

# 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.

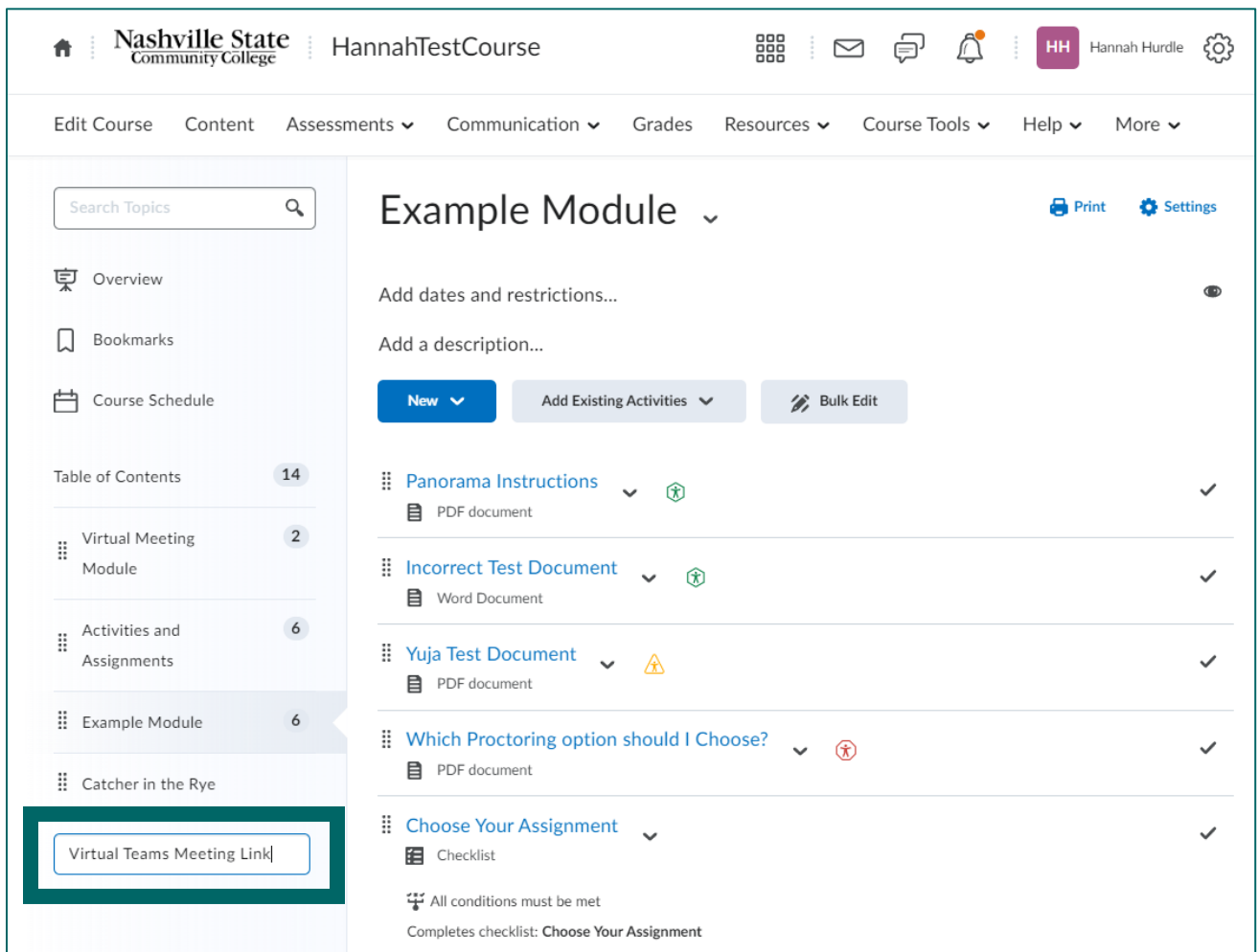
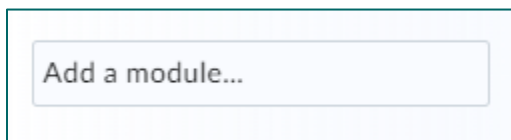
Office of Online Learning

