

Microsoft Teams for Student Online Learning Tutorial

Note:

(1) Last updated date of this training document /video: 21 Aug 2020, version no.: 1.0

(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.

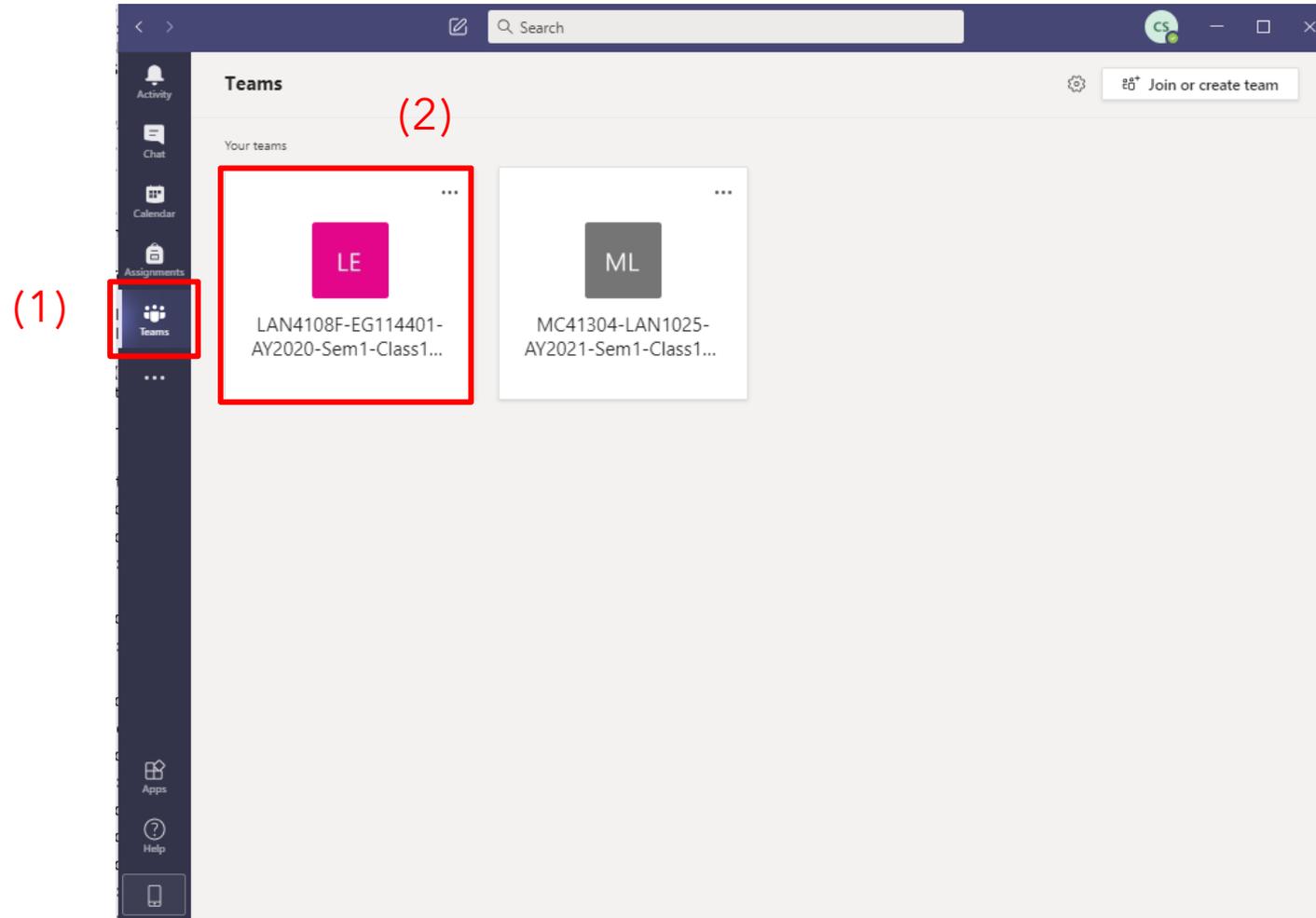




Turning on the Notification of the Channel & Adding Scheduled Online Class Meeting into Calendar



