

# Schedule a Teams Class Meeting

## Scheduling a Class Meeting for Online Course Delivery

### Using Teams for Teaching Digital Delivery Courses

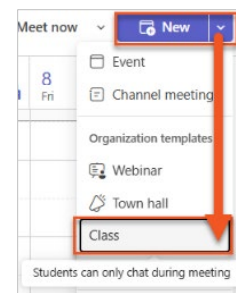
At NIC, Microsoft Teams supports online teaching and virtual office hours with real-time video, audio, chat, and tools for screen sharing, file sharing, and ongoing communication.

Follow the steps below to schedule a recurring Teams Class meeting and share the meeting link.

1

Open the **calendar** in your **Teams** app. Click **New** in the top right corner and select **Class**. Class meetings by default have chat enabled only during meetings. Students can still view the chat history, but they cannot post to it outside of class time.

**\*NOTE:** This can also be done in your Outlook calendar.



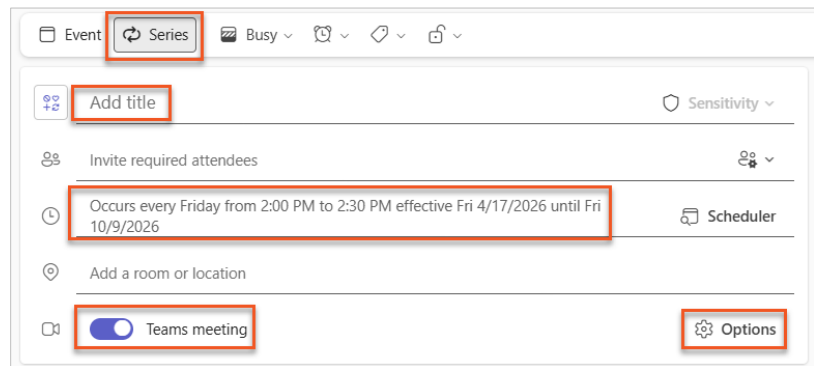
2

Select **Series** and add a **Title**. Click the **date and time** to set the time, date and recurrence.

**\*Optional:** Invite students as *Required Attendees* if you want to be able to preassign them to pre-created breakout rooms.

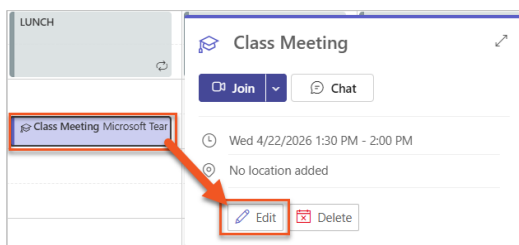
Click to **Save**.

**\*Optional:** click *Send* if you're inviting students as *Required Attendees*.



3

Click on the meeting in your calendar to **edit the meeting** or **copy the meeting link**.



#### Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/266711016714748?p=VsYHw38j33Epa6o5v0>

Meeting ID: 266 711 016 714 748

Passcode: sY36pg3c

4

Paste the link in your **Course Outline** and in your **Brightspace** course.



**Questions:** Please submit a [service desk request](#) to CTLI