Last Updated 9/19/2023

# 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.

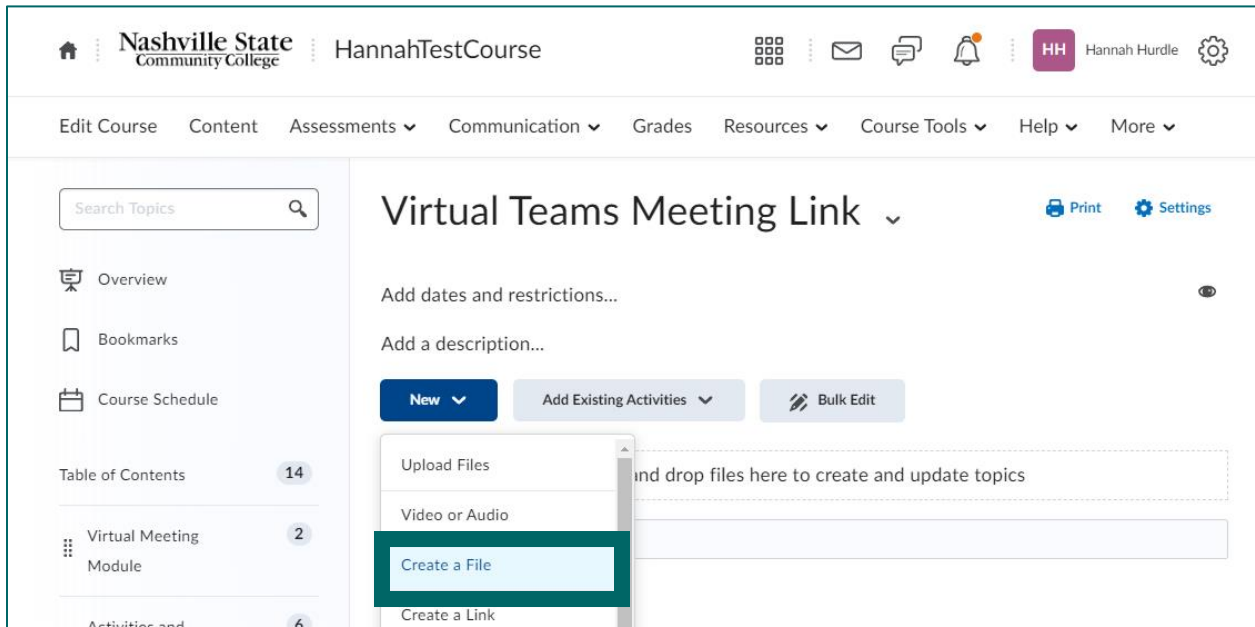


The screenshot displays the LMS interface for 'HannahTestCourse' at Nashville State Community College. The top navigation bar includes 'Edit Course', 'Content', 'Assessments', 'Communication', 'Grades', 'Resources', 'Course Tools', 'Help', and 'More'. The left sidebar shows a 'Table of Contents' with 14 items, including 'Virtual Meeting Module' (2 items), 'Activities and Assignments' (6 items), 'Example Module' (6 items), and 'Catcher in the Rye'. The 'Example Module' is selected, and its content is displayed in the main area. The module includes a search bar, 'Add dates and restrictions...', 'Add a description...', and buttons for 'New', 'Add Existing Activities', and 'Bulk Edit'. The list of activities includes:

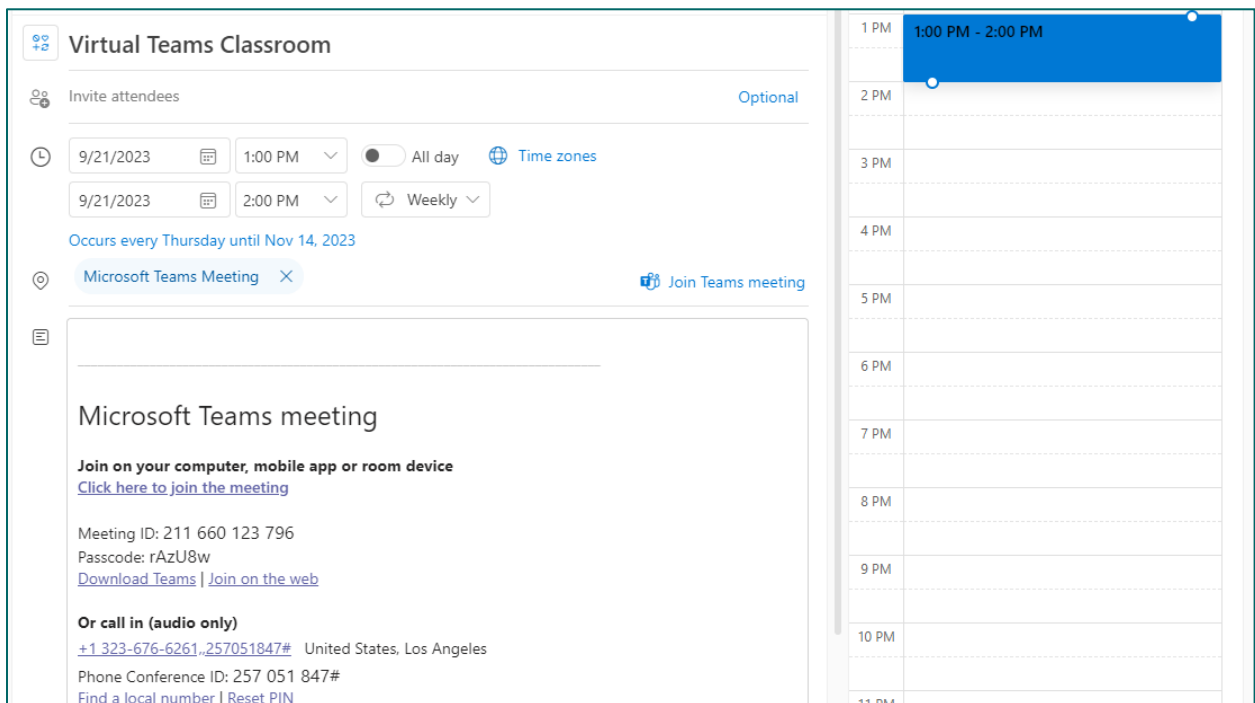
- Panorama Instructions (PDF document)
- Incorrect Test Document (Word Document)
- Yuja Test Document (PDF document)
- Which Proctoring option should I Choose? (PDF document)
- Choose Your Assignment (Checklist)

The 'Virtual Teams Meeting Link' is highlighted in the sidebar's Table of Contents.

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.

Create a File in "Virtual Teams Meeting Link"

Virtual Teams Classroom    Select a Document Template

Hide from Users

Paragraph    **B**    *I*    U    ~~A~~    [List Icons]    [Link Icon]    [Image Icon]    [Table Icon]    [Sum Icon]    [Grid Icon]    +    Arial    20px    [More Icons]

**ENGL 1010 Recurring Meeting**

First Class Meeting: September 21, 2023 1:00 PM (Central Time)

Last Class Meeting: November 14, 2023 1:00 PM (Central Time)

Click here to join the meeting  
https://teams.microsoft.co...

Click here to join the meeting

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.

Last Class Meeting: November 14, 2023 1:00 PM (Central Time)

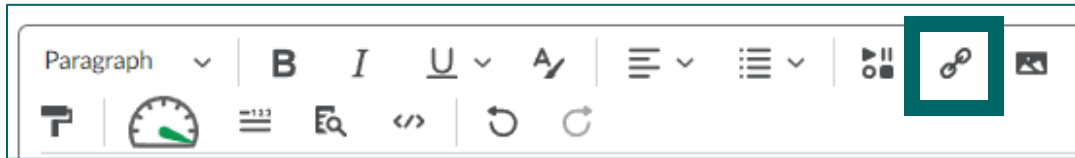
Title    Link Title

Link    499b43553b4%22%7d    Update

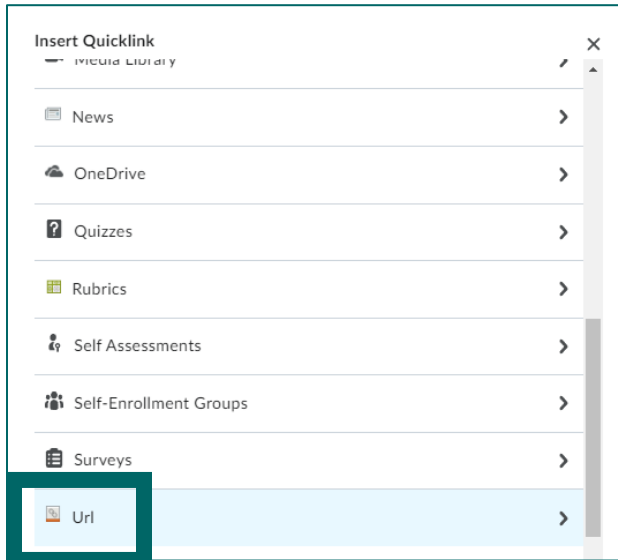
Click here to join the meeting

Click here to join the me  
eting  
https://teams.microsoft.co...

