

# User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

(1) Last updated date of this training document /video: 18 Aug 2021, version no.: 2.0

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



# 8. Conduct Online Video Class



# Conduct Online Video Class

(1) Click the "Calendar" button in the sidebar menu

(2) Double click "the scheduled online class meeting".

(1) Click the "**Calendar**" button in the sidebar menu

(2) Double click "**the scheduled online class meeting**".



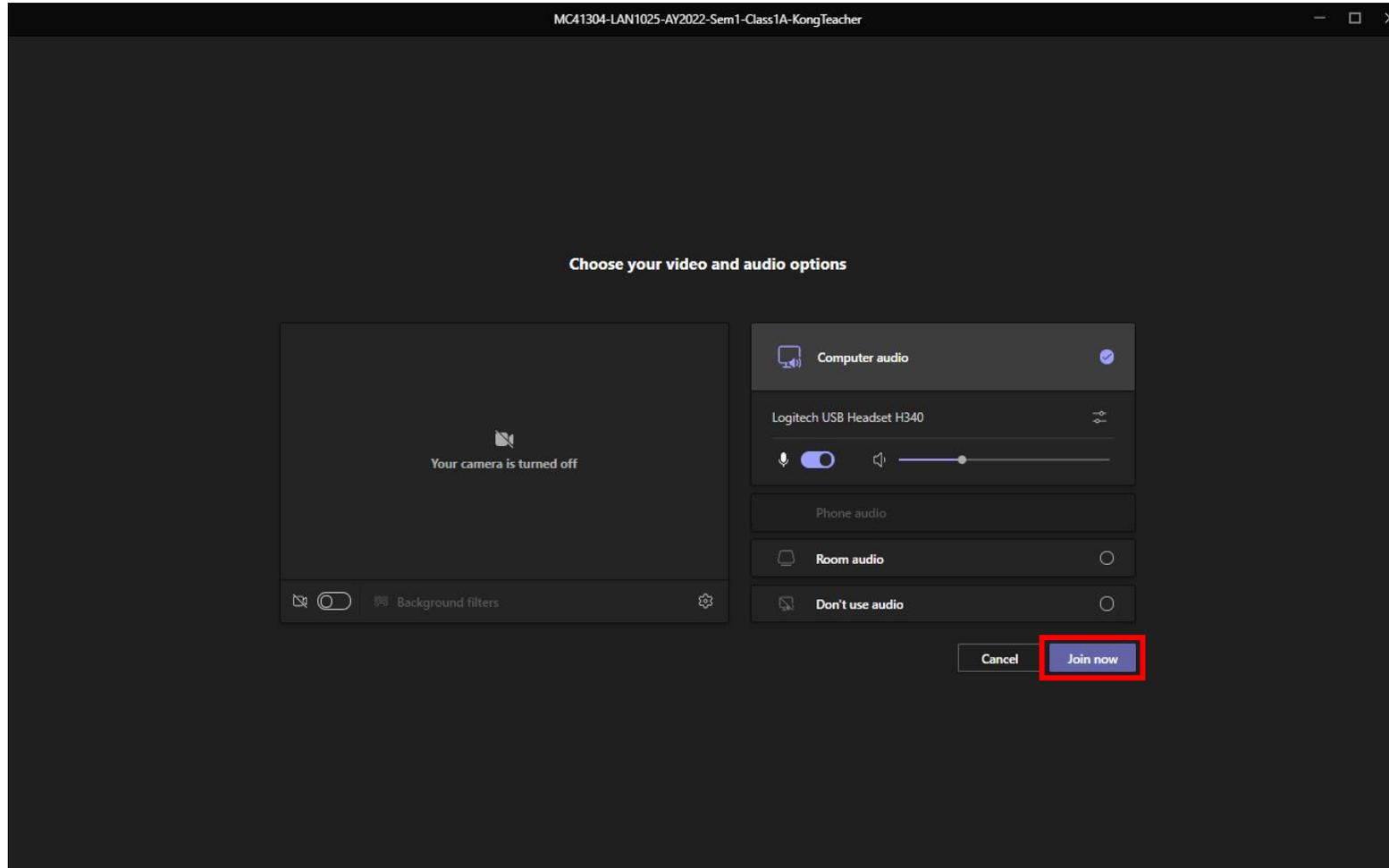
# Conduct Online Video Class

The screenshot displays the Microsoft Teams interface for a meeting titled "MC41304-LAN1025-AY2022-Sem1-Class1A-KongTeacher". The "Join" button is highlighted with a red box. The meeting details include the title, a "Cancel meeting" option, a "Copy link" button, and the time zone (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi. The meeting is scheduled for 9/3/2021 at 3:00 PM, with a duration of 30 minutes. The meeting is part of a series, and the current view is an occurrence of the series. The meeting is organized by Steven KWONG. The meeting description includes the text "The copyright was reversed by VTC. Unauthorized recording is not allowed." and "Microsoft Teams meeting". The description also includes links to "Join on your computer or mobile app", "Click here to join the meeting", "Learn More", and "Meeting options".

Click the **“Join”** button to start.



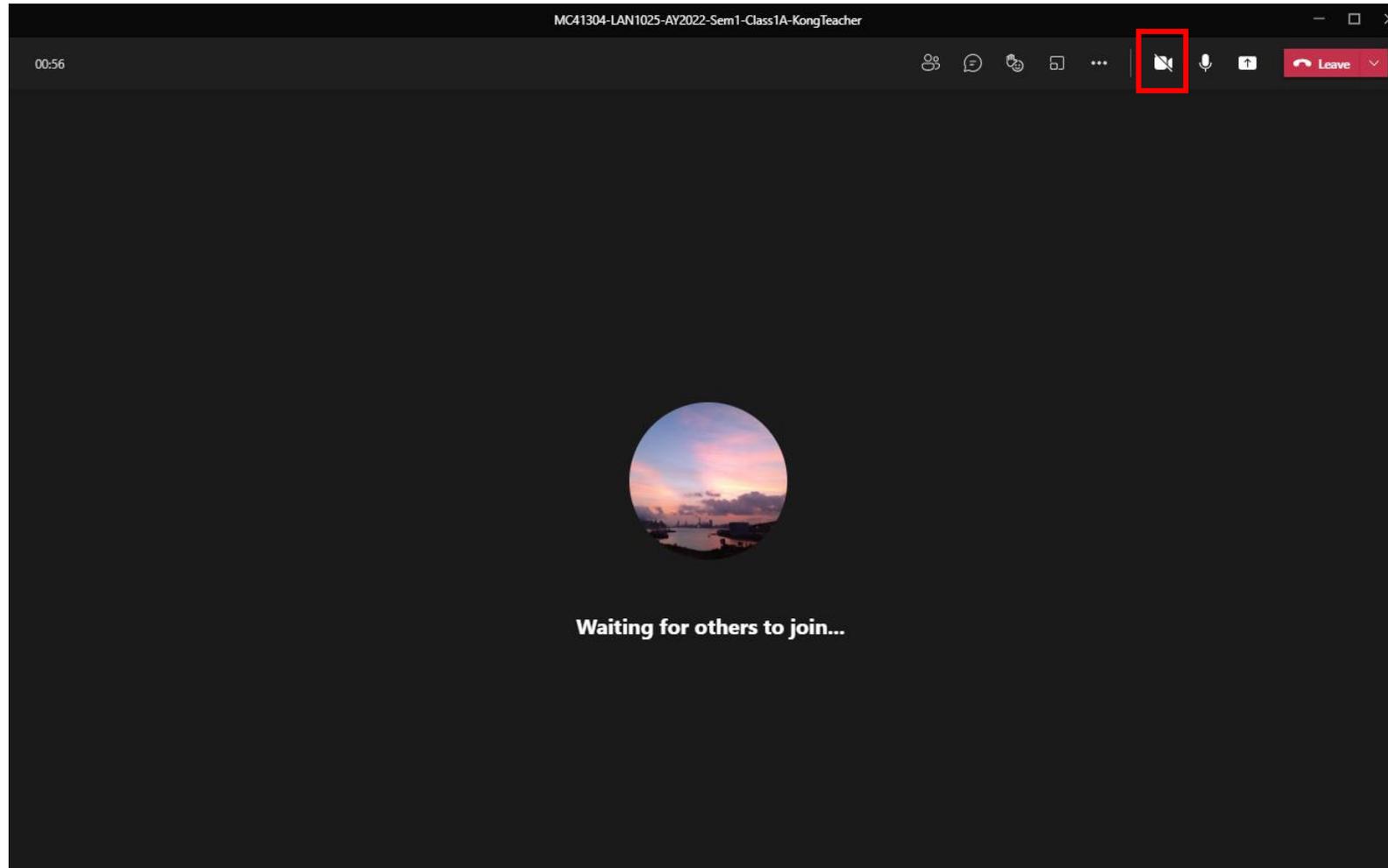
# Conduct Online Video Class



Click "**Join now**" to start the online class meeting immediately.



