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.
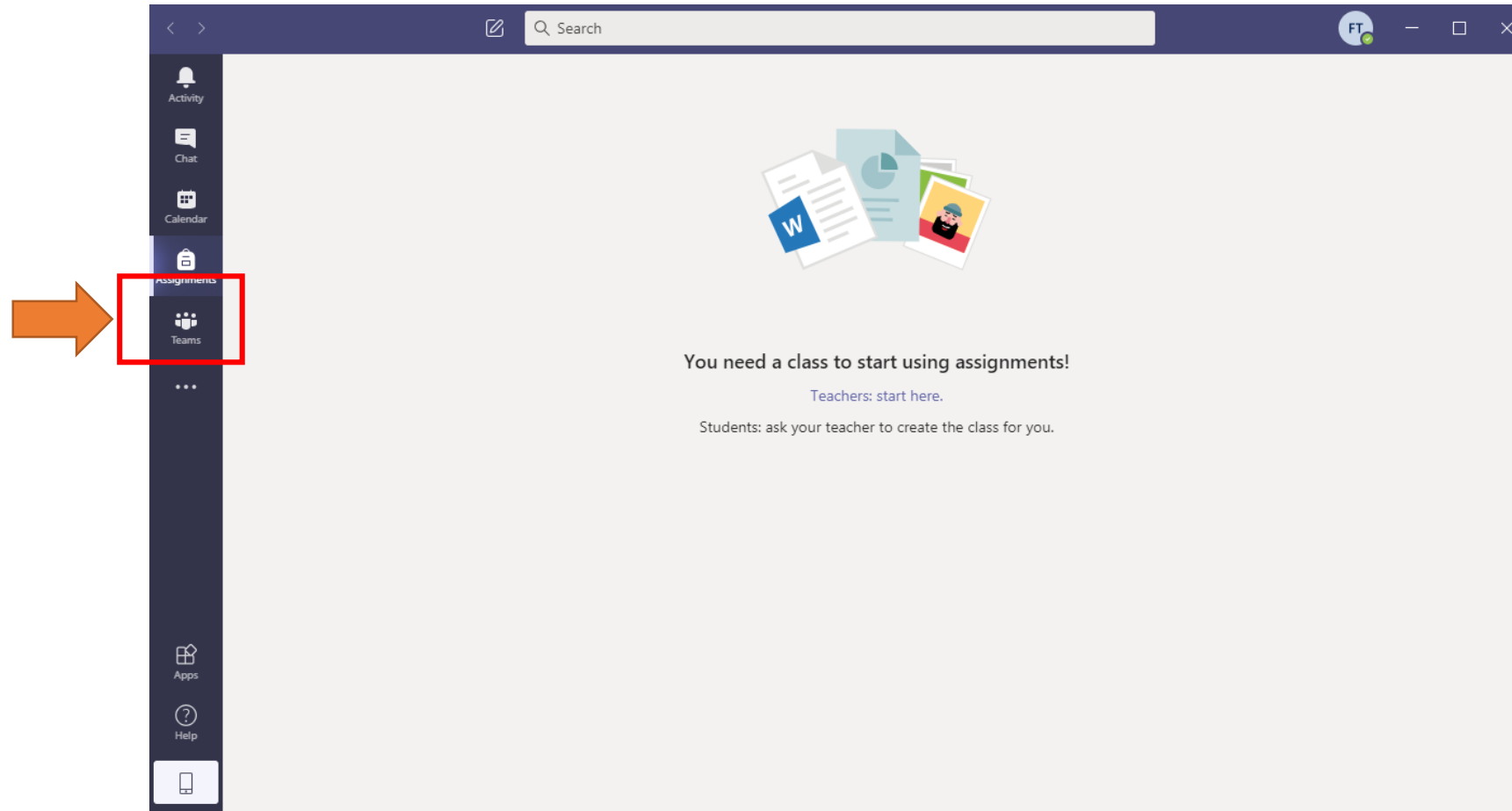
6.3 Students to Class by Team Code

