



Chorlton High School

Microsoft Office: MS teams

September 2020

Induction for MS Teams



Motivation



Resiliency



Practice



Responsibility



Reflection



Optimism



Creativity



Curiosity



Empathy



Contents

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 - Year and Form Teams
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 - Subject Teams and Posts
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 - Lesson Structures
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- **Class Notebooks**
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 - Navigating the Class Notebook
 - Working on the Class Notebook
- **Assignments (more information)**
- **Submitting Assignments**
- **Communication**

Successful Routines

We want all students to be successful both in school and at home should the need arise where school has to work remotely.

We are going to support you through how to be successful on MS Teams whilst at home by talking through the expectations of you step by step!

**SUCCESSFUL
CREATIVE
HAPPY**

YEAR TEAMS have important messages from your HOY and Form Tutor

1. VISIT YOUR **YEAR** and **FORM** PAGE

2. CHECK YOUR **DAILY** TIMETABLE

3. GO TO EACH SUBJECT TEAM

POSTS contain important messages from your teachers

4. CHECK POSTS.

FILES have all of your lesson resources

5. GO TO FILES AND COMPLETE YOUR LESSON

ASSIGNMENTS are tasks you need to complete and submit for feedback

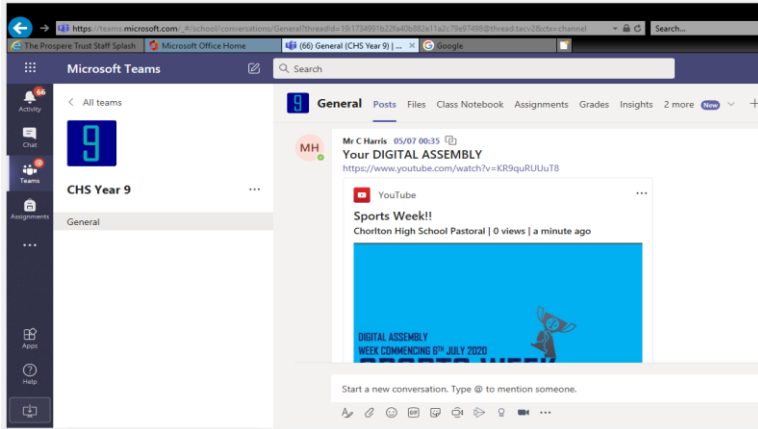
6. COMPLETE ANY ASSIGNMENTS

REPEAT FOR EACH SUBJECT YOU HAVE THAT DAY

Year and Form Teams

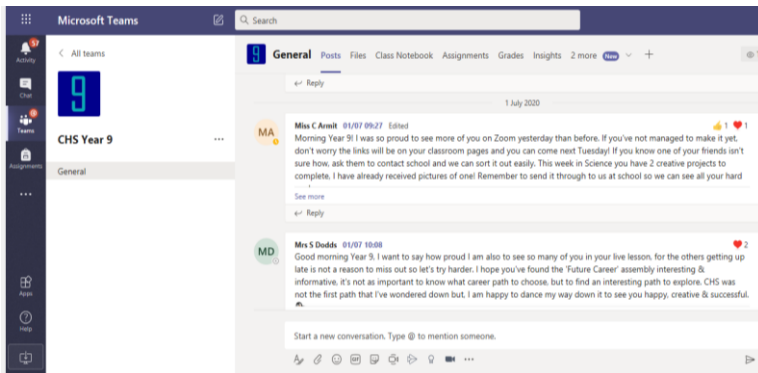
Year Group and Form Teams

These are important teams for you to regularly check as they will have lots of key messages and pieces of information for you!



Students should check here for information to support them with school information and routines.

They will find a range of information in these teams, some of these are exemplified below!



MESSAGES FROM HOY AND FORM TUTOR

BE READY, BE SAFE, BE RESPECTFUL

ASSEMBLIES

WELL BEING AND SAFEFUARDING MESSAGES

COMPETITIONS

PERSONAL DEVELOPMENT CURRICULUM



Timetable

This will be provided to you (an example can be seen below)

It may be flexible or structured and will usually involve English and Math's everyday, Science most days and then your other subjects on assigned days.

LIVE LESSONS

Live Lessons will be offered through MS Teams.

We will share further info on this later. These will be part of your timetable.

You should also notice you have a calendar in MS Teams, this will also have key information for you, such as your timetable!

CHS Year 9 preferred ROUTINE ...

Time	Routine 1	Time	Mon	Tues	Wed	Thurs	Fri
		15m	Reading	Reading	Assembly	Reading	Reading
		45m	English	English	English	English	English
Morning	Successful	45m	Maths	Maths	Maths	Maths	Maths
		BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
		45m	Science	MFL	Science	Hums	Science
		45m	Option1	Option1	PE	Hums	MFL
		BREAK	BREAK	BREAK	BREAK	BREAK	BREAK
		45m	Option2	Option2	Option1	Respect	Option
Afternoon	Creative		Creative task	Creative task	Creative task	Creative task	Creative task
			Happy task	Happy task	Happy task	Happy task	Happy task
Evening	Happy	15m	Reading	Reading	Reading	Reading	Reading

KEY: Green = Priority / M = Minutes / Ass = Assembly / Hums = History or Geography