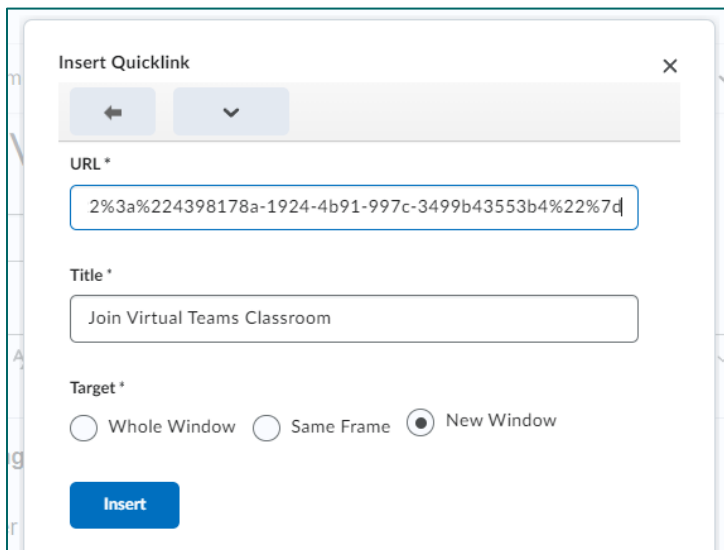
6. To make the hyperlink you just copied open in a new window, select the **Insert Quicklink icon** in the tool bar.



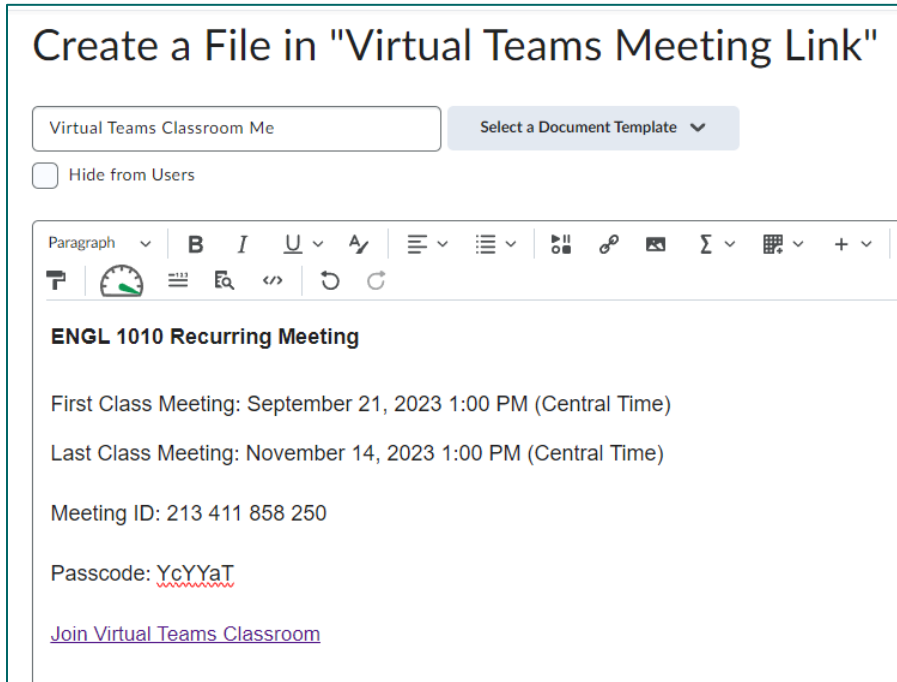
7. Next, select the **URL** option.



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.



