

New Feature: Creating a Teams Meeting within your Moodle course By Omar Al-Sawaeer

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Introduction

- ▶ By now it is more than likely that you have taken part in a virtual Teams meeting and maybe even created one yourself. For those wanting to set up a Teams meeting directly in Moodle, we have now added the Teams meetings plugin.
- ▶ The next slides will guide you to two ways (forum or label) to setup MS Teams meeting directly in Moodle, so let's start it.

MS Teams meeting within a forum


- ❖ On your course page, click on the Announcements forum or create a new one



Click on the forum

❖ From the forum page, click Add a new topic button:

The screenshot shows the top navigation bar of a forum page. It includes a menu icon, the text 'GJU-Elearning', a gear icon, 'My Classes', and 'English (en)'. On the right, there are notification and chat icons, and a user profile for 'Omar Sawaeer'. Below the navigation bar is a banner for 'Test Stress Loading' with a breadcrumb trail: 'Dashboard > My courses > Test Stress Loading > General > Announcements'. A search bar is also present. The main content area is titled 'Announcements' and contains the text 'General news and announcements'. A button labeled 'Add a new topic' is highlighted with a red rounded rectangle, and a red arrow points from the text 'Add a new topic' to this button. Below the button, it says '(No announcements have been posted yet.)'. At the bottom, there is a 'Jump to...' dropdown menu and a 'Sample quiz' link.

- ❖ From the forum page, Enter the subject and inside the message, add your meeting details (date, time,..., etc.) then click on the Teams icon 

GJU-Elearning My Classes English (en) Omar Sawaeer

Test Stress Loading

Dashboard My courses Test Stress Loading General Announcements

Search forums

Announcements







General news and announcements

Add a new topic

Subject

Lecture 01 Meeting

Message

This is the first lecture MS Teams meeting.

Please click the join meeting button to access it!