Subject Teams and POSTS

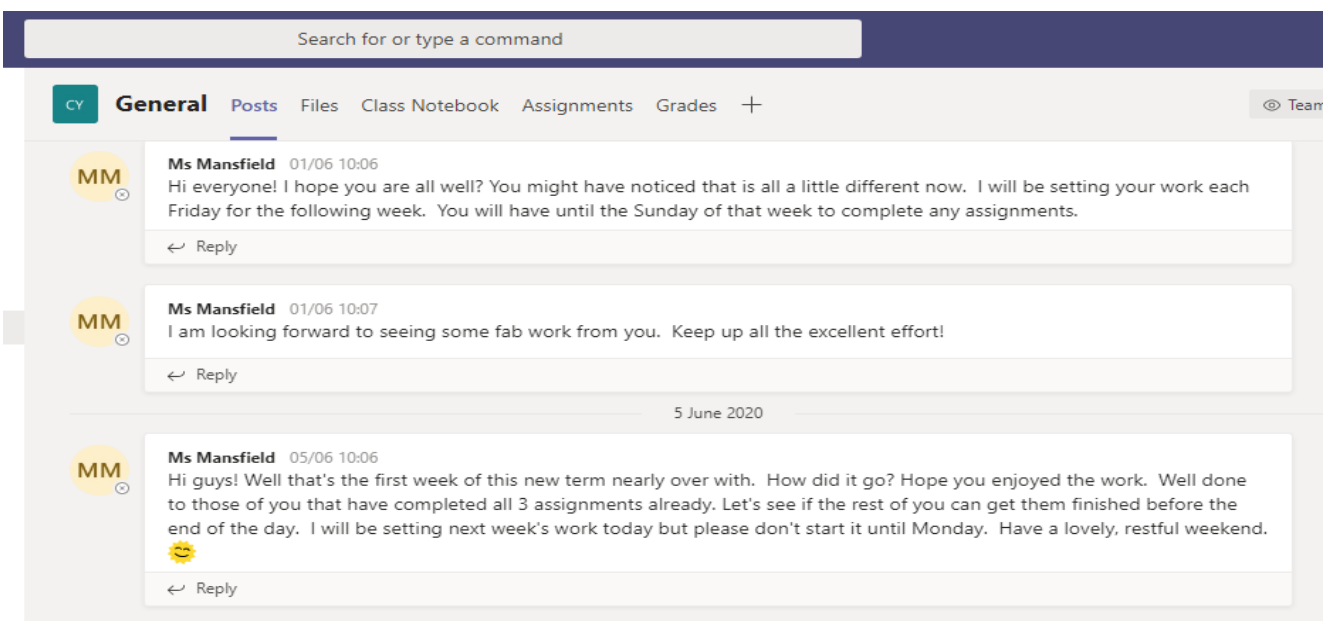
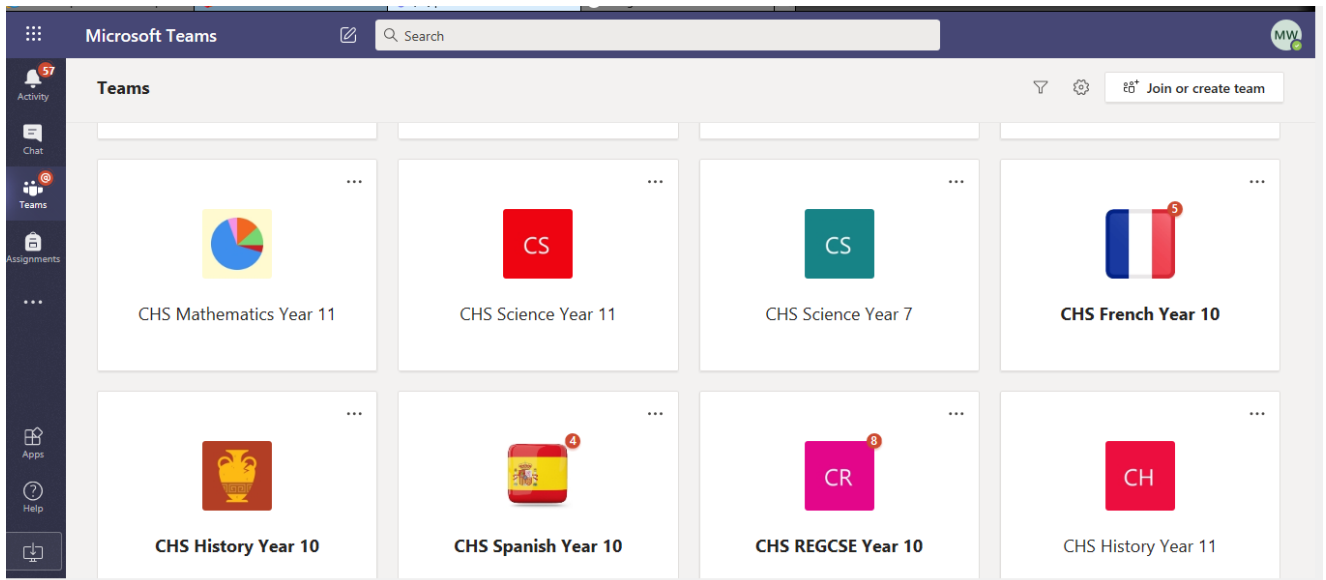
Subject Team

You have a team for every subject you have.

