Nashville State
Community College

Best Practices for Adding Teams Meeting Links to Your Course

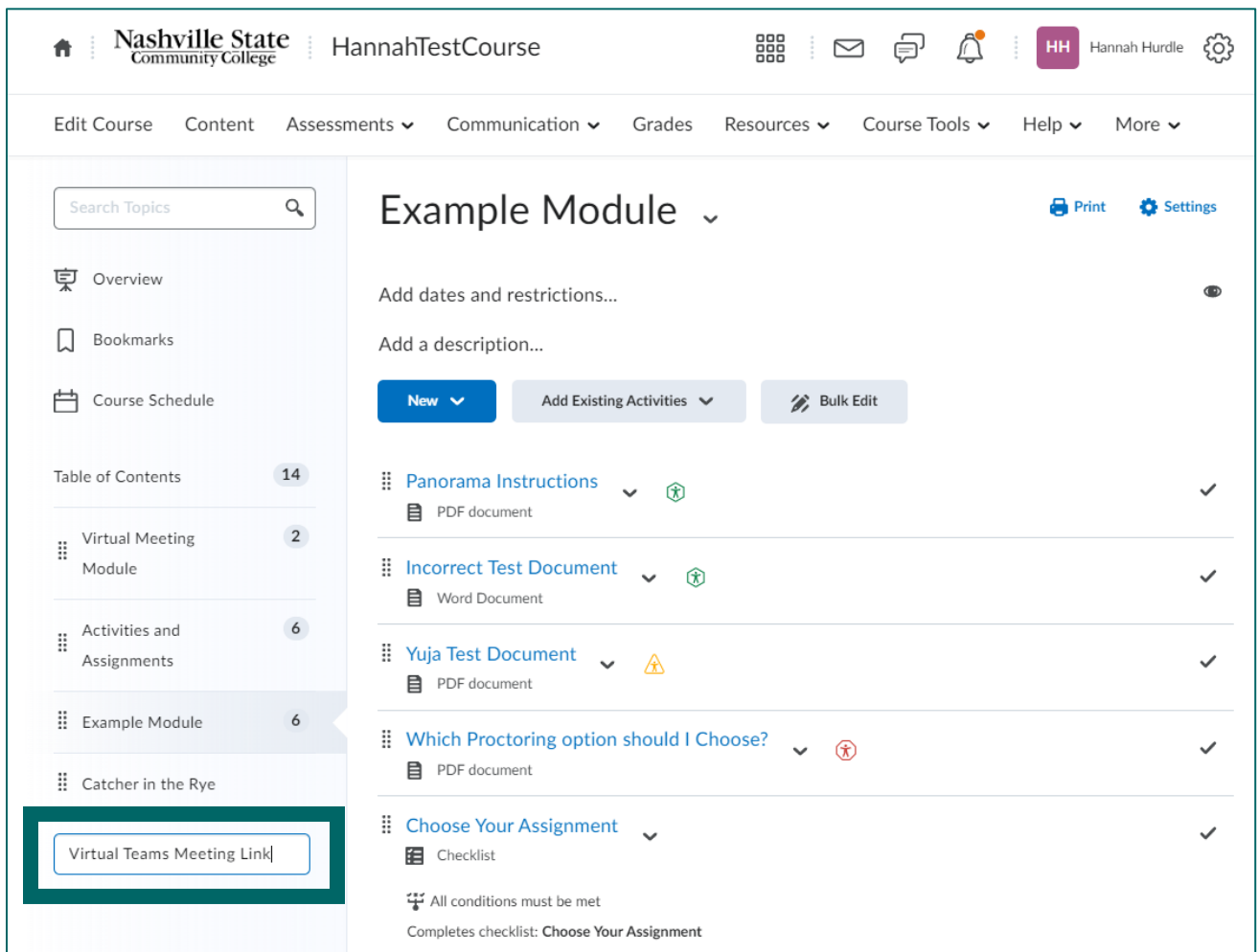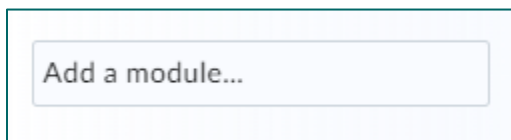Steps to creating a virtual meeting module within D2L for all important Teams classroom information.