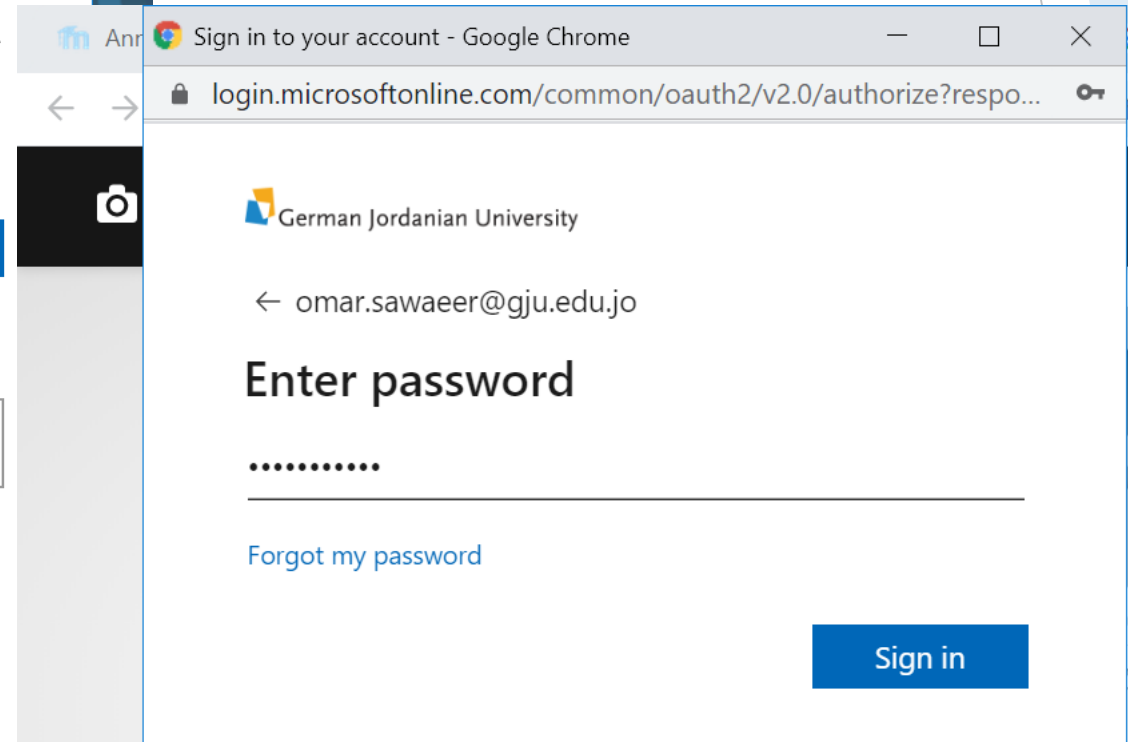
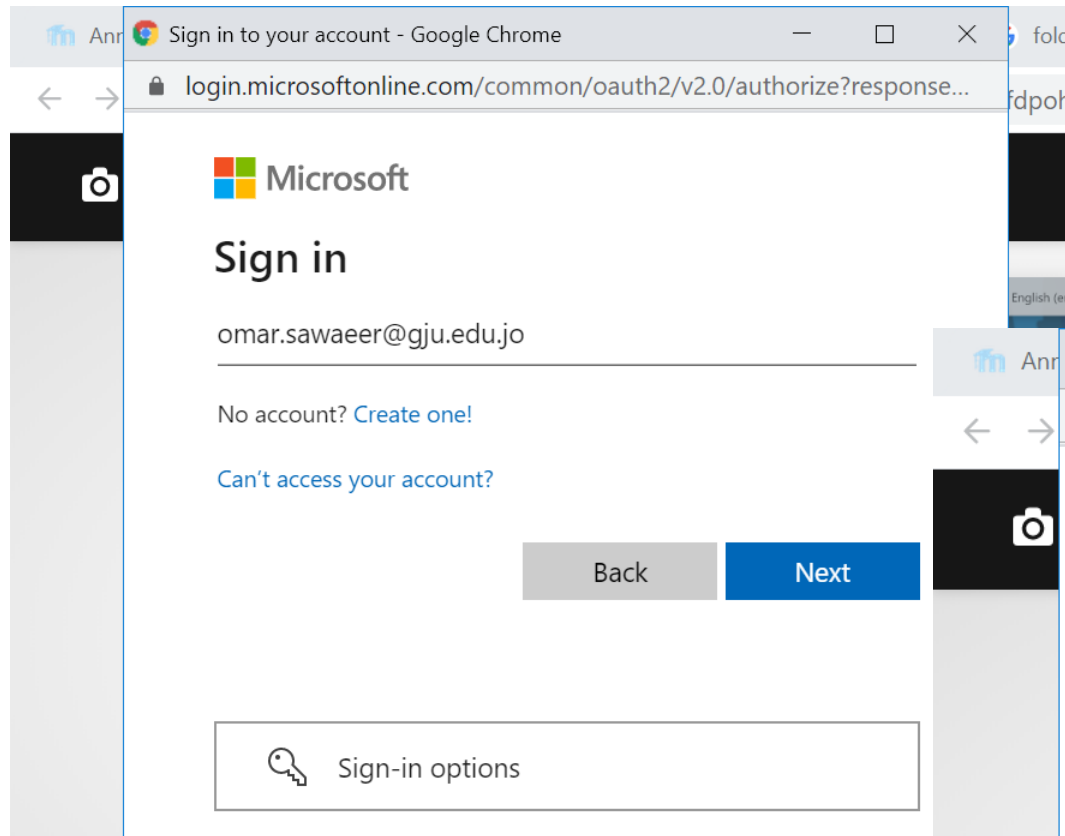
Click here



❖ On the popup window, click the Sign in button

The screenshot shows a web interface for GJU-Elearning. At the top, there is a navigation bar with 'GJU-Elearning', 'My Classes', and 'English (en)'. Below this is a breadcrumb trail: 'Dashboard > My courses > Test Stress Loading > General > Announcements'. The main content area is titled 'Announcements' and includes a sub-header 'General news and announcements'. On the left, there is a sidebar with 'Add a new topic', 'Subject', and 'Message' fields. A modal window titled 'Create Teams meeting' is open, featuring a Microsoft Teams logo and the text: 'Welcome to Microsoft Teams meetings. Bring educators and students together with online meetings in Teams. Sign in to Microsoft Teams using your school account to get started.' A 'Sign in' button is highlighted with a red box, and a red arrow points to it from the right. Below the modal, there is a 'Your meeting URL' input field, a checkbox for 'Open in new window', and an 'Add link' button.