Posts

ALWAYS CHECK POSTS

POSTS have really important teacher messages, there may also be included shared messages from your teachers, examples of work that has been submitted, praise postcards for students and Teacher videos to help you with your learning



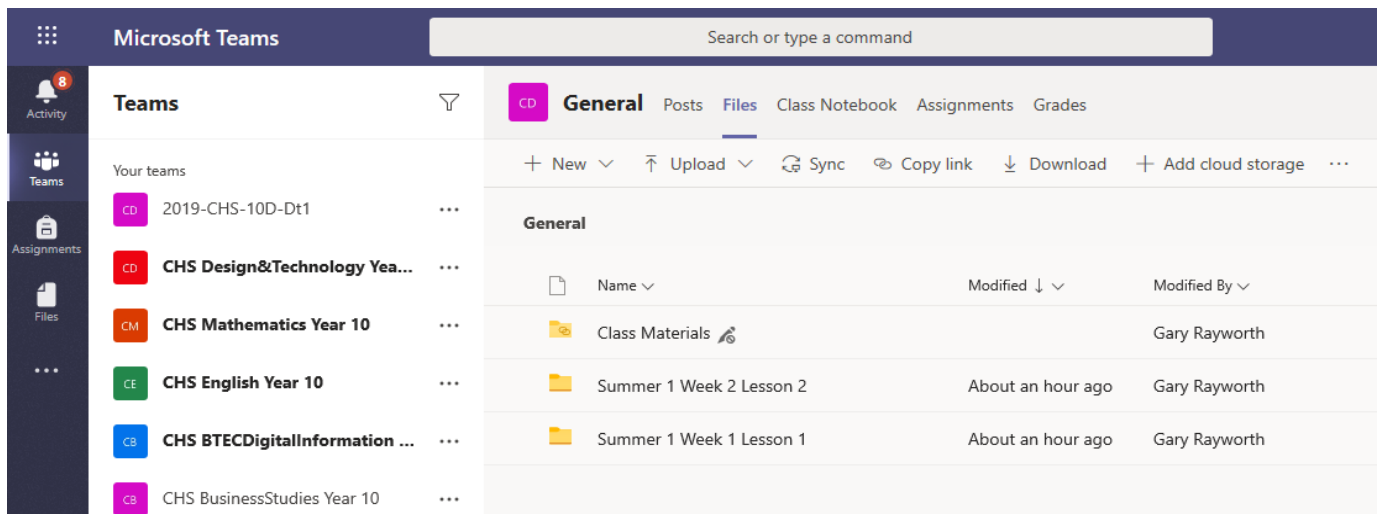
Files (class materials)

Files and Class Materials

Check the folder names which will direct you to the lessons for the day/week.

All your previous lessons are stored on there for your home study

Most lessons have a PowerPoint to guide you through each part. There might also be videos and worksheets in the folders for you to access. Make sure you follow the path to the correct week.



The screenshot shows the Microsoft Teams interface. On the left is a sidebar with icons for Activity, Teams, Assignments, Files, and a menu. The main area is titled 'Microsoft Teams' and has a search bar. Below the search bar, there's a 'Teams' section with a list of teams. The selected team is '2019-CHS-10D-Dt1'. To the right of the team list, there's a 'General' tab selected, showing a table of files. The table has columns for Name, Modified, and Modified By. The files listed are 'Class Materials', 'Summer 1 Week 2 Lesson 2', and 'Summer 1 Week 1 Lesson 1'.

Name	Modified	Modified By
Class Materials		Gary Rayworth
Summer 1 Week 2 Lesson 2	About an hour ago	Gary Rayworth
Summer 1 Week 1 Lesson 1	About an hour ago	Gary Rayworth



The screenshot shows a PowerPoint presentation titled 'Computing and Technology'. The slide content includes the school name 'Chorlton High School + Chorlton High School South', the subject 'KS4 Design and Technology', and the topic 'Manufacturing Processes'. There are also some icons and a small diagram at the bottom of the slide.

Computing and Technology

Chorlton High School + Chorlton High School South

KS4 Design and Technology

Manufacturing Processes

Daily Routine in MS Teams: Lessons

Hook and Connect:



What, How, Why:



Present new information:



Make meaning:



Demonstrate understanding:



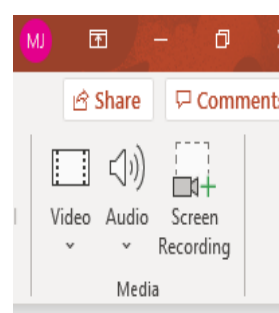
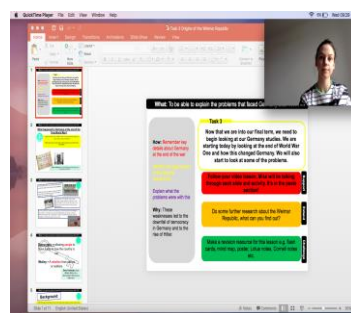
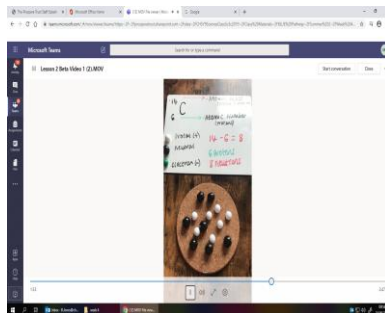
Review:



They might start with a **review** of your **previous learning**

The **WHAT, HOW, WHY** will give you **clear instructions** on what the lesson is about, including instructions for completing it online. This might be a teacher video, narration or just a slide with text. You might have a pre-recorded video lesson

Your teacher will **present new information** in small steps and may use video, narration, text to help with this explanation. Look out for this!



You will be given some tasks to do, which you can complete in an exercise book at home or on the **CLASS NOTEBOOK**.

