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.

![MS Teams](Image)

**Activate Moodle Team**

Please note that the activation is not done in real time. It will be processed at midnight every day.

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.

![MS Teams](Image)

*Open team*

*Open SharePoint folder*

*Refresh files now*

No file found under the “Recordings” folder
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.