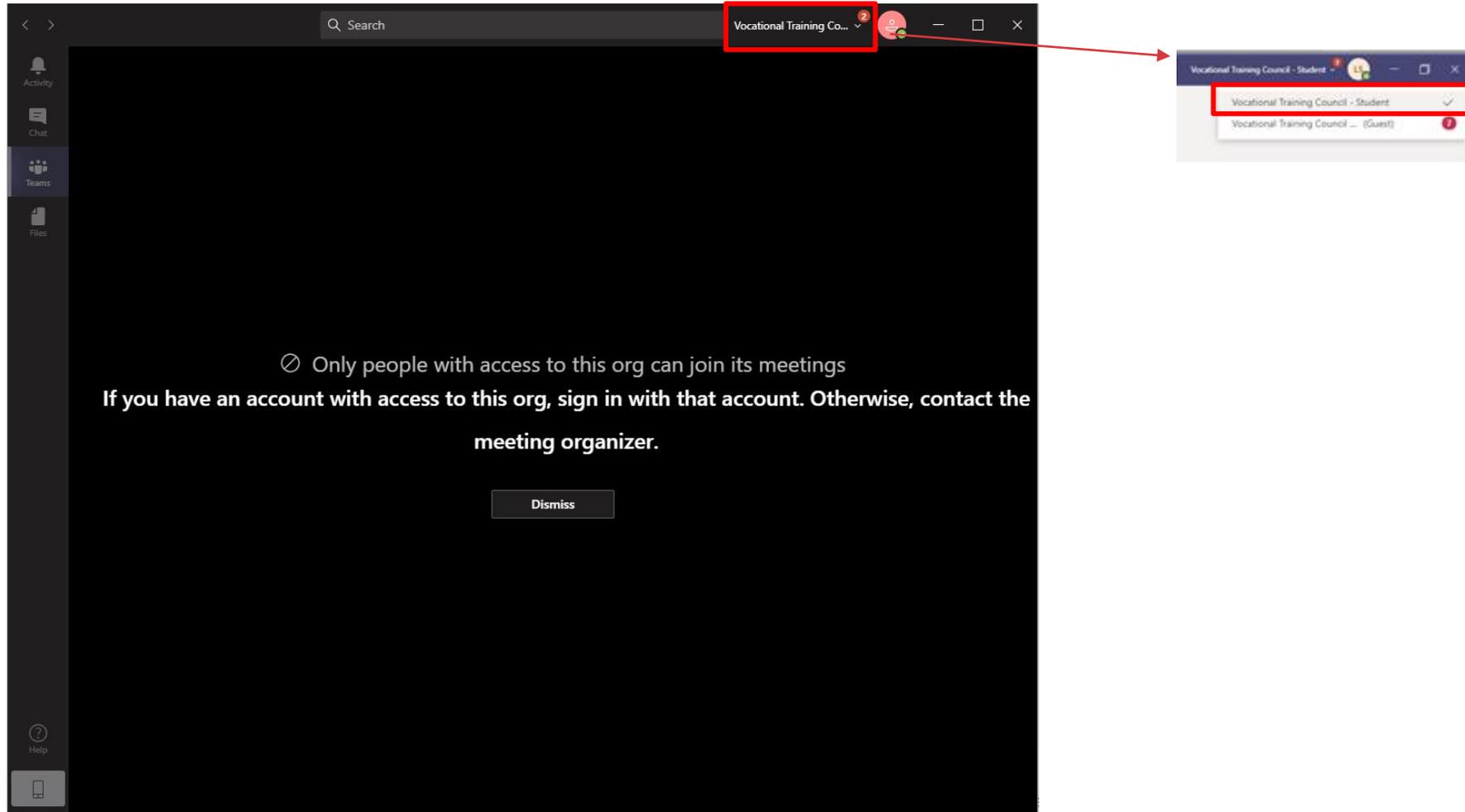
Selecting a Teams Class



Click the **"Teams"** button in the sidebar menu and choose a Teams class



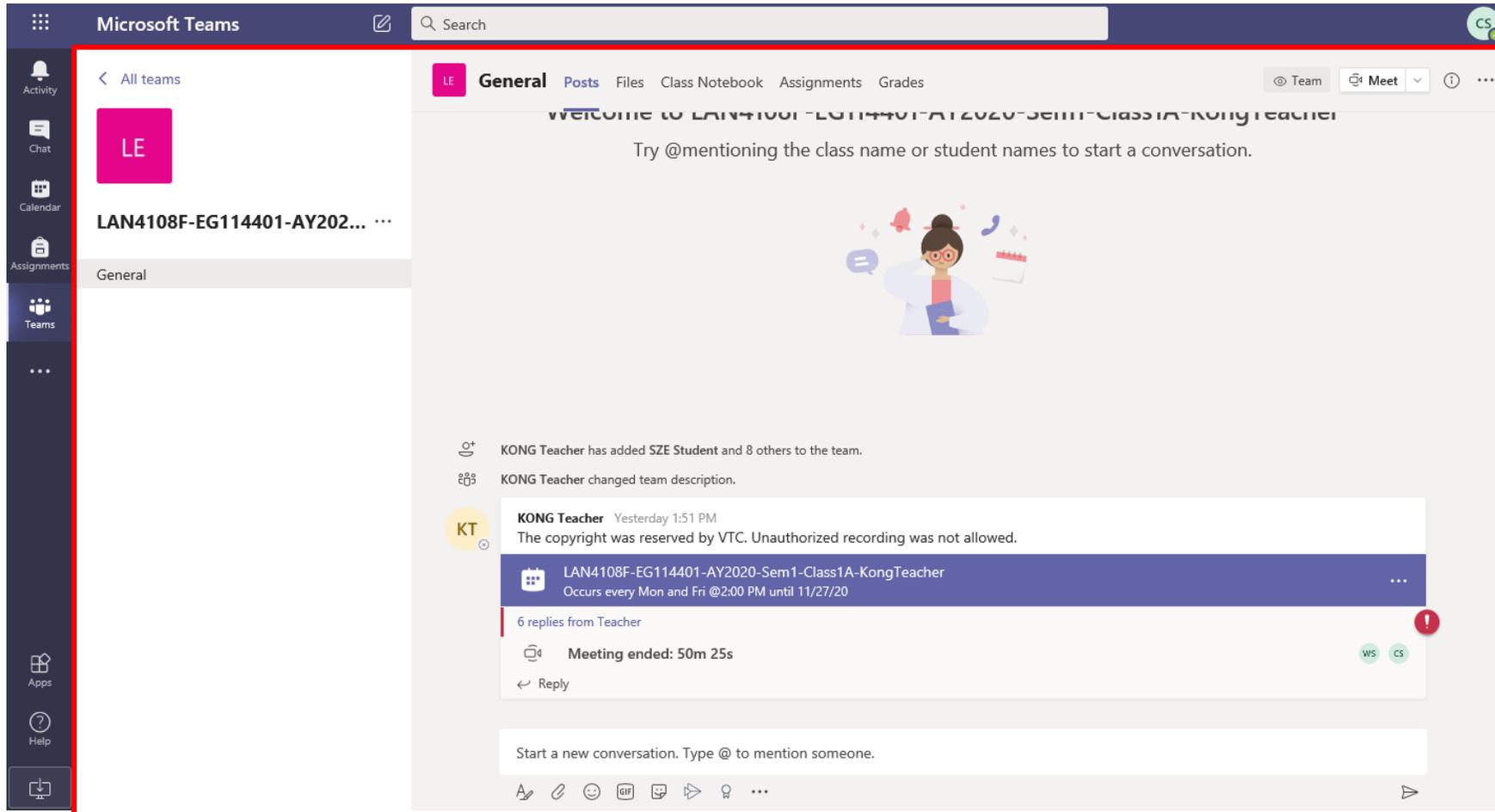
Selecting a Teams Class



If you cannot join the Teams class, click the dropdown menu and switch the account to **"Vocational Training Council - Student"**.



