

# User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

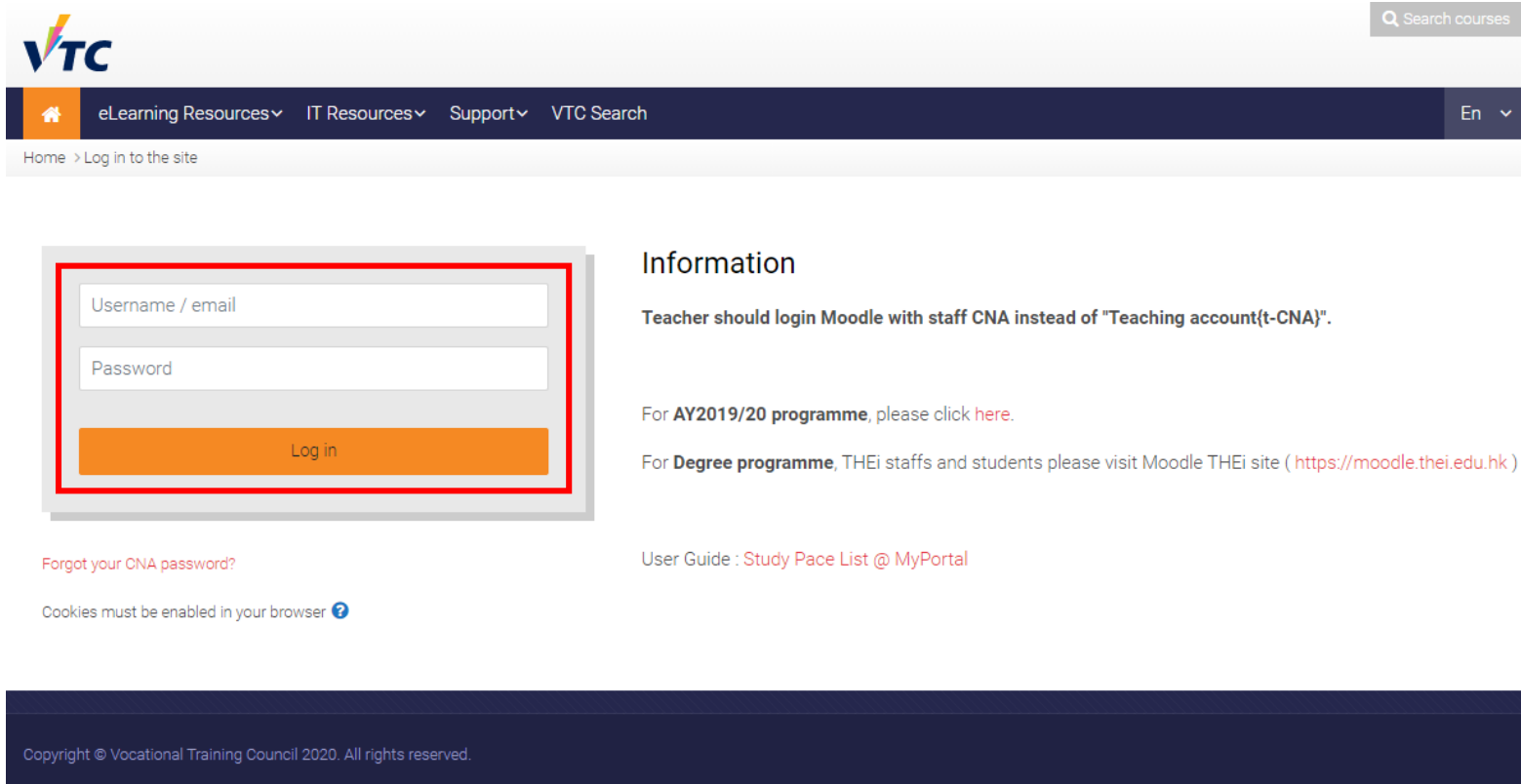
(1) Last updated date of this training document /video: 18 Aug 2021, version no.: 2.0

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



# **7.1 Create Teams Class and Invite Students to Join in Moodle**

# Create a Teams Class and Invite Students to Join the Teams Class



**VTC** Search courses

eLearning Resources IT Resources Support VTC Search En

Home > Log in to the site

Information

Teacher should login Moodle with staff CNA instead of "Teaching account{t-CNA)".

For **AY2019/20 programme**, please click [here](#).

For **Degree programme**, THEi staffs and students please visit Moodle THEi site ( <https://moodle.thei.edu.hk> )

User Guide : [Study Pace List @ MyPortal](#)

Forgot your CNA password?

