

User Guide for Teachers

(Invite Students to Class by Team Code)

Note:

(1) Last updated date of this training document /video: 30 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.

6.3 Students to Class by Team Code

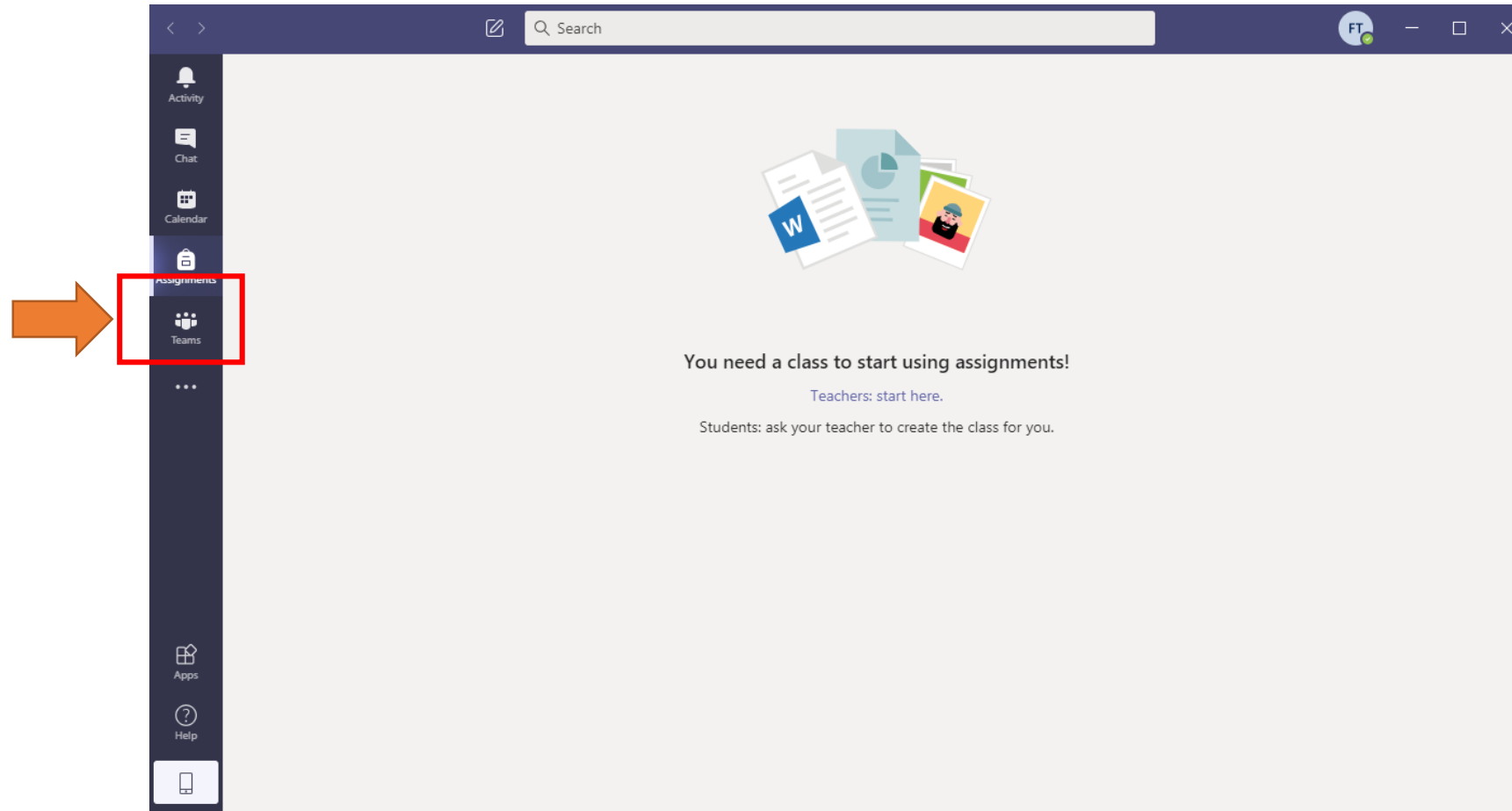
Invite Students to Class by Team Code

This user guide shows you how to save time in adding students to Teams Class. With Team Code, you can invite **ALL** students to your Teams Class in one go.



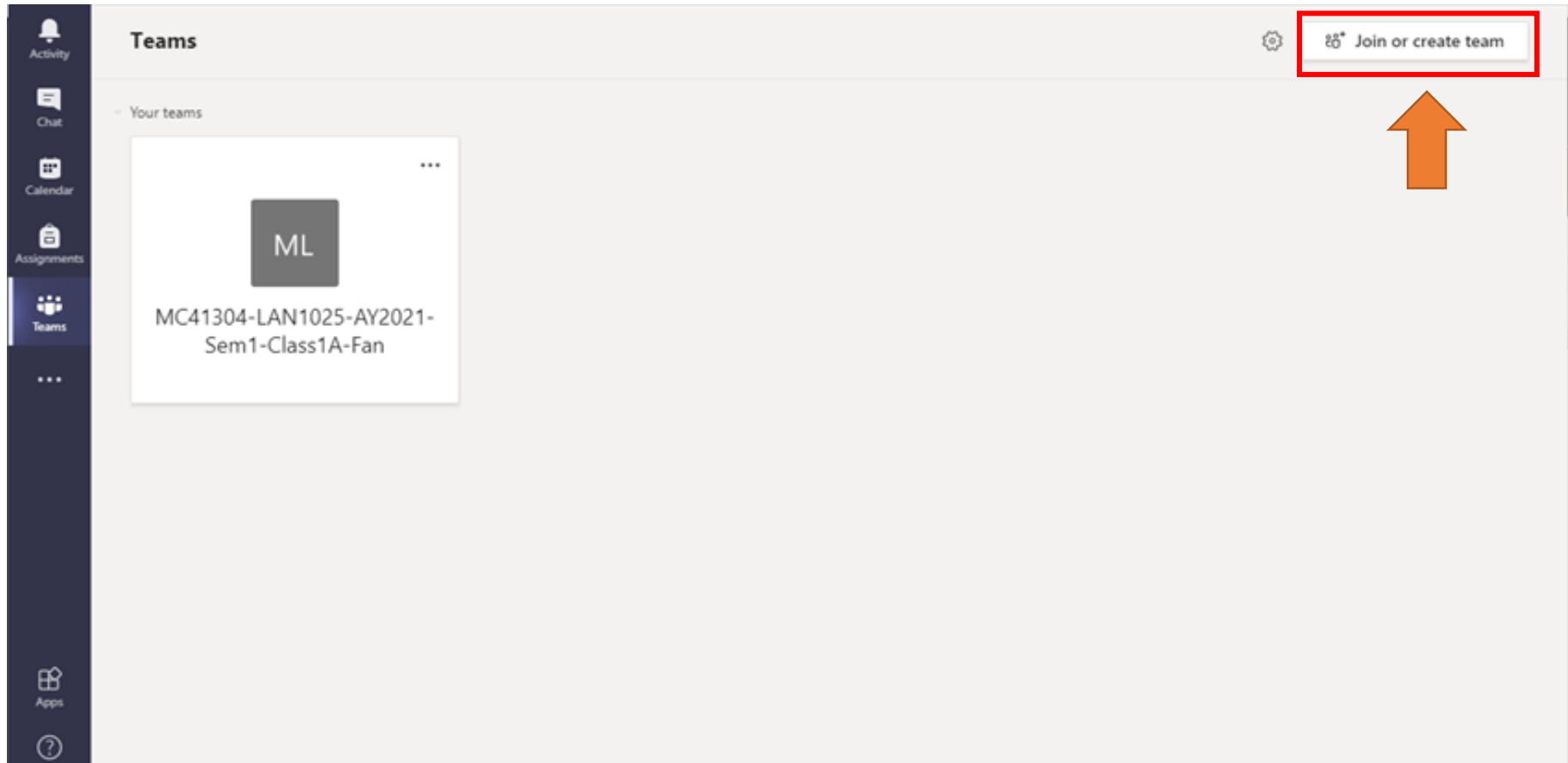
1. Create Teams Class & Generate Team Code

