

Pengaturan Lainnya (Ms Teams)

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## **Panduan Membuat Kelas di Ms Teams dan Enrolment Mahasiswa**

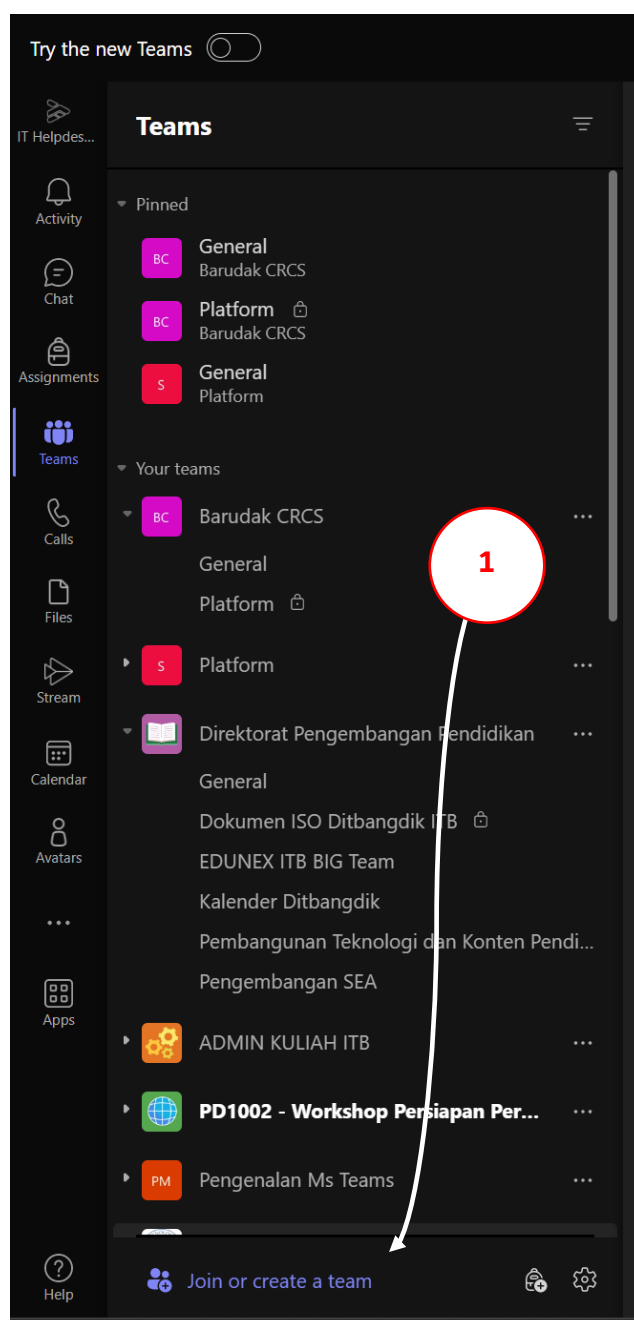
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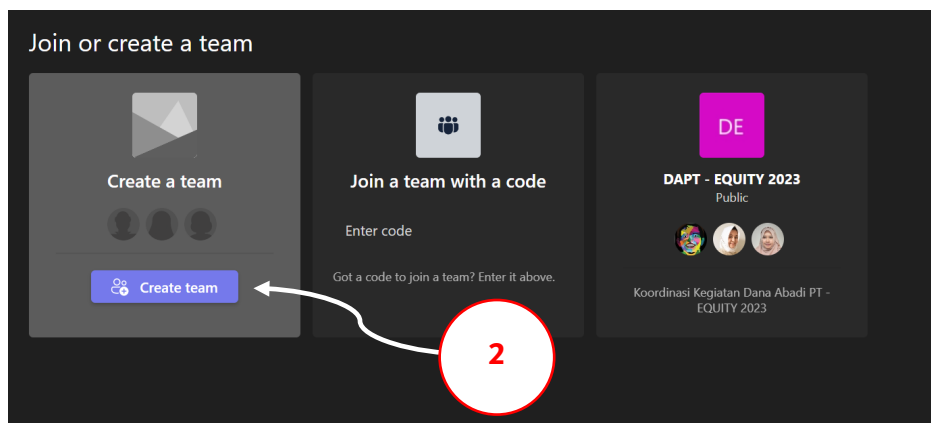
# Panduan Membuat Kelas di Ms Teams dan Enrolment Mahasiswa

