

GUIDE TO CREATE CLASS TEAM IN MS TEAMS FROM IIUM STAFF PORTAL

1) Go to IIUM staff portal and log-in with your username and password.



2) Go to the 'Academic' webpage and click 'class student lists'.



3) When the class list has appeared, click the symbol of 'create team'.

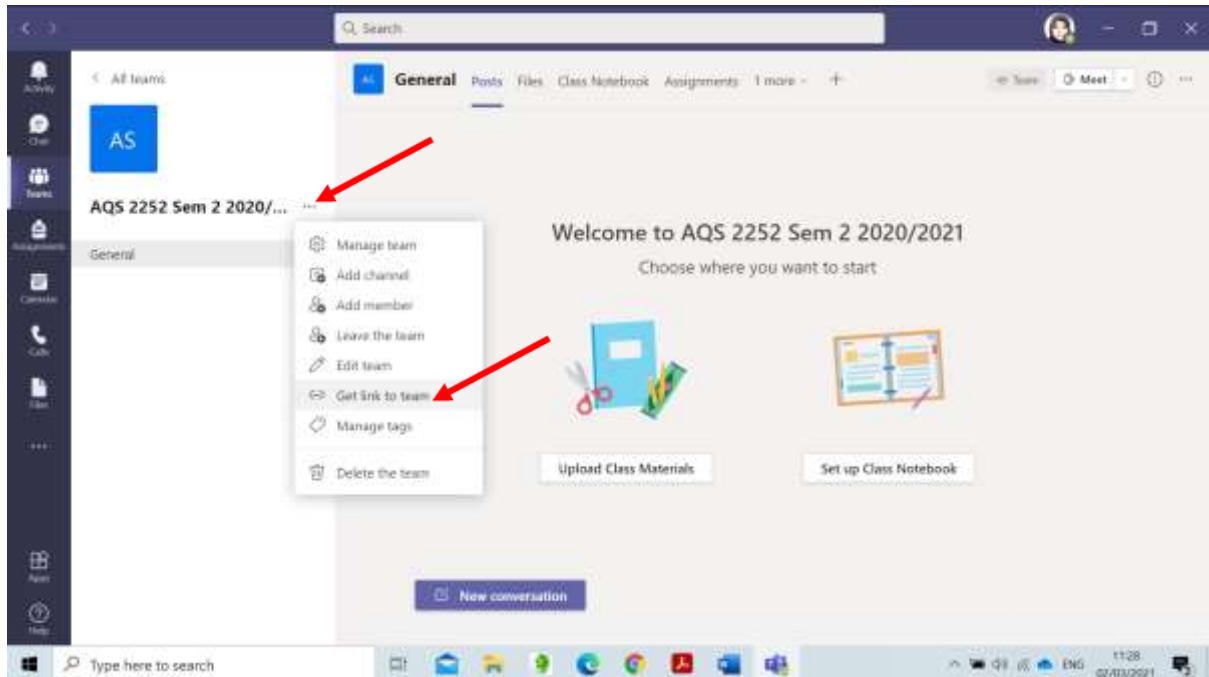
The screenshot shows the IUM Office365 interface. On the left is a navigation menu with options like Home, Community, M365, KIDIO, Academic, My Dashboard, Individual Research Performance, Google Scholar/Groups, Lecturer Slip, Class Student Lists, Kulliyyah, and MyApps. The main content area displays user information: Name: Dr. SITI NORA HARYATI BT. ABDULLAH HABIB, Department: KULLIYAH OF ARCHITECTURE AND ENVIRONMENTAL DESIGN, Campus: IUM Gombak Campus. Below this, session details are shown: Session: 2020/2021, Semester 2; Credit Hour: 3, Section/Group: 1; Location: KAED SR (L1); TIME: 11 - 1 AM, WED. The class title is 'AQS 2252 (Post-contract Administration For Quantity Surveyors 1)'. There are icons for print, download, and a 'Create team' button, which is highlighted by a red arrow. Below the class title is a table with columns: Metric No, Name, Programme, Level, and Student Details. The table lists four students: AHMAD FARID BIN AZIZ, FIERRA HAILLY BINTI FADHAILLAMAL, HADI FARHAN BIN SEMADI, and HANIS BINTI HUSSIN.

