



### Aim of this resource:

Brightspace is the virtual learning environment (VLE) in use at TU Dublin City Campus. This resource provides step by step instructions on how to; create a Teams meeting within Brightspace; set up Meeting Options; edit & share the Teams link within your chosen module for student access. After working your way through this resource you will have an understanding of what you need to do to enable Teams within Brightspace to support your teaching.

### Quick Links:

View '[Creating Teams Meetings in Brightspace](#)' video

View '[Creating Breakout Rooms in Teams Meetings](#)' video

View '[Control Meeting Options](#)' video

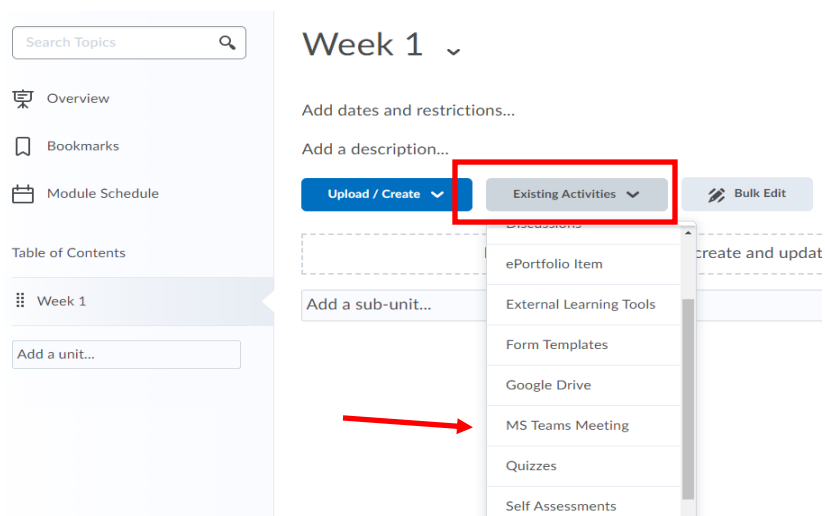
### Key Points of this resource:

- **Remember:** Creating a Teams meeting within Brightspace **does not** automatically populate your personal Teams/Outlook calendar(s), or students Teams/Outlook calendar(s) or automatically send Teams invites.
- **Also:** Anybody can begin a Teams meeting unless you set up **meeting options**, ensuring only you can start the meeting. Meeting options also allows you control 'Presenter Rights' and 'Chat' availability.
- **And finally:** It is essential to ✓ the '**Open as External Resource**' box so that Teams meeting links open correctly for everyone.

### Create a Teams Meeting:

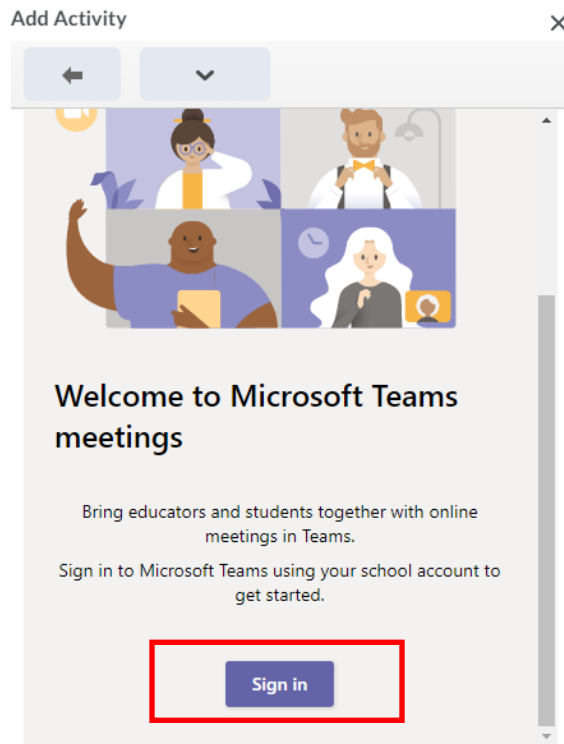
> Go to your Brightspace Module > Unit/Week/Session

