

## 9. Marking an assignment.

Once an assignment has been set, it can be viewed in the *Homework* channel and viewed by clicking on *View Assignment*. From here you can *Edit assignment* or switch to *Student view* to view the assignment as the pupils will see it. You can also view a full list of pupils you have assigned the assignment to including the status of the pupil's assignment (*Not handed in* | *Viewed* | *Handed in* ) or choose the *Marked (or Graded)* tab to view all the assignments already marked. To mark the handed in assignment click on the pupils name to view their work. This opens a preview of their work (if the file is in a format that can be previewed) or if a Microsoft file opens the web version of the program and navigation panel that includes:

- Pupil navigation
  - History of the pupils work
  - The files returned
  - Feedback Points assign and/or marking rubric
- Microsoft documents can be edited directly using the basic web based version or by clicking on *Editing* then *Open in Desktop App* in the web version of teams or *Open in Desktop App* in the teams app. Once any updates have been completed you can leave feedback, mark via the rubric and/or points can be left for the pupil and then returned which will then notify the pupil in the activity panel and chat panel. Using the navigation above you can navigate:
- Click *next* or *back* to view the next pupil.
  - Click on the drop-down to view all.
  - Enter the name in the search bar.

## 10. Organsing and uploading files into folders.

## 11. Holding a conversation with Team

## Summary

### Pre-lockdown

#### Staff must

1. Set up channels (classwork and homework) for each of their teaching classes prior to lockdown.
2. From September onwards staff must assign homework for each pupil via the Teams.
3. Ensure pupils are familiar with the Teams tool.

### When teaching lessons via Teams staff must

1. All participants must be shown on the screen.
2. Staff must turn off their camera.
3. All participants should be muted.
4. Ask pupils to use the "raise hand" option when asking questions.

### When creating new assignments

1. Ensure you set the correct channel for the assignment
2. Homework assignments must be given 48 hours for completion.
3. If staff would like pupils to complete a worksheet then ensure the resource is changed to "students have their own copy."



# Using Teams

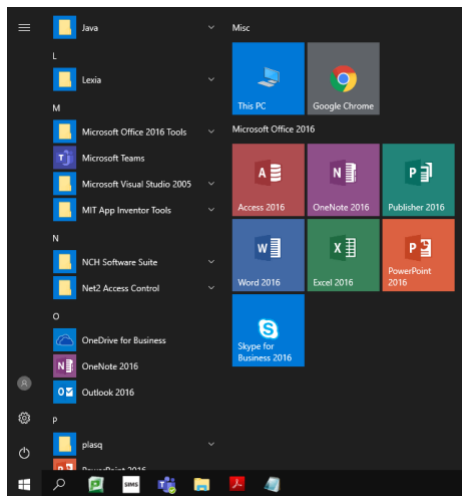
This document will guide staff through the process of using Teams to deliver lessons. The guidance will cover elements of

1. Accessing Teams.
2. Setting up channels for each teaching class.
3. Customising Teams so that each department/class has their own personal identification.
4. Scheduling a meeting and requesting participants
5. Sharing a screen
6. How do I use the hands up facility
7. Ending a meeting
8. Assigning tasks to complete as classwork
9. Marking an assignment.

# Setting up classes

## 1. How can I access Teams on my laptop/computer?

The Teams programme has already been installed onto most school computers. It can be accessed via the menu at the bottom left hand corner of the screen.



## 2. How can I set up a channel for my classes?

Click on the 3 dots next to the class name and then *Add Channel*. Give the channel a name of “Homework” and brief description. A channel privacy setting can be set as either: Standard (accessible for everyone in the team or Private (specific people have access). For this channel set privacy as Standard and click the box to automatically show the channel. (Set up two more channels, “Classwork” & “Questions”). Once created click on the 3 dots next to the channel name and *Channel notifications* then *All activity* to receive notifications.

## 3. How can I create a logo for each of my teaching classes?

Click on the 3 dots next to the team name and then *Manage Team*. Then click on *Settings* here you can update the icon by expanding *Team Theme* and then click *Change Theme*



# Teaching a lesson

## 4. How can I schedule a meeting and invite participants?

Choose the channel to start the meeting in (choose “Classwork”). Then click on the down arrow near the *Meet* button to reveal the option *Schedule a meeting*. Add a title for the meeting Add required attendees either individually by searching a name or add the whole group by searching the group. Set the date and time, if it needs to repeat and any details about the meeting then click *Send*.

This will add the meeting to the channel, to the calendar in teams and in the outlook calendar of the group and all participants invited. Participants can click on the event and click *join* or to declare their intention to attend.

## 5. How do I share my screen?

To share your screen click on the share button on the top bar . The following options are then available. *Desktop* shares the whole view of a desktop. *Window* shares an application window. *PowerPoint* share a PowerPoint or browse for one. *Whiteboard* share a white board for collaborative work. Click the  button to stop sharing.

## 6. How do I use the hands up facility

To get attention raise your hand 

## 7. How do I end a meeting?

To end the meeting click on the 3 dots and then *End meeting*. This will stop the pupils from lingering after you have left.

# Setting classwork

## 8. Assigning tasks to complete as classwork/homework

In the team click on the *General* channel then on the *Assignments* tab and on the *Create* button then *Assignment* to start the process. Add a title and add a category (best to add the unit/lesson for ease of searching). Add instructions, this can include formatted text. Add resources by clicking on the *add resources* button. Once resources have been added Microsoft documents have more options, by default “*Students can’t edit*” by pressing on the 3 dots you can change the option to “*Students have their own copy*” enabling them to complete a worksheet in teams. Add points or a rubric (makes marking easy). Assign to this team by default or add more teams or individual pupils. Set due date for the assignment. Change the assignment to post in the Homework channel in the settings section. Finally click *Assign* to set it now or *Save* to set it later. Once assigned all participants are notified of an assignment through the teams app and posted in the channel selected.

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