

How to Create a Meeting in Microsoft Teams Using Your Course Roster

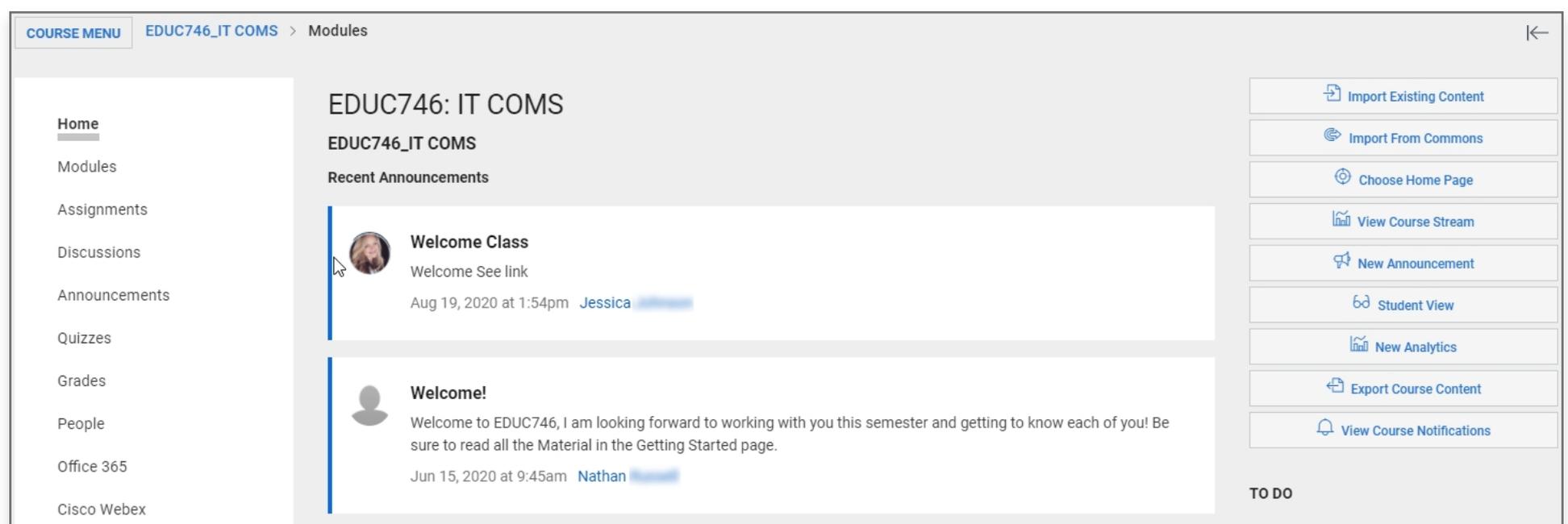
Introduction

There may be a case where you want to grab your course roster and add them all in a Microsoft Teams meeting. This will require two steps:

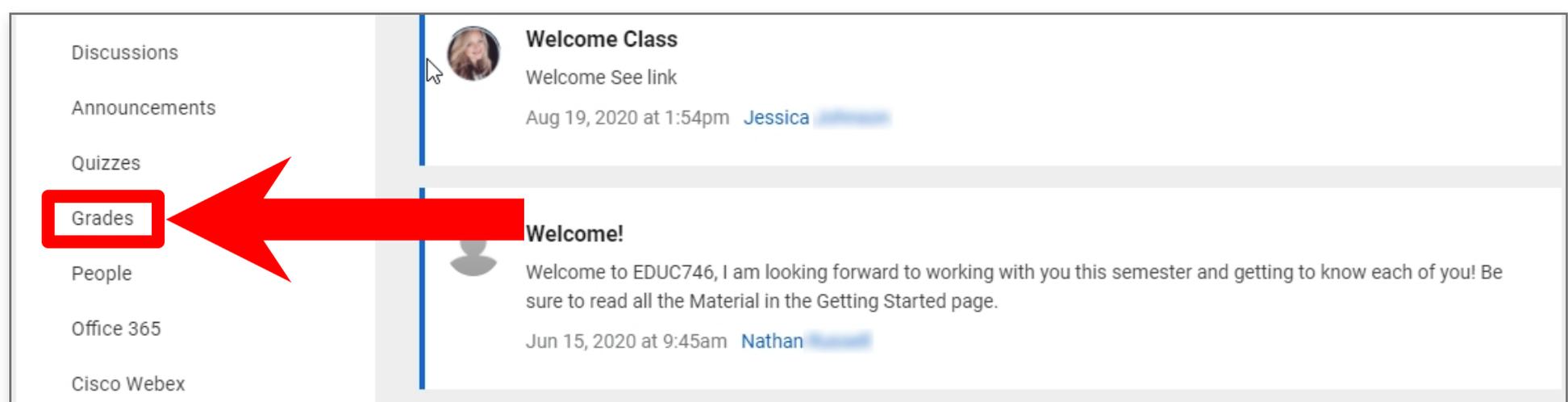
1. Grab the course roster from Canvas Grades, and
2. Import the course roster into a Microsoft Teams meeting through Outlook.

