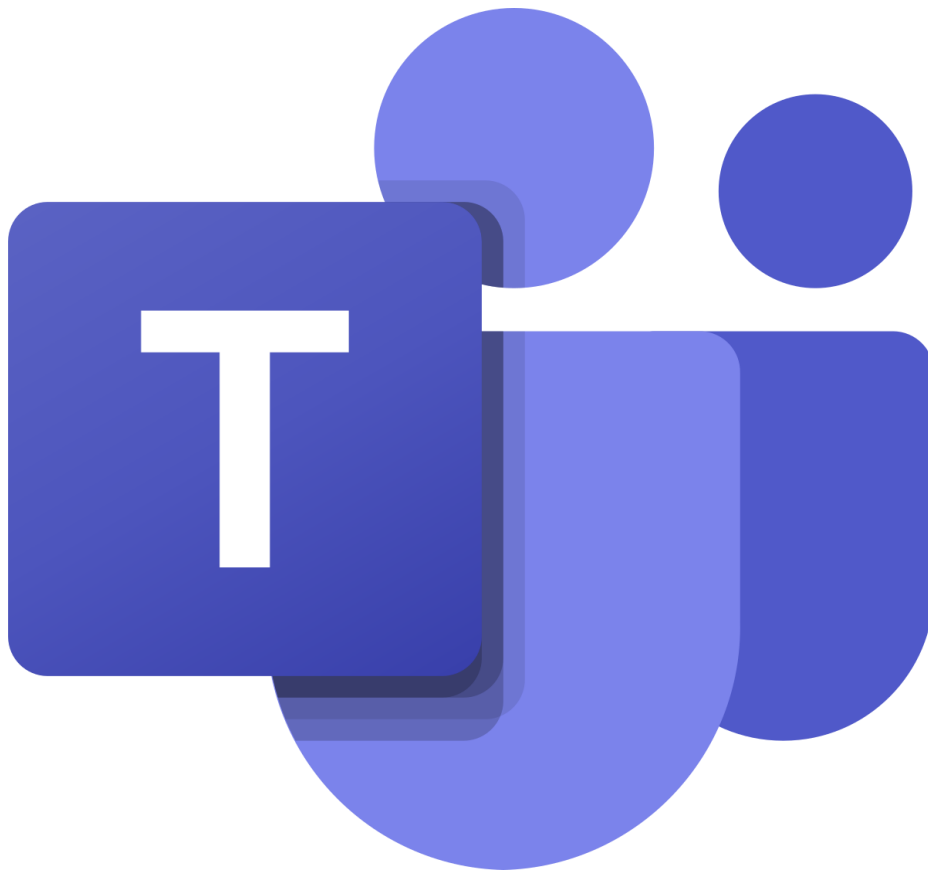


Microsoft Teams

Staff user guide



Microsoft Teams

Note: Please do not share outside Central Lancaster High School as this document contains pupil names.

This guide will show you how to use Microsoft teams to act as a file repository, and communication centre for you and your pupils. It will also show you how to use Teams to deliver live sessions, issue classwork, assignments and provide feedback to pupils as well as tracking their progress through a course.

What is Microsoft Teams?

Microsoft Teams is communication and collaboration platform that combines chat, video, file storage (including collaboration on files and much more. At CLHS we are planning to develop this into our VLE platform. This has advantages in that all pupils will have access to this platform though their school email address and once it is setup for your subjects you can roll it out every year. Pupils will also be able to access this content on their mobile devices. Initially we are going to trial it with Y10 before potentially developing it further into KS3.

As with any VLE, this will only be as good as the content uploaded to it – it will take some time to get used to this, but the end result will reduce time spent issuing work, marking work and keeping files organised in a central location accessible from anywhere (including mobiles). It will also benefit pupils and allow them to quickly catch up on missed work (or access from home as if they were in the lesson!).

Quick Links:

[Creating a Team for your class/subject:](#)

[Adding files and resources:](#)

[Class notebook:](#)

[Assignments \(teacher view\):](#)

[Assignments \(pupil view\):](#)

[Feedback:](#)

[Hosting a live session:](#)

[Recording sessions:](#)

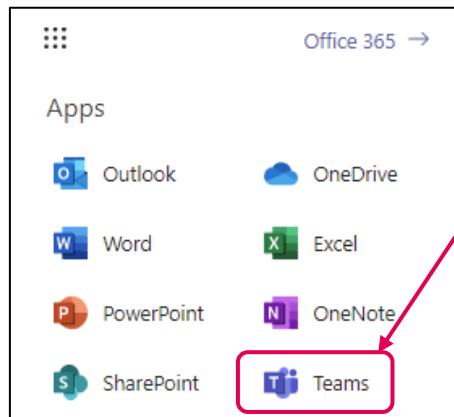
[Screen sharing:](#)

[Hints and tips:](#)

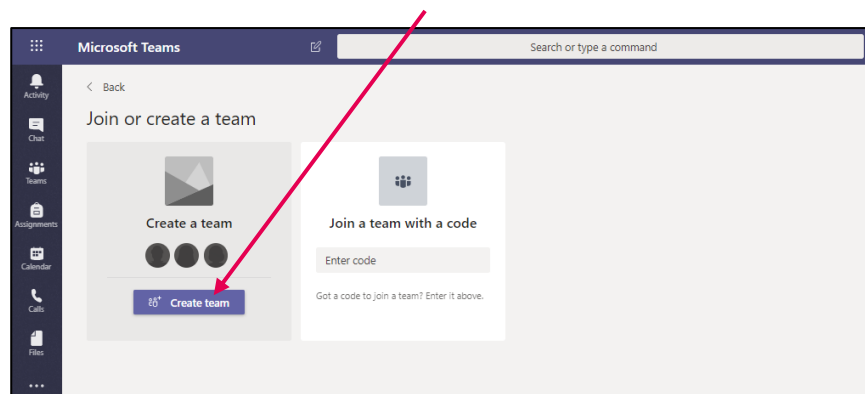
[Safeguarding:](#)

Creating a Team for your class/subject:

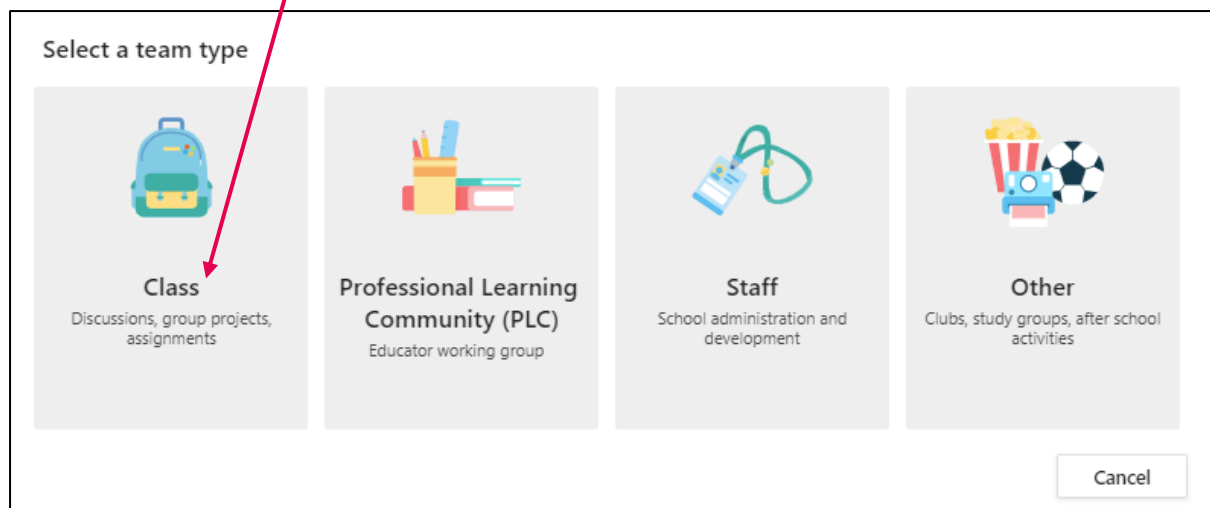
The first step is to open Teams. This can be done from the 9-dot options icon page in Office 365.



Once you are in Teams you can then click **“Create Team”**



Depending on the type of Team you want, choose the most appropriate option from the list. For now, we will use the **CLASS** option.



Give your Team a name and a description if needed and then press next.

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Year 10 Computing

Description (optional)

Year 10 - OCR Level 1/2 Cambridge National Certificate in Creative iMedia

[Create a team using an existing team as a template](#)

Cancel Next

You can then add the members of the team, just start typing the name of the pupil and select, then press add.

Add people to "Year 10 Computing"

Students Teachers

emi

Add

on at your school.