Selecting a Teams Class

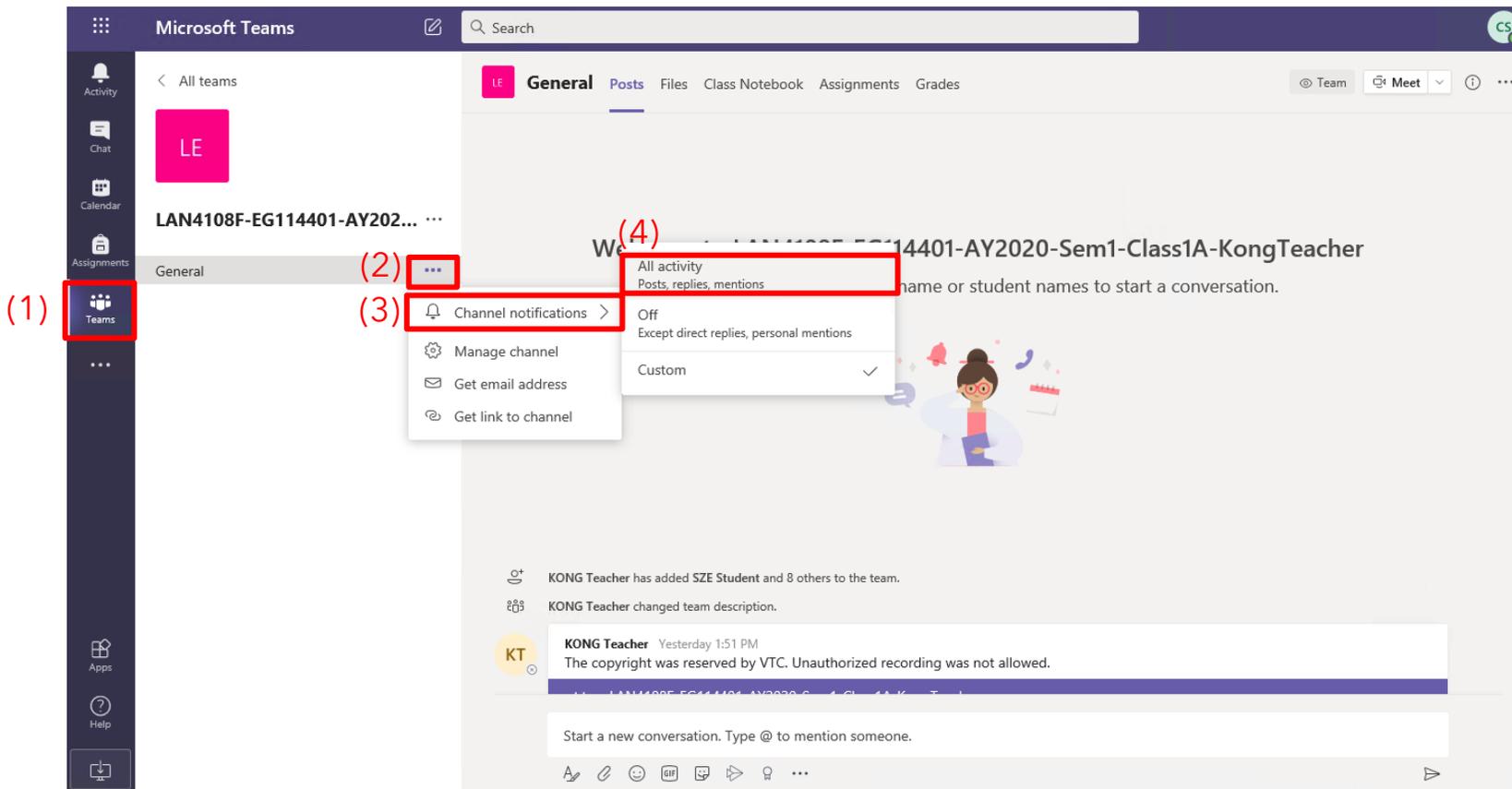


The screenshot displays the Microsoft Teams application interface. On the left, a vertical navigation pane shows icons for Activity, Chat, Calendar, Assignments, Teams, and Apps. The 'Teams' icon is highlighted. The main area shows the 'All teams' view with a search bar at the top. A team named 'LAN4108F-EG114401-AY202...' is selected, and its 'General' channel is active. The channel header includes a search bar, tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades', and a 'Meet' button. The channel description reads 'WELCOME TO LAN4108F-EG114401-AY2020-SEM1-CLASS1A-KONG TEACHER' and 'Try @mentioning the class name or student names to start a conversation.' Below the description is an illustration of a person with a speech bubble. The message history shows a notification from 'KONG Teacher' stating 'The copyright was reserved by VTC. Unauthorized recording was not allowed.' Below this is a meeting card for 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher' with a red notification badge. The meeting card indicates 'Meeting ended: 50m 25s' and has '6 replies from Teacher'. At the bottom, there is a text input field with the placeholder 'Start a new conversation. Type @ to mention someone.' and a toolbar with icons for text, images, files, and other actions.

