



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.

The screenshot shows the D2L Course Admin interface for 'Demo_Course3'. The top navigation bar includes the Clayton State University logo, the course name 'Demo_Course3', and several utility icons (grid, mail, chat, notifications, CI CELT Instructor, settings). Below the navigation bar, a menu is open, showing options: 'Kaltura Video', 'Quick Eval', 'Course Admin' (highlighted with a red box), and 'LOR'. The main content area is divided into several sections: 'Course Content' with links for 'Bookmarks', 'Recently Visited', and 'Videos'; 'Announcements' with a message 'There are no announcements to display. Create an announcement.'; 'Calendar' showing 'Monday, March 23, 2020' and 'Upcoming events' with a message 'There are no events to display. Create an event.'; and 'Updates' and 'Role Switch' sections.

Step 2: Click “Homepages”

CLAYTON STATE UNIVERSITY Demo_Course3

Course Home Content Assignments Discussions Quizzes Classlist Grades University Resources More

Course Administration

Category	Name
Site Setup	Course Offering Information
	Homepages
	Navigation & Themes
	Widgets
Site Resources	Book Management
	Calendar
	Course Design Accelerator
	Content
	Course Builder
	Course Design Accelerator
	External Learning Tools
	Frequently Asked Questions
	Glossary
	Import / Export / Copy Components
	Instructional Design Wizard
	Learning Activity Library
	Links
	Manage Dates
	Manage Files
Learner Management	Attendance
	Class Progress
	Classlist
	Groups
	Locations
	Seating Chart
Assessment	Assignments
	Awards
	Checklists

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"

Select a homepage to use in this org unit. Selecting the default option means your homepage will reflect any changes made to the default homepage.

[Create Homepage](#)

Active Homepage -- Default -- [Apply](#)

This is your active course homepage

College of Business - Homepage Template ▾

Two-panel homepage layout, that does NOT include the content browser window. Includes an instructor contact widget which can be copied at the course level and then modified with individual instructor information.

Updated: 1.3.20

Shared to this org unit from Clayton State University

Course Default ▾ 🔗 **Default Homepage: Not Enforced**

Default homepage Copy

Shared to this org unit from Clayton State University

Course Default Daylight ▾

Default homepage for courses Shared to this org unit from Clayton State University

Sample - Basic Organization Homepage ▾

Sample organization homepage utilizing a two panel layout and putting emphasis on the News widget.

Shared to this org unit from Clayton State University

Sample - Basic Organization Homepage with Custom Styles ▾

Sample organization homepage utilizing a two panel layout and putting emphasis on the News widget. Includes customized widget styles.

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

Active Homepage

-- Default --

College of Business - Homepage Template ▾

Two-panel homepage layout, that does NOT include the content browser window. Includes an instructor contact widget which can be copied at the course level and then modified with individual instructor information.

Updated: 1.3.20

Shared to this org unit from Clayton State University

Course Default ▾ 🔓 Default Homepage: Not Enforced

Default homepage for courses Shared to this org unit from Clayton State University

Course Default - Copy ▾

Default homepage for courses Shared but not used.

Course Default Daylight ▾

Default homepage for courses Shared to this org unit from Clayton State University

Sample - Basic Organization Homepage ▾

Sample organization homepage utilizing a two panel layout and putting emphasis on the News widget.

