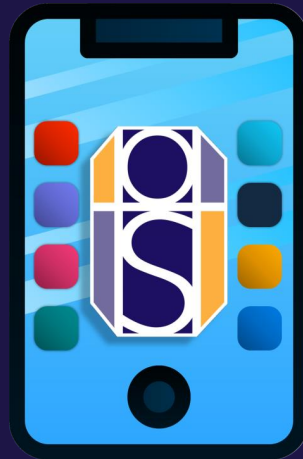




Microsoft Teams



Quick Start guide for students

*Familiarising yourself with Microsoft
Teams for Hybrid and Remote Learning*

What is the difference between Hybrid Learning and Remote Learning?

You will hear these phrases throughout the academic year and beyond – it is important to know the difference between the two. Using Microsoft Teams will help you in both learning situations!

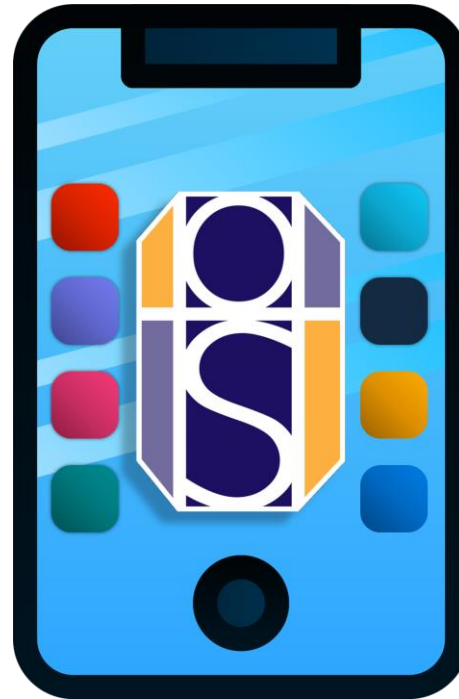


HYBRID LEARNING

This combines traditional classroom teaching with online/remote activities.

So you will still receive **normal teaching in a classroom**, but will be expected to use other online platforms to help you with your learning too.

Microsoft Teams and other online platforms will be used as tools to **enhance your learning!**



REMOTE LEARNING

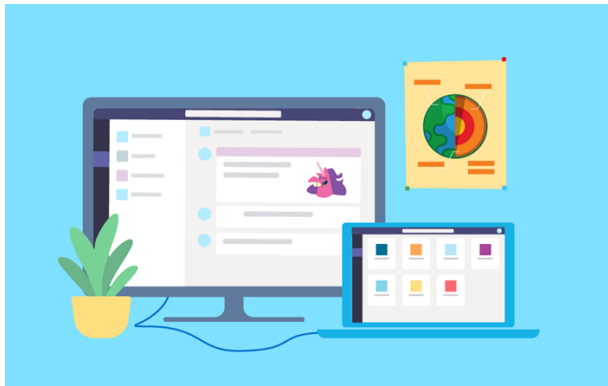
This happens when the student and teacher are separated by time/and or distance.

Remote Learning would be used in the case of students, year groups or the school go into any form of a lockdown in the future. You will be able to use of Microsoft Teams and other subject platforms to continue **communicating with your teachers**, and will help with **continuation of your learning** in these scenarios!

Using Microsoft Teams to support you in Hybrid and Remote Learning

A powerful platform from Office 365 to engage you with virtual face-to-face connections and activities.

This quick start guide will introduce to you some of the key functions worth knowing to help you get a sense of the platform in supporting you with Hybrid and Remote Learning – whether at school, or from home:



POSTS

Direct conversations with your teacher and fellow students.



TEAMS 'TABS'

'Stream' videos and other apps linked directly to your class



LIVE MEETINGS

Platform for online lessons where you can participate and present to the class by sharing your screen.



ASSIGNMENTS

Assignments set online where you can upload/share your work directly to Teams



FILES

Important files for you to access in your class to support you in your studies.