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.
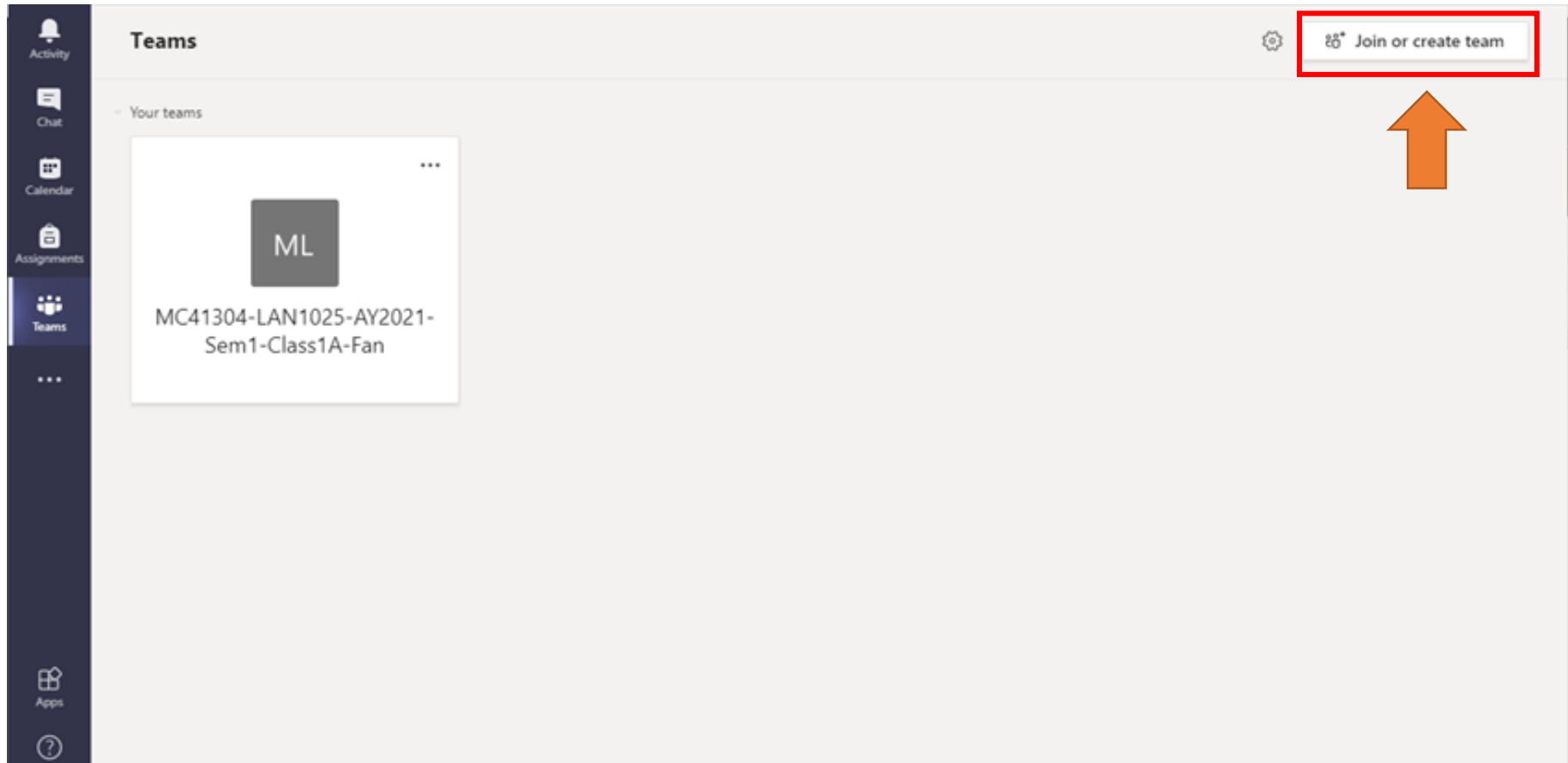
1. Create Teams Class & Generate Team Code
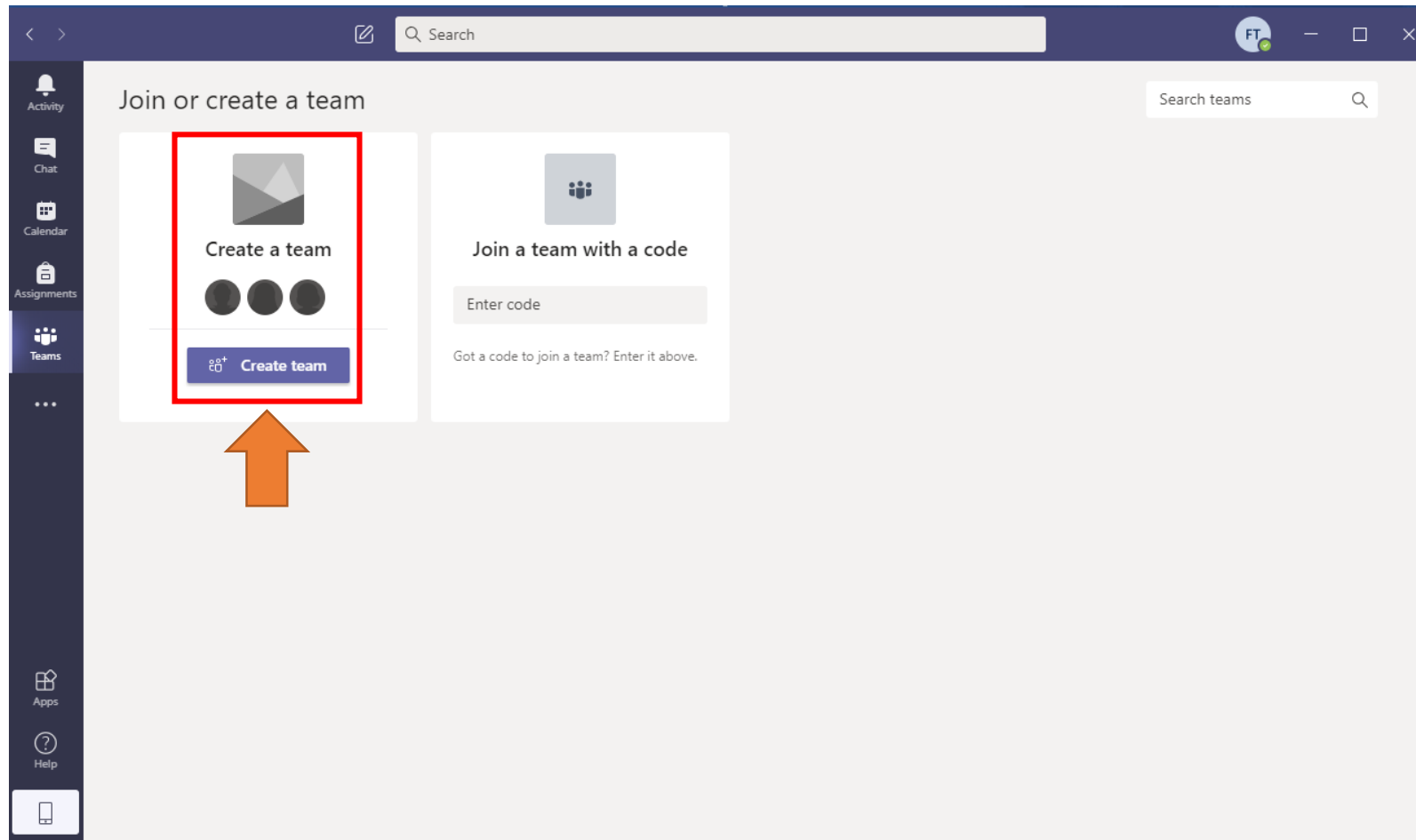
Create a Teams Class