To demonstrate understanding and review your learning – you may complete a **QUIZ** or an **ASSIGNMENT** on **TEAMS**.

Assignments

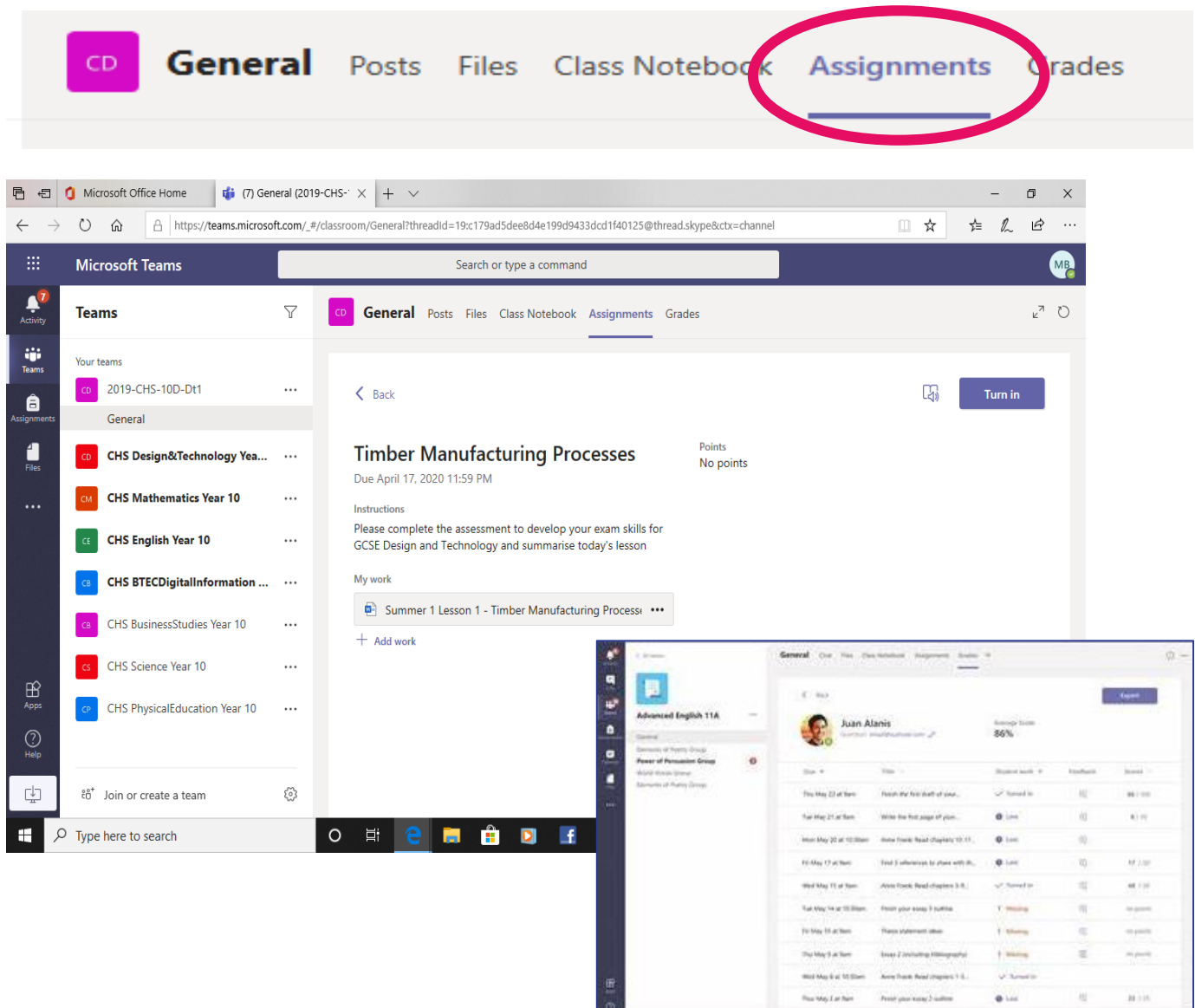
The ASSIGNMENTS tab has all of the assignments that have been set for you by your teacher.

Read your instructions carefully. You may have to:

- Complete the work in your book or electronically and submit it. If you complete it in your book, take a picture and hand it in
- Complete a task that has been set up already for you – e.g. quiz or a task sheet

We will talk about assignments in more detail soon!

The GRADES tab has all of your marks so you can monitor your progress



Class Notebook

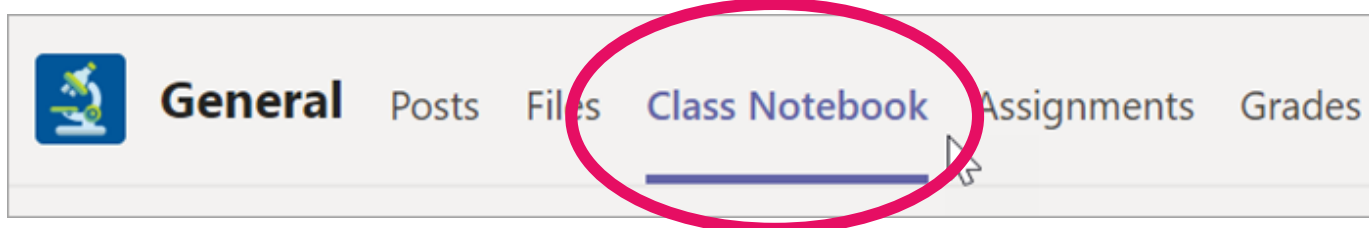
Using the Class Notebook: Microsoft Teams



One Note is a notebook app that is part of Microsoft Office that creates a class notebook for you.