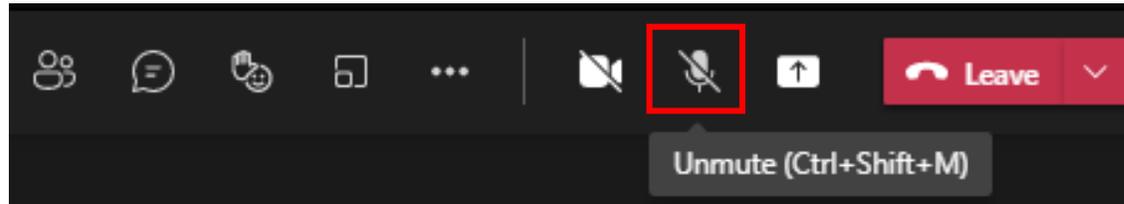
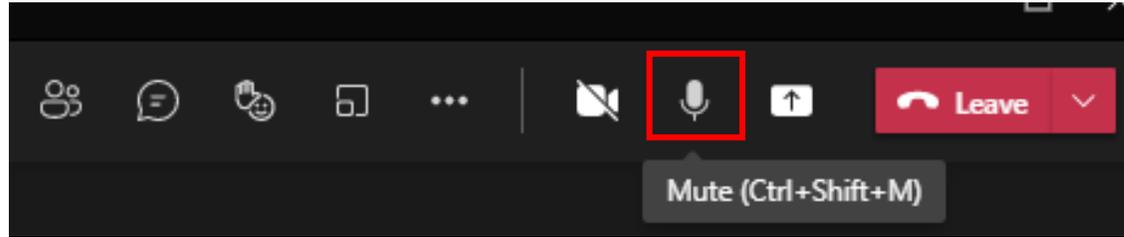
# Conduct Online Video Class



You may click the "**Camera**" icon to turn on/off the camera.



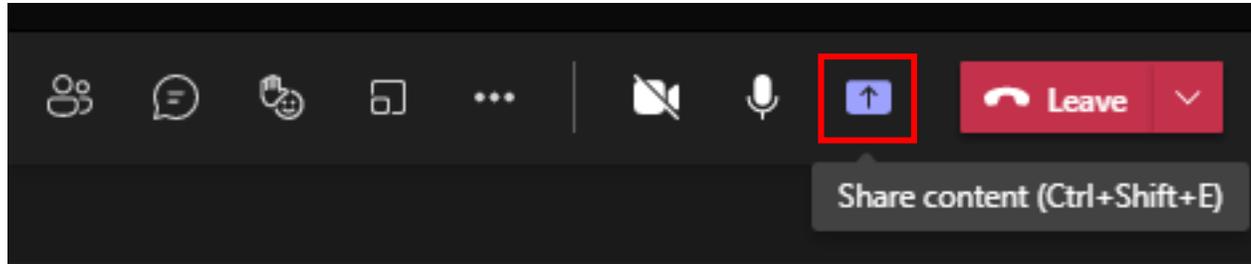
# Conduct Online Video Class



You can also click the "**Microphone**" icon to mute and unmute the microphone.

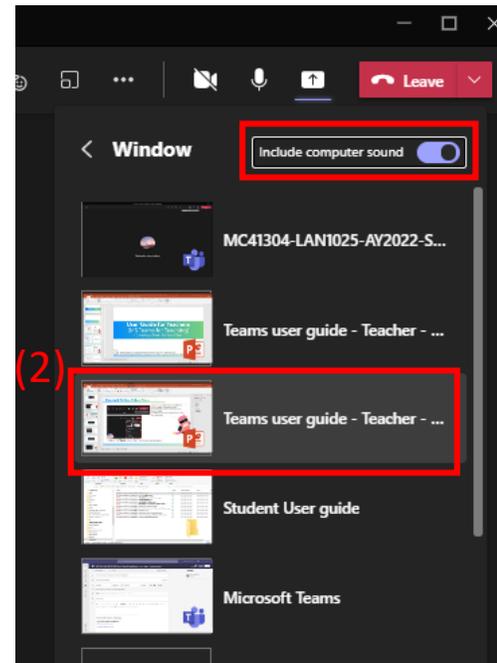
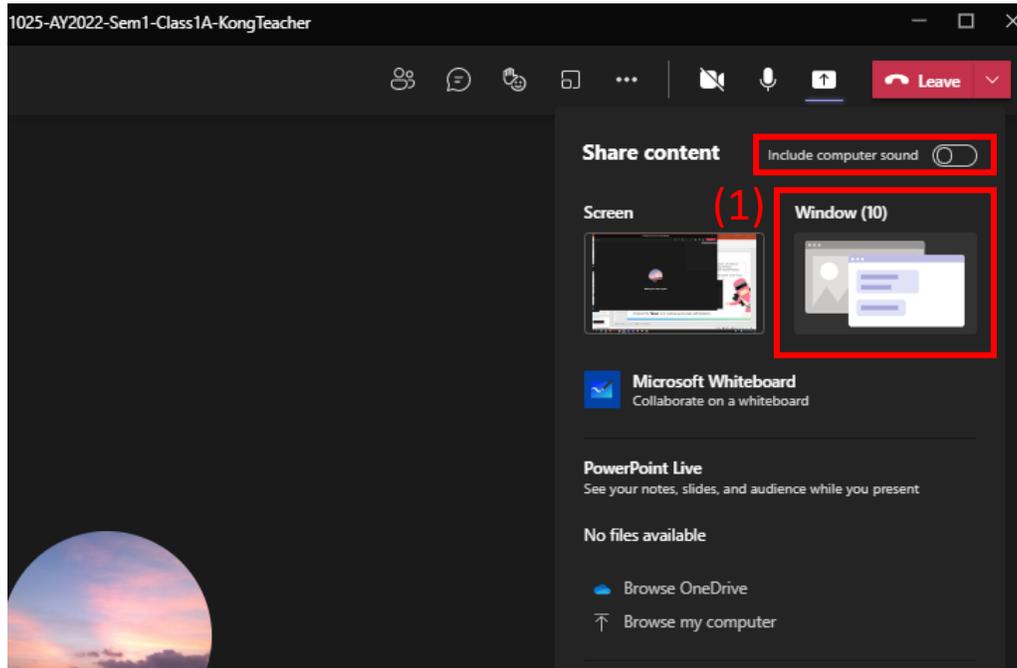


# Conduct Online Video Class



**Tips: (1)** You will be shown with different ways to share – Desktop, Window, PowerPoint, etc. Click on the one that you want to share.

