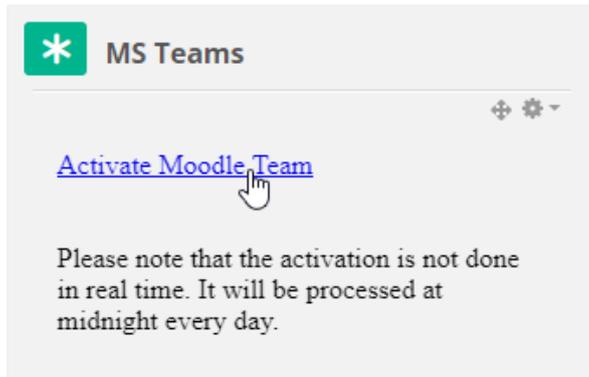


FAQ of Moodle Teams Integration

1. How to activate a Moodle Team site in a Moodle course?

Click the “Activate” button in the Teams block of a Moodle course. It will then be available the day after clicking this button.

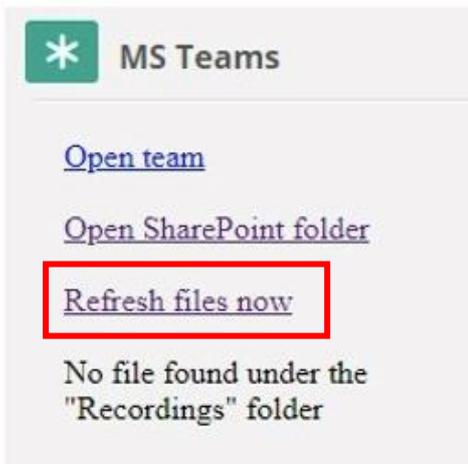


2. Will Moodle Team Integration be available to all Moodle courses?

No, only Moodle courses of current academic year, can use the Moodle Team Integration.

3. How to refresh file list content in a Moodle Team block?

The file list under the “Recordings” folder will be updated once every day at midnight. If you want to refresh in real-time, please click “Refresh files now” in the Moodle Team block.



4. How often will the user list be synchronized from a Moodle course to the corresponding Team site?

Teachers/TAs/Students of a Moodle course will be synchronized to the team site once a day at midnight.

5. What is the role mapping between a Moodle course and the corresponding Team site?

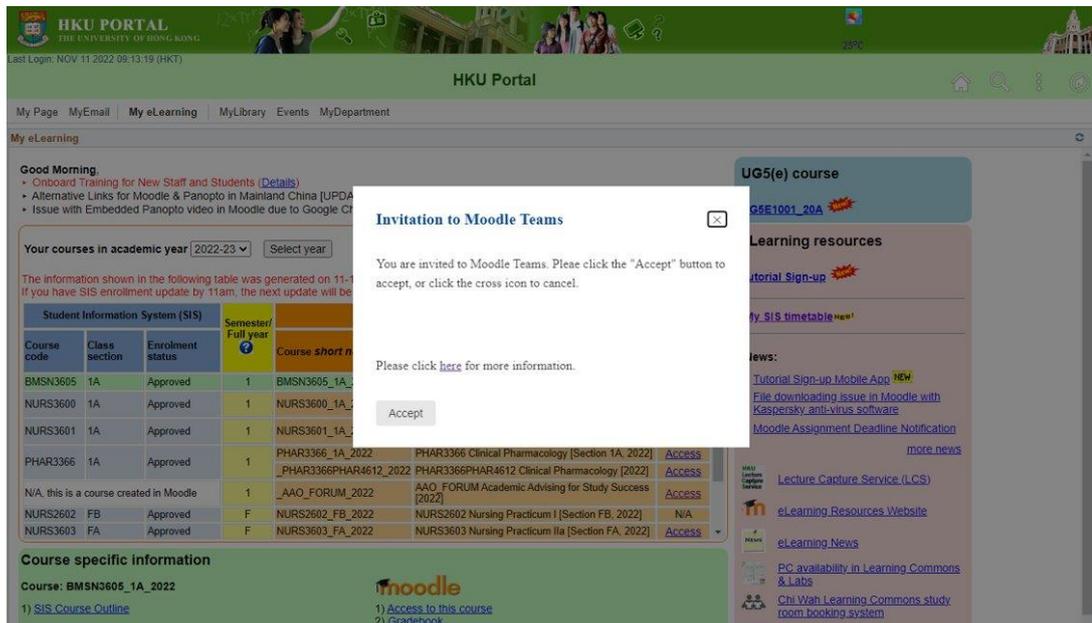
Moodle teachers/TA will be mapped to owners in the team site, while students will be mapped to guest in the team site.

