

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

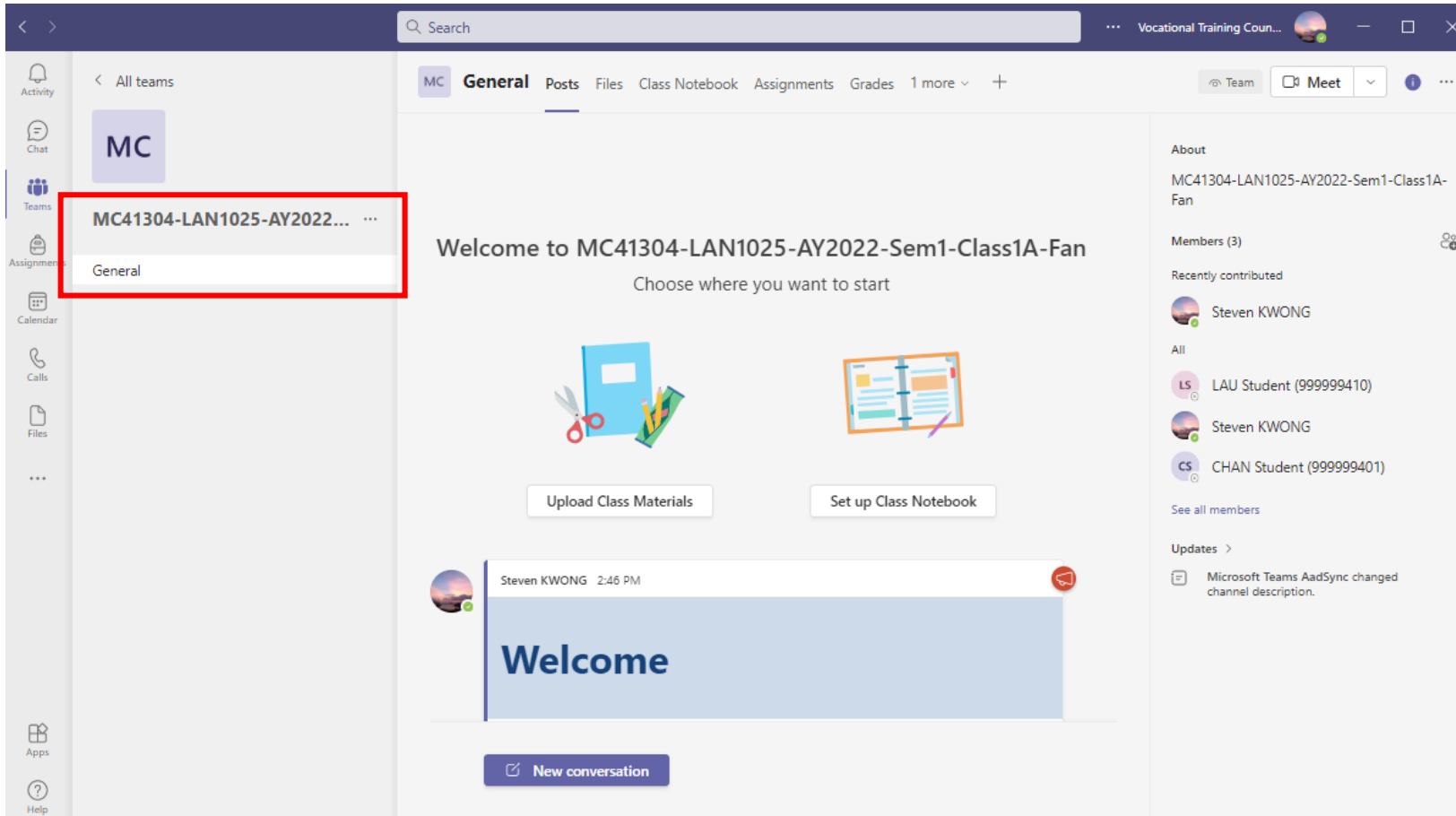
(2) The user-interface (UI) shown in this training document /video may vary from the latest look of Teams app.