EA Student 16

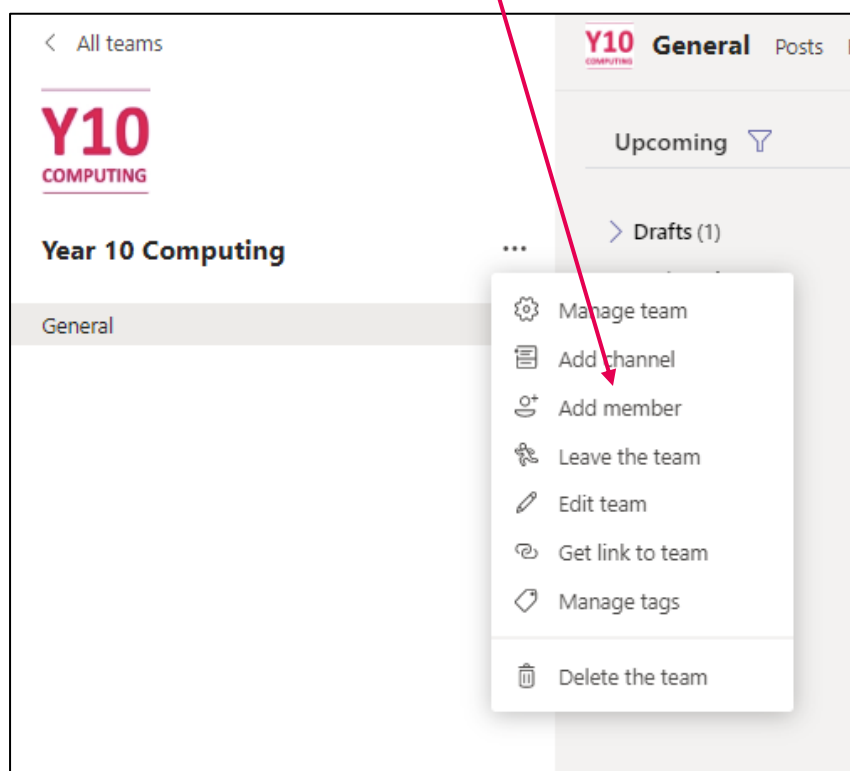
Student 19

ER Student 15

EG Student 19

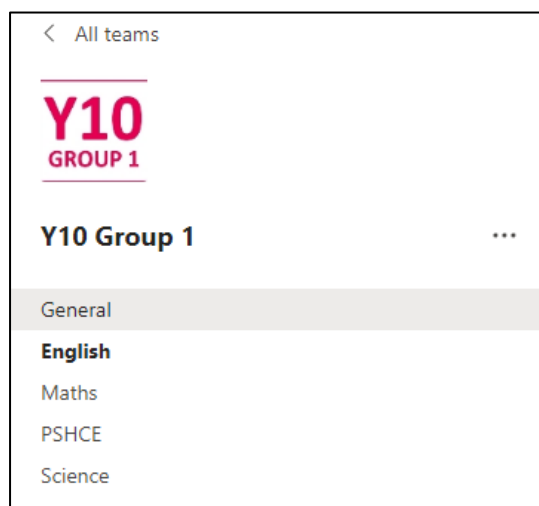
Skip

If you need to add more members to the team at a later date you just need to click on the 3-dot icon next to the team name and the **ADD MEMBER** and repeat the previous step.



Here you can also edit the team, add a picture, remove members, create a sharing link and delete the team if needed.

We have currently set up channels for English, Maths, Science and PSHCE for the 12 year 10 groups.



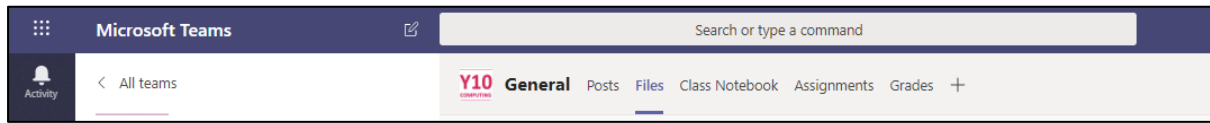
General – Use this channel for general announcements to the group as a whole – timetables, dates, general information etc.

English, Maths, PSHCE & Science channels – use this for anything related to individual lessons. Place and resources for these lessons in the individual files section in each channel to keep things organised. HODs will give further information about how they want these areas to look for each subject channel.

Adding files and resources:

Now you have created your Team you can start populating it with files and assignments.

At the top you will see **POSTS**, **FILES**, **CLASS NOTEBOOK**, **ASSIGNMENTS** and **GRADES**

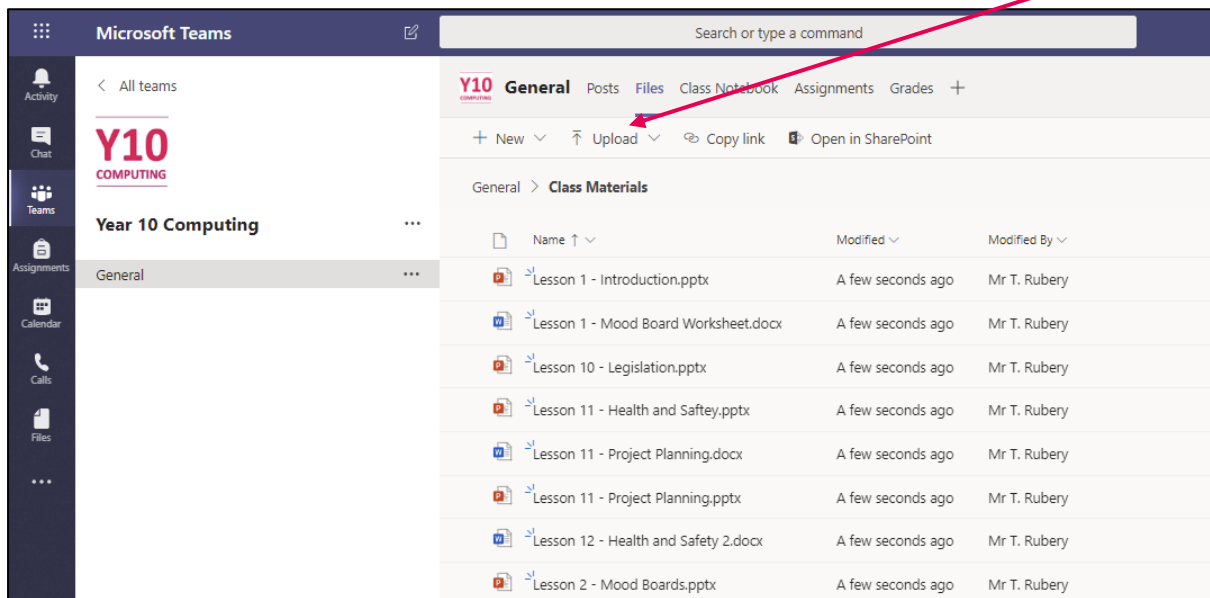


POSTS:

Using this you can post messages and announcements to the Team

FILES:

Using this option you can upload files to a central repository, similar to OneDrive. By default these files are **READ-ONLY** so pupils will not be able to edit them, but can view them. Press **UPLOAD** and then select the files you want to upload – alternatively using Chrome you can drag and drop.

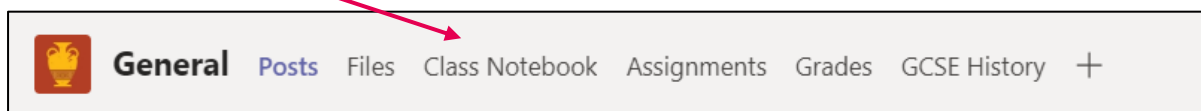


These files can be shared with pupils at a later date as part of assignments, tasks or discussions.

Class Notebook:

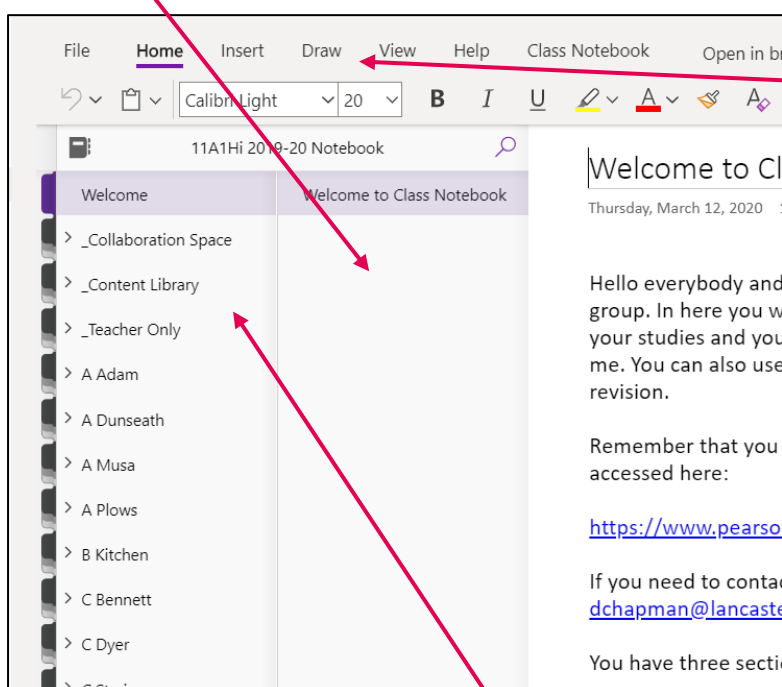
The Class Notebook allows teachers to create, share and recycle content with pupils, and allows pupils to generate their own work which can be seen by the teacher. Pupils can work alone or in collaborative groups depending on the task, and complete assignments set by the teacher without leaving Class Notebook. It uses OneNote as its basis so if you are familiar with that then you will know the basics. Class Notebook can also be used on any mobile device which has the Teams app installed. This guide assumes that staff are running Windows 10.

