

# User Guide for Teachers

For Windows OS

(Using Staff and Teaching Accounts at the Same Time)

## Note:

(1) Last updated date of this training document /video: 10 Sep 2020, version no.: 1.0

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

# Using Staff and Teaching Accounts at the Same Time

Want to chat with other teachers or staff?

Want to handle student matters?

Want to use both staff and teaching accounts at the same time?



**WHY NOT ?**

# Using Staff and Teaching Accounts at the Same Time

This tutorial guide shows you how to operate your staff and “t-” teaching accounts simultaneously on your office desktop PC.

- Login MS Teams Desktop App with your “t-” teaching account
- Login MS Teams (Web Version) with your staff account

**Important:** This guide is only applicable to **Windows desktop PC**.

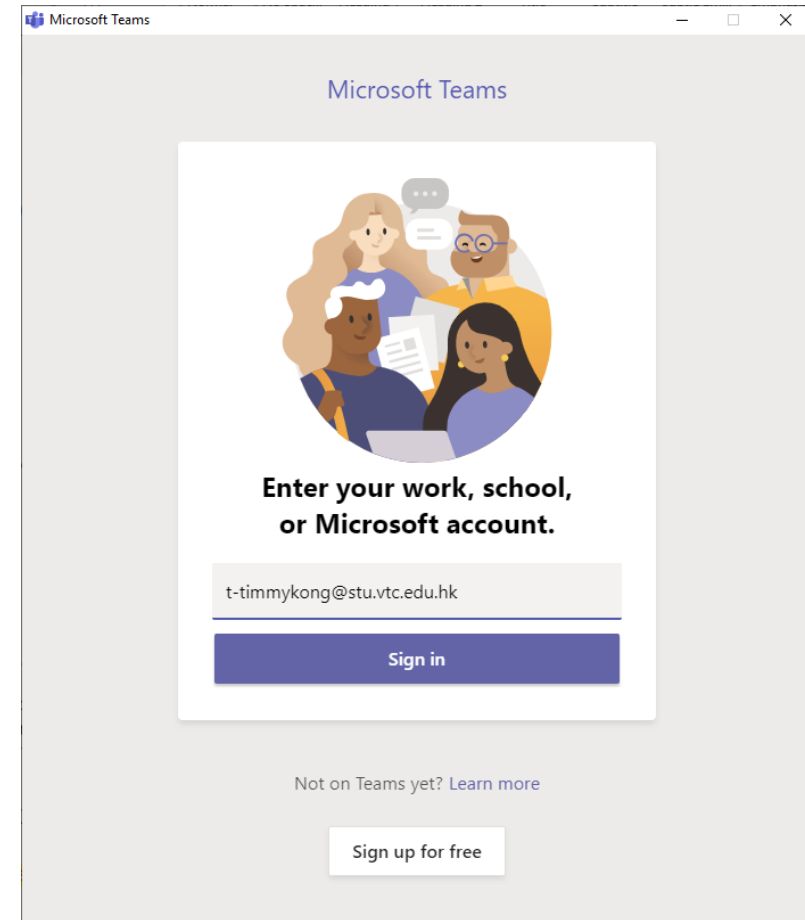


**How to operate staff and "t-" teaching accounts simultaneously on your office Desktop PC?**

# How to operate staff and "t-" teaching accounts simultaneously on your office Desktop PC?

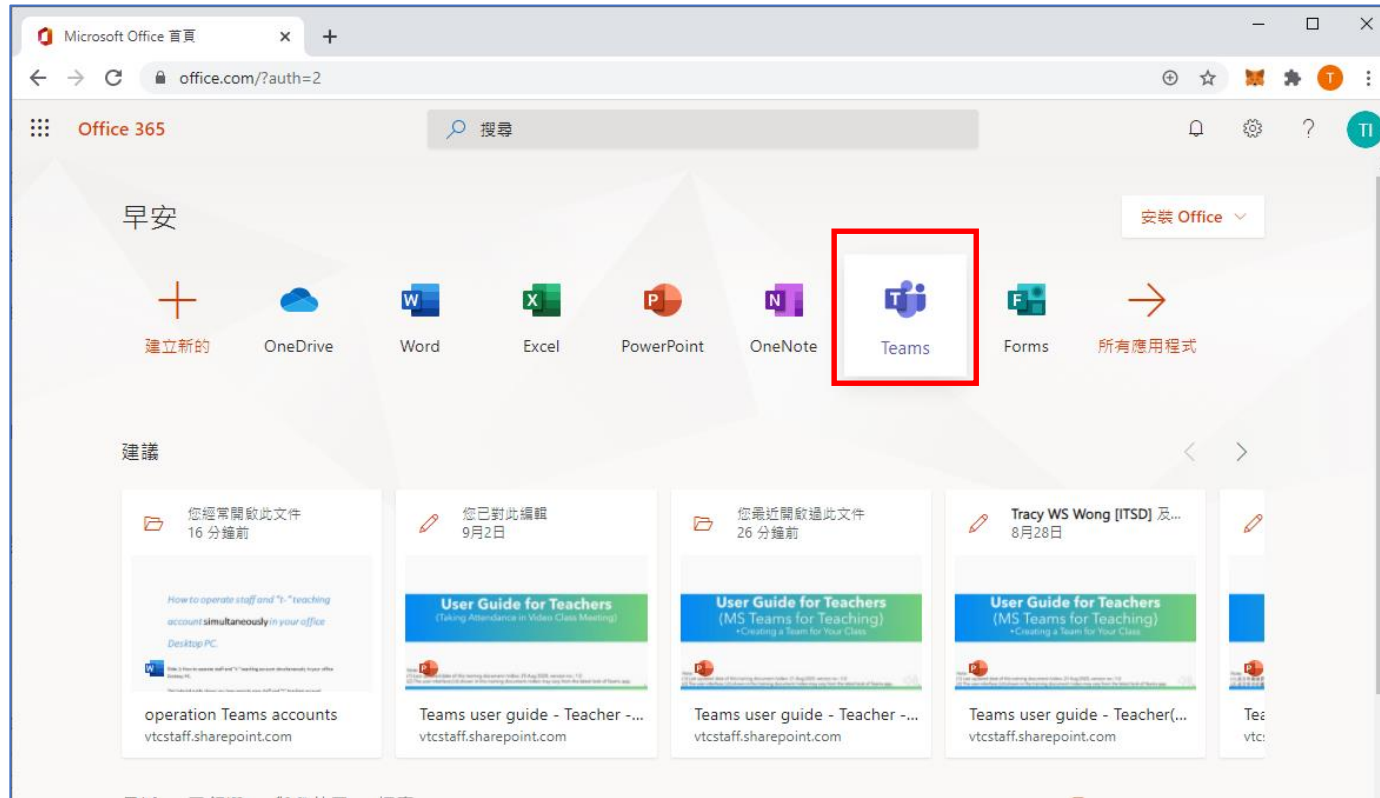
## Tips

- (1) To operate 2 accounts at the same time, you should login MS Teams Desktop App with your "t-" teaching account.*
- (2) If you have already logged in with your staff account, you need to sign out first.*



- (1) Launch the MS Teams Desktop App
- (2) Login the App with your "t-" teaching account

# How to operate staff and "t-" teaching accounts simultaneously on your office Desktop PC?



## Tips

- (1) If you have already logged in with your "t-" teaching account, you need to sign out and close all chrome browsers first. After that, please repeat the steps.
- (2) You can now manage your two Teams accounts simultaneously.



- (1) Open the Chrome Browser and go to <https://office365.vtc.edu.hk>
- (2) Login with your staff account
- (3) Click the "Teams" icon for the web version of MS Teams

**How come?**

**My students can take control of my presentation!**

# How come? My students can take control of my presentation!

## Why did students control my presentation?

### **Important:**

By default, “Everyone” is set as a presenter with **Full Power**!  
Please remember to set “Only me” as the sole presenter.

