

UNIVERSITY OF HARTFORD

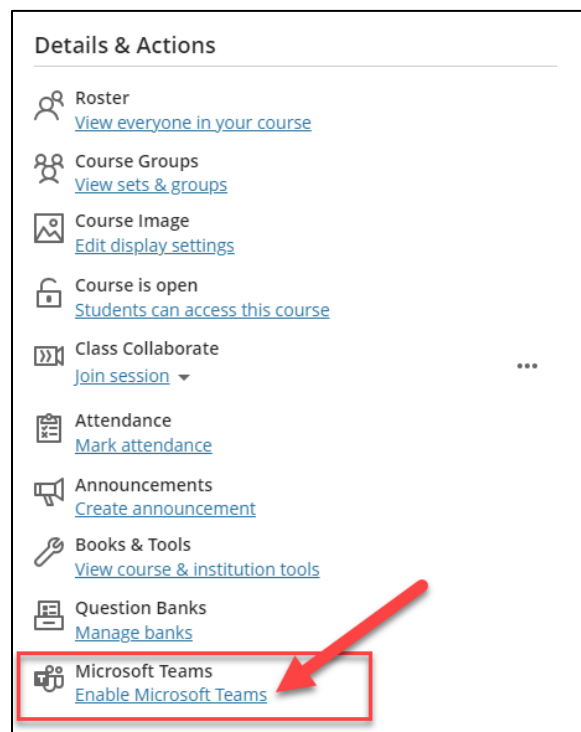
ACADEMIC TECHNOLOGY, TEACHING AND LEARNING

Scheduling Teams Meetings in Blackboard Ultra Courses

The option for scheduling multiple and/or recurring sessions for Microsoft Teams is only available in Blackboard Ultra Courses. If you want to use Teams for Original Blackboard courses, refer to the other guide for instructions.

Enable Microsoft Teams in your Course

1. Go into your Blackboard Ultra Course.
2. On the bottom of your *Details & Actions* menu (far left menu), click the link to **Enable Microsoft Teams**.



Click Enable Microsoft Teams

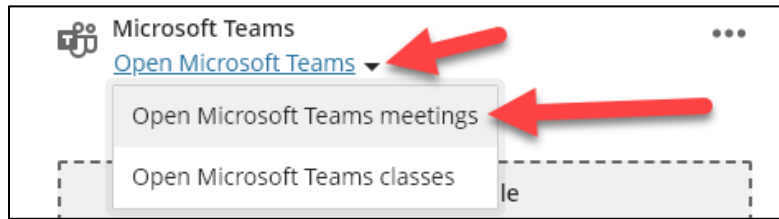
3. A panel will open asking you to set up Microsoft Teams. Click the **Sync with Microsoft Teams** button. This will then take you back out to your course.

NOTE: The syncing process could from 2-15 minutes depending on your class size. A new Team will also be created in the Microsoft Teams app (both online and in your desktop app).

4. Once the sync process is complete, a link to **Open Microsoft Teams** will appear at the bottom of the *Details and Actions* menu. NOTE: If the link does not appear, you may need to either exit the course or click the refresh button. If that does not work, try logging out of Blackboard, then log back in and go back into the course.