You are now in the platform of your selected class.



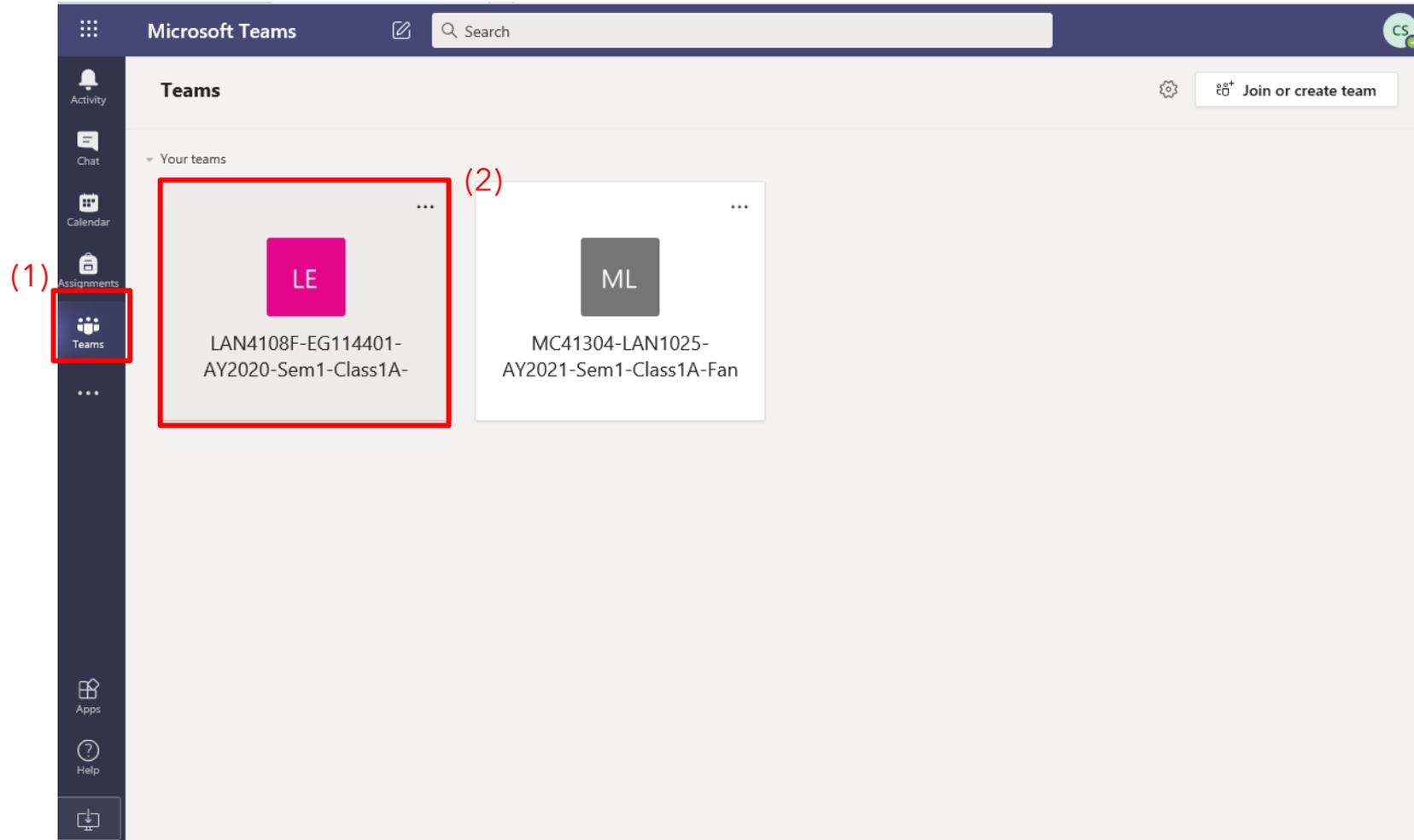
Turning on the Notification of the Channel



- 1) Click the **"Teams"** button in the sidebar menu
- 2) Under **"General"**, click **...** for more options
- 3) Select **"Channel notifications"**
- 4) Select **"All activity"** to turn on the notification