Obtaining Your Course Roster

Step 1: Go to your Course in Canvas (canvas.liberty.edu).



Step 2: Select **Grades** in the **Course Menu**.



Step 3: Select the **Actions** menu at the top of the Gradebook, then click **Export**.

The screenshot shows a course menu for 'EDUC746_IT COMS' with a 'Grades' tab selected. Below the menu is a table with columns for 'Student Name', 'Assignment - American...', 'Conflict Issues Projec...', and 'Discussion Thread: N...'. The 'Export' option is highlighted in the 'Actions' dropdown menu.

Student Name	Assignment - American...	Conflict Issues Projec...	Discussion Thread: N...
Justin	Out of 100	Out of 75	Out of 50
Nawona	45.5	75	50
Drew	-	-	-

Step 4: Once the resulting .CSV file is in Microsoft Excel and copy the usernames from the **SIS Login ID** column.

The screenshot shows an Excel spreadsheet with columns for 'Student', 'ID', 'SIS User ID', 'SIS Login ID', 'Section', and 'Advising C'. The 'SIS Login ID' column is highlighted with a red box, and a red arrow points to it.

Student	ID	SIS User ID	SIS Login ID	Section	Advising C	Assi
Justin	50839			EDUC746: IT COMS		
Nawona	370536			EDUC746: IT COMS		
Drew	9801			EDUC746: IT COMS		
Carolyn	373258			EDUC746: IT COMS		
Test Student	1226183		0c0c78b7d09eac07bb3053fbb665f33d77e443c4	EDUC746: IT COMS		

Next Steps

Now that we have the **course roster copied**, it's time to copy this roster into a **Microsoft Teams meeting**.

Schedule a Teams Meeting in Outlook for Windows

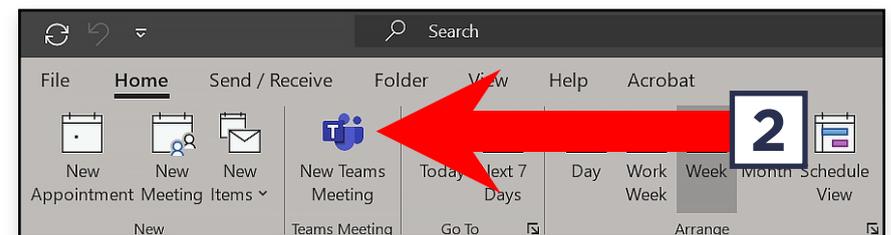
Microsoft Teams includes the Outlook add-in, which lets you create new Teams meetings directly from Outlook. It also lets people view, accept, or join meetings in either app.

To schedule a meeting:

Step 1: Switch to **Calendar** view.