The Class Notebook link will appear at the top of the class page in Teams within each group that you create.



When you first click on the Class Notebook link it will take you through setting up the notebook, you can use the default sections and rename them later. Then you will get to a screen like this:

The Notebook is split into sections and each section has pages. You can create as many pages as you want. To create pages or sections click the + at the bottom of the screen.



Each page is free text. You can write anywhere and insert hyperlinks, embed videos or insert documents. This is just like OneNote and uses these tabs for controls.

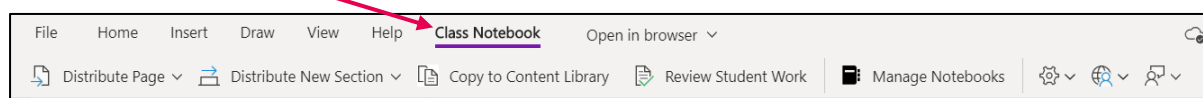
There sections at the top: Welcome, Collaboration, Content and Teacher Only. Then there is a Notebook for each pupil.

Using the sections:

1. **Welcome Page** – This can have general advice and guidance if you wish.
2. **Collaboration Space** – as the name suggests, it's a space where pupils can collaborate on projects if they wish. All pupils can see this collaboration page unless you switch it off in the settings (see later). You can even set pages so that only certain pupils can see and edit.
3. **Content Library** – This section is visible to pupils and can have resources for them to use. They can view but not edit pages unless they copy them to their notebook. So, once you have created content it can be recycled indefinitely.
4. **Teacher Only** – as the name suggests it's a teacher only area. This can contain anything you don't want pupils to see yet such as assignments, tests and lesson materials. The pages here can be 'pushed' out to pupils' notebooks when you choose. It can also be pushed to the notebooks of pupils in other classes if you teach the same content to more than one class. Again, once it's created once it stays there and can be recycled until you delete it.

Using the Class Notebook features:

Clicking the Class Notebook tab takes you to the features of the Class Notebook.

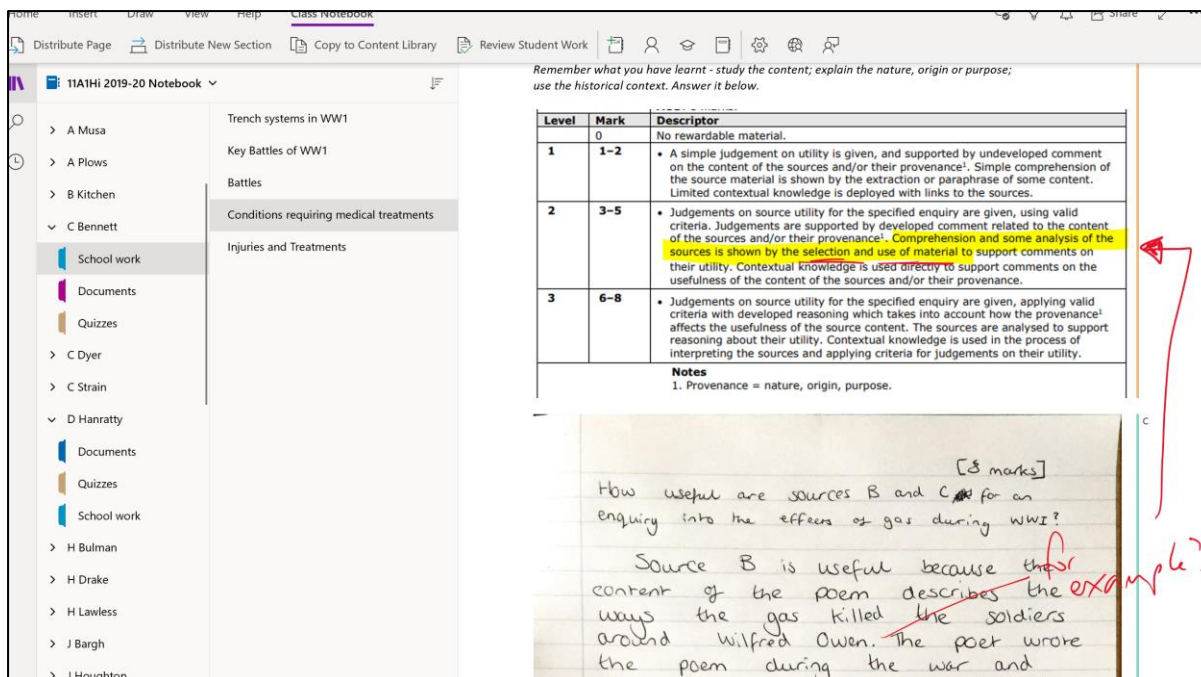


This command allows you to share your pages or sections with any pupil, review the work and give feedback on anything they have written in their Notebook, and manage pupils' notebooks by adding sections for them such as topic areas so that it stays organised. 'Manage Notebooks' gives you the option to turn off the collaboration space if you think pupils may not use it appropriately.

1. **Distribute Page** – This allows you to push the page out to all, individuals, or groups of pupils. This is good if you have differentiated content. It also allows you to push pages to other class notebooks.
2. **Distribute section** – allows you to do the same with whole sections at a time, e.g. a whole unit of work.
3. **Copy to Content Library** – This allows to copy content from one notebook's content library into another. Very useful for new classes.
4. **Review student work** – this allows you to go quickly to pupil work without trawling through their notebooks. Simply choose the page you want to see in their notebooks and then you will be able to quickly go through them all, one after the other. You can also lock the pages from further editing.

Warning - when you distribute a page there isn't a 'recall' feature so double check it is correct before distributing otherwise you will have to go to each pupil's notebook and delete it individually.

Class notebook from a pupil perspective:



Remember what you have learnt - study the content; explain the nature, origin or purpose; use the historical context. Answer it below.

Level	Mark	Descriptor
	0	No rewardable material.
1	1-2	• A simple judgement on utility is given, and supported by undeveloped comment on the content of the sources and/or their provenance ¹ . Simple comprehension of the source material is shown by the extraction or paraphrase of some content. Limited contextual knowledge is deployed with links to the sources.
2	3-5	• Judgements on source utility for the specified enquiry are given, using valid criteria. Judgements are supported by developed comment related to the content of the sources and/or their provenance ¹ . Comprehension and some analysis of the sources is shown by the selection and use of material to support comments on their utility. Contextual knowledge is used directly to support comments on the usefulness of the content of the sources and/or their provenance.
3	6-8	• Judgements on source utility for the specified enquiry are given, applying valid criteria with developed reasoning which takes into account how the provenance ¹ affects the usefulness of the source content. The sources are analysed to support reasoning about their utility. Contextual knowledge is used in the process of interpreting the sources and applying criteria for judgements on their utility.

Notes
1. Provenance = nature, origin, purpose.

[8 marks]
How useful are sources B and C for an enquiry into the effects of gas during WWI?
Source B is useful because the content of the poem describes the ways the gas killed the soldiers around Wilfred Owen. The poet wrote the poem during the war and

Pupils can type onto pages (anywhere on the page), or they can write on paper and take a photo of their phone and upload directly onto the page from the mobile app. You can embed videos onto pages to help them, either from the internet or by recording yourself on PowerPoint or with a visualiser and uploading.

Other tips and tricks for using the Class Notebook:

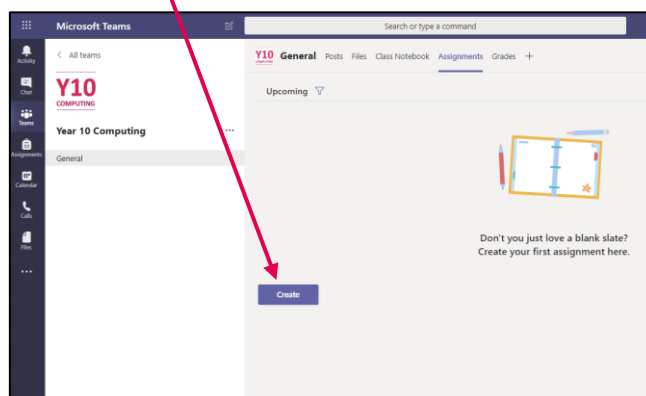
1. Each page on the notebook is actually vast! If you zoom out it will reveal a lot of space. This could be useful for some subjects such as art or design and technology who want to put a lot of visuals on a single page. Remember to put a note at the top telling pupils to zoom out or they won't know the content is there! Use the arrows in the top right corner to go full screen.
2. If you want images uploading, tell pupils where to put them on the page so that they are easily visible (add a box or shape to indicate).
3. Download and use the OneNote app when working on Class Notebook. As a teacher, the temptation is work in the Teams app – but this is a stripped-down version of OneNote. So, download the OneNote app for free from inside Office365. When in Teams click the 'Class Notebook' tab then click the 'Open in app' button. This is a more powerful piece of software with other useful options.



