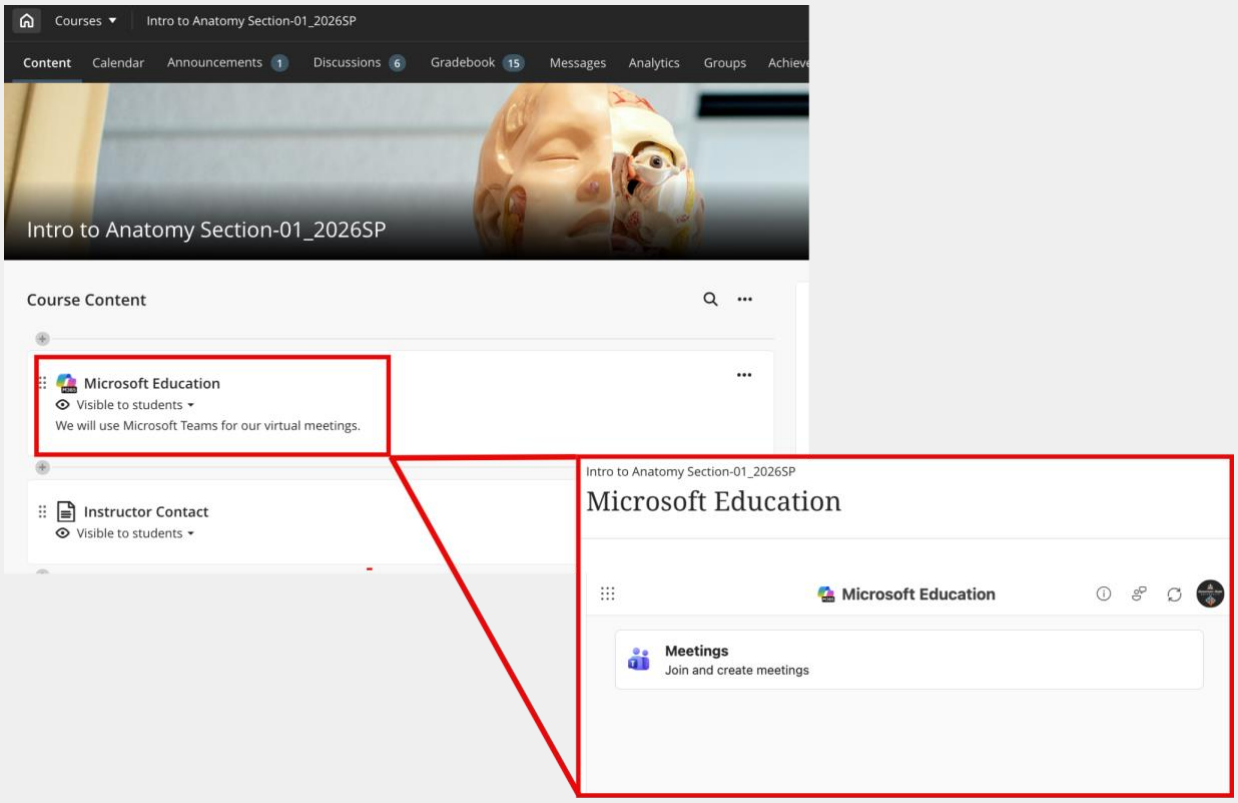
Microsoft Education Creating Teams Meetings in Blackboard