**(2)** Please click "Include system audio" if you will share video.

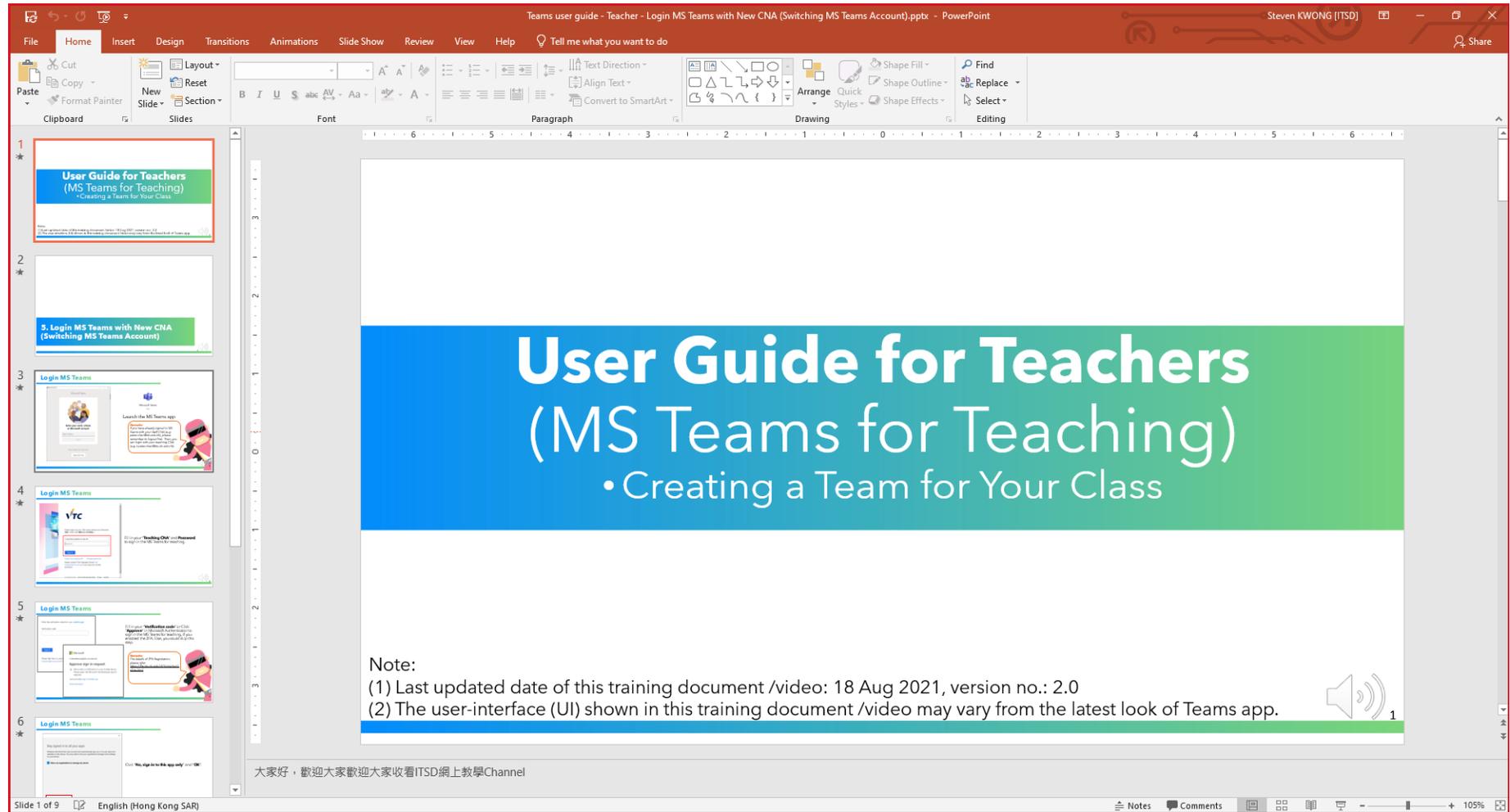


Click on the **"Share"** icon to share your screen with students.



# Conduct Online Video Class

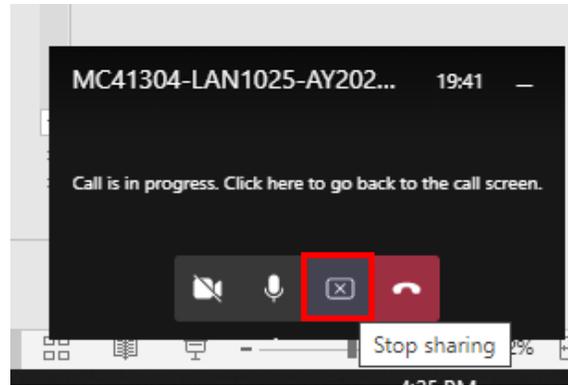
**Tips:** Turn on your audio system before playing video.



The currently shared screen will have a red outline around it.

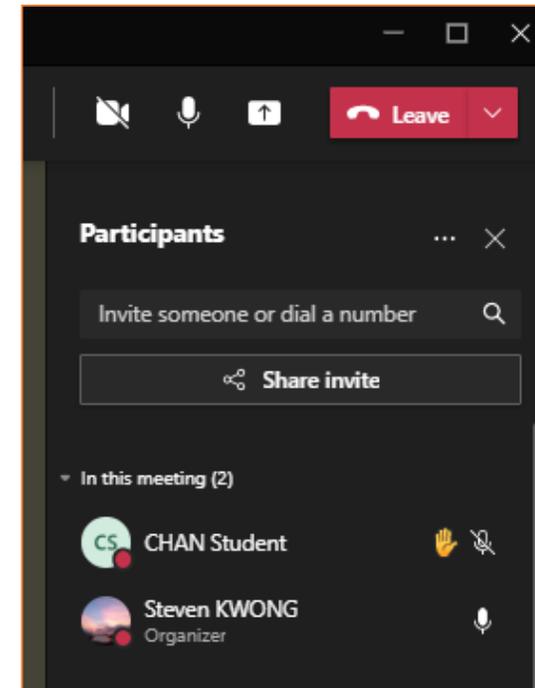
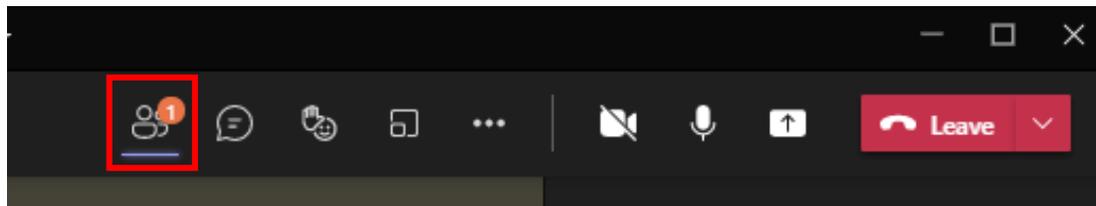
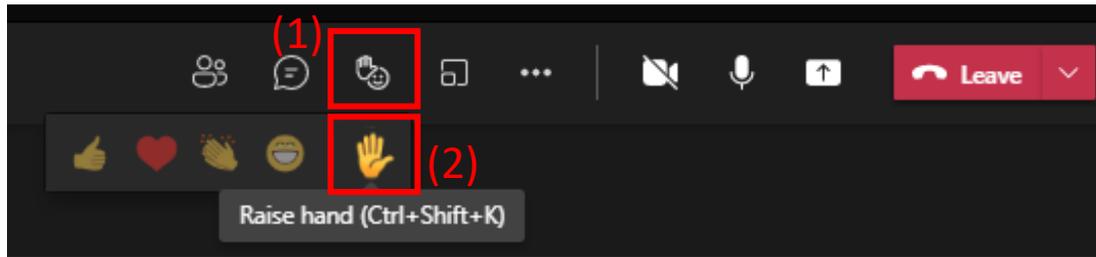


# Conduct Online Video Class



Click the "**Stop sharing**" icon to stop screen-sharing with students.

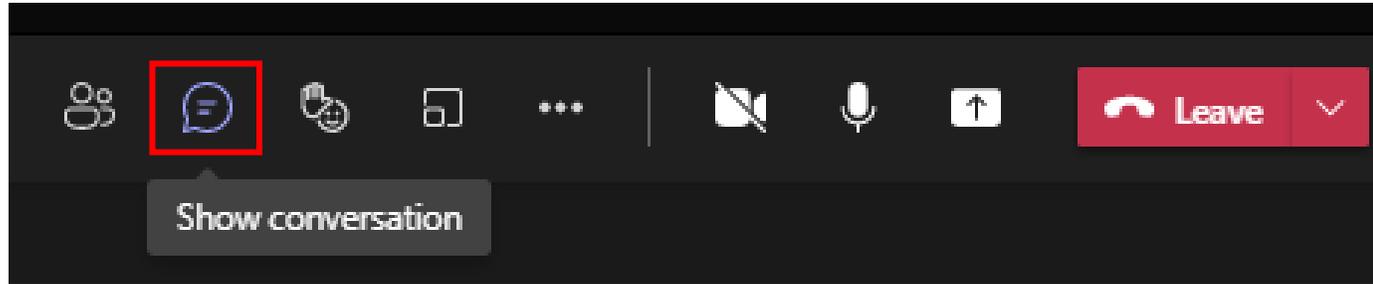
# Conduct Online Video Class



Your students can click the **"Raise your hand"** icon to raise their hands.