6.4 Schedule Online Video Class in MS Teams



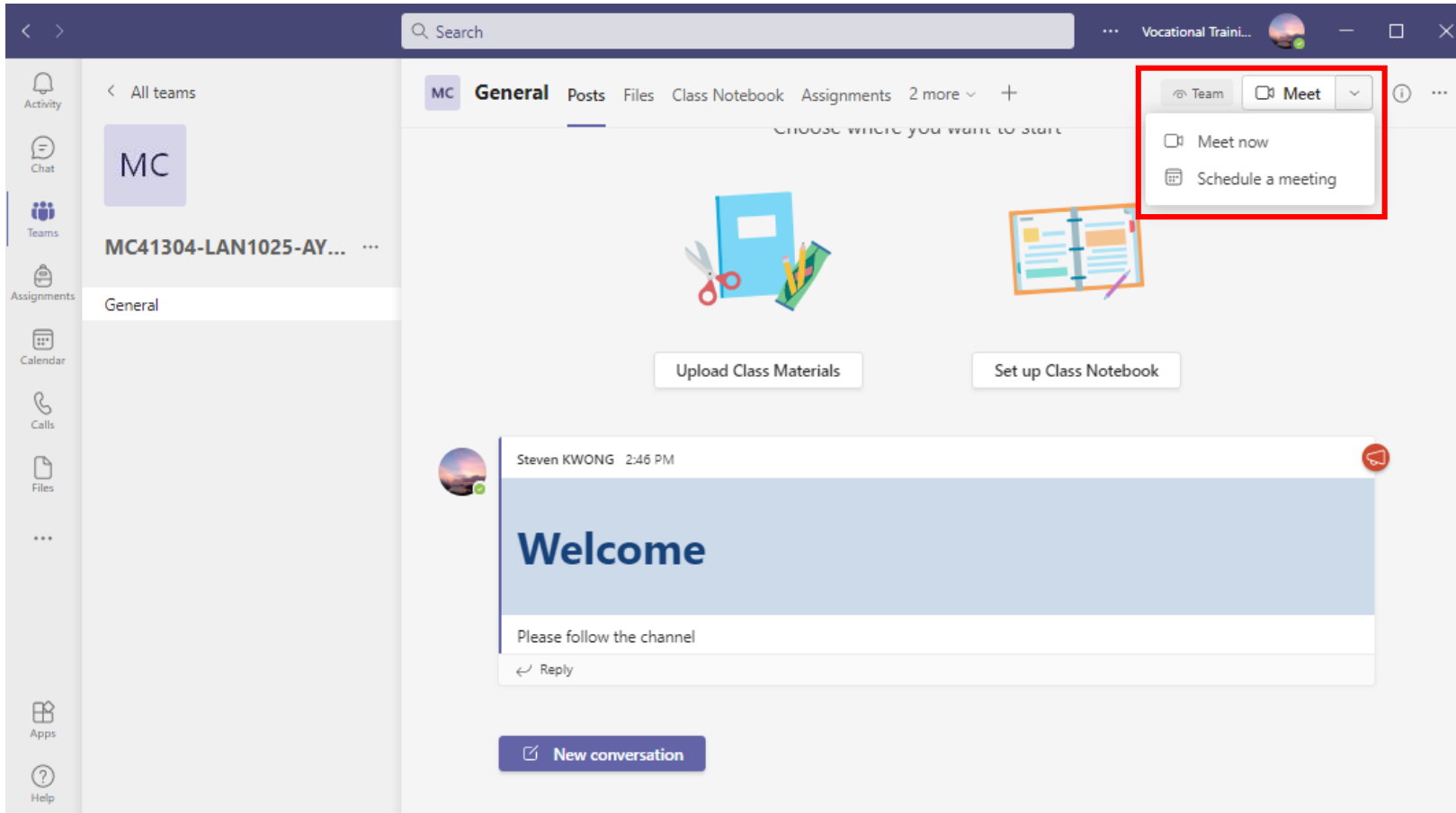
Schedule Online Video Class in MS Teams



Click the "**General**" channel under the class.



Schedule Online Video Class in MS Teams



Click the pull-down menu next to the “Meet” button and select **“Schedule a meeting”**.



Schedule Online Video Class in MS Teams

Remarks:

It should be the same as the class name.