Office of Online Learning

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Best Practices for Adding Teams Meeting Links to Your Course

Creating news items is a great way to share important information with your students. However, if the course's Teams meeting link is added to the news feature every week, other relevant information or resources can be pushed down or removed from student's sight. This guide includes Online Learning's best practice for adding Teams meeting links to your courses and offers a solution to this issue, ensuring students can access necessary course information at any time.

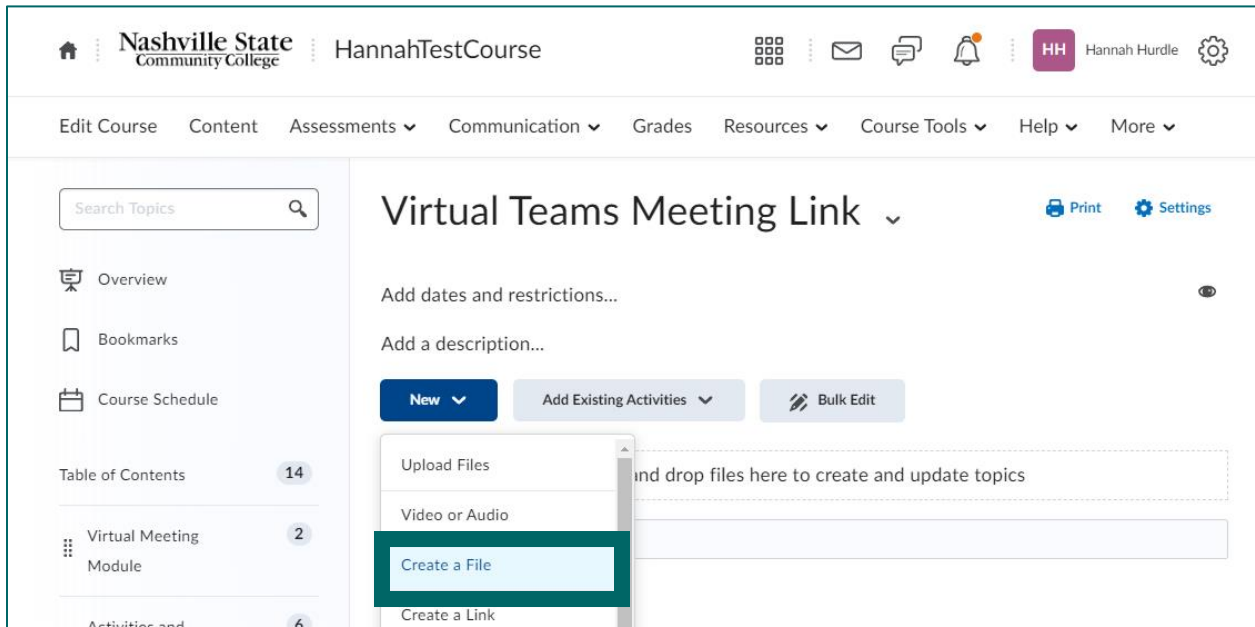1.Start by creating a new module in your course that students can easily locate every week for class.

