User guide of Moodle Teams Integration (For teachers)

1. Go to the MS Teams block under the ss“Lecture recording via Zoom” on the right of your Moodle course, click “Activate Moodle Team” button to activate the Moodle Team. If you want not to automatically release the video to students, please check the “Manual release video” before activating Moodle Teams.

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 if teachers have chosen auto release video mode, or under the “Course” folder if teachers have chosen “Manual release video” 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” or “Course” folder in real time, depending whether teachers have chosen “Auto” or “Manual” release video mode.
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. Before HKU students can see the corresponding Moodle Team site, they need to click at the link https://teams.microsoft.com/_?tenantId=42f9b54e-2477-41ba-bf09-7a0d2a83ff09 first, or click at the “Activate Moodle Teams” button in the My eLearning tab.

After that, HKU students can switch their tenant from @connect.hku.hk to @hku.hk [The University of Hong Kong (Guest)] in Teams to access the Moodle team sites.

Guest students without HKU email address in Moodle courses will receive invitation mail sent by Microsoft in their email address registered in Moodle courses, and they need to accept the invitation once before they can access to the team site.
5. To release the video to students if manual release video mode is selected. Go to the “Recordings” folder in the team site “Files” or SharePoint, move or copy the video to the “Course” folder. If you want to refresh the file list in the Moodle MS Teams block immediately, click the “Refresh files now” link in the Moodle MS Teams block.
6. Click the “Dashboard” link. Distinct and total view counts of each file under the “Recordings” or “Course” folder will be shown in the file view, depending on the video release mode.

To see the viewing statistics of each student, click on the bars next to each file to open the student view, and click the “Close” button to go back to the file view.