

Teams Meetings in BlazeVIEW Instructor Guide



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Microsoft Teams Meetings Integration in BlazeVIEW

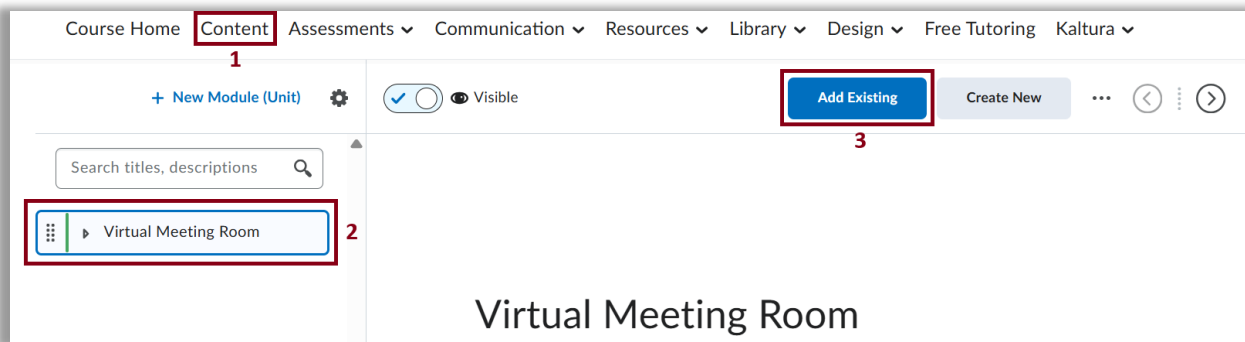
With the Teams Meetings app in BlazeVIEW, you can schedule one-time or recurring meetings, view past and upcoming meetings, and join Teams meetings all in one place.

NOTE: When planning office hours, the Teams Meetings app in BlazeVIEW does not include an option to create an open session or a recurring meeting link that can be used for multiple courses. Refer to the following instructions to explore these options:

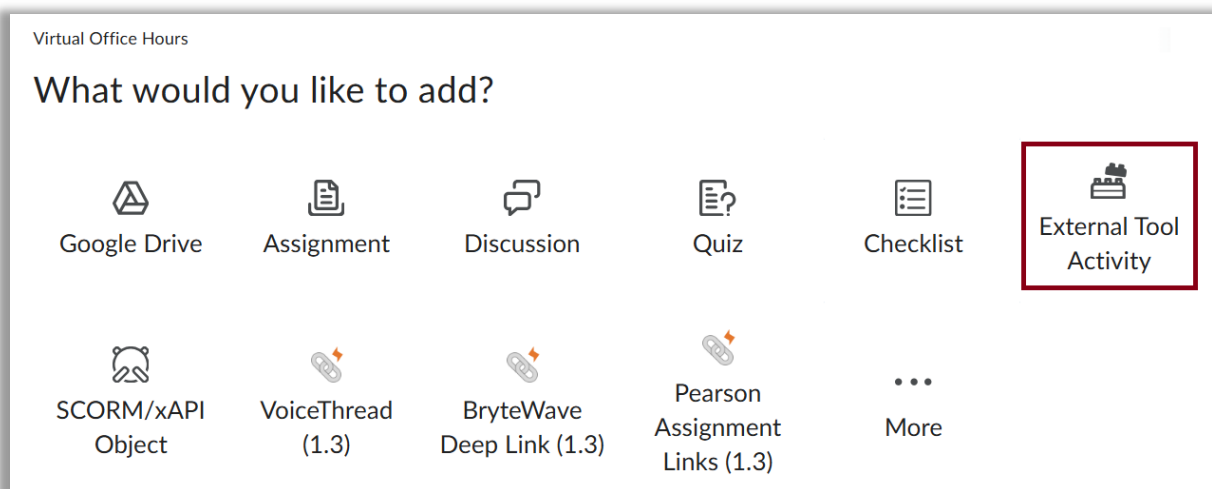
- [Scheduling a Class Meeting with a Public Link in Teams](#) [Video 1:45]
- [Creating a Recurring Teams Meeting Link for Office Hours](#)
- [Creating an Open Session Teams Meeting Link](#)

Adding the Teams Meetings 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 Teams Meetings link.
3. Select **Add Existing** from the module.



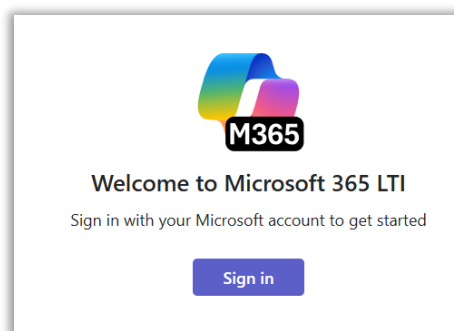
4. Select **External Tool Activity**.



