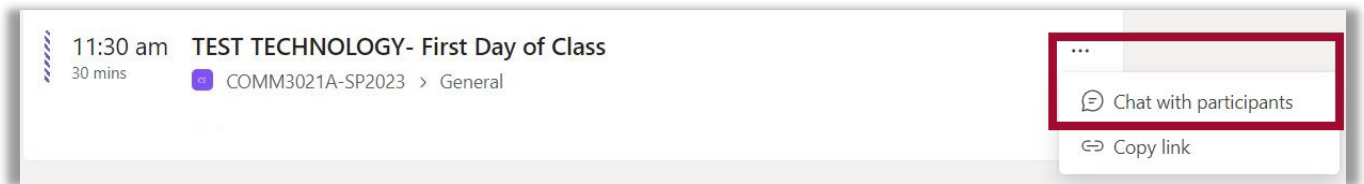
2. A new browser tab will open displaying the Microsoft Teams Class chat associated with the channel. Scroll to locate the recording then, use the **More options** [. . .] setting to **Open the video**.
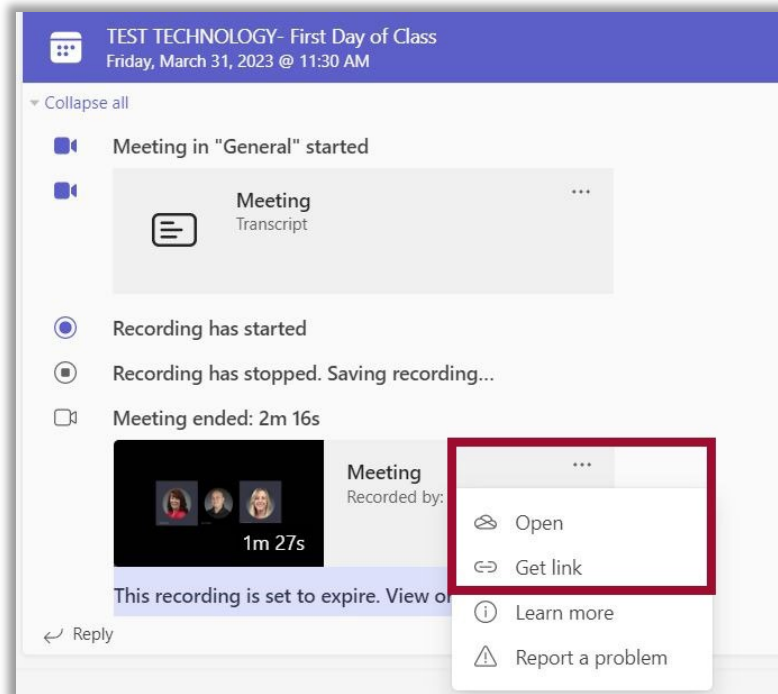

3. In addition, you can click **Get link** from **More options**, and copy and paste a link to the recording to share with other meeting attendees.

Private Recordings

Private recordings are created when individuals are invited with the **Add required attendees** setting. If, for example, you invite someone through the required attendees setting but also add a Teams Class channel, it is not considered private. A direct link to a private recording is added to the Teams Meeting dashboard in BlazeVIEW.

1. From the Teams Meeting dashboard in BlazeVIEW, click on the **Recording** link or select **More Options** [. . .], then select **Open in Browser** to view a recording.
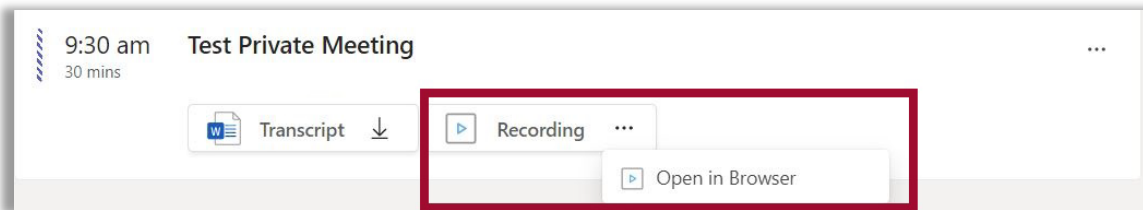
Locating a Previous Recording

