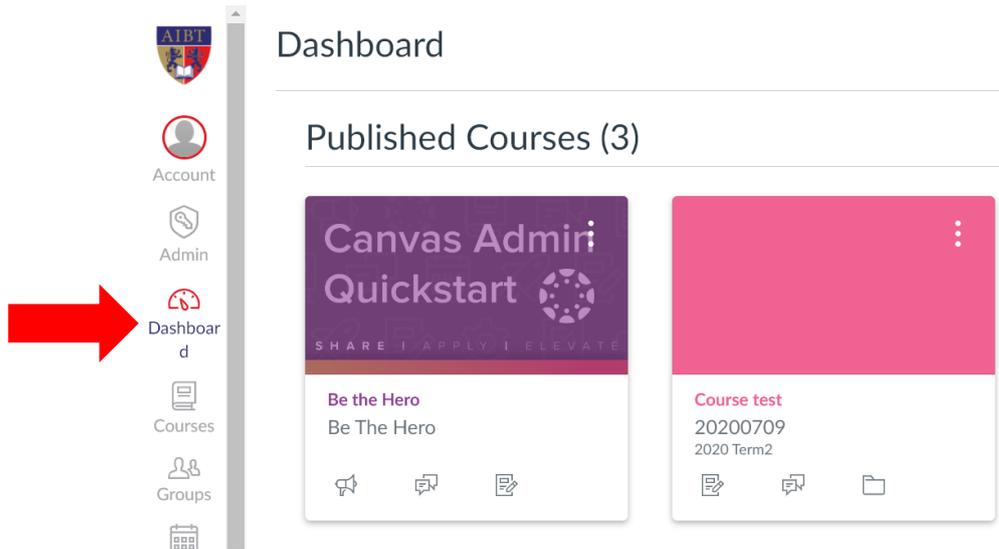


AIBT Teams Meeting with Canvas Manual

1. **Open your browser.** (e.g. Microsoft Edge, Chrome, etc.) **Go to AIBT Canvas and login your account.**
2. **Find the course you would like to create a meeting invitation link on dashboard.**

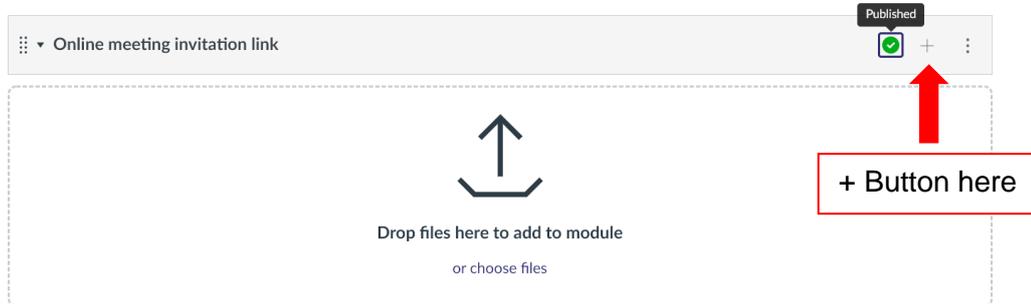


3. **Click course name and go to **Modules**.**
(We use “Be the Hero” as our example course)
4. Find **+Module** button on right-top corner.

