Teams in Canvas (Group Work)

Teams in Canvas is an ungraded collaboration space for virtual asynchronous or synchronous meetings. Teams enables group video calls, or chat messaging, attendance tracking, note taking, collaboration on shared documents and a whiteboard.

1. Access Teams from your course navigation bar in Canvas.
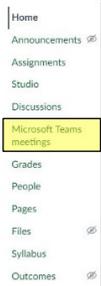
2. Select the new meeting button.
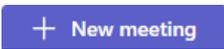
3. Title the meeting and add attendees and time.
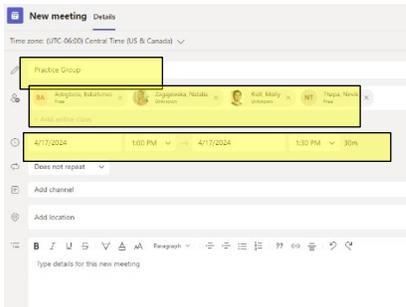
4. Send the meeting.

5. The meeting will appear on the Teams page and in attendees' Outlook calendars.
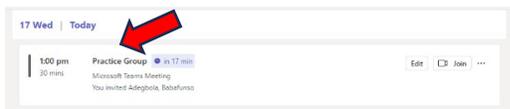
6. Join the meeting to open a video call.
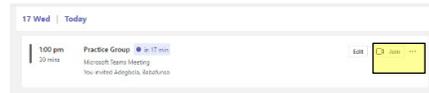
7. Once the meeting has been joined by at least one person, if the chat was opened during that meeting, a Teams chat channel will be created.
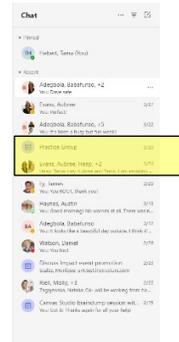
8. Group members can access the follow features on the top panel in their chat channel:

- Chat-group conversation
- Files-upload documents
- Recap-any uploaded files
    (host can also see attendance)
- Attendance-when members joined & left
    (only visible for host)
- Speaker Coach-speech feedback tool
    (if turned on during meeting)
- Q&A-discussion space
- Whiteboard-collaborative drawing space