GRADES

Where teachers provide you meaningful feedback and review your work.

Quick Start Guide

Navigate Microsoft Teams

Use these buttons to switch between Activity Feed, your Teams, Assignments, Calendar and Files.

Use the command box

Search for specific items or people, take quick actions and launch apps.

Manage profile settings

Change settings, change your pic or download the mobile app.

View and organise teams

Click to see your teams. Drag Teams tiles around to reorder them.

View your Calendar

Click to open what Live Lessons have been scheduled for you.

View your Files

Click to open Files uploaded across all your teams in one area.

Find personal apps

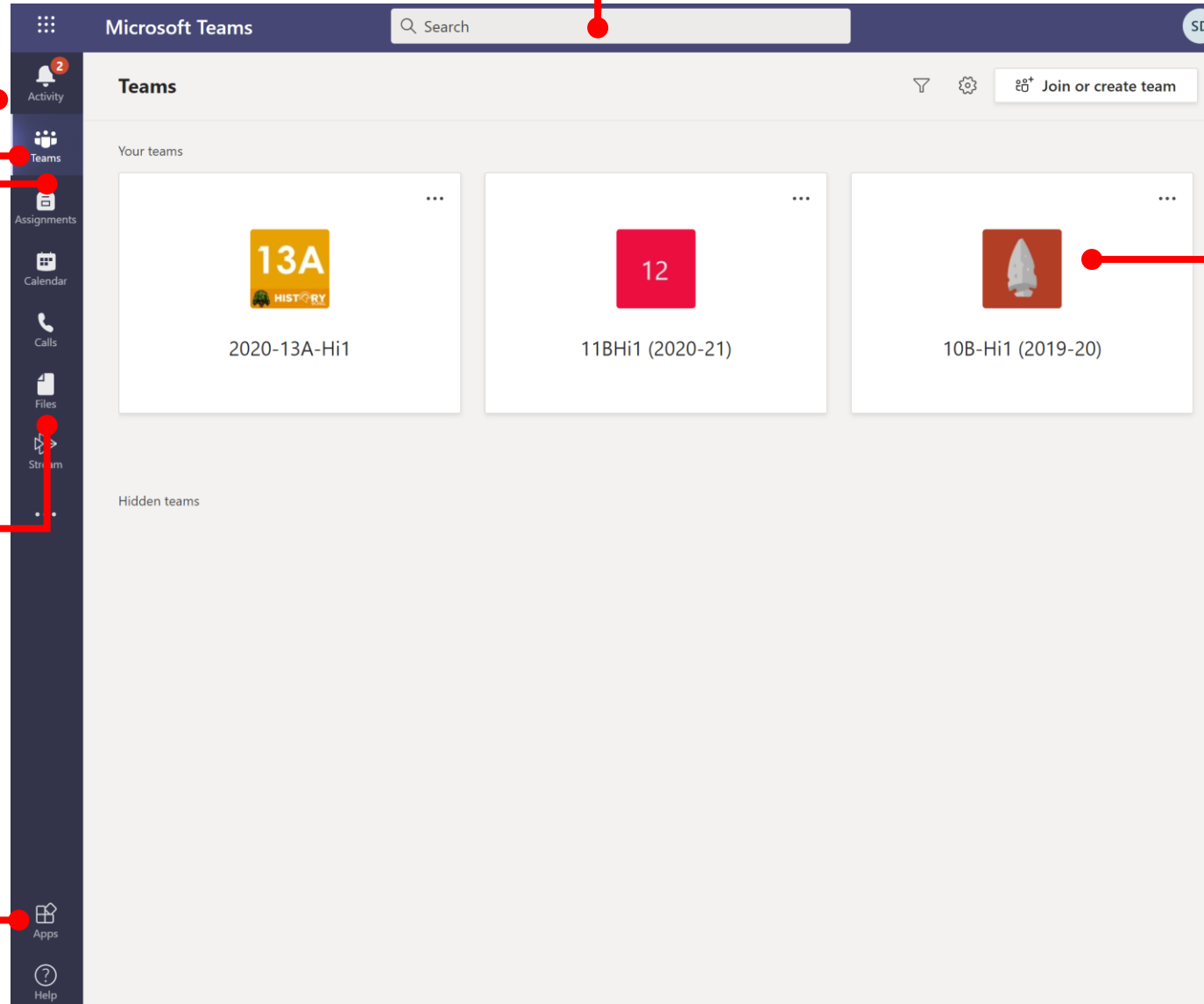
Click to manage personal apps.