Create a Teams Class



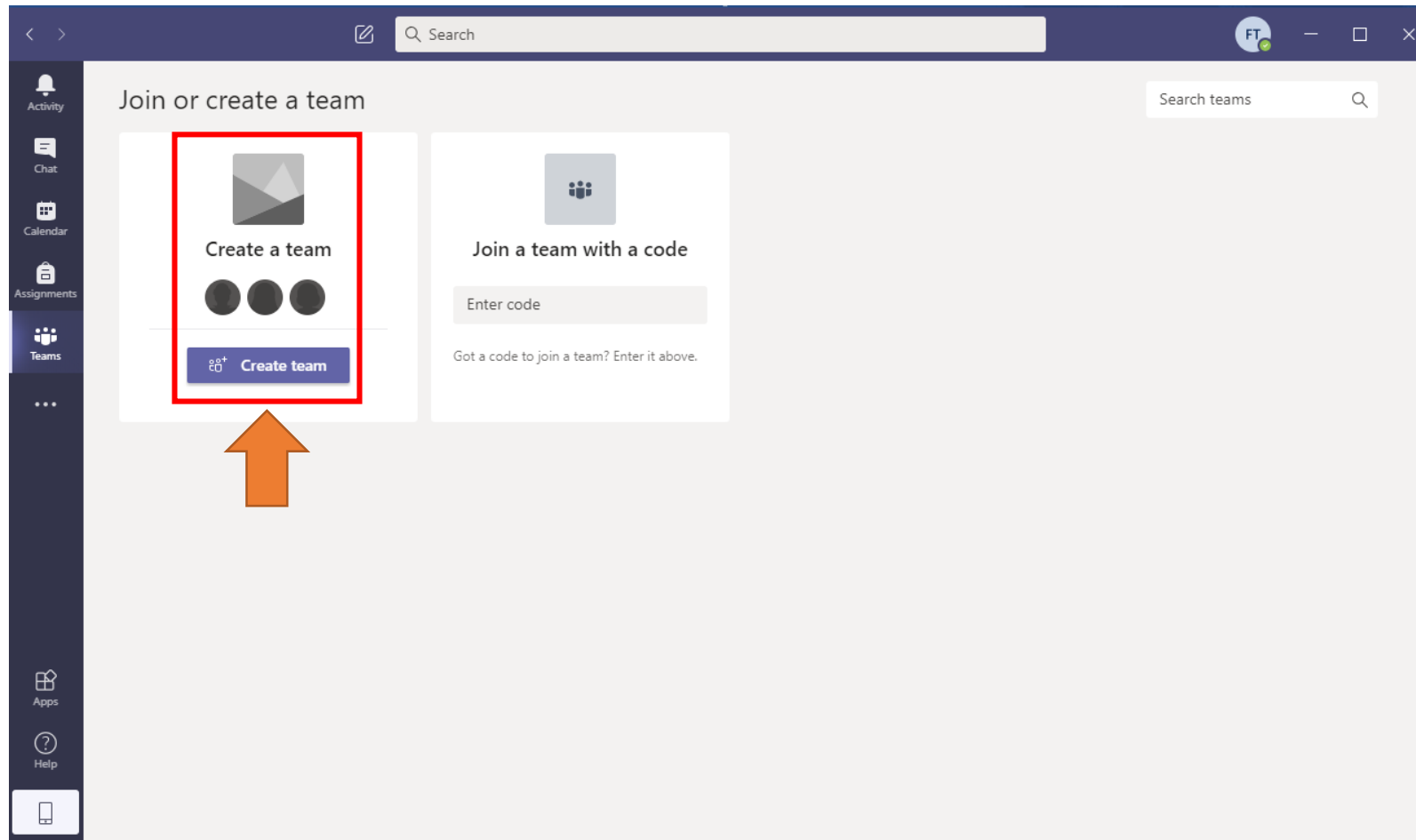
Click the "**Teams**" icon in the sidebar menu.

Create a Teams Class



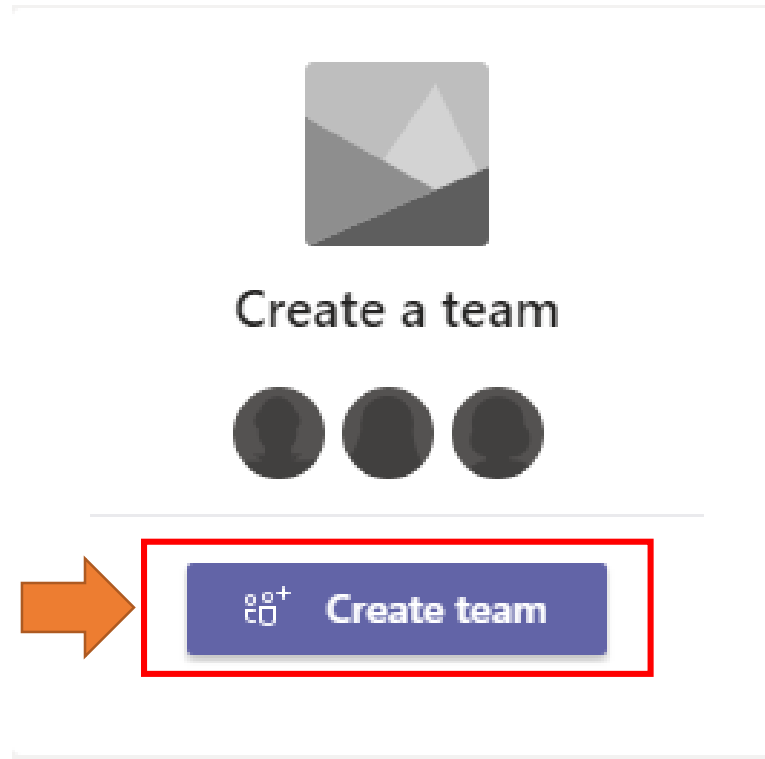
Click "**Join or create team**" to create a new class.

