User guide of Moodle Teams Integration (For teachers)

1. Go to the MS Teams block under the “Lecture recording via Zoom” on the right of your Moodle course, click “Activate Moodle Team” button to activate the Moodle Team. If you do not want to automatically release the video to students, please check the “Manual release video” before activating Moodle Teams.
   
   • Once make a choice, you **CAN NOT** change the video release option later.
   
   • Shared folders (**manual release video**) created on Moodle by the MS Team block are set to read only for students after activation by default. Teacher can create other folders for students to upload files.

The Moodle Team will become active the day after clicking the link.

2. After the Moodle Team is activated by teacher, three links will be available in the MS Teams block, “Open team”, “Open SharePoint folder” and “Refresh files now”. If teachers have chosen auto release video mode, the files and recordings on the Moodle course team site will show under the “**Recordings**” folder; if teachers have chosen “Manual release video” the files and recordings will show under the “Course” folder.
You can click “Open team” link to enter the Moodle course team site. In the Moodle course team site, you can add conversation and add class materials.
You can click “Open SharePoint folder” to enter the Moodle course SharePoint folder. All folders/files uploaded under “Recordings” folder will show 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 on 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 they can access the team site.
5. If you want to release the video to students (manual release video mode 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. The dashboard will show distinct and total view counts of each file under the “Recordings” or “Course” folder, 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.