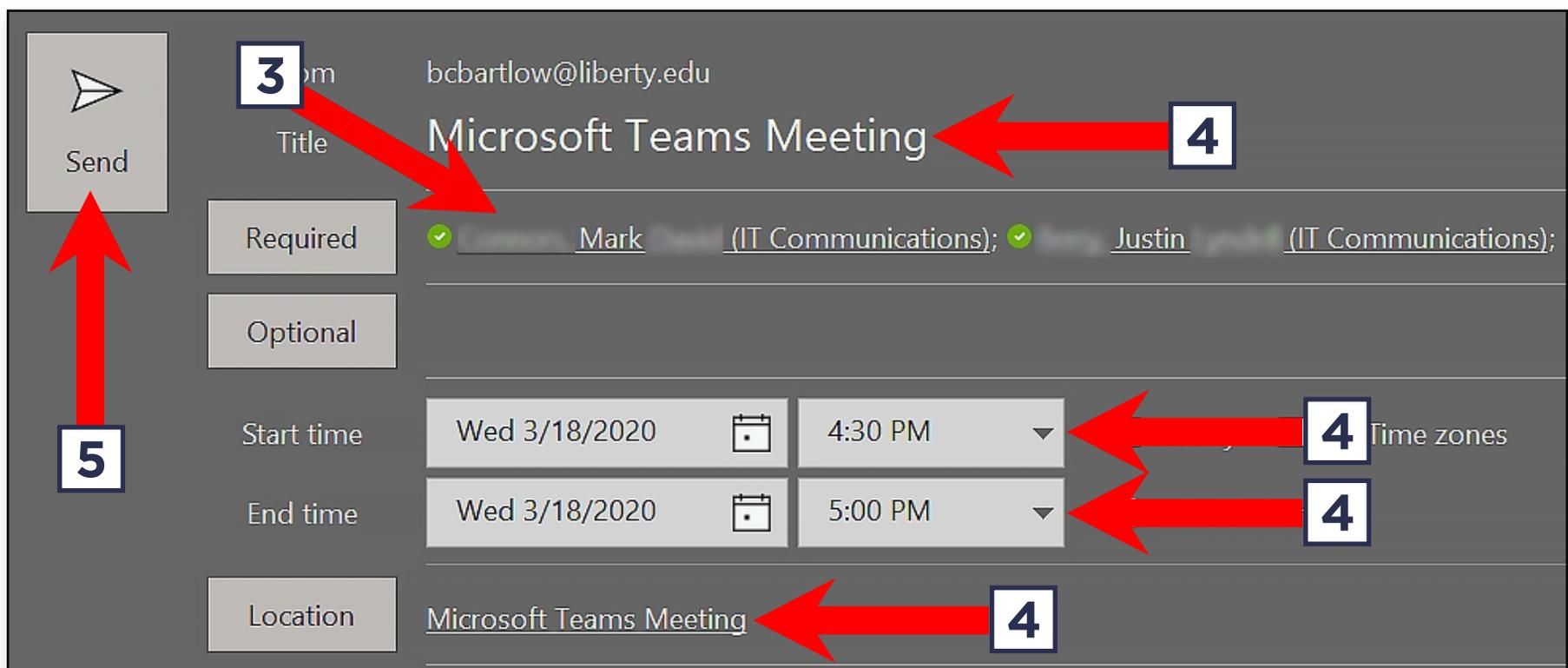
Step 2: Click **New Teams Meeting** at the top of the view.



Step 3: Add your invitees to the **Required:** field. You can copy & paste them directly from Excel.

Step 4: Add your meeting **Subject, Location, Start Time & End Time.**

Step 5: Choose **Send.**



You can also invite people from outside your organization from Outlook. Just be sure to add them as guests before the meeting starts or they will have to join anonymously.



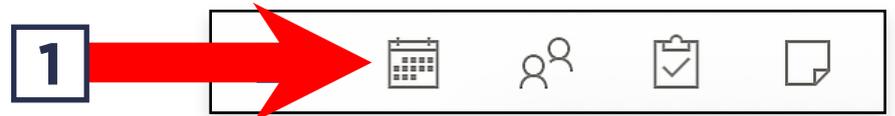
Note: Don't forget to click the **Check Names** button before sending out the email as this will look up the usernames of each student and attempt to match their emails in Outlook.