Click the "**Teams**" icon in the sidebar menu.
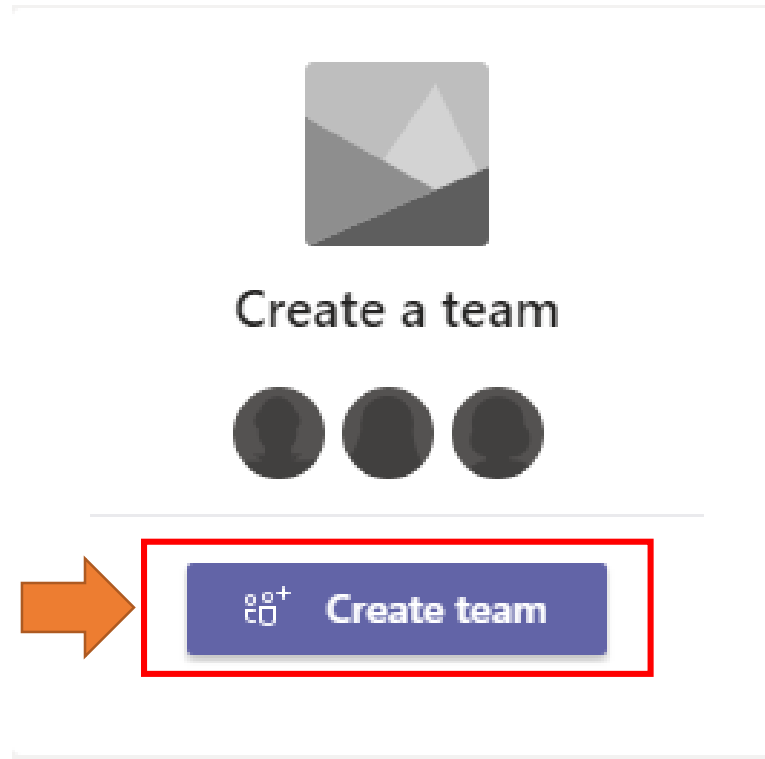
Create a Teams Class

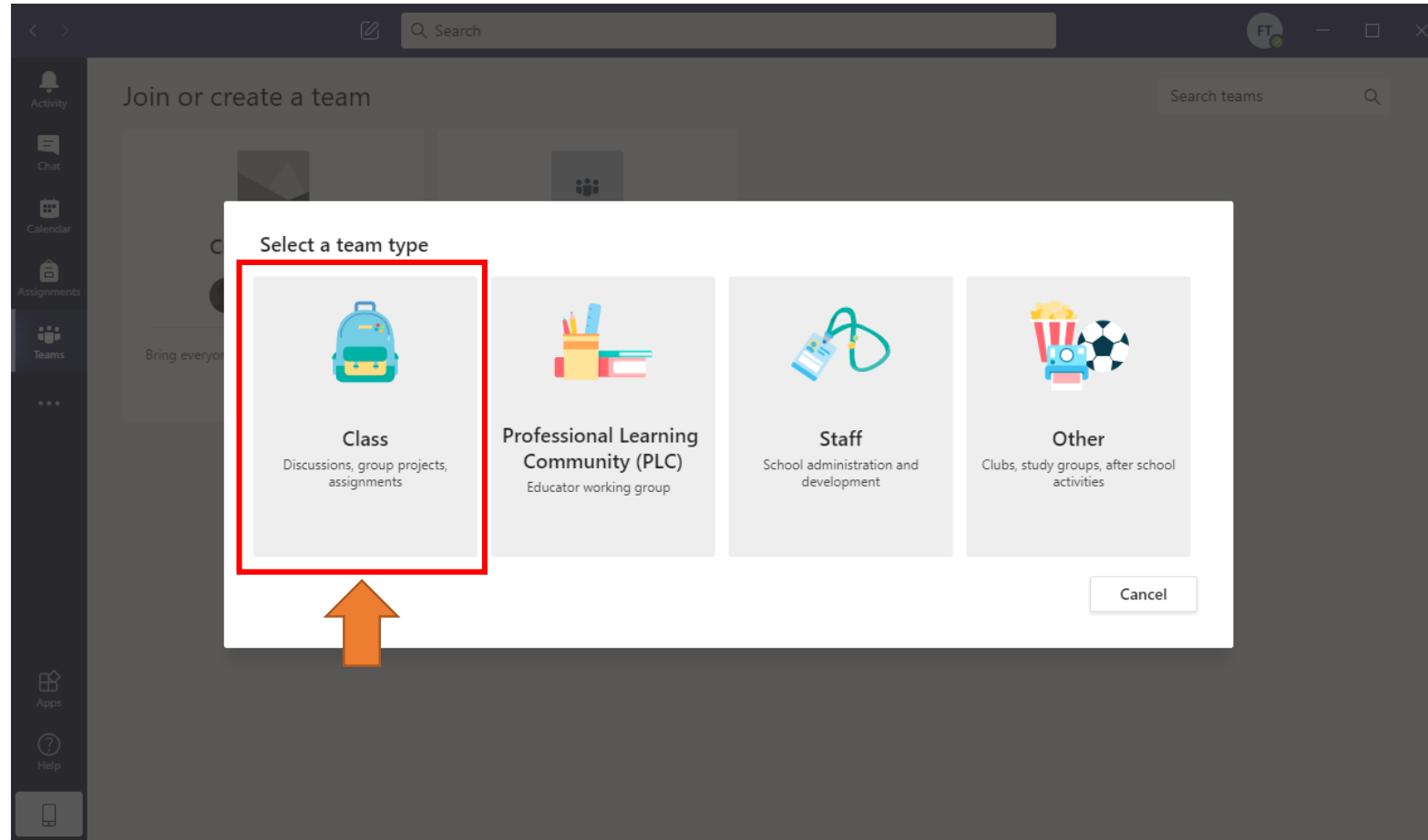Click "**Join or create team**" to create a new class.