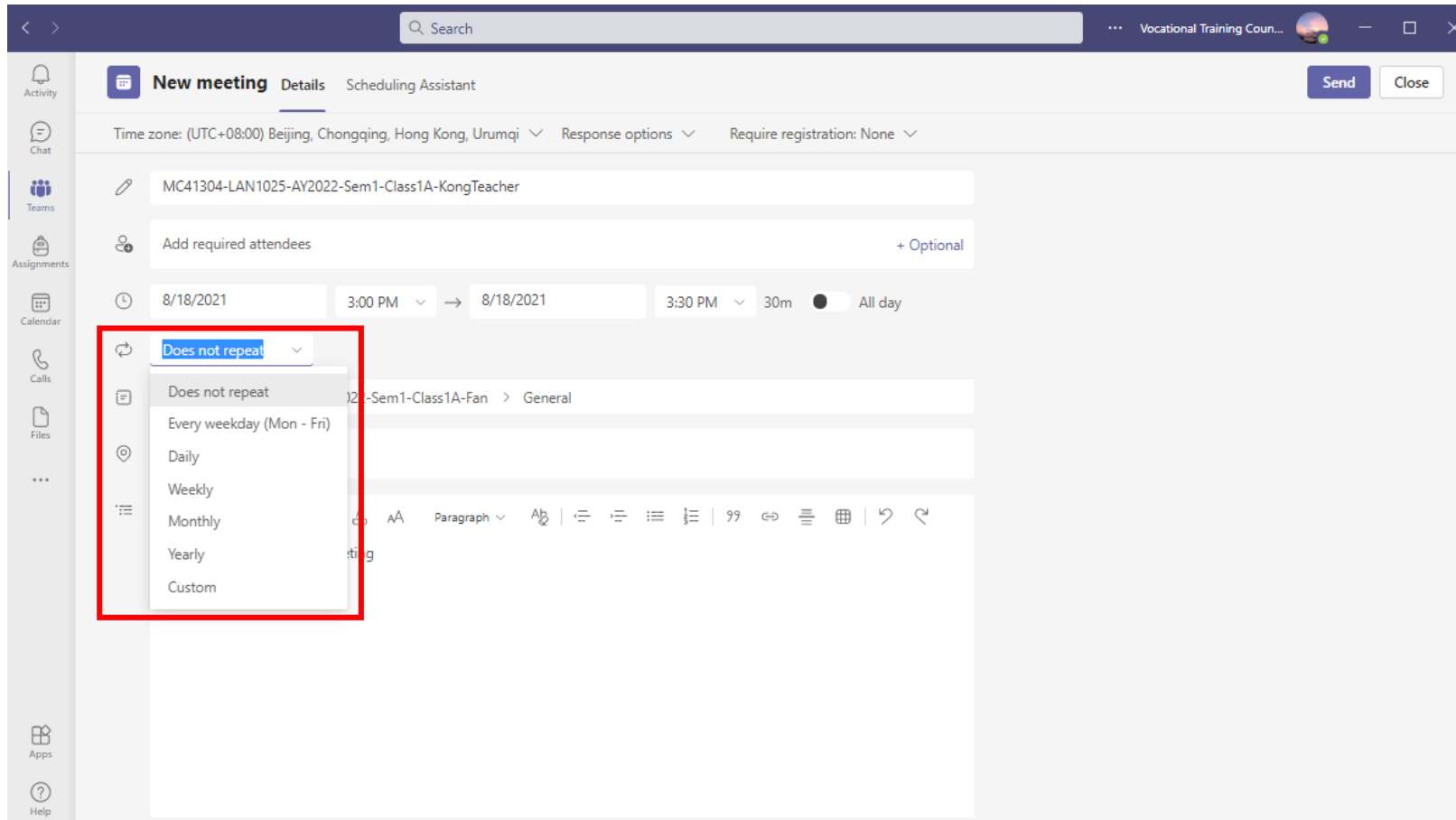


A screenshot of the Microsoft Teams 'New meeting' interface. The meeting name field is highlighted with a red box and contains the text 'MC41304-LAN1025-AY2022-Sem1-Class1A-KongTeacher'. Other visible fields include 'Add required attendees', '8/18/2021 3:00 PM to 8/18/2021 3:30 PM', 'Does not repeat', and a rich text editor with the text 'Type details for this new meeting'. The interface also shows a search bar, navigation icons, and a 'Send' button.