6. Will Moodle guest accounts of a Moodle course be synchronized to the Team site?

No, Moodle guest account is not supported yet.

7. How do students accept the team invitation?

They can click the “Accept” button once in the My eLearning tab and follow the simple instructions of Microsoft.



The screenshot shows the HKU Portal My eLearning interface. A pop-up window titled "Invitation to Moodle Teams" is displayed in the center. The pop-up contains the following text:

Invitation to Moodle Teams

You are invited to Moodle Teams. Please click the "Accept" button to accept, or click the cross icon to cancel.

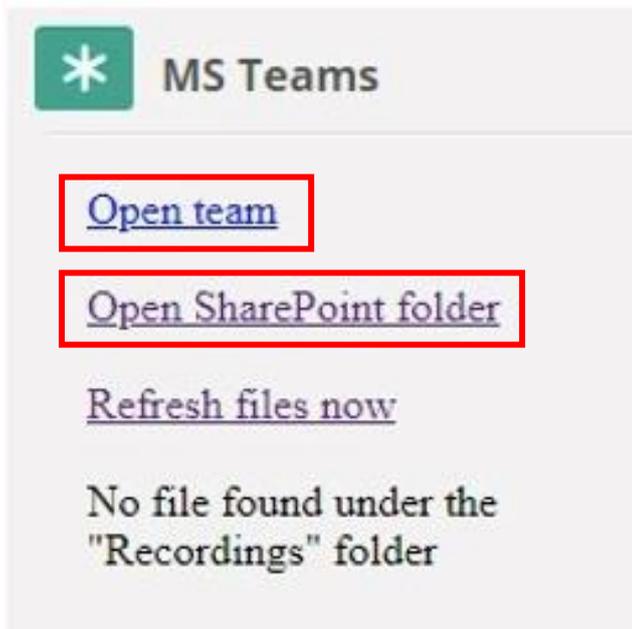
Please click [here](#) for more information.

The background shows a table of courses with columns for Course code, Class section, Enrolment status, Semester/Full year, and Course short name. The table lists several courses, including BMSN3605, NURS3600, NURS3601, PHAR3366, and NURS2602.

8. How to open the Team site or SharePoint folder in a Moodle course?

Click at the “Open team” link in the Moodle Team block.

Click at the “Open SharePoint folder” link in the Moodle Team block.



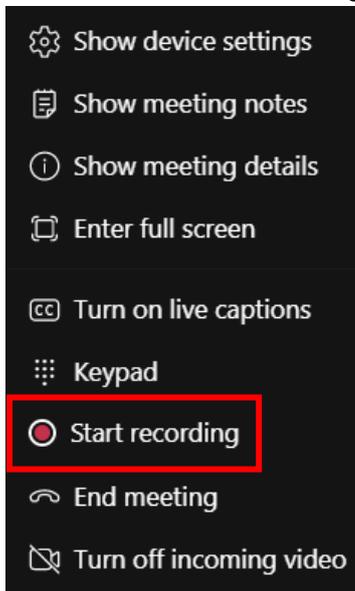
The screenshot shows the MS Teams interface. At the top, there is a green asterisk icon and the text "MS Teams". Below this, there are two links: "Open team" and "Open SharePoint folder", both of which are highlighted with red rectangular boxes. Below these links, there is a link "Refresh files now" and a message "No file found under the 'Recordings' folder".