View your team

Click to open your class team

What is a team?

You can join a team or collaborate with a certain group of people. Have conversations, share files or use shared tools with the group – all in one place. That group will consist of a class of students and educators collaborating on a topic, or even a group for a student club or extracurriculars.



Class teams

Open Files

You can click on Files to access class resources that your Teacher has chosen to share with you to support your learning inside and outside the class.

Open Assignments and Grades

Assignments allows teachers to create and distribute assignments. You can complete and turn in assignments without leaving the app. Teachers can use the Grades tab to provide feedback on assignments and track your progress. You can also track your progress too.

Every team has channels

Click one to see files and conversations about that topic, class unit or week in the course.

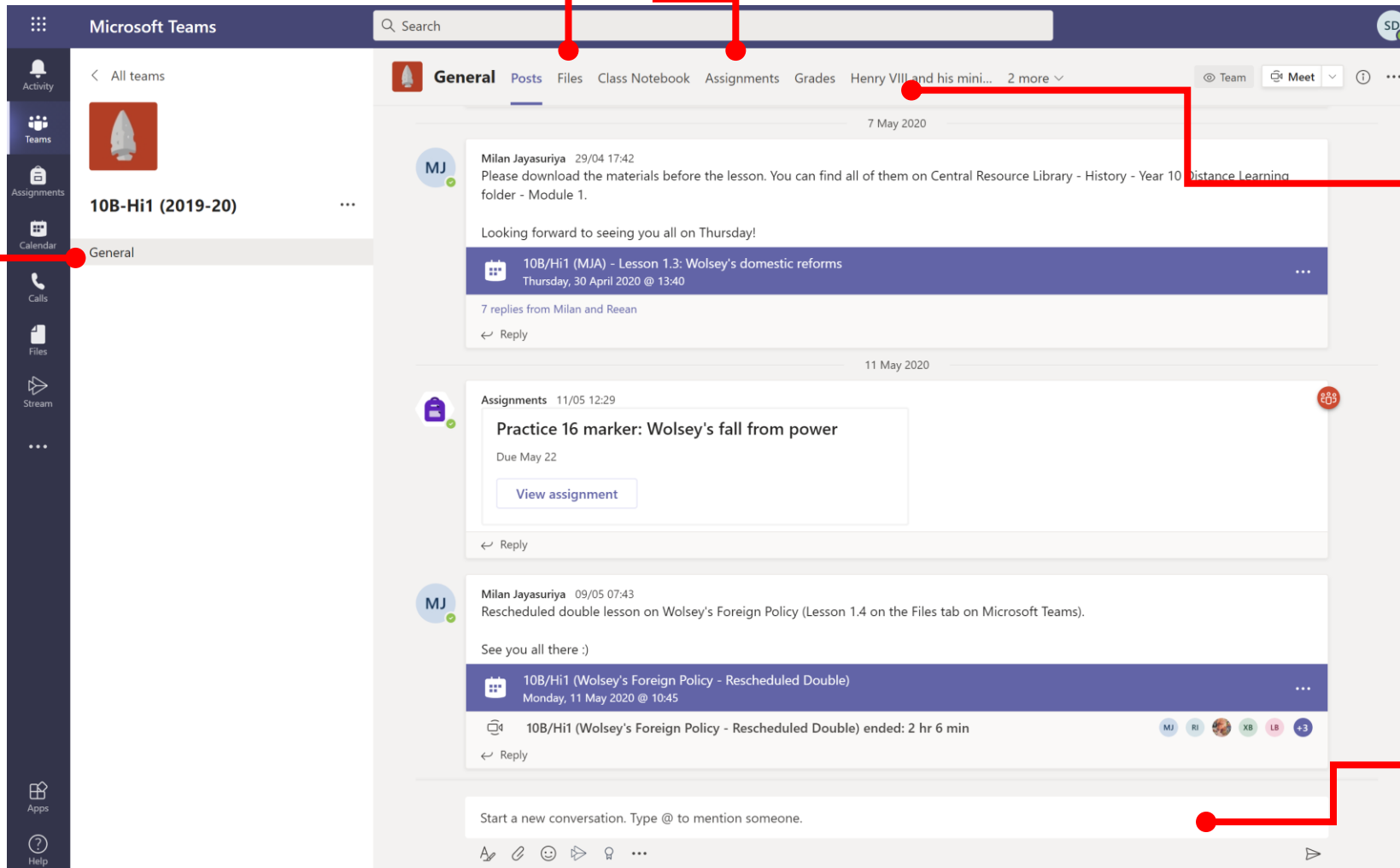
Every team comes with a General channel but your teachers will have created/added other sub-channels to help you streamline and organise different units, topics, components or other forms of learning.

