Scheduling Teams meetings, seminars and other live events using Moodle

There are a number of ways in which you can schedule synchronous meetings, seminars or other live events for students. The best option for you will depend on a number of factors around how you want to run your sessions.

**Synchronous sessions**

If you want to set up **ad-hoc live sessions or use Teams just for synchronous sessions**, it is recommended that you schedule Teams meetings via Moodle. This means students (and the tutor) will click a link to join the Teams meeting from Moodle. If you wish, you can use Moodle groups to restrict access/visibility of the sessions to certain timetabled groups within Moodle or other groups you have created. This is especially useful when creating seminars as you can set Moodle to display only the correct link to each individual student for their seminar group, if you wish.

You can create Microsoft Teams meetings from anywhere you see the text editor in Moodle (e.g., in their own page, in announcements, forum posts, calendar events, assignments etc). Up to 1000 people can join these meetings at one time.

To schedule a meeting, seminar, lecture or other live event

Use the Teams button in the toolbar anywhere you see the text editor in Moodle. This adds a Teams meeting space link to your text.

1. In your Moodle module page, click **Turn editing on**.
2. Navigate to where you want to add the Teams meeting and click **Add an activity or resource**.
3. Choose **Page** and click **Add**.
4. Type in a relevant name for the page, for example, ‘SOCL101 Online Seminar: 9am 1st December 2020 - SOCL101/L01/02 - Tutor: Jo Bloggs’
5. In the **Content** section, click the purple **Teams meeting** button from the editor toolbar.
6. On the **Create Teams meeting** screen, in the embedded window, if prompted select **Sign in** (you may have to scroll down to see the Sign in button).
7. If prompted, enter your Lancaster University email address, username and password.

8. If prompted, on the Permissions requested dialogue, click Accept.

9. Select the Create meeting link button.

10. Enter the details of your event.

   Try to use a unique name for your event e.g. SOCL101 Online Seminar: 9am 1st December 2020
11. Click **Create**.

12. Tick **Open in new window** if you want the meeting space to open in a new tab for your students (recommended).

13. Click **Meeting options** and configure as necessary.

14. Click **Add link**. You will be returned to your content where there will now be a Teams meeting link inserted. You can continue to write other content as normal.

If your students are new to using Teams, it is recommended that you also insert the following link into your text so your students are able to access help joining the event: [https://answers.lancaster.ac.uk/x/SA27AQ](https://answers.lancaster.ac.uk/x/SA27AQ)

15. If you need to, you can restrict access to the link to a group (e.g. Timeabled group) as follows:

   a. In the **Restrict access** section, click **Add restriction**...

   b. Click **Group**.

   c. Click on the relevant group to restrict access for.

   d. Click the eye icon to choose if you want to make the link visible to the whole Moodle page or only restricted people (recommend the eye is marked as invisible
Setting meeting options

The default meeting options are as follows:

- **Only staff and students who are signed in can enter without waiting in the lobby.** This is a useful security feature which minimises the risk of sharing meeting links with external people and them being able to join meetings. Students should be encouraged to sign in to Teams with their Lancaster IT accounts, and you should take care not to admin anyone from the lobby that you don’t recognise.
- **Everyone will be a presenter.** This means any member of staff or student can share their screen, mute other participants and start recording, for example. When used in conjunction with the above setting, this means that everyone would have to be signed in with their Lancaster IT account in order to be a presenter.

For more information about managing online meeting spaces, including encouraging best practices among your students around areas such as microphone etiquette, see the [best practices for hosting meetings and webinars page in the Teams online course](#).

Only the person who created the meeting space link will be able to access the meeting options. If, as the person who created the link, you wish to change the above defaults:

1. In Moodle, click the meeting space link to join the meeting (you can do this prior to the actual meeting time).
2. Go to the ... menu then select **Meeting options**.
3. Set the options required. These will then be saved and will still apply when all participants join at the time of the event.

The person who created the link will not be able to assign anyone else to be a specific presenter, or group of presenters, in advance of the meeting as it is not possible to invite named participants to a Teams meeting when using Moodle, so they will not appear in the list. If the person who is teaching/leading the session wants to set themselves as the only presenter, they will also have to be the person who creates the meeting link in Moodle. Others can be set as presenters after they have joined the meeting, if desired.