Let’s change student roles **NOW!**



### **Full Power**

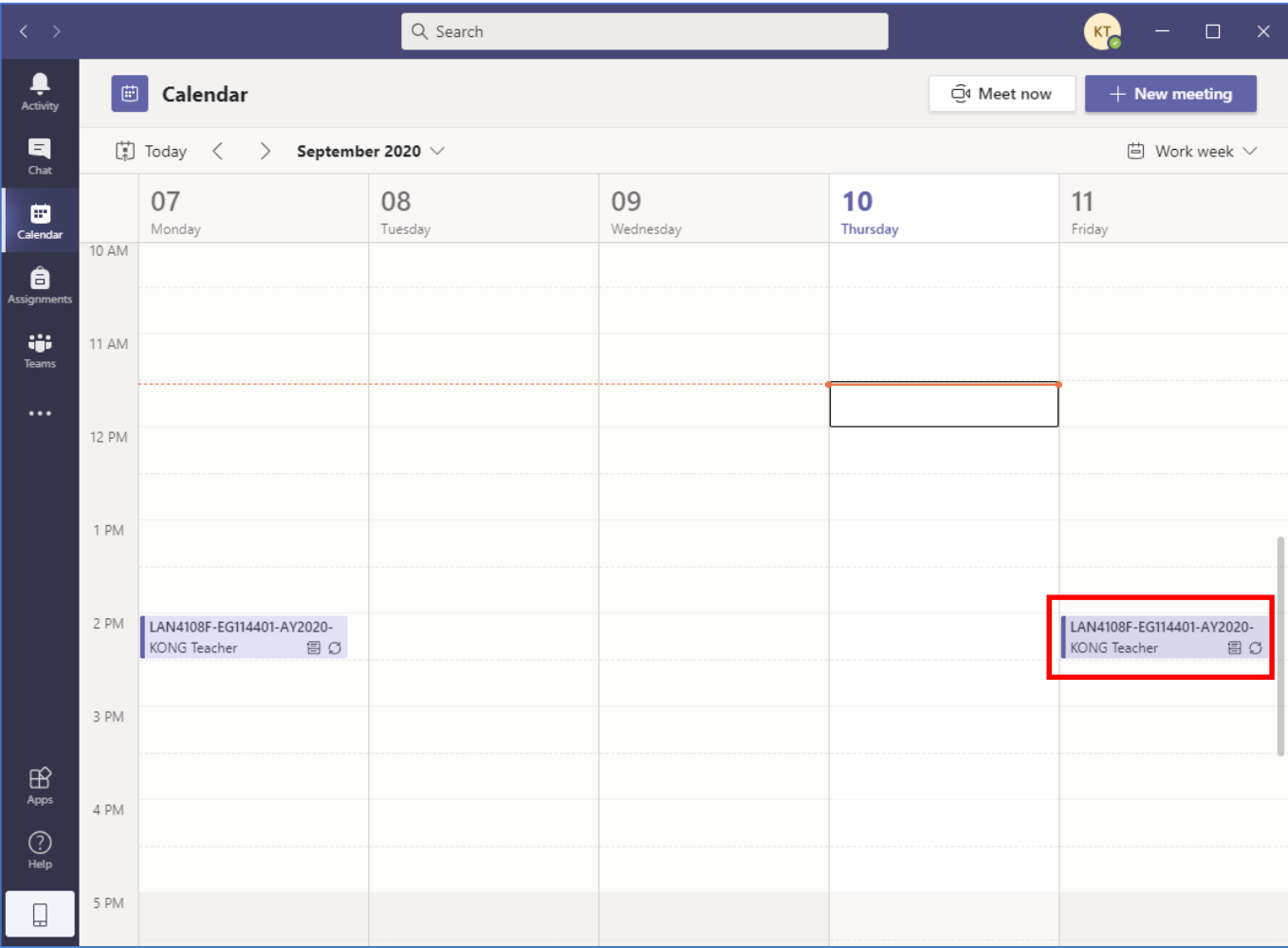
- Take control of your presentation
- Remove participants from the Teams Class
- Stop your recording
- Mute participants
- ⋮
- etc.