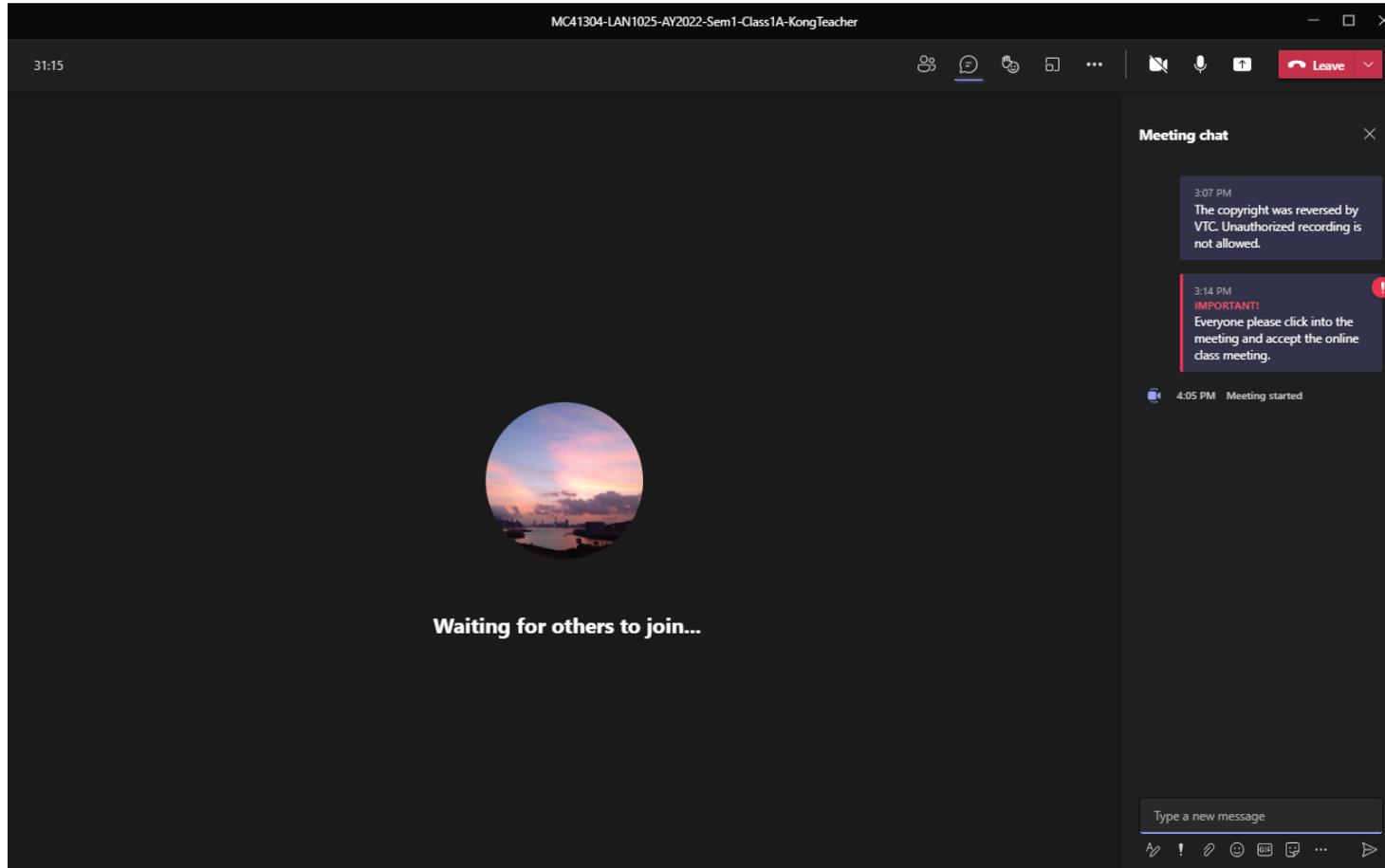
You can find the **"hand"** icon next to the student name in the **"People"** window.

# Conduct Online Video Class



Click the "**Show conversation**" icon to show the meeting chat box.

# Conduct Online Video Class

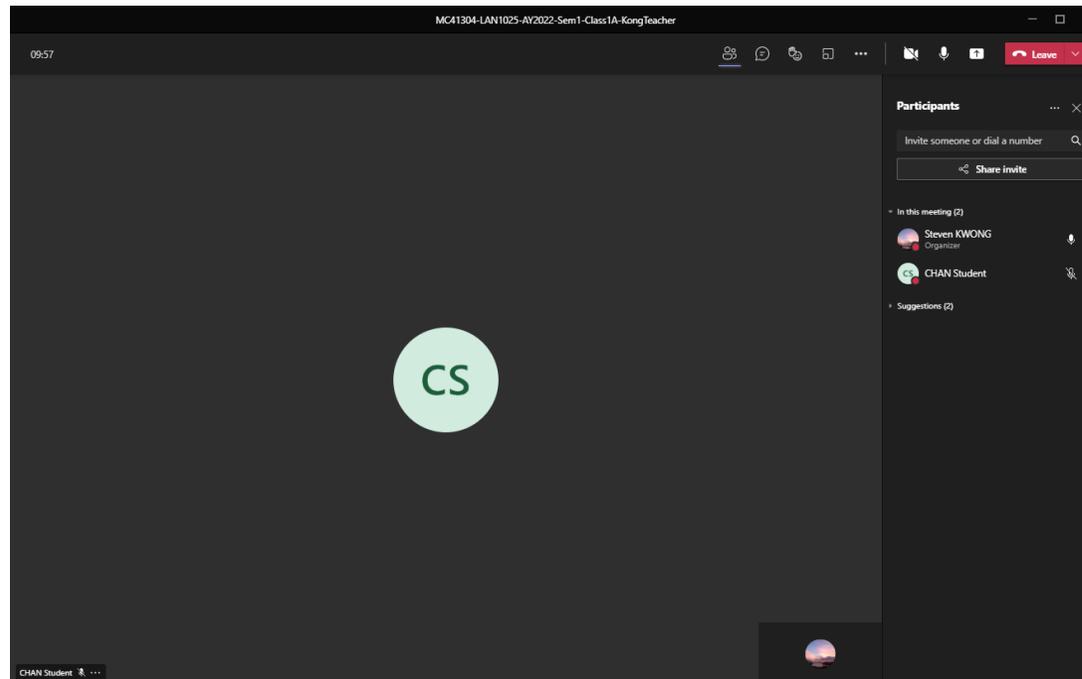
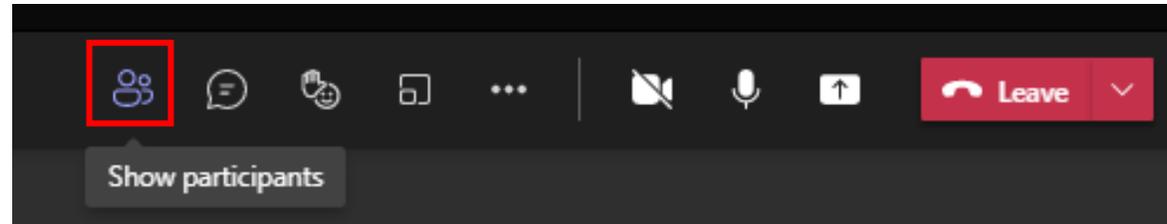


**Tips:** You can put the link of Moodle quiz in the chat box for students to do during the lesson.



The meeting chat box is located at the right-hand side for you to text and read messages.