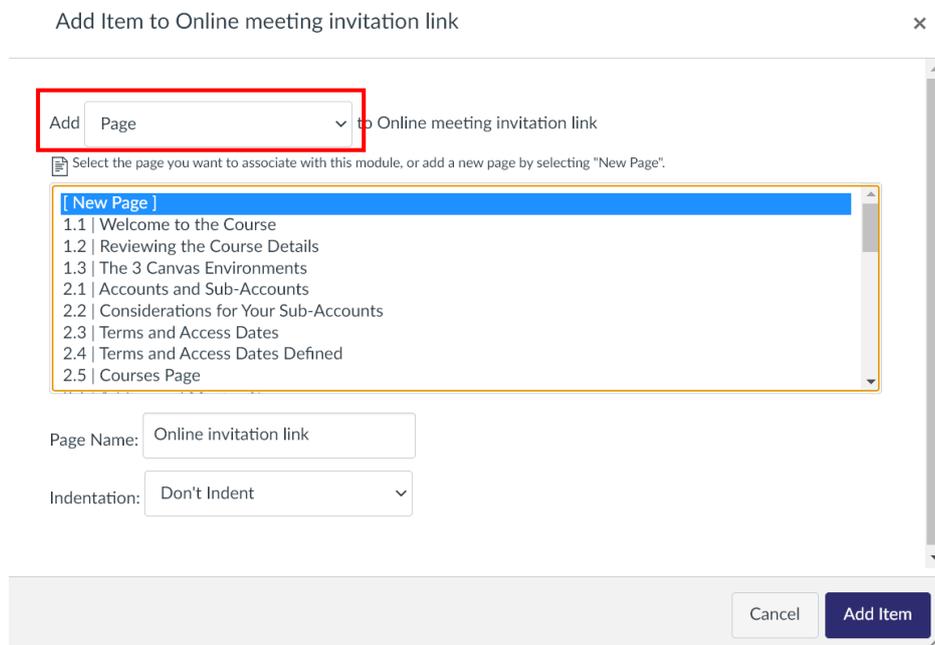
The screenshot shows the 'Add Module' dialog box. It has a title bar with 'Add Module' and a close button (X). Below the title bar is a text input field containing 'Online meeting invitation link'. There is a checkbox labeled 'Lock until' which is currently unchecked. Below that is a section titled 'Prerequisites' with a '+ Add prerequisite' button. At the bottom right of the dialog are two buttons: 'Cancel' and 'Add Module'.



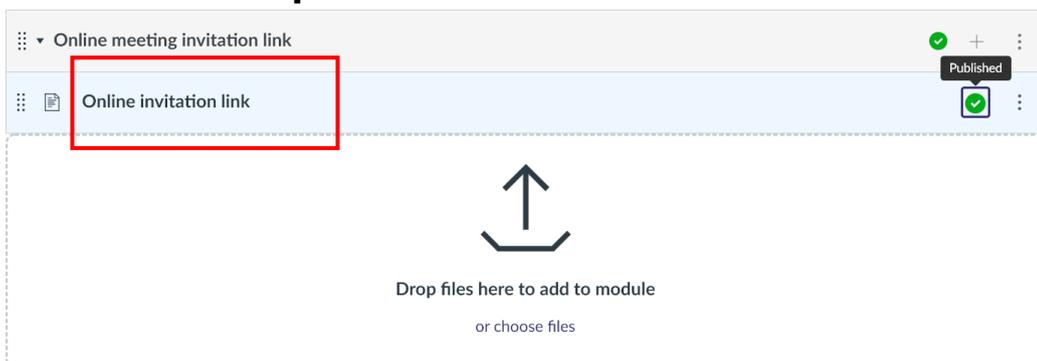
5. Publish the module you just added. Then click **+ button** to add an item under this module.



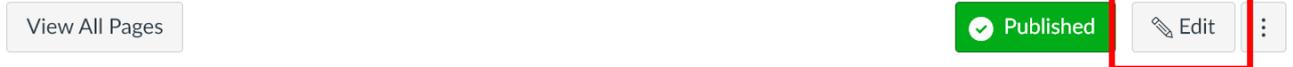
6. Choose **Page** from the drop-down menu, then click **[New Page]** and give the **Page Name**. Click **Add Item**.



7. You will see the page below, do not forget to **Publish** your page. Then Click the title of the item to review content and move to next step.