By default, the Teams dashboard will display meetings scheduled for the current day and upcoming meetings. To locate meetings scheduled previously:

1. From the Teams dashboard, click on the current month to open the calendar, and select a date from before the recording you want to find.
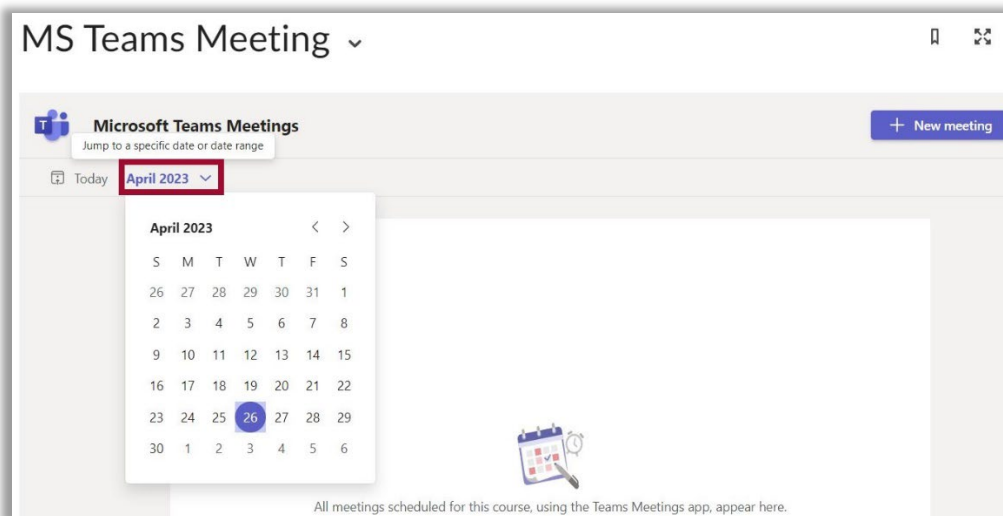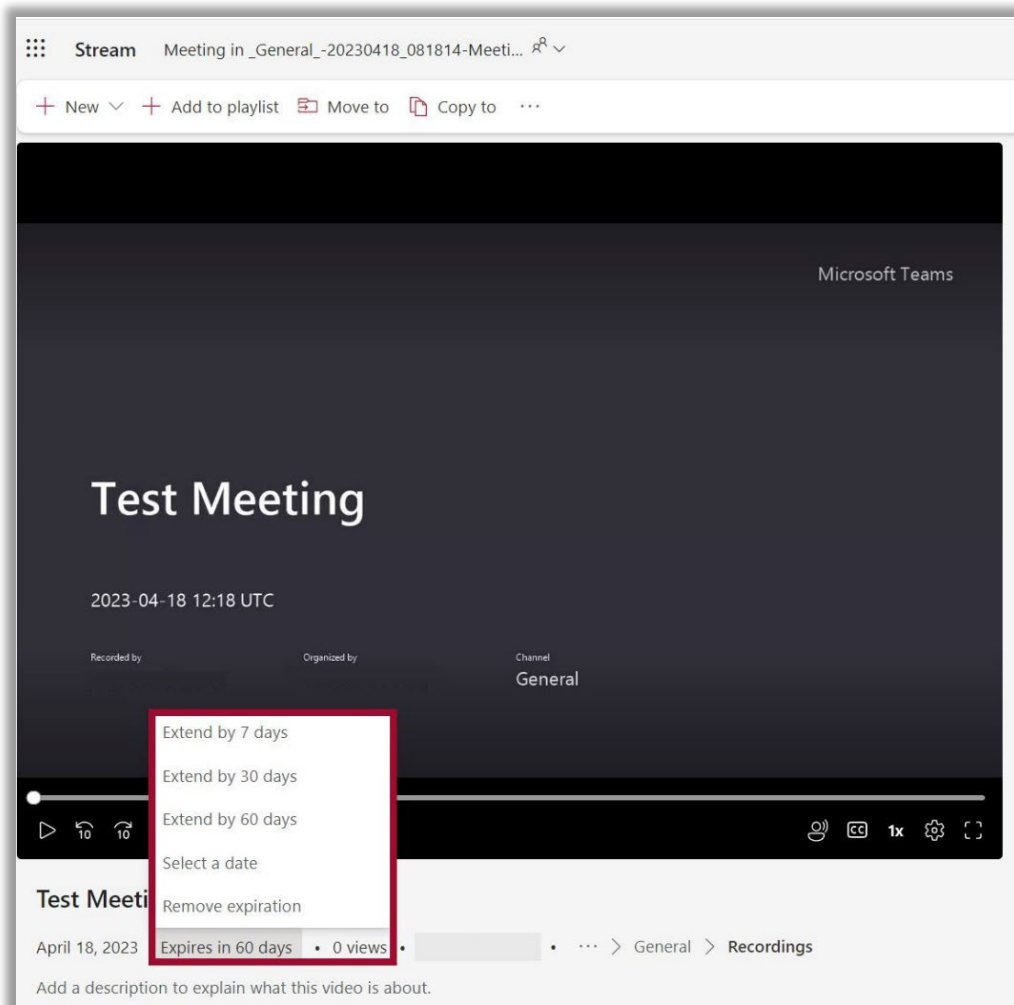
Managing Teams Meeting Recordings