Cookies must be enabled in your browser ?

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## Remarks:

If you're first time to use Moodle, please click [here](#) to read the basic guide.



Login Moodle by **Staff account**.

# Create a Teams Class and Invite Students to Join the Teams Class

The screenshot shows a Moodle course interface. At the top, there is a navigation bar with the VTC logo, a search bar, and user information for 'teacher-3'. Below this is a blue header with 'My courses (3)' and an 'En' button. The breadcrumb trail reads 'Dashboard > My courses > ITE3902\_IT\_ITX\_teacher-3@uat.vtc.edu.hk\_1'. A 'Turn editing on' button is visible on the right. A secondary navigation bar contains buttons for 'Dashboard', 'Site home', 'Calendar', 'Badges', 'All courses', and 'Edit course settings'. The course title is 'ITE3902\_IT\_ITX\_1 ( Smartphone Apps Fundamentals ) by teacher-3 teacher-3'. The main content area features an 'Announcements' section and four topic boxes labeled 'Topic 1', 'Topic 2', 'Topic 3', and 'Topic 4'. On the right, a 'Navigation' sidebar lists site-wide and course-specific options, including 'Dashboard', 'Site home', 'Site pages', 'My courses', and sub-items for the current course like 'Participants', 'Badges', 'Competencies', 'Grades', and 'General'.

Go to a **Moodle course**.

# Create a Teams Class and Invite Students to Join the Teams Class

## Participants

No filters applied

Enrol users

Search keyword or select filter

Group All Group

Number of participants: 3

First name All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

Surname All A B C D E F G H I J K L M N O P Q R S T U V W X Y Z

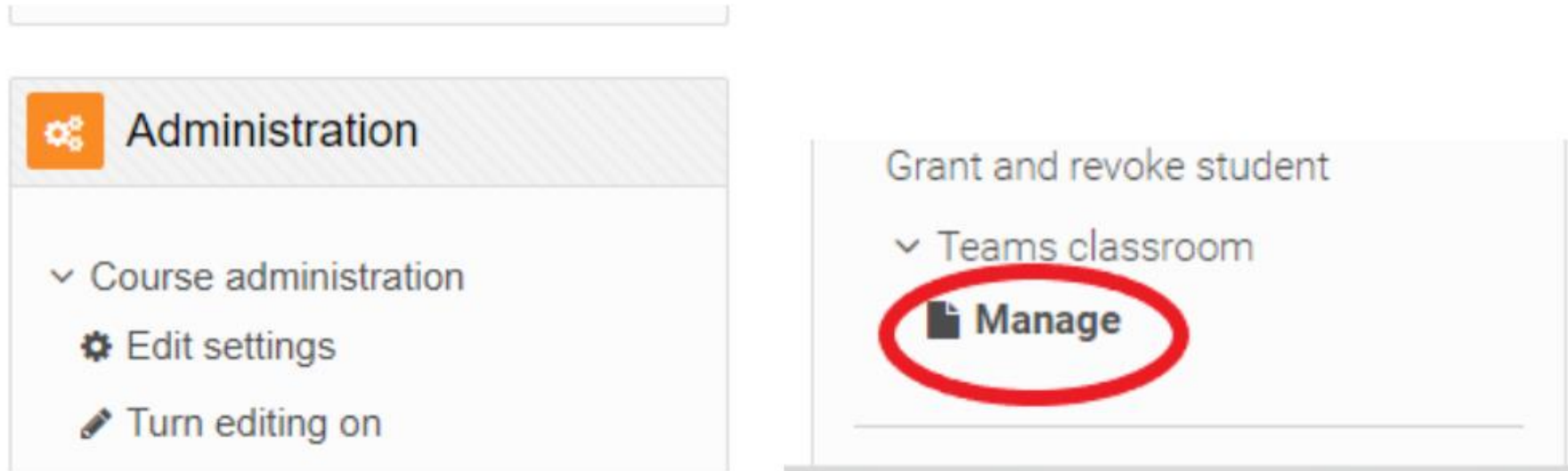
<input type="checkbox"/>	First name / Surname	Email address	Roles	Groups	Last access to course	Status
<input type="checkbox"/>	9999999101 9999999101	9999999101@uat.stu.vtc.edu.hk	Student	No groups	Never	Active
<input type="checkbox"/>	9999999102 9999999102	9999999102@uat.stu.vtc.edu.hk	Student	No groups	Never	Active
<input type="checkbox"/>	teacher-3 teacher-3	teacher-3@uat.vtc.edu.hk	Teacher, Course creator	No groups	9 secs	Active

With selected users... Choose...