Create a Teams Class

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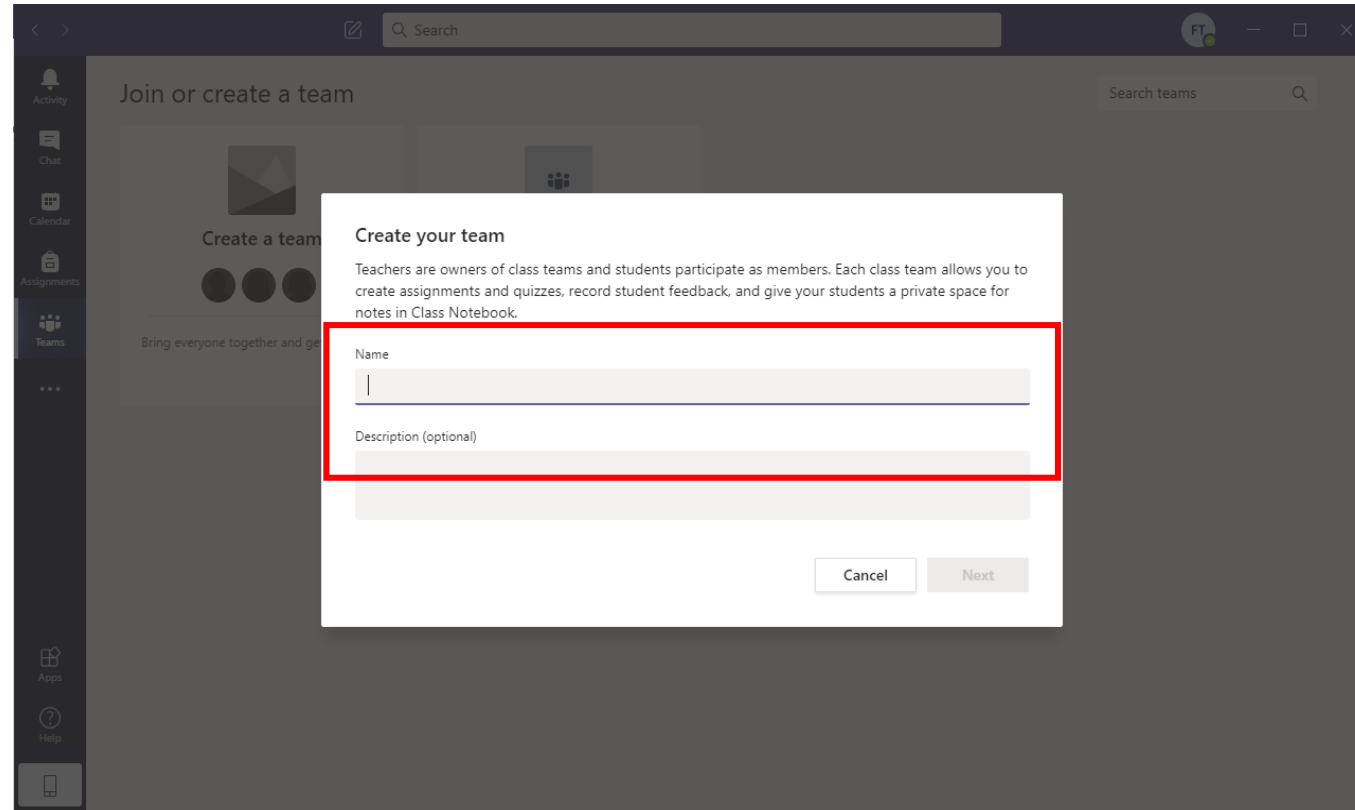
Create a Teams Class