2. Next, within your newly created module, select the **New** dropdown menu and click on the **Create a File** option.

3. Now, go to your Teams Calendar and create a reoccurring Teams meeting for the semester. You can use the information, and link, generated by the Teams calendar in D2L.
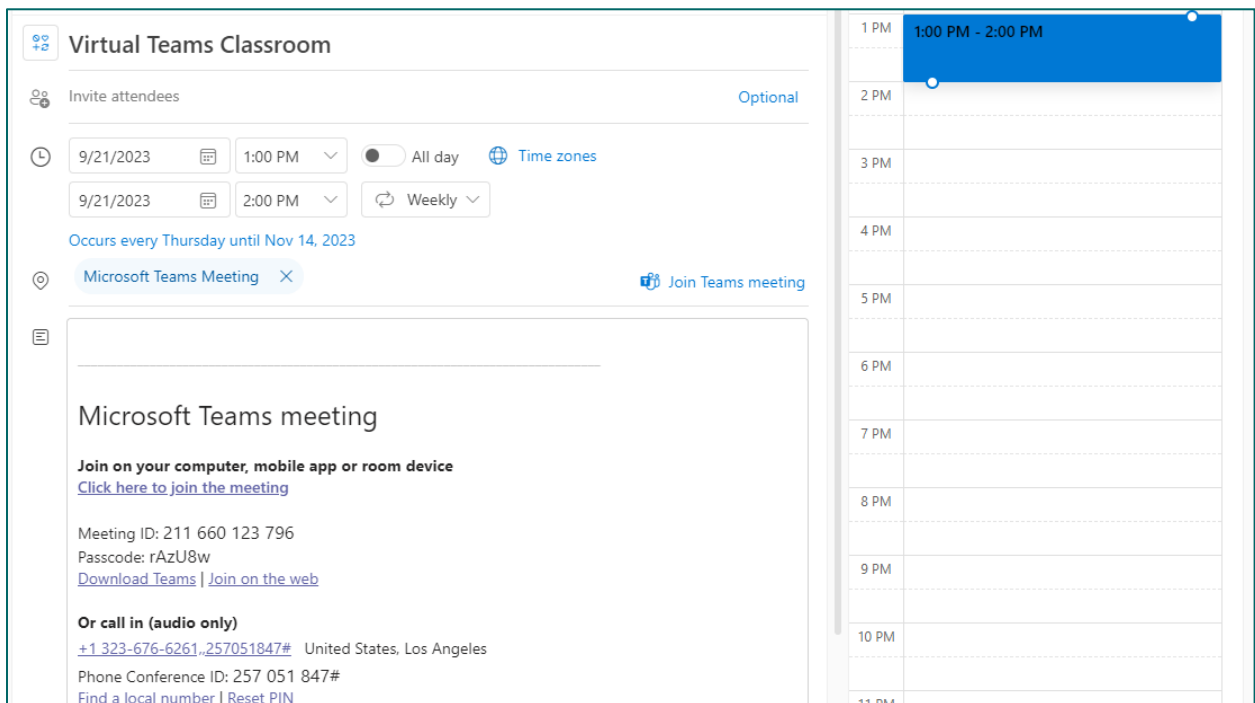
4. From here, copy and paste your course's Teams information and edit it how you would like. If you want to change the text generated by Teams for your meeting link, right click on the descriptive hyperlink and select the pen icon.

5. Copy the link provided by Teams. Once you have copied the link, select the link icon. This will remove the hyperlink that opens inside of D2L.