- ❖ On the new window, Sign in with your GJU's credentials (Full email address and password)



❖ After you signed in, click the create meeting link button

The screenshot shows the GJU-Elearning interface. At the top, there is a navigation bar with 'GJU-Elearning', 'My Classes', and 'English (en)'. Below this is a breadcrumb trail: 'Dashboard > My courses > Test Stress Loading > General > Announcements'. The main content area is titled 'Announcements' and contains a sidebar with 'Add a new topic', 'Subject', and 'Message'. The main content area displays a 'Create Teams meeting' dialog box. The dialog box has a title bar with a close button. Inside, it features the Microsoft Teams logo and the text 'Microsoft Teams'. Below this is an illustration of a calendar and an alarm clock. The main text reads 'Create Teams meetings for your course. Get started on Teams by creating a meeting you can share with people in your course.' A blue button labeled 'Create meeting link' is highlighted with a red box, and a red arrow points to it from the right. Below the button is a text input field for 'Your meeting URL' and a checkbox labeled 'Open in new window'. At the bottom of the dialog box is an 'Add link' button. The background of the page is slightly dimmed.

Click on this button

- ❖ Add the New meeting details (title, start date and time, and the end date and time), then click the Create button

The screenshot shows the GJU-Elearning interface for the 'Test Stress Loading' course. The 'Announcements' section is active, and a 'Create Teams meeting' dialog box is open. The dialog box contains the following fields:

- Title:** 'Add title' (highlighted with a red box and arrow)
- Start Date:** 'Mar 11, 2021' (highlighted with a red box and arrow)
- Start Time:** '1:00 PM' (highlighted with a red box and arrow)
- End Date:** 'Mar 11, 2021' (highlighted with a red box and arrow)
- End Time:** '2:00 PM' (highlighted with a red box and arrow)
- Duration:** '1h' (highlighted with a red box and arrow)

A green arrow points to the 'Create' button. Below the meeting details, there is a 'Your meeting URL' field and a checkbox for 'Open in new window'. At the bottom, there is an 'Add link' button.

Add Title,
Start,
And the end

- ❖ Now your meeting is created, you can add the link now or you can go to Meeting options and then add the link

Dashboard > My courses > Test Stress Loading > General > Announcements

Test Stress Loading

Announcements

General news and announcements

Add a new topic

Subject

Message

Create Teams meeting

Create Teams meeting

Meeting "Meeting" was created successfully!

[Go to meeting](#)

[Meeting Options](#)