Schedule a Teams Meeting in Outlook for Mac

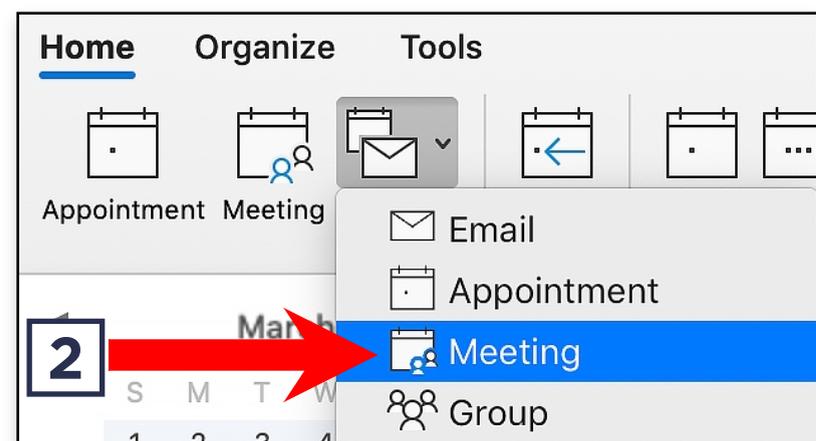
Microsoft Teams is now integrated with Outlook for Office 365 for Mac, allowing you to create Teams meetings directly within Outlook. It also allows you to view, accept, join meetings either in Outlook for Mac or Teams. Follow the steps below in **Outlook for Mac**:

To schedule a Teams meeting in Outlook for Mac:

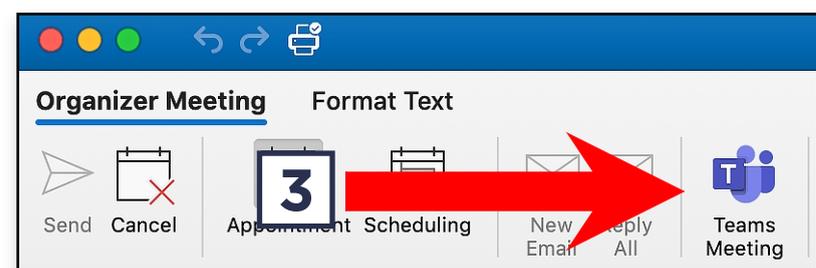
Step 1: Switch to **Calendar** view.



Step 2: Select **Meeting**.



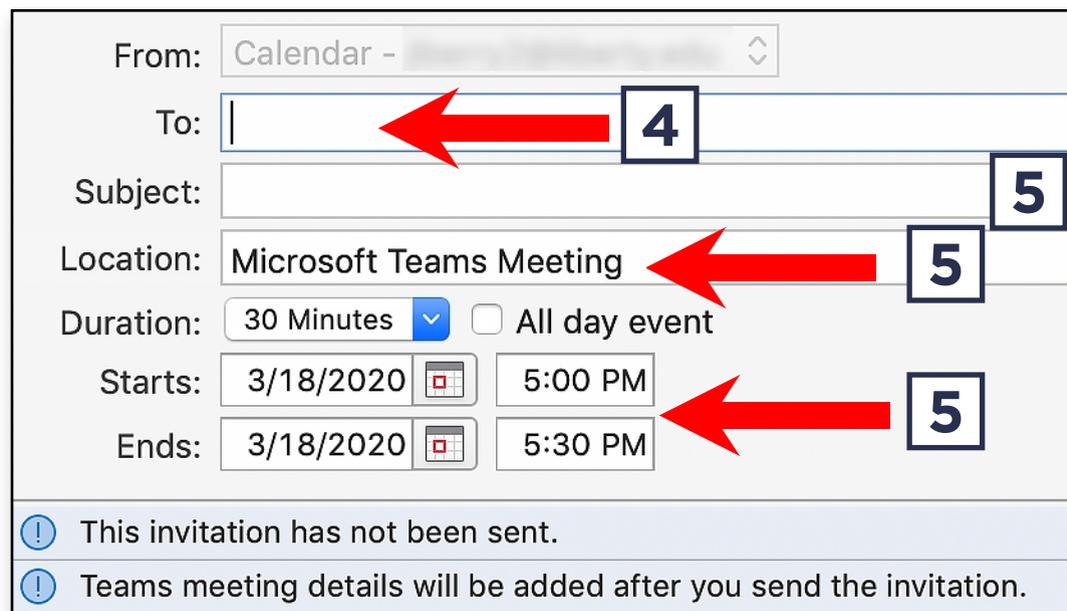
Step 3: Choose **Teams Meeting**. The Teams meeting details will be added to the invite once the meeting organizer sends the invite.



