



Using Microsoft Teams in Blackboard

Videoconferencing Tools in Blackboard

Blackboard has its own videoconferencing tool supporting synchronous virtual class meetings and links to recorded ones. Now, Microsoft Teams can also be embedded into a course from the Content Market and scheduled in advance. The scheduled video event will be displayed as a content link and in the course calendar if added when prompted.

Follow these Step by Step Instructions:

Open a web browser and log into <https://rio.blackboard.com> or use the link on the Rio Grande myRio page. RioNET Single Sign-On will eliminate logging in twice if the same browser is used.

Open your Blackboard course – click on the + sign to add a new module.



Course Content Modules



Visible to students



Click on the Content Market.



- ⊕ Create
- 📄 Copy Content
- 📤 Upload
- 🛒 Content Market
- ☁️ Cloud Storage
- 📁 Content Collection



Click on Microsoft Teams.

Institution Tools



Cengage Tool



Hawkes Learning

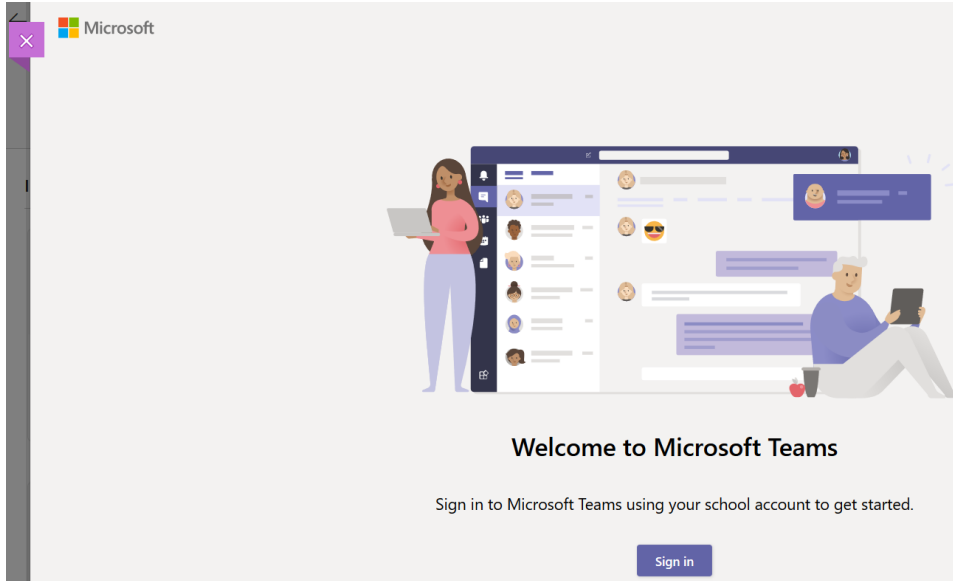
Access your Hawkes Learning ac...



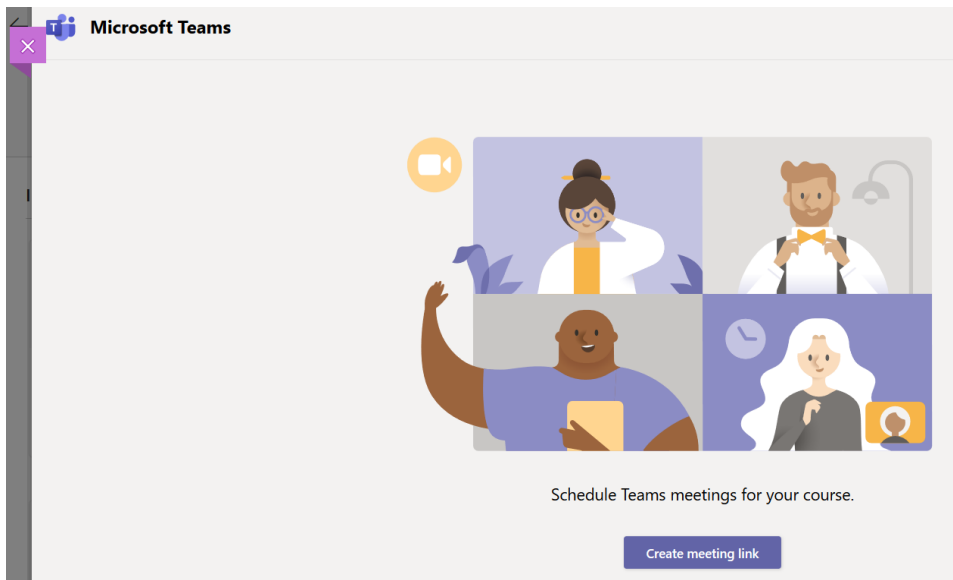
Microsoft Teams



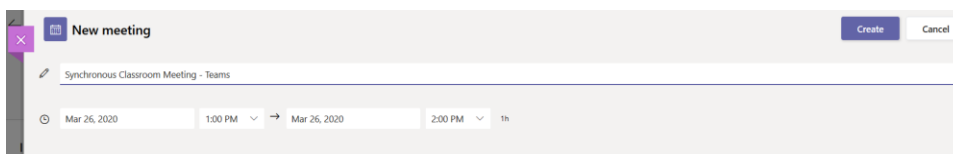
The Welcome to Microsoft Teams screen will appear. First time use may prompt for permissions and the user may be prompted to log into either the desktop Teams application or to Office 365 using the RioNET user's email address...