Create a Teams Class



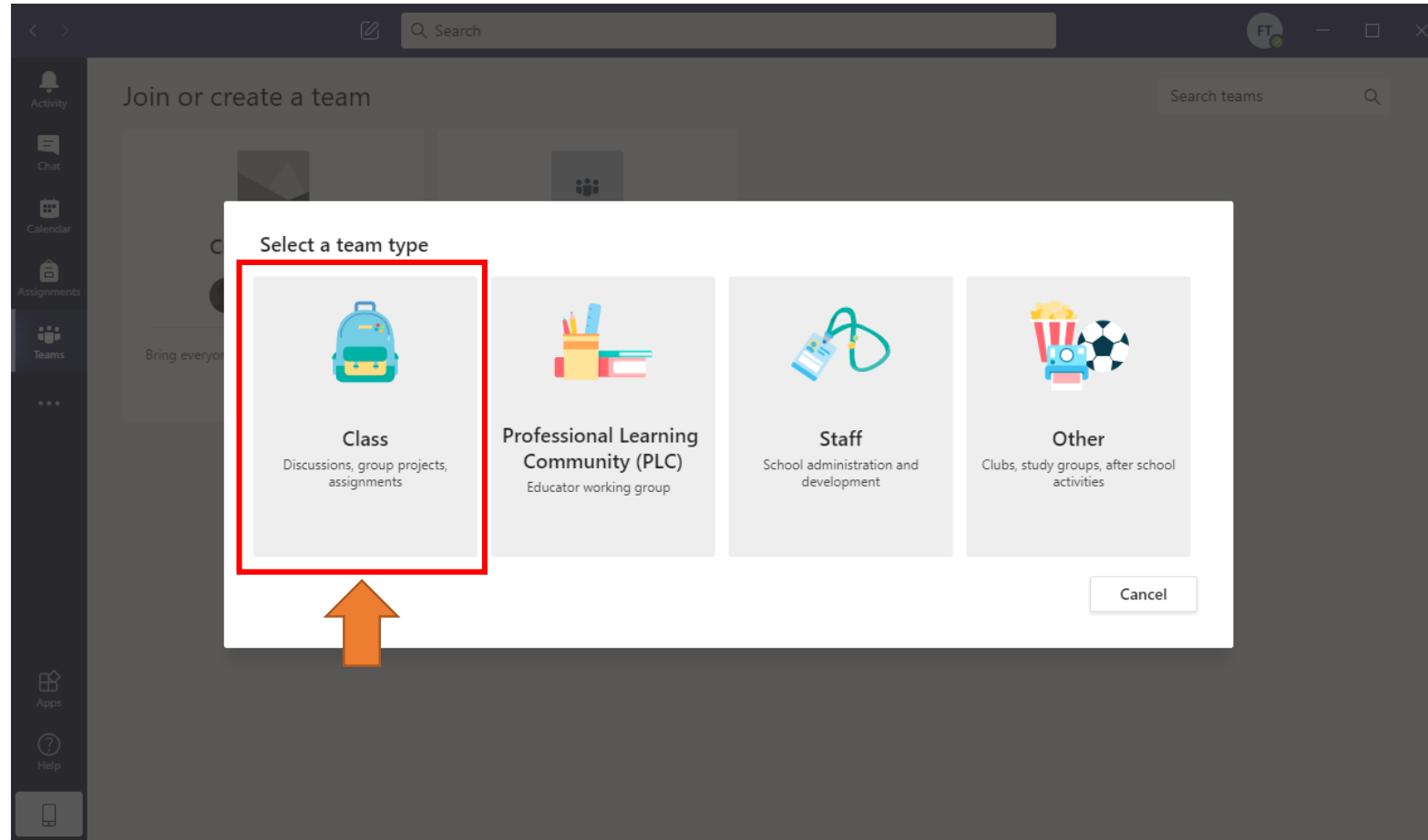
You will find **"Create a team"** on the main page.

Create a Teams Class



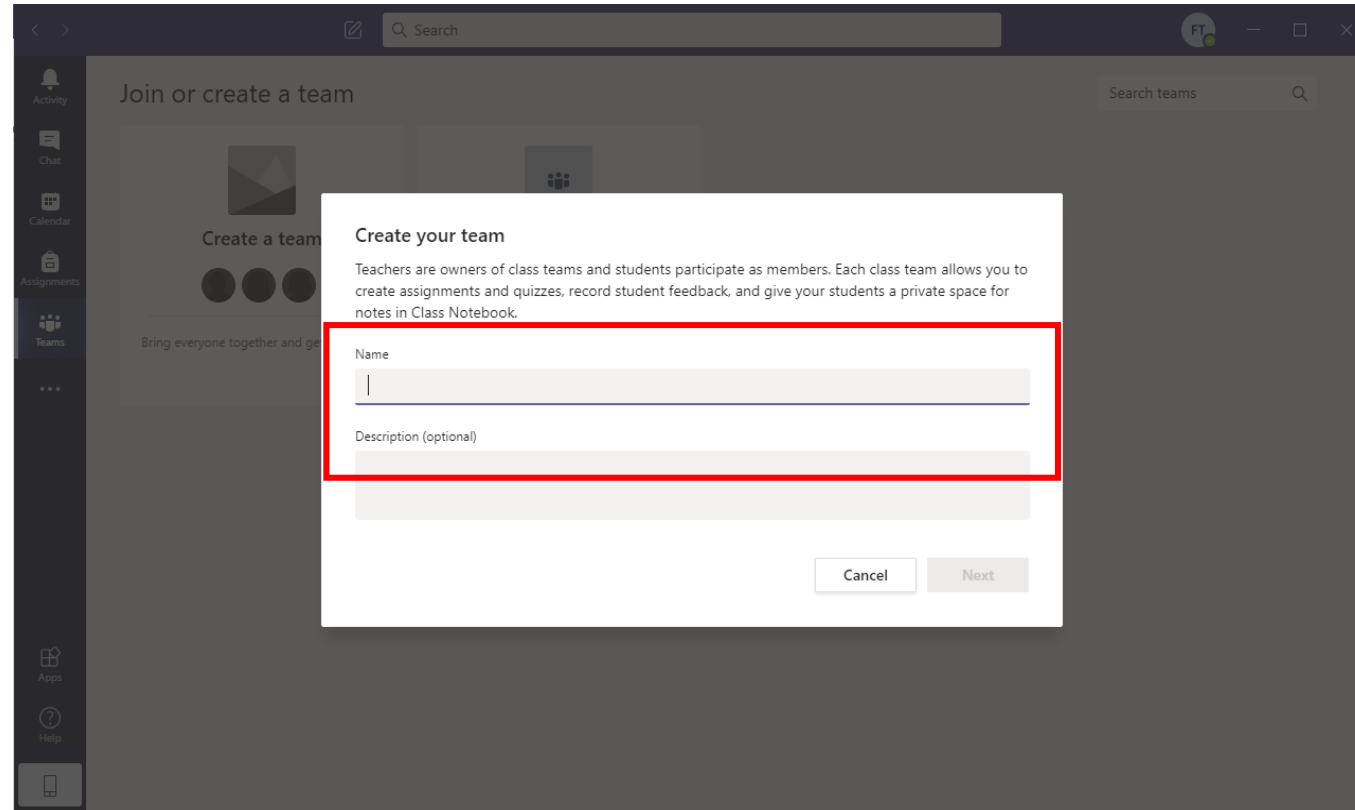
Click the "**Create team**" button.

Create a Teams Class



Select "**Class**" as a team type.

Create a Teams Class




1. Fill in details with this format to create the Teams Class:
 1. Name of the class (Format :{Module Code - Course Name - AY - Sem - Class - Course creator})
 2. Privacy : select "Private -"
2. Click "**Next**" to continue

Create a Teams Class

Add people to "MC41304-LAN1025-AY2021-Sem1-Class1A-Fan"

