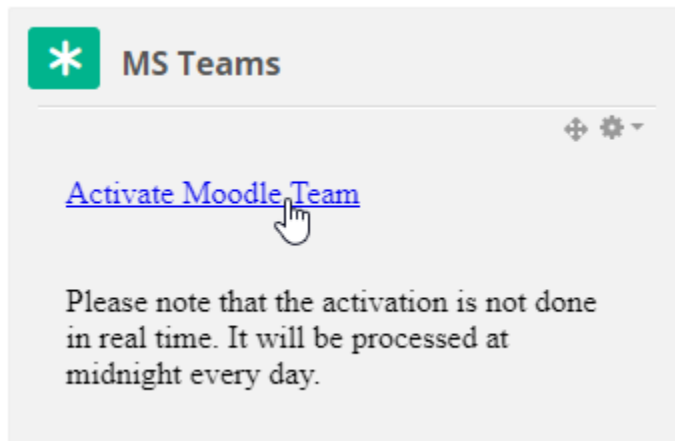


## User guide of Moodle Teams Integration

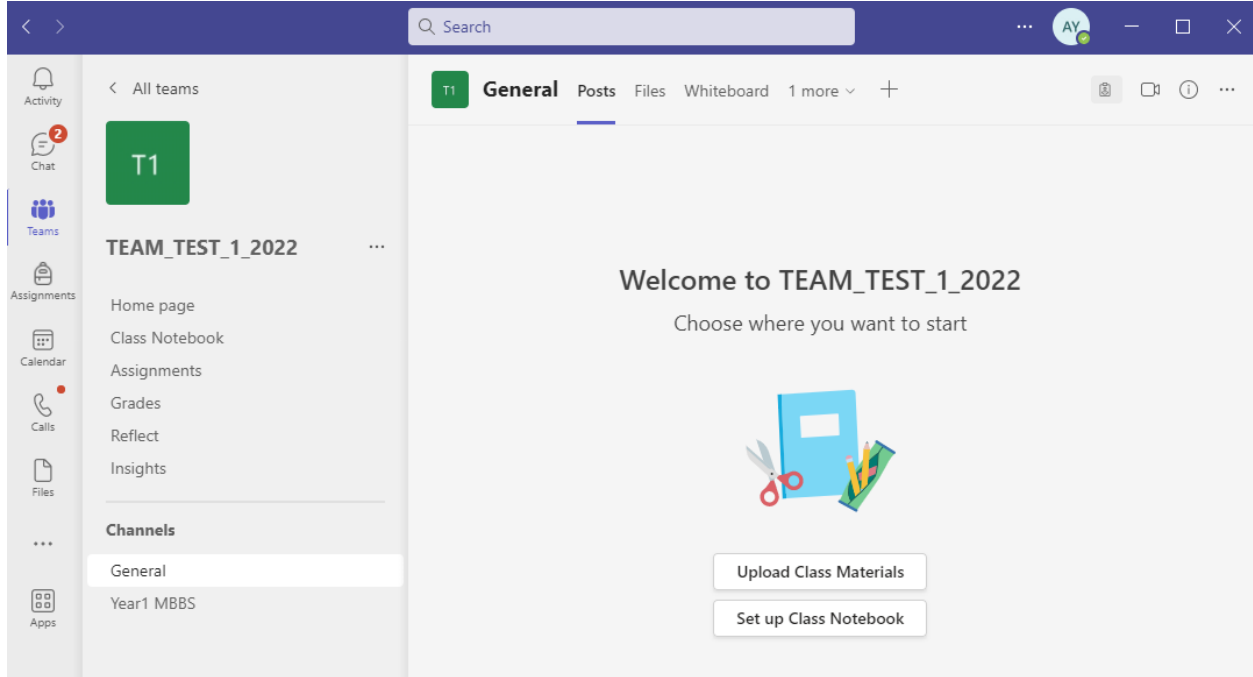
1. Go to the MS Teams block under the “Lecture recording via Zoom” on the right of your Moodle course, click “Activate Moodle Team” link to activate the Moodle Team. The Moodle Team will be activated the day after clicking the link.