Use the options in Stream (SharePoint) to manage recording settings.

Changing the Expiration of a Recording

A Teams meeting recording is set to expire after 60 days. The meeting organizer can use the settings in Stream (SharePoint) to change the expiration date. **Note**: The channel owner/meeting organizer of the recording will get an email when it expires.

1. Select **Expires in 60 Days**, and from the menu select from the options listed. The **Remove expiration** option, removes the expiration date from the recording so it is always available.
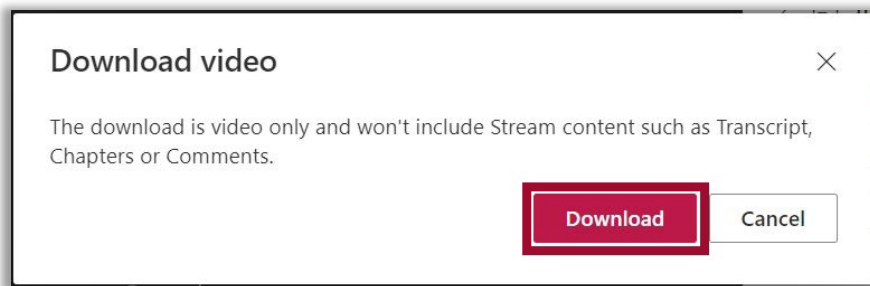
Downloading a Recording

Teams recordings can be downloaded by the meeting recorder or the meeting organizer as MP4s using the Download link in Stream.

1. Select **More options** [. . .], then click **Download**.
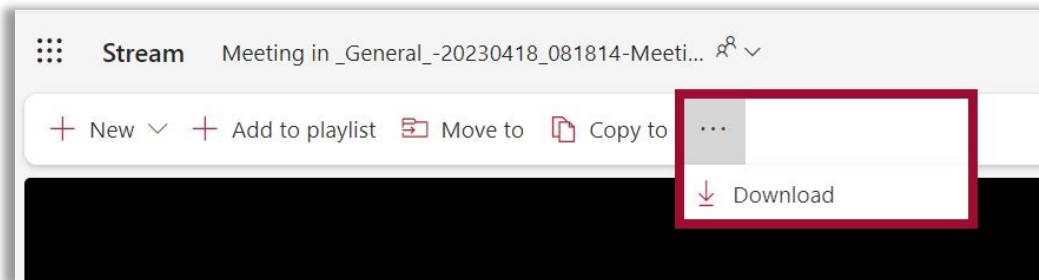
2. You will receive a notification that content such as the Transcript, Chapters or Comments will not be included in the download. Select **Download** to proceed. Save the recording in a secure location on your computer hard drive or in OneDrive.

Sharing a Recording

Teams recordings can be shared with individuals who were not invited to the meeting using the **Share** options in Stream by the meeting recorder or the meeting organizer.