4) Choose which class that you want to create a team and click 'Next'.

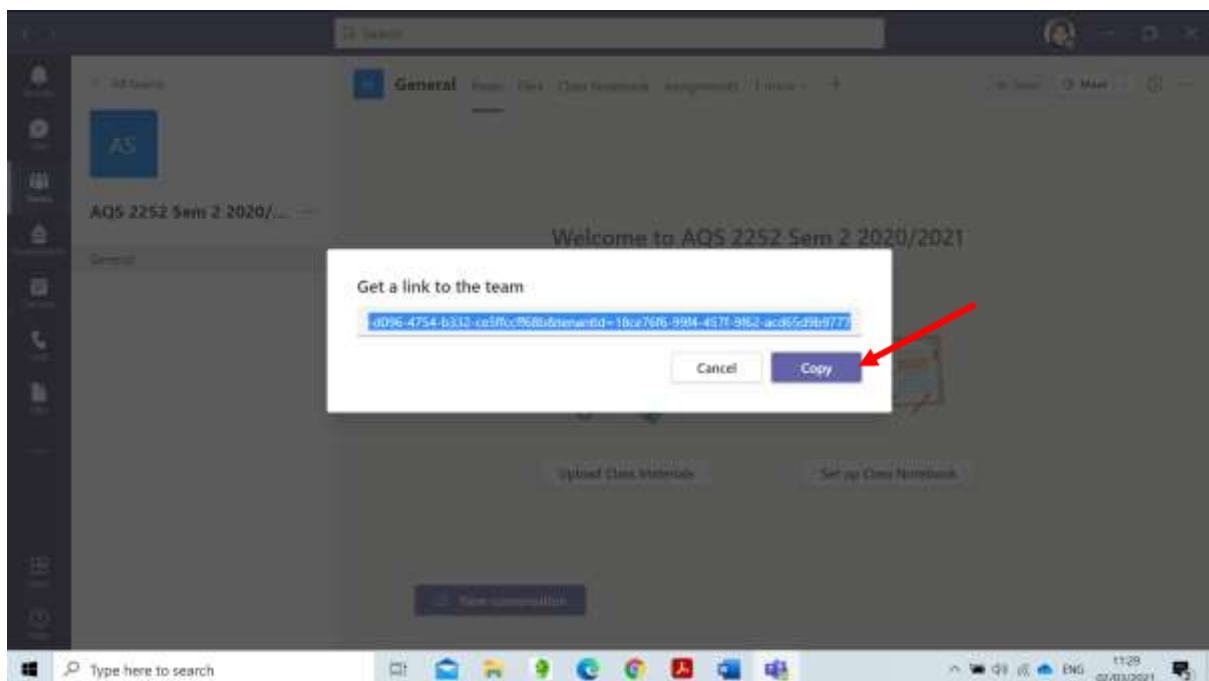
The screenshot shows the 'IUM Office365 TEAMS Provisioning' form. The fields are: Portal/Email ID (ctnora), Name (SITI NORA HARYATI BT. ABDULLAH), Office365 Username (ctnora@live.iium.edu.my), Courses (2020/2021, 2; AQS 2252 sect. 1; AQS 4270 sect. 1), TEAMS Name (AQS 2252 Sem 2 2020/2021), and TEAMS Description (POST-CONTRACT ADMINISTRATIO). A red arrow points to the 'Next' button at the bottom. Below the form, there is a message: 'You may change the TEAMS Name and Description and if not specified then defaults are applied. Press Next to proceed.'

5) Then, you may go to MS Teams to check that the team for the class has been automatically created with all students in the list are already included.