**Let's change student roles NOW!**

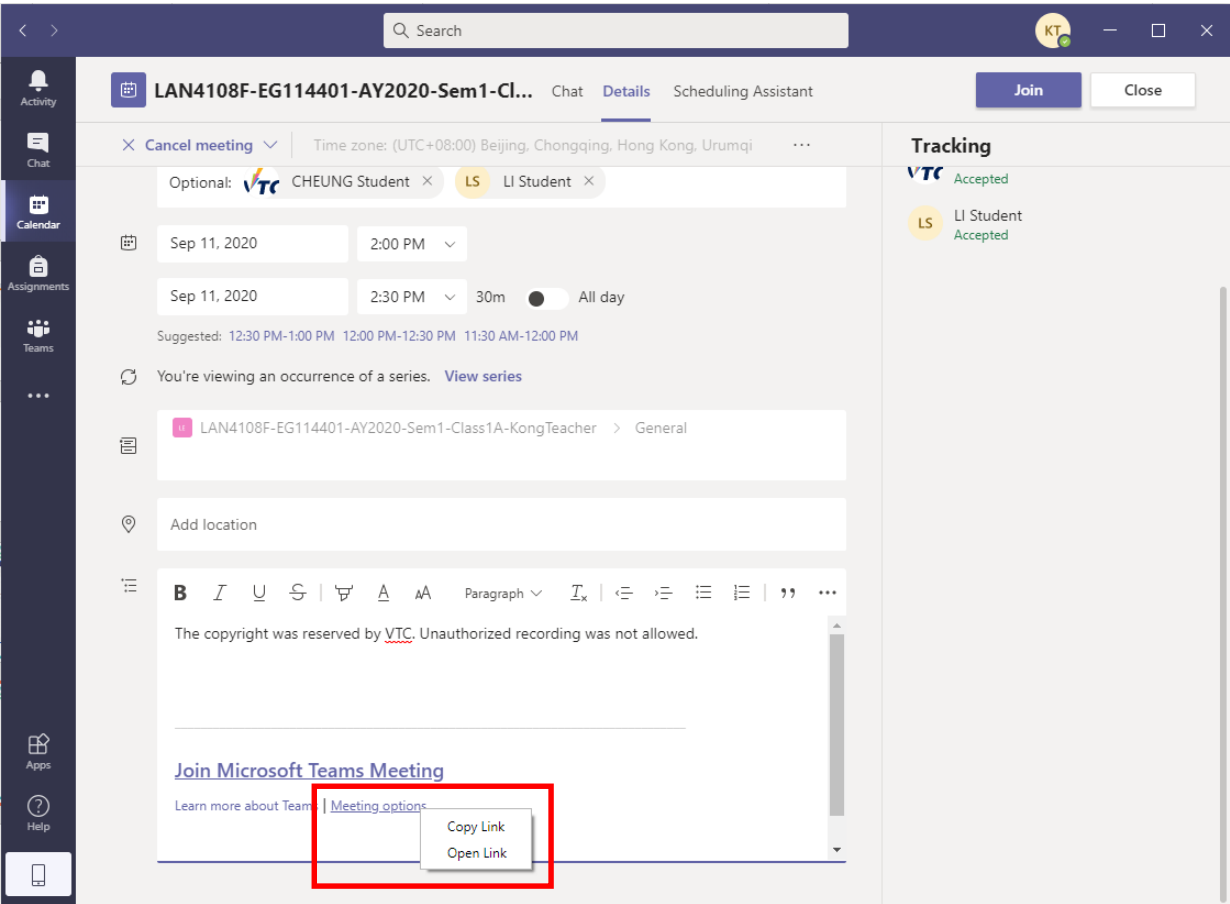
How to update the meeting options with your “t-” teaching account in Chrome Incognito / New Microsoft Edge InPrivate?