8. Click **Edit button to edit content of this page.**



Online invitation link

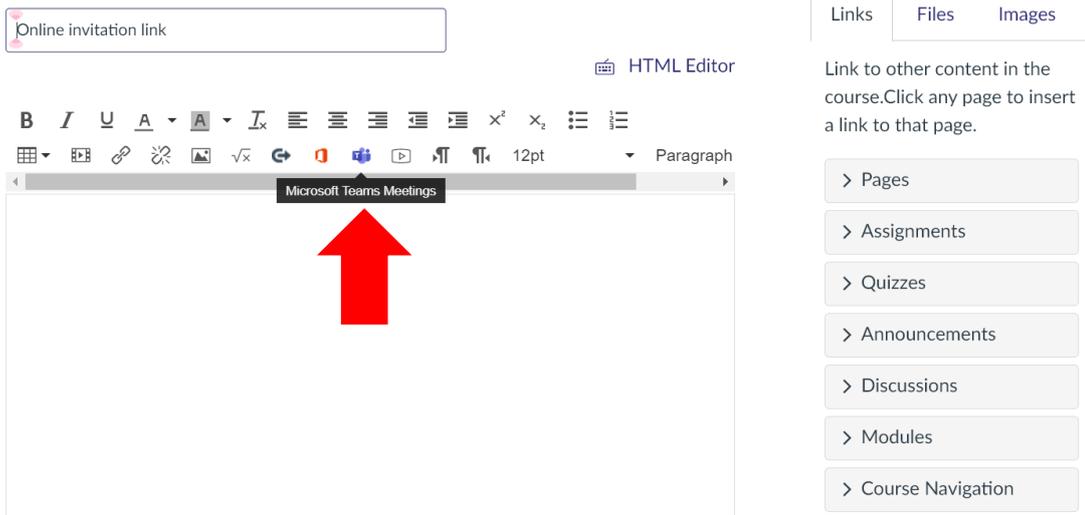
Next ▶

9. Click **Microsoft Teams Meetings to create your online meeting. Scroll down, sign-in your school email account, password is same as your laptop login password.**

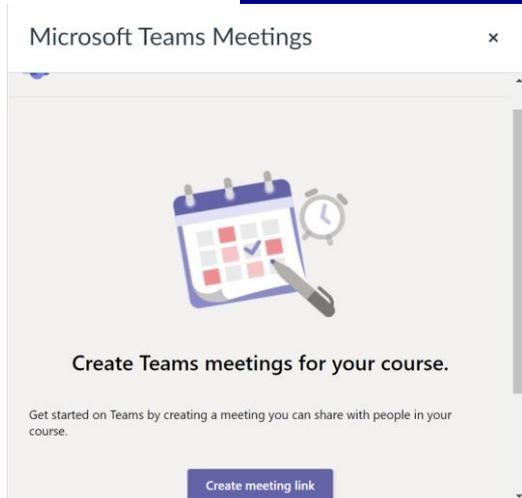
For example

Account: firstname.lastname@aibt.edu.au

Password: Abcde12345



10. Scroll down and click **Create meeting link button.**



11. Give a name of your online meeting link, then click **Create** button. No need to modify. One online meeting link can be used for the whole course in one term.