Input the online class meeting name.



Schedule Online Video Class in MS Teams



Set the "recurrent" function as "**Custom**" for the meeting.



Schedule Online Video Class in MS Teams

Custom recurrence

Start

Repeat every

S M T W T **F** S

End [Remove](#)

Occurs every Friday starting 9/3/2021 until 11/26/2021

Input "**start date**" and "**end date**" and click the "**Save**" button.



Schedule Online Video Class in MS Teams

Tips: You should mention the following in the description:
The copyright is reserved by the VTC. Unauthorized recording is not allowed.

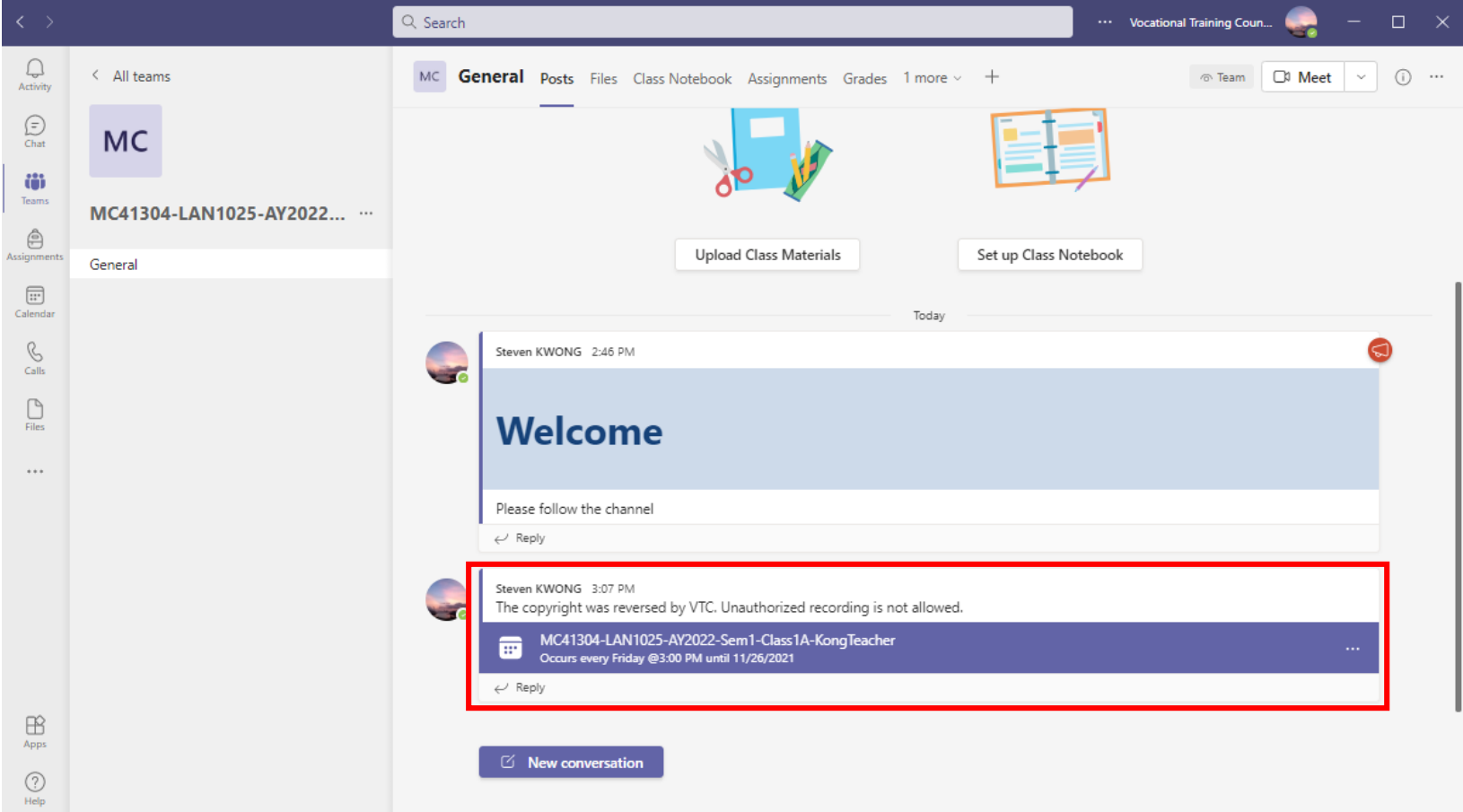


A screenshot of the Microsoft Teams 'New meeting' interface. The interface shows a meeting titled 'MC41304-LAN1025-AY2022-Sem1-Class1A-KongTeacher'. The meeting is scheduled for 9/3/2021 at 3:00 PM, lasting 30 minutes. The description field contains the text: 'The copyright was reversed by VTC. Unauthorized recording is not allowed.' The 'Send' button is highlighted with a red box in the top right corner.