Schedule your Microsoft Teams Meetings

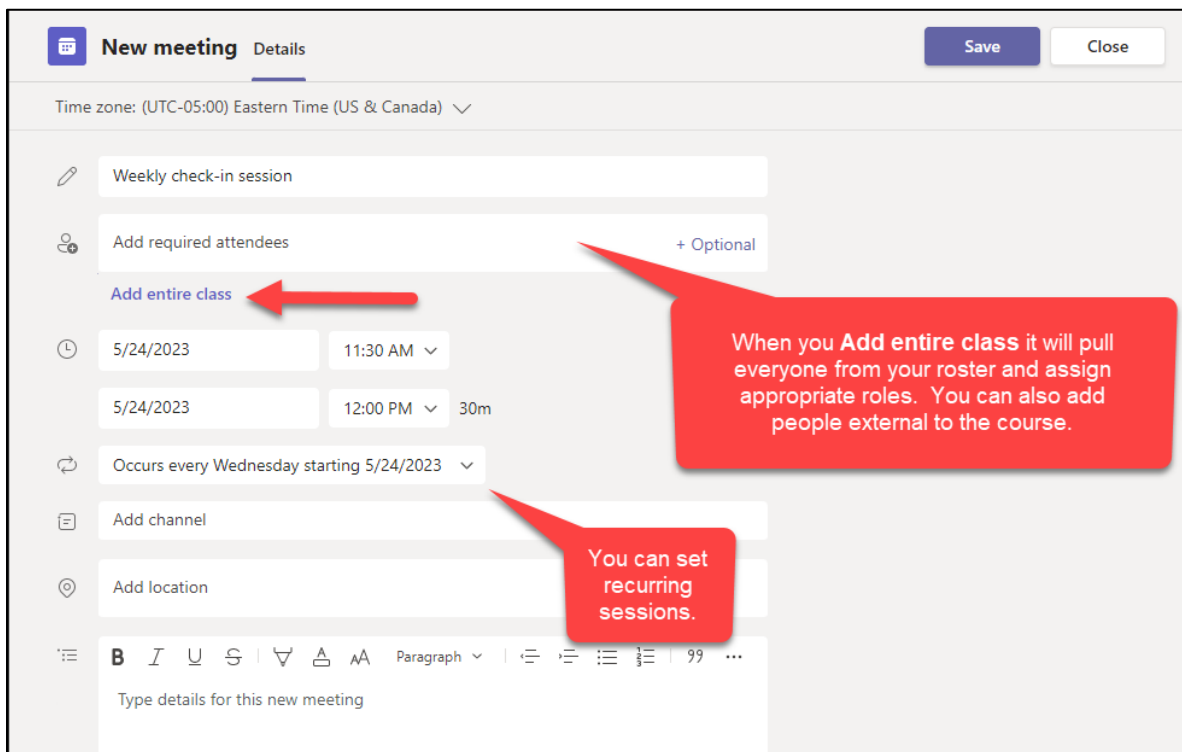
1. Click the dropdown arrow and choose **Open Microsoft Teams Meetings**.



Click the dropdown arrow and choose **Open Microsoft Teams meetings**

2. The Microsoft Teams Meetings panel will open. Click **Schedule a meeting** or click the + **New Meeting** button in the upper right corner.
3. Set the dates/times for your meeting(s) and all your meeting details. Note, you can set as recurring here and click the **Add entire class** link in the meeting setup window to pull your Blackboard roster into the Teams meeting(s) as required attendees. You can also add the emails of guest presenters into the box as required or optional attendees. Optionally, you can add your class channel if you desire.

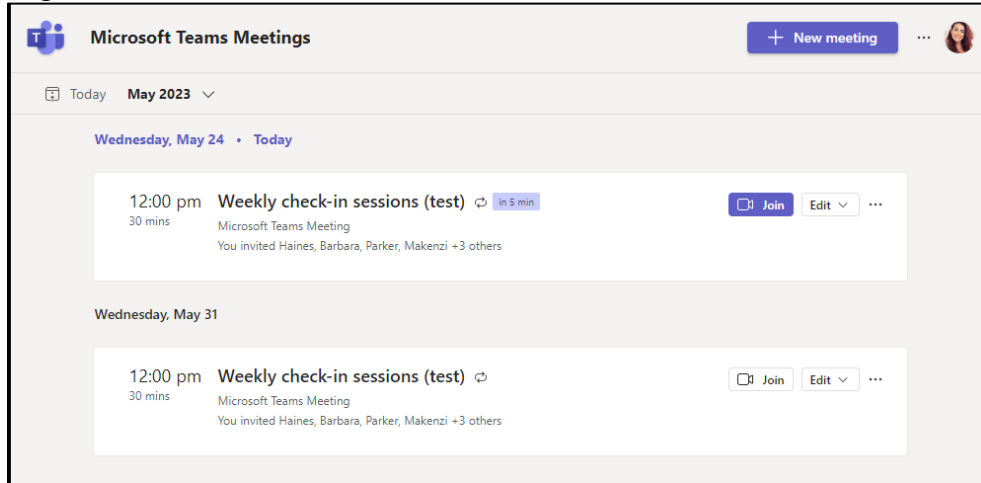
NOTE: If you do not add your entire class or attendees, nobody will be able to join your session(s). A join button will not appear.



Set meeting details and add entire class as attendees

4. Click **Send** when done. Your meetings will appear in the window. This will also be sent to your Microsoft Outlook calendar and your Teams app calendar.

