

# User Guide for Teachers (MS Teams for Teaching)

- Creating a Team for Your Class

Note:

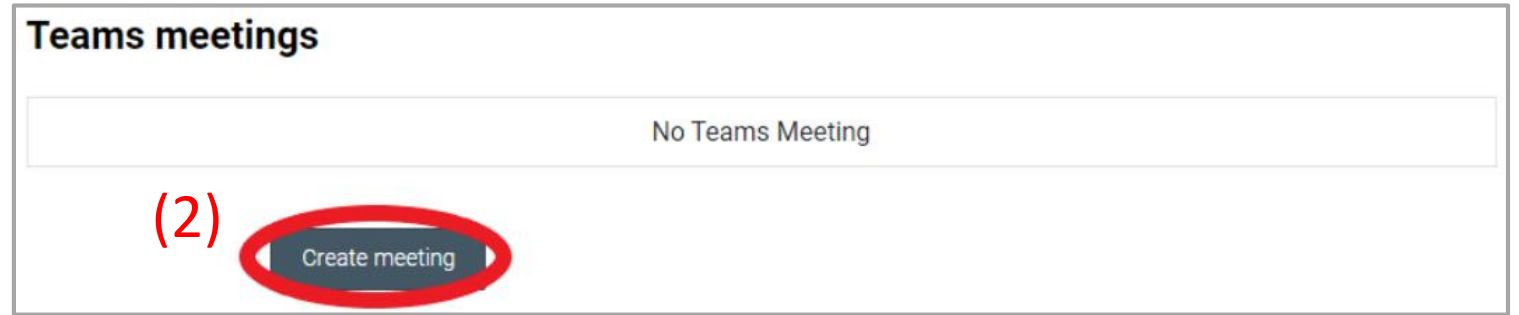
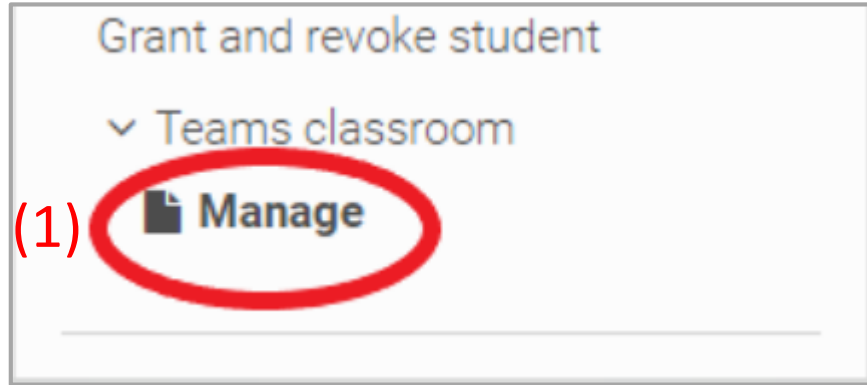
(1) Last updated date of this training document /video: 18 Aug 2021, version no.: 2.0

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



## **7.2 Schedule Online Video Class in Moodle**

# Schedule Online Video Class in Moodle



(1) Click "**Teams classroom**" > "**Manage**" from Administration block.

(2) Click "**Create meeting**"

# Schedule Online Video Class in Moodle

**Create Teams meeting**

ID

Name ⓘ

Start date time ⓘ

End date time ⓘ

Invite course participants

Description

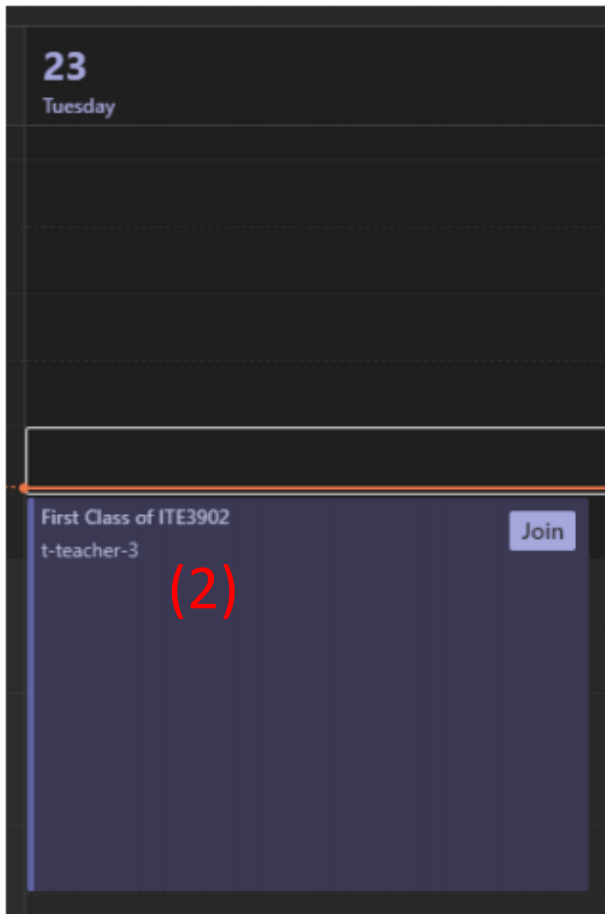
Please join our online class.

There are required fields in this form marked ⓘ

Fill-in the "**course name**" & "**Start/end date time**" and "**Description**". If you check "**invite course participants**", student will be added into the meeting automatically.

If you confirm the information, click "**Save**" and create the meeting.

# Schedule Online Video Class in Moodle



(1) Create succeed

(1) The message "**created succeed**" will be displayed on Moodle

(2) Go to MS Teams Calendar, you will see the meeting is created.

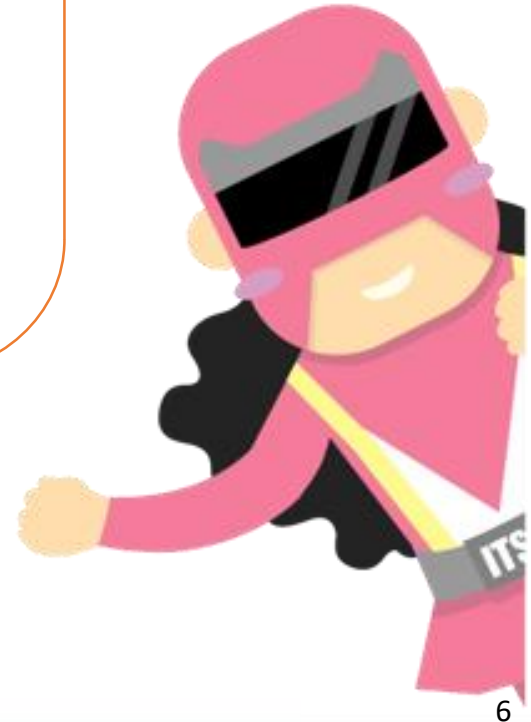
**Tips:** You could add "MS Teams Meeting" into the **Moodle course**. Please [click here](#) to refer the guide.



# Schedule Online Video Class in Moodle

Points to note:

- Microsoft Teams not supporting create recurrent Meeting from Moodle.
- Microsoft Teams not supporting edit Meeting from Moodle.
- Only teacher, non-editable teacher and student will be added into the meeting.
- Newly added/removed participant would not reflect to Meeting.
- Course creator can update the meeting information and participant list in Microsoft Teams.



**End**



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