You do not need to add attendees, just click the **"Send"**



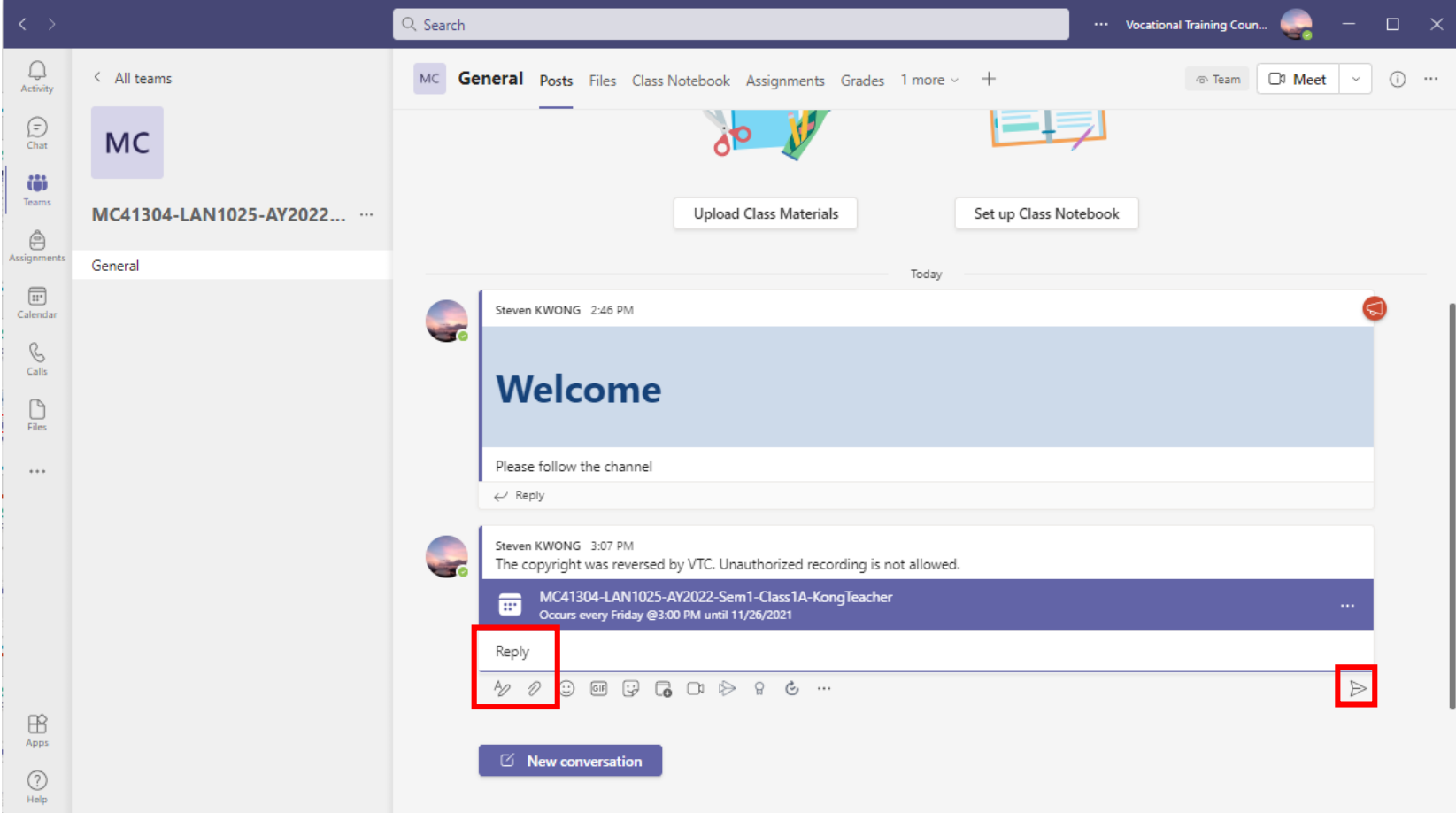
Schedule Online Video Class in MS Teams



The scheduled online class meeting is automatically shown on the post.