Microsoft Teams Meetings ×

 **New meeting** Create Cancel

 Routine Meeting Link

 23 Nov 2020 16:00  →

23 Nov 2020 17:00  1h

12. After creating meeting link, **scroll down** and you will see a **Copy** button, then Click **Copy**.

Microsoft Teams Meetings ×



Meeting created

Microsoft Teams meeting

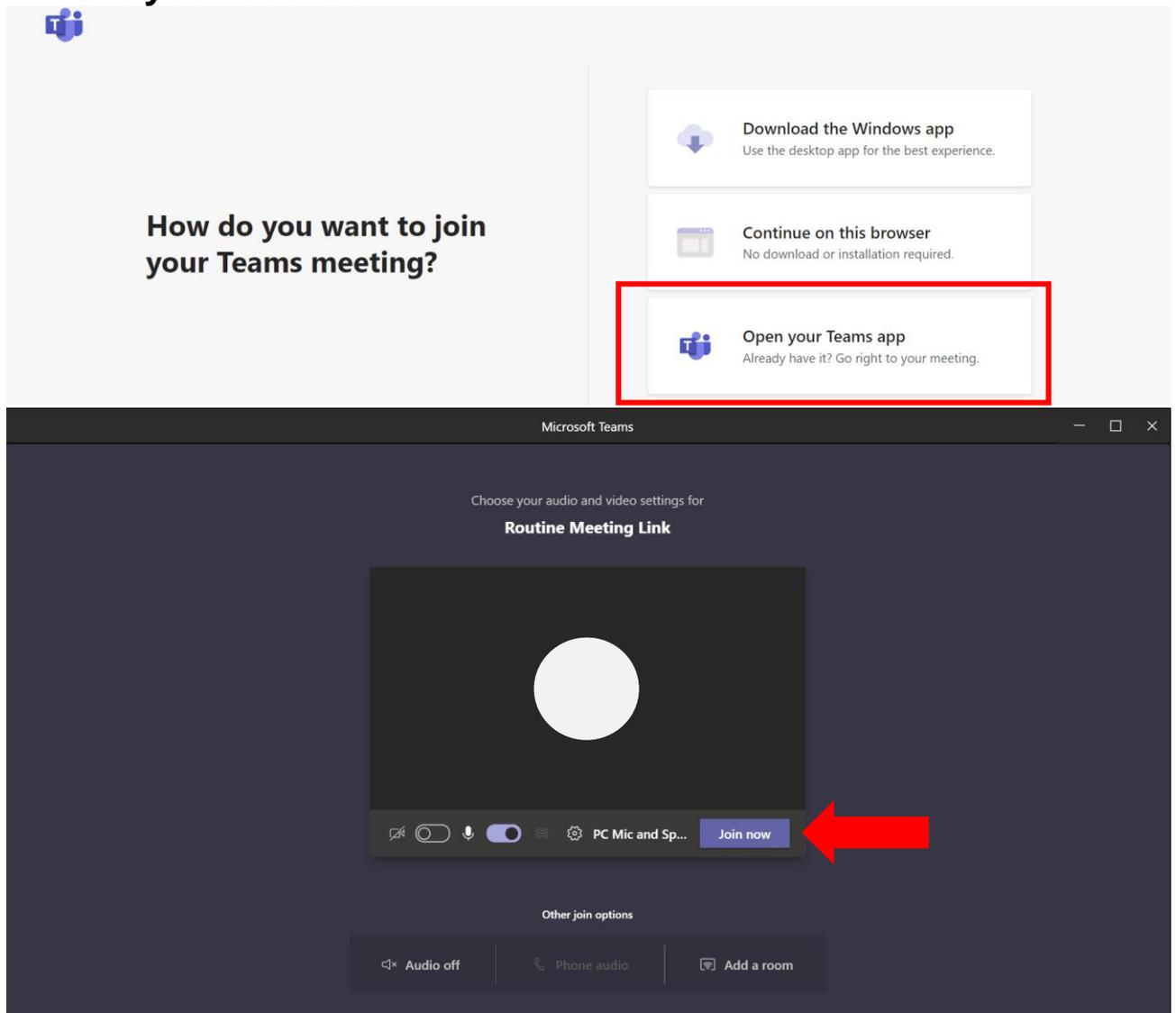
Join on your computer or mobile app
[Click here to join the meeting](#)

[Learn More](#) | [Meeting options](#)