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 - …."
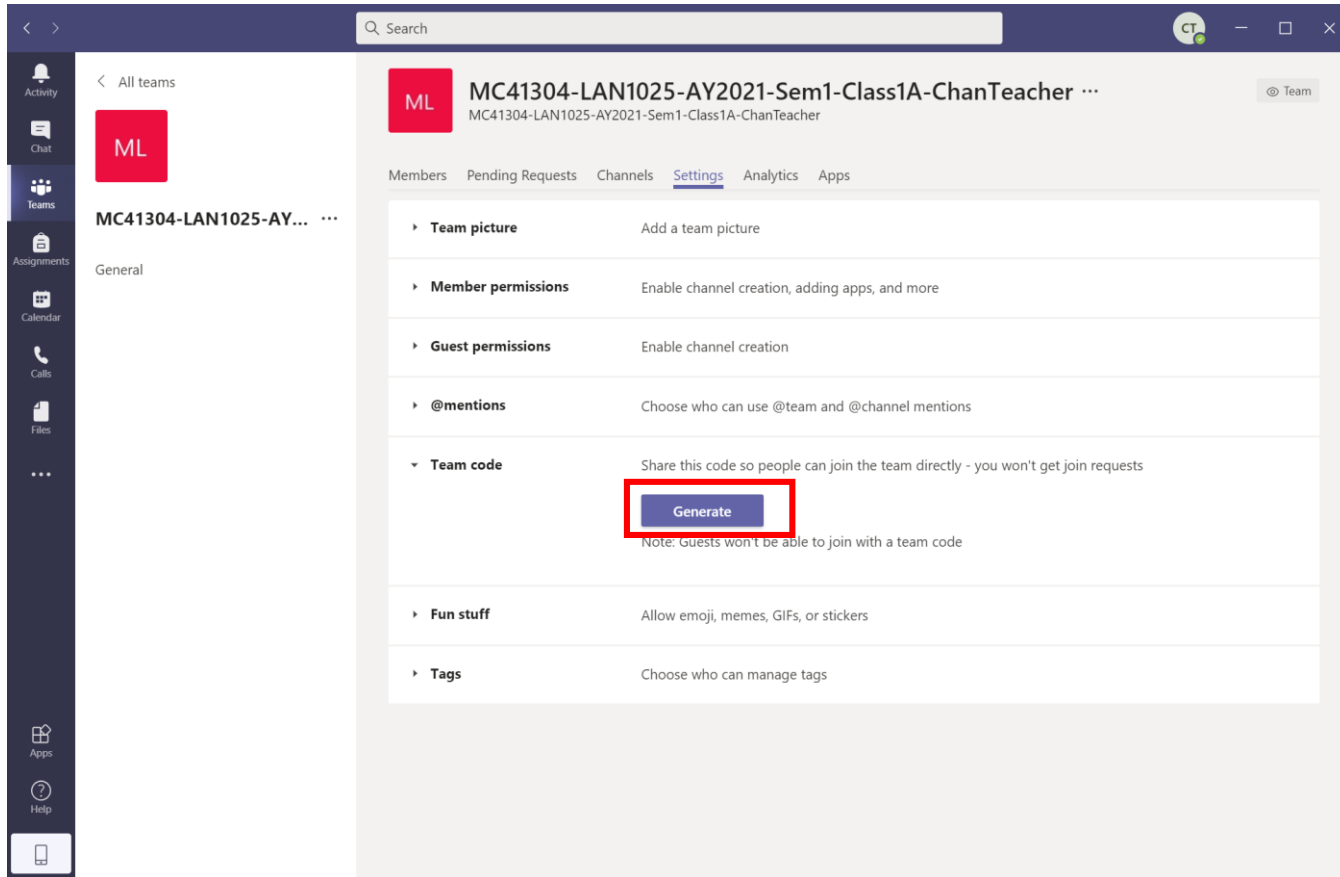2. Click "**Next**" to continue

Create a Teams Class

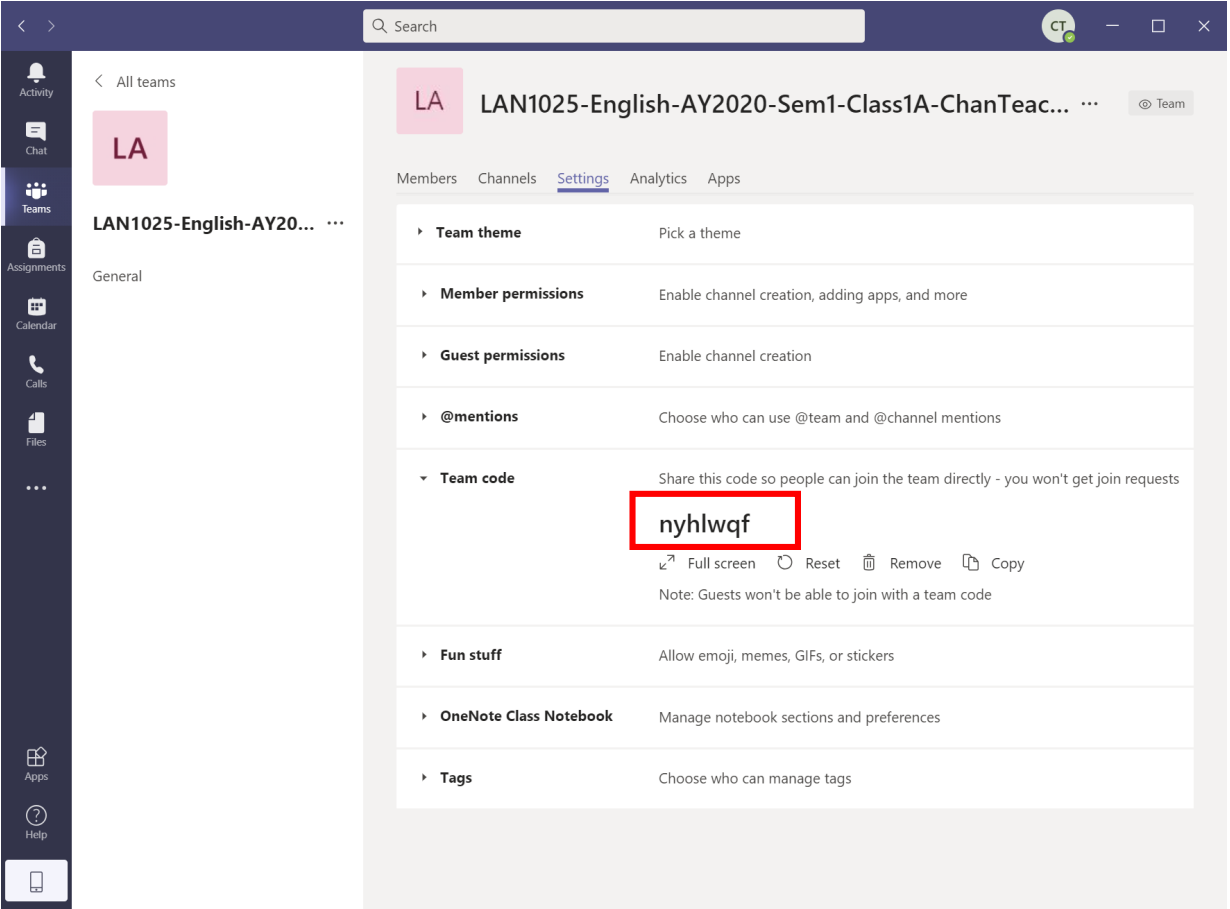Please click **"Skip"** at this step. Team Class will be created.