9. How to start Team recording and where will the recorded video be stored?

Go to the Team site via the Moodle Teams block

Click “Meet” and “Join now”

Click “...” and “Start recording”



10. How to upload pre-recorded video to the Team site for viewing by students?

Go to “Files” tab in a Team site, or go to the SharePoint folder via the Moodle Teams block

Go to “Recordings” folder

Upload video

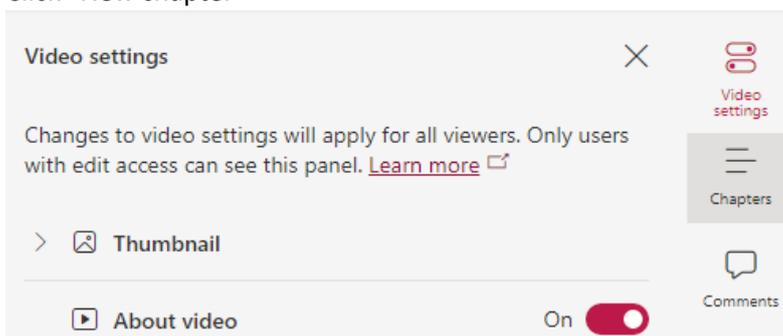
11. How to use the chapter function for video viewing?

Go to “Files” tab in a Team site, or go to the SharePoint folder via the Moodle Teams block

Go to the “Recordings” folder

Click at a video link

Click “New chapter”



12. How to edit the recorded video?

Currently Microsoft Teams not supporting video online editing, you need to download your recorded video on local machine then edit with your favorite editor and upload back.

13. Will the recording be released to students automatically?

Yes, all files, including video recording in the “Recordings” folder, will be available to students for viewing automatically.

14. How to disable the file from viewing by students? How to enable viewing for students?

To disable:

Go to "Files" tab in a Team site, or go to the SharePoint folder via the Moodle Teams block

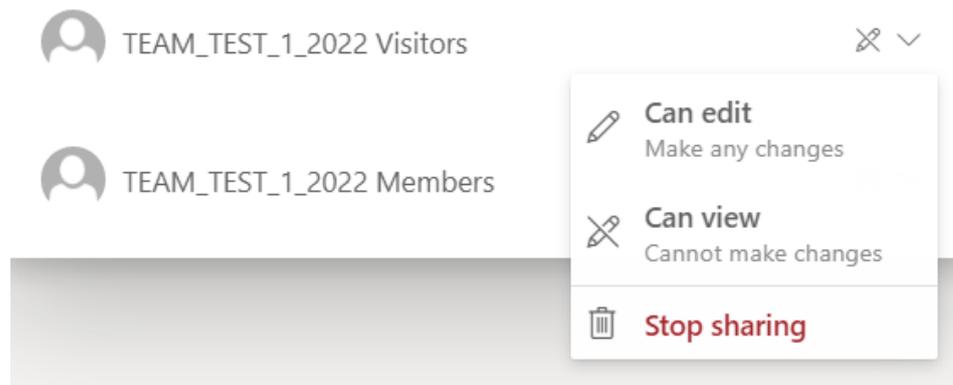
Go to the "Recordings" folder

Mouse over the file you want to change the permission

Click "..." and "Manage access"

Click the drop-down list to the right of the Members and Visitors items

Click "Stop sharing"



To enable:

Go to "Files" tab in a Team site, or go to the SharePoint folder via the Moodle Teams block

Go to the "Recordings" folder

Mouse over the file you want to change the permission

Click "..." and "Manage access"

Click "+" button to the right of the "Direct access" option

Enter "YOUR_MOODLE_COURSE_CODE Members" and "YOUR_MOODLE_COURSE_CODE Visitors"

Click at the drop-down list on the right and choose "Can view"

Untick "Notify people" and click "Grant access"

15. What functions in the Team site can students use?

Post (Chat)

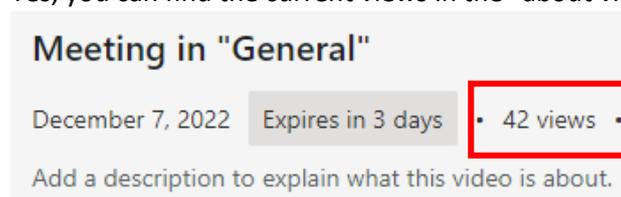
Files (including collaborative docx, xlsx, pptx)

Meeting

Other apps like Whiteboard are not available now for students

16. Are there any view logs of the video files?

Yes, you can find the current views in the "about video" tab of your recording.



For personal meetings:

Open your OneDrive for Business online (office.com -> My Content -> in the right upper corner "Go to OneDrive") and open the Recordings folder.

For Channel meetings:

Open the file tab in the channel and open the Recordings folder.

Then, click one of your recorded meetings. You should find a tab named "About Video" in the upper right corner. When you click on it, it will show some details about the video like title and description. But also when you recorded the meeting and how many views this video has.