## Membuat Kelas

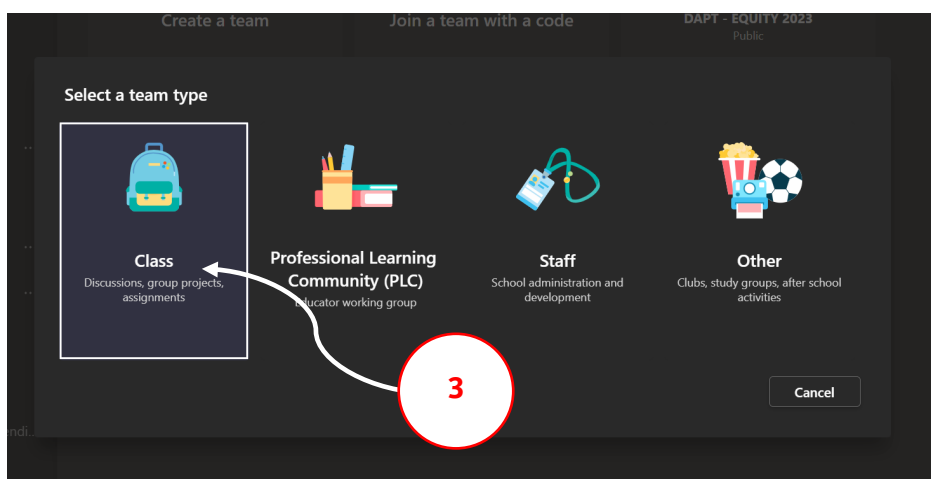
1. Klik teams > klik “join or create team”



## 2. Klik "Create a team"



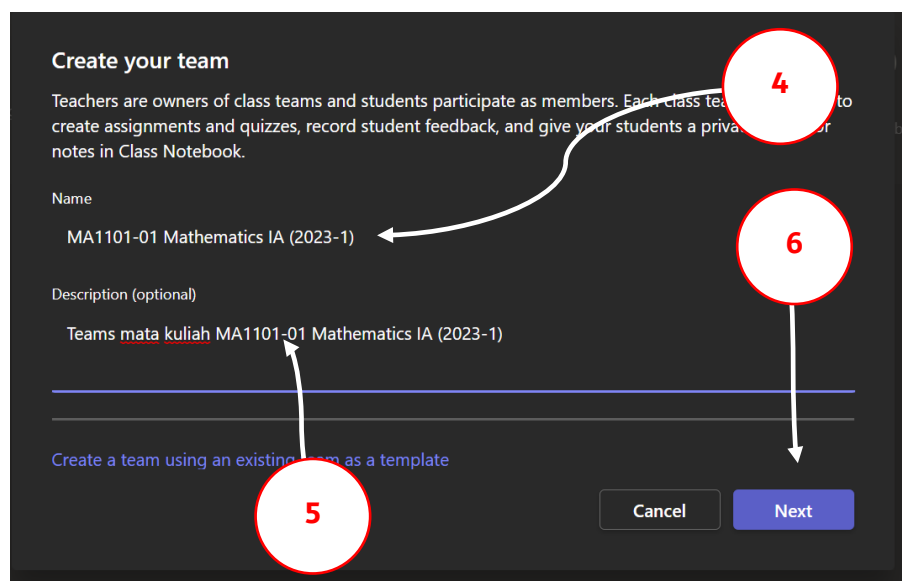
## 3. Klik "Class"