Assignments (teacher view):

This is potentially the most useful part of teams, especially if you have coursework tasks to issue and collect. No more printing of handouts, not second (or third!) submissions needing to be printed, no lost folders etc. Also, once these assignments have been created, they can be quickly re-used in the following years. Assignments can also be used as homework, allowing pupils to write directly into their Class Notebook.

To create an assignment, click on **CREATE**



Give the assignment a title. Tag this with the subject name in CAPITALS.

Describe the task for the pupils

Attach any files that the pupils will need.

Set points to 100 – see next page about this.

You can either issue the assignment to the whole Team or to individual pupils – useful if you have differentiated tasks.

Cancel
Delete
Update

Edit assignment

Title (required)
R092 - Task 1 - Game Genres

Add category

Instructions

We will now start Unit R092 – Developing digital games.
The aim of this unit is to teach you how to plan, design and create a digital game, but first there are a range of research and investigative tasks that need to be done - all of these tasks will contribute to your final coursework so let's get going.
This week I would like you to start with Task 1 - Game Genres.
In the document attached I would like you to research the different types of game genres that exist in today's crowded gaming market.
There are 4 columns to fill in: (study my example answers first - delete these if you want to do your own!)
1. The name of the genre - I've filled these in for you apart from one at the bottom - can you think of one I've missed?!
2. In the second column explain the main game play of the genre - what does a typical game in this genre involve? If the Genre name is an acronym, be sure to write it out in full (e.g RPG = Role Playing Game).
3. In this column find the most famous examples of these types of game - which have been the most successful game in each genre?
4. A picture - ideally showing the game in progress (include things like health bars, icons etc. not a pre-rendered screen).
At the end, I'd like you to think about your all time favorite game and tell me why you chose it as your favorite. You have ALL played games, even if you don't consider yourself a 'gamer' - games on your mobile?!
Submit the work here once done!

R092 - Task 1 - Game Genres.docx
Students edit their own copy

Add resources

Points
No points

Add rubric

Assign to
1 student

Date due
Tue, Apr 21, 2020

Time due
11:59 PM

Assignment allows late turn-ins. Edit

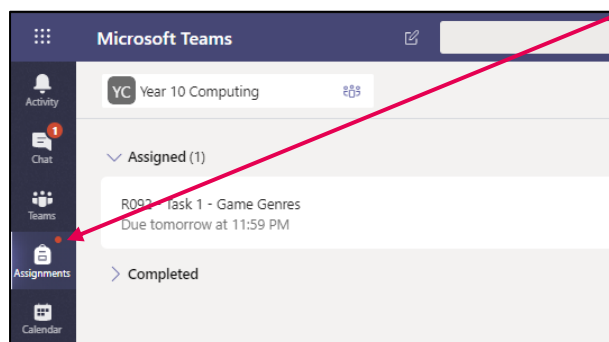
Students edit their own copy ✓
Students can't edit
Open in Teams
Open in Word
Open in Word Online
Download
Remove

Press either **SAVE** or **UPDATE** once you are happy with the assignment and it will be sent to the selected pupils (see below)

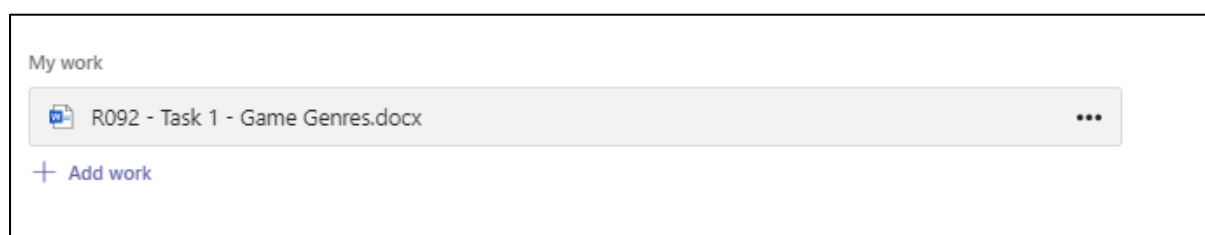
If you want pupils to edit their own version of any attachments make sure you select that option here.

Assignments (pupil view):

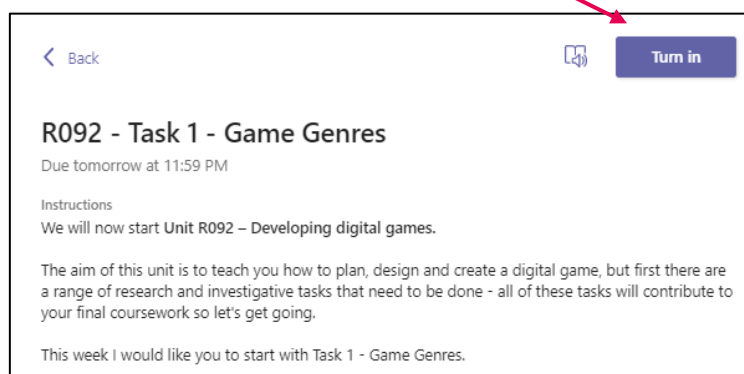
Once you issue an assignment the pupils will receive a notification on their Teams page



They will see any files you have sent them – if they click this, they can edit the file as if it was their own. They can also add any other attachments or work to the assignment.



Once the pupil has completed the work, they can press **TURN IN** and it will send the work to the teacher.



Assignment points:

We are going to use 100 points to indicate that the pupil has “achieved” the task.

Use a sliding scale to indicate to the pupil how close they are to 100% for the task when providing feedback, E.g:

100/100 – excellent effort, no improvements needed or task completed or success achieved



80/100 – almost there, a few suggested improvements and a resubmission

50/100 – needs much more work – provide structured and detailed feedback and ask for resubmission

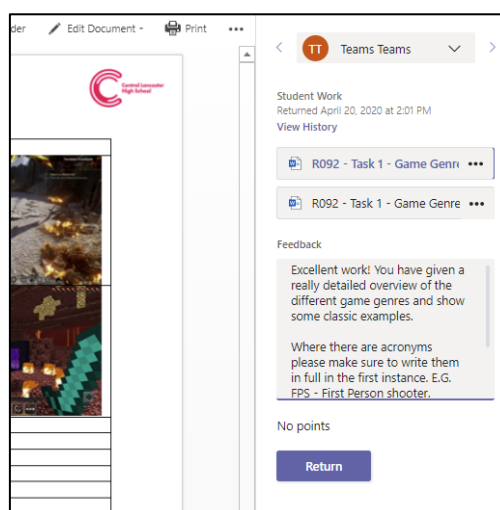
0/100 – no submission!

Feedback:

If you click on assignments you will see which are ready to grade, who has already been graded and who has and hasn't turned work in yet.

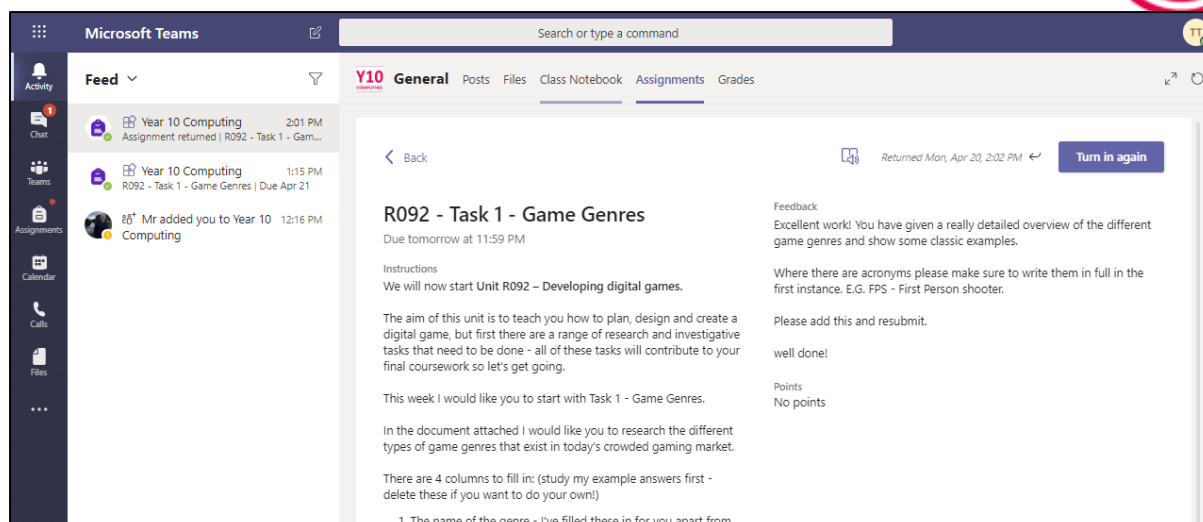
R092 - Task 1 - Game Genres			
Due tomorrow at 11:59 PM			
To grade (1)		Graded (0)	Search students <input type="text"/>
<input type="checkbox"/>	Name ▾	Status ▾	Feedback
<input type="checkbox"/>	 Teams, Teams	✓ Turned in	

If you click on the **TURNED IN** link you will see the work submitted by the pupil and provide feedback to them. Click the work and it will open. You can provide general feedback in the box provided, or edit the document and highlight sections, add notes etc. When you press **RETURN** the work and feedback will be sent back to the pupil. Issue points based on their progress towards 100%



Feedback from the pupil side:

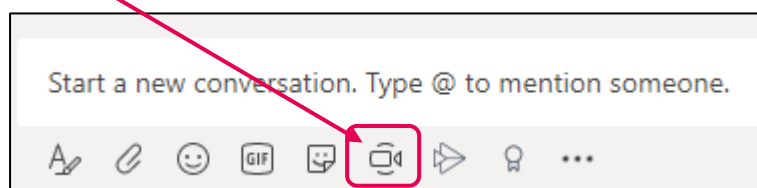
Again, the pupil will receive a notification of return work and will be able to see your feedback. They can then act on this and **TURN IN AGAIN** a new, improved version. Teams will track versions so you can always see how work has been improved.