6. To make the hyperlink you just copied open in a new window, select the **Insert Quicklink icon** in the tool bar.
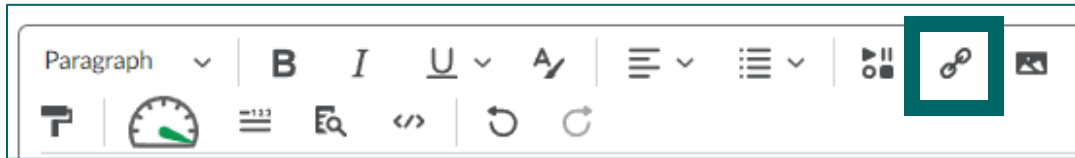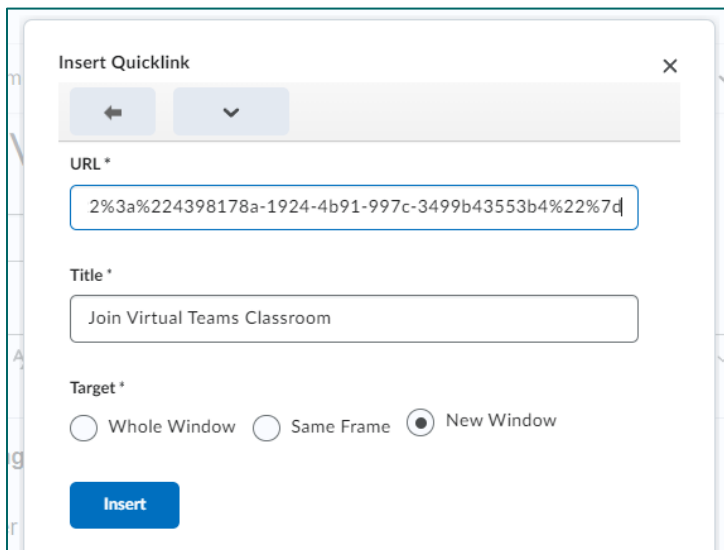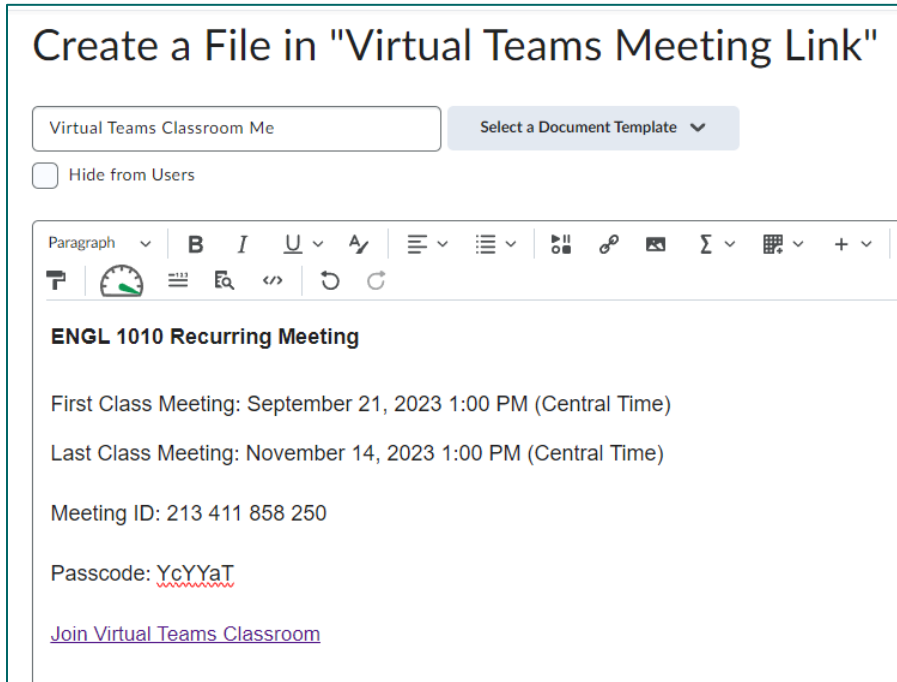

7. Next, select the **URL** option.
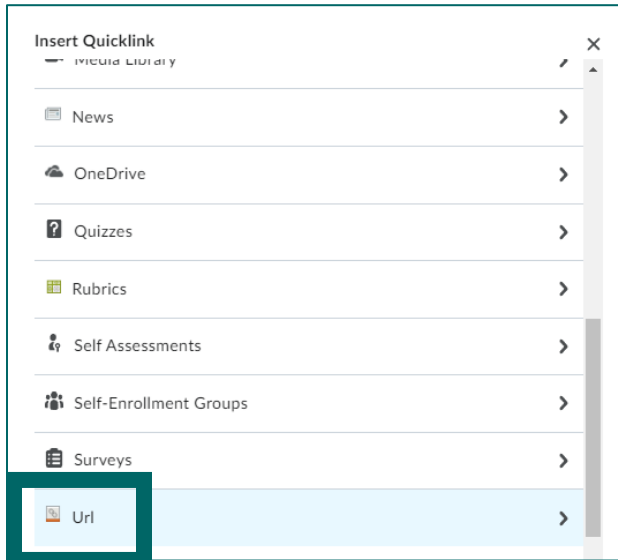
8. Paste the link you copied earlier into the **URL bar** and then press the **Insert** button.

9. Now, the text you highlighted is a descriptive hyperlink. Once you are done editing the virtual Teams meeting information, you can save the file you created.

10. Your virtual Teams meeting information is now available for students in its own module and is easily accessible at any time during the semester.