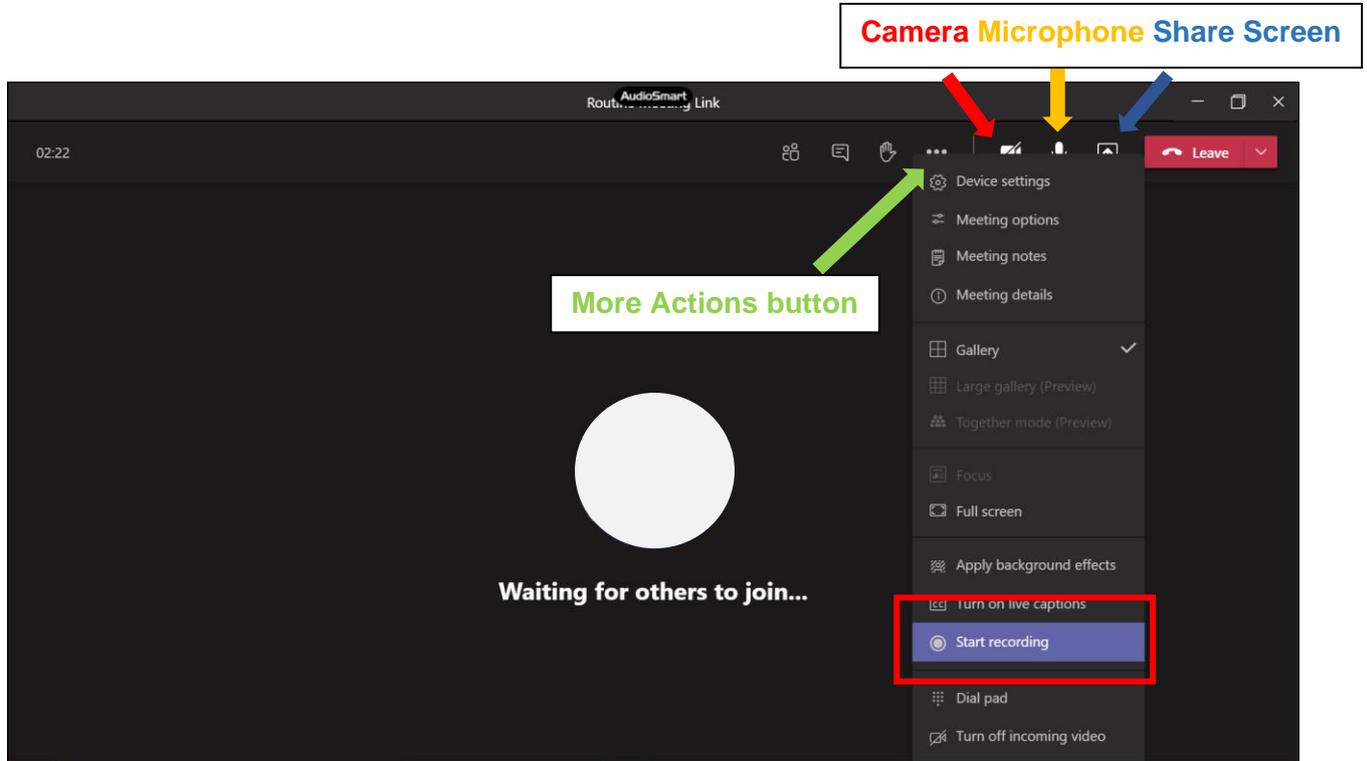
Copy



15. In the pop-up tab in your browser, the link will bring you to your meeting on Teams. Just make sure you already logged-in to Microsoft Teams application. If it did not bring you to the meeting automatically, click the **Open your Teams app** tab. When you ready, click **Join Now** to start your course.

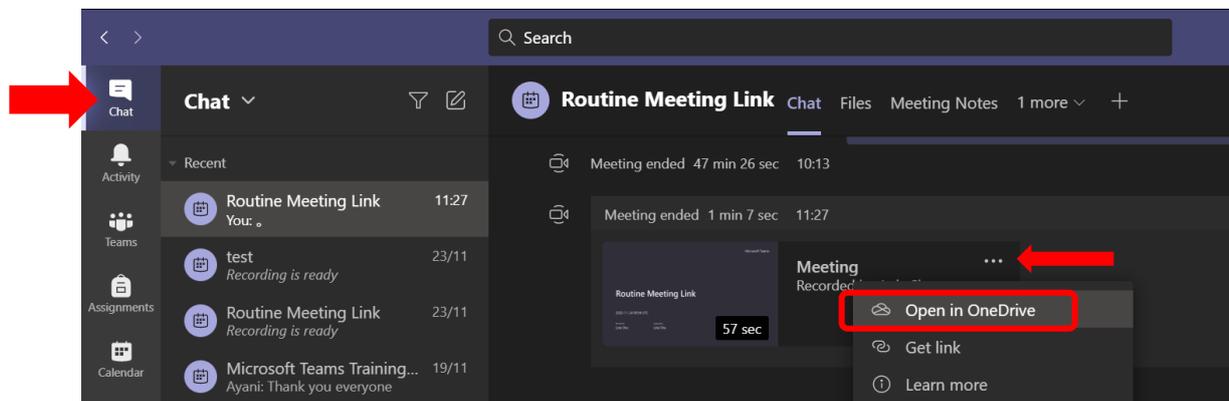


16. To record online meeting, click More Actions button, which is the 3-dots button, then start recording, stop recording when you finish. Remember share your screen, turn on microphone, and turn on camera if it is necessary.