Shared to this org unit from Clayton State University

Sample - Basic Organization Homepage with Custom Styles ▾

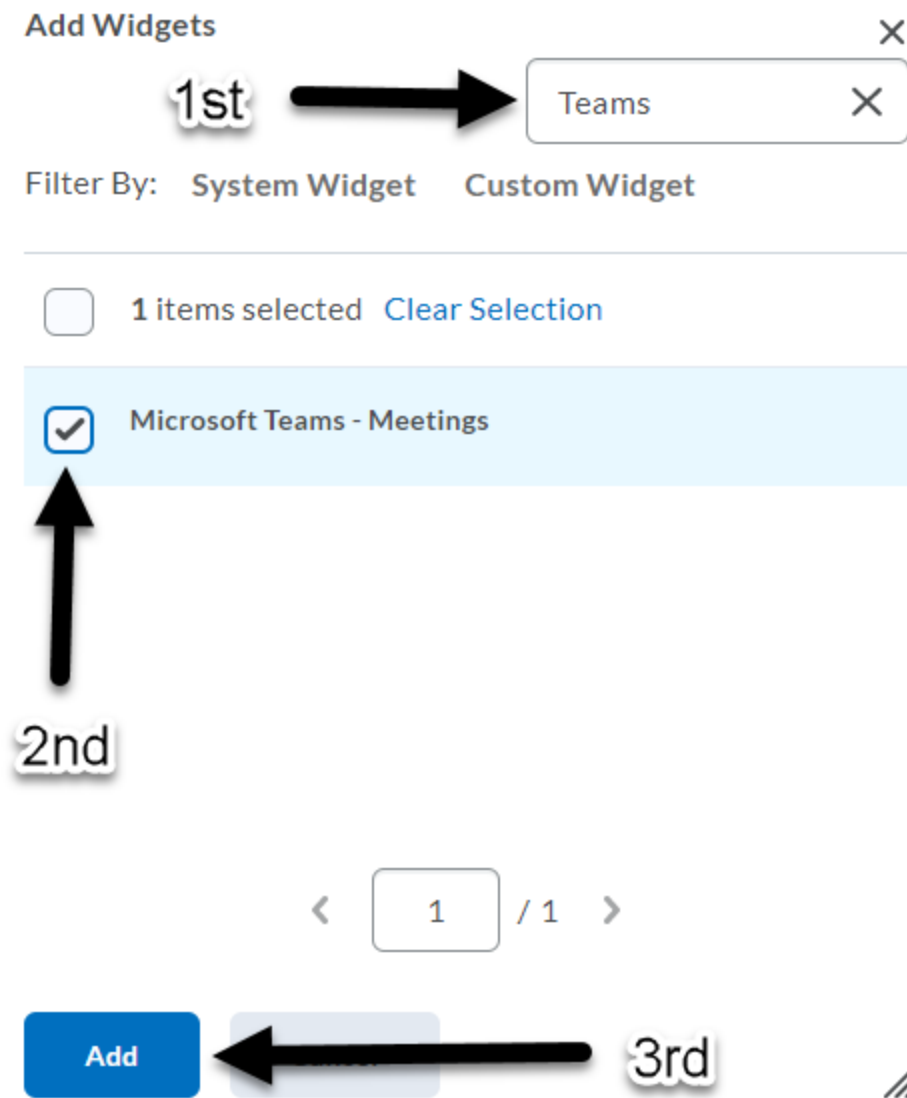
Sample organization homepage utilizing a two panel layout and putting emphasis on the News widget. Includes customized

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.

The screenshot displays a course homepage layout editor. At the top left, there is a 'Basic' layout option with a 'Change Layout' button. Below this, a text box states: 'You may add the MS Teams widget in multiple areas (depending on your course homepage layout)'. Two red arrows originate from this text box: one points to an 'Add Widgets' button located at the bottom of the left-hand widget column, and the other points to an 'Add Widgets' button located at the bottom of the right-hand widget column. The left-hand column contains three widget slots labeled 'Course...', 'Announcements', and 'Updates'. The right-hand column contains two widget slots labeled 'Calendar' and 'Role Switch'. At the bottom of the editor, there are three buttons: 'Save and Close', 'Save', and 'Cancel'.

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”



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.

Select a homepage to use in this org unit. Selecting the default option means your homepage will reflect any changes made to the default homepage.

[Create Homepage](#)

Active Homepage

Course Defat ▾ [Apply](#)

You'll see "Active" next to the course homepage you enabled

College of Business - Homepage Template ▾

Two-panel homepage layout, that does NOT include the content browser window. Includes an instructor contact widget which can be copied at the course level and then modified with individual instructor information.

Updated: 1.3.20

Shared to this org unit from Clayton State University

Course Default ▾ [Default Homepage: Not Enforced](#)

Default homepage for courses Shared to this org unit from Clayton State University

Course Default - Copy ▾ [✓ Active](#)

Default homepage for courses Not shared

Course Default Daylight ▾

Default homepage for courses Shared to this org unit from Clayton State University

Sample - Basic Organization Homepage ▾

Sample organization homepage utilizing a two panel layout and putting emphasis on the News widget. Shared to this org unit from Clayton State University