> Go to Existing Activities > MS Teams Meetings

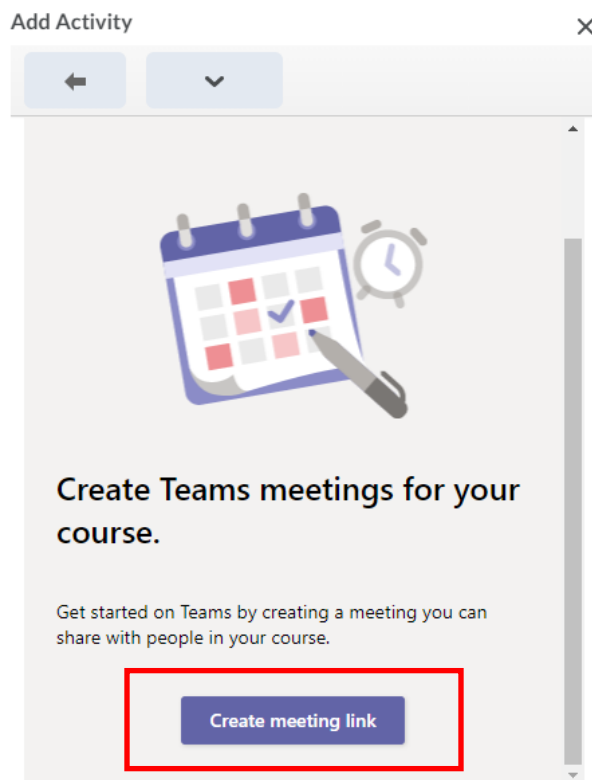


The screenshot shows the Brightspace interface for 'Week 1'. On the left is a navigation sidebar with options like Overview, Bookmarks, Module Schedule, and Table of Contents. The main content area shows 'Week 1' with a search bar and a list of activities. A red box highlights the 'Existing Activities' dropdown menu, which is open, showing a list of activity types including 'MS Teams Meeting'. A red arrow points to the 'MS Teams Meeting' option in the list.

> Scroll down to Sign In




> Choose Create Meeting Link





> From the New Meeting page you can:

Add Activity ✕

← ▾

 **New meeting**

 Meeting Title, Date & Time

 4 Aug 2021 13:30 ▾ →

4 Aug 2021 14:00 ▾ 30m

**Create** Cancel

Enter the Meeting Title, Date & Time



Enter the Meeting Date, Start & End Time



Click Create When Finished



- Initial meeting time options show in 30-minute intervals only but this can be manually edited by overtyping.
- It is best practice to enter the meeting title, date & time at this point. If you forget, you will need to enter it when you insert the link within your module using the **'Edit Properties In-Place'** function.

## Set Up Teams Meeting Options:

Before you insert the Teams meeting link into your module, you can control who can start the meeting, who can present and the Chat availability within a meeting from the **'meeting options'** tab on the meeting created page.

If you **do not** enable settings within the meeting options tab, anybody can start a meeting, present, use the chat box before the meeting and continue to use it after the meeting has ended.

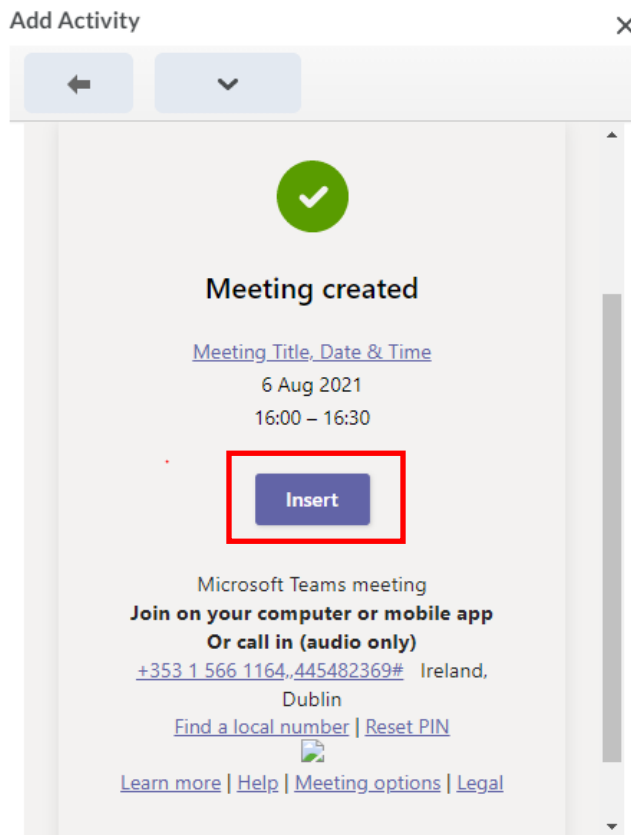
Meeting Options Tab



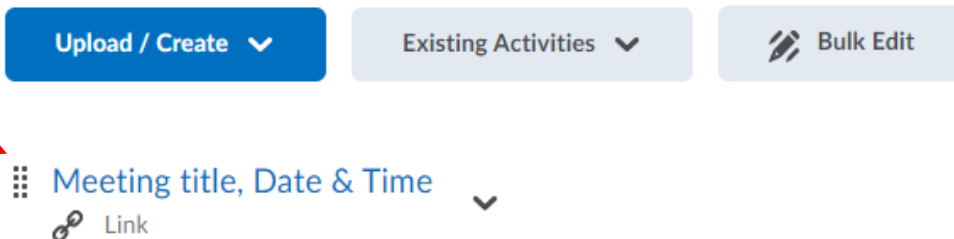
- Once in Meeting options, read how to control lobby access, presenter rights and chat permissions [here](#) or watch this [1.27min video](#).
- It is best practice to set up the desired meeting options at this point. If you forget, you will **not** be able to do this after you insert link within your module.