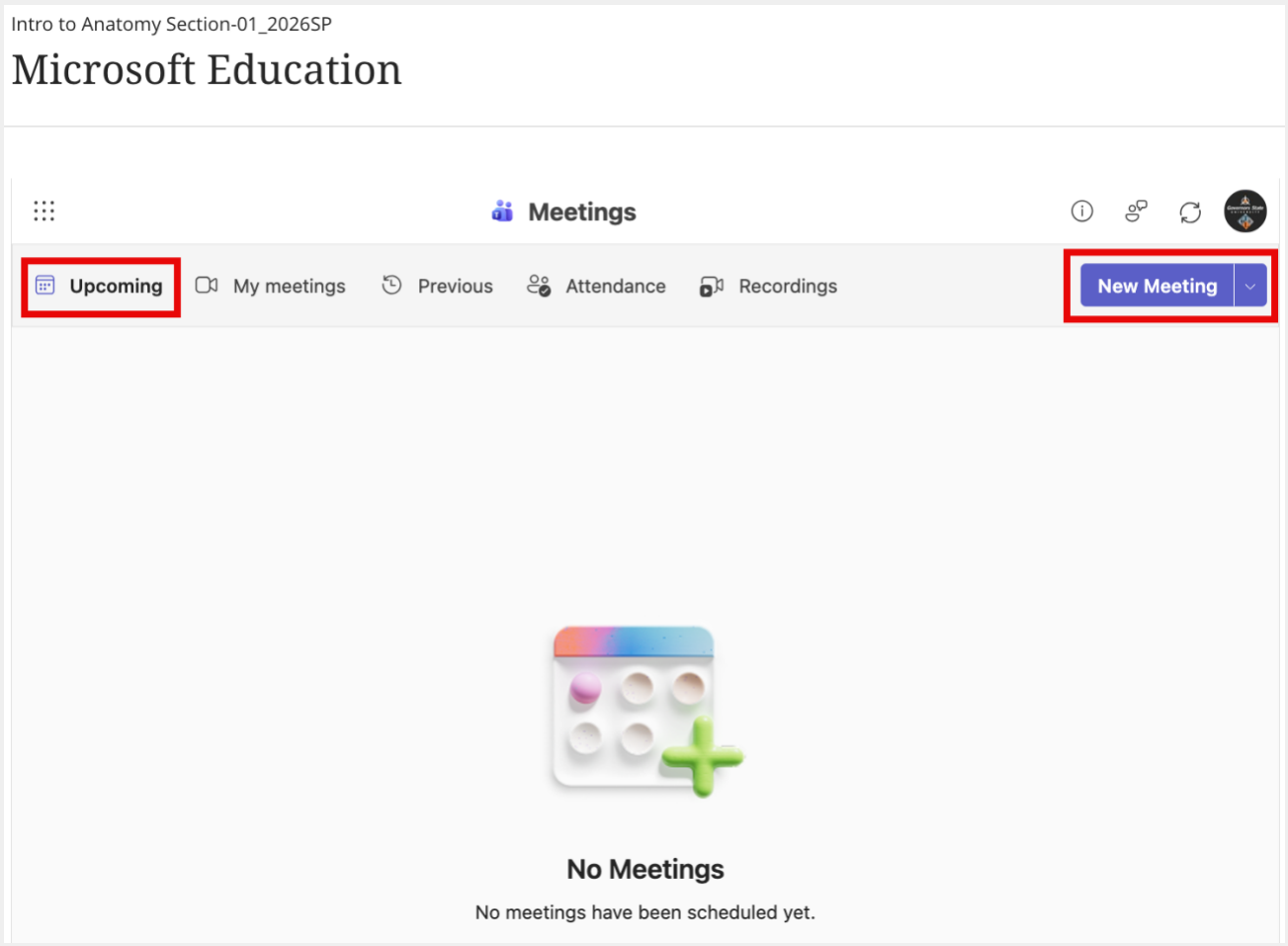
Create Teams Meetings in Blackboard:

Once you enabled the Microsoft Education suite within your Blackboard course, open and navigate to Teams Meetings.



Once Microsoft Teams Meetings is open, you will be directed to the Upcoming tab. Select **New Meeting**.