# Conduct Online Video Class

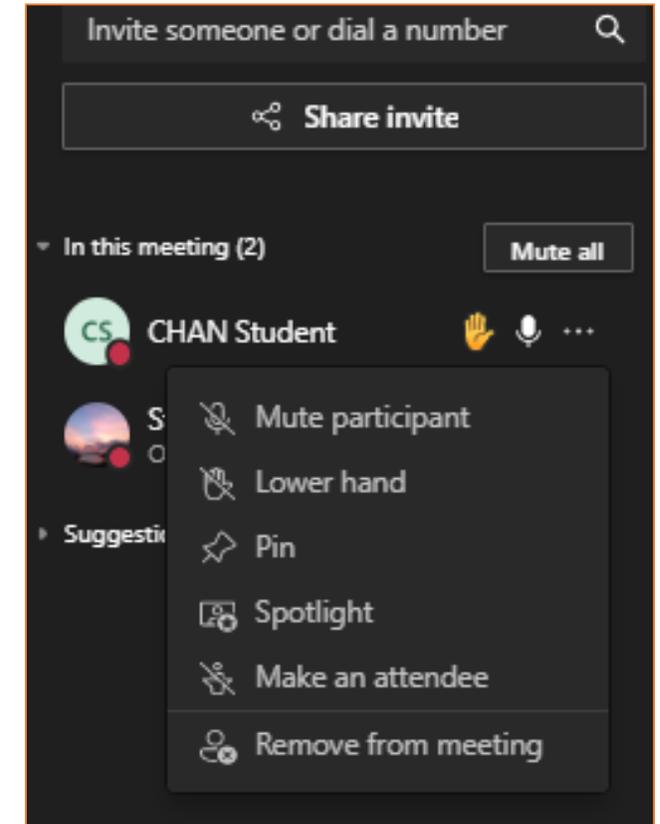
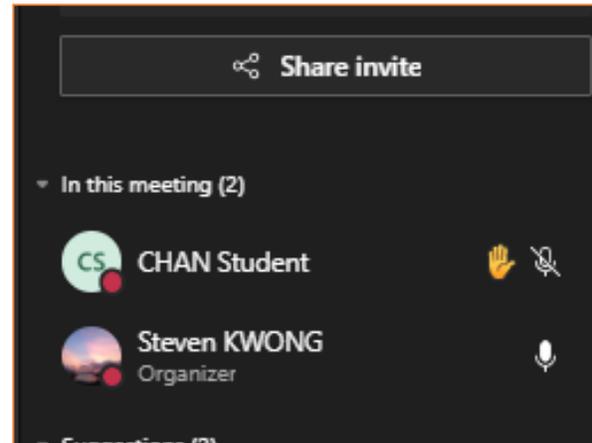


Click the “**Show participants**” icon for a list of students in the meeting.



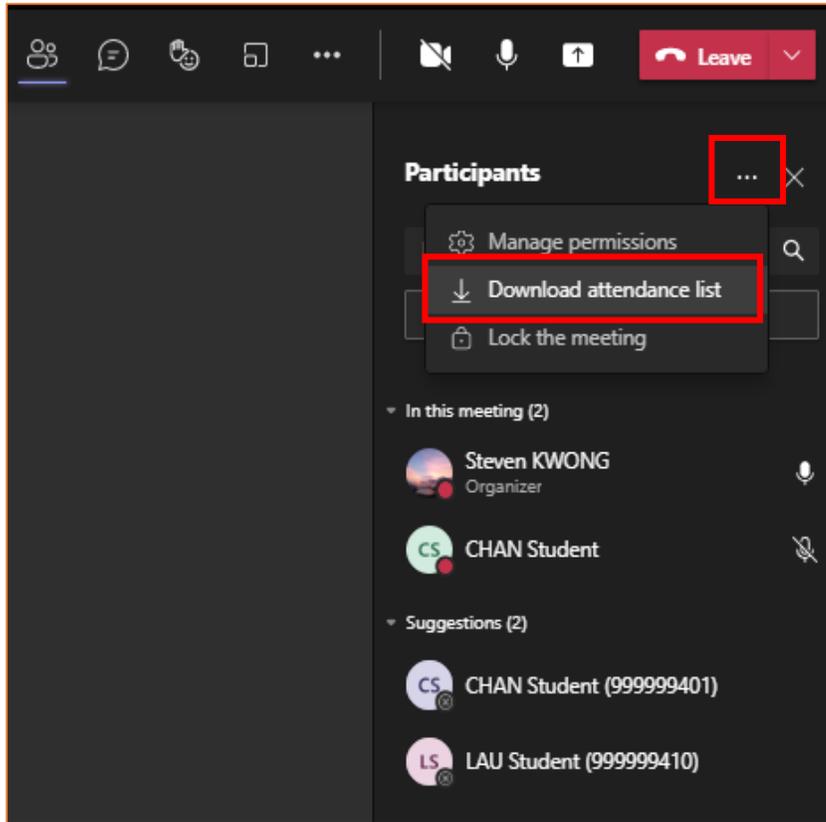
# Conduct Online Video Class

**Tips:** You cannot unmute students, but they can unmute by themselves.



By right-clicking a student in the “**People**” window, you can lower the hand, mute and remove that student from the meeting.

# Conduct Online Video Class



The screenshot shows a Microsoft Excel spreadsheet with the following data:

Full Name	User Active	Timestamp
KONG Tea	Joined	2020/8/10 上午9:50:29
CHAN Stu	Joined	2020/8/10 上午10:42:34

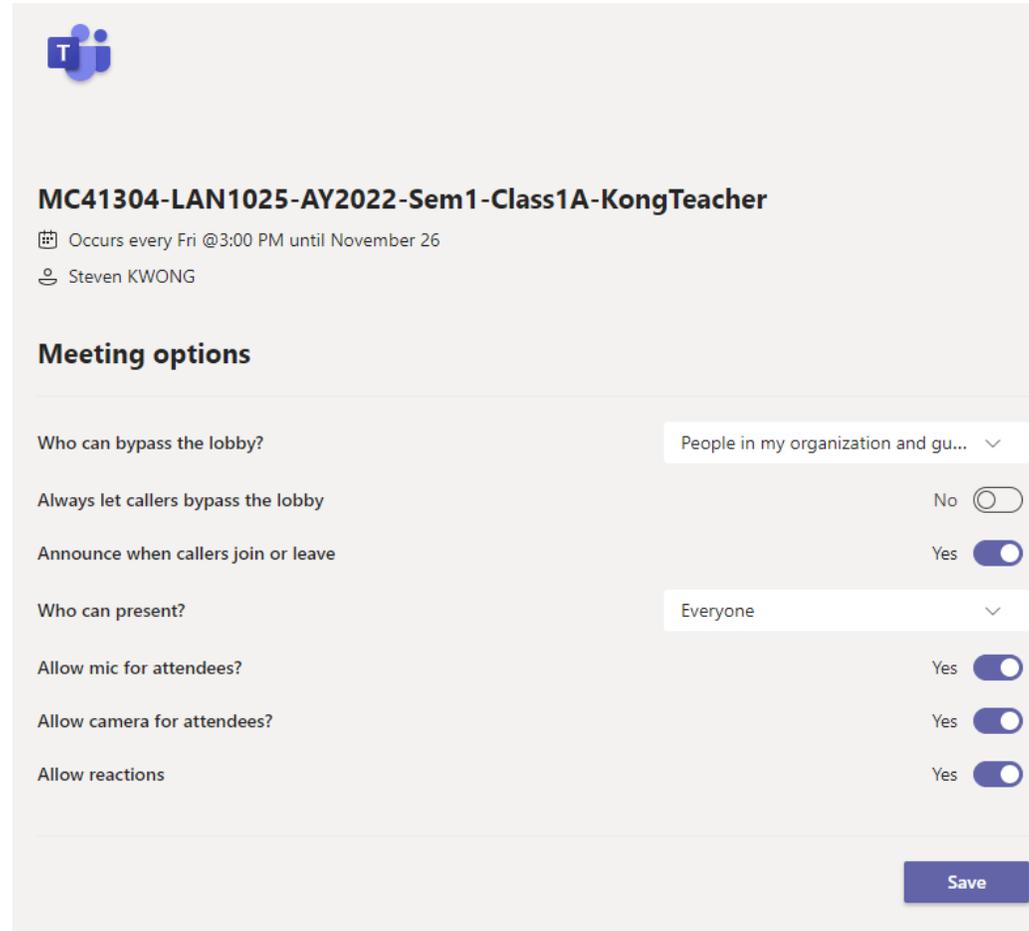
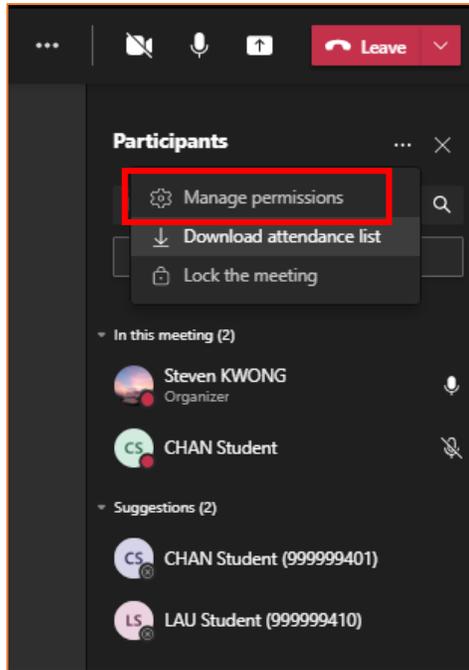
**Tips:** You could download the attendance list during class or after class.