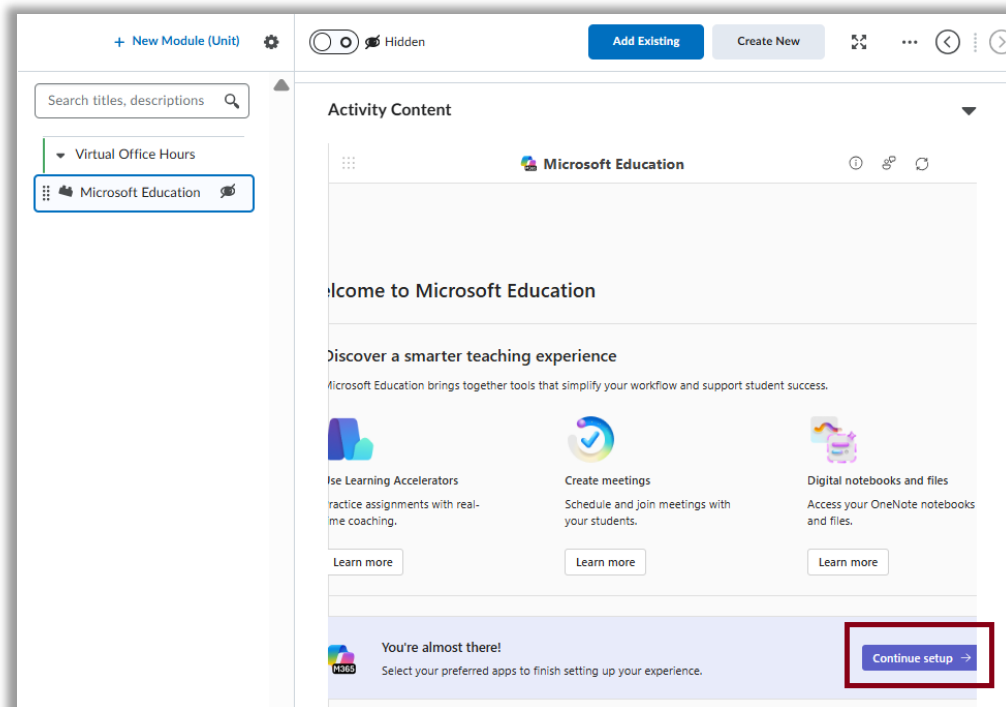
5. From the **Add Activity** dialog box, scroll to locate **Microsoft Education**.

Insert an External Learning Tool	
Macmillan LTI 1.3 Course Tools	Macmillan LTI 1.3 Content
Microsoft Education	Microsoft 365 LTI
Pearson (1.3)	Pearson

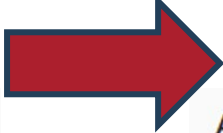
6. You will receive a prompt to log in to Microsoft 365. Use your **MyVSU** username and password to confirm your Microsoft account.










7. When your account has been confirmed, click the **Continue setup** button.



8. Click to disable each of the applications **EXCEPT Teams Meetings**, then click **Done**.








CHANGE THESE SETTINGS  **TO THIS SETTING**

Applications
Configure the applications available to this course:

App	Enabled
 OneDrive All your files in one place	<input checked="" type="checkbox"/>
 Class Notebook Your digital notebook for classroom learning	<input checked="" type="checkbox"/>
 Teams Meetings Join and create meetings	<input checked="" type="checkbox"/>
 Teams View and create teams	<input checked="" type="checkbox"/>
 Reflect Check in on student wellbeing	<input checked="" type="checkbox"/>
 Reading Coach Personalized reading practice	<input checked="" type="checkbox"/>
 Assignments Create, manage, and track assignments	<input checked="" type="checkbox"/>

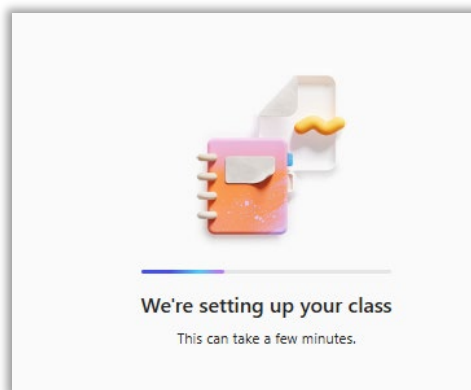
Done

Applications
Configure the applications available to this course:

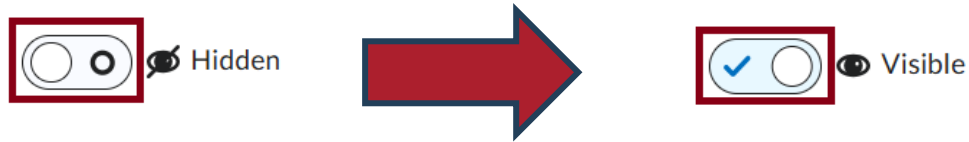
App	Enabled
 OneDrive All your files in one place	<input type="checkbox"/>
 Class Notebook Your digital notebook for classroom learning	<input type="checkbox"/>
 Teams Meetings Join and create meetings	<input checked="" type="checkbox"/>
 Teams View and create teams	<input type="checkbox"/>
 Reflect Check in on student wellbeing	<input type="checkbox"/>
 Reading Coach Personalized reading practice	<input type="checkbox"/>
 Assignments Create, manage, and track assignments	<input type="checkbox"/>

Done

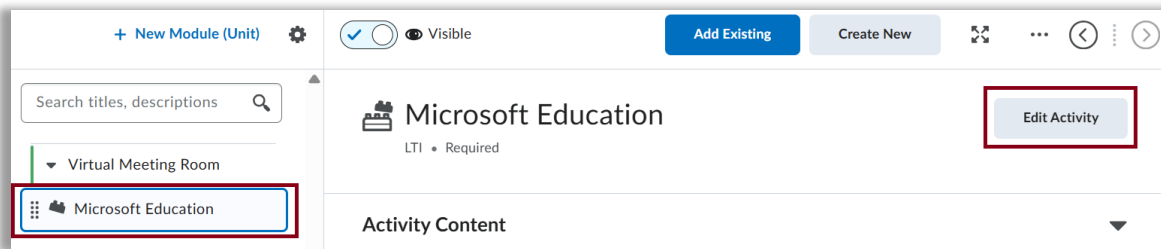
9. You will receive a notification confirming the setup.