# How to update the meeting options with your “t-” teaching account in Chrome Incognito / New Microsoft Edge InPrivate?



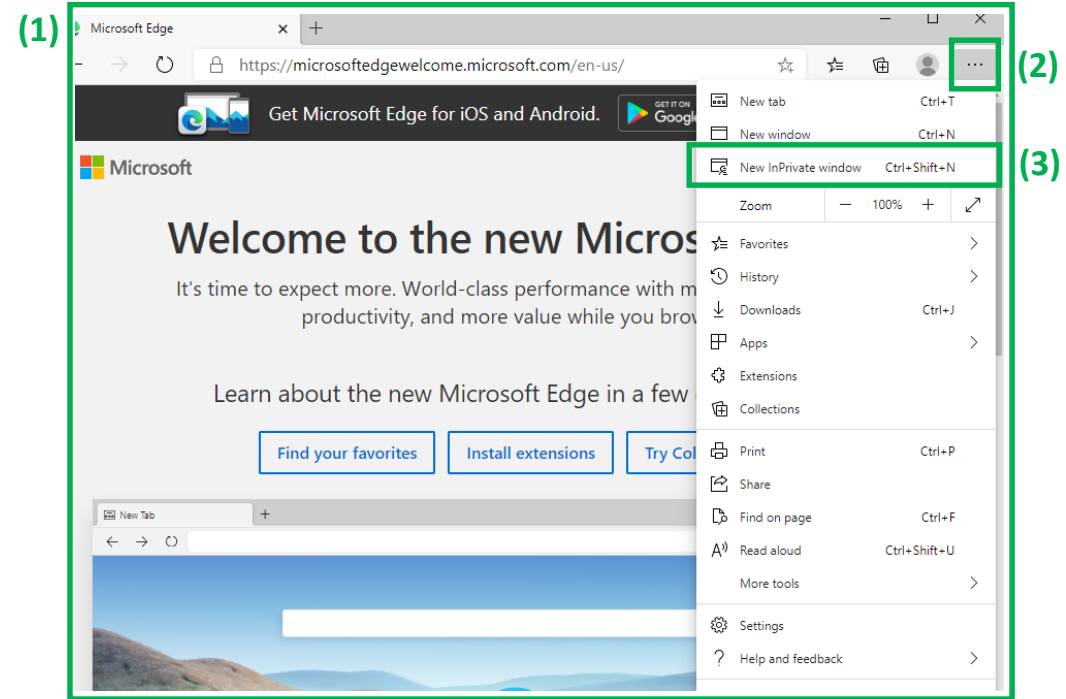
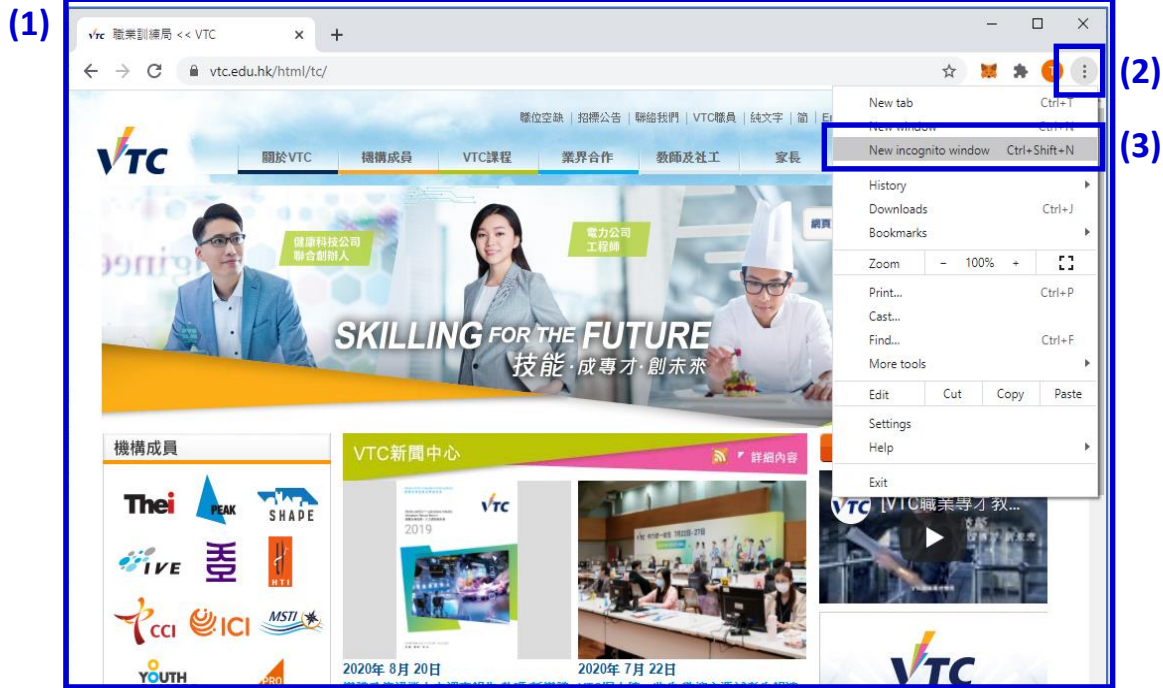
Select the scheduled online class meeting