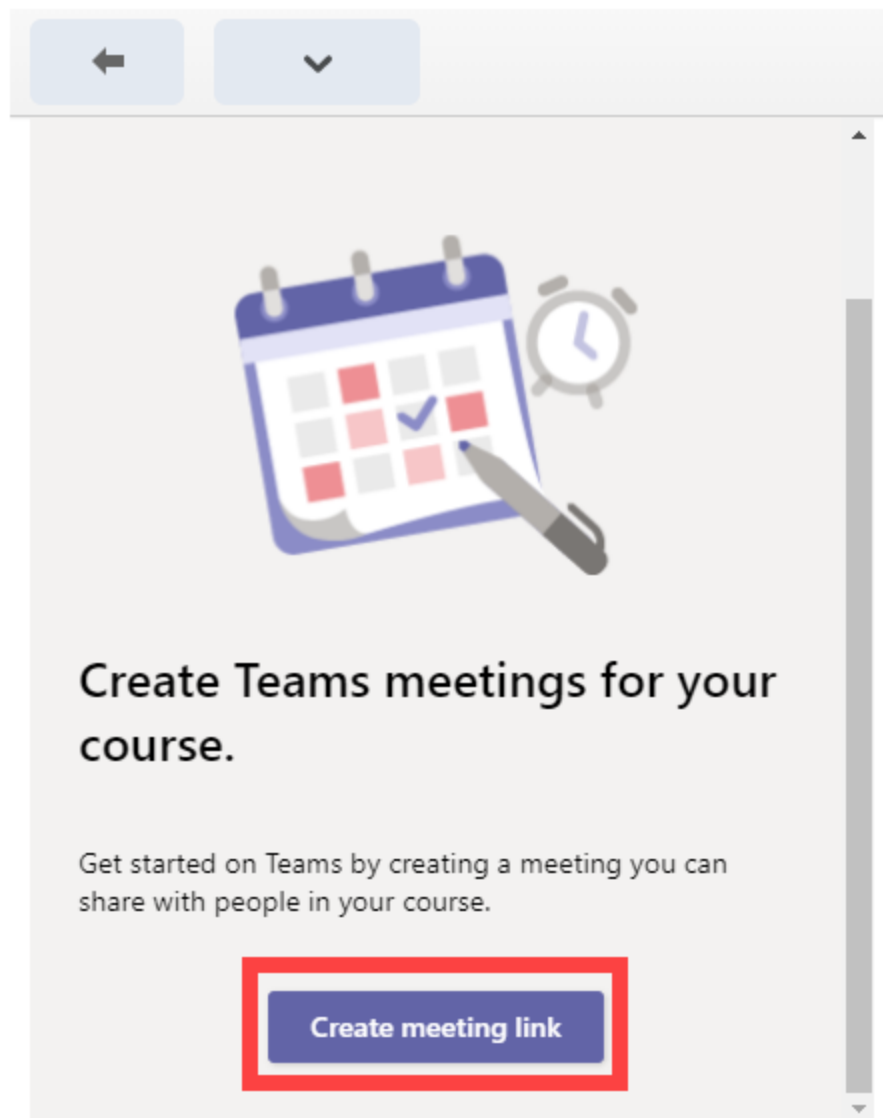
Step 8: Now click “Course Home” to return to your course homepage. You should see the MS Teams widget displayed visible now on the course homepage.

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”

