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.





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Q Activity	< All teams	MC General Posts Files Class Notebook Assignments Grades 1 more - +	Team □ Meet ∨ ● ·
(F) Chat Teams Assignment Calendar Calls Files	MC MC41304-LAN1025-AY2022 ··· General	Welcome to MC41304-LAN1025-AY2022-Sem1-Class1A-Fan Choose where you want to start Image: Comparison of the start Image: Upload Class Materials Set up Class Notebook	About MC41304-LAN1025-AY2022-Sem1-Class1A- Fan Members (3) 6 Recently contributed Contributed Steven KWONG Contributed Contribu
Apps ?		Steven KWONG 2:46 PM Seven KWONG 2:46 PM	Updates >

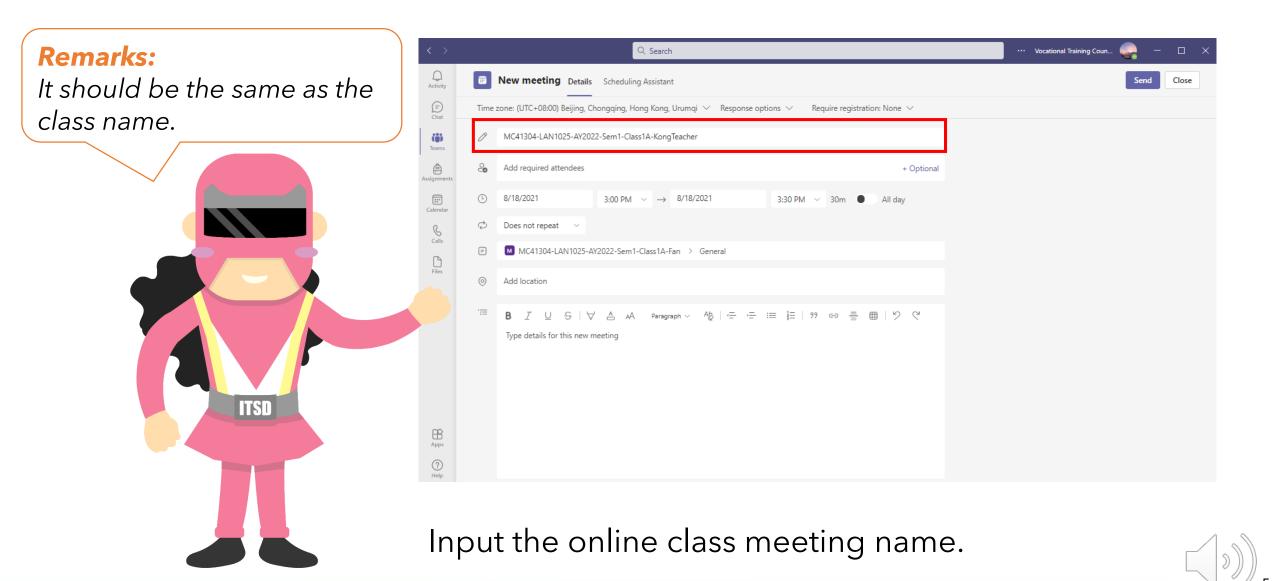
Click the "General" channel under the class.



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Calendar			Upload Class Materials Set up Class Notebook
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Files			Steven KWONG 2:46 PM
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Click the pull-down menu next to the "Meet" button and select "Schedule a meeting".





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Q Activity		New meeting Details Scheduling Assistant	Send
(=) Chat	Time	zone: (UTC+08:00) Beijing, Chongqing, Hong Kong, Urumqi 💛 Response options 🗸 Require registration: None 🗸	
ti) Teams	0	MC41304-LAN1025-AY2022-Sem1-Class1A-KongTeacher	
Assignments	୍ଚ	Add required attendees + Optional	
Calendar	(L)	8/18/2021 3:00 PM ∨ → 8/18/2021 3:30 PM ∨ 30m ● All day	
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Set the "recurrent" function as "**Custom**" for the meeting.



Custom recurrence			
Start	9/3/2021		
Repeat every	1 Week \checkmark		
	SMTWT F S		
End	11/26/2021 Remove		
Occurs every Friday starting 9/3/2021 until 11/26/2021			
	Cancel Save		