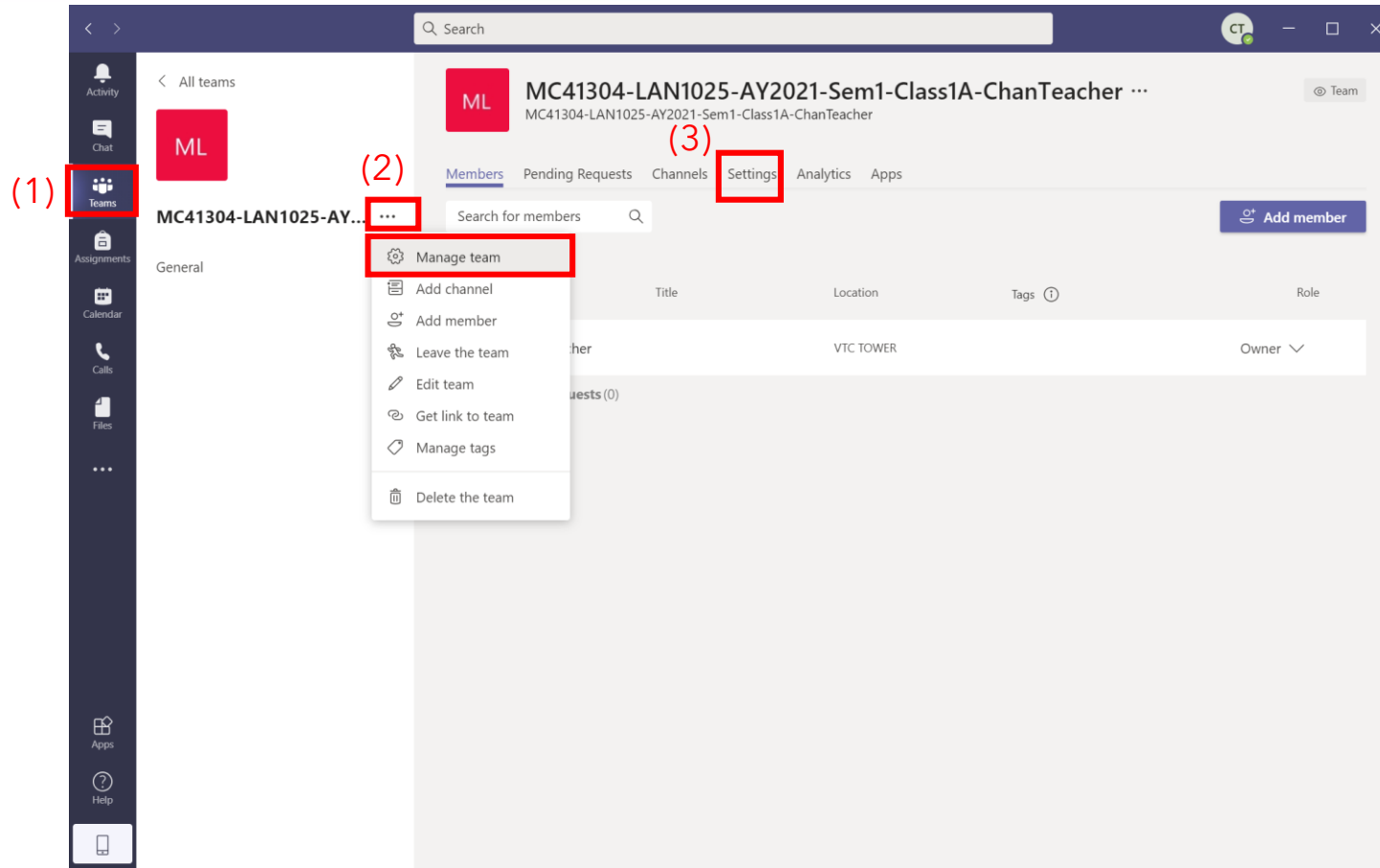
Students Teachers

Start typing a name to choose a group, distribution list, or person at your school.



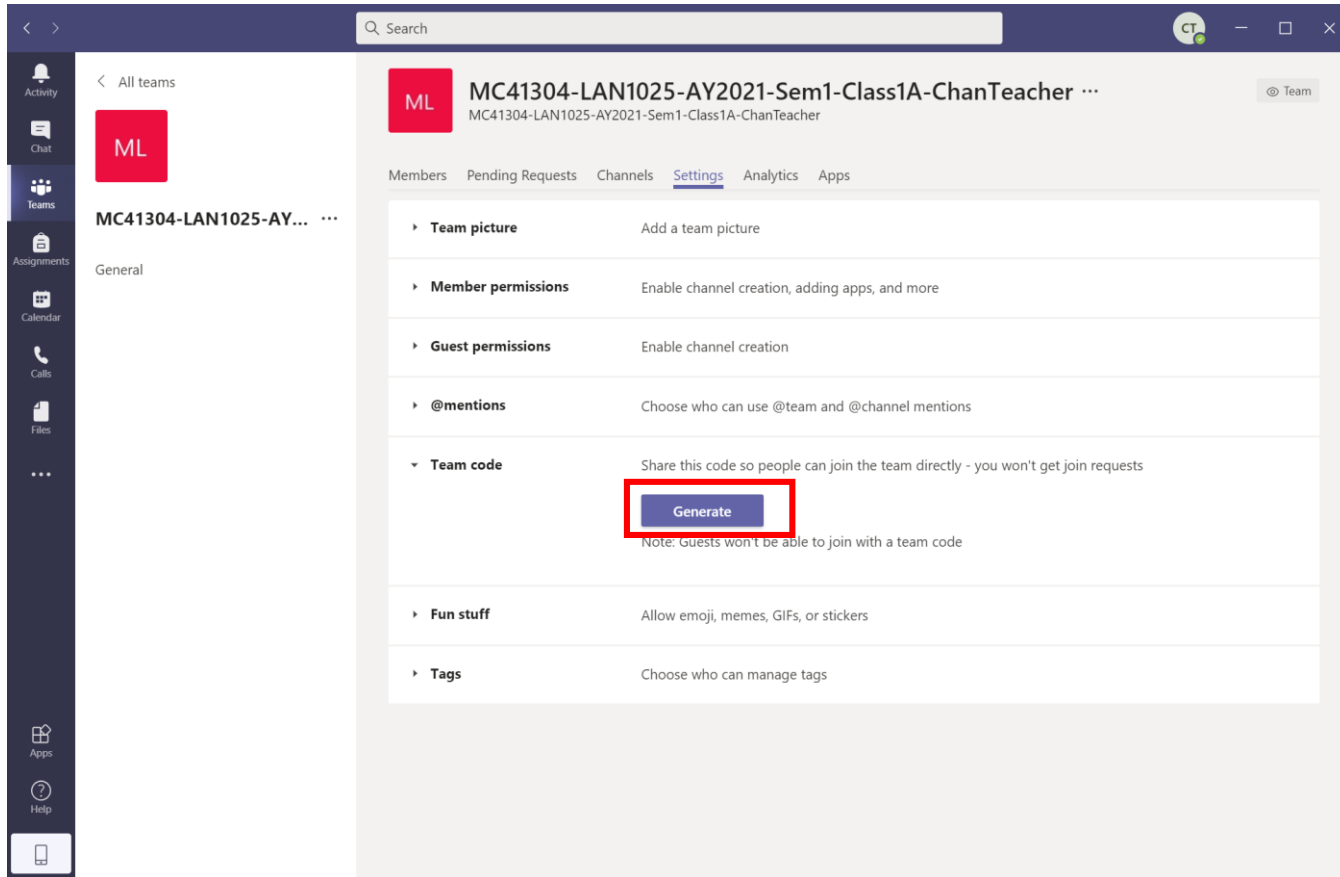
Please click **"Skip"** at this step. Team Class will be created.