The screenshot shows a document editor interface. At the top, there is a title bar with the text "Virtual Teams Classroom Me" and a dropdown menu labeled "Select a Document Template". Below this is a checkbox labeled "Hide from Users". The main editing area features a rich text editor toolbar with options for Paragraph, Bold (B), Italic (I), Underline (U), Text Color (A), Bulleted List, Numbered List, Indent, Link, Unlink, Insert, Sum, Table, and other functions. The document content includes the following text:

**ENGL 1010 Recurring Meeting**

First Class Meeting: September 21, 2023 1:00 PM (Central Time)

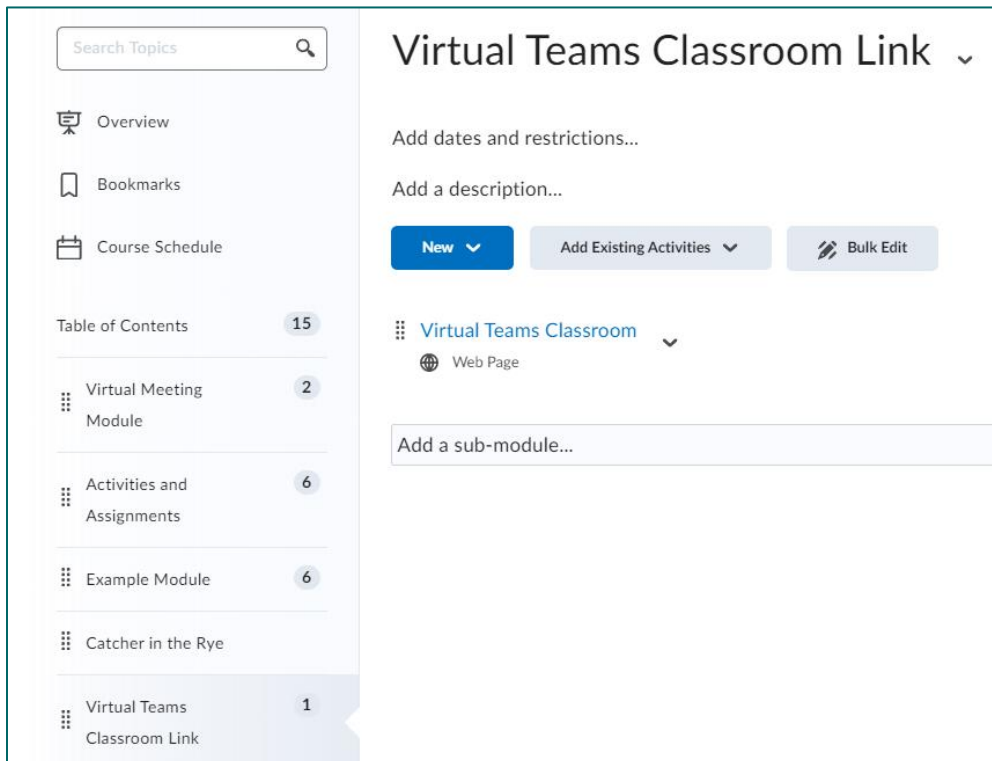
Last Class Meeting: November 14, 2023 1:00 PM (Central Time)

Meeting ID: 213 411 858 250

Passcode: YcYYaT

[Join Virtual Teams Classroom](#)

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.



The screenshot displays a course management interface. On the left is a sidebar with a search bar and a table of contents. The main area shows the details for a "Virtual Teams Classroom Link" module.

**Table of Contents:**

- Overview
- Bookmarks
- Course Schedule
- Table of Contents (15)
- Virtual Meeting Module (2)
- Activities and Assignments (6)
- Example Module (6)
- Catcher in the Rye
- Virtual Teams Classroom Link (1)

**Virtual Teams Classroom Link**

Add dates and restrictions...