1. Select **Share** then choose from the menu options.
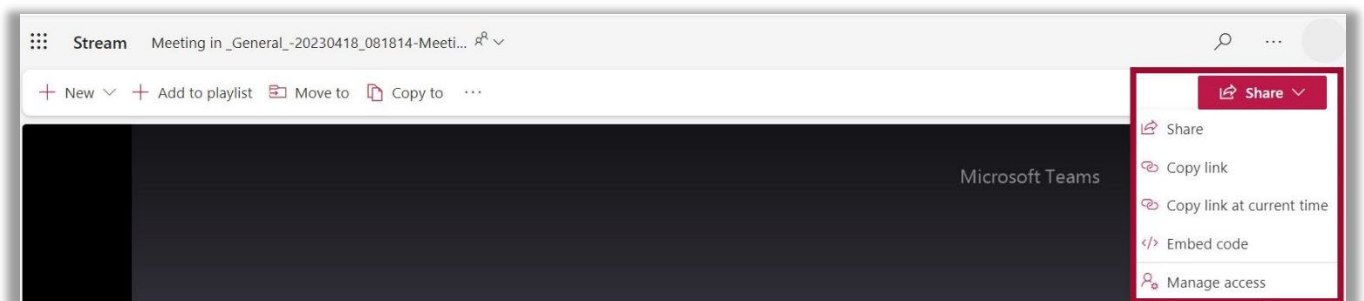
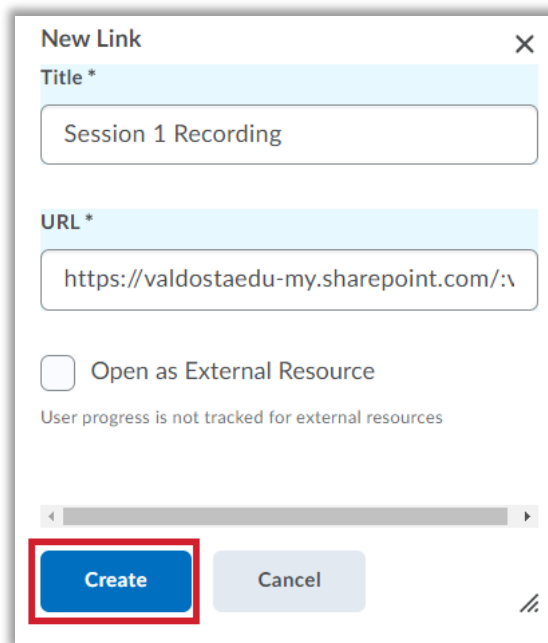# Sharing a Teams Recording Link in BlazeVIEW

Follow the steps to add a link to the recording in your course.

1. Open your BlazeVIEW course.

2. Select **Content** on the Navbar, then select the module where you want to add the link to the recording from the list in the table of contents.

3. In the module, click **Upload / Create**, then select **Create a Link** from the dropdown menu.
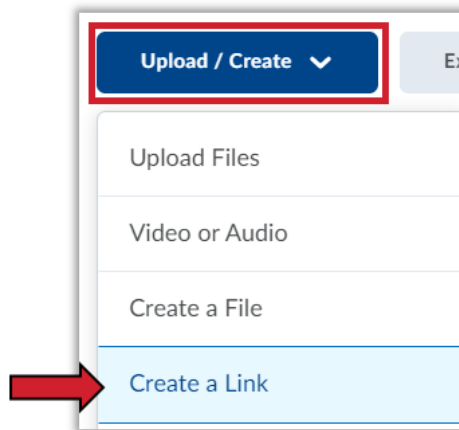
4. Type in a unique title for your recording in the Title field and paste the link to the recording in the URL field, then click **Create.**

   *Optionally, you can click the box for Open as External Resource so the link opens outside of BlazeVIEW. However, user progress will not be tracked if it is opened externally.

Capturing the Whiteboard in a Teams Meeting Recording

Currently the shared Microsoft Whiteboard integrated into the Teams app is **NOT** recorded during a meeting. Use the steps listed below as a workaround for recording the Whiteboard.