Blackboard Questions?
Email: blackboard@govst.edu Phone: (708) 534-4115

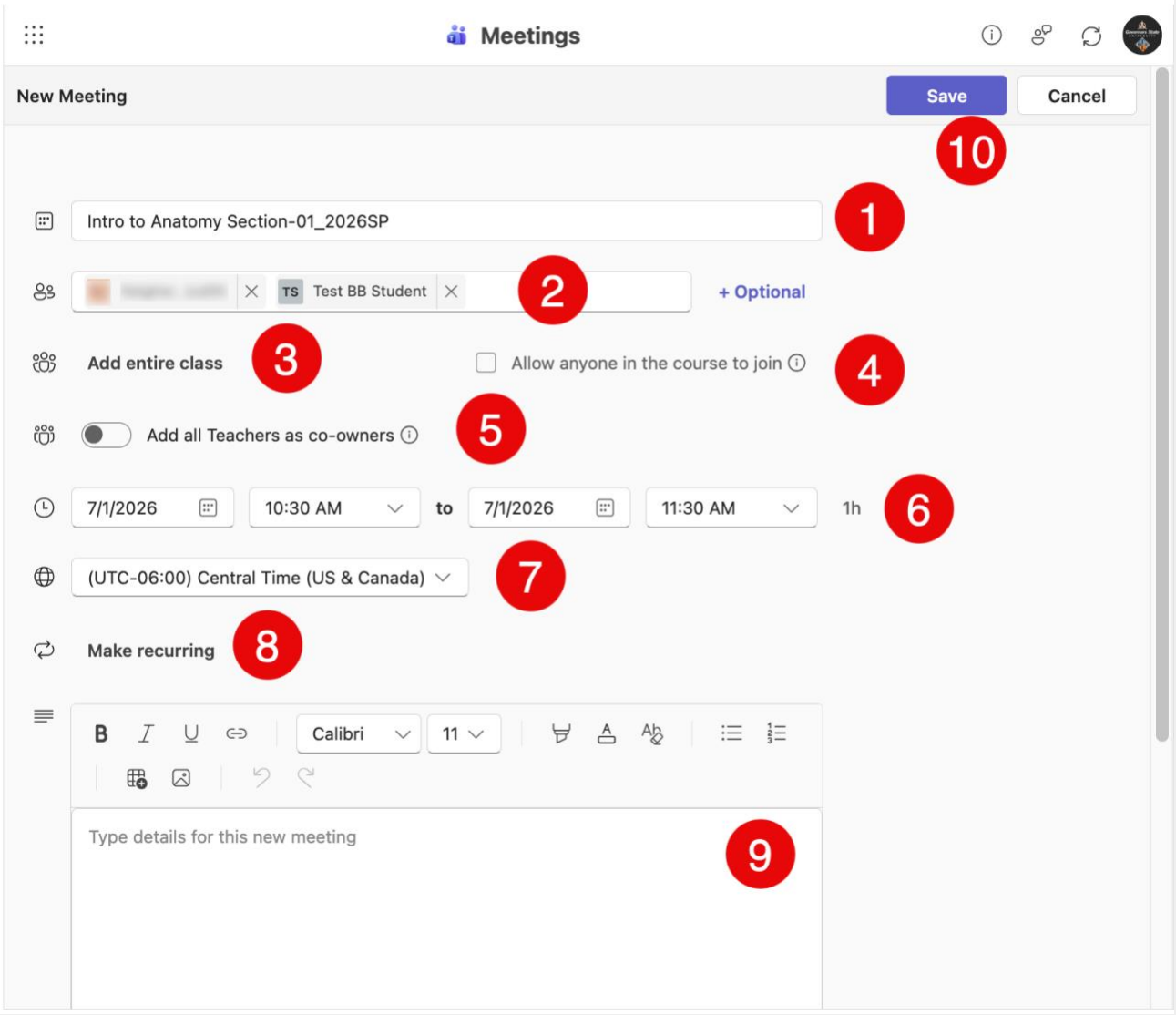


The Microsoft Teams Meetings create page will open.

1. Enter a title, something that is meaningful and specific so it's easy to locate.
2. Add students. You may type students names individually, but we recommend using the Add entire class option, which will save you time. Even if you add the entire class, you can remove students as well, if needed.
3. Add entire class will add all students available within the course.
4. Allow anyone in the course to join allows all students to join the meeting, but they will not have access to recordings unless they are added as attendees.
5. Add all Teachers as co-owners adds the course Teachers (group owners) as co-owners so they can manage this meeting. Co-owners are set when you save — if the Teachers change later, save again to update them.
6. Start and end dates for the session.
7. Timezone shows the event time in the organizer's local time zone by default, and attendees see it adjusted to their own time zone automatically.
8. Make recurring will open a popup window with start date, number of days/weeks, specific day of the week and an end date of when to stop the recurrence.
9. Add any details for this meeting.
10. Save to create the session and publish for you and the students required to access the session.