Schedule a Teams Meeting in Outlook for Mac (continued)

Step 4: Add invitees to the **To:** field. You can copy & paste them directly from Excel.

Step 5: Add your meeting **Subject, Location, Start Time & End Time.**



The screenshot shows the Outlook meeting creation interface. The 'From' field is set to 'Calendar -'. The 'To' field is empty, with a red arrow and a box containing the number '4' pointing to it. The 'Subject' field is empty, with a red arrow and a box containing the number '5' pointing to it. The 'Location' field is set to 'Microsoft Teams Meeting', with a red arrow and a box containing the number '5' pointing to it. The 'Duration' field is set to '30 Minutes' with a dropdown arrow, and there is an unchecked 'All day event' checkbox. The 'Starts' field is set to '3/18/2020' and '5:00 PM'. The 'Ends' field is set to '3/18/2020' and '5:30 PM', with a red arrow and a box containing the number '5' pointing to it. At the bottom, there are two warning messages: 'This invitation has not been sent.' and 'Teams meeting details will be added after you send the invitation.'

Step 6: Choose **Send**.

You can also invite people from outside your organization from Outlook. Just be sure to add them as guests before the meeting starts or they will have to join anonymously.



Note: Don't forget to click the **Check Names** button before sending out the email as this will look up the usernames of each student and attempt to match their emails in Outlook.

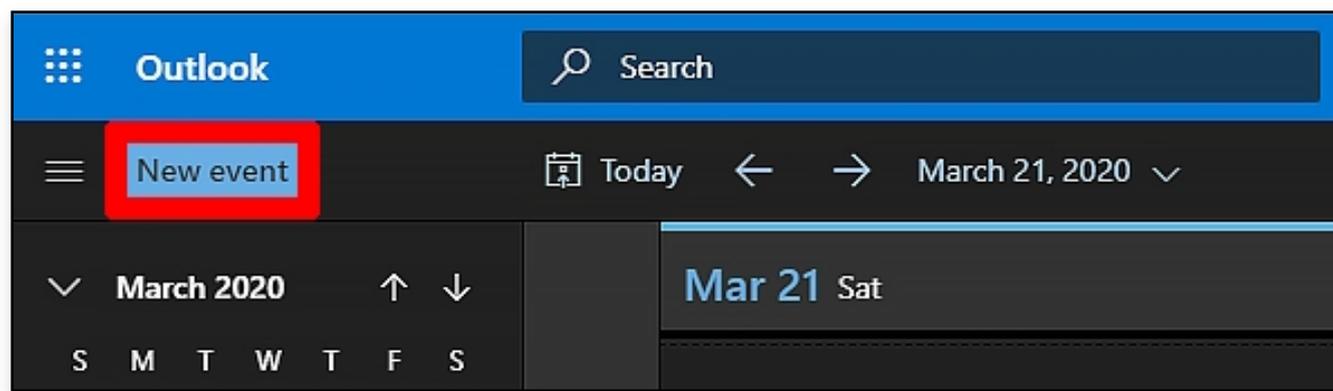
Schedule a Teams Meeting in the Online Version of Outlook

Step 1: Open a browser and go to email.liberty.edu.