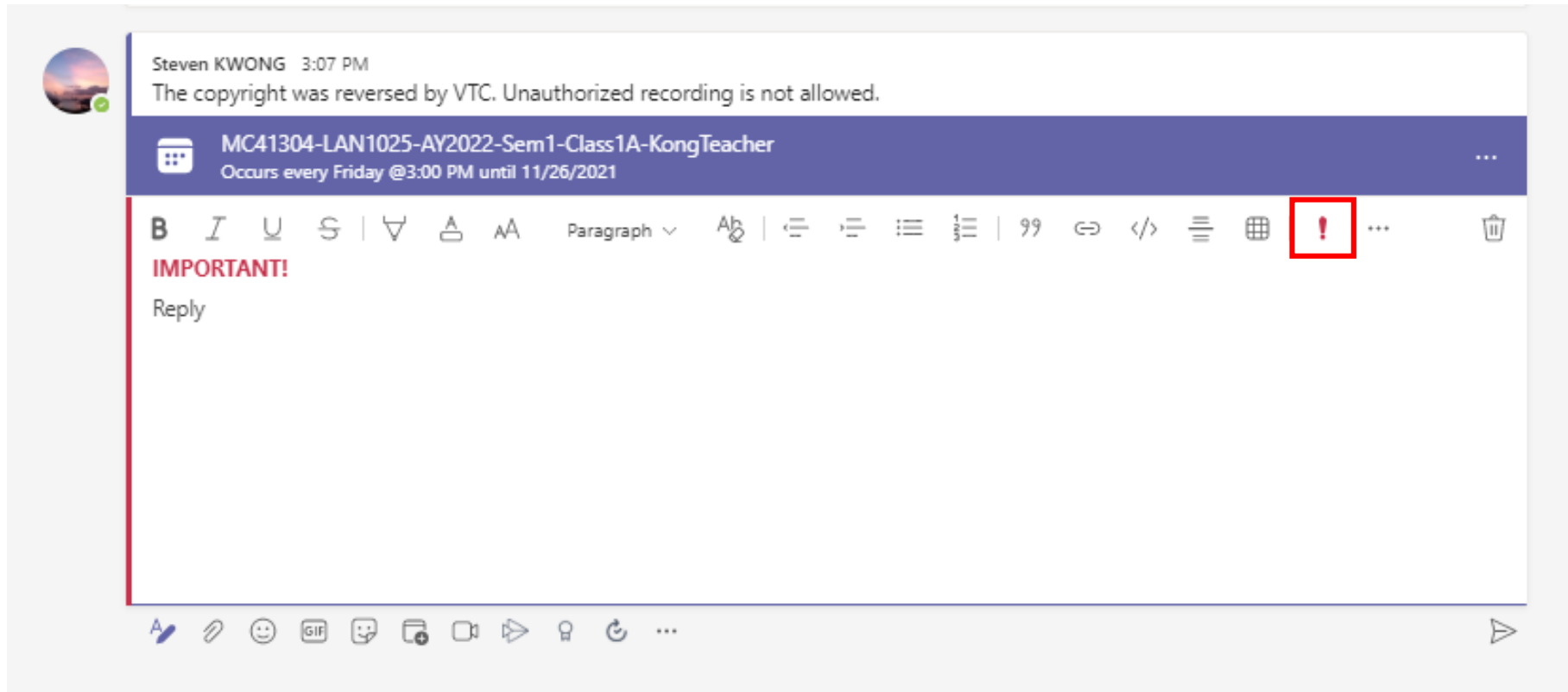


Schedule Online Video Class in MS Teams


















You can also add messages and edit it with different styles.

Schedule Online Video Class in MS Teams














Steven KWONG 3:07 PM
The copyright was reversed by VTC. Unauthorized recording is not allowed.