You can download an attendance list by clicking "..." for "**Download attendance list**".



# Conduct Online Video Class



**Tips:** You should login with incognito mode.



Click "**Manage permissions**" to direct you to the "manage permissions" page.

# Conduct Online Video Class



**MC41304-LAN1025-AY2022-Sem1-Class1A-KongTeacher**

Occurs every Fri @3:00 PM until November 26

Steven KWONG

**Meeting options**

Who can bypass the lobby? People in my organization and gu... ▾

Always let callers bypass the lobby No

Announce when callers join or leave Yes

**Who can present?** Everyone ▾

- Everyone
- People in my organization and guests
- Specific people
- Only me**

Allow mic for attendees?

Allow camera for attendees?

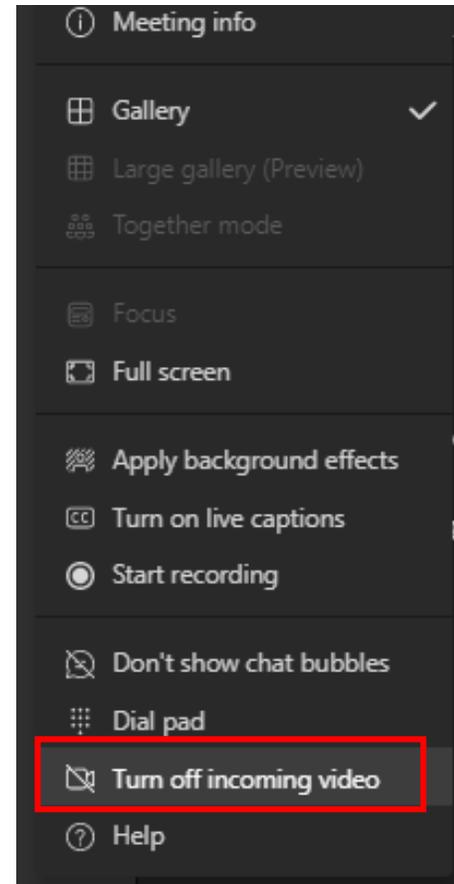
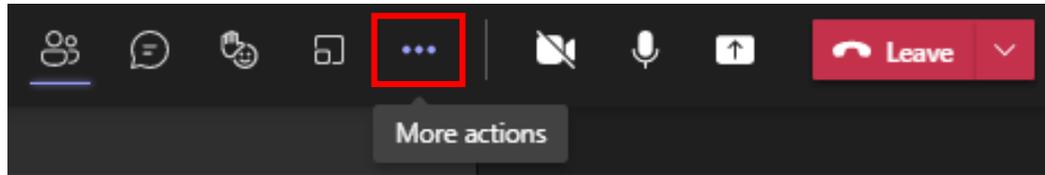
Allow reactions

Save

**Tips:** You can set "**ONLY ME** can present in the meeting".



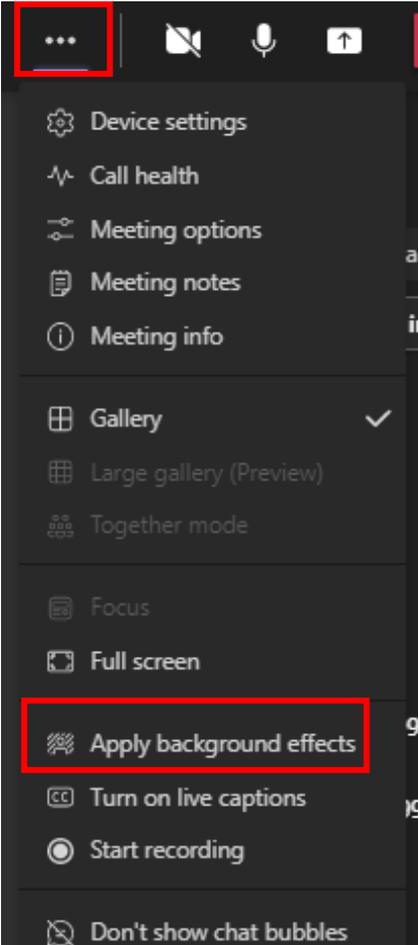
# Conduct Online Video Class



You may click the "**More actions**" icon and select "**Turn off incoming video**" to save your internet some stress and improve call quality.

# Conduct Online Video Class

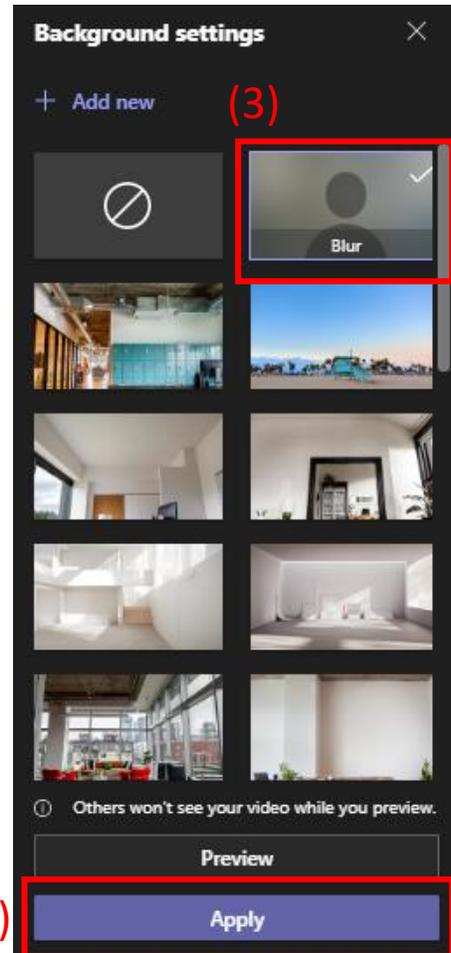
(1)



(1) Click the “**More actions**” icon

(2) Select “**Apply background effects**”

(2)

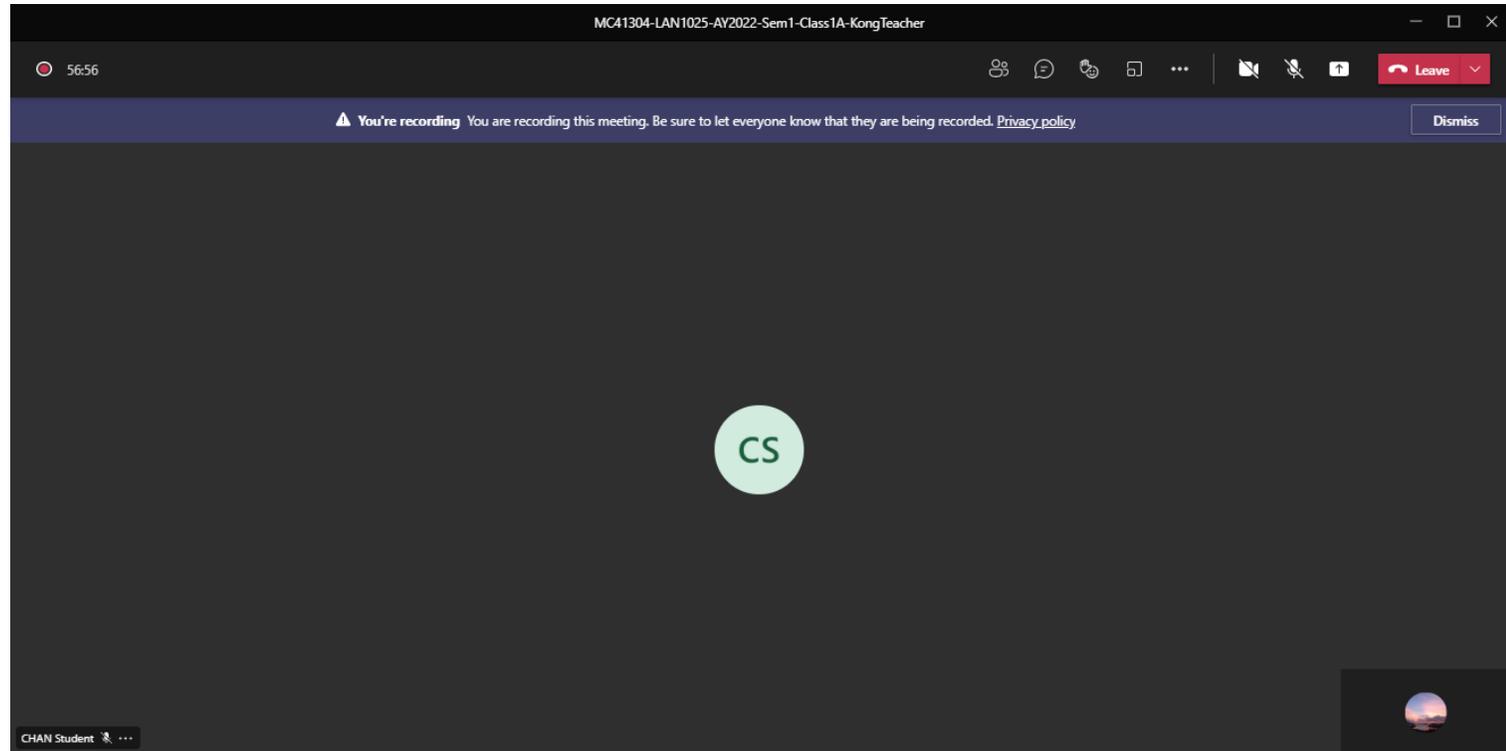
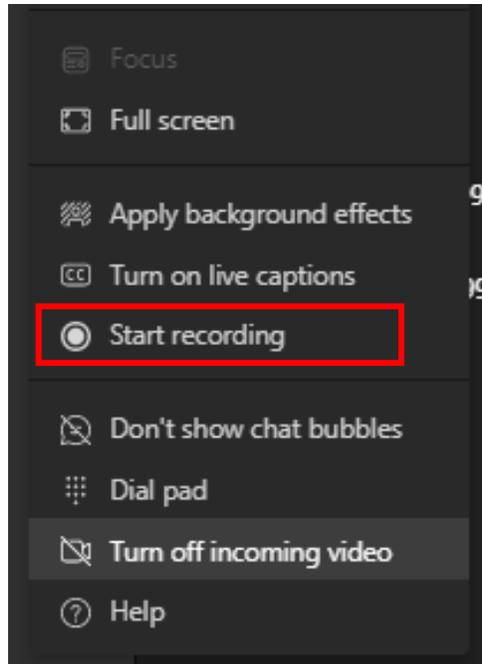