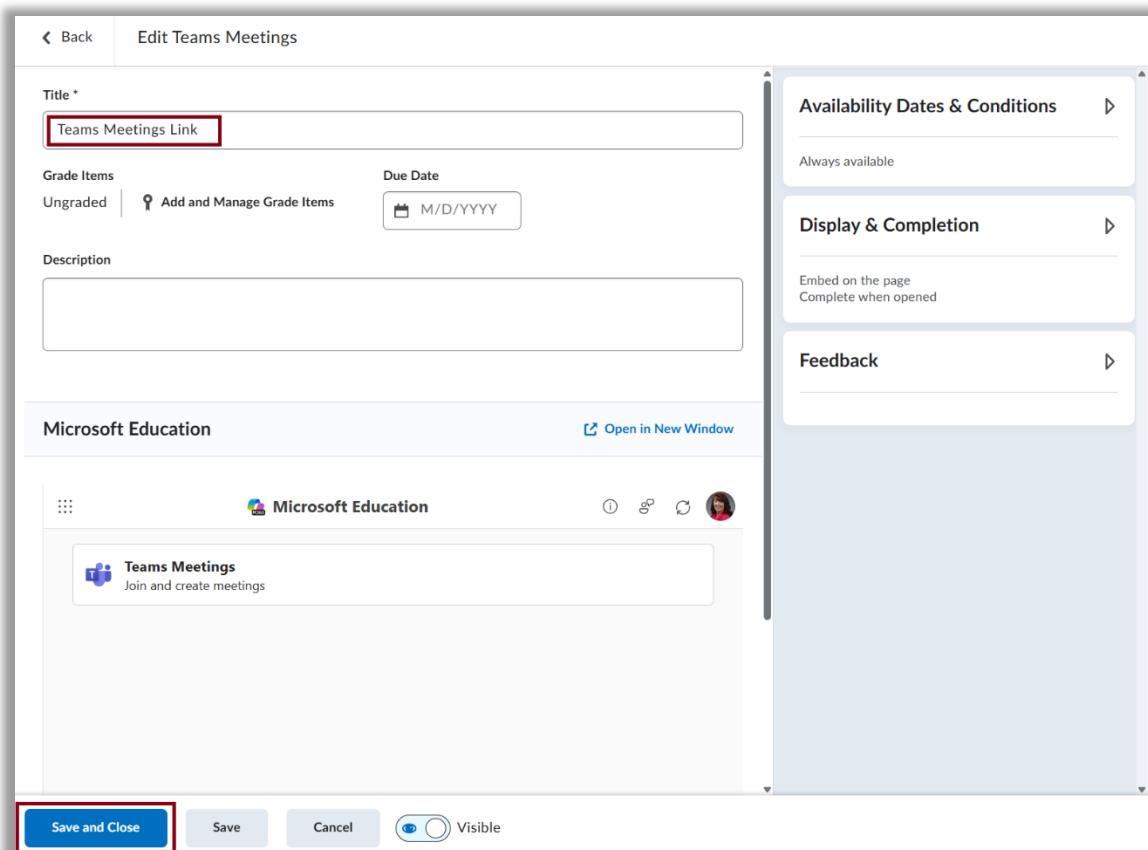
10. By default, the LTI link is **Hidden**. Use the switch to change the status to **Visible**.



11. **Optional:** You can change the name of the Microsoft Education link by clicking the Edit Activity button.



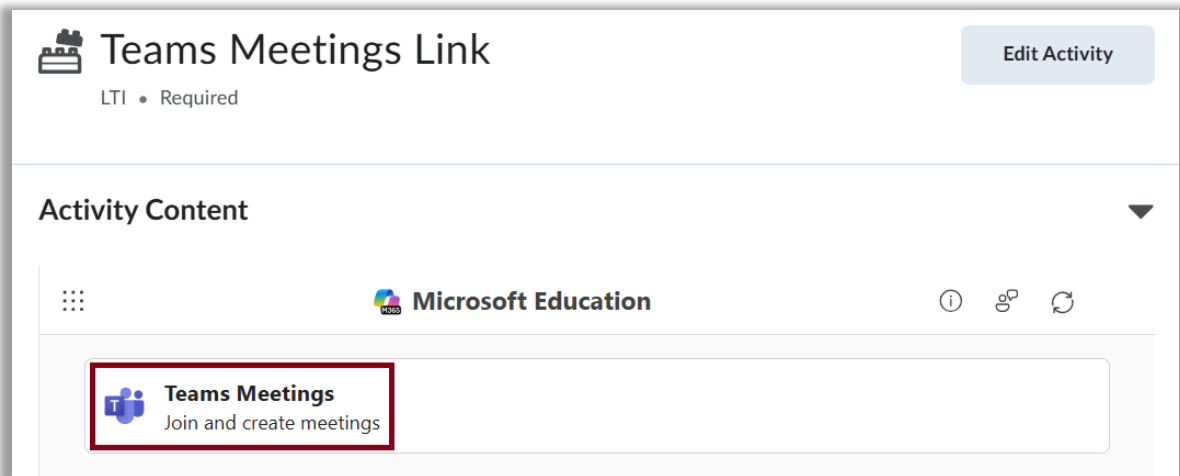
12. Enter your preferred name in the **Title** and click **Save and Close**.