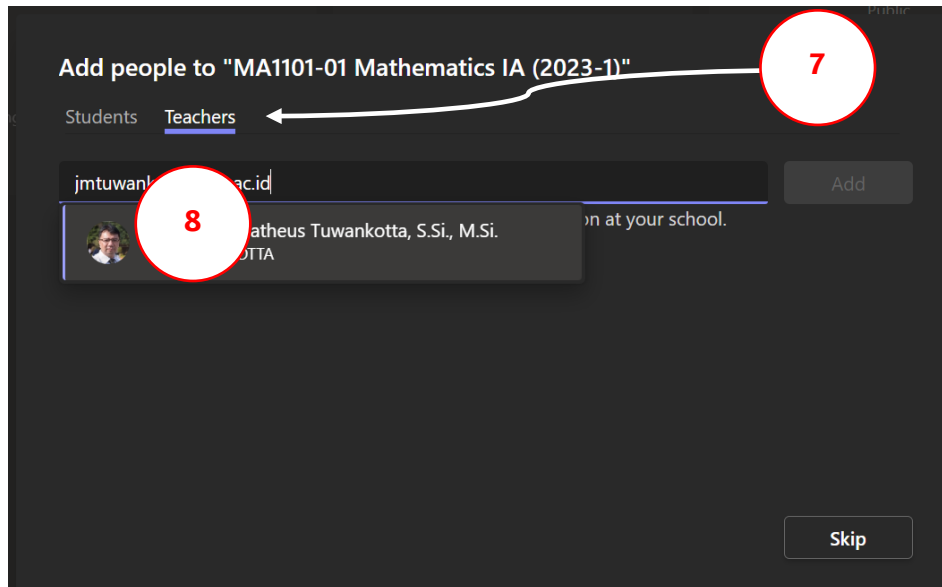
## 4. Berikan nama

## 5. Tambahkan deskripsi (opsional)

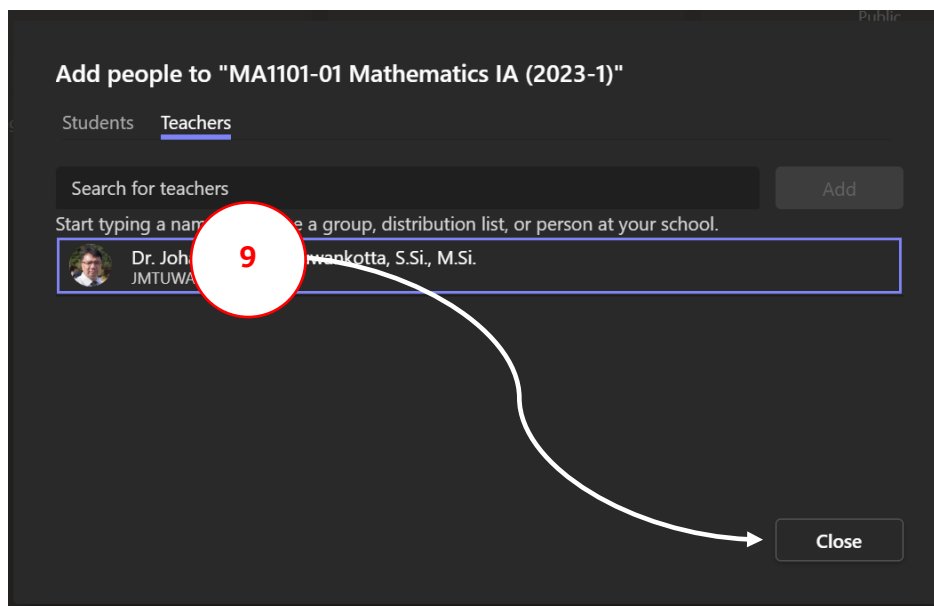
## 6. Klik "Next"



7. Klik tab "Teachers"
8. Ketik Akun ITB atau nama dosen yang mengampu mata kuliah tersebut



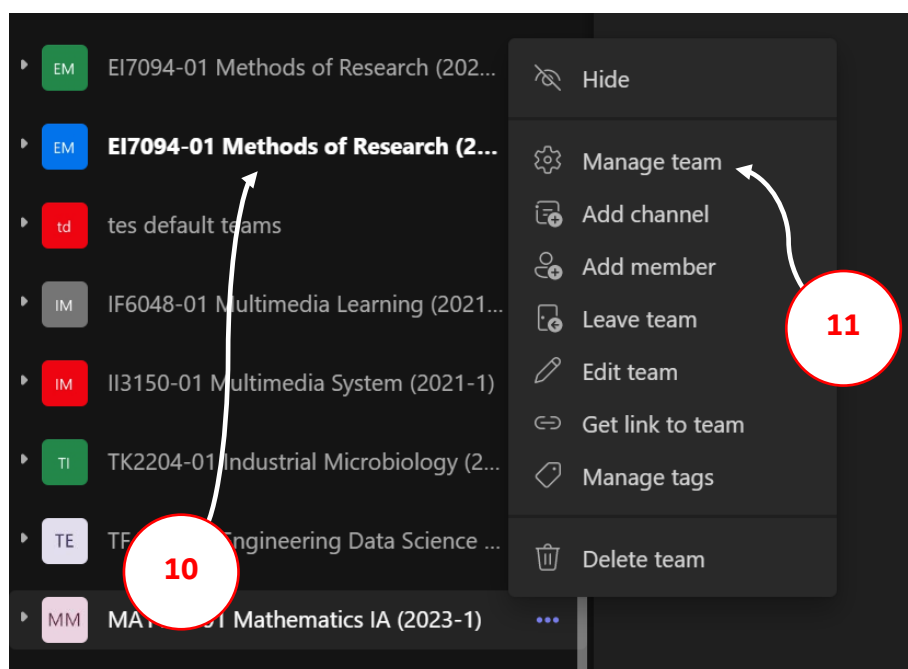
9. Setelah ditambah, klik "close"