11. If you would like to create a news item with your virtual Teams classroom information, navigate to your course's home page. From there, click on the **News** dropdown menu and select the **New News Item** option.
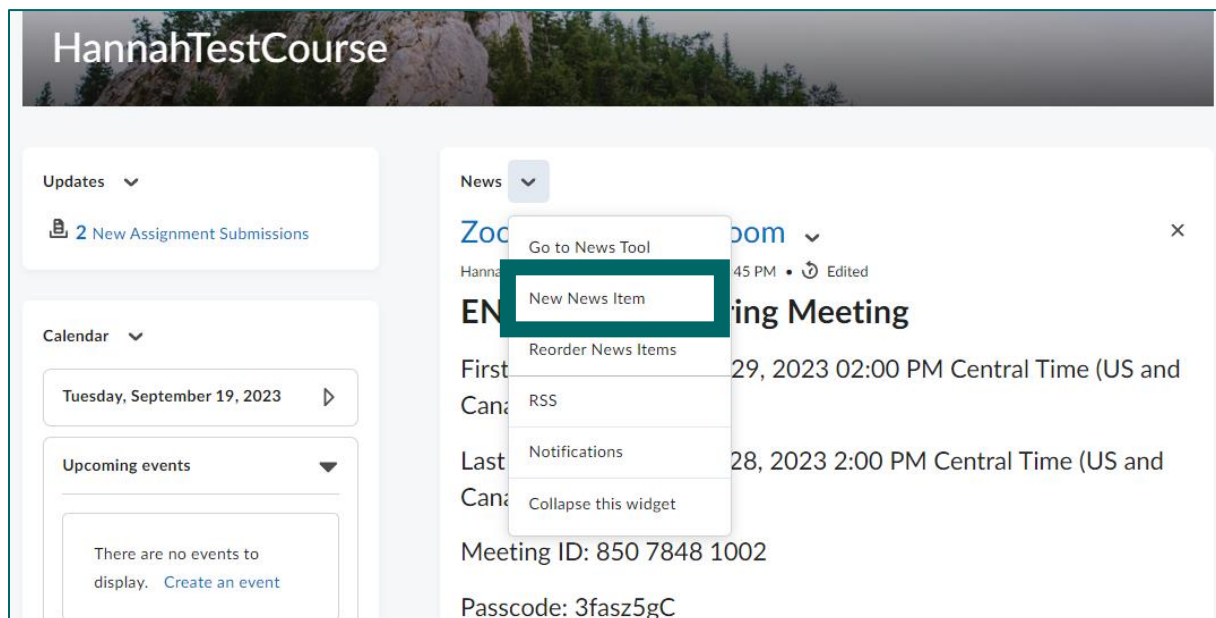