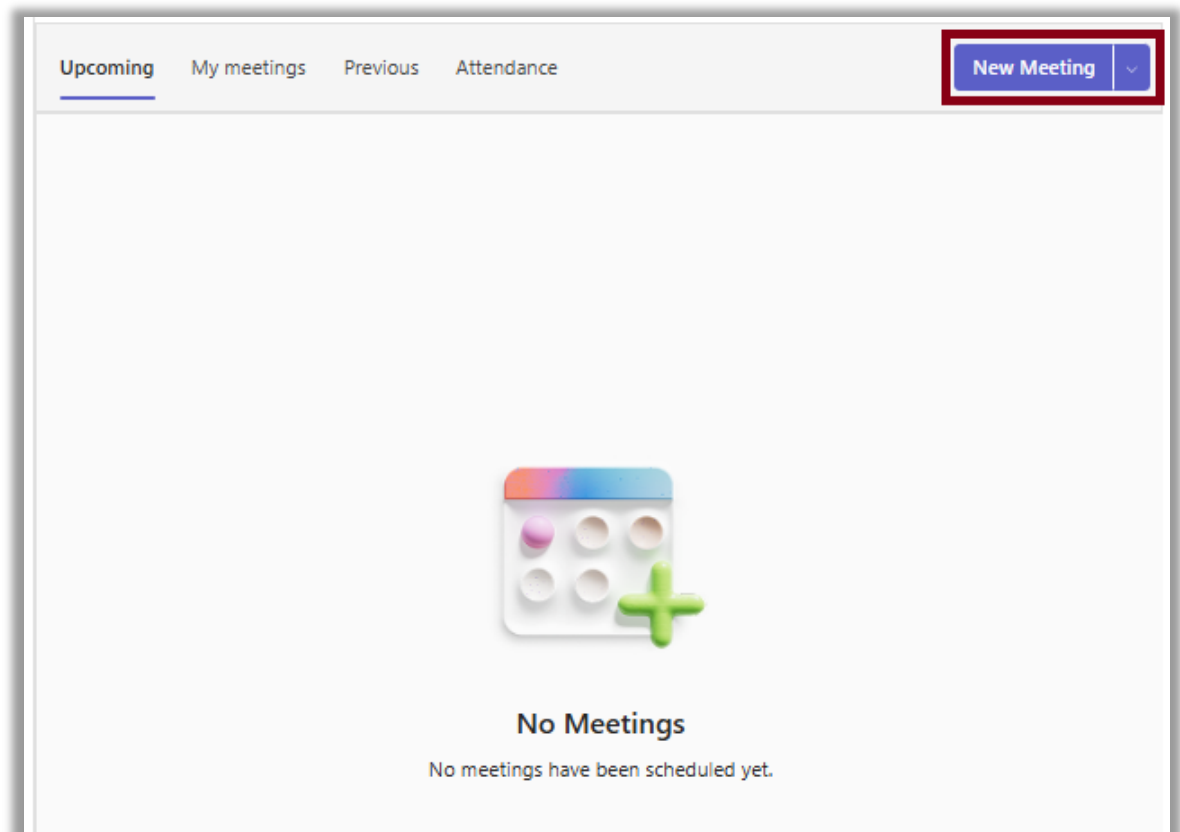
Scheduling a Teams Meeting

Instructors and students can schedule a Teams meeting in BlazeVIEW.

1. Select **Teams Meetings** from the module.



2. Click the **New Meeting** button.

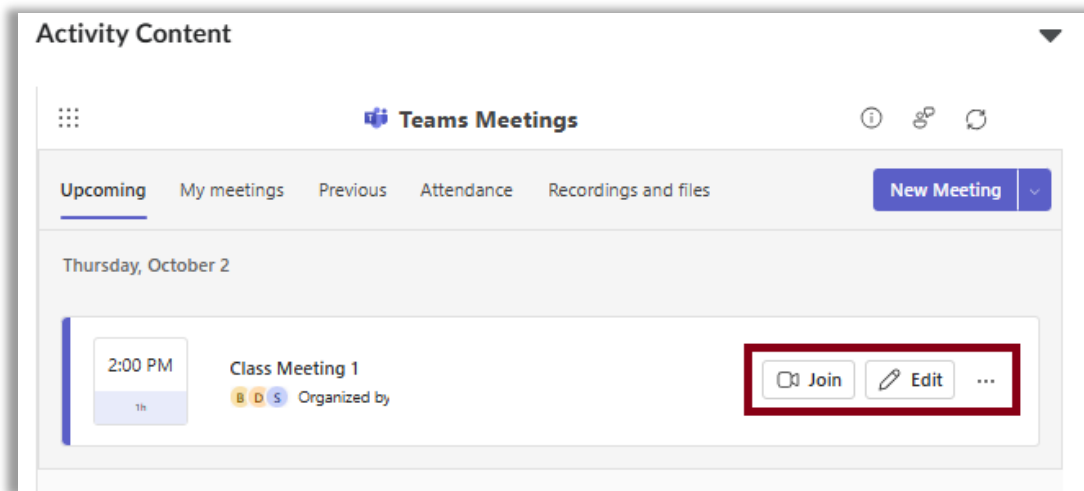


3. A **New Meeting** window will open. Under **Add a title**, enter the meeting name.
4. In the **Invite required attendees** field, you can enter the email addresses of specific individuals, such as Guests, you want to invite to the meeting.
5. The **Add entire class** button pulls all individuals in the BlazeVIEW classlist into the 'To' line for the meeting. You can click the **Remove entire class** button to delete the users added by the Add entire class feature.
6. The **Allow anyone in the course to join** checkbox pins the meeting in the course for anyone who has access to see and validate attendees against the course roster as they click to join (the meeting will not appear on their calendars unless they are explicitly invited).
7. Enter the meeting **Start** and **End** Dates and Times.
8. If this is a regularly scheduled meeting, select **Make recurring** and choose the recurrence option, e.g., Every weekday (Mon-Fri), Daily, Weekly, Monthly, Yearly, or Custom.
9. **Optional:** Enter a description or add details about the meeting.
10. Click **Save**. **Note:** A Teams meeting invitation will be emailed to all attendees.