1. Open the Whiteboard app in a web browser by going to https://whiteboard.microsoft.com. If you are not logged into your MyVSU Office 365 account, you will be prompted to sign in. The Whiteboard app will open in a new window.
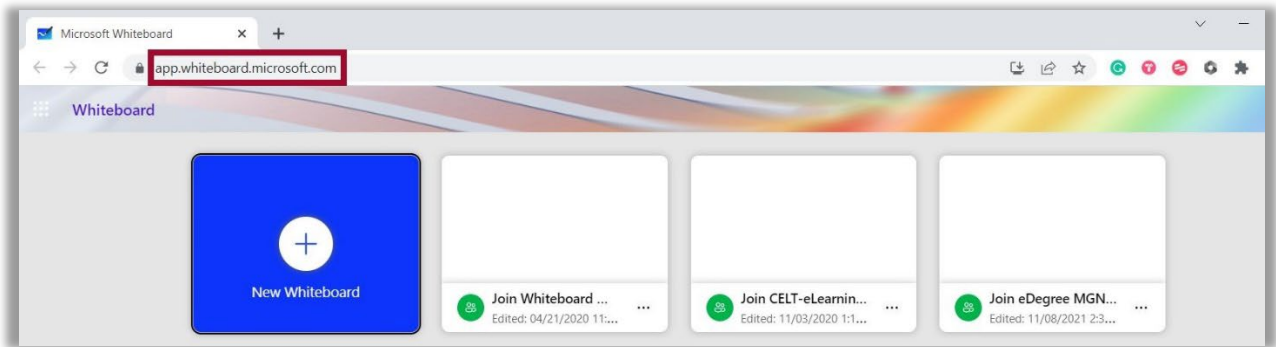

2. From your Teams meeting, click on the **Share** button, then select either the **Screen** or **Window** to choose the web browser containing the Whiteboard app. **Note**: If you want to record the Whiteboard, do **NOT** select Microsoft Whiteboard.

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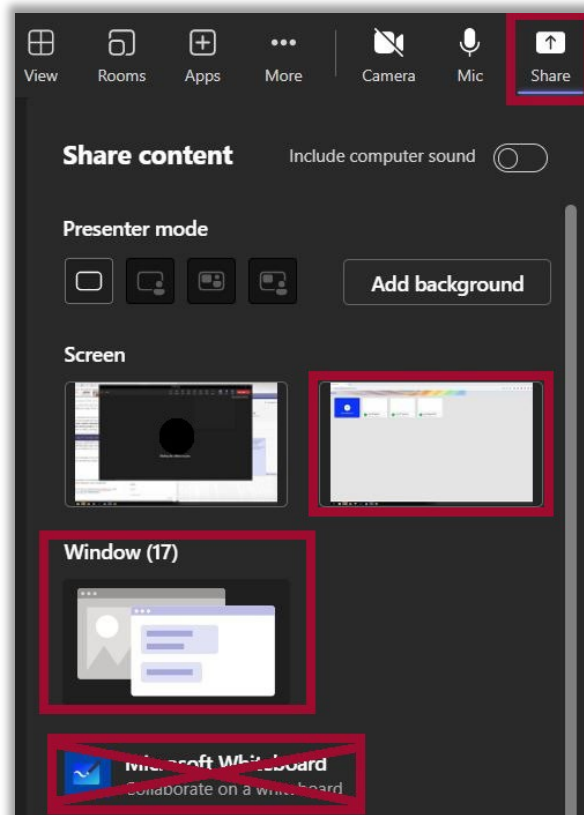
3. The Whiteboard app will have a red border indicating it is being shared through Teams. Click **New Whiteboard** to open the whiteboard area.
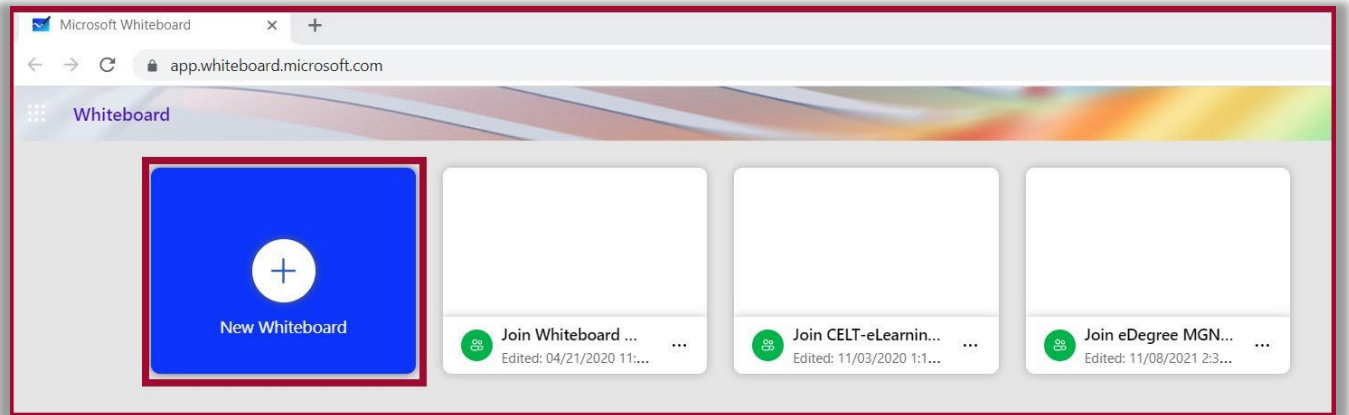