An alternative is to set up meeting space links in the Teams app and paste them into Moodle, rather than using the Teams button in Moodle. This is likely to take longer but does allow more flexibility to add other people as specific presenters and restrict attendee roles. View a video explanation of setting up meeting space links and customising meeting space options in the Teams app.

At the time of the event

Navigate to the post in Moodle and click the meeting space link to join.

For guidance on best practices for hosting live sessions, please see the [Best practices for hosting meetings and webinars page in the Teams online course](#).

After the event

If you have a need to record your session, you will need to ensure this is done during the session itself (it isn’t automatic and can’t be recovered retrospectively if you forgot to click record). For more information on how to do this, and on recording policy, see the [recordings page in the Teams online course](#).

If you do record, then by default, anyone who joined the session live will get access to the recording automatically in Teams after the session.
If you need to disseminate the recording more widely, you can embed recordings in Moodle by following the steps below.

If you follow the recommended steps below, please be aware that your video will be visible to any member of staff or student in Microsoft Stream.

If you have a requirement to restrict your recording to a smaller group, you have the option of downloading the .mp4 file from Stream and uploading it to Moodle using eStream. For more information on different sharing options, see Microsoft Stream help.

Asynchronous collaboration between sessions

If you want students to **asynchronously collaborate in a team between sessions**, then it may be best to set up team spaces in Teams. There are different ways of inviting students to a Team (this is a manual process - team spaces aren't created automatically based on LUSI data). You can find out more about your options for adding students to teams on the **adding Team members page in the Teams online course**. Once your team space has been created and populated, it's easiest to set up channel-linked meetings for live sessions - for more information, see the **linking meetings to channels page in the Teams online course**.

Frequently asked questions

There is currently no automatic integration between LUSI/the timetable and meeting spaces. This allows departments the flexibility to set up live sessions in the way that best suits their purposes.

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- **Everyone will be a presenter.** This means any member of staff or student can share their screen, mute other participants and start recording, for example. When used in conjunction with the above setting, this means that everyone would have to be signed in with their Lancaster IT account in order to be a presenter.

For more information about managing online meeting spaces, including encouraging best practices among your students around areas such as microphone etiquette, see the **best practices for hosting meetings and webinars page in the Teams online course**.

Only the person who created the meeting space link will be able to access the meeting options. If, as the person who created the link, you wish to change the above defaults:

1. In Moodle, click the meeting space link to join the meeting (you can do this prior to the actual meeting time).

2. Go to the ... menu then select **Meeting options**.

3. Set the options required. These will then be saved and will still apply when all participants join at the time of the event.
Full information about attendance lists can be found on the meeting management page in the Teams online course. Brief instructions are below.

You can download an attendance list from the **Participant pane** in the meeting toolbar by selecting the download button at the top right (downwards arrow).

![Download button](image)

This must be done during the meeting - it can't be done retrospectively.

It can also only be done by the meeting organiser - it can't be done by others assigned the presenter role, or by attendees. For example, if you created your meeting space using Moodle, only the person who created the link originally will be able to download the attendance list. You should consider this when deciding who will set up meeting spaces.

The list can be opened in Excel and gives basic information about who joined the meeting and at what time.

<table>
<thead>
<tr>
<th>A</th>
<th>B</th>
<th>C</th>
<th>D</th>
<th>E</th>
</tr>
</thead>
<tbody>
<tr>
<td>Full Name</td>
<td>User Action</td>
<td>Timestamp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Percival, Christine</td>
<td>Joined</td>
<td>5/15/2020, 8:59:58 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Gill, Ben</td>
<td>Joined before</td>
<td>5/15/2020, 5:59:56 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fatakerley, Lydia</td>
<td>Joined</td>
<td>5/15/2020, 9:09:20 AM</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Beffy, Heath</td>
<td>Joined</td>
<td>5/15/2020, 9:00:54 AM</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Yes, but only the **meeting organiser** (the person who created the link) will be able to manage the breakout rooms. For more information on this, see the **breakout rooms page in the Teams online course**.

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Yes, you can create additional Moodle groups. Further information is available in the online course: Course administration in Moodle (For staff).

There are many help and training resources available at Microsoft Teams help and training. For hosting live sessions, we’d particularly recommend the meetings, calls and webinars section of the Teams online course.