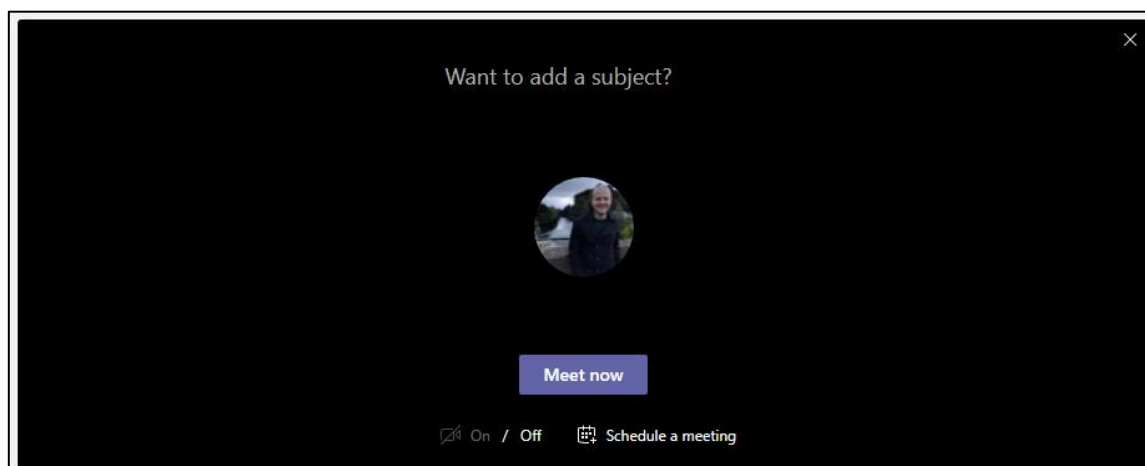
Hosting a live session:

To host a live lesson or video session it is advisable to first schedule the session with the people you would like to attend. You can also just start a video session on demand if the situation calls for it.

Click here to start a meeting.



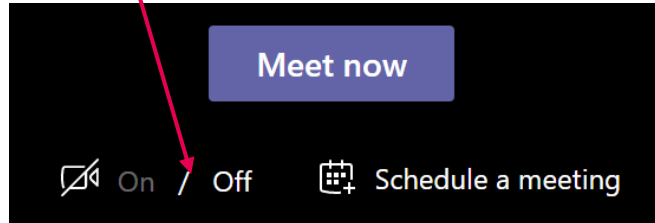
You can then either **1. Meet now** or **2. Schedule a meeting**



Meet now:

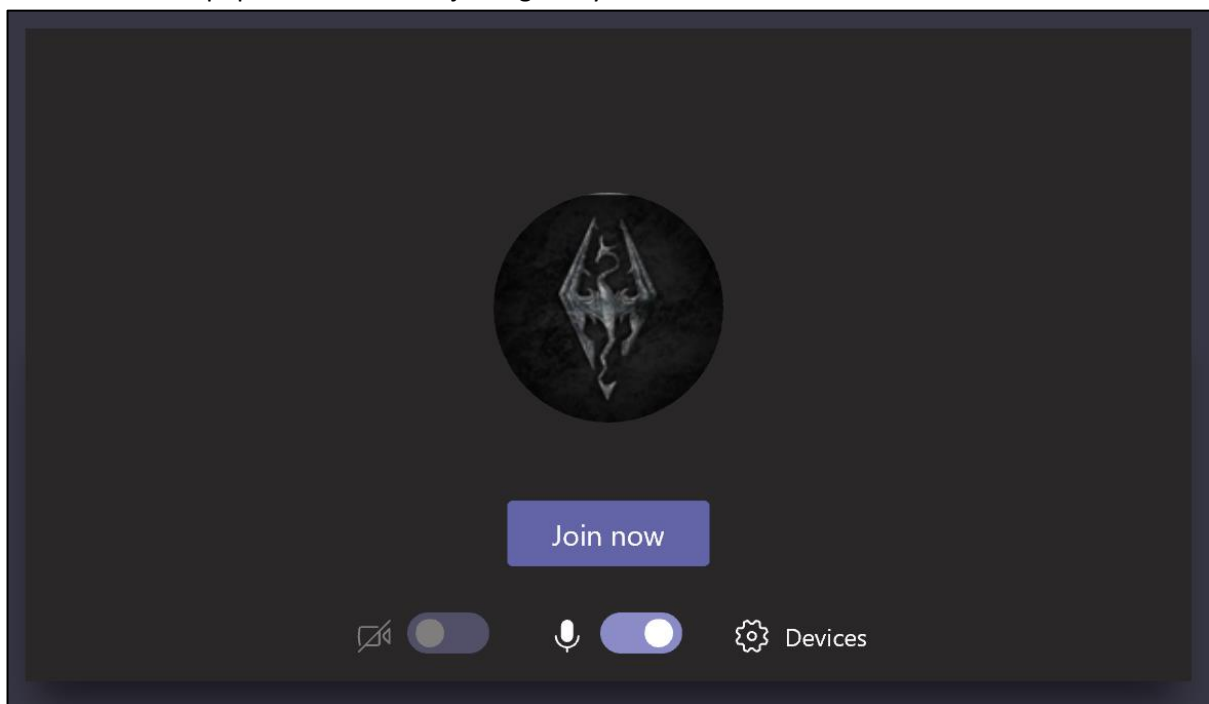
Use this method to start a session as and when – just click meet now and it will start a session that everyone in the group can see and join.

It is advisable to turn your camera OFF before clicking Meet now and launching the session.

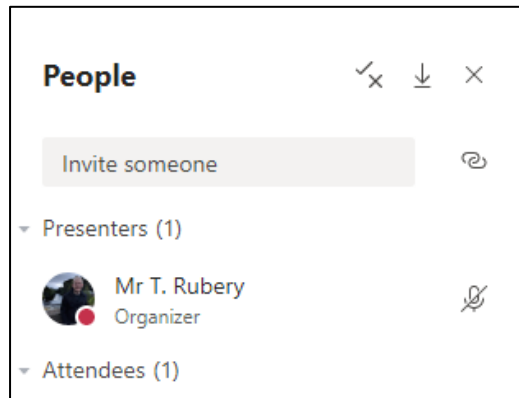


NOTE: Pupil camera access has been disabled; you will **not be able to see them** from your side. But - **PUPILS WILL BE ABLE TO SEE YOU** if you have your camera on – ensure it is disabled before starting.

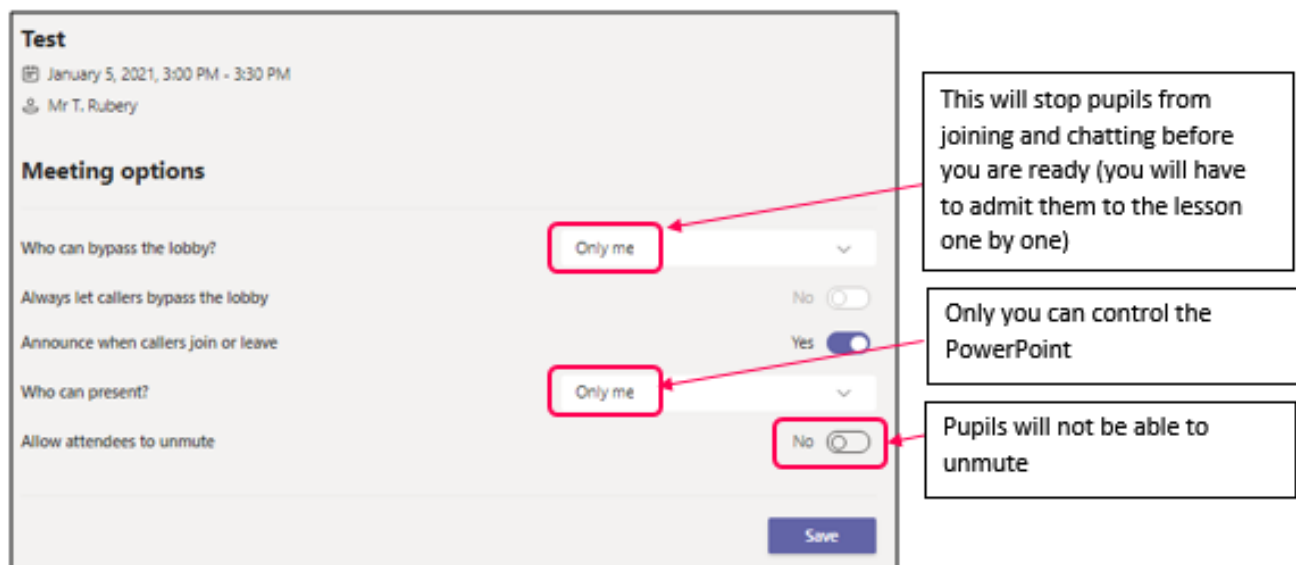
This is what the pupils will see when joining. They cannot turn their camera on.