Tabs

Explore other online platforms and applications your teachers want you to access (e.g. Seneca Learning, Sam Learning, Bedrock Learning). Your teachers would also have given you 'Stream Tabs' which link to a bank of pre-recorded instructions your teachers have recorded for you to access in real time at any point!

Start a discussion with your teacher and the class

Type and format your message or announcements here. Add a file, emoji or sticker to liven it up!





Get started

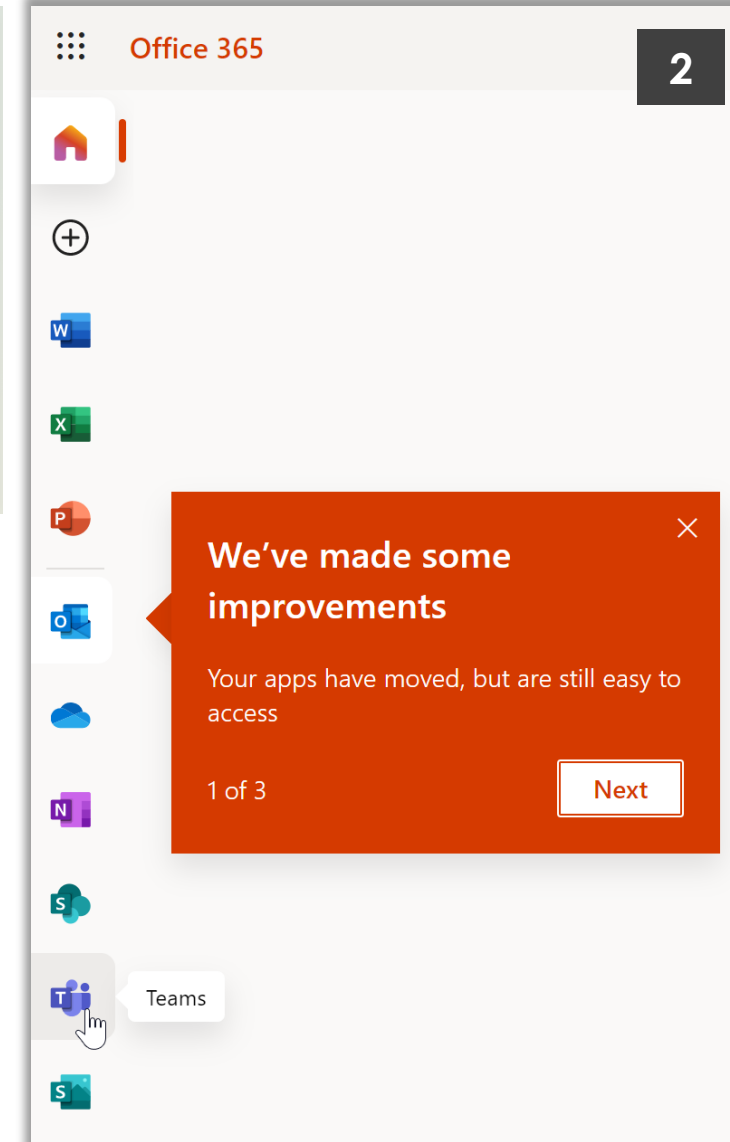
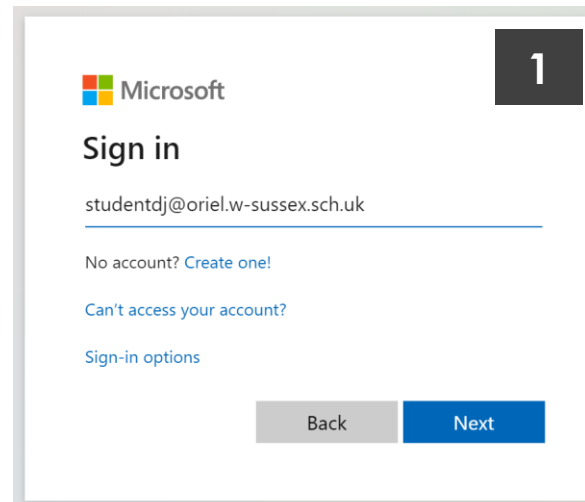
How to sign in