MS Teams

New meeting

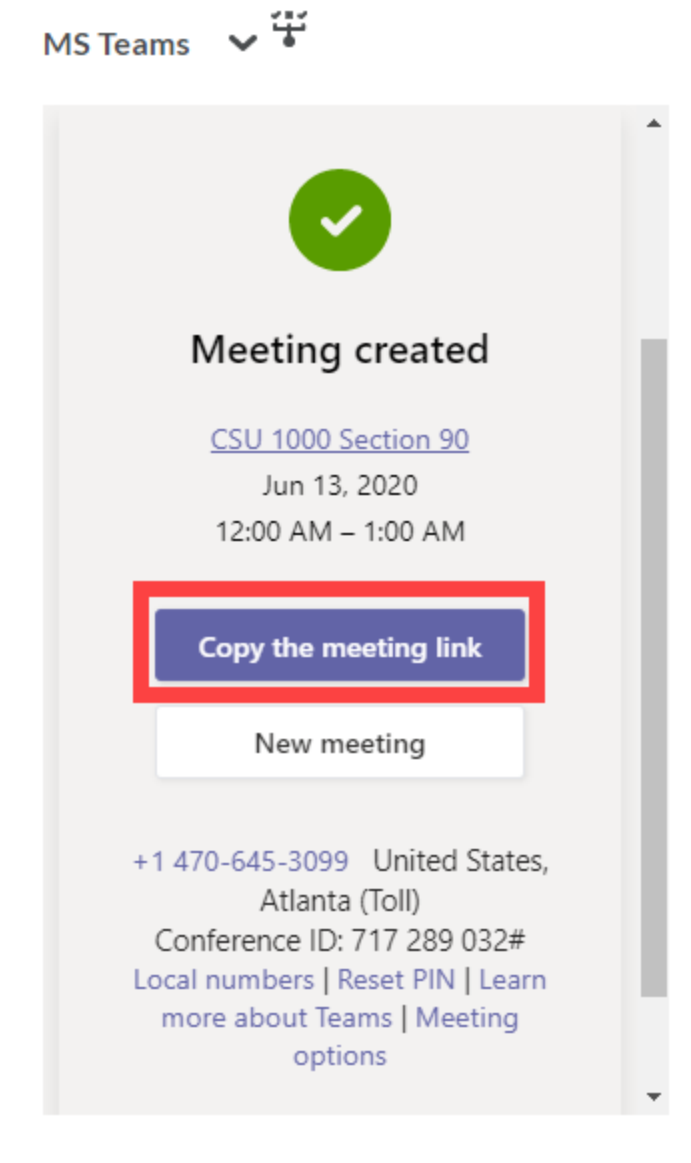
CSU 1000 Section 90

Jun 12, 2020 11:00 PM

Jun 13, 2020 12:00 AM

Create Cancel

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.

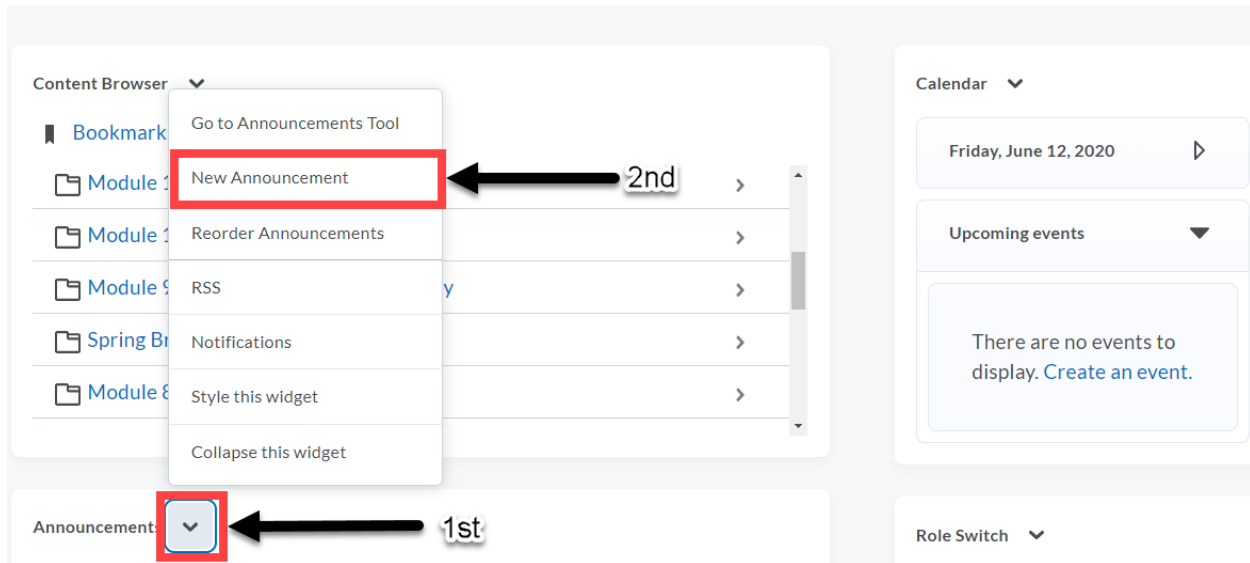


Optional: If you requested a license which generates a dial-in number for your Teams meetings, be sure to copy and share that info with students so they have the information available to them if they need to utilize that option.

