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UNIVERSITY  
EDUCATION  
ACADEMY

Institute of  
Innovative Studies

# How to create MS Teams meeting room in Moodle

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Created by:

























Vytautas Magnus University Education Academy Institute Of Innovative Studies

- Login to your VMU Moodle account and go to your course
- Turn editing on
- Go to “**Add activity or resource**” and select **MS Teams meeting**

### Add an activity or resource

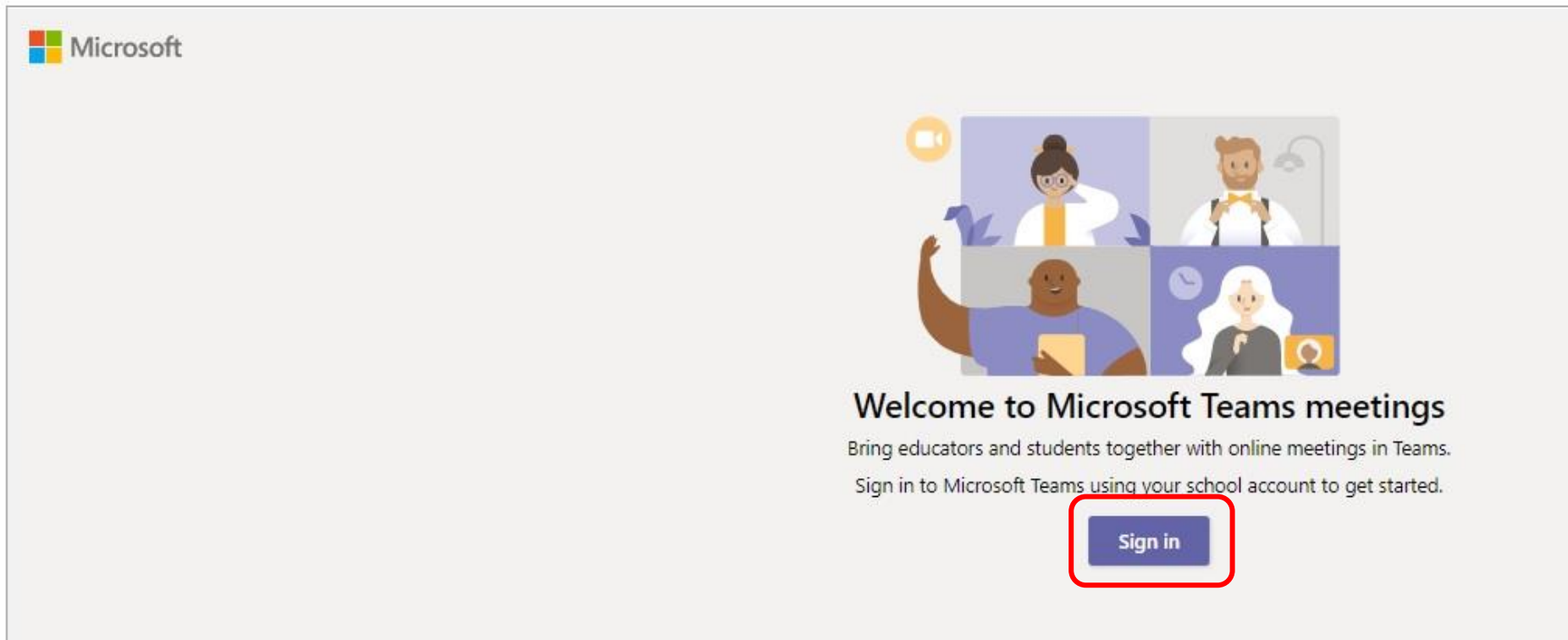
Search

All **Activities** Resources

 Assignment ☆ ⓘ	 Attendance ☆ ⓘ	 BigBlueButton ☆ ⓘ	 Chat ☆ ⓘ	 Choice ☆ ⓘ	 Database ☆ ⓘ
 External tool ☆ ⓘ	 Feedback ☆ ⓘ	 Forum ☆ ⓘ	 Glossary ☆ ⓘ	 Group choice ☆ ⓘ	 Group self-selection ☆ ⓘ
 H5P ☆ ⓘ	 HotPot ☆ ⓘ	 Interactive Content ☆ ⓘ	 Lesson ☆ ⓘ	 MS Teams Meeting ☆ ⓘ	 Mindmap ☆ ⓘ
 Quiz ☆ ⓘ	 Realtime quiz ☆ ⓘ	 SCORM package ☆ ⓘ	 Scheduler ☆ ⓘ	 Simple Certificate ☆ ⓘ	 Student folder ☆ ⓘ

# Login to your Microsoft account using VMU email credentials

• Adding a new MS Teams Meeting •



The image shows a Microsoft Teams welcome screen. In the top left corner, there is the Microsoft logo. The main content area features a 2x2 grid of stylized avatars representing diverse people in a meeting. To the left of the grid is a yellow video camera icon. Below the grid, the text reads: "Welcome to Microsoft Teams meetings", "Bring educators and students together with online meetings in Teams.", and "Sign in to Microsoft Teams using your school account to get started." At the bottom center, there is a blue "Sign in" button with a red rectangular border around it.