Generate Team Code
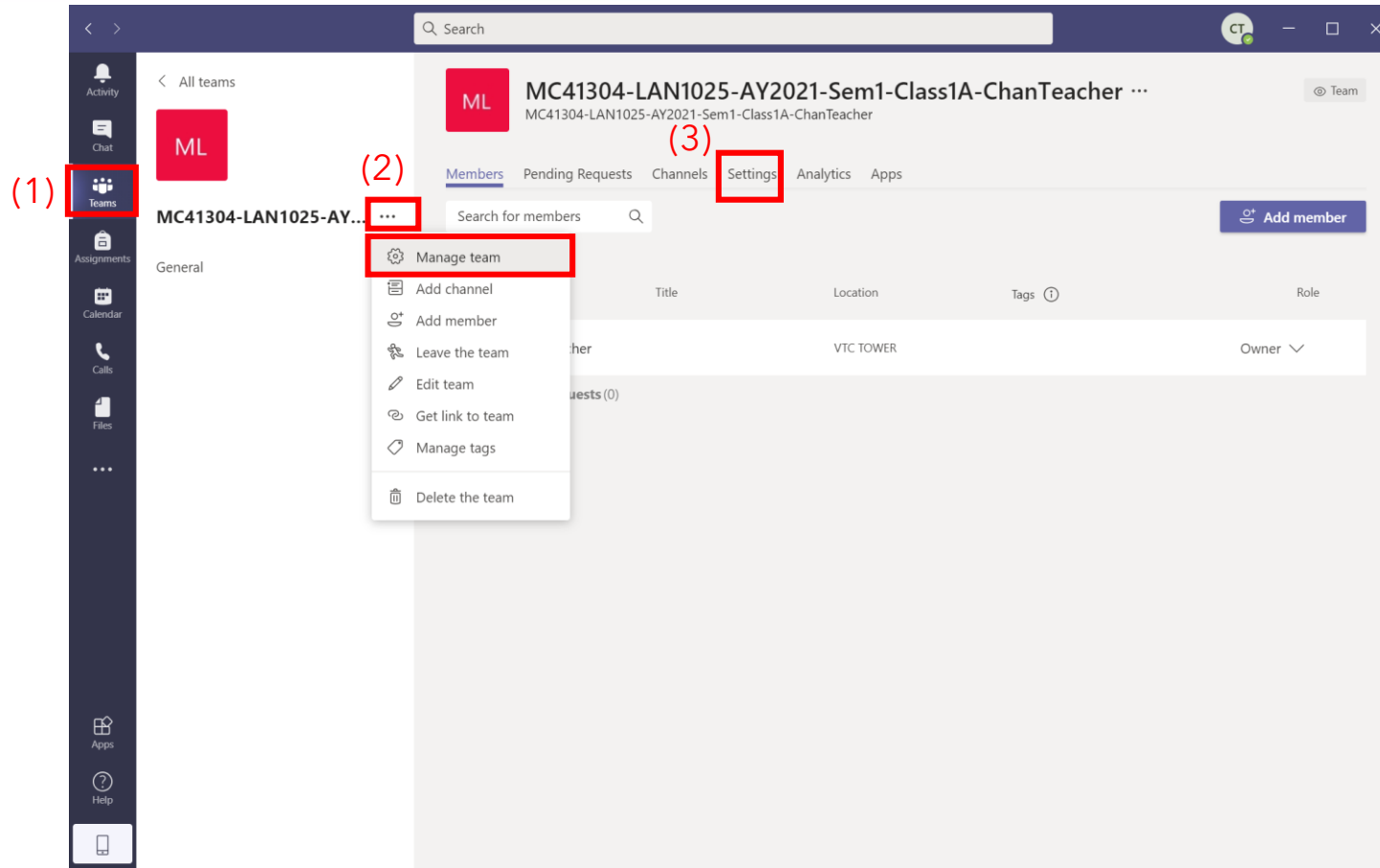
(1) Click the "**Teams**" icon in the sidebar menu.