## Editing & Sharing Teams Meeting links with students:

> Click Insert on the meeting created page

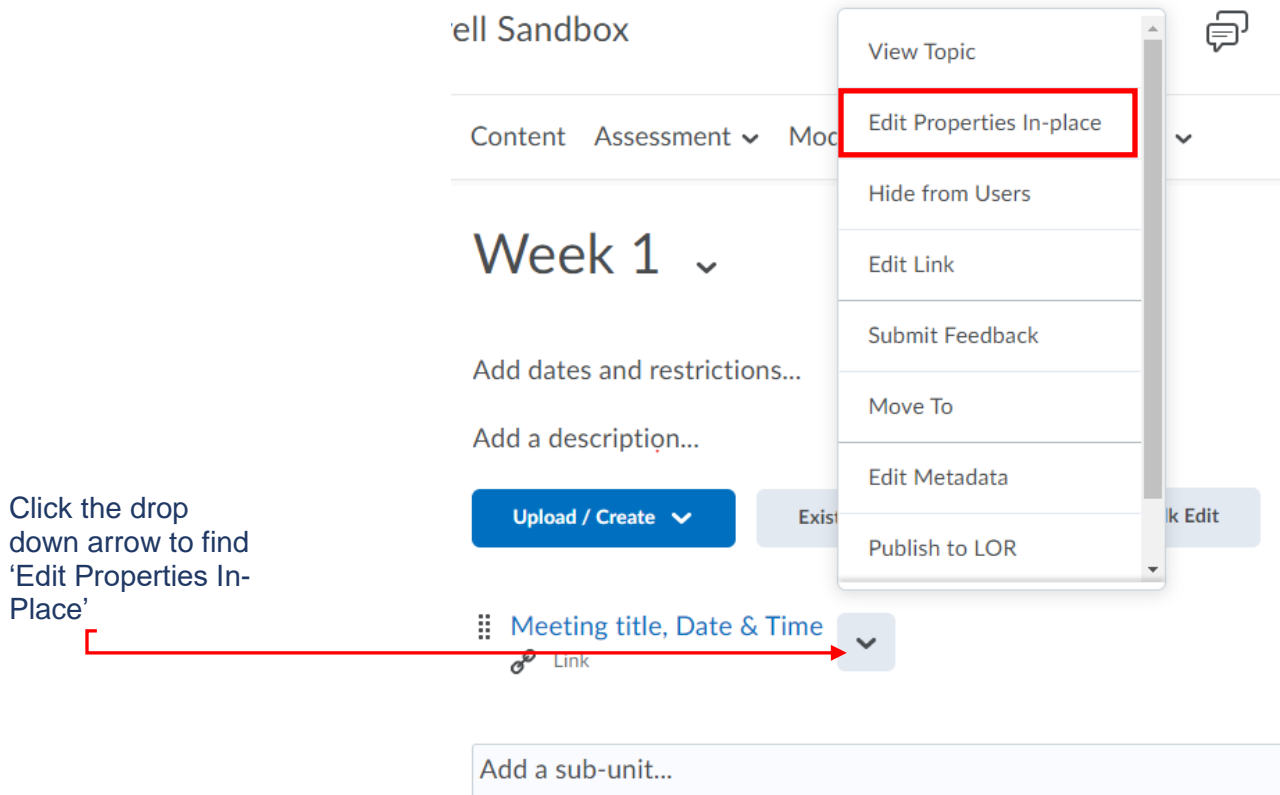


>The meeting link is now displayed within your module



- Unlike creating a Teams meeting within the Teams interface, the Teams meeting link created within Brightspace does not automatically populate into your Teams/Outlook calendar(s) or students Teams/Outlook calendar(s) and it does not send a Teams invite to anybody.

> If you forgot to enter a meeting title, date & time within the create new meeting page, you can enter it using the **'Edit Properties In-Place'** function



Click the drop down arrow to find 'Edit Properties In-Place'

> Once clicked, you can manually enter the Meeting title, date & time.

> The **'add dates and restrictions'** is displayed also which allows you control the release dates of meeting links to students.

> It is essential to ✓ the **'Open as External Resource'** box so that Teams meeting links open correctly for everyone.