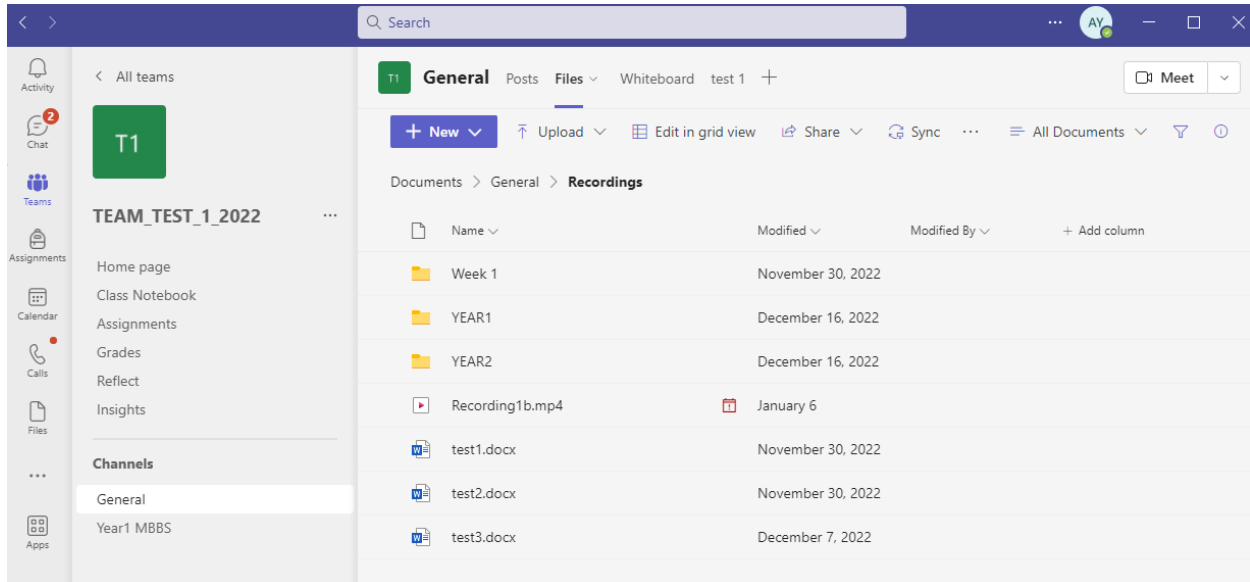
2. After the Moodle Team is activated, three links will be available in the MS Teams block, “Open team”, “Open SharePoint folder” and “Refresh files now”. The files and recordings on the Moodle course team site under the “**Recordings**” folder will also be shown in the MS Teams block.



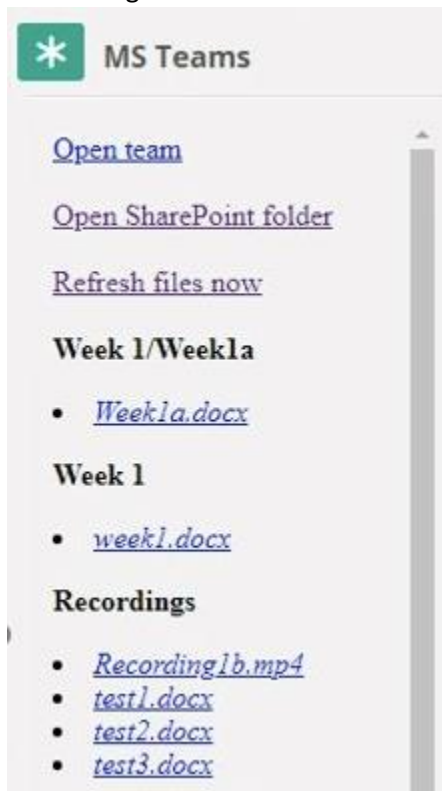
You can click “Open team” link to enter the Moodle course team site. In the Moodle course team site, you can add conversation, add class materials, etc.