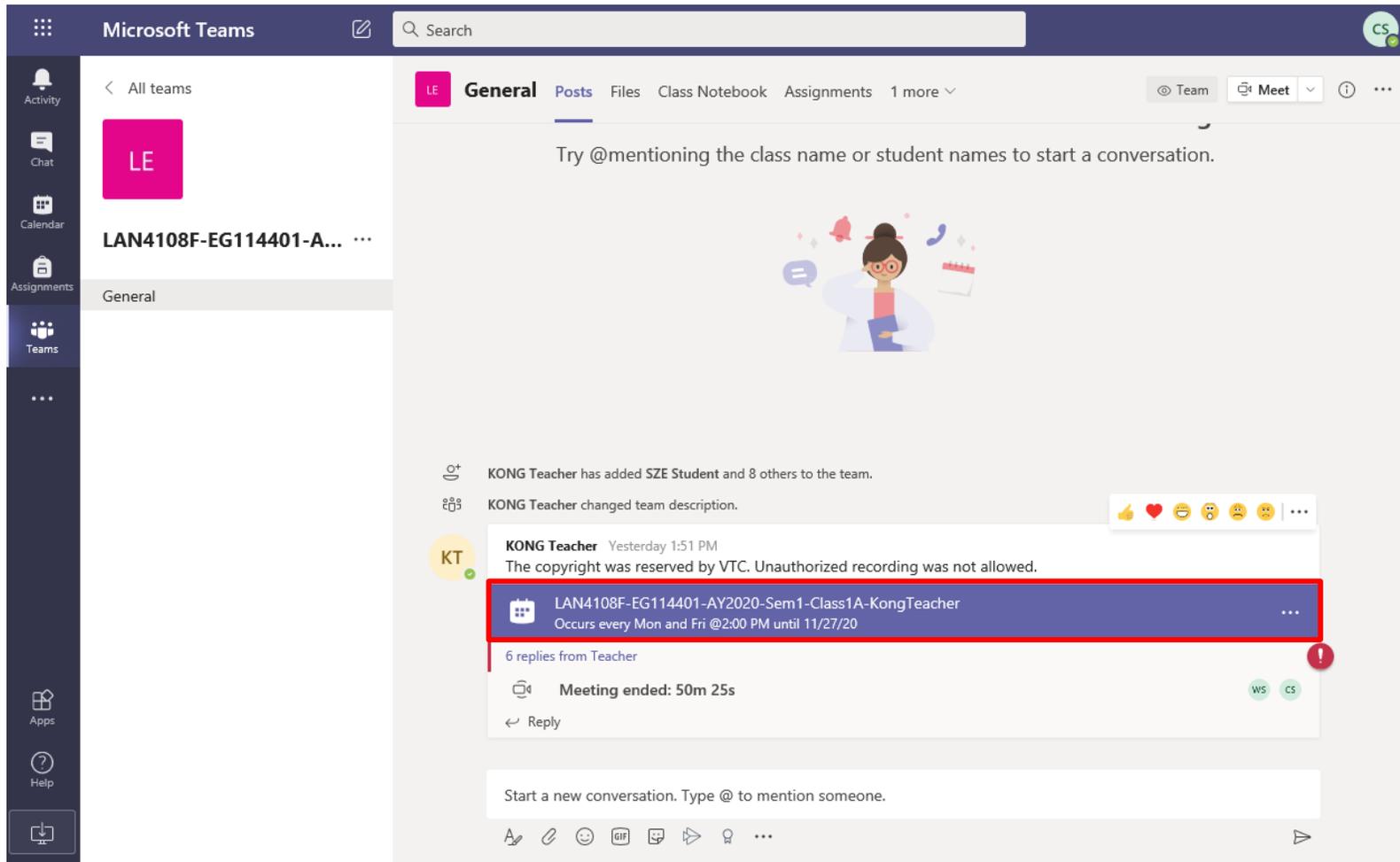
Adding Scheduled Online Class Meeting into Calendar