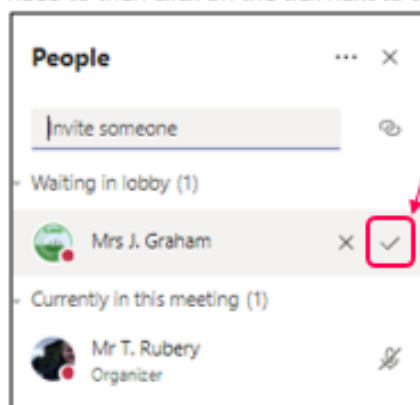
The final step is to click on the Tick/Cross icon and configure the meeting:



In the Meeting options page, set the options as follows:



When you join the meeting – in the “show participants” option you will see people waiting in the lobby. You will need to then click on the tick next to their name to allow them to enter the lesson/meeting.



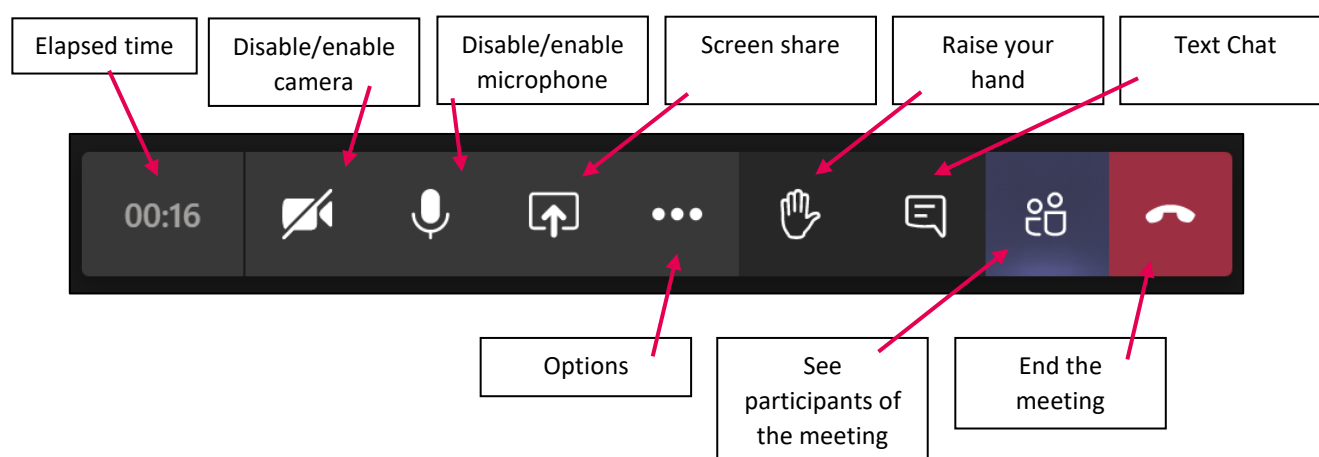
These settings will stop pupils from being able to join the meeting before you are ready, stop them chatting beforehand and stop them from being able to unmute their microphones. They will still be able to chat as usual.



When starting your lesson, use the title slides provided (in the CLHS Staff Teams group) with the timer to indicate to pupils when then lesson will start. There is a 5 and 10-minute countdown version.

Add a title, lesson objective and date to the front slide so it will become easy to find later when needed.

Once in the meeting you will see this bar:



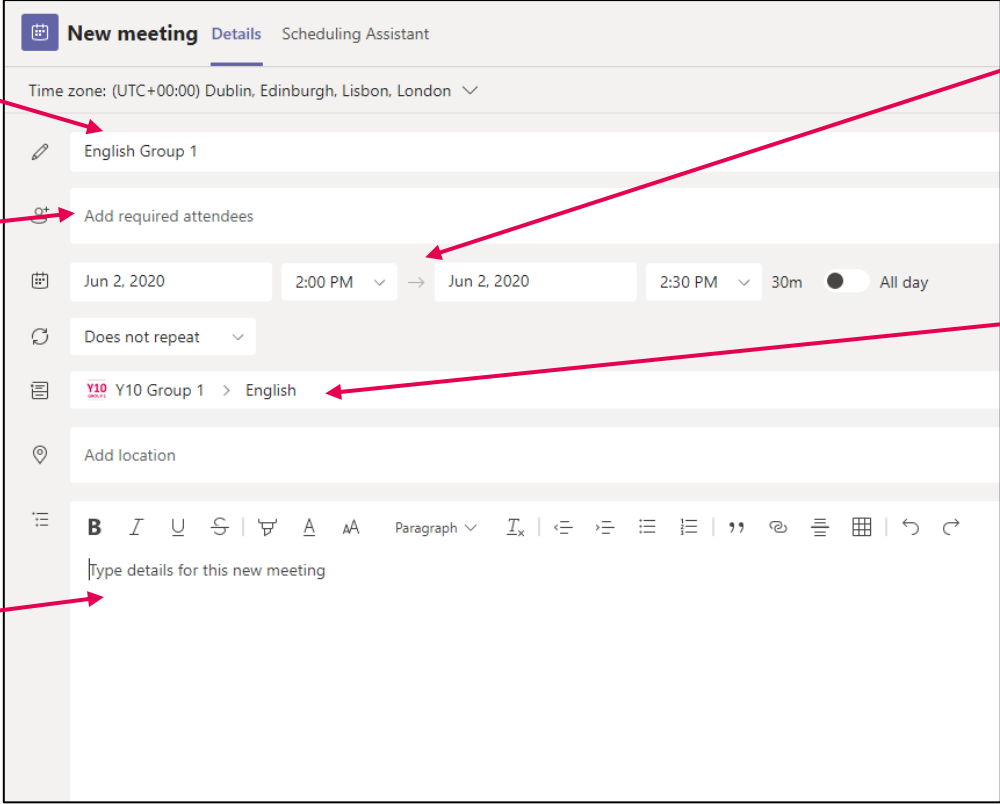
[Schedule a meeting option:](#)

This option will allow you to schedule a future meeting.

Title the meeting/lesson so pupils know what it is about

By default, it will invite the whole group, but you can invite additional people by typing their email address here.

Add brief details about the meeting/lesson.



Set the time and date for the meeting/lesson

Choose the right channel for the meeting – e.g. Y10 Group 1 > English

This is important as notes and recordings from the meeting will be saved in the correct channel – see recoding a session on the next pages.

Send

Close

When you are finished with the schedule, press SEND in the top right and the meeting will be scheduled. Pupils will see a JOIN button when the meeting is scheduled, in the same way as the previous Meet Now method above.

Recording a session:

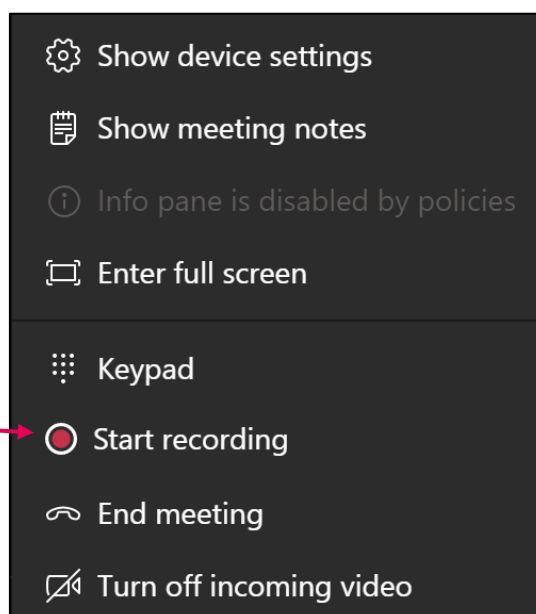
Sessions can be recorded for future playback or review – these can be shared with other pupils who may miss a session or require a recap.

Click the options button and then press start recording.

This will record the session from this point forward.

Press it again to stop recording.

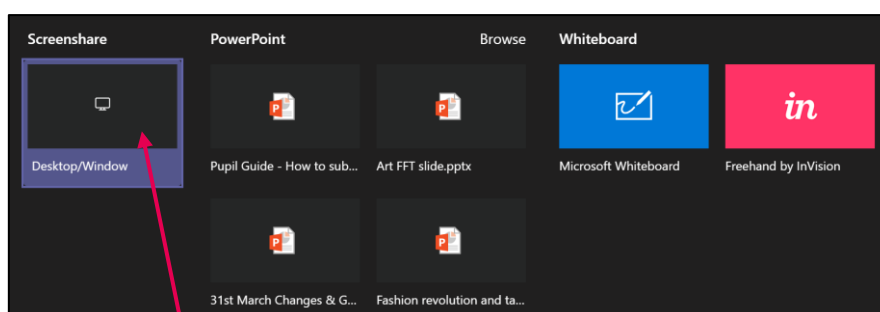
After a short while (depending on the length of the session) the recording will be available in the group. This can be viewed again or shared with others.



