

CANVAS COURSES: USING MICROSOFT TEAMS, BOOKINGS, OR CANVAS CALENDAR



Reference Owners: Instructional Resources

For questions about this guide, please contact the [Help Desk](#). You can email helpdesk@whitworth.edu and reference “Canvas” to route your request to the appropriate team.

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Using Microsoft Teams Meetings for a Canvas Course

For faculty who are teaching an online class, you can generate a Microsoft Teams Meeting link outside of Canvas and add it to your course for students to access.

RECOMMENDED SETTINGS

1. Create one Teams Meeting link **per course section**:
 - **For regular intervals**, you may set it up on a “recurring” basis through the term.
 - **For irregular intervals**, you should set up individual Meeting links for each online session. Avoid re-using the same Meeting link.
 - If a course has **multiple instructors**, only one should create the Meeting link and add the other instructor(s) as “**Co-Organizer(s)**” to help manage it: [How to add Co-Organizers to Teams Meetings](#)
2. We recommend *disabling Teams Chat* within the **Meeting Options** to prevent Chat messages, history, and user activity from remaining visible to others in a Meeting (if re-used): [Modifying Meeting Options](#).
3. You should *enable* the [Lobby](#) and your [Teams Notifications](#) so that you receive alerts and admit or manage Attendees joining the same meeting.

PROCEDURE

1. Log into **Microsoft Teams** using your Whitworth account.
2. Follow the link to this **Microsoft Guide**: [Schedule a Meeting from Microsoft Teams](#):
 - i. Under the section, “**Schedule a calendar meeting**”, select your Teams Calendar version (**Classic** or **New**) and follow the steps provided. **Do not add any Attendees** – simply save and exit the Event window.
 - ii. This will generate the Meeting Details/URL in the Event, which will sync to both your Teams and Outlook Calendars.
 - iii. In this same workflow, scroll to the section “[Share a Meeting Link](#)” and follow **Steps 1-2** to copy your new Meeting Details/URL.
3. Log into your **Canvas course** and navigate to the area you want to place your Meeting link(s):
 - **Individual Course**: Paste the Meeting link into a Page or Module Item, then save and publish it within a published Module for students to access.
 - **Canvas Calendar**: Refer to [Using the Canvas Calendar](#).

After a Meeting is no longer needed, we strongly recommend you *delete* it from both your Teams Calendar and Canvas course. **Teams Meetings can remain active indefinitely** if they are accessed or edited once every **60 days**.

Using Microsoft Bookings to Schedule Appointments

Set up customized scheduling links in Bookings for others to book **in-person** or **online** appointments according to your real-time availability, which will sync directly to your Microsoft Calendars. You can also manually add them to Canvas courses. Bookings pages and links must be manually maintained outside of Canvas.

PROCEDURE

1. Log into **Microsoft Bookings** using your Whitworth account: [Accessing Microsoft Bookings](#)
2. Use the following **Microsoft Guides** to create and publish your Bookings page(s), then copy the link(s) you want to share.
 - I. [Create a new meeting type in Bookings](#)
 - II. [Customize and publish your booking page](#)
3. Log into **Canvas** and navigate to the area where you want to place your Bookings link(s):
 - **Individual Course:** Paste the link into a Page or Module Item, then save and publish it within a Module for students to access.
 - **Calendar:** Refer to [Using the Canvas Calendar](#).

Microsoft Guides:

[What is Bookings?](#)

[Personal Bookings Frequently Asked Questions \(FAQ\)](#)

[Accessing Microsoft Bookings](#)

Using the Canvas Calendar

Set up individual or recurring **Calendar Events** on a **per-course basis** that will be displayed on course Calendars for the enrolled students. Canvas Calendar events are **not** synced with Microsoft Outlook or Teams Calendars and must be maintained manually within Canvas.

PROCEDURE

1. Log into **Canvas** and navigate to your Calendar within the red Global Navigation menu.
2. Click “+” to create a new event.
3. In the **Event** tab, add the event **Title**, **Date**, **Times**, and **Frequency**.
4. On the “**Calendar**” drop-down, select the individual course you want to share this event (or series) with.
 - You cannot select more than one course for the same event.
 - If you don’t select a course, the event will only be visible on your own calendar, not for any courses or enrolled students.
5. Click “**More Options**”. You can insert a **Microsoft Teams Meeting link** and/or **Bookings link** into the RCE/Description box along with any notes or instructions.
6. When finished, click “**Save**”.
 - The Calendar event(s) should now appear on the course’s Calendar for enrolled students.
 - You may edit or delete a Calendar event at any time.
7. If you want to add/edit events for other courses, you must repeat **Steps 2-6** above for each individual course (selected in **Step 4**).
 - If you need to add a Teams Meeting link to your Canvas Calendar event, please refer to our guide: [Using Microsoft Teams Meetings for a Canvas Course](#).

Canvas Guide:

[How do I use the Canvas calendar?](#)