12. You can copy and paste the Teams information you edited in your virtual Teams classroom module into your new news item. In addition, you can add information about navigating to the course's virtual Teams classroom module.
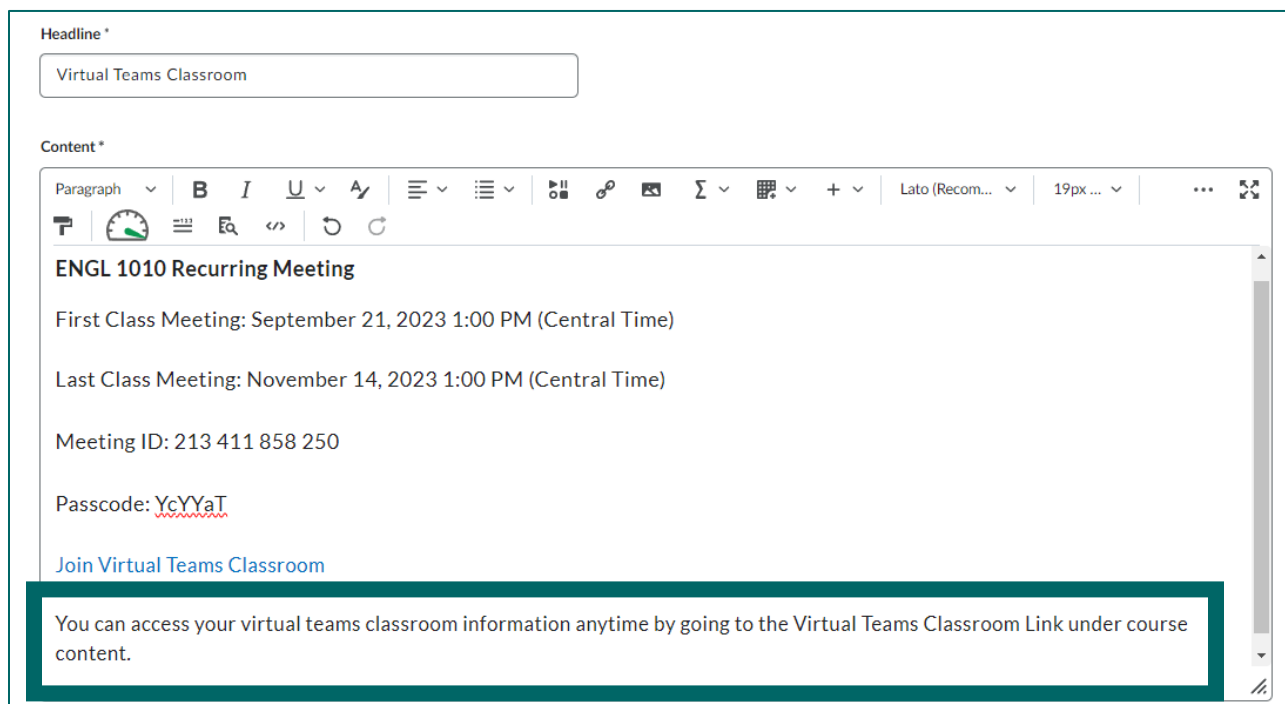
13. To ensure students can locate the correct page from the news item, go back to your virtual Teams classroom module, and copy the link at the top of the page.