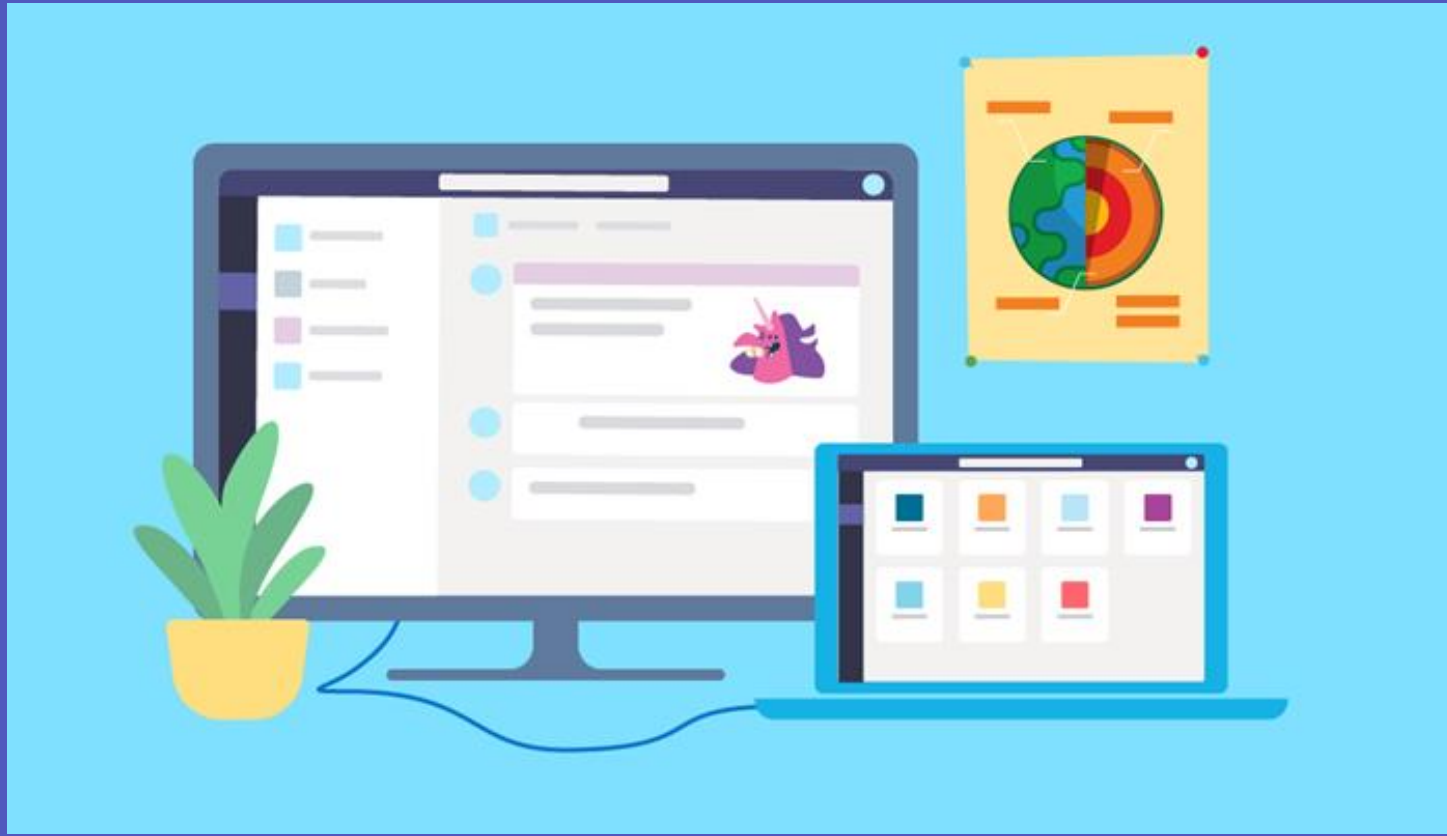
Sign in to Teams

1. Go **to Office.com** and sign in with your school email and password.
2. From your **Office.com** homepage, click on the Teams app to open it right in your browser.
3. Select **Teams** to see which class teams you're in. If your teacher has 'activated' your class team, you will see it in the Teams section.

Note: Only see some of your classes? Your teacher needs to activate your class first for it to be visible on your Teams page.

When you see your class files, click on one to start connecting with your teacher and classmates!





Get organised

Find conversations, files and assignments in your class teams

Channels

Every class team has a main discussion area, the General channel. Under General, your teacher may create more channels to organise topics (Papers, Components or Units for GCSE and A-level) and more.

- All channels include a **Posts** and a **Files** tab.
- The **Posts** tab is where you, your classmates, and your teacher can all start and reply to conversations.
- Look for shared documents in the **Files** tab.
- Along with **Posts** and **Files** tabs, the **General** channel as **Assignments**, **Class Notebook** and **Grades** tabs.