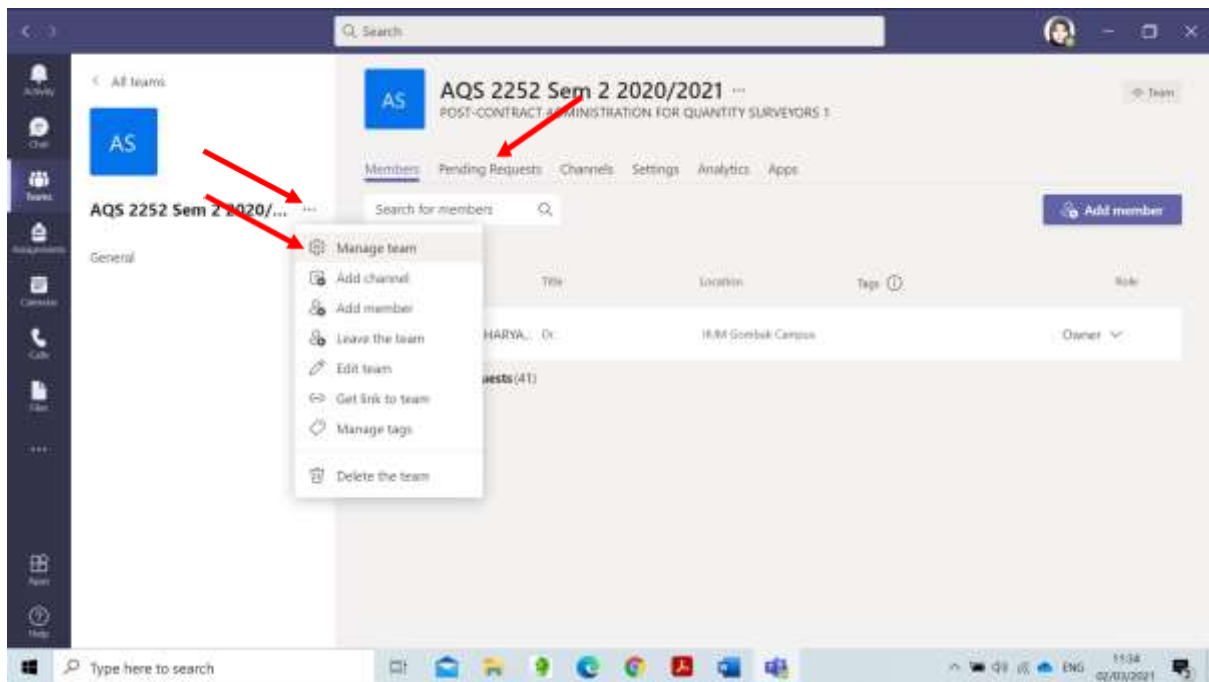
- 6) If you got some students who are not listed in the original list and need to be added to the team, click the three dots as shown below and click 'get link to team'.



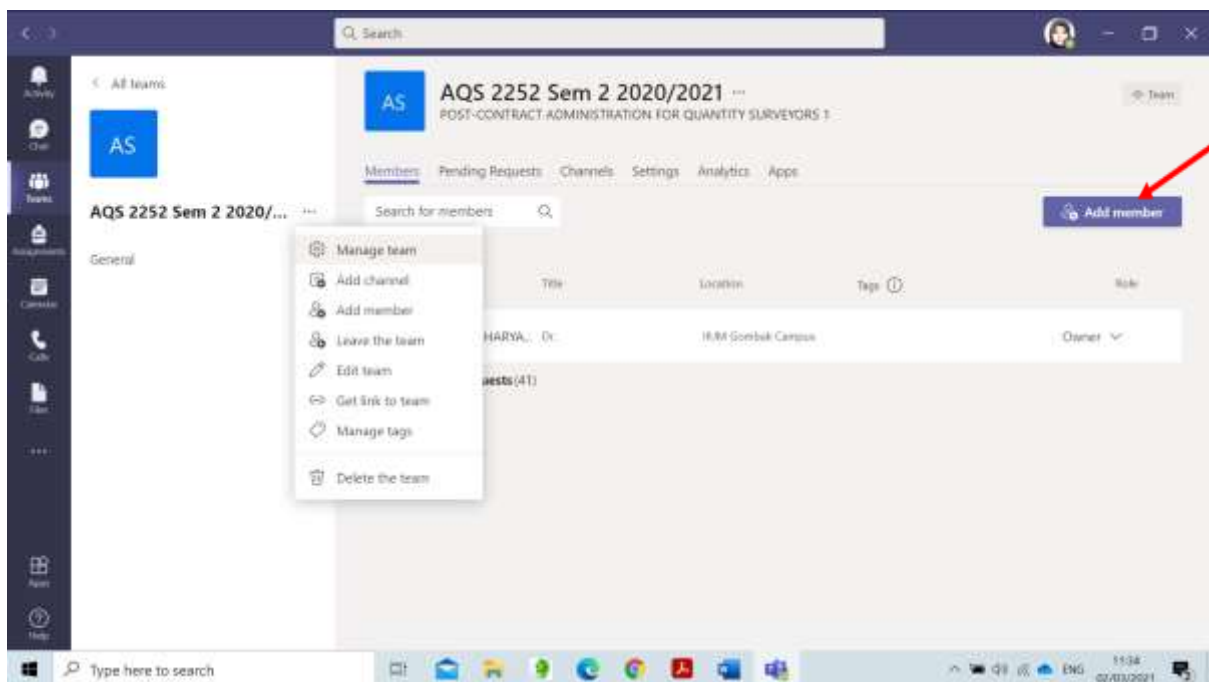
- 7) Copy the link given, and you can give the link to the students via Whatsapp. The students will send their request to join the team when they click the link.