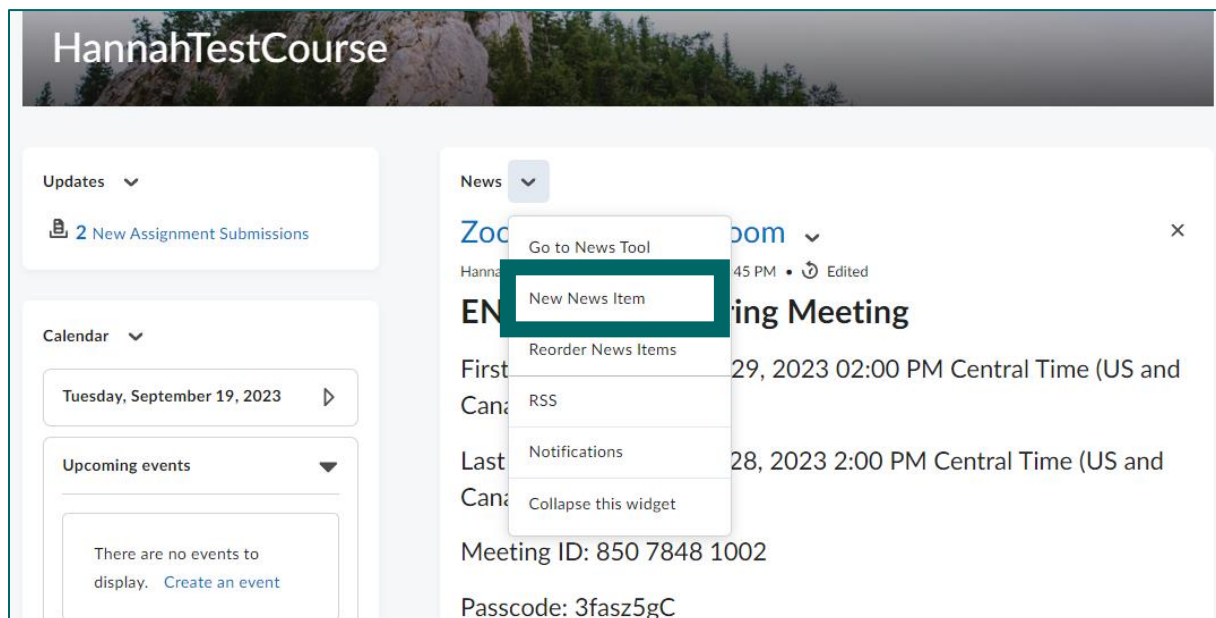
Add a description...

Buttons: New, Add Existing Activities, Bulk Edit

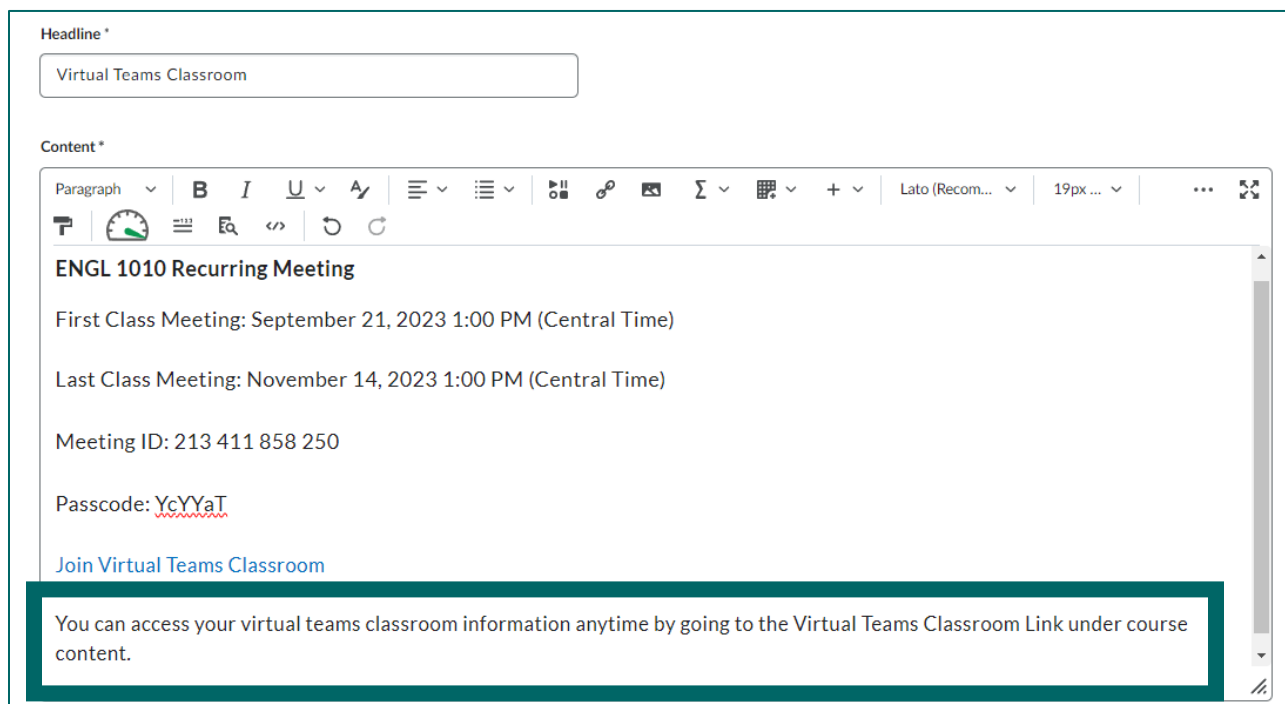
Virtual Teams Classroom (Web Page)