Enrol users

Enroll student into the course.

# Create a Teams Class and Invite Students to Join the Teams Class



Click "**Teams classroom**" > "**Manage**" from Administration block.

# Create a Teams Class and Invite Students to Join the Teams Class

ITE3902\_IT\_ITX\_1( Smartphone Apps Fundamentals ) by teacher-3 teacher-3

## Teams classroom

Any modification directly made in MS teams will be showed here.  
Please do not edit the participant list in MS teams directly.  
Please do not delete the MS teams group in MS Teams directly.  
[Download guideline here](#)

No Teams classroom for this course



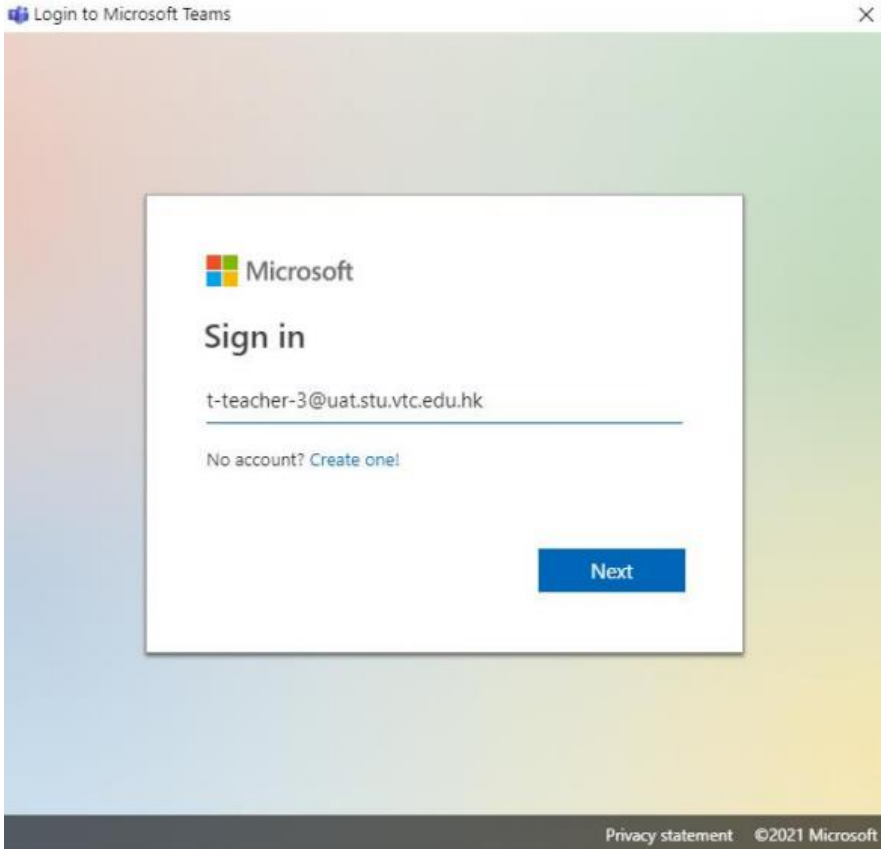
Click "**Create**" button to create MS Teams Classroom.

Message "**Create succeed**" displayed

Create succeed



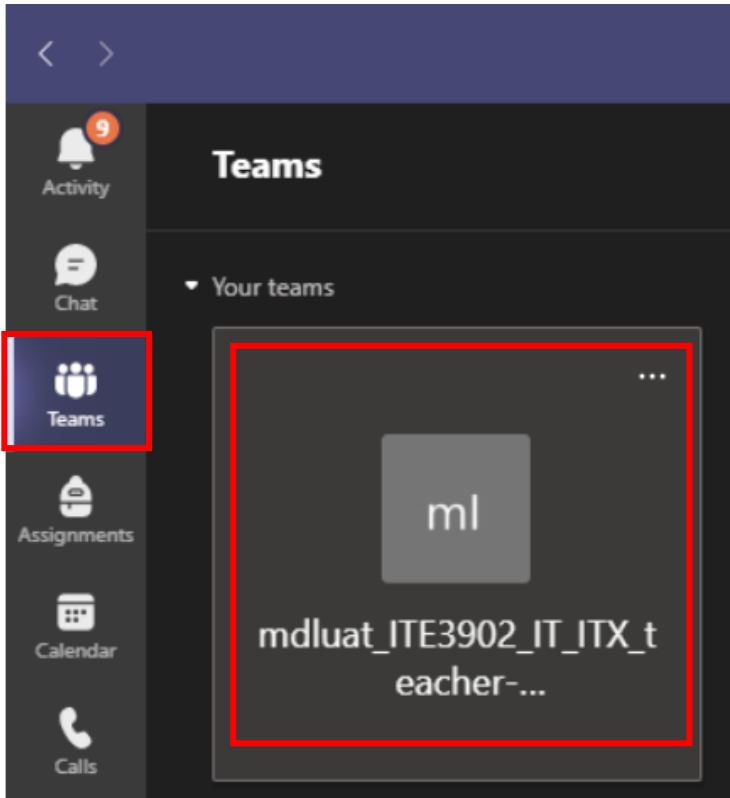
# Create a Teams Class and Invite Students to Join the Teams Class