Think of this like an exercise book. A space where you can make notes and complete your work.

Class notebooks can be used in a range of ways.



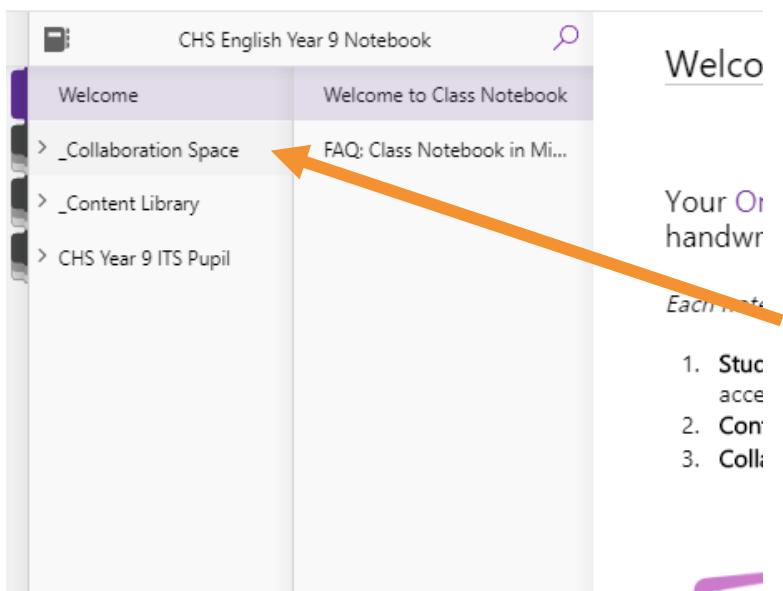
Once you click into a Team, the Class Notebook can be found in the “Class Notebook” section in the Tab at the top.

Each of your Teams will have a separate Class Notebook, just like you would have a separate exercise book for each subject!

Your Class Notebook is split into three parts.

1. Collaboration Space
2. Content Library
3. Your own personal student notebook

CHS English Year 9 ▶ CHS English Year 9 Notebook

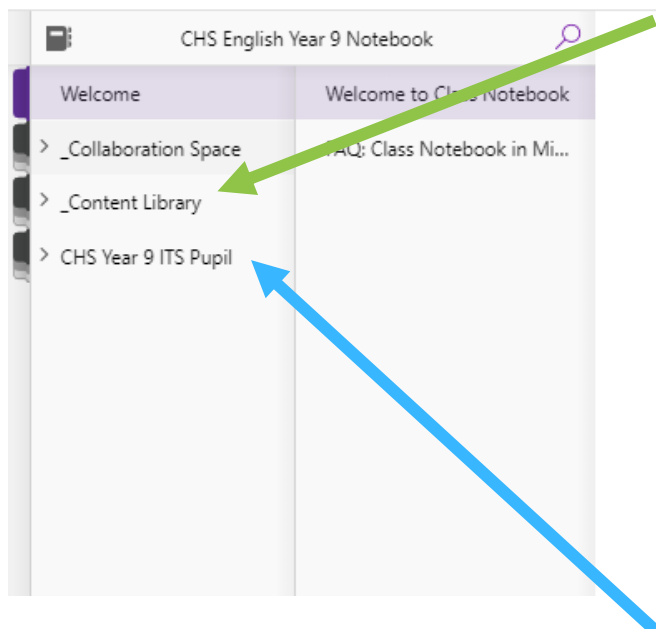


The collaboration space is open to everyone in the class, all class members can read or write on anything in this part of the notebook.

Imagine it like one big exercise book that everyone in the class can write in!