Generate Team Code



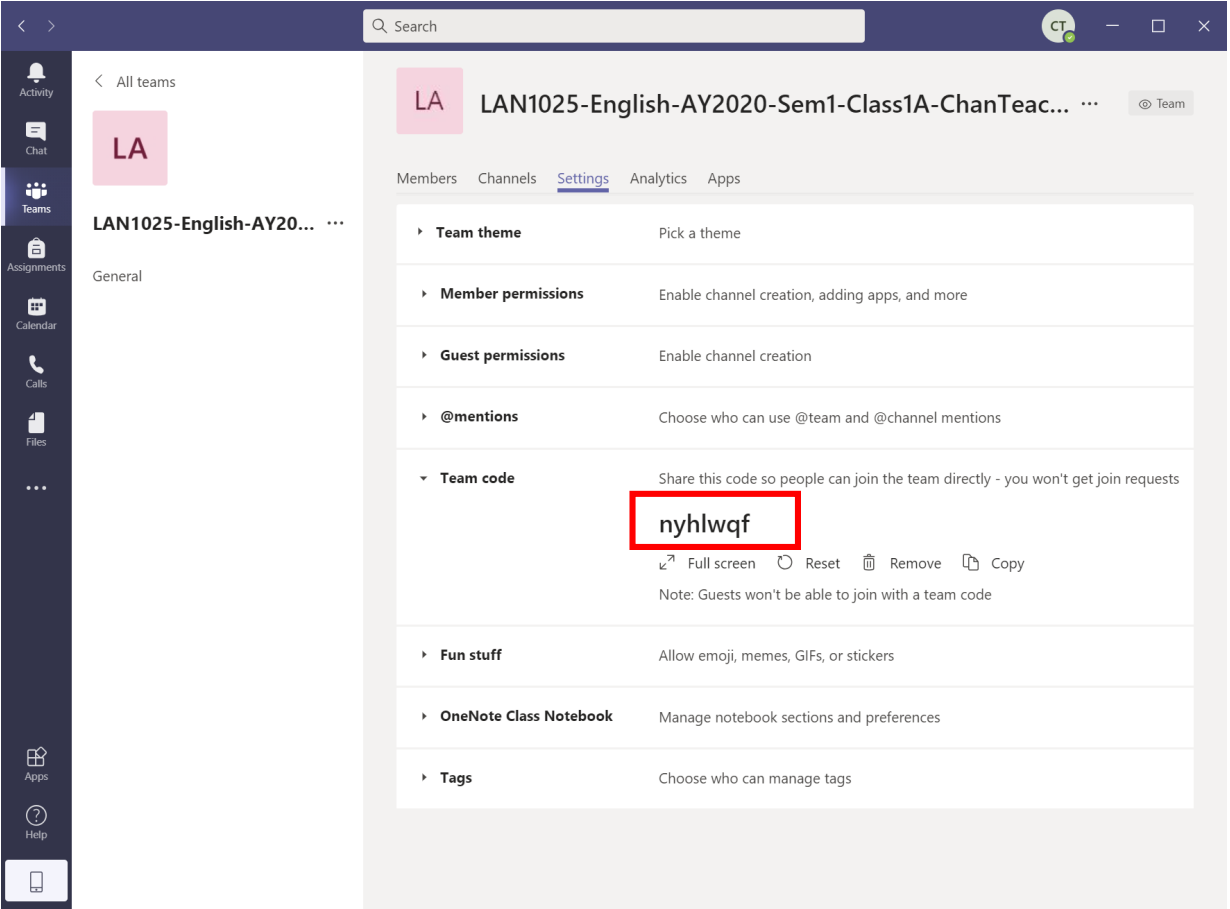
- (1) Click the "**Teams**" icon in the sidebar menu.
- (2) Find the newly-created "Teams Class" and click "... " for "**Manage team**"
- (3) Click "**Settings**"

Generate Team Code



Scroll down to “Team code” and click the “**Generate**” button

Generate Team Code



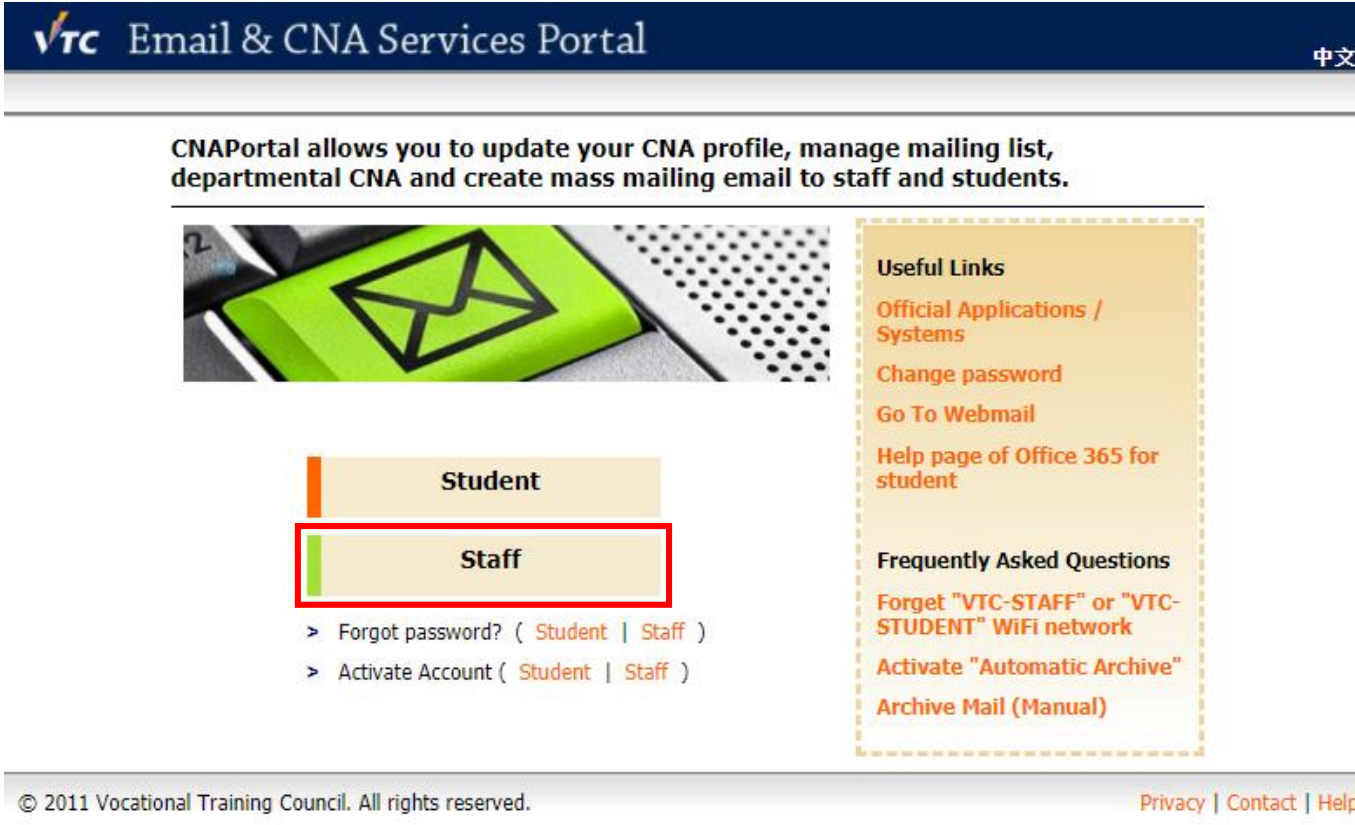
Team code is generated.

Tips: You can send this Team Code to students via mass mailing for the class.



2. Create Mass Mailing List for Students

Create a Mass Mailing List for Students



The screenshot shows the VTC Email & CNA Services Portal. At the top, there is a dark blue header with the VTC logo and the text "Email & CNA Services Portal" on the left, and "中文" on the right. Below the header, a white box contains the text: "CNAPortal allows you to update your CNA profile, manage mailing list, departmental CNA and create mass mailing email to staff and students." To the left of this text is an image of a green envelope icon on a laptop keyboard. Below the text, there are two selection buttons: "Student" and "Staff". The "Staff" button is highlighted with a red rectangular border. Below these buttons are two links: "> Forgot password? (Student | Staff)" and "> Activate Account (Student | Staff)". To the right of the selection buttons is a yellow box with a dashed border containing "Useful Links" and "Frequently Asked Questions". The "Useful Links" section includes: "Official Applications / Systems", "Change password", "Go To Webmail", and "Help page of Office 365 for student". The "Frequently Asked Questions" section includes: "Forget 'VTC-STAFF' or 'VTC-STUDENT' WiFi network", "Activate 'Automatic Archive'", and "Archive Mail (Manual)". At the bottom of the page, there is a grey footer with the text "© 2011 Vocational Training Council. All rights reserved." on the left and "Privacy | Contact | Help" on the right.

VTC Email & CNA Services Portal 中文

CNAPortal allows you to update your CNA profile, manage mailing list, departmental CNA and create mass mailing email to staff and students.