Choose Create Meeting Link.

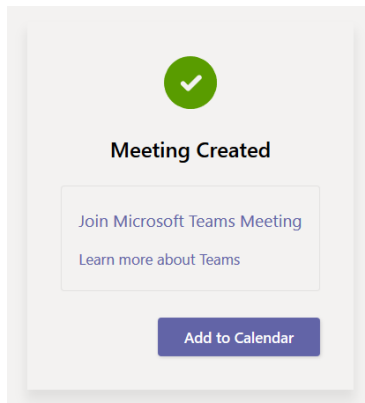


Enter the Date & Time for the scheduled Teams Meeting.

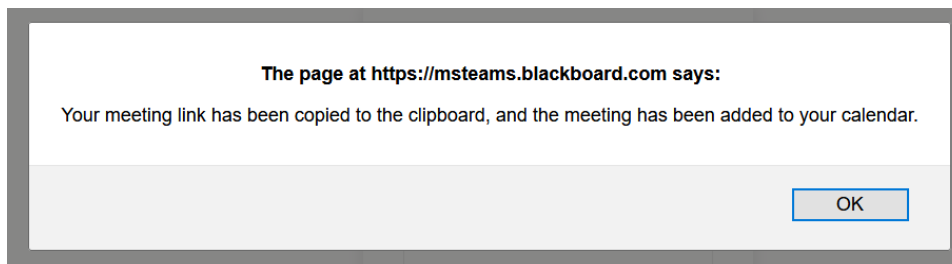




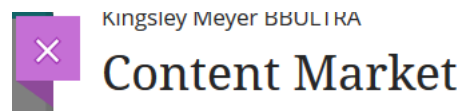
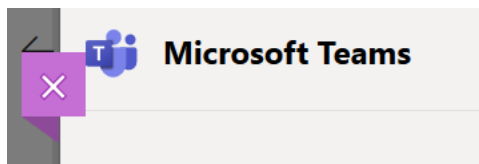
A confirmation of the new meeting event is displayed with an Add to Calendar prompt.



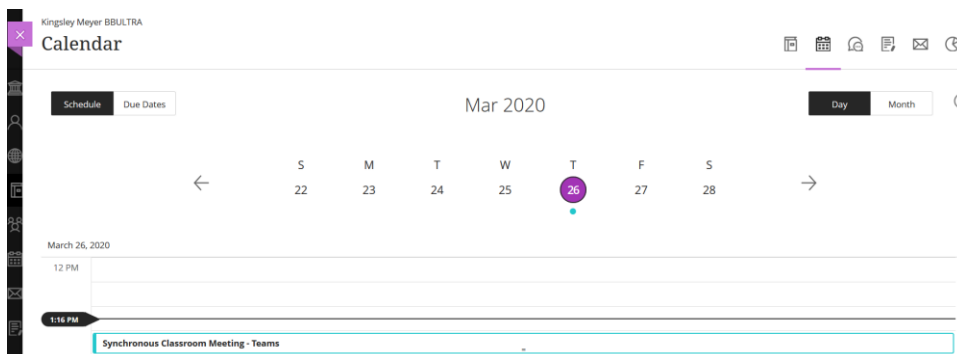
A confirmation of the Calendar Event is displayed.



Exit the screen with the module X button, then exit the Content Market.



The Teams Meeting event will be seen in the Course Calendar. From the Calendar, the Teams Meeting Event is fully editable allowing changes to be made without deleting and starting over.





The Teams Meeting Event is also seen on the top of the Course Content stack and can be moved as needed. If the Event is needed inside a Content Module, press the + in that location instead of in the main Course Content stack.

Course Content ...

 Synchronous Classroom Meeting - Teams ...

 Conditional availability [Available based on date](#)

Synchronous Classroom Meeting - Teams

Other Notes:

- Microsoft Teams is supported by installed desktop applications, in Office 365 and in mobile versions.
- Blackboard MS Teams Events do NOT show up in the user's Teams or Outlook Calendars, at this time.
- Prompts may appear to have MS Teams downloaded and installed and is typical behavior for most online videoconferencing tools today.
- Instructors and students are HIGHLY ADVISED to test the available network broadband speeds where they will be for the scheduled event.

Rio Grande recommends <https://www.speedtest.net> for testing of device connectivity speeds, delays and factors that may affect the suitability of videoconferencing from locations with poor broadband connectivity.

Blackboard Documentation for Using Teams:

- [Instructor Documentation – Original View](#)
- [Instructor Documentation – Ultra View](#)
- [Student Documentation](#)

RioNET Information Sheets – Troubleshooting & Assistance Guides

Using technology does not always come easy. What is easy for some, may offer challenges or technical issues for another person. Please reference our Guides for more assistance: <https://www.rio.edu/myrio>

Campus Computing & Networking – support@rio.edu – 800-282-7201