Microsoft

Welcome to Microsoft Teams meetings

Bring educators and students together with online meetings in Teams.

Sign in to Microsoft Teams using your school account to get started.

Sign in

# Press „Create meeting link“

- Adding a new MS Teams Meeting

 Microsoft Teams



**Create Teams meetings for your course.**

Get started on Teams by creating a meeting you can share with people in your course.

[Create meeting link](#)

# Enter course meeting information and click „Create“

## Adding a new MS Teams Meeting?

Expand all

 **New meeting** Create Cancel

 Video conferece room ABC0000

 Sep 20, 2021 4:00 PM → Sep 20, 2021 5:00 PM 1h

When the meeting link is successfully created, fill in the selected fields.

## Adding a new MS Teams Meeting

Your Meeting-URL was successfully created.

### General

Name

Online video lectures

Meeting-URL

https://teams.microsoft.com/l/meetup-join/19%3ameeting\_N

Description

Download and install [MS Teams app](#) on your computer

Test a video call

Draft saved.

Display description on course page

### Common module settings

### Restrict access

### Activity completion

Completion tracking

Do not indicate activity completion

### Tags

### Competencies

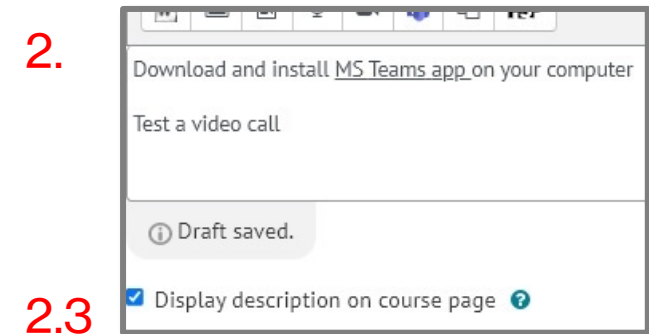
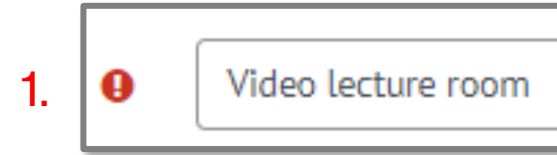
Save and return to course

Save and display

Cancel

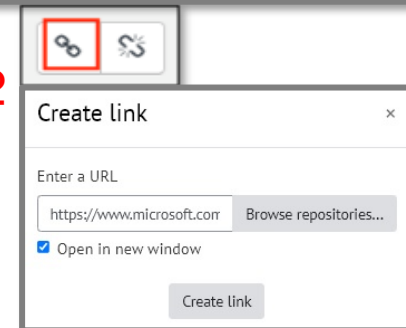
## Suggestions for filling in the main fields :

1. Write down the text „**Video lecture room**“
2. In the description section write:
  1. **Download and install MS Teams app on your computer**  
(Selecting the text „MS Teams app“ provide to the link <https://www.microsoft.com/it-it/microsoft-365/microsoft-teams/download-app> )
  2. **Suggest students making a test a video call.**  
(Selecting the text „test a video call“ provide to the link <https://resources.vdu.it/pdf/pagalba/testcall.pdf> )
  3. **Select “Display description on course page”**
3. Change activity completion to „Do not indicate activity completion“
4. Click **Save and return to course**

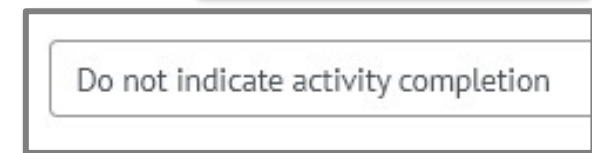


2.3

2.1  
2.2



3.



# New activity “MS Teams meeting” is created in Moodle and looks like this:

 Video lecture room

Download and install [MS Teams app](#) on your computer

[Test a video call](#)