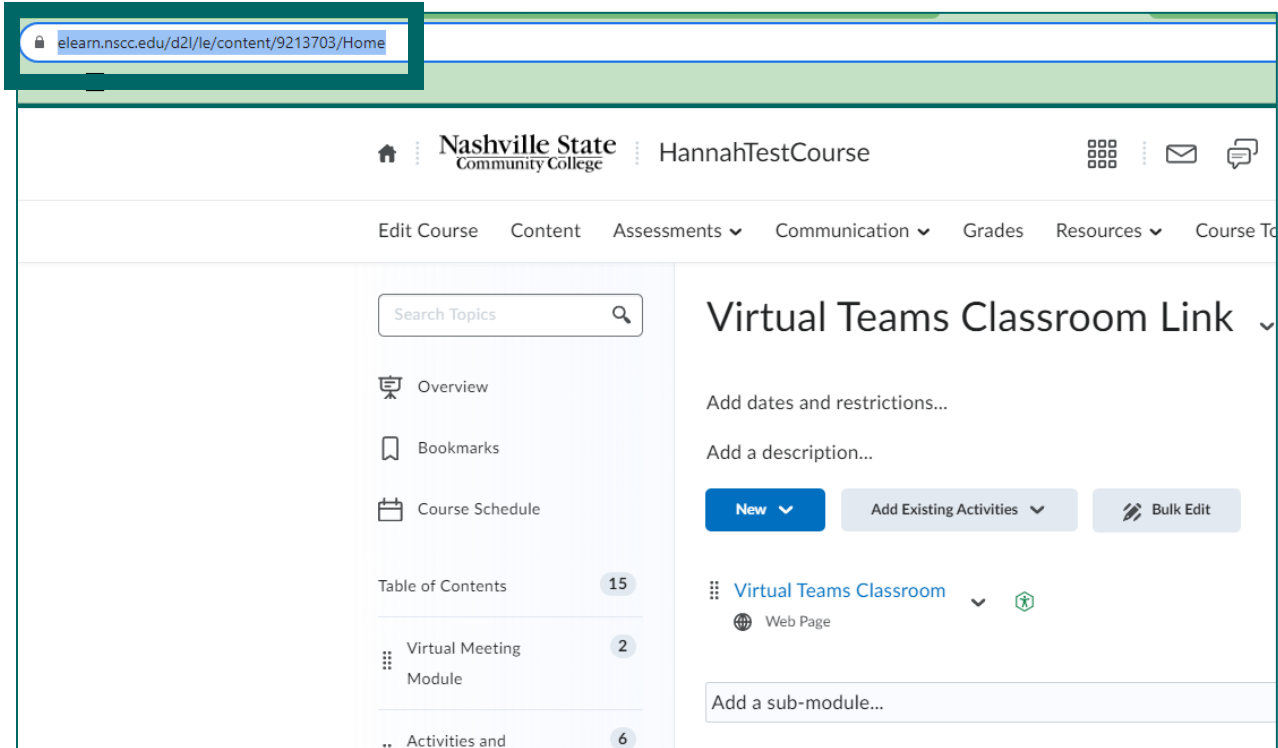
14. Follow steps 6-8 to include the link from your virtual Teams classroom module to your selected text to create a descriptive hyperlink.
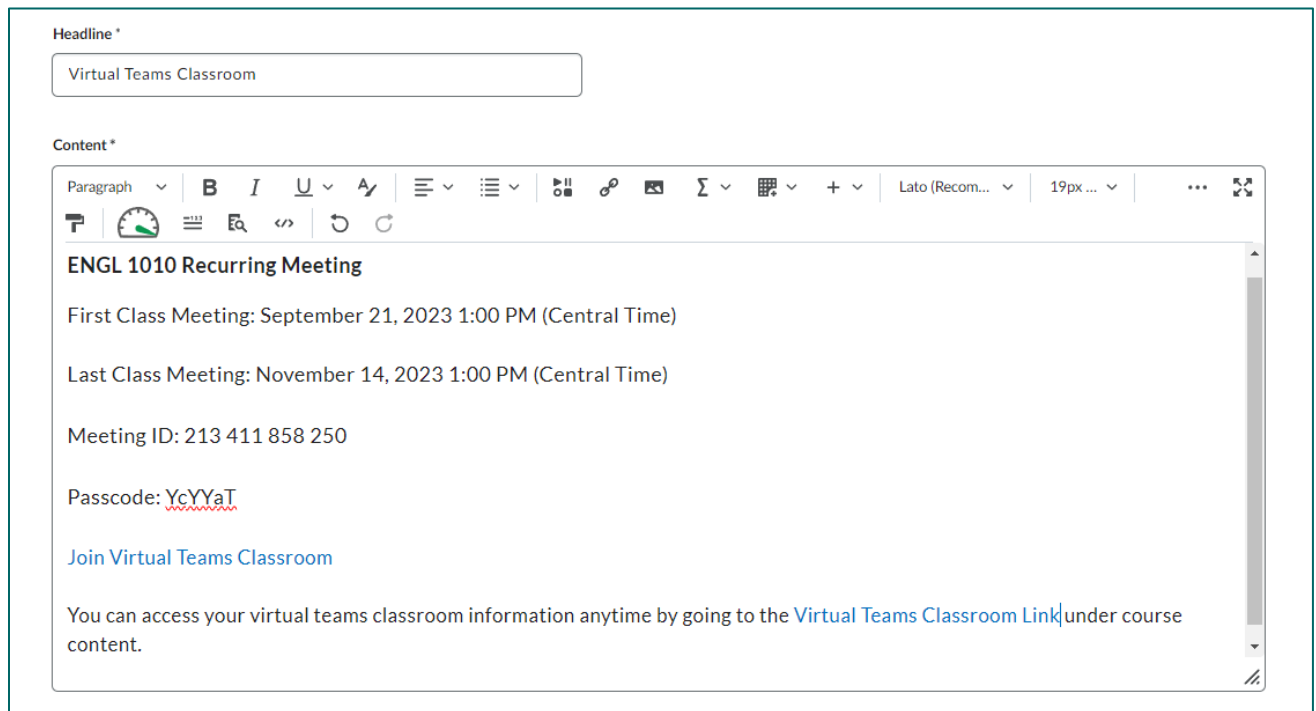
15. Students can now access their Teams classroom as well as the virtual Teams classroom module from the news item on the course's home page.