Click the **"Teams"** button in the sidebar menu and choose a Teams class



Adding Scheduled Online Class Meeting into Calendar

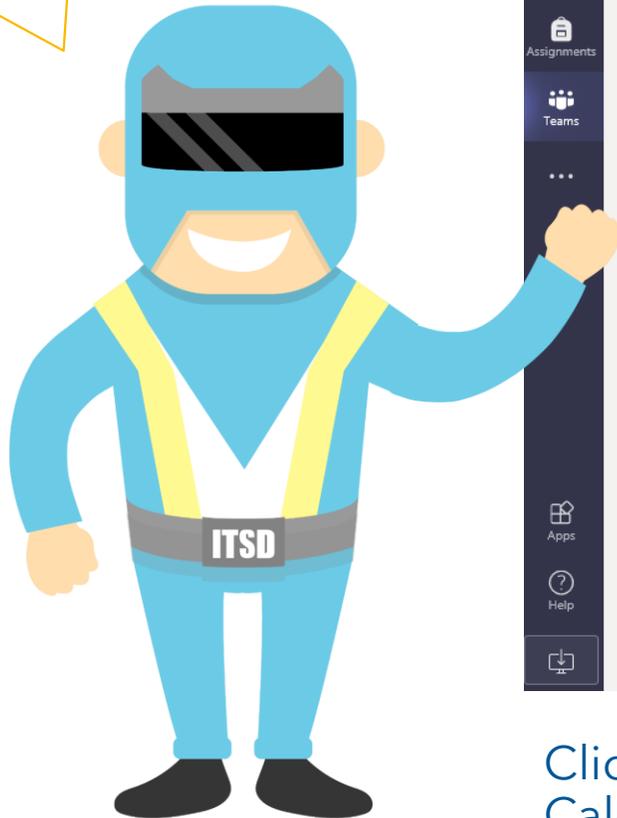


Click the **"Post"** for the class meeting page.



Adding Scheduled Online Class Meeting into Calendar

Tips: You must click **"add to calendar"** to accept the scheduled online video class.



A screenshot of the Microsoft Teams interface showing a meeting details page. The meeting title is 'LAN4108F-EG114401-AY2020-Sem1-Class1A-Kon...'. The meeting time is 'September 4, 2020 2:00 PM - 2:30 PM'. The meeting is organized by 'KONG Teacher Organizer'. The meeting description includes 'Occurs every Monday and Friday starting 9/4/20 until 11/27/20' and 'The copyright was reserved by VTC. Unauthorized recording was not allowed.' The 'Add to calendar' button is highlighted with a red box. The interface also shows a 'Join' button, a 'Close' button, and a 'Tracking' section on the right.

Click **"Add to calendar"** to add the selected online class meeting into Calendar



Adding Scheduled Online Class Meeting into Calendar

The screenshot shows the Microsoft Teams interface. At the top, the title bar reads "Microsoft Teams" with a search bar and a user profile icon labeled "CS". Below the title bar, the meeting title is "LAN4108F-EG114401-AY2020-Sem1-Class1A-Kon..." with tabs for "Chat" and "Details". A "Join" button and a "Close" button are visible in the top right. On the left sidebar, the "Calendar" icon is selected. The main content area shows a meeting invitation for "September 4, 2020 2:00 PM - 2:30 PM" in the "General" channel. The invitation details include the meeting ID "LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher", the frequency "Occurs every Monday and Friday starting 9/4/20 until 11/27/20", and a copyright notice. A red box highlights the status "Accepted" at the top of the invitation. Below the invitation, there is a "Join Microsoft Teams Meeting" link and a link to "Learn more about Teams | Meeting options". On the right side, the "Tracking" section shows the organizer "KONG Teacher" with the initials "KT".

After that, the status will be changed to "Accepted".