Add a sub-module...

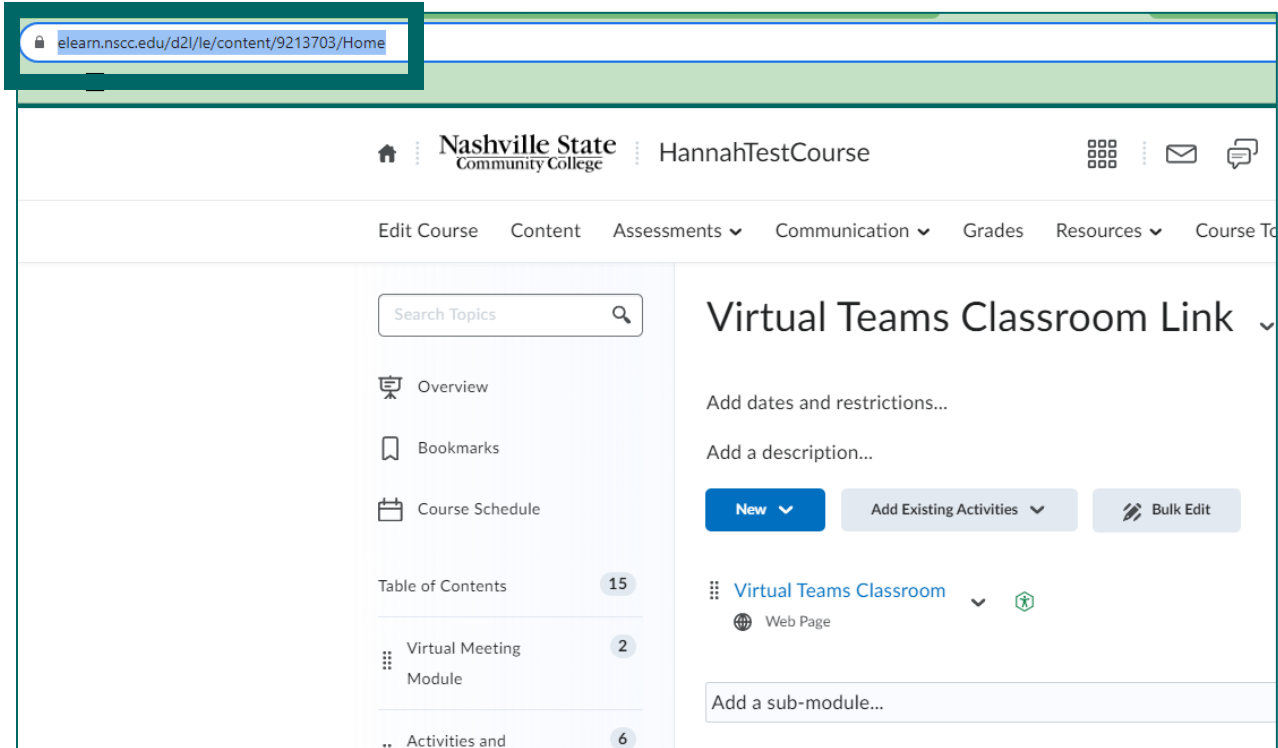
11. If you would like to create a news item with your virtual Teams classroom information, navigate to your course's home page. From there, click on the **News** dropdown menu and select the **New News Item** option.