4. By default, the whiteboard is only available for the presenter to edit. To change the settings to allow collaboration, click the **Share** button on the Whiteboard window, then from the dialog box, select **People you specify can edit**.

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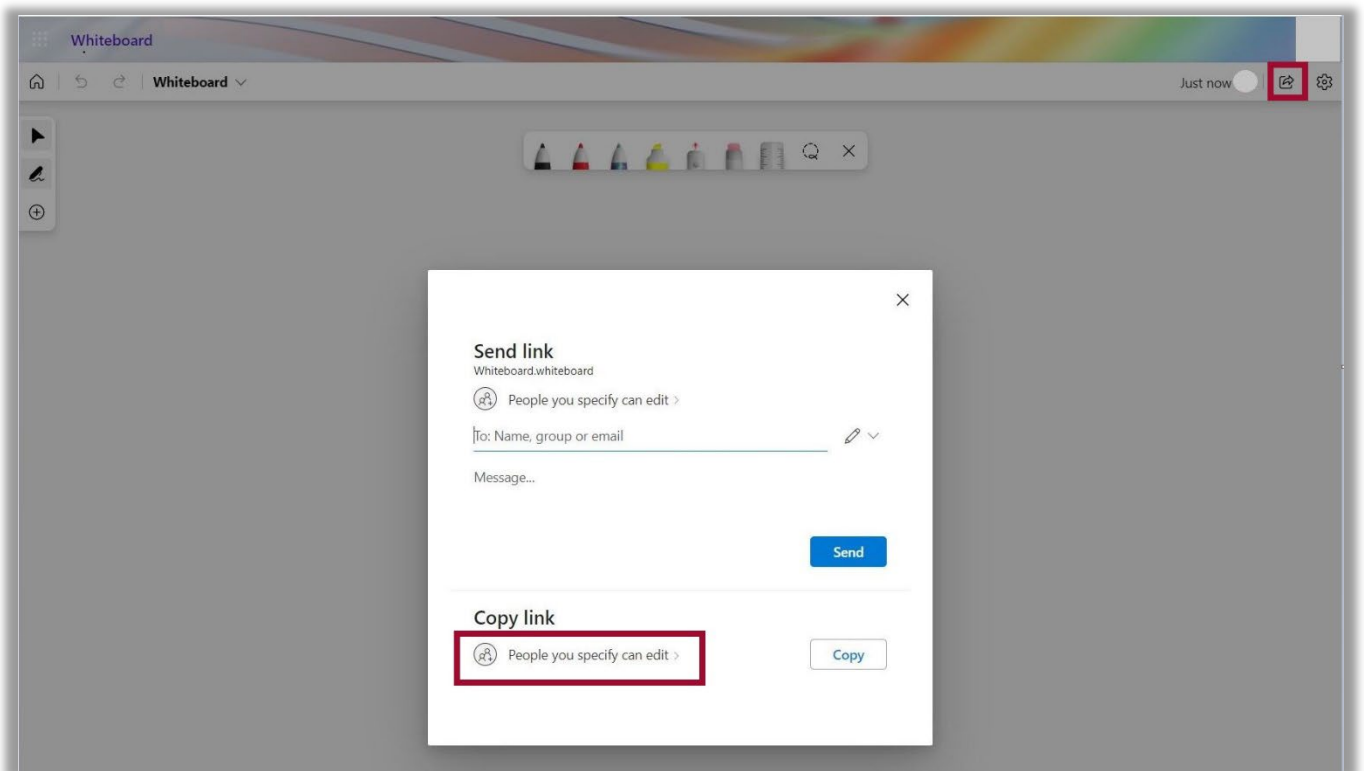
5. Next, from Sharing settings, select **People in Valdosta State University**. This will allow students access to collaborate on the Whiteboard. Click **Apply**.
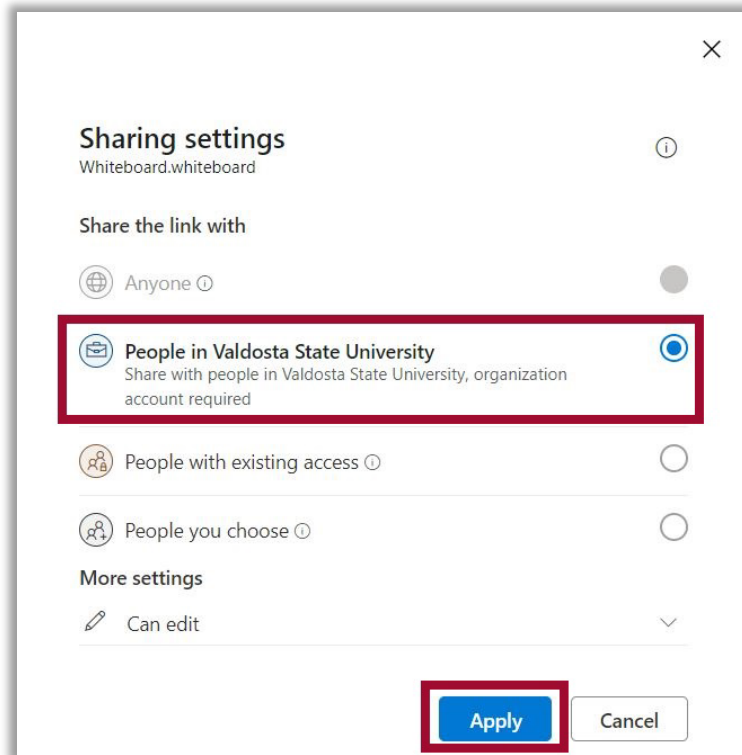