(3) Select “**Blur**” or other virtual background

(4) Click “**Apply**” to blur background or apply virtual background during the meeting.

(4)

# Conduct Online Video Class

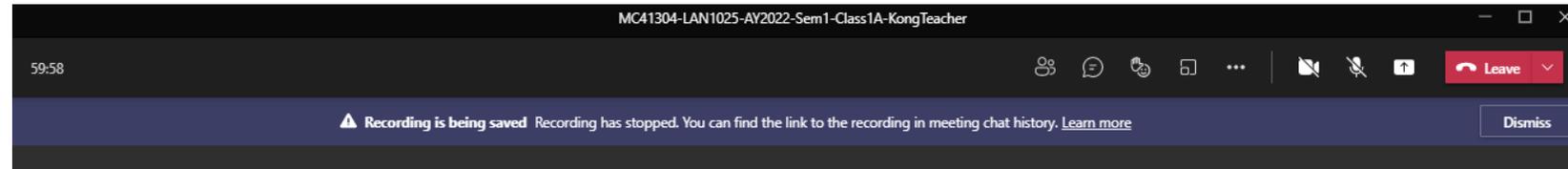
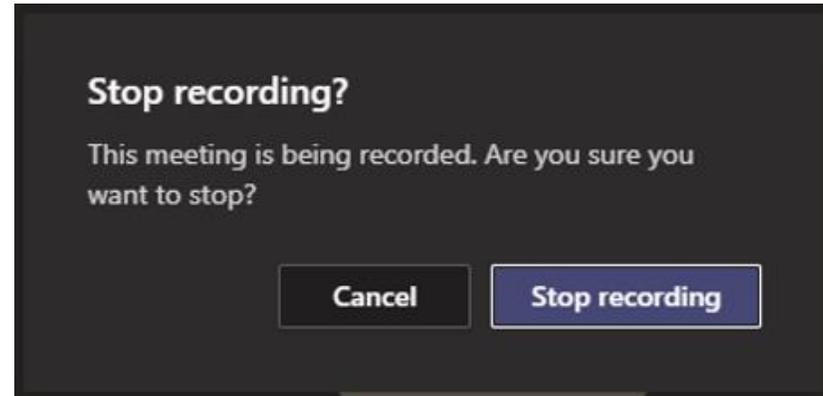
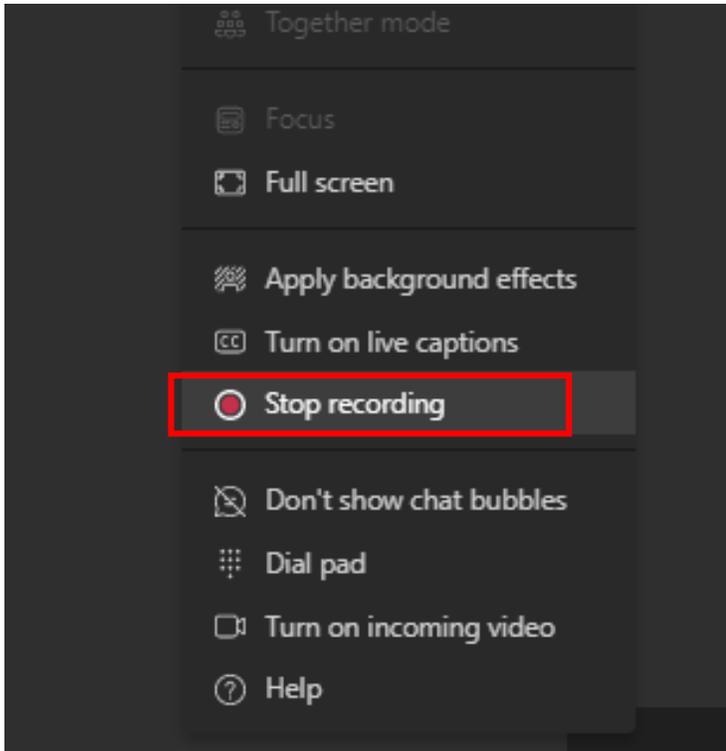


**Tips:** You are recommended to record the online class meeting.

Click "**Start recording**" to record the meeting.



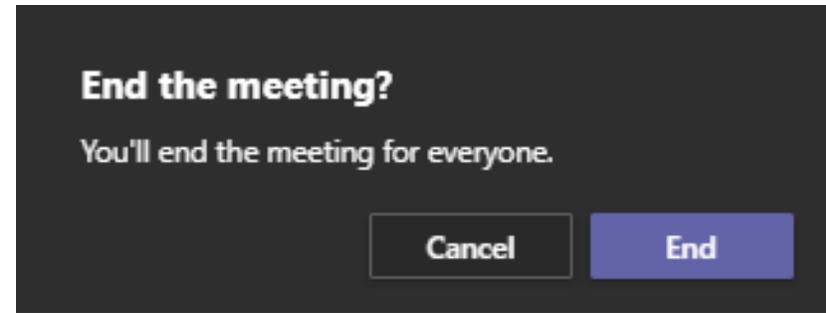
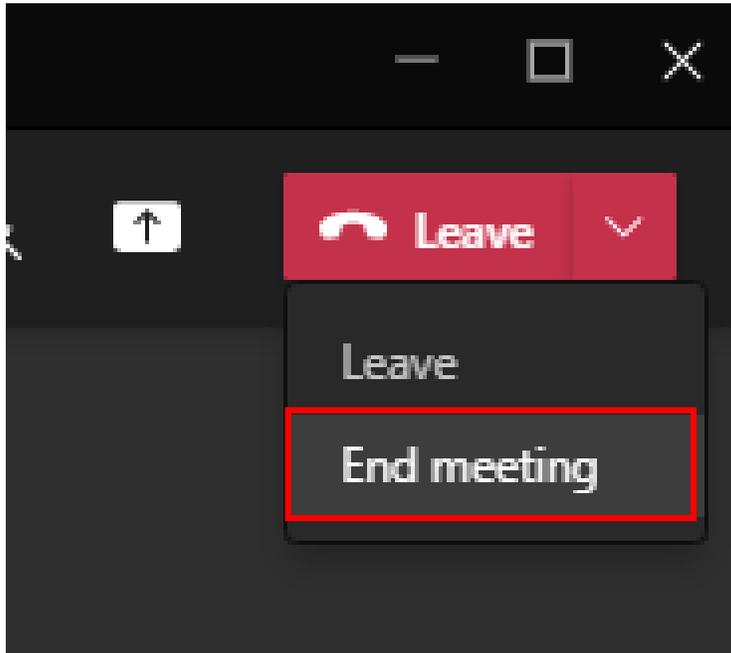
# Conduct Online Video Class



Click "**Stop recording**" to stop recording the meeting.