Class Notebook

CHS English Year 9 ▸ CHS English Year 9 Notebook

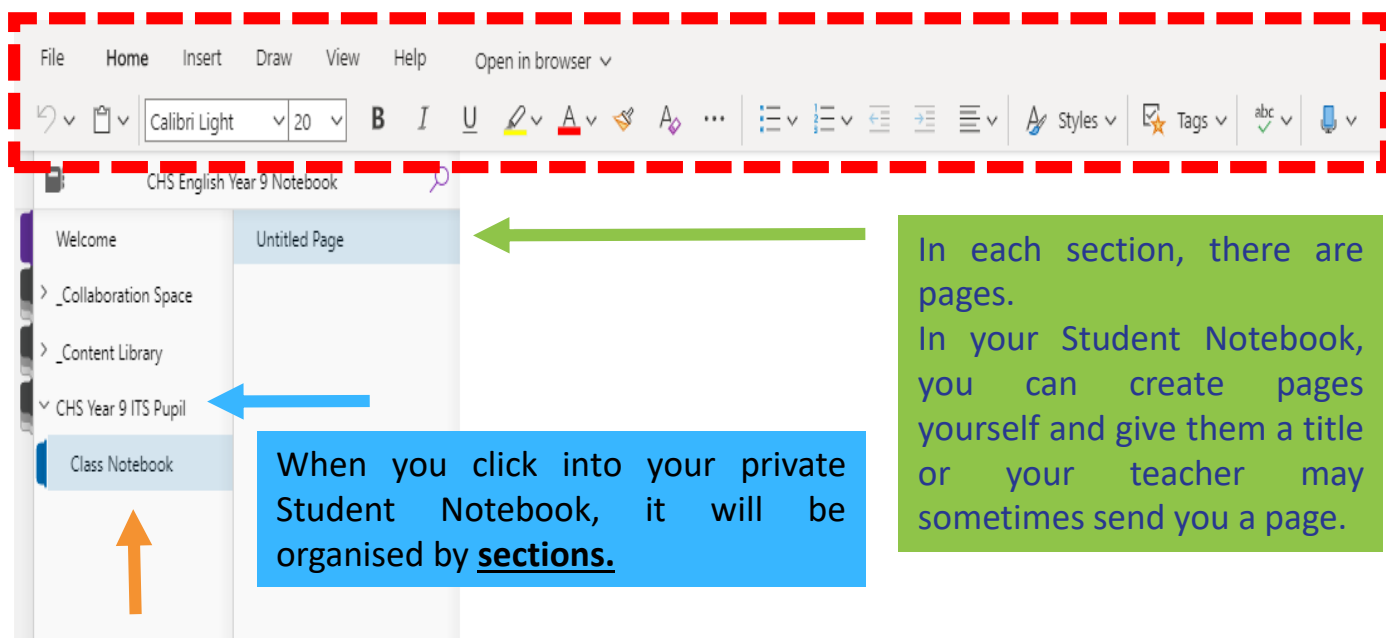


The Content Library is a place for Teachers to upload materials like worksheets. You can read or copy anything from here into your own student notebooks, but can't modify or delete anything!

Imagine it's like one BIG digital filing cabinet for all of your classroom documents and materials.

The student notebook is your own personal space to make notes and complete worksheets.

Think of it in the exact same way as exercise books we use in school, apart from it's digital!



In each section, there are pages.

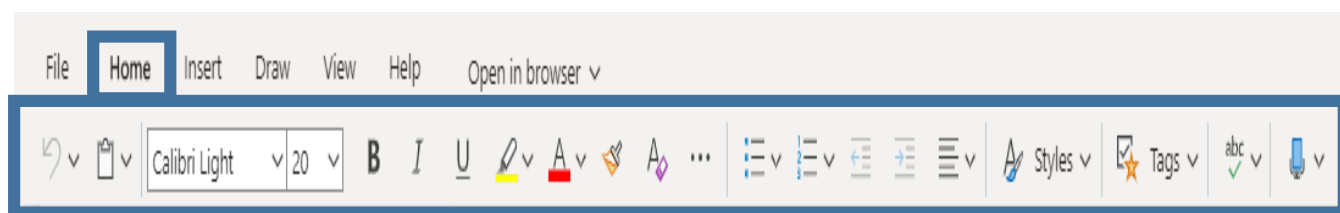
In your Student Notebook, you can create pages yourself and give them a title or your teacher may sometimes send you a page.

When you click into your private Student Notebook, it will be organised by **sections**.

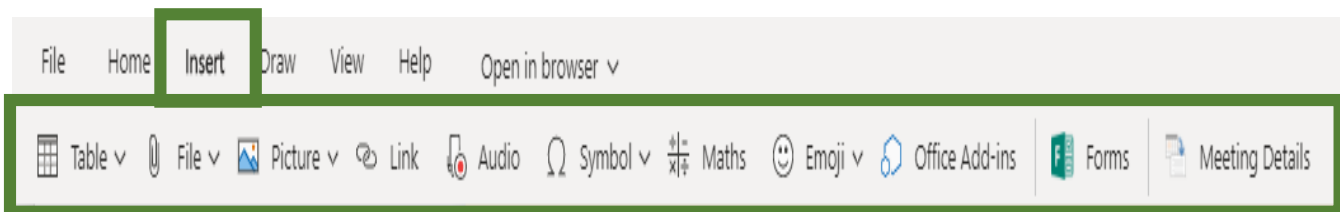
In this student's notebook they have a **section** called "Class Notebook".

Your Teacher may create sections for you and hand them out to you throughout the year. So you may end up with many sections in your Personal Notebook!

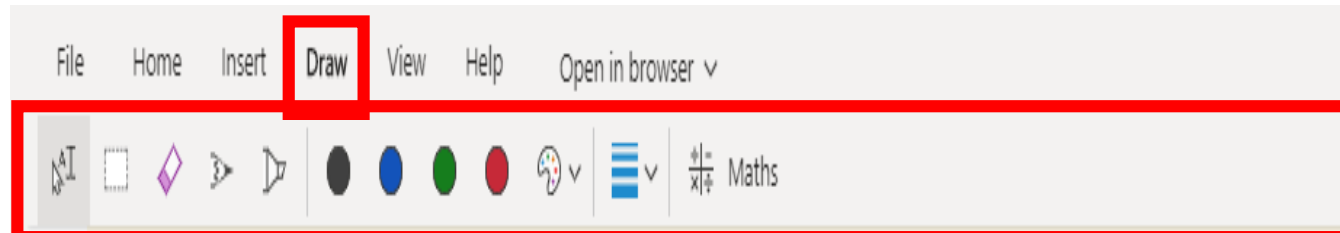
Class Notebook



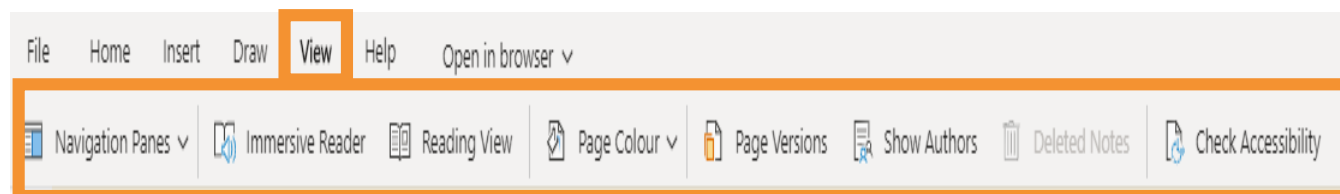
The 'Home' Tab in the Ribbon has everything you would usually find in Microsoft Word (Use this tab to format your work). You can change font type and size, use bullet points and highlight text. You can even use the 'Tags' to create 'To Do' lists, or tag a piece of content as important.