(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
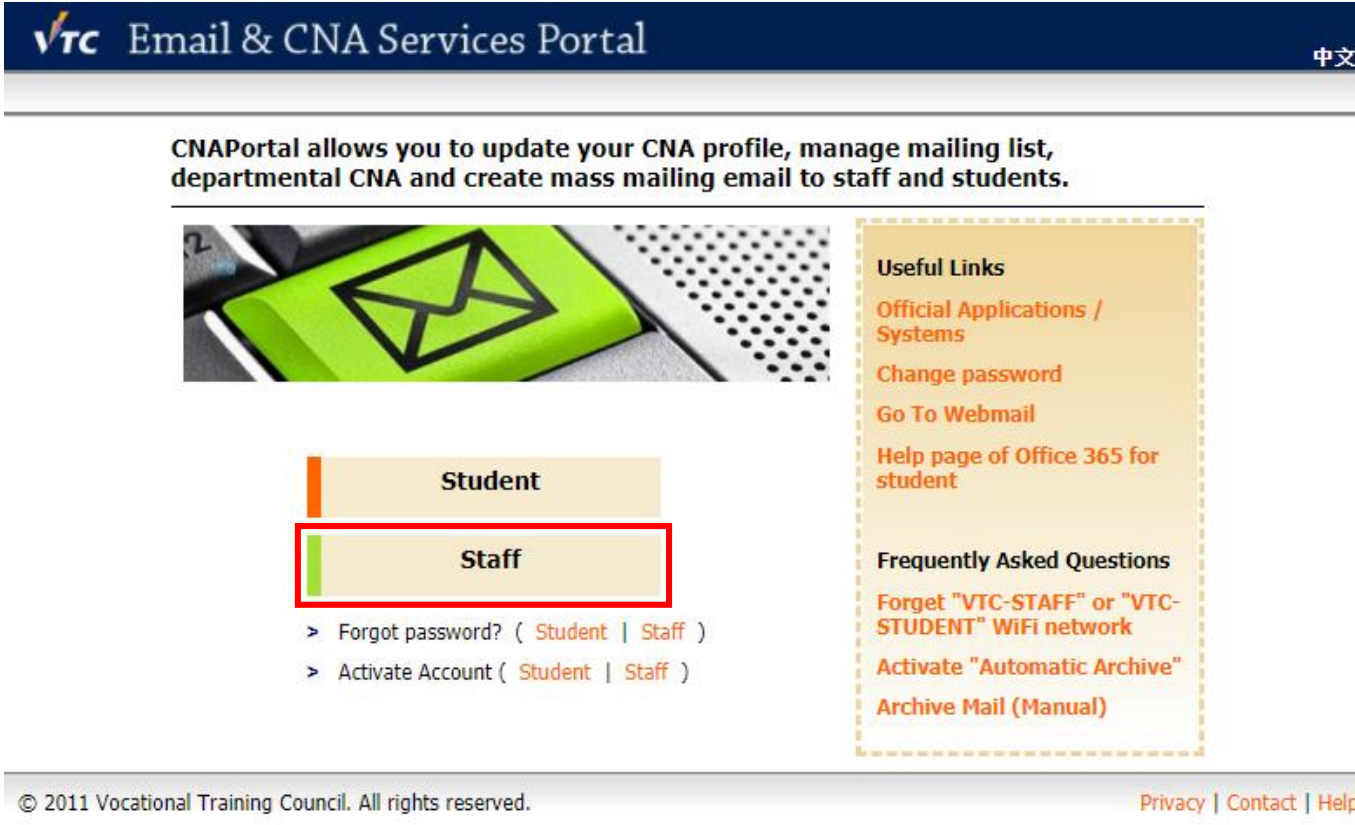
Generate Team Code

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

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

Create a Mass Mailing List for Students

Login with **your Staff CNA**

Create a Mass Mailing List for Students

Click the "**Mass Mail**" button

Create a Mass Mailing List for Students

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

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

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

☐	Email	Display Name	Campus	Course	Year	Class
☑	200▮▮▮▮@stu.vtc.edu....	LI	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	HUI	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	WONG	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	PAN	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	LAW	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	LEU	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	KOO	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	LA	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	FAN	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	WO	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	LA	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	CHAN	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	HUN	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	LEUN	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	GEUN	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	HO	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	CHO	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	TSE	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	NG	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	SI	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	WON	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	CHUN	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	HO	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	SO	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	CHEN	CW	BA114040	2020	1A
☑	200▮▮▮▮@stu.vtc.edu....	SO	CW	BA114040	2020	1A
☑	200▮▮▮▮@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 | jack.chan 20200821_181626 | (Mailing List)

Cancel   Create

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

Please click "**Create**" afterward.
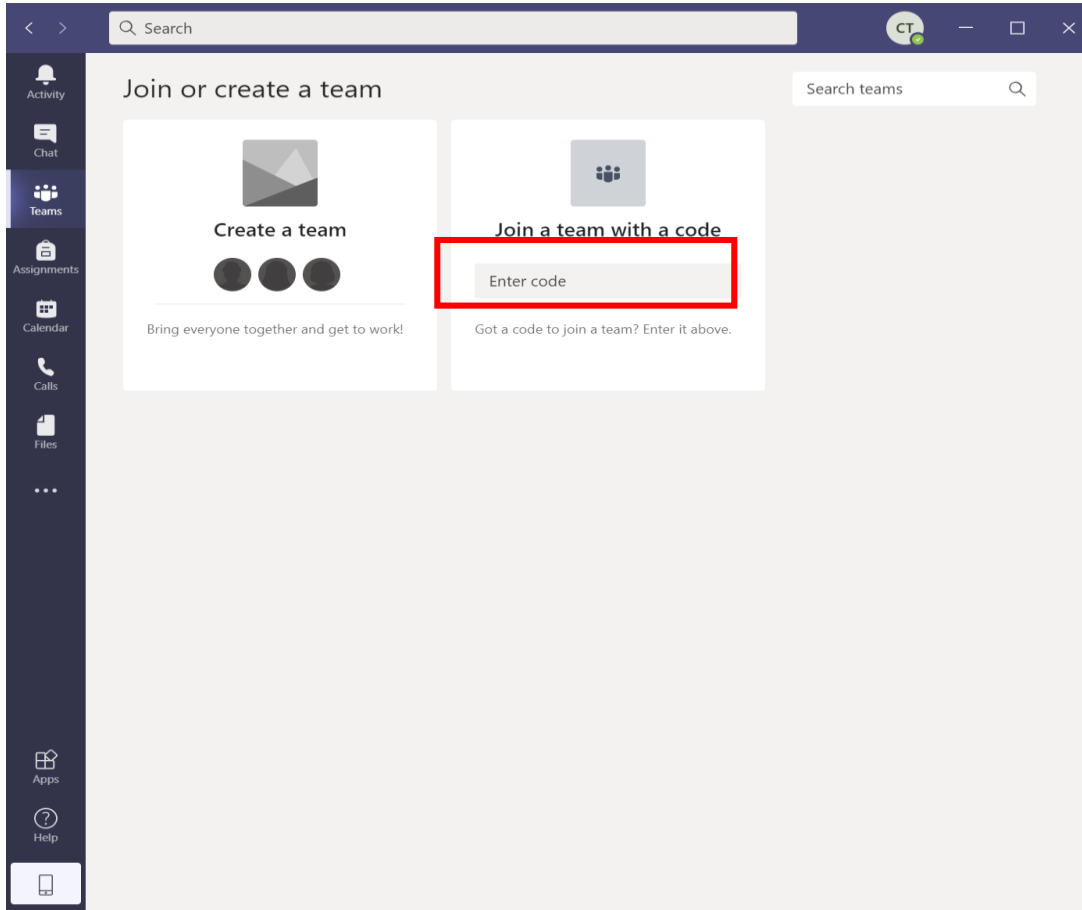
Create a Mass Mailing List for Students