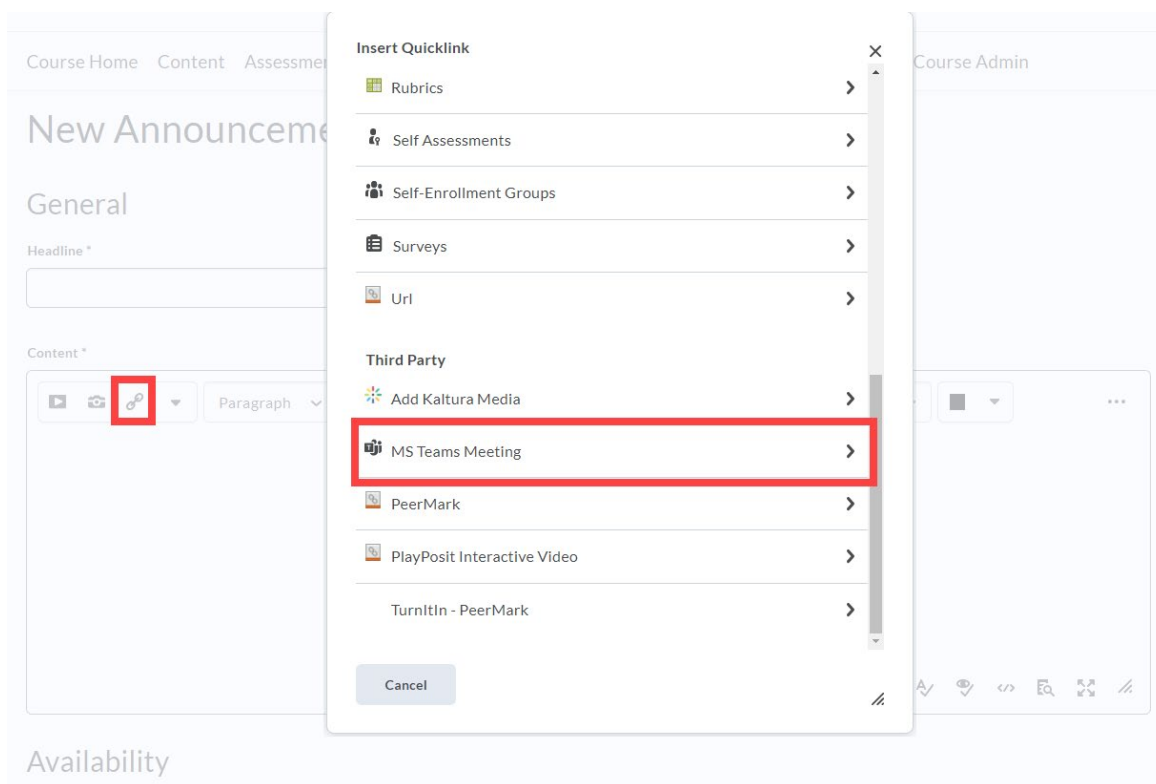
Please Note: Regardless of the start and end dates and times you enter, once a Teams meeting/class session is created, it can be joined and rejoined at any time or on any day, within 60 days of its last use.

Announcement

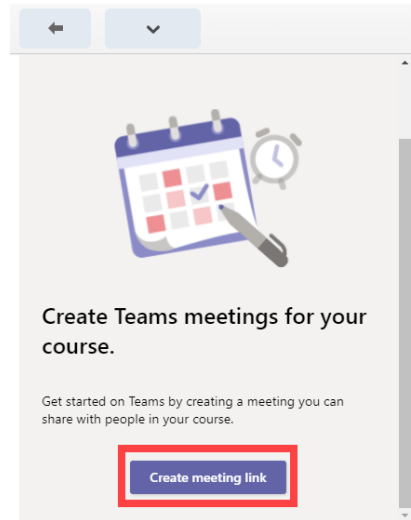
Step 1: Click the drop-down arrow next to “Announcements” and select “New Announcement”