Student

Staff

> Forgot password? (Student | Staff)

> Activate Account (Student | Staff)

Useful Links

- Official Applications / Systems
- Change password
- Go To Webmail
- Help page of Office 365 for student

Frequently Asked Questions

- Forget "VTC-STAFF" or "VTC-STUDENT" WiFi network
- Activate "Automatic Archive"
- Archive Mail (Manual)

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1. Go to <https://cnatools.vtc.edu.hk/>
2. Click "**Staff**"

Create a Mass Mailing List for Students

CNA Portal allows you to update your CNA profile, manage mailing list, departmental CNA and create mass mailing email to staff and students.



CNA: @vtc.edu.hk

Login

- > [Forgot password](#)
- > [Activate Account](#)

Useful Links

[Official Applications / Systems](#)

[Departmental Computer and Network Account \(CNA\) Application Form](#)

[Change password](#)

[Go To Webmail](#)

[Help page of Office 365 for student](#)

[Help page of Microsoft OneDrive for staff](#)

[Help page of Microsoft FORMS for staff](#)

Frequently Asked Questions

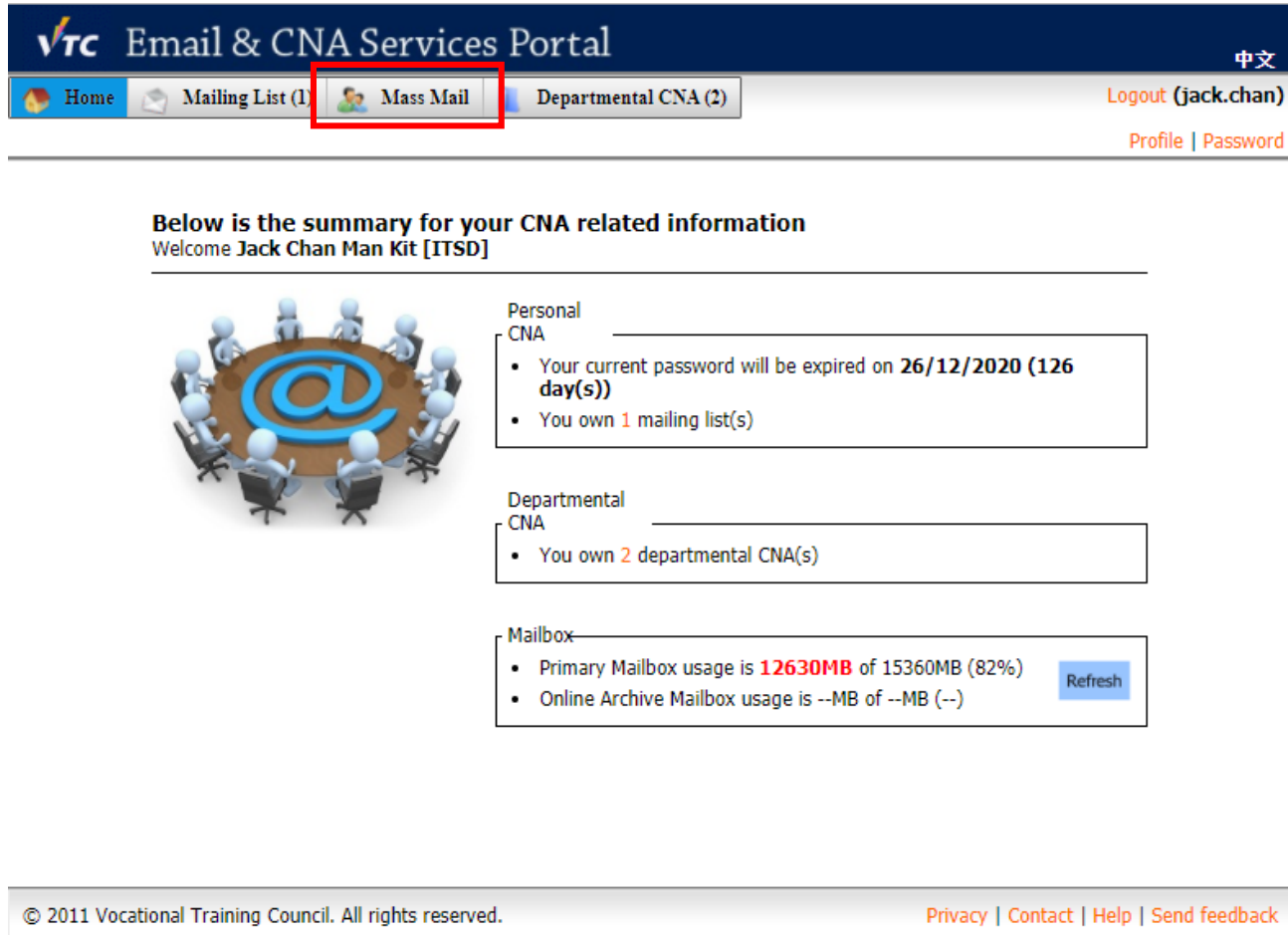
[Forget "VTC-STAFF" or "VTC-STUDENT" WiFi network](#)

[Activate "Automatic Archive"](#)

[Archive Mail \(Manual\)](#)


Login with **your Staff CNA**

Create a Mass Mailing List for Students



The screenshot shows the VTC Email & CNA Services Portal. The navigation bar includes links for Home, Mailing List (1), Mass Mail, and Departmental CNA (2). The user is logged in as jack.chan. The main content area displays a summary of CNA related information for Jack Chan Man Kit [ITSD].

Below is the summary for your CNA related information
Welcome **Jack Chan Man Kit [ITSD]**



Personal CNA

- Your current password will be expired on **26/12/2020 (126 day(s))**
- You own **1** mailing list(s)

Departmental CNA

- You own **2** departmental CNA(s)

Mailbox

- Primary Mailbox usage is **12630MB** of 15360MB (82%)
- Online Archive Mailbox usage is --MB of --MB (--)

[Refresh](#)

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Click the **“Mass Mail”** button

Create a Mass Mailing List for Students

The screenshot shows the VTC Email & CNA Services Portal. The navigation bar includes links for Home, Mailing List (1), Mass Mail, and Departmental CNA (2). The user is logged in as jack.chan. The 'Student Mass Mail' link is highlighted with a red box. Below the navigation bar, a message states: 'Please follow the below steps to create a mass mailing list.' A flowchart shows three steps: Step 1 (Please Select), Step 2 (Select Location), and Step 3 (Select Posting). Below the flowchart, there are Search and Clear buttons. A yellow pop-up window titled 'Please select a purpose for creating the Mass Mailing List' is shown, with the 'For General (NOT for Direct Marketing)' radio button selected and highlighted with a red box. The 'Select' button is also highlighted with a red box. The footer contains copyright information for the Vocational Training Council and links for Privacy, Contact, Help, and Send feedback.

VTC Email & CNA Services Portal 中文

Home Mailing List (1) Mass Mail Departmental CNA (2) Logout (jack.chan)

Staff Mass Mail Student Mass Mail Profile | Password

Please follow the below steps to create a mass mailing list.

Step 1: Please Select

Step 2: Select Location

Step 3: Select Posting

Please select a purpose for creating the Mass Mailing List

For Direct Marketing

For General (**NOT** for Direct Marketing)

Select Cancel

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1. Click "**Student Mass Mail**" for the pop-up window
2. Select the "**For General**" radio button and Click "**Select**"

Create a Mass Mailing List for Students

The screenshot displays the 'VTC Email & CNA Services Portal' interface. At the top, there are navigation links for 'Home', 'Mailing List (1)', 'Mass Mail', and 'Departmental CNA (2)'. A user is logged in as 'jack.chan'. Below the navigation, there are tabs for 'Staff Mass Mail' and 'Student Mass Mail'. The main content area contains instructions: 'Please follow the below steps to create a mass mailing list. [For General Purpose (NOI for Direct Marketing)]'. The process is shown in five steps:

- Step 1:** A dropdown menu is set to 'Full Time Student'. Below it, several checkboxes are selected: 'Local Student', 'Non-Local Student', '-- Mainland Student', '-- International Student', and 'Others Student'.
- Step 2:** The text 'You selected: IVE(CW)' is displayed above a 'Select Campus' button.
- Step 3:** The text 'You selected: BA114040' is displayed above a 'Select Course' button.
- Step 4:** A dropdown menu is set to '2020' under the heading 'Year'.
- Step 5:** A dropdown menu is set to '1A' under the heading 'Class'.