The 'Insert' Tab in the Ribbon let's you create tables, insert a File (such as a Word Document), a link to a website or video, as well as audio!



The Draw Tab in the Ribbon let's you draw or sketch with your mouse. There's even a digital highlighter, so once you have completed some work, you could highlight sections that are of key importance!



The View Tab in the Ribbon let's you explore a range of accessibility options. For example, you could use the Immersive reader to have any text on screen read out to you in a number of different languages. The Reading view helps you to focus on text on screen. You could change the page colour of your notebook to help with contrast!

Assignments



General

Posts

Files

Class Notebook

Assignments

Grades

Assignments

This is your assignment tab. In this area you will find tasks to complete to assess your understanding. You might also find quizzes and surveys that you should complete.

This Year we will be using Assignments for **Home Learning and Home Study tasks** too. This means all your school work and home learning can be accessed in one space with one log on!

Assignments

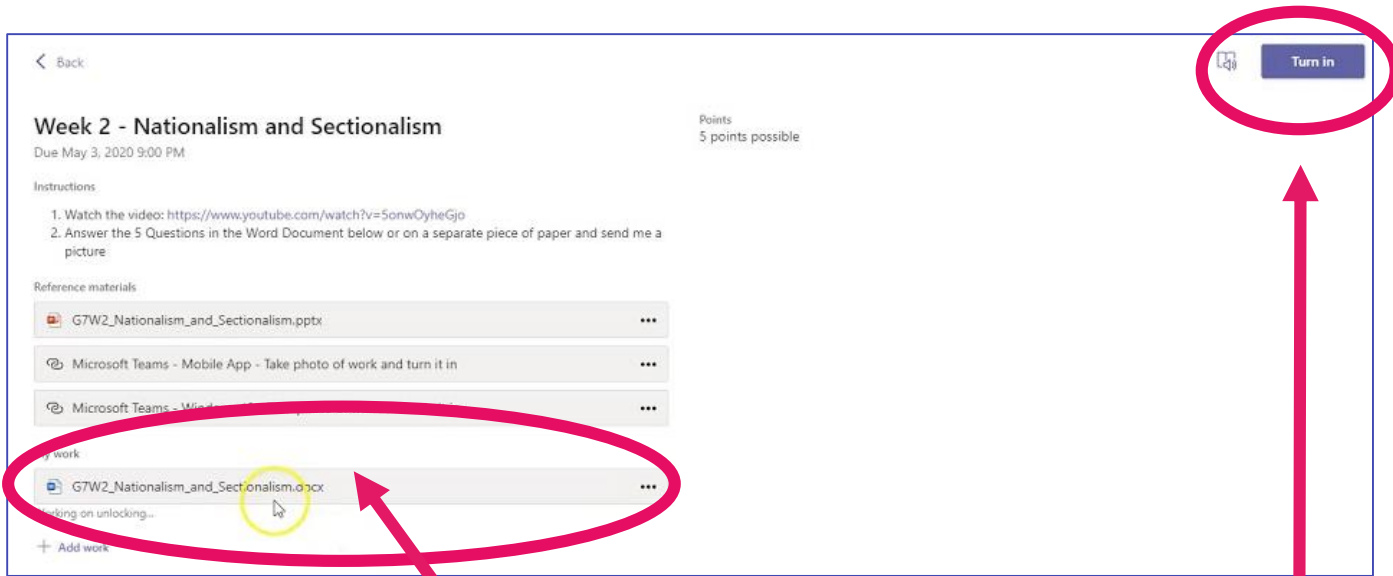
Your assignment will have a clear title. This may be linked to your lesson or Topic.

There is a clear **due date**, this is when the work should be submitted to your teacher.

Instructions are given to support you (what is expected).

Reference materials might be added, these are resources to help support you in completing your work.

Submitting Assignments



Open the attached file.

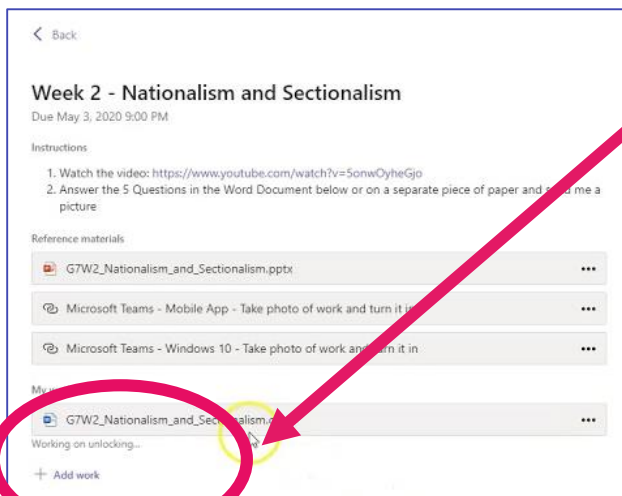
This will then open in the file format (Word/PowerPoint etc. You can work directly on to this file, it will save automatically for you!