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

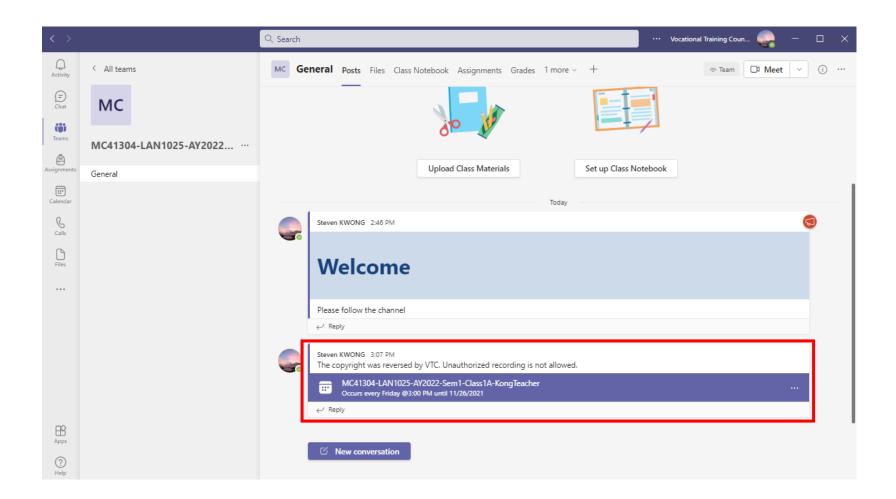


Tips: You should mention the following in the description: <u>The copyright is reserved by the</u> <u>VTC. Unauthorized recording is</u> <u>not allowed.</u>



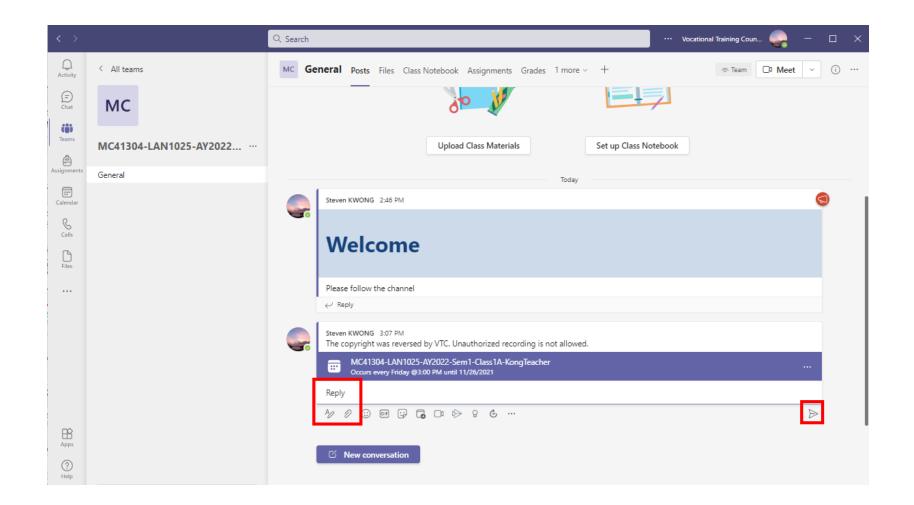
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You do not need to add attendees, just click the "**Send**" button.



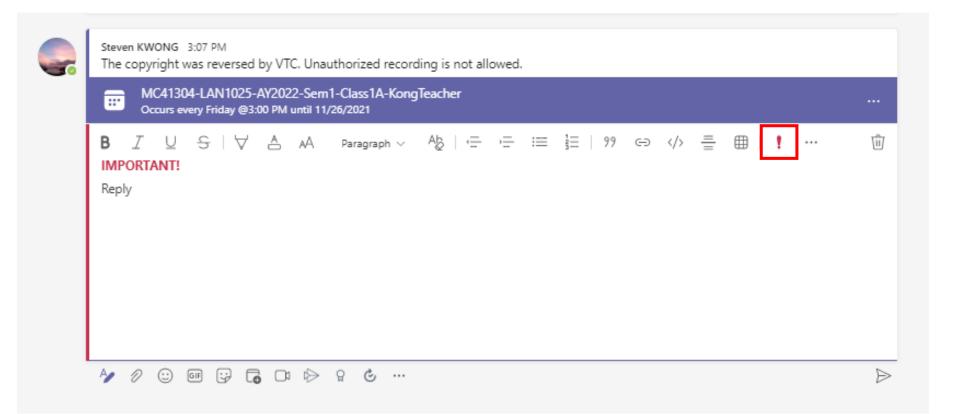
The scheduled online class meeting is automatically shown on the post.





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





e.g. Mark it as "IMPORTANT"



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të) Teams	MC41304-LAN1025-AY2022 ···		Upload Class Materials Set up Class Notebook	
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	General		Steven KWONG 2:46 PM	
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		<u></u>	Steven KWONG 3:07 PM The copyright was reversed by VTC. Unauthorized recording is not allowed. Image: MC41304-LAN1025-AY2022-Sem1-Class1A-KongTeacher Occurs every Friday @3:00 PM until 11/26/2021 Steven KWONG 3:14 PM Image: Steven KWONG 3:14 PM Image: Steven kWONG 3:14 PM Everyone please click into the meeting and accept the online class meeting. Image: Reply)
Apps Help			☑ New conversation	

Your reminder for students has been posted.







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