# How to update the meeting options with your “t-” teaching account in Chrome Incognito / New Microsoft Edge InPrivate?



Right click “**Meeting options**” and select “**Copy Link**”

# How to update the meeting options with your “t-” teaching account in Chrome Incognito / New Microsoft Edge InPrivate?



## In Chrome:

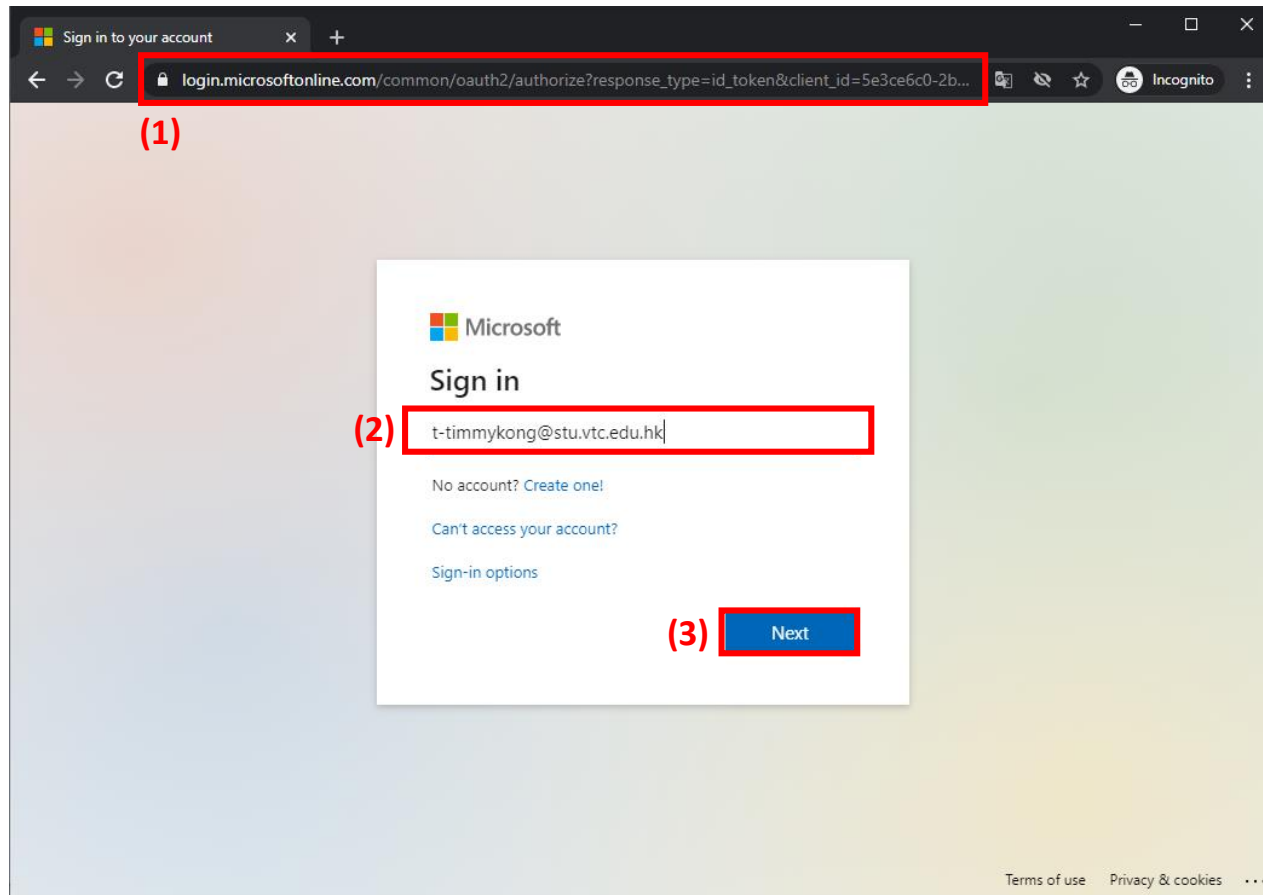
- (1) Launch the Chrome browser on your desktop
- (2) Click on “...” at the top right-hand side
- (3) Select “**New incognito window**”