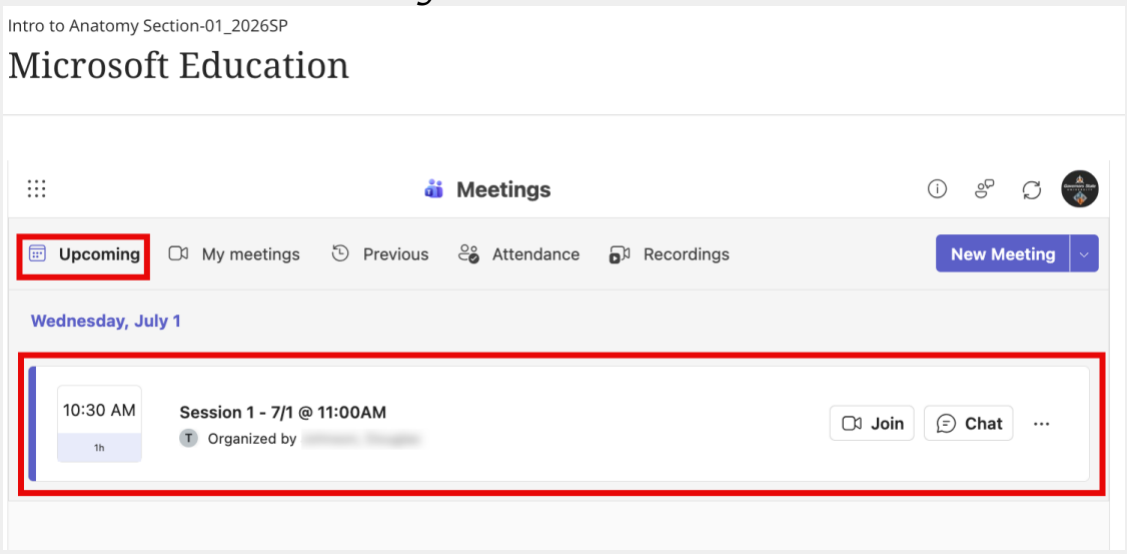
Intro to Anatomy Section-01_2026SP

Microsoft Education

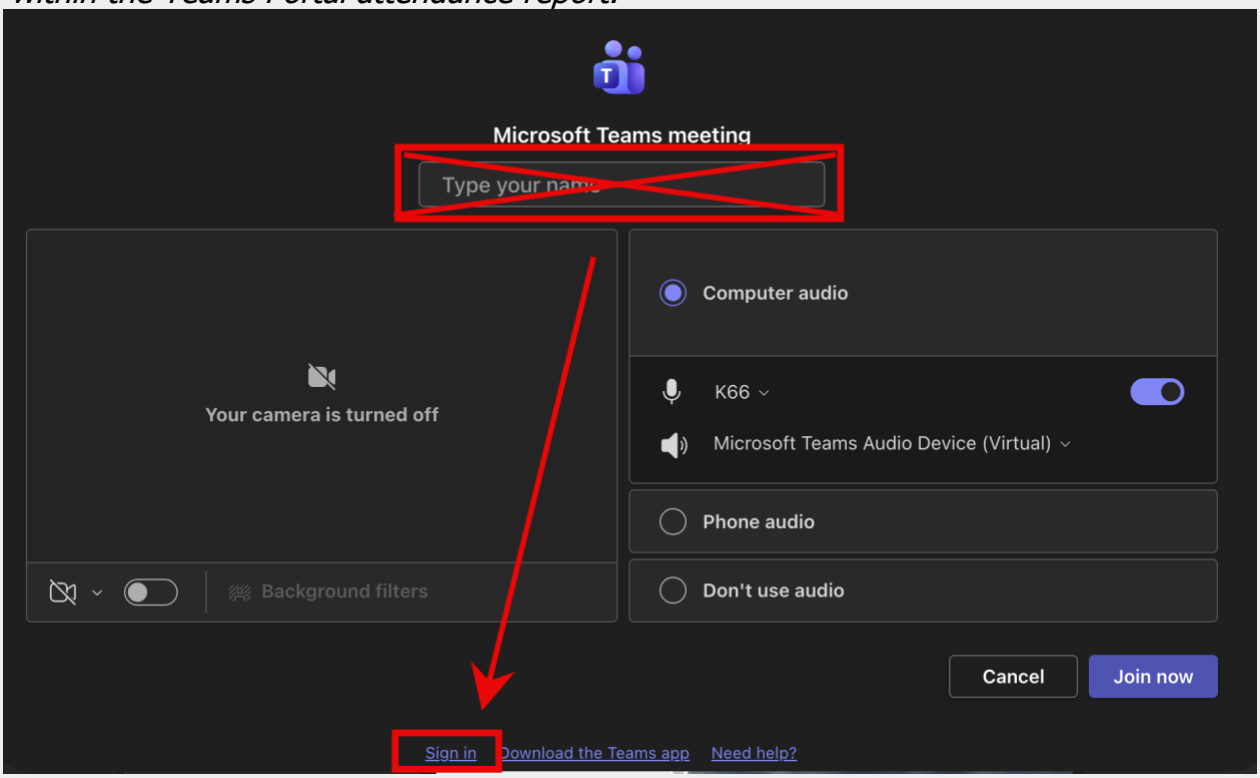


Once the session is saved, you and students within the course should be able to access under the **Upcoming** tab of Microsoft Teams Meetings.

Note: A Microsoft Teams meeting invite will be sent to all users added to the session.



Note: All users should make sure they are signed into Teams Meetings with their GovState Microsoft account, not by entering their name in the textbox and accessing as an Unverified user. Unverified users should still be able to access the session, but may not have access to the chat, polls, breakout groups, etc. Unverified users may also not get tracked properly in the Teams Meetings attendance within Blackboard. Unverified users will be tracked within the Teams Portal attendance report.



Access in Teams Meetings in Teams Portal:

When Instructors create sessions in Teams, they should also be able to access within their Teams Portal. Login to the Teams Portal and select the **Meet** tab. The meeting should appear in the **Up next** section or within the **Calendar** section.