6. After the Shared settings are applied, click **Copy** to copy the link to the shared Whiteboard. Next, share the link with participants by pasting it in the Teams meeting Chat.
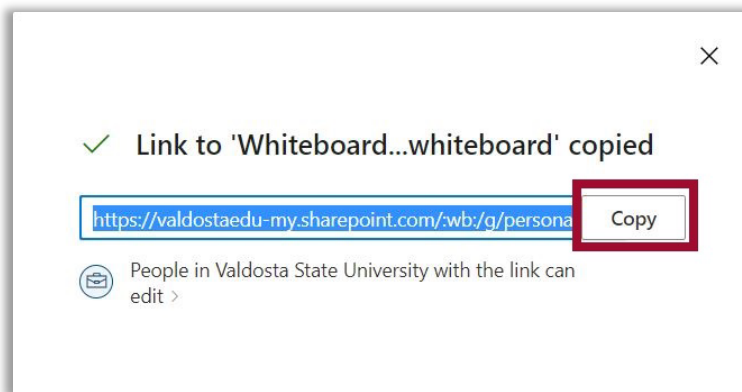
7. Click Stop Sharing on the Teams meeting toolbar to stop sharing the whiteboard.
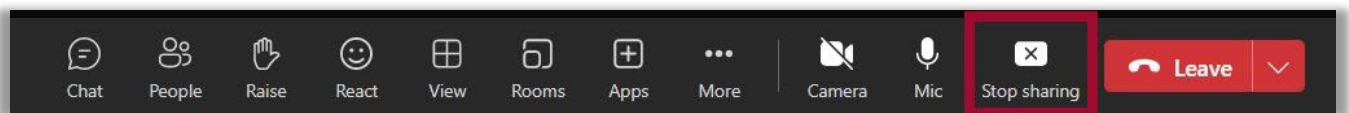
For more information or assistance, call 229-245-6490 or email blazeview@valdosta.edu.

For 24/7 BlazeVIEW or GoVIEW assistance, call 855-772-0423 or visit GeorgiaVIEW Help Center.

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