5. You can change any of the meeting settings by clicking the **Edit** button to the right of each meeting.

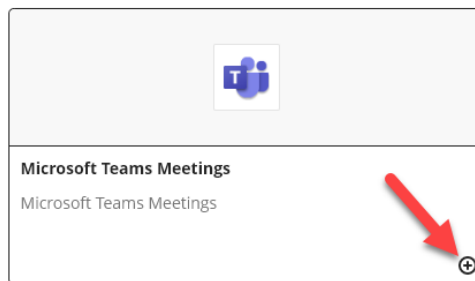


The Teams sessions appear in the Microsoft Teams Meetings Panel

6. When done, close out by clicking the purple X in the upper left corner.

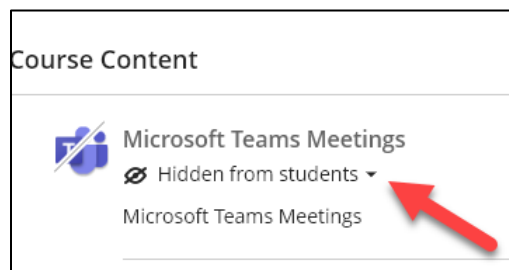
Add the Link to the top of your Content Area

1. Go to the top of your Course Content Panel and click the + button → **Content Market**.
2. Find the Microsoft Teams Meetings card and click the + button in the lower right corner.



Click the + at the bottom right of the Microsoft Teams Meetings Card

3. This will put a link to **Microsoft Teams Meetings** at the top of your course.
4. Click the dropdown arrow underneath it to make it available to students.



Make the Microsoft Teams Meetings link visible to students

5. To rename the Microsoft Teams Meetings link, click the ... to the right of it in your Ultra Course → **Edit**.

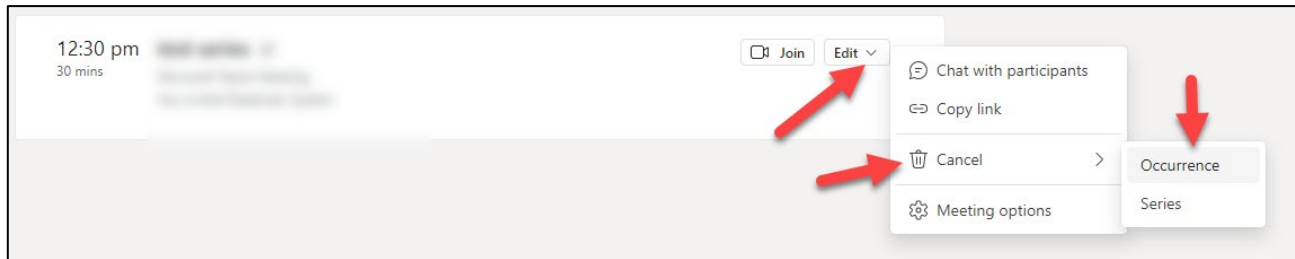


Edit the link to change the name

6. At the top, rename it as you like. For example, “Weekly Class Check-in Session.” Click **Save** when done.

Canceling a Session or the Series

1. If you wish to cancel a session (occurrence) or the series, click the **Microsoft Teams Meeting** link at the top of your course.
2. In the meeting window, click the **Edit** button to the far right of a session and then click **Cancel** → and choose either **Occurrence** or **Series**. Then close the panel.



Canceling the Occurrence or Series

Joining a Session

1. Instructors or students can join the scheduled Teams session by clicking the **Microsoft Teams Meetings** link at the top of your course.
2. Find the session for today, and click the **Join** button to the right of it.



Joining a Teams Session from Blackboard

Getting Help with Technology at the University of Hartford

Academic Technology, Teaching, and Learning (ATTL)

ATTL provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The ATTL Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty with login issues should contact 860.768.4357. Faculty and Staff needing training and support using Blackboard or other instructional technologies, should contact ATTL.

Phone: 860.768.4661 **Email:** actech@hartford.edu.

Website: <https://hartford.edu/fcld>

Student Blackboard Support

The following is student support for Blackboard only, including password resets and login issues. If you can't remember your email password and you have enrolled in the password reset tool with security questions, you can go to <https://hartford.edu/reset> and set a new one. Contact the helpdesk if you need further assistance.

Phone: 860.768.4256 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, Compass).

Phone: 860.768.4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: 860.768.4357 **Website:** <http://www.hartford.edu/mts>