Your meeting URL

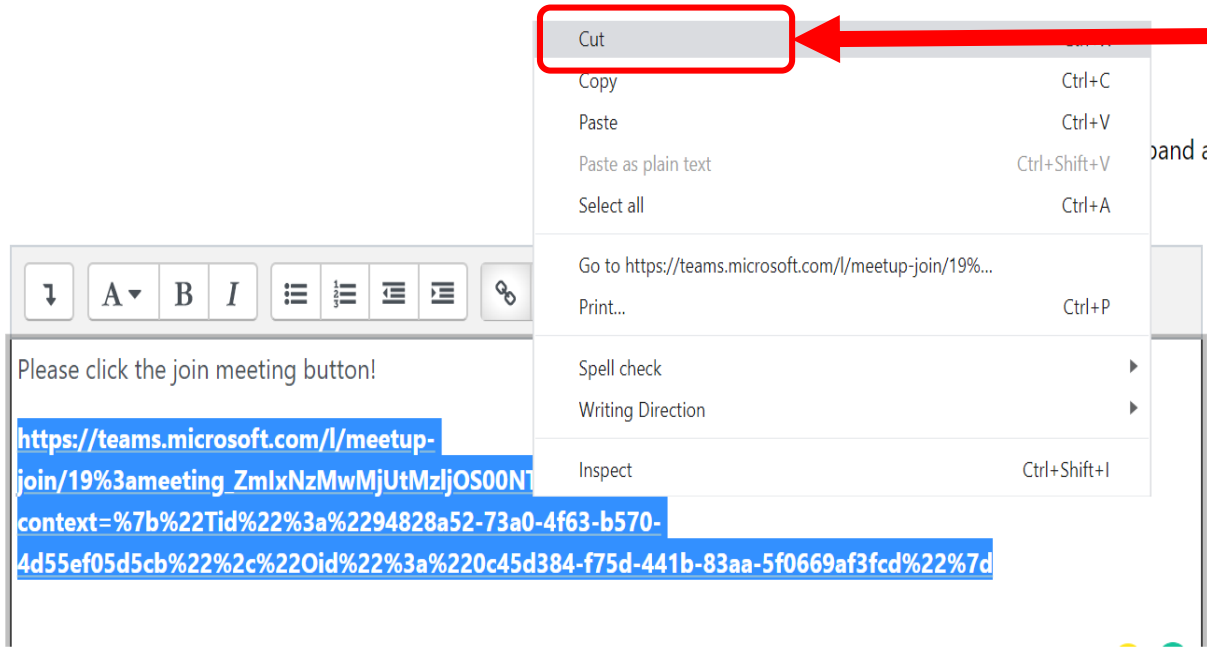
https://teams.microsoft.com/l/meetup-join/19%3ameeting_MzhIMGY0MTMtOWV

Open in new window

[Add link](#)

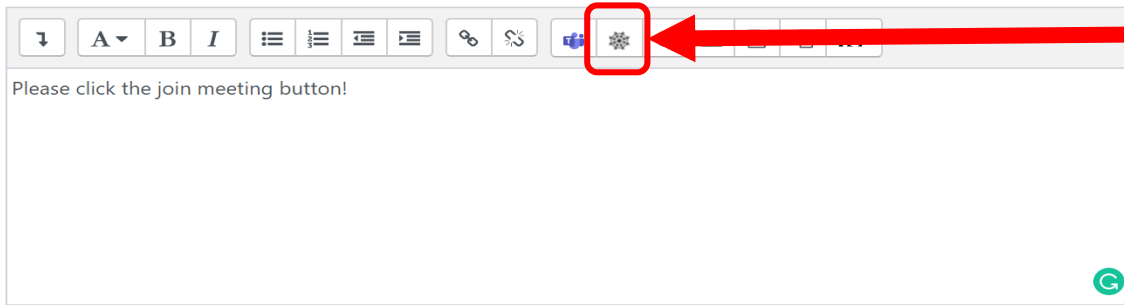
There are required fields in this form ma
(No announcements have been posted y

❖ You can use the link as it is or you can make it more friendly by the following