## In New Microsoft Edge :

- (1) Launch the Microsoft New Edge browser on your desktop
- (2) Click on “...” at the top right-hand side
- (3) Select “**New InPrivate window**”

Tips: Please visit <https://www.microsoft.com/edge> to download the New Microsoft Edge

# How to update the meeting options with your “t-” teaching account in Chrome Incognito / New Microsoft Edge InPrivate?



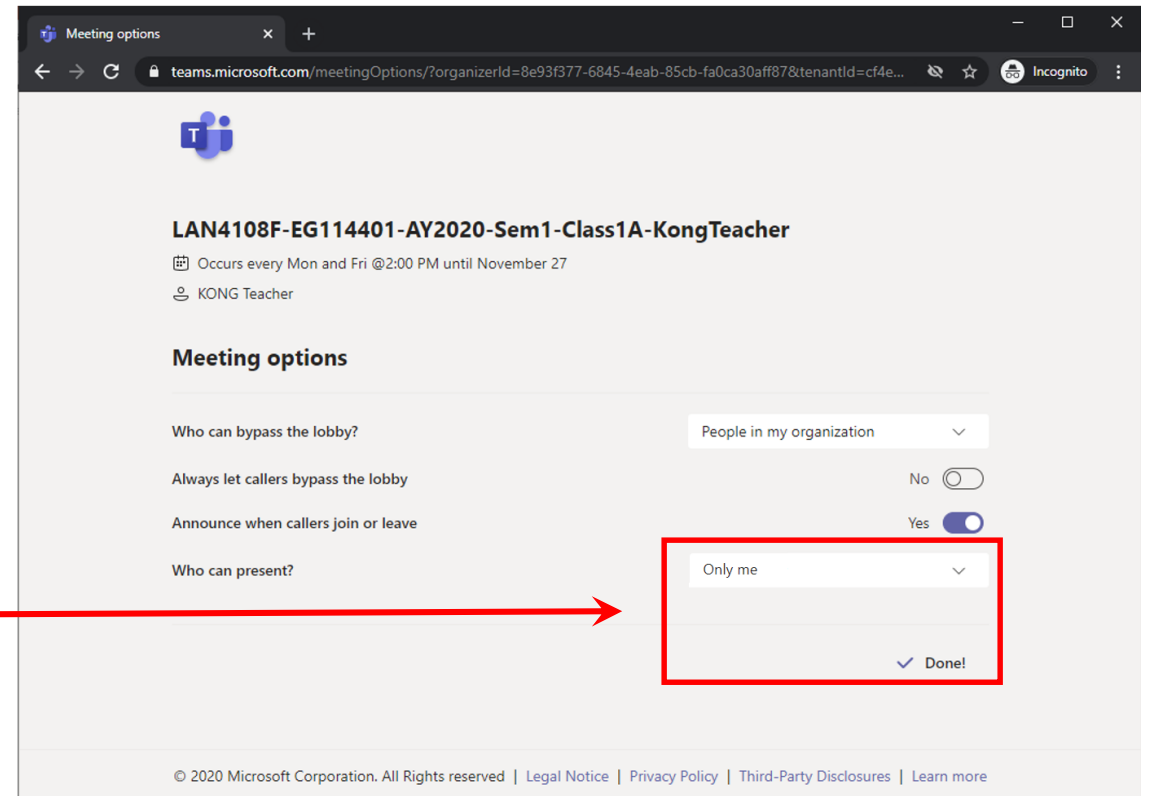
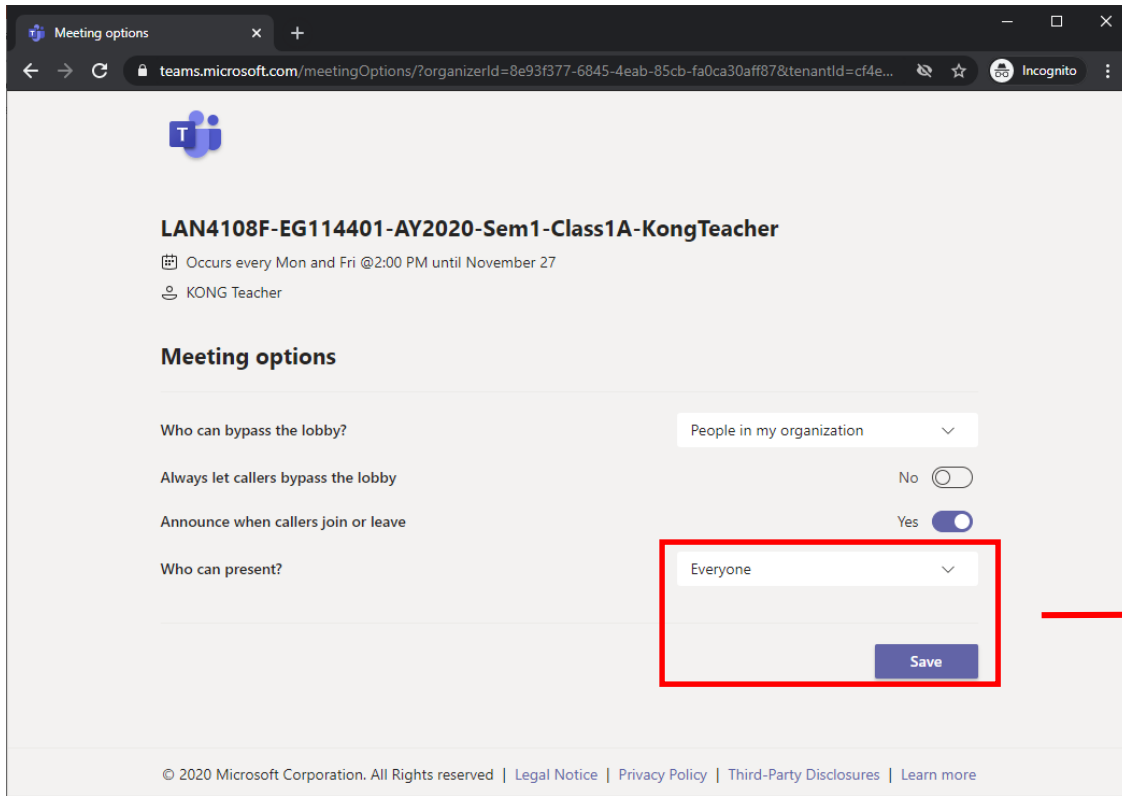
- (1) Paste the “copied hyperlink” to the address bar
- (2) Input your “t-” teaching account
- (3) Click “**Next**” to sign in

## Tips

Please remember to include “@stu.vtc.edu.hk” when you sign it.



# How to update the meeting options with your “t-” teaching account in Chrome Incognito / New Microsoft Edge InPrivate?



You can now update the “meeting options”:

- Change “**Everyone**” to “**Only me**” and click the “**Save**” button.

After that, please close the browser.

**End**

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 <https://www.vtc.edu.hk/digital-workplace/guidebook-for-online-teaching/teacher.html>

For upcoming features, please visit:



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