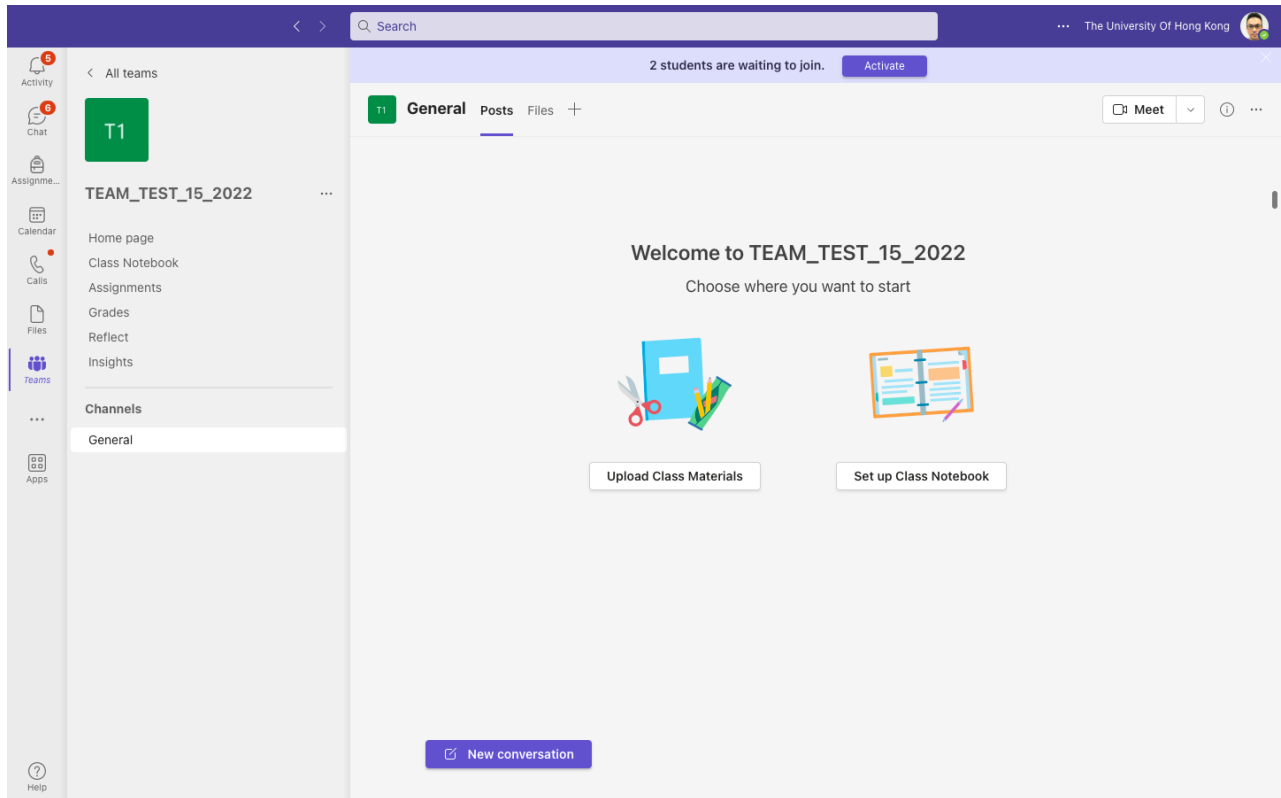
You can click “Open SharePoint folder” to enter the Moodle course SharePoint folder. All folders/files uploaded under “Recordings” folder will be shown in the MS Teams block in the Moodle course.



You may click the link “Refresh files now” in the MS Teams block to refresh the file list of the “Recordings” folder in real time.



3. The team site is not available to students until you have clicked the “Activate” button once on top of the team site. Please activate the team site when it is ready for students to access.



4. Students need to accept the invitation once in the “My eLearning” tab, and switch their tenant from @connect.hku.hk to @hku.hk [The University of Hong Kong (Guest)] in Teams to access the team site.

The screenshot shows the HKU Portal My eLearning interface. A modal dialog box titled "Invitation to Moodle Teams" is centered on the screen. The dialog contains the following text: "You are invited to Moodle Teams. Please click the 'Accept' button to accept, or click the cross icon to cancel." Below this text is a link: "Please click [here](#) for more information." At the bottom of the dialog is an "Accept" button. In the background, the portal shows a table of courses from the Student Information System (SIS) and a Moodle course specific information section.

Course code	Class section	Enrollment status	Semester	Full year	Course short name
BMSN3605	1A	Approved	1		BMSN3605_1A
NURS3600	1A	Approved	1		NURS3600_1A
NURS3601	1A	Approved	1		NURS3601_1A
PHAR3366	1A	Approved	1		PHAR3366_1A
N/A			1		AAO_FORUM_2022
NURS2602	FB	Approved	F		NURS2602_FB_2022
NURS3603	FA	Approved	F		NURS3603_FA_2022

The screenshot shows the Microsoft Teams interface. On the right side, the user profile dropdown menu is open. The user is identified as "itstestmoodle-1" with the email "itstestmoodle-1-new@connect.hku.hk". The menu includes options like "Available", "Set status message", "The University of Hong Kong", "The University Of Hong K... (Guest)", "Saved", "Manage account", "Teams for personal use", and "Sign out". The "The University Of Hong K... (Guest)" option is highlighted with a red rectangular box.