When you have completed your work click on the 'Turn in' button.

This will submit your work to your teacher!

What if you are asked to upload your own work? *Maybe this is a picture or a design task you have completed.....*

You can do that too!



Click 'Add work' to attach your own document.

Click 'Upload from this device' if your work is on your personal device.

From here you will need to select the file you want to upload before clicking 'Turn in'

Communication



There may be a time when school needs to close again for a period of time.

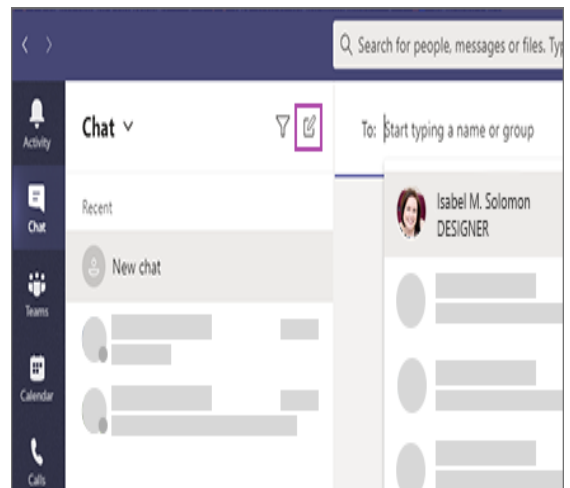
In this situation you will be working from home on your lessons.

We want to be able to offer you this support so we can help you continue to be successful!

We understand the importance of being able to ask a teacher question when you might be stuck or need clarification.

We have opened up the chat function in MS Teams for September, **however this must be used in a professional manner** or the function will be removed for individuals and groups, if not all students!

All chat areas will be moderated



Microsoft Teams



Activity

Chat

Teams

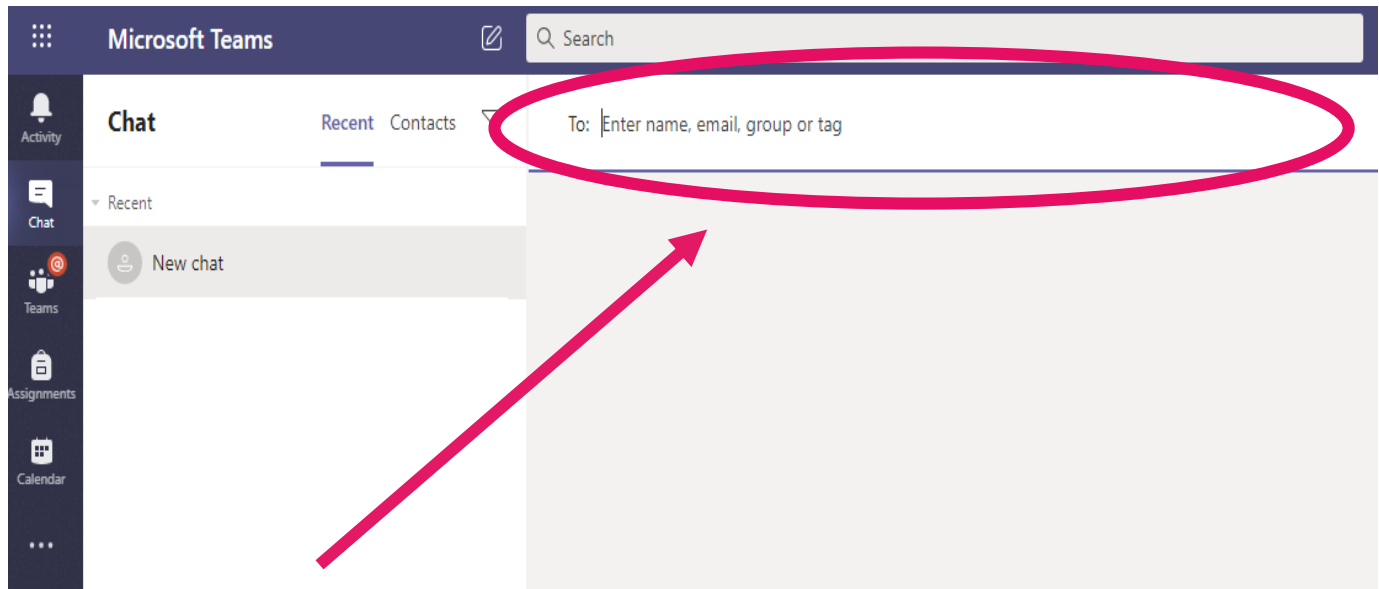
Assignments

Calendar

2. You will then need to click on to the pen icon in the first column.

1. When in MS Teams, click on the Chat tab on the left bar.

Communication



3. A new chat box will open. Here you will need to type in the teacher you want to ask a question to.

Names should start to appear as you start typing.



How should I communicate when sending a message?

Remember, this function is here to support you with your learning. *You should keep this dialogue professional and ask only questions relating to your work.*

Lets look at some examples of questions you might ask?

- Good afternoon, I need to some extra support for my assignment. Where can I access more information?
- Good morning, I am not sure how to calculate the answer on Slide 4 of this weeks lesson, how should I do this?
- Good afternoon, I am working on my designs but am not sure how to draw 3D. What technique should I use?
- Good morning, I am working on my written task but need to add more examples, where can I find these?