At the bottom of the form, there are 'Search' and 'Clear' buttons. The footer contains the copyright notice '© 2011 Vocational Training Council. All rights reserved.' and links for 'Privacy', 'Contact', 'Help', and 'Send feedback'.

1. Choose the appropriate Student type, Campus, Course Code, Academic Year and Class step-by-step to create a mass mailing list
2. Click "Search"

Create a Mass Mailing List for Students

[For General Purpose (**NOT** for Direct Marketing)]

27 student(s) found

Check All

<input type="checkbox"/>	Email	Display Name	Campus	Course	Year	Class
<input checked="" type="checkbox"/>	20008@stu.vtc.edu.hk	LI	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20008@stu.vtc.edu.hk	HUI	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20010@stu.vtc.edu.hk	WONG	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20011@stu.vtc.edu.hk	PAN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20011@stu.vtc.edu.hk	LAV	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20012@stu.vtc.edu.hk	LEU	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20013@stu.vtc.edu.hk	KOC	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20016@stu.vtc.edu.hk	LA	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20016@stu.vtc.edu.hk	FAN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20017@stu.vtc.edu.hk	WO	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20018@stu.vtc.edu.hk	LA	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20018@stu.vtc.edu.hk	CHAN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20019@stu.vtc.edu.hk	HUN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20019@stu.vtc.edu.hk	LEUN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	20019@stu.vtc.edu.hk	GEUN	CW	BA114040	2020	1A

Click "**Add to list & continue to search**" to continue

Create a Mass Mailing List for Students

You can uncheck the checkbox below to remove the members from the list, click "Add more member (s)" to continue adding member (s), or click "Create mass mailing list now" to create a mailing list from all the members below.

27 CNA(s) found

[Add more member\(s\)](#)

27 member(s) selected

Check All

<input type="checkbox"/>	Email	Display Name	Campus	Course	Year	Class
<input checked="" type="checkbox"/>	200...@stu.vtc.edu....	LI	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...4@stu.vtc.edu....	HUI	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...7@stu.vtc.edu....	WONG	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...2@stu.vtc.edu....	PAN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...0@stu.vtc.edu....	LAV	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...2@stu.vtc.edu....	LEU	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...5@stu.vtc.edu....	KOO	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...5@stu.vtc.edu....	LA	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...5@stu.vtc.edu....	FAM	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...7@stu.vtc.edu....	WO	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...0@stu.vtc.edu....	LA	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...3@stu.vtc.edu....	CHAN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...2@stu.vtc.edu....	HUN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...3@stu.vtc.edu....	LEUN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...@stu.vtc.edu....	GEUN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...3@stu.vtc.edu....	HO	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...3@stu.vtc.edu....	CHO	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...5@stu.vtc.edu....	TSE	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...9@stu.vtc.edu....	NG	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...5@stu.vtc.edu....	SI	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...@stu.vtc.edu....	WON	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...4@stu.vtc.edu....	CHUN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...3@stu.vtc.edu....	HO	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...2@stu.vtc.edu....	SO	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...9@stu.vtc.edu....	CHEN	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...3@stu.vtc.edu....	SC	CW	BA114040	2020	1A
<input checked="" type="checkbox"/>	200...5@stu.vtc.edu....	FON	CW	BA114040	2020	1A

Create mass mailing list now

Tips: Please review the list of students before clicking the **"Create mass mailing list now"** button.



Create a Mass Mailing List for Students

[For General Purpose (**NOT** for Direct Marketing)]

Important: The new regulatory regime on direct marketing is effective from 1 Apr 2013. Please do not send any Direct Marketing Information to this mass mailing list to avoid offending the law.

By clicking the Create button, indicate your agreement for the following terms and conditions:

Mail size(including attachment) exceeding 1000 kbytes is not allowed.

Users alone should be responsible for the contents of their messages, and the consequences of any such messages.

Users should not:

1. use the VTC Web Mail in connection with chain letters, junk email, spamming or any duplicative or unsolicited messages (commercial or otherwise);
2. transmit through the VTC Web Mail unlawful, harassing, libelous, abusive, threatening, harmful, vulgar, obscene or otherwise objectionable material of any kind or nature;
3. transmit any material that contains computer viruses, trojan horses, worms or any other harmful or deleterious programs;
4. transmit any material that may infringe the intellectual property rights or other rights of third parties, including trademark, copyright or right of publicity;
5. violate any Hong Kong law regarding the transmission of technical data or software exported through the VTC Web Mail

You can modify the mass mailing list's display name (Mailing List)

Cancel

Create

Tips: You can modify the mass mailing list's display name.

Please click "**Create**" afterward.



Create a Mass Mailing List for Students

VTC Email & CNA Services Portal 中文

Home Mailing List (1) Mass Mail Departmental CNA (2) Logout (jack.chan)

Staff Mass Mail **Student Mass Mail** Profile | Password

jack.chan_20200821_181626@vtc.edu.hk was created successfully.
Please [click here](#) to start your email OR send your mass mailing to **jack.chan_20200821_181626@vtc.edu.hk** via **Webmail** or other Email clients.

Below is the mass mailing list information:

Email	jack.chan_20200821_181626@vtc.edu.hk
Display Name:	jack.chan_20200821_181626 (Mailing List)
No. of members:	27
Expiry Date:	22/08/2020 18:17
Sender is restricted to only the Mailing List Owner.	
Mail size (including attachment) exceeding 1000kbytes is NOT allowed.	
The Mailing List will take effect in 5 minutes after you created it.	

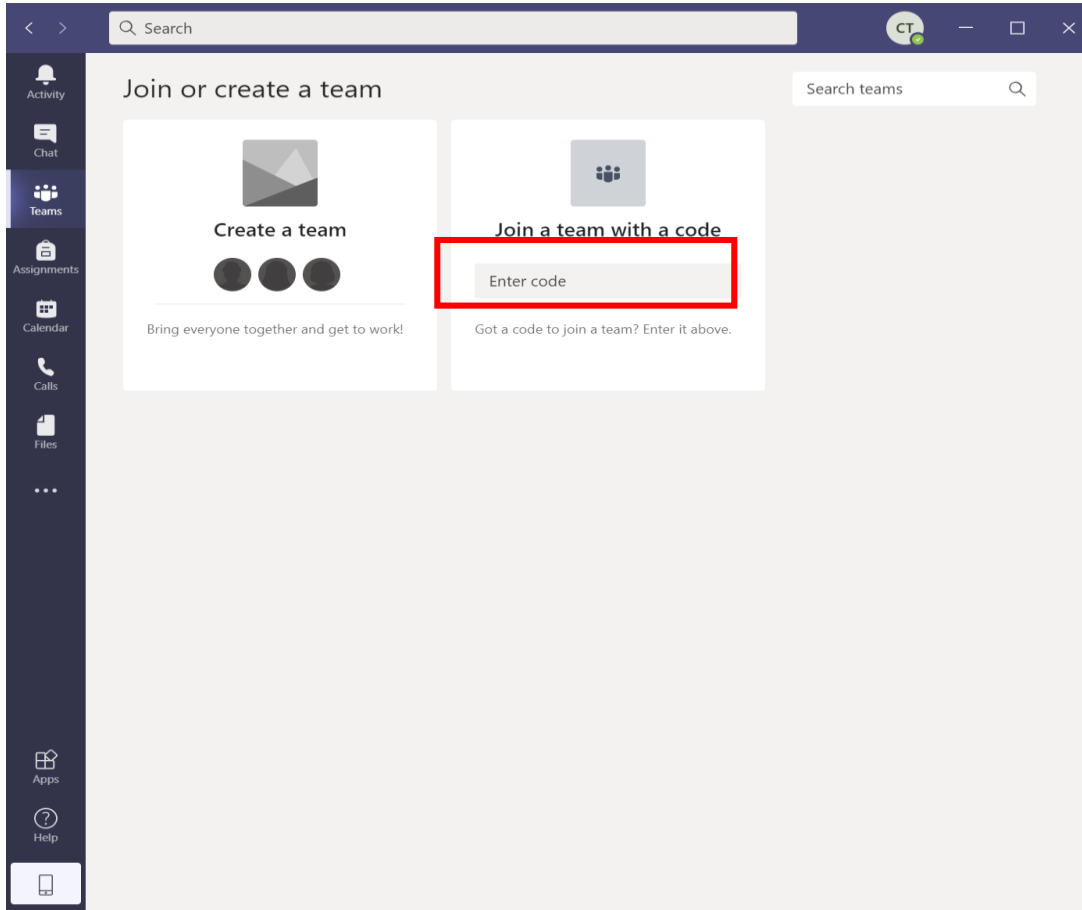
Tips:

The Mailing List will take effect in 5 minutes and expire in 24 hours.

You can send the Team Code to Students by this mailing list now.



Invite Students to Join Teams Class with Team Code



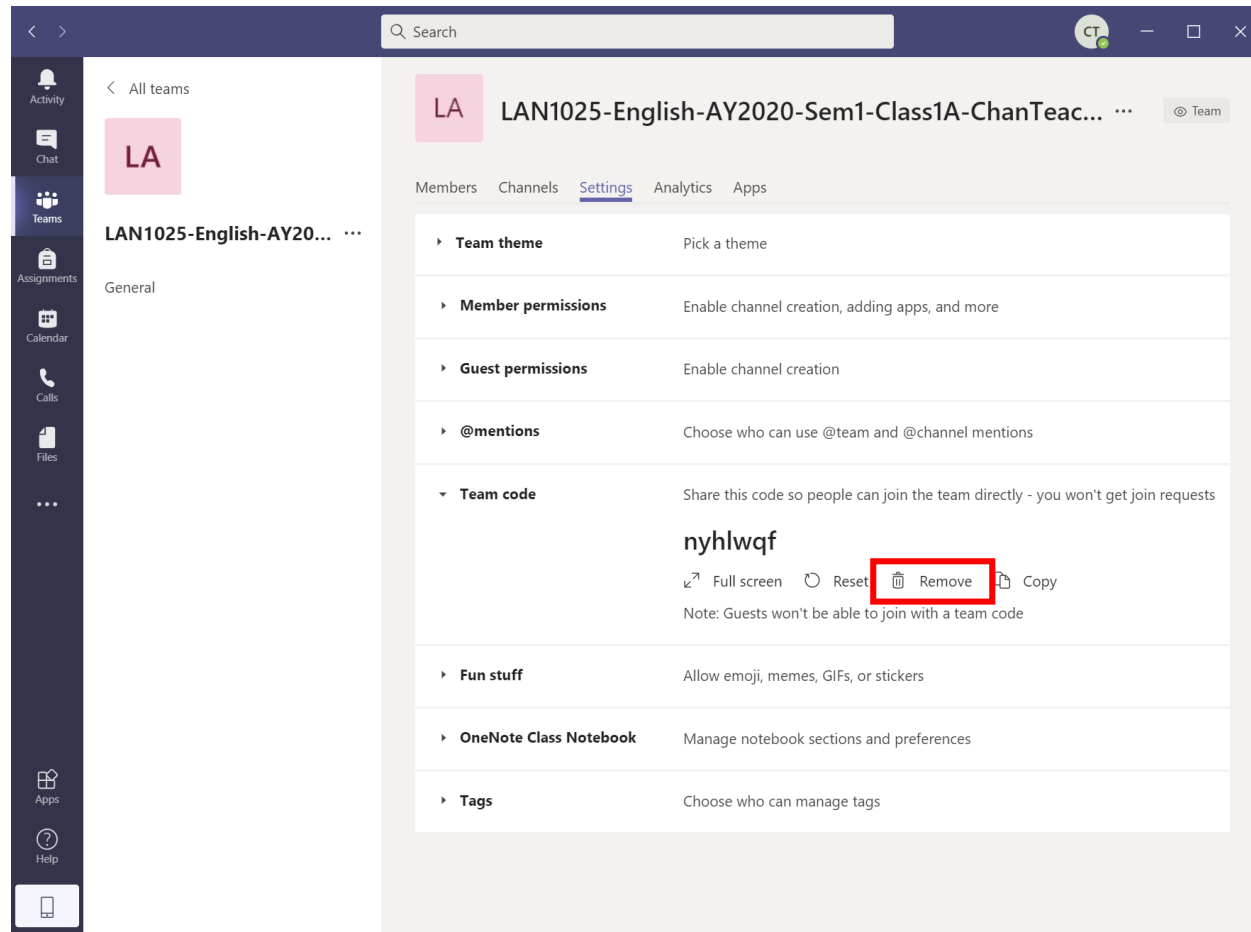
Tips: You also can send the Team Code to Students by other methods, like WhatsApp, face-to-face, phone call...etc.



Students can join the Teams Class by entering the Team Code.

3. Revoke the Team Code

Revoke the Team Code

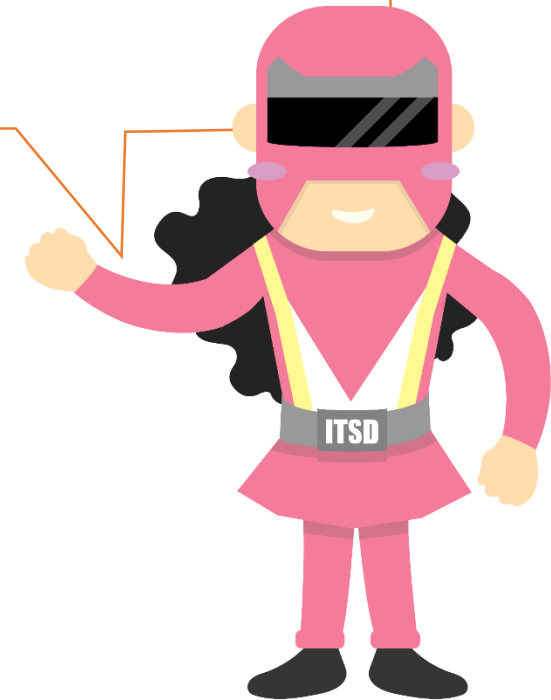


The screenshot shows the Microsoft Teams interface. On the left is a navigation pane with icons for Activity, Chat, Teams, Assignments, Calendar, Calls, Files, Apps, and Help. The main area displays the settings for a team named 'LAN1025-English-AY2020-Sem1-Class1A-ChanTeac...'. The 'Settings' tab is selected, showing various options like Team theme, Member permissions, Guest permissions, @mentions, Team code, Fun stuff, OneNote Class Notebook, and Tags. The 'Team code' section is expanded, showing the code 'nyhlwqf' and a red box around the 'Remove' button. Below the code, there are options for 'Full screen', 'Reset', 'Remove', and 'Copy'. A note below the code states: 'Note: Guests won't be able to join with a team code'.

Important Note:

If a student has not joined the class by Team Code, you need to add him manually.

Once all students have joined the Teams Class, you should click **“Remove”** to revoke the team code.



End

Produced by Information Technology Services Division

Please visit the website for more video:



 <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>