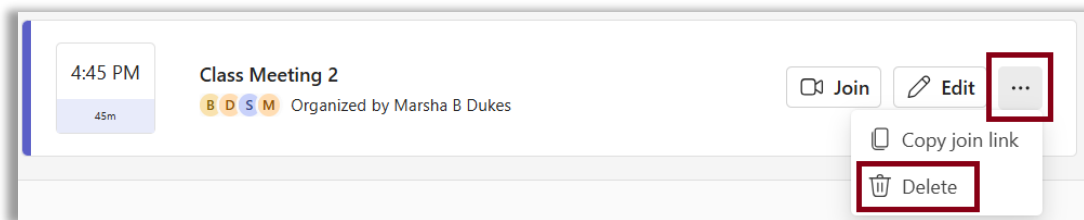
The screenshot shows the 'New Meeting' dialog box with the following elements and numbered callouts:

- 10**: The 'Save' button in the top right corner, highlighted with a red box.
- 3**: The 'Add a title' text input field.
- 4**: The 'Invite required attendees' text input field.
- 5**: The 'Add entire class' button.
- 6**: The 'Allow anyone in the course to join' checkbox.
- 7**: The duration field showing '1h'.
- 8**: The 'Make recurring' checkbox.
- 9**: The 'Type details for this new meeting' text area.

11. The meeting will be displayed on the Teams Meetings dashboard in the BlazeVIEW class and includes **Join** and **Edit** buttons to manage the meeting.

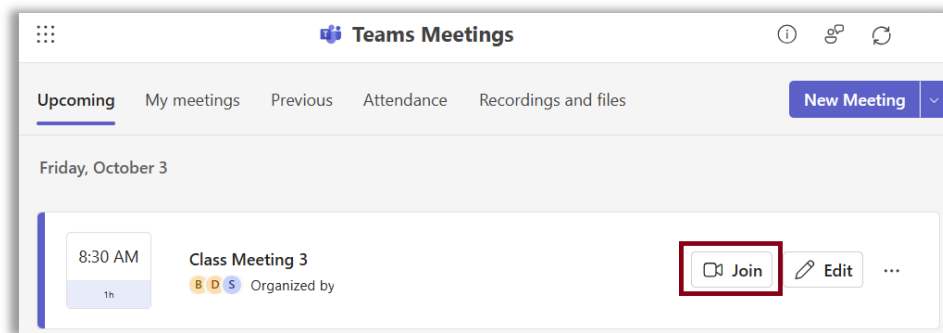


12. From **More Options** [. . .], the meeting organizer can **Delete** the meeting. **Note:** The **Copy join link** option is not functional.