 MC41304-LAN1025-AY2022-Sem1-Class1A-KongTeacher
Occurs every Friday @3:00 PM until 11/26/2021

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IMPORTANT!

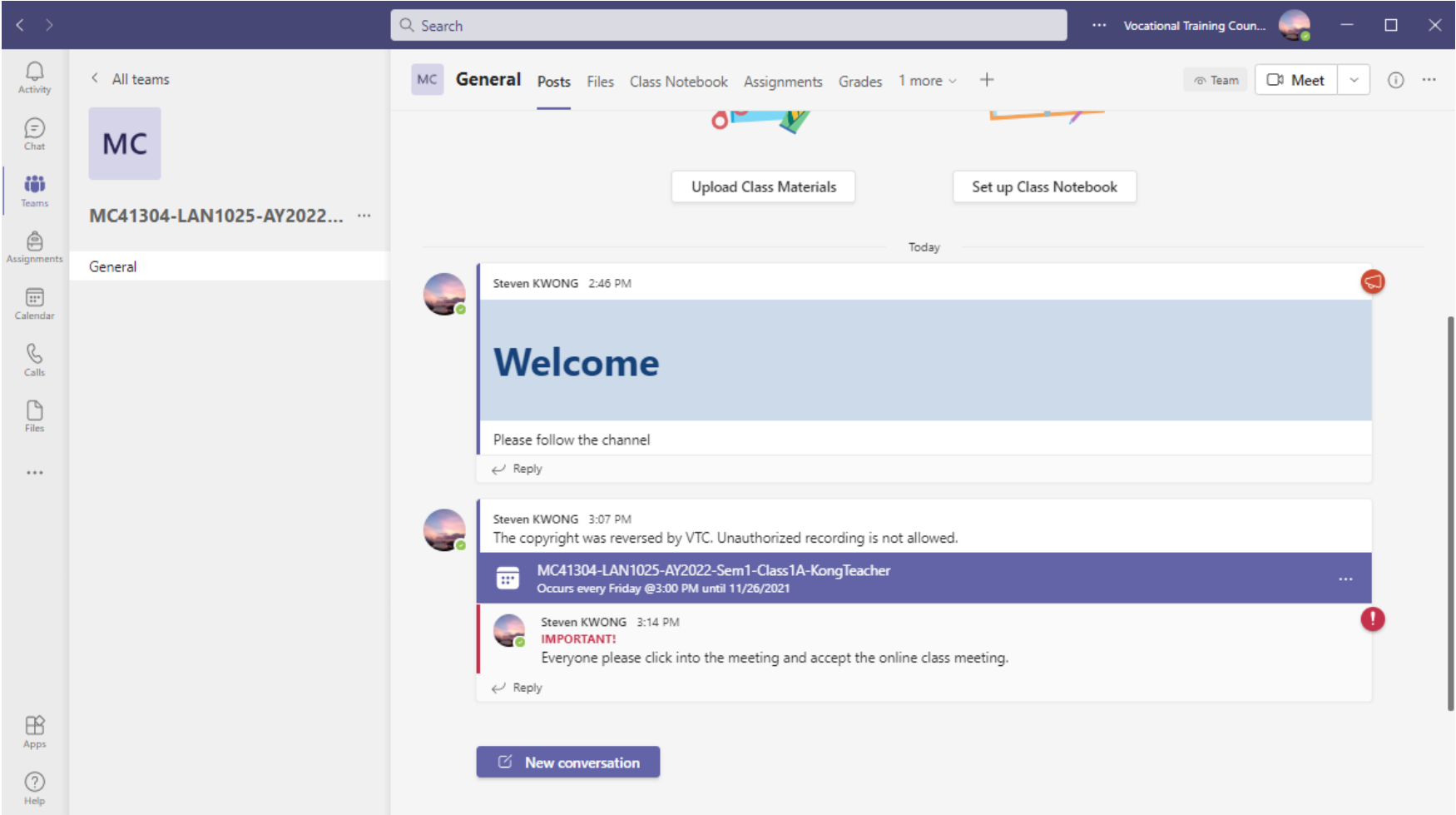
Reply

          ... 

e.g. Mark it as **"IMPORTANT"**



Schedule Online Video Class in MS Teams



Your reminder for students has been posted.



End



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