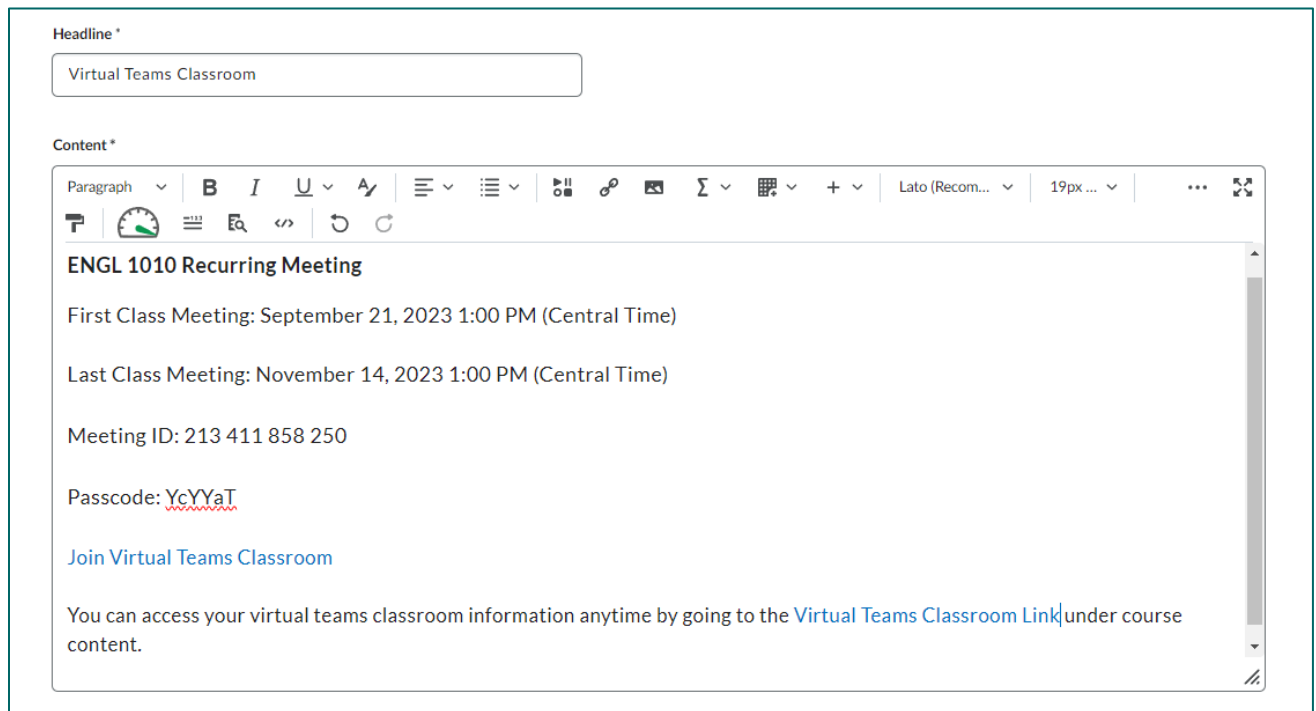
12. You can copy and paste the Teams information you edited in your virtual Teams classroom module into your new news item. In addition, you can add information about navigating to the course's virtual Teams classroom module.



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.

The screenshot displays the course home page for 'HannahTestCourse'. The page is divided into several sections:

- Updates:** Shows '2 New Assignment Submissions'.
- Calendar:** Displays the current date as 'Tuesday, September 19, 2023'. Under 'Upcoming events', it states 'There are no events to display. [Create an event](#)'.
- Library Search:** A search bar is visible at the bottom left.
- News:** Contains two items:
  - Virtual Teams Classroom:** Posted by Hannah Hurdle on Sep 19, 2023 1:44 PM. It includes details for an 'ENGL 1010 Recurring Meeting':
    - First Class Meeting: September 21, 2023 1:00 PM (Central Time)
    - Last Class Meeting: November 14, 2023 1:00 PM (Central Time)
    - Meeting ID: 213 411 858 250
    - Passcode: YcYYaT
    - Link: [Join Virtual Teams Classroom](#)
    - Text: 'You can access your virtual teams classroom information anytime by going to the [Virtual Teams Classroom Link](#) under course content.'
  - Zoom Virtual Classroom:** Posted by Hannah Hurdle on Aug 24, 2023 1:45 PM. It also includes details for an 'ENGL 1010 Recurring Meeting'.