

# Quickstart Guide for Creating your Online Classes

1.

Activate your classes through Teameo on MS Teams. This will create your classes on MS Teams and Moodle (if selected). Merging sections also occurs at this stage.

[Click here for detailed instructions.](#)

2.

Review updated MS Teams features and start scheduling classes and adding content.

[Click here to watch a brief video.](#)

3.

(OPTIONAL) Populate your course on Moodle. Add new content or import from a previous course. [Click here to watch a video on importing content on Moodle.](#)

For additional information and tips for teaching online, please review our Online Teaching Toolkit. Feel free to share the Student Guide for Online Learning at JAC with your students. [Click here to access.](#)

To schedule a consultation, please email  
[fost@johnabbott.qc.ca](mailto:fost@johnabbott.qc.ca)

Join our FoST Team for regular workshops, presentations, and drop-ins. [Click here!](#)