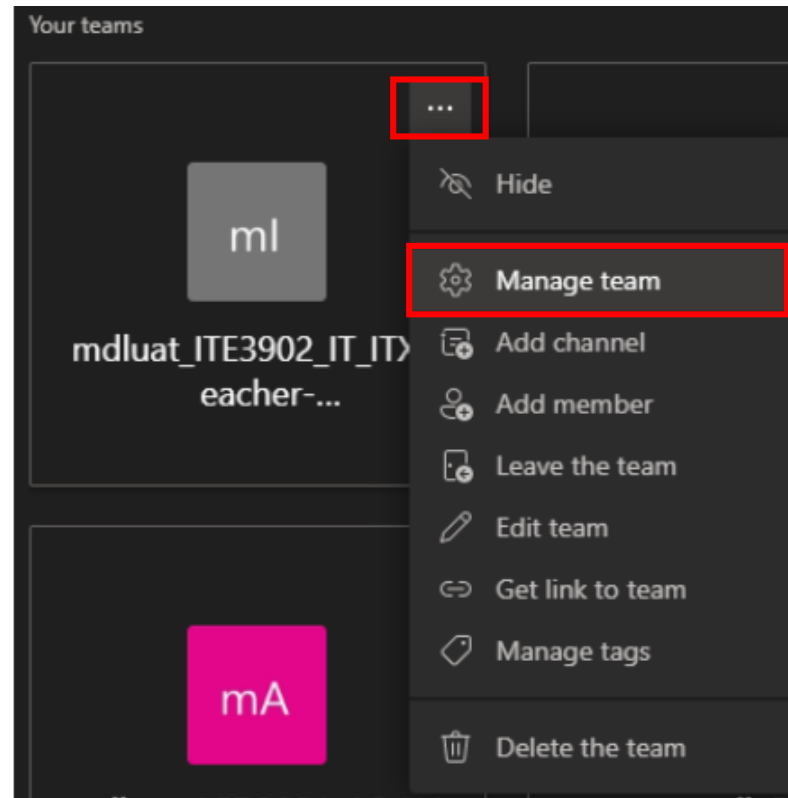
Login MS Teams by **(t-) teaching account**