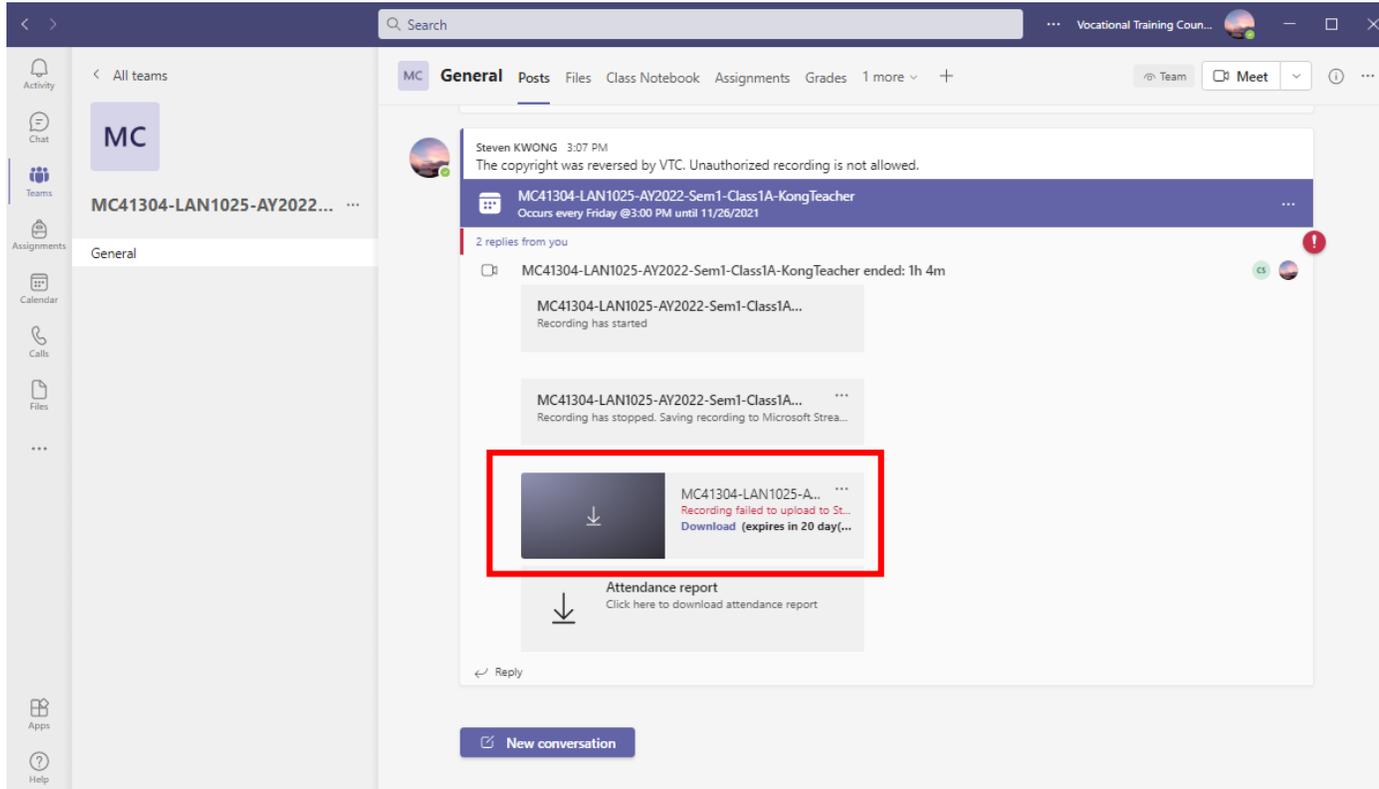


# Conduct Online Video Class



Click "**End meeting**" to end the meeting.

# Conduct Online Video Class



## Tips:

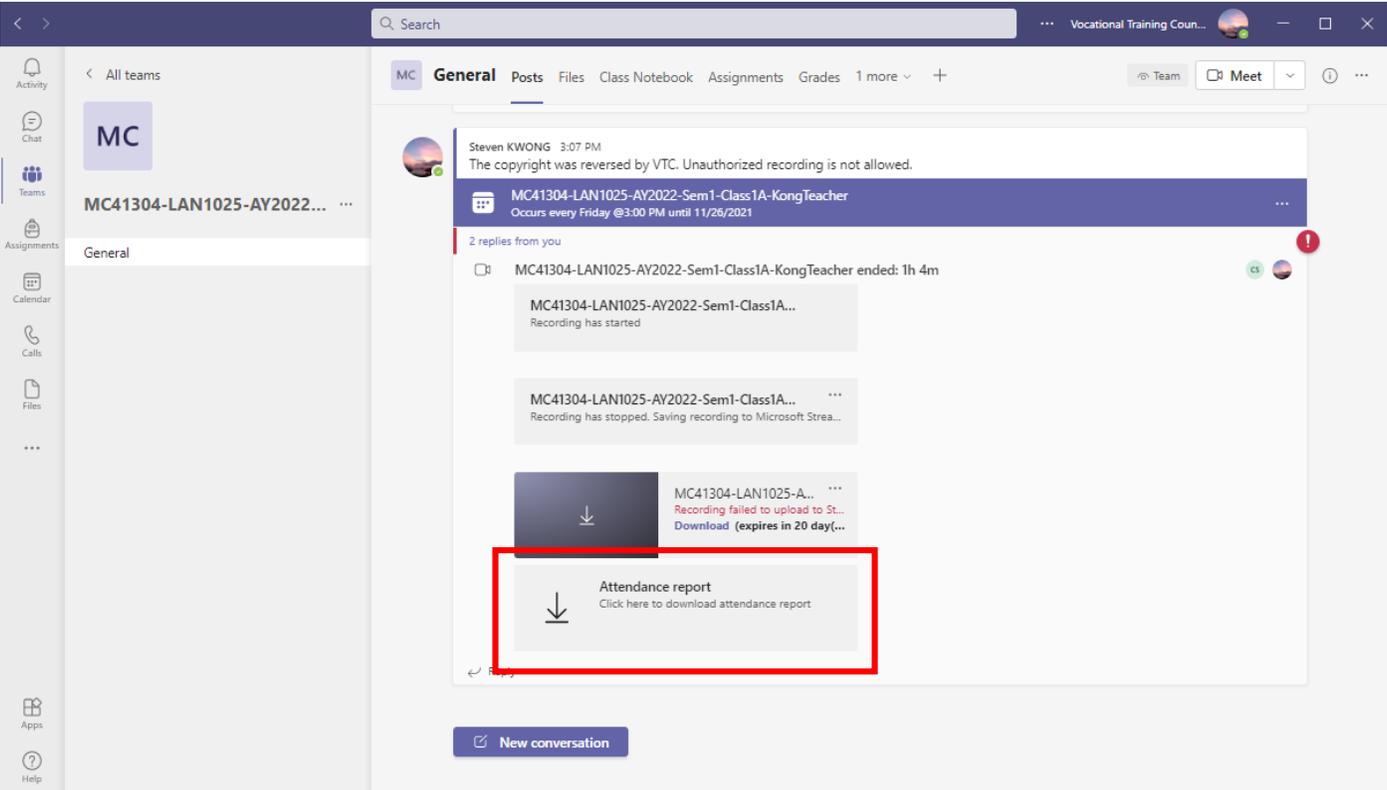
- (1) As you may not be allowed to download the video after a certain period of time, please do it ASAP.
- (2) You are recommended to upload the video to the VTC Panopto Platform for sharing.
- (3) The guide of VTC Panopto Platform can be found in Moodle's e-learning resource course.



You can find the meeting recording in the "**General**" channel.



# Conduct Online Video Class



You can find the meeting attendance report in the "General" channel after class.

**End**



# Produced by Information Technology Services Division

Please visit the website for more videos:



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

For upcoming features, please visit:



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