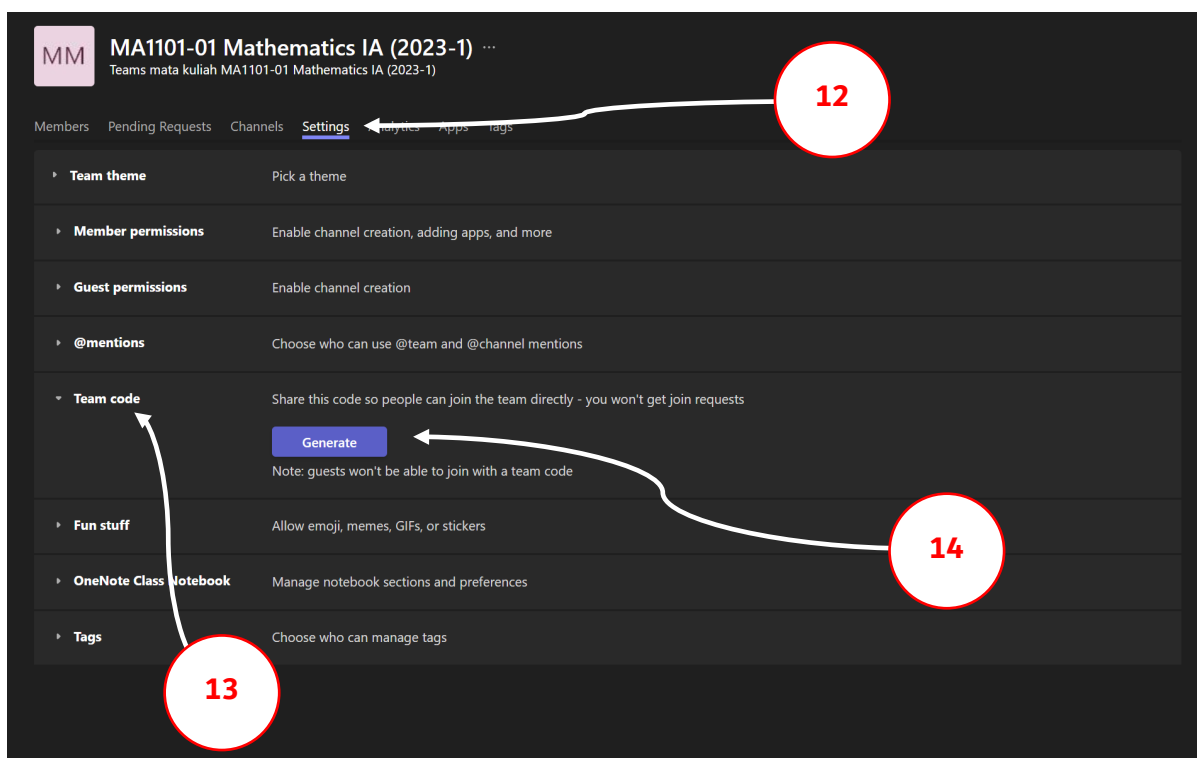
## Enrolment Mahasiswa

10. Klik teams yang dimaksud
11. Klik "Manage team"





12. Klik tab “Settings”
13. Klik “Team code”
14. Klik “Generate”



15. Salin kode tersebut lalu bagikan pada mahasiswa Ibu/Bapak untuk terhubung dengan Teams



Team code Share this code so people can join the team directly - you won't get join requests

**15** → **mvmlvpk**

[Full screen](#) [Reset](#) [Remove](#) [Copy](#)

Note: guests won't be able to join with a team code