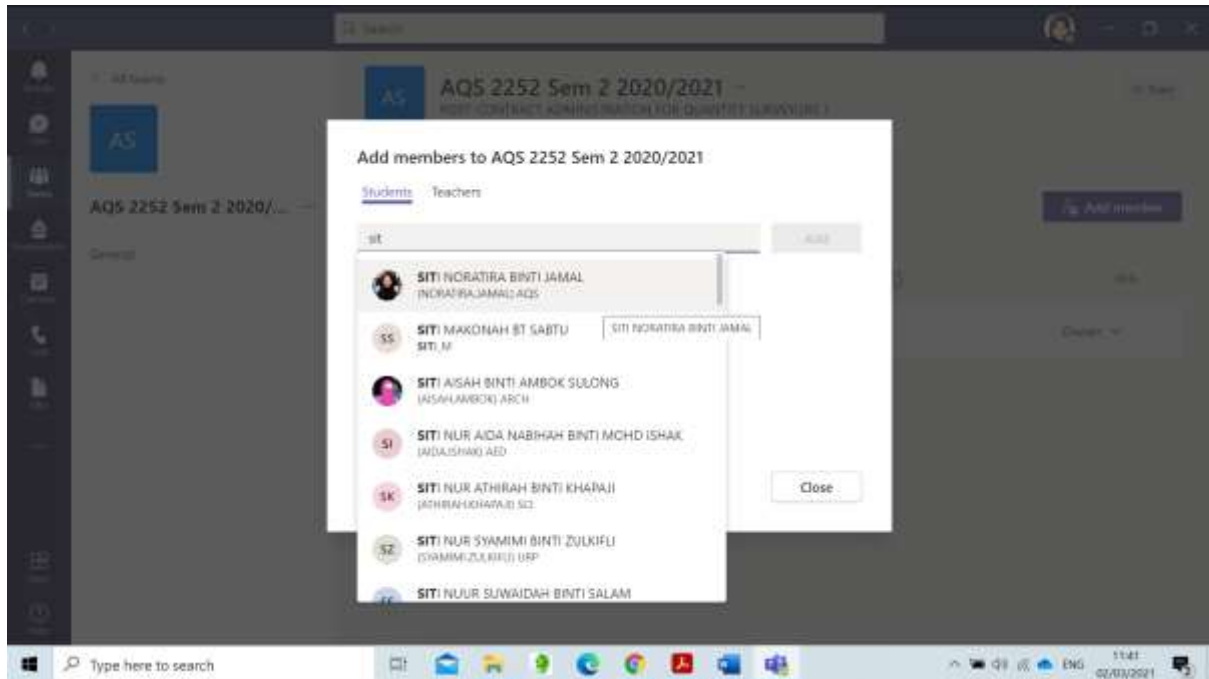
- 8) After the request appeared in your MS Team, go to 'manage team' by clicking the three dots as mentioned previously. Click 'pending requests' and approve your students' requests for them to be able to join the team.



- 9) Another way to add your students is by adding them manually. Repeat Step 8, but click 'Add member' instead.



- 10) Then, you can simply search their name (make sure they have the LIVE account for them to be listed in the options) and add them to the class team. But this process is quite tedious when you have a large number of students to be added.



THANK YOU

Prepared by,

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KAED Educator 4.0
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