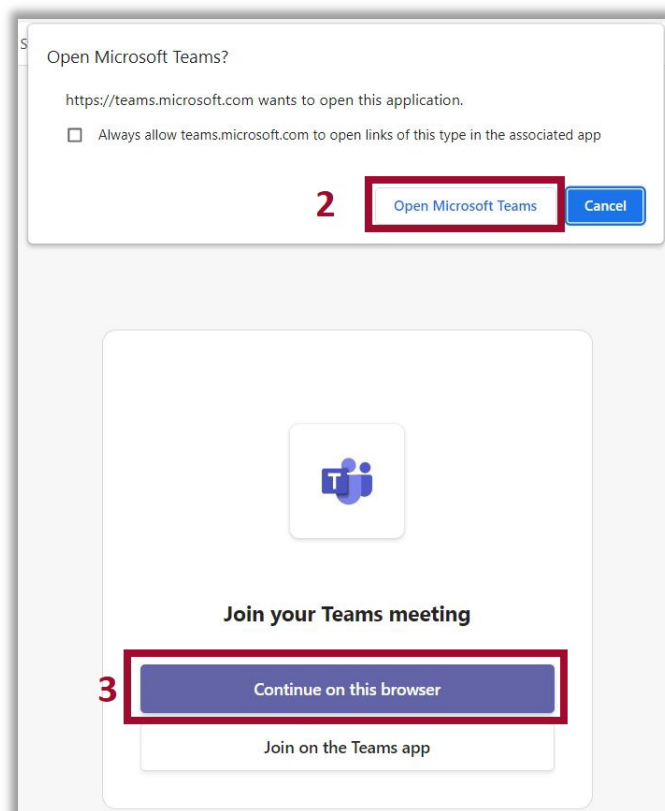


Joining a Teams Meeting from BlazeVIEW

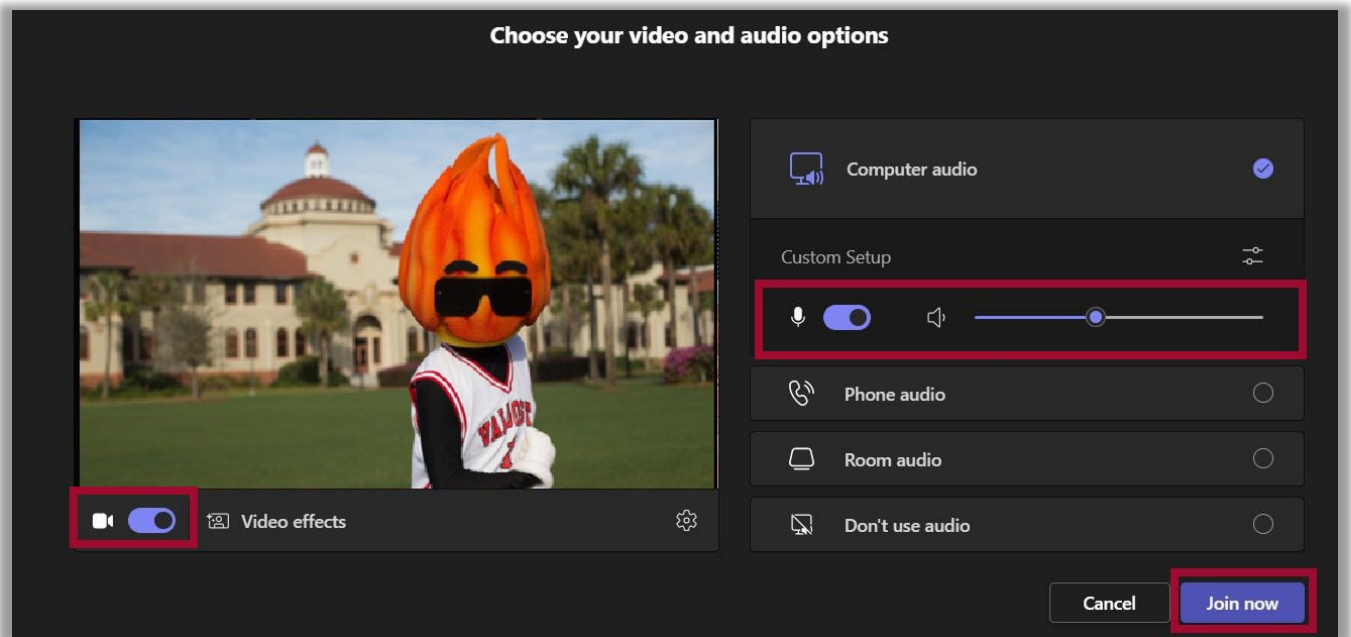
1. To join a Teams meeting, click the **Join** button in the Teams Meetings dashboard in BlazeVIEW.



2. You will be prompted to **Open Microsoft Teams**, which is the recommended setting. When selecting this option, your meeting will open in the Microsoft Teams app.
3. If you select **Continue on this Browser**, a new browser window will open. Ensure you have the most up-to-date 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.



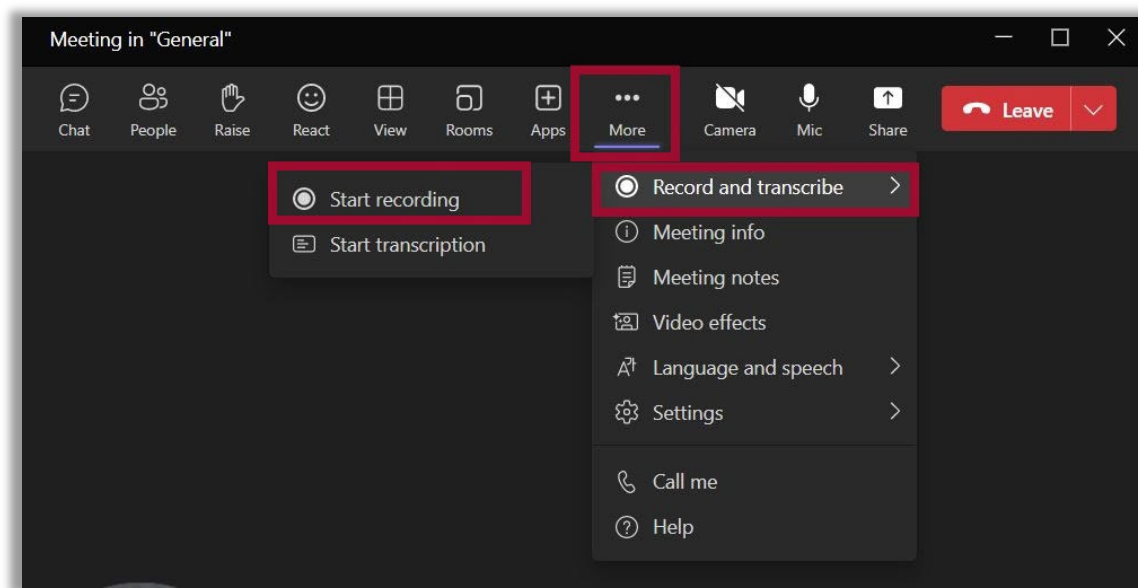
Recording a Teams Meeting

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

Start a Recording

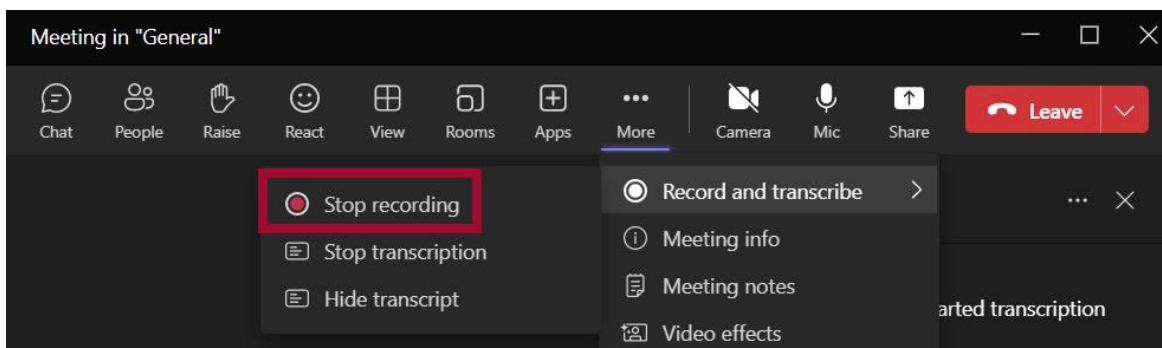
When you start recording a meeting, you also turn on [live transcriptions](#), and everyone in the meeting gets notified that recording and transcription have started.