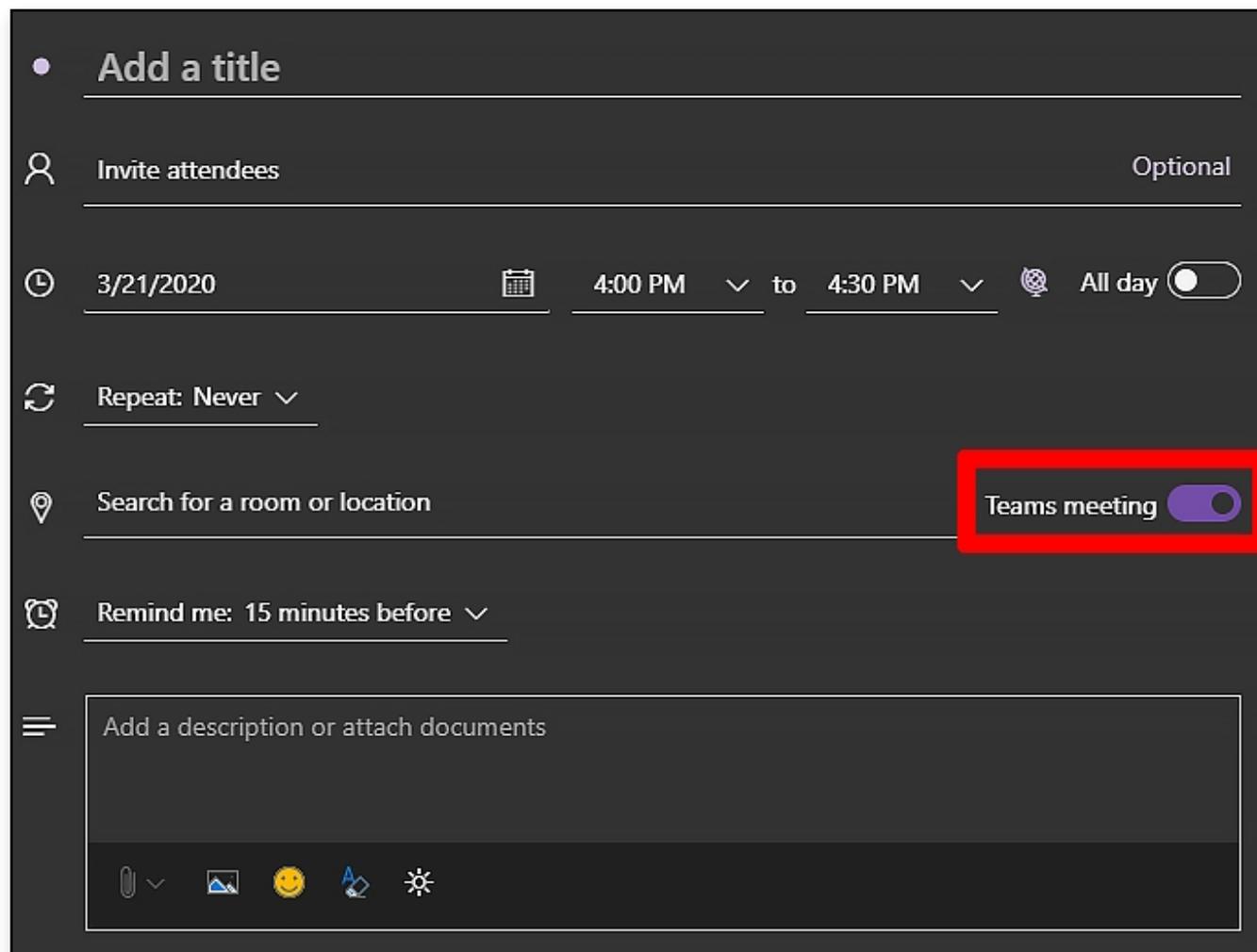
Step 2: Switch to the **Calendar** view in the bottom left of the page.



Step 3: Create a **New Event** in the top left of the page.