Adding Scheduled Online Class Meeting into Calendar

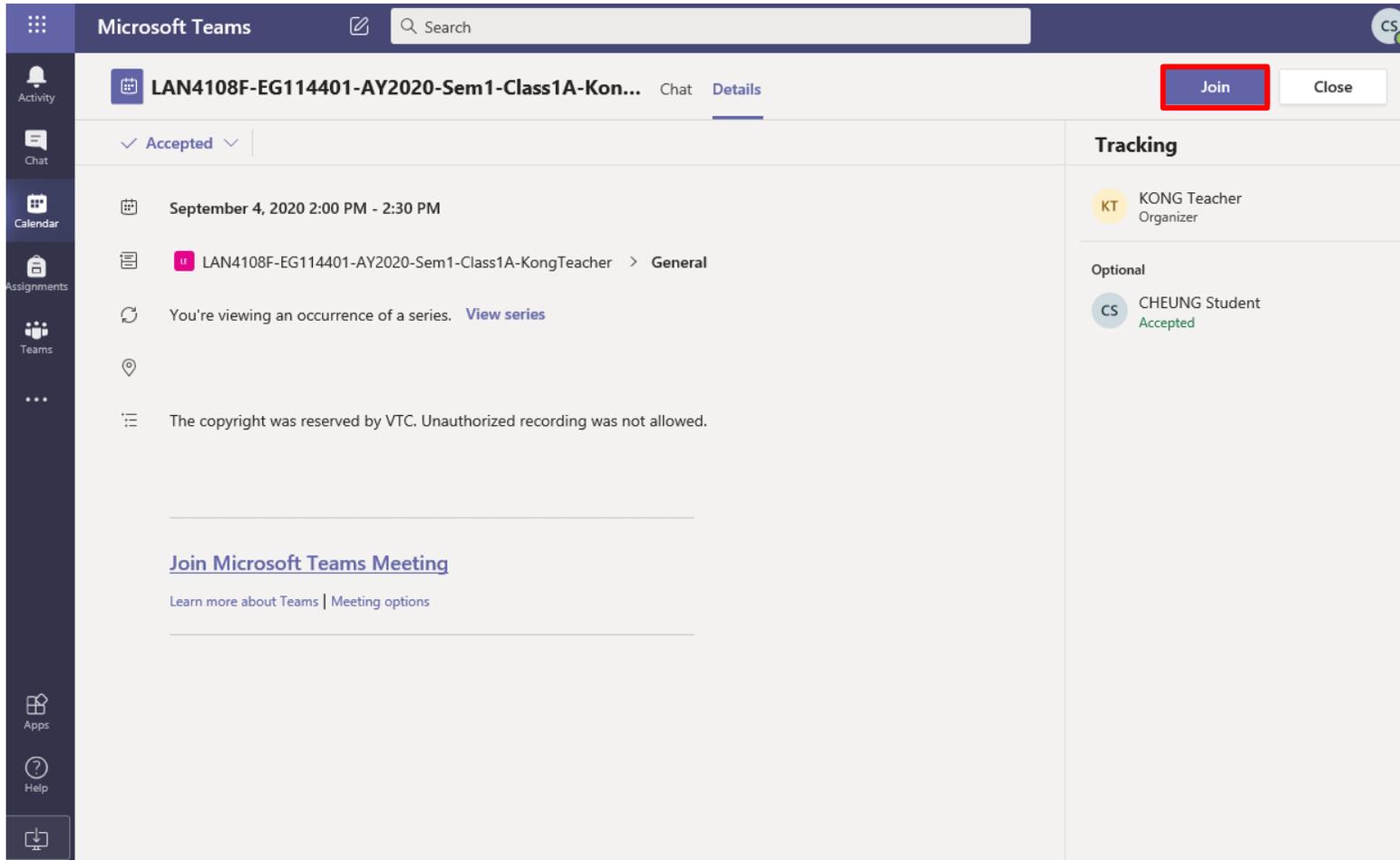
The screenshot shows a calendar application interface. On the left is a dark sidebar menu with icons for Activity, Chat, Calendar, Assignments, Teams, Apps, and Help. The 'Calendar' icon is highlighted with a red box and labeled with a red '(1)'. The main calendar area displays a week view for August 31st to September 4th. A meeting entry is visible on Friday, September 4th, at 2 PM, with a red box around it and a red '(2)' label. The meeting title is 'LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher'.

	31 Monday	01 Tuesday	02 Wednesday	03 Thursday	04 Friday
8 AM					
9 AM					
10 AM					
11 AM					
12 PM					
1 PM					
2 PM					LAN4108F-EG114401-AY2020-Sem1-Class1A-KongTeacher

Click the **"Calendar"** button in the sidebar menu and select the scheduled class meeting



Adding Scheduled Online Class Meeting into Calendar



Tips: When it's time to attend the online video class, you can find it in **"Teams"** or **"Calendar"**.



Click the **"Join"** button to start



End



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 <https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/student.html>