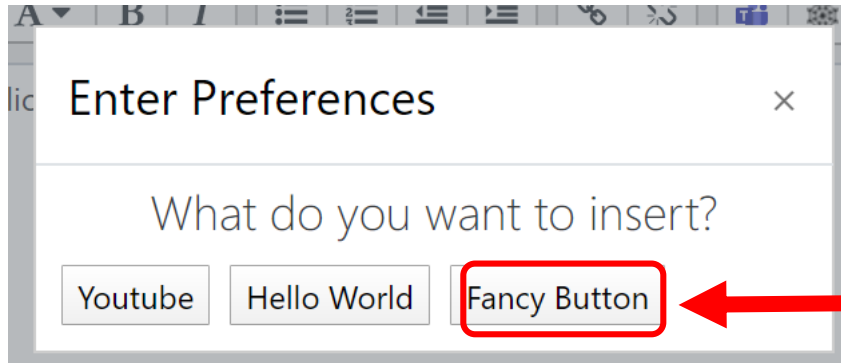
Select the link
And cut it

❖ Click on 



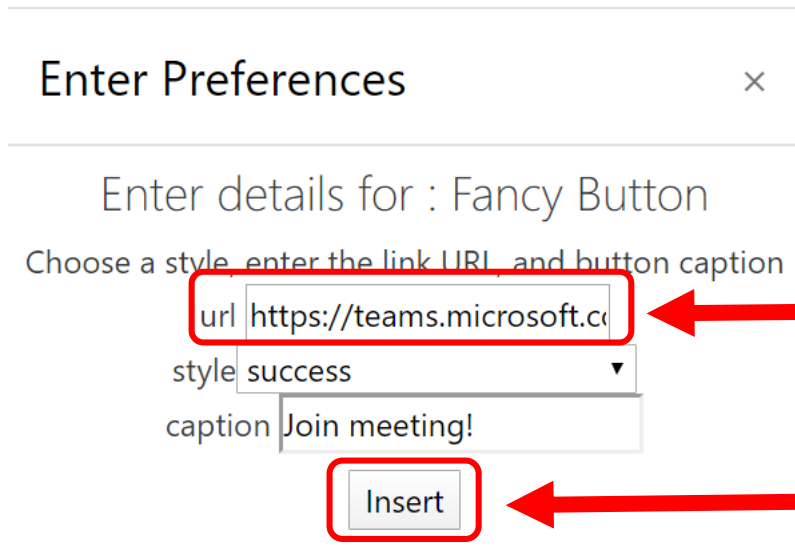
Click here

❖ On the new window, choose fancy button



Click here

❖ Put the meeting link into the url box, choose the style, and change the caption.



The meeting link

After you done, Click insert


❖ Great! Now you can post to forum

Rich text editor toolbar with icons for undo, font size, bold, italic, bulleted list, numbered list, decrease indent, increase indent, link, unlink, insert meeting, insert poll, insert emoji, insert image, insert video, insert document, and help.

This is the first lecture MS Teams meeting.

Please click the join meeting button to access it!

[Join meeting!](#)



Post to forum Cancel Advanced

MS Teams meeting and label

- ❖ Inside your course, Turn edit on and add Label from adding an activity or resource, then from the label setting page, just follow what we did with the forum

GJU-Elearning My Classes English (en) Omar Sawaeer

Backup Course from Moodle 2.7 (Current E-Learning)

Dashboard > My courses > Backup Course from Moodle 2.7 (Current E-Learning) > General > Adding a new Label

Adding a new Label Expand all

General

Label text

Please click the join meeting button!

[Join meeting!](#)

Common module settings

Restrict access

Activity completion

Tags

Competencies

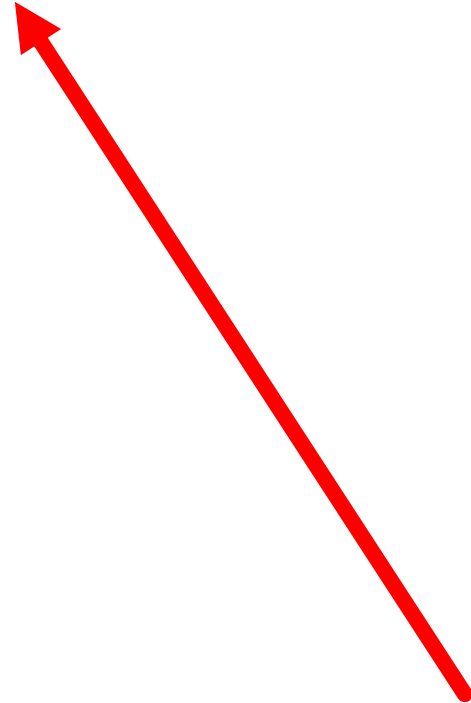
Save and return to course Cancel

❖ The label will be show as the following

Please click the join meeting button!



[Join the meeting!](#)



The created label with the meeting link

Good luck

The image features the words "Good luck" in a bold, white, 3D sans-serif font. The text is centered and surrounded by a large amount of colorful confetti in shades of red, green, blue, and yellow. The background is white, with a decorative geometric pattern of overlapping triangles in shades of blue and orange on the right side.