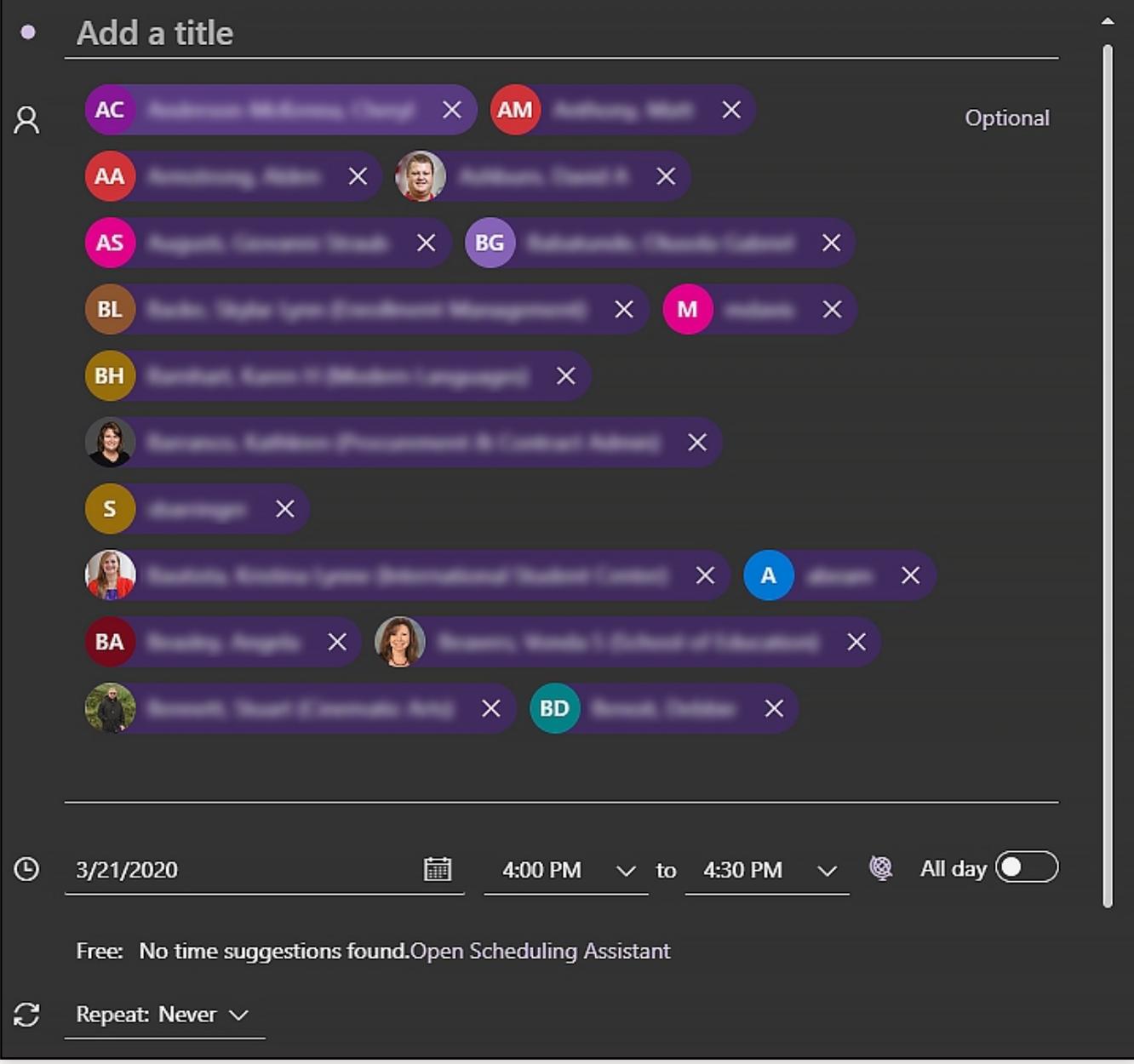


Step 4: Switch on **Teams meeting** for the New Event.



Schedule a Teams Meeting in the Online Version of Outlook (continued)

Step 5: Fill out the **Meeting details** and paste your course roster into the **Invite attendees** field.



The screenshot shows the 'Invite attendees' field in Outlook. At the top, there is a search icon and a text input field labeled 'Add a title'. Below this, a list of attendees is displayed, each with a colored circular icon and a text label, followed by an 'X' to remove the attendee. The attendees listed are: AC, AM, AA, AS, BG, BL, M, BH, S, A, BA, and BD. At the bottom of the field, there is a date and time selector showing '3/21/2020' from '4:00 PM' to '4:30 PM', with an 'All day' toggle switch. Below the date and time, there is a message: 'Free: No time suggestions found. Open Scheduling Assistant'. At the very bottom, there is a 'Repeat: Never' dropdown menu.



Note: There is no option for **Check Names**, but the advantage of the online version of Outlook is that it will automatically convert usernames to their corresponding email address. If the course roster is long, give Outlook a few seconds to find all the addresses.