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

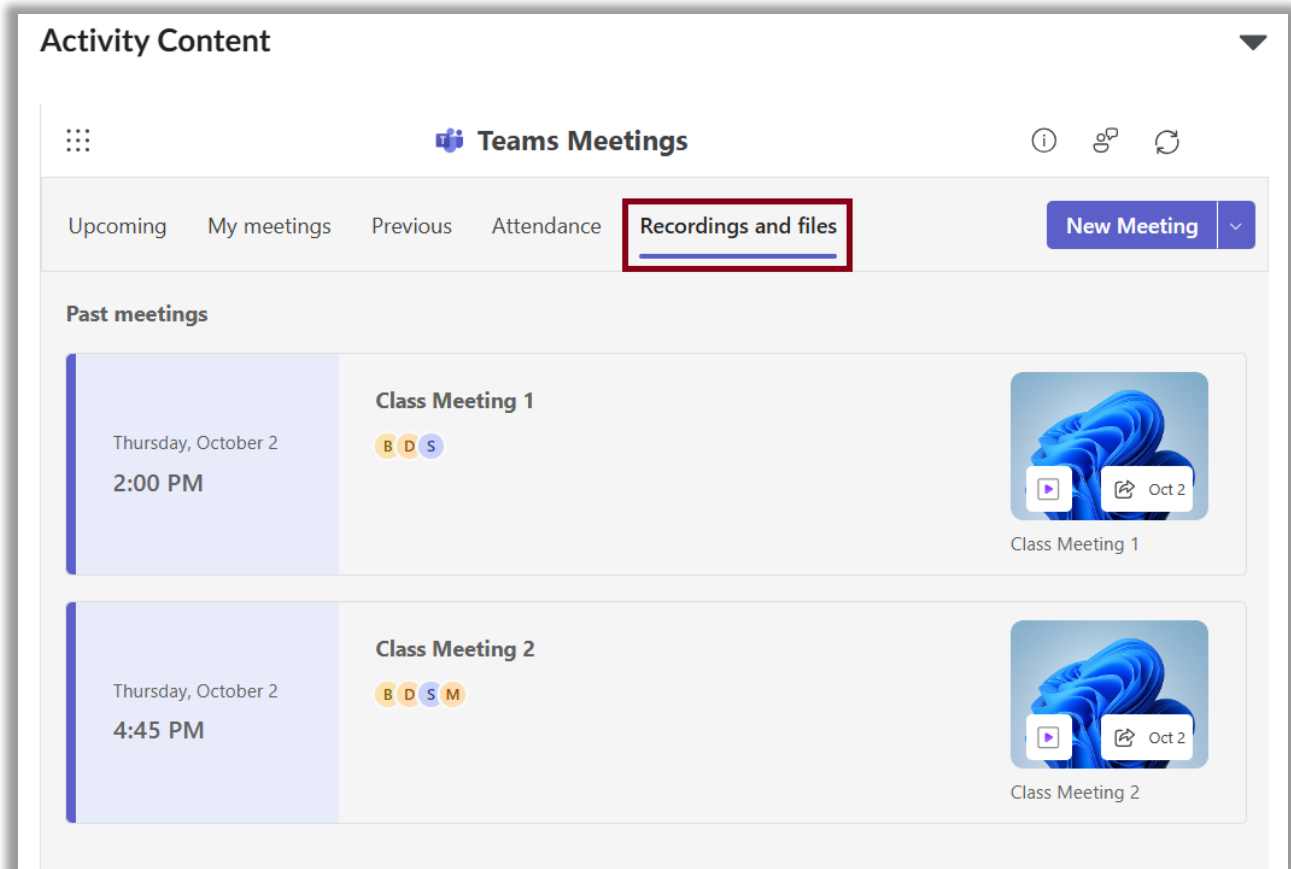
1. Go to the meeting controls and select **More actions** [. . .], **Record and transcribe**, then **Stop recording**.



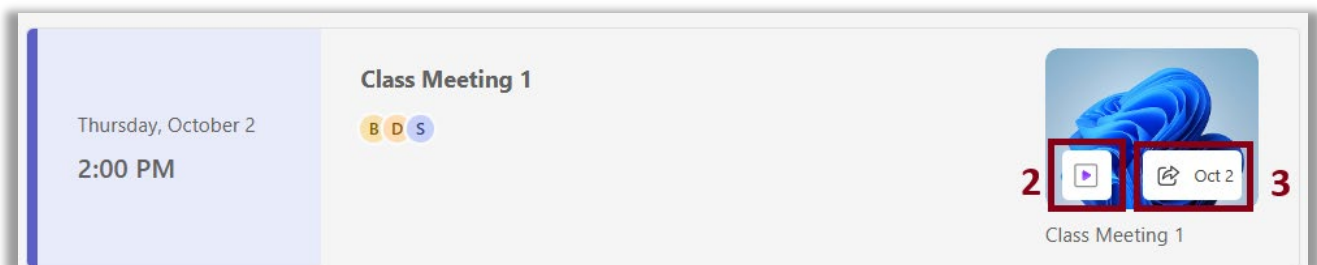
Locating a Teams Meeting Recording from BlazeVIEW

The Teams Meetings app creates and provides links to recordings after a meeting has concluded.

1. From the Teams Meetings dashboard in BlazeVIEW, select the **Recordings and files** tab to view a list of all available recordings. **Note:** Recordings will also be available in the Teams app in the meeting Chat.