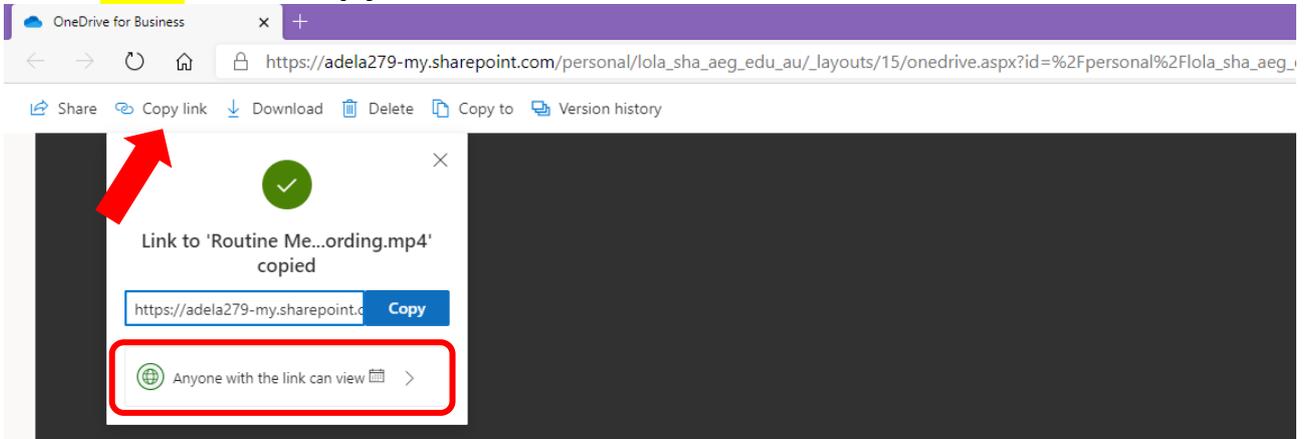


17. When you leave your meeting, you will be able to see the meeting in your Chat history. Click the meeting in history, wait until it has been uploaded to One Drive, then click 3-dots button to Open in One Drive.

Please notice student will not be able to watch the recording if you choose Get link.

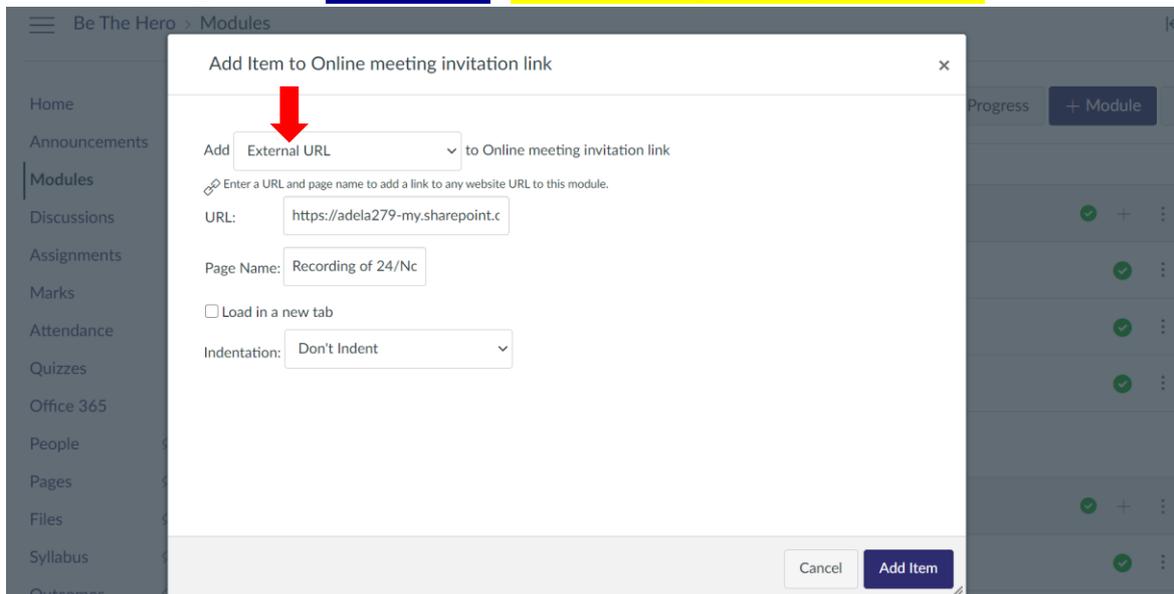


18. In the pop-up tab in your browser, click Copy link, and remember to change the permission to **Anyone with this link can view**, then copy link.



19. Once you get the link, let us go back to Canvas in browser. Find Modules in your course, put the recording link in appropriate location according to the time.

To publish the recording link, click + button under a module, choose **External URL** from the drop-down menu, paste your link, give a name of recording, then **Add Item**. **Do not forget to publish it.**



(If you need any further help, please send an email to servicedesk@aibt.edu.au)