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.
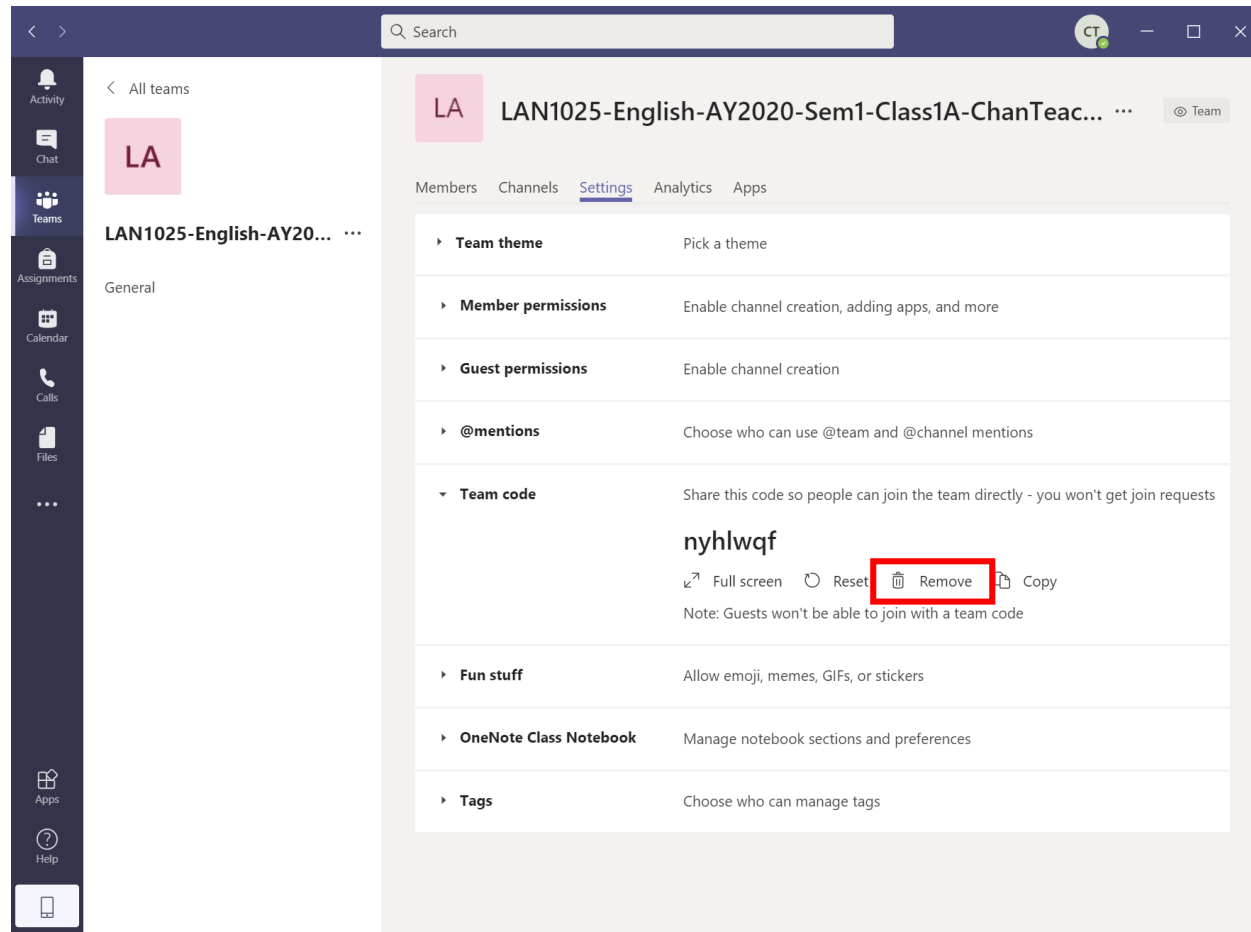
Invite Students to Join Teams Class with Team Code

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.
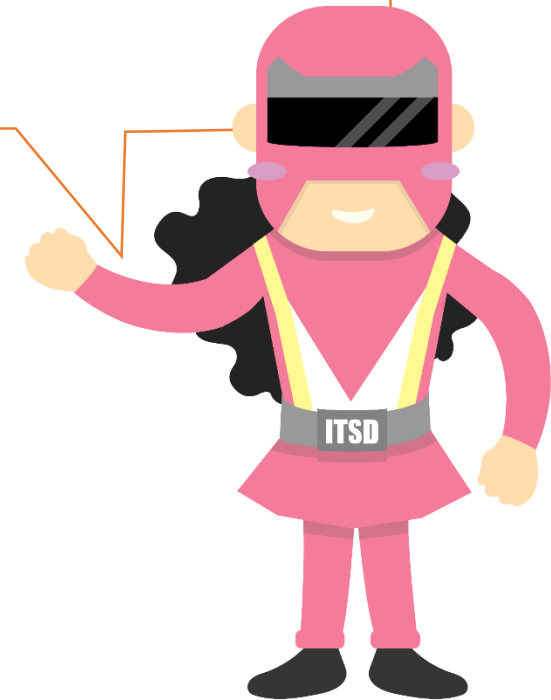
3. Revoke the Team Code

Revoke the Team Code

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:

Online Teaching Guidebook for
Teaching Staff using Microsoft Teams

🌐 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