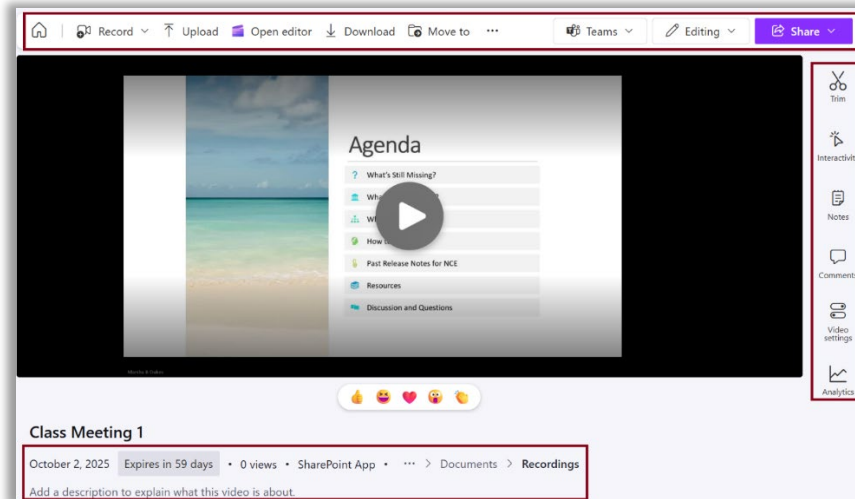


2. Select the Play button to open and view the recording in BlazeVIEW.
3. Select the Open button to open the recording in Stream.



Managing Teams Meetings Recordings

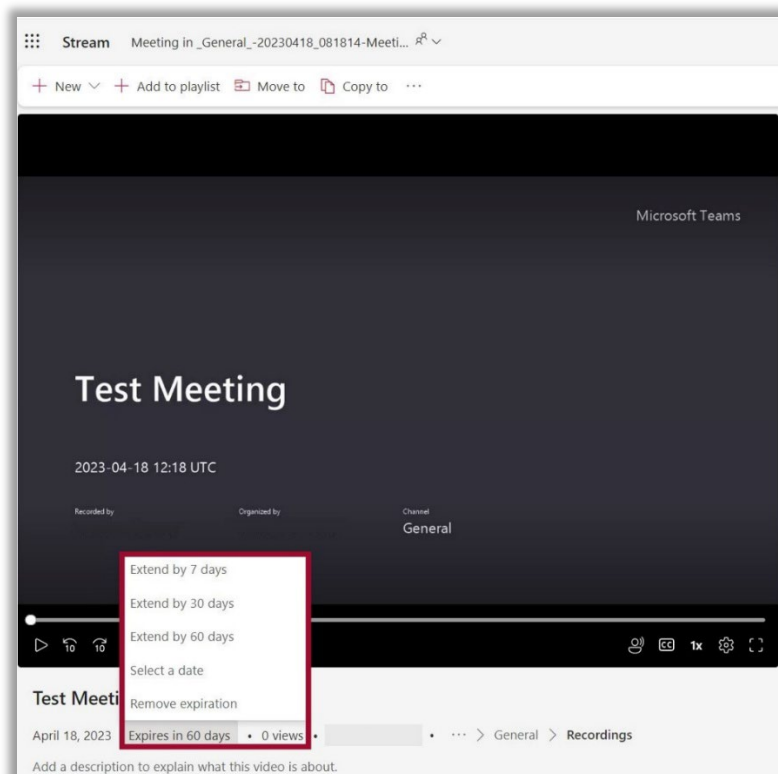
Use the options in Stream to edit, download, share, and manage recordings.



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 to change the expiration date. **Note:** The meeting organizer of the recording will get an email when it expires.

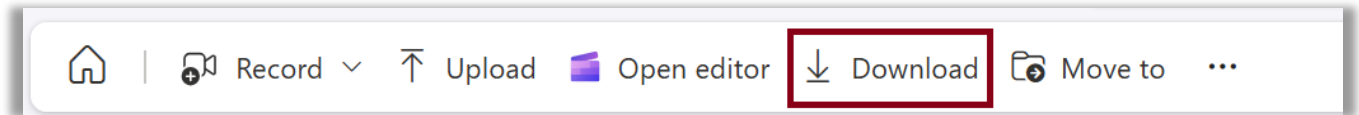
1. Select **Expires in 60 Days**, and from the menu select from the options listed. The **Remove expiration** option removes the expiration date from the recording, making it available indefinitely.



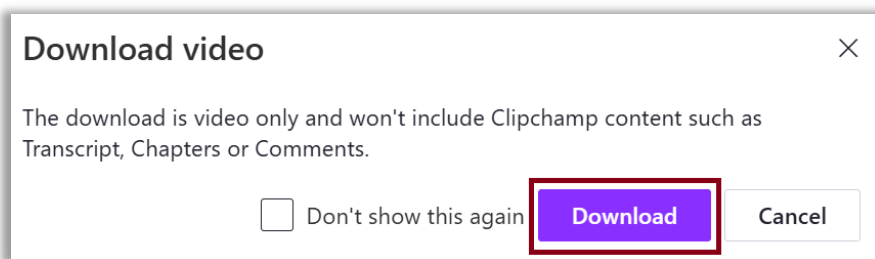
Downloading a Recording

A Teams recording can be downloaded by the meeting recorder or the meeting organizer as an MP4 file using the Download link in Stream.

1. Select **Download** from the Stream toolbar.



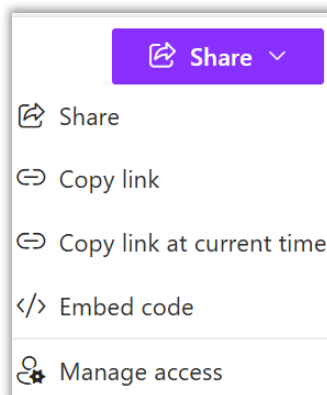
2. You will receive a notification that content such as the Transcript, Chapters, or Comments will not be included in the download. Select **Download** to proceed. Save the recording in a secure location on your computer's hard drive or in OneDrive.



Sharing a Recording

Teams meeting 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.



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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