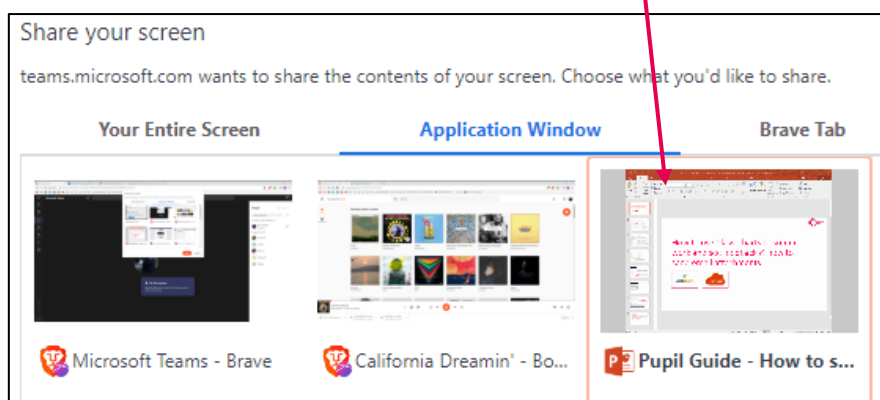
Screen sharing:

To share your screen or a power point with the group you should use the Desktop/window option.

If you share a PowerPoint the pupils will be able to control it (advance slides etc...) so avoid this if possible!



Use the **DESKTOP/WINDOW** option and then **APPLICATION WINDOW** and select the window you want to share. This will then share this with the pupils and they will see this full screen.



Hints and tips:

Start of the lesson:

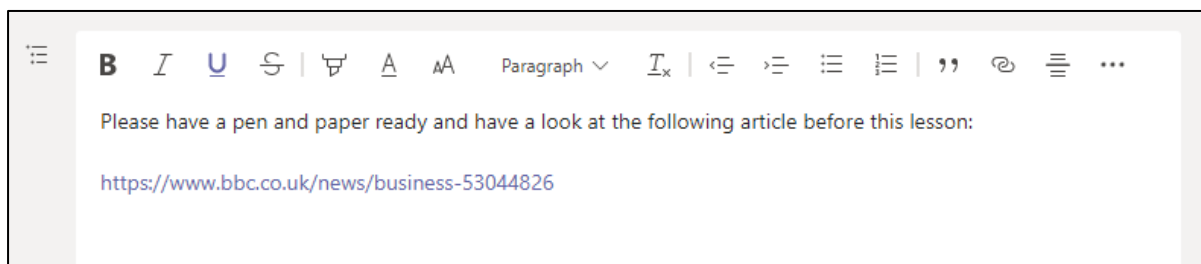
At the start of the lesson you should have the PowerPoint slide displayed so pupils can see the lesson is about to start. This will have the Subject name, topic of the lesson and a countdown timer indicating when the lesson is due to start. You could have a small starter activity or task here to entertain any early arrivals.

Setting assignments:

Alongside the assignments feature teachers can create a page in the Teacher Only section or Content Library of Class Notebook and set it as an assignment using the instructions in that section and selecting it from the list of options. This automatically adds it to the pupil notebook and allows them to edit their own version. They don't have to save a copy; they just edit the version in their notebook. This is very useful if pupils are using mobile devices as it does not rely on word processing software such as Word.

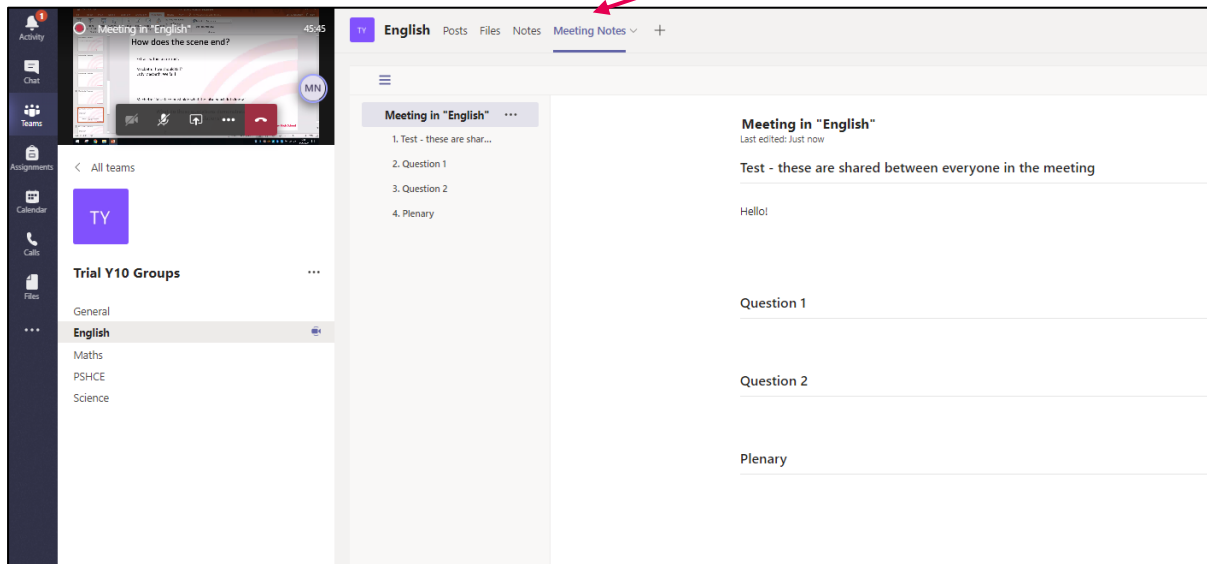
Required resources:

When scheduling meetings/lessons it is a good idea to let pupils know what resources they may need during the lesson (pen/paper/book etc...). If they can have them on hand it saves time waiting for people to get the things they need! This information can be added in the meeting details section when scheduling the meeting – e.g.:



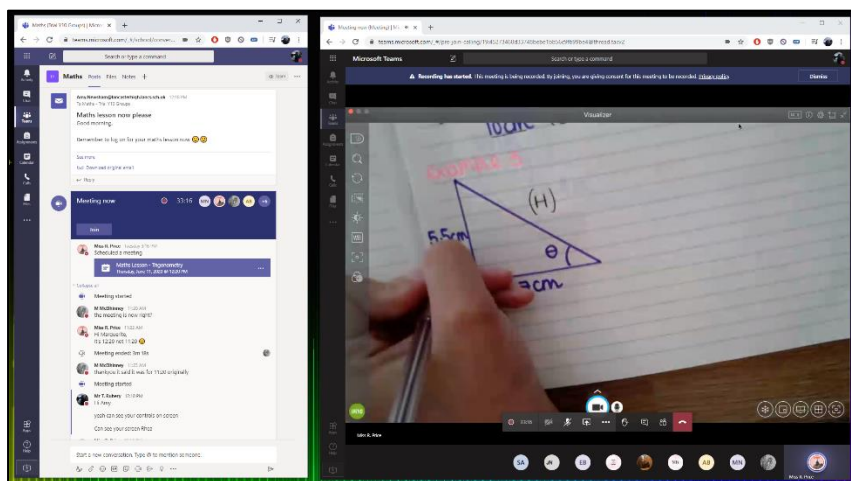
Meeting Notes:

The meeting notes section is very useful for gathering pupil responses to your questions during a lesson. You can add different sections to the notes e.g Starter, Question 1, Question 2, Plenary. Pupils can add their own responses to this – ask them to write their name first and then their answer as Team doesn't identify who has written what (yet – coming soon!). The meeting notes can be added before the lesson, or on the fly as needed.

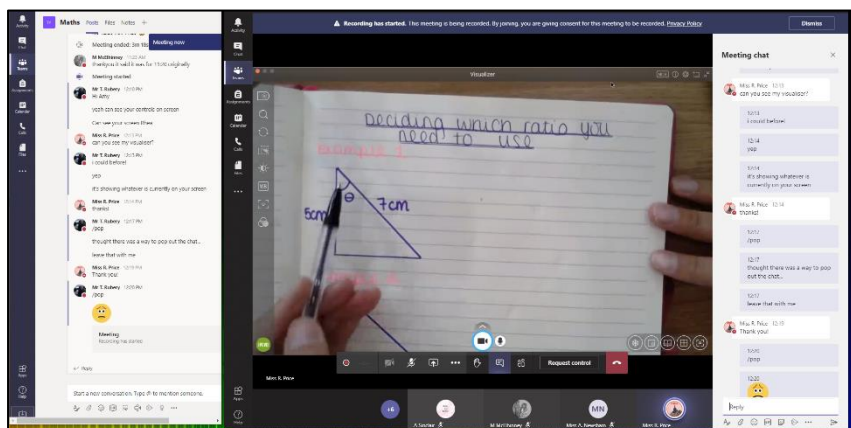


Pupil chat:

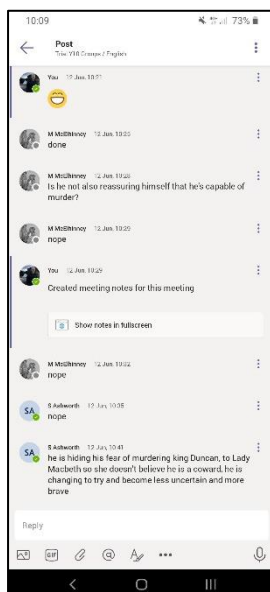
Currently Teams does not let you have the chat box visible at the same time as the lesson (they have promised that this will be in a future update). To see the chat you have a few options:



1. Have two chrome windows open, one with the chat visible and one with the lesson (open chrome, then open chrome again)



2. Use the teams App (windows 10 only) for the meeting and open Teams in a chrome window for the chat:



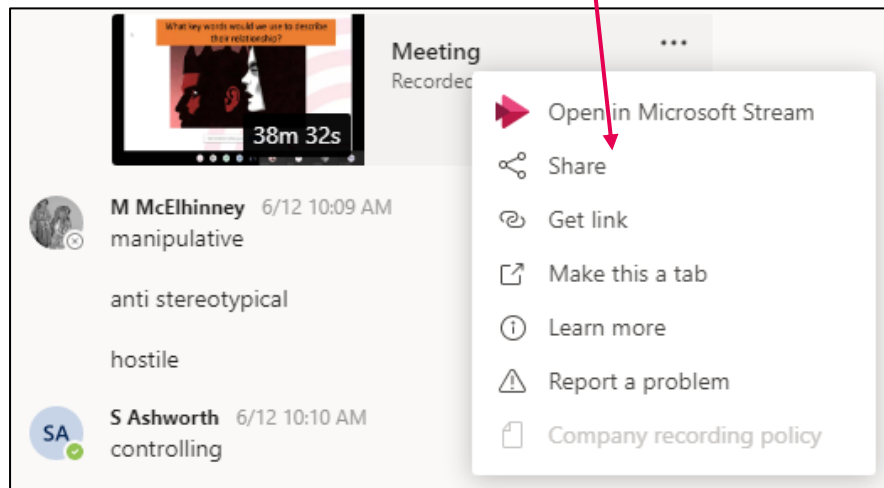
3. Use teams as normal (either with the app or online) and use the Teams App on your mobile/tablet to monitor the chat.

4. The other option is to use another member of staff to man the chat and respond to any questions that the pupils have.

Sharing the recorded lesson:

Once the lesson is finished (and you have remembered to record it), the video will appear in the groups Posts section. It may take a few minutes to appear depending on the length of the video.

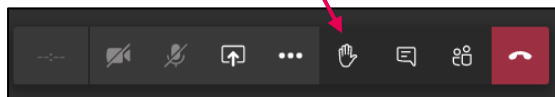
Clicking on the three dots you can either **Get Link** or **Share** – This link can then be added to Classcharts or emailed to pupils as you see fit.



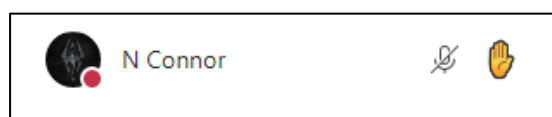
Hands up:

The hands up feature from the pupils is useful to identify when a pupil is asking a question. You can also use this to let pupils tell you that they have completed a task or question that they have set.

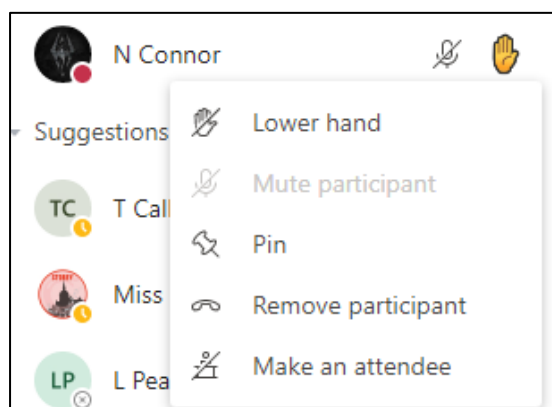
Pupil side – Instruct pupils to click the hand icon to raise their hand. Click it again to lower their hand.



Teacher side – You will see the hand icon next to the pupil name in the participants list.

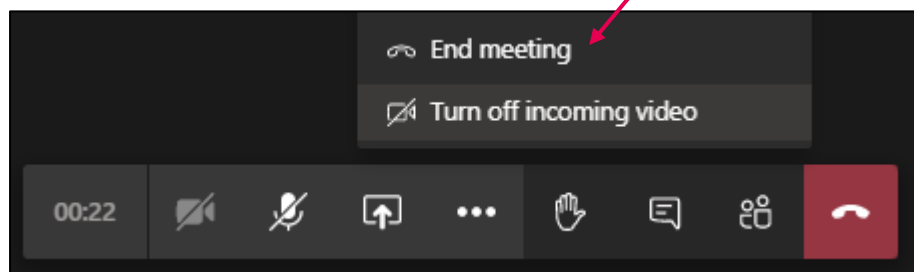


You can manually lower a pupil hand by clicking on the three dots on the pupil name.

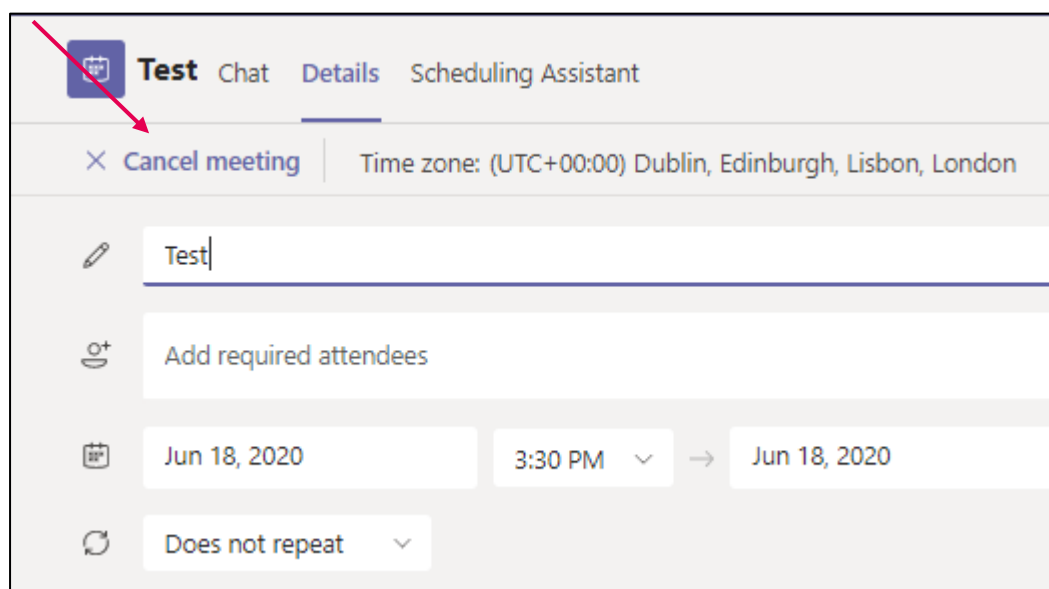


Ending the lesson:

When you have finished the lesson, be sure to use the “**End Meeting**” option from the three-dot menu – this will end the meeting for all, and kick everyone out of the room (so pupils cannot talk to each other without teacher supervision).



Finally, you should cancel the meeting (once you have finished everything). This can be done by clicking on the meeting, either in Teams, or from the calendar and selecting “**Cancel meeting**”. This will prevent pupils from re-joining the meeting at a later date and chatting with each other without the teacher there. The meeting notes, chat log and video will still exist on the Teams posts.



Safeguarding:

The following policies are in place regarding staff and pupil safeguarding:

1. Pupil cameras are disabled – Teachers cannot see pupils during any meeting.
2. Pupils cannot post messages to groups – but they can chat during a meeting. This should be monitored by teaching staff.
3. Teachers will be visible to pupils if their camera is on TEACHERS SHOULD DISABLE CAMERAS BEFORE HOSTING AND DURING A MEETING – see training guide and use screensharing/visualisers only.
4. If screen sharing teachers need to be aware of what is visible on their screens when doing this. Teachers should prepare lesson resources, internet tabs etc. before the lesson starts.
5. Teachers should only use their school Office 365 account to access or deliver remote learning – never a personal account.
6. End the meeting rather than hanging up – this will remove all pupils from the meeting.
7. Cancel the meeting when done, from Teams or the calendar to prevent pupils re-joining at a later date unsupervised.
8. Follow the school policy to report any concerns to DSL.

Hopefully this guide will get you started and set up some of your groups. Feel free to explore the other options, you can't break it (much!).

This will clearly take time to embed with the pupils, but hopefully you can see that advantage of using Teams as a VLE and central online repository of files and documents. Departments can use Teams for sharing SOW, appraisal documents, timetables, tracking documents etc.

There will be unexpected issues as we roll this out which will can address as they happen, but if you have any questions in the meantime please just ask myself from a technical point of view or Rhea and Amy from a teaching and learning point of view and we will try to help!

I hope this helps,

As always, I'm happy to give 1-to-1 demos, and answer questions if you have any!

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