# Create a Teams Class and Invite Students to Join the Teams Class

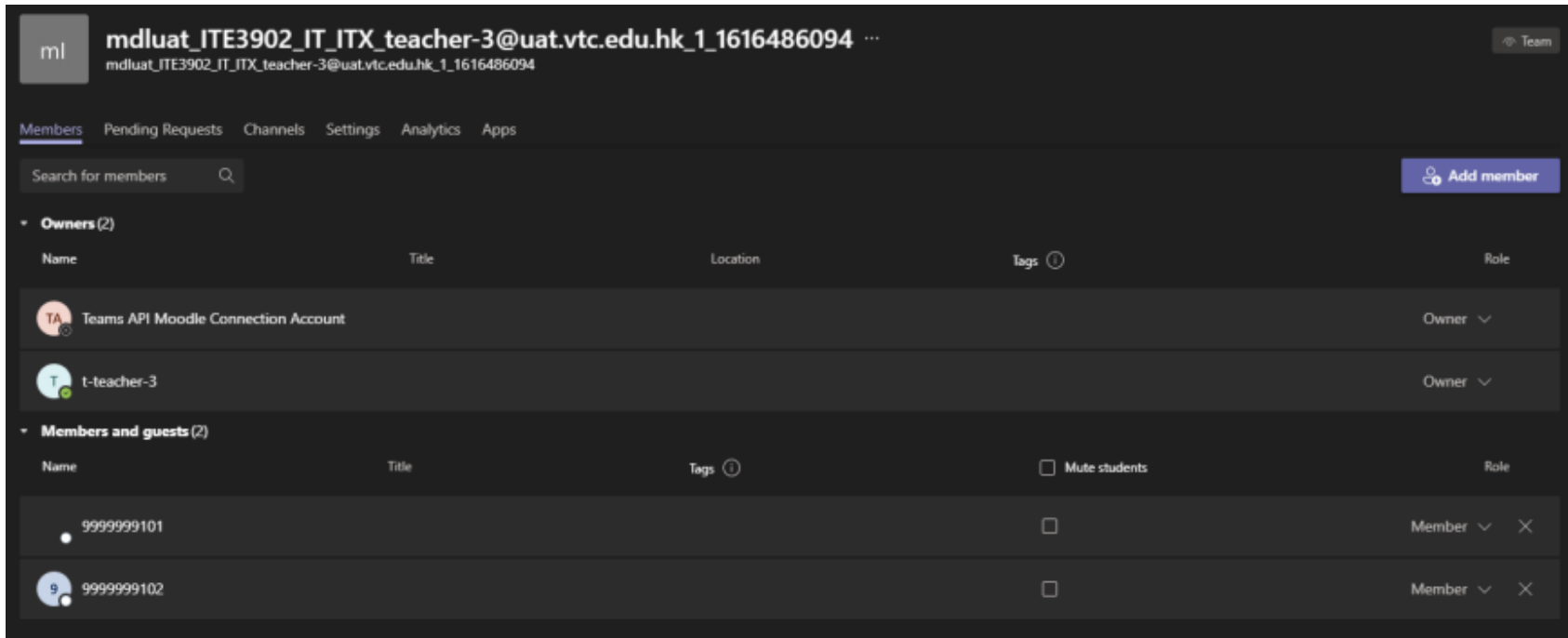


Click "**Teams**", you will see the new classroom is created for the Moodle course.



Click "**More option**" > "**Manage team**"

# Create a Teams Class and Invite Students to Join the Teams Class



The screenshot shows the Microsoft Teams interface for a class. At the top, the class name is "mdlut ITE3902\_IT\_ITX\_teacher-3@uat.vtc.edu.hk\_1\_1616486094". Below the name are navigation tabs: Members, Pending Requests, Channels, Settings, Analytics, and Apps. A search bar for members is visible, along with an "Add member" button. The members are organized into two sections: "Owners (2)" and "Members and guests (2)".

Owners (2)	
Name	Role
Teams API Moodle Connection Account	Owner
t-teacher-3	Owner

Members and guests (2)	
Name	Role
9999999101	Member
9999999102	Member

**Tips:** If you enrolled a **new** student to the Moodle course after created Teams class, you should Synchronize again by following [this guide](#).

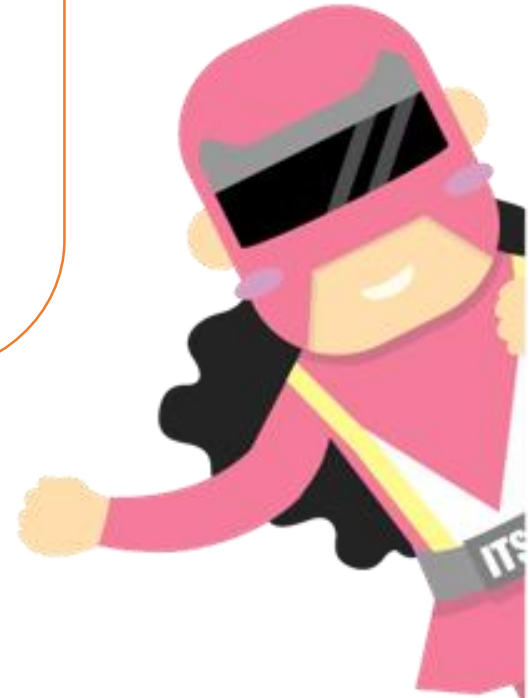
You will see the student from the Moodle course are synchronized to the classroom.



# Create a Teams Class and Invite Students to Join the Teams Class

Points to note:

- Please login your teaching account (t-) for using the classroom in Microsoft Teams.
- The system may takes 5-10 minutes for classroom creation and student synchronization.
- Before create classroom / synchronize member, ensure all staff enrolled in the course already activated t-account.
- Only teacher, non-editable teacher and student will be added into the classroom.
- The modification directly made in Microsoft teams will not be showed in Moodle.



**End**



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For upcoming features, please visit:



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