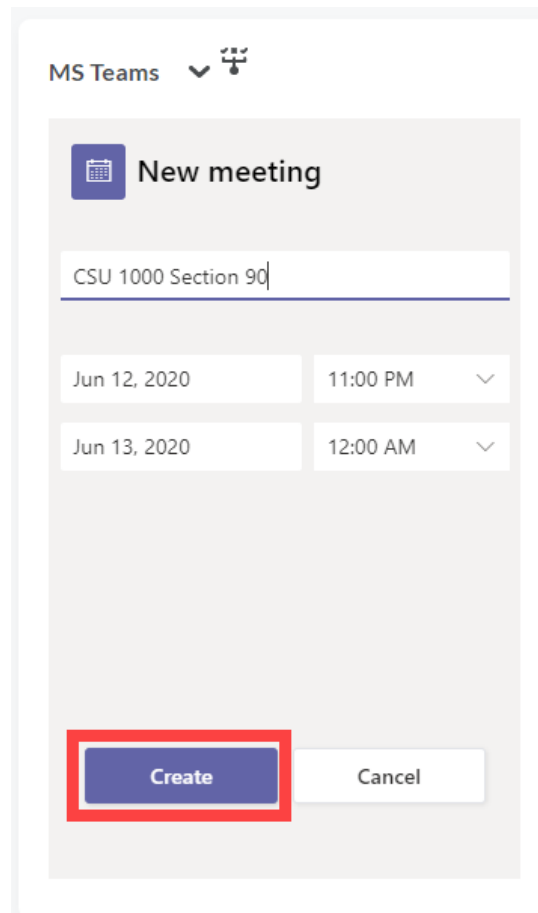
Step 2: Click the link icon and scroll down the list to find and click the “MS Teams Meeting” option.



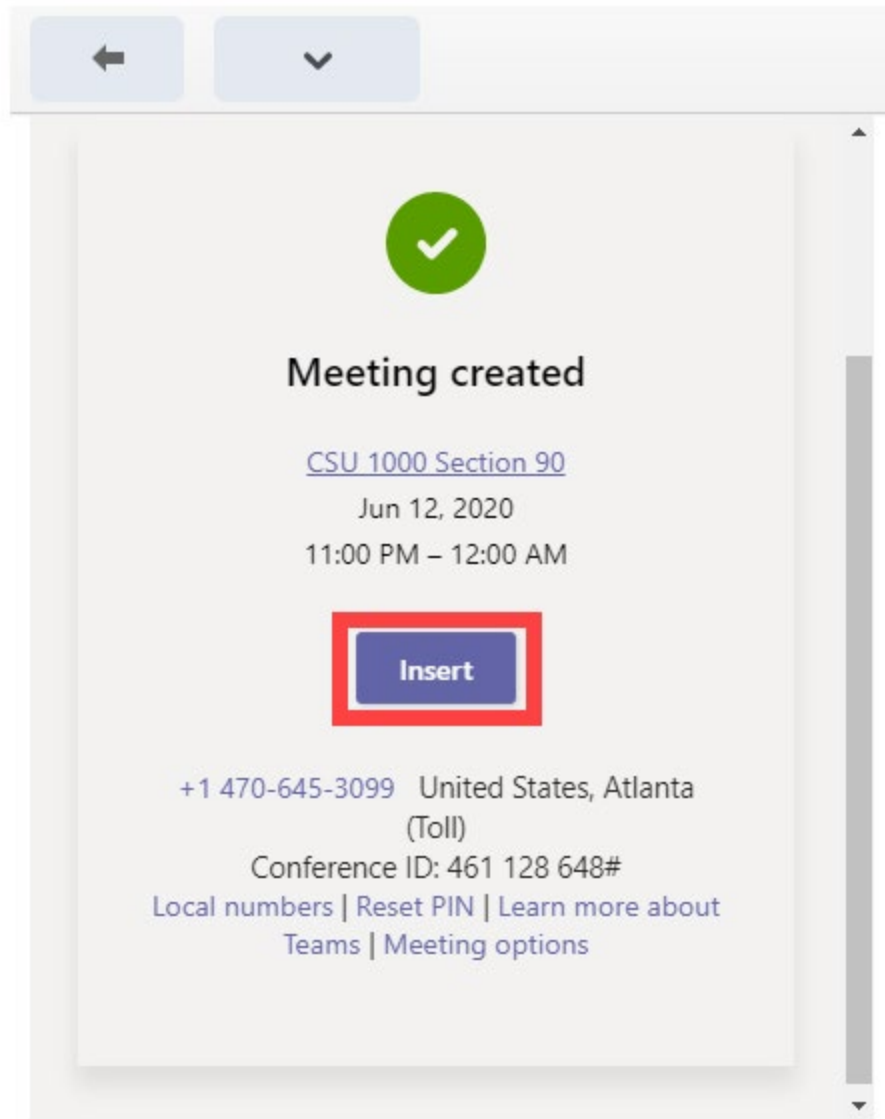
Step 3: Next, click “Creating Meeting Link”



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!