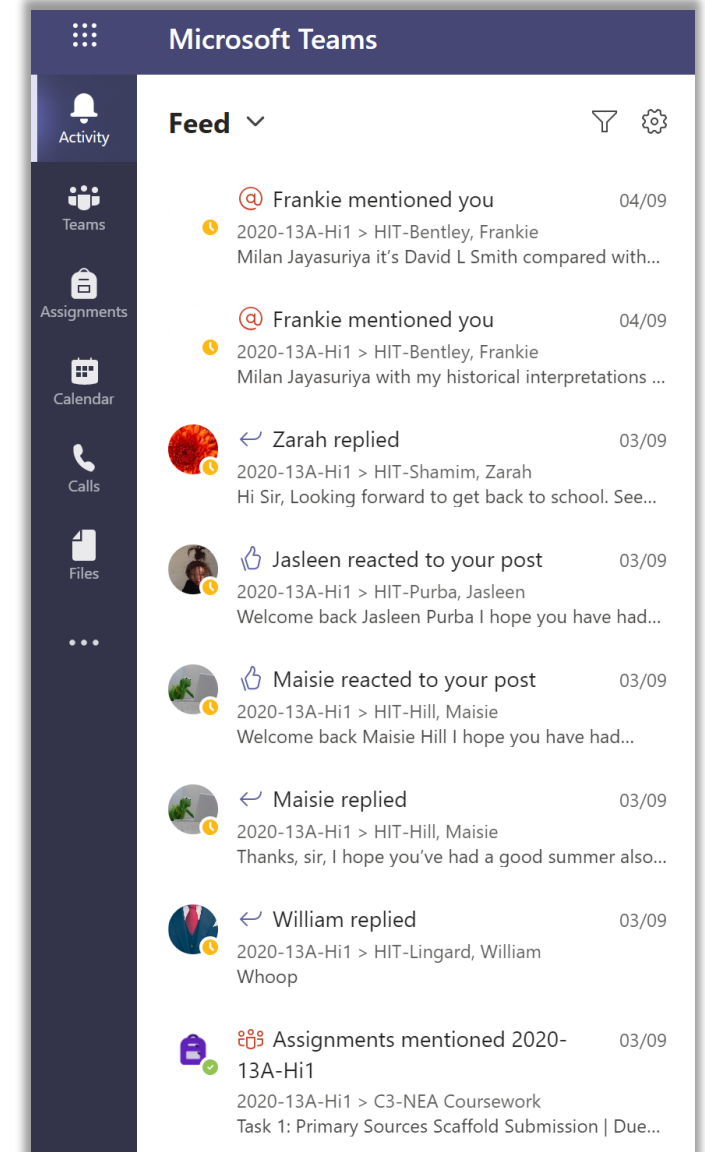
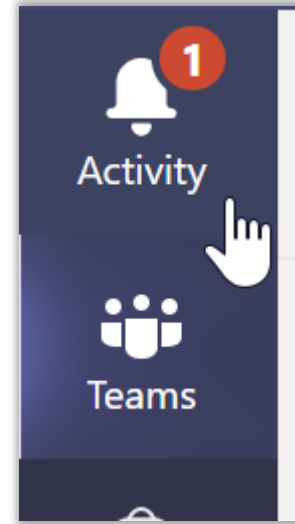
The screenshot shows the Microsoft Teams interface for a team named '13A HISTORY'. The left sidebar contains navigation options: Activity, Teams (selected), Assignments, Calendar, Calls, and Files. The main area shows the team name '2020-13A-Hi1' with a three-dot menu icon. Below this, the 'General' channel is selected, displaying a list of sub-channels: 'C1-Tsarist and Communist Russia, 1855-1964', 'C2-Making of Modern Britain, 1951-2007', 'C3-NEA Coursework', and '13 hidden channels'. At the bottom, a tab bar shows 'General' as the active tab, with other tabs for 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'.

Notifications

Check the **Activity** feed to make sure you don't miss a new assignment or an @mention.

Note: Only see some of your classes? Your teacher needs to activate your class first for it to be visible on your Teams page.

When you see your class files, click on one to start connecting with your teacher and classmates!



Tabs

Your subject teacher will add additional 'tabs' to Stream videos and other online platforms to help you keep most of your learning all in one place!

The screenshot shows a Microsoft Stream channel page for 'Henry VIII and his ministers'. The channel has 8 videos and 2 followers. The navigation bar includes 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', 'Grades', 'Henry VIII and his mi...', 'Seneca Learning', and 'AudioPi'. The main content area displays a grid of video thumbnails with titles, descriptions, and durations. Each video card includes a play button icon, a share icon, and a heart icon.

General Posts Files Class Notebook Assignments Grades Henry VIII and his mi... Seneca Learning AudioPi Meet

Henry VIII and his ministers
8 videos | 2 followers Microsoft Stream

Reasons for Cromwell's fall
12:09
Lesson 2.4-The Fall of Cromw...
Part 2 of 2 of the lesson exploring more the key reasons historians draw upon when explaining why ...
8 0

THE FALL OF CROMWELL, 1540
14:59
Lesson 2.4-The Fall of Cromw...
Part 1 of 2 of the lesson exploring the contexts and background of why Cromwell fell from power in 1540.
9 0

Cromwell and government, 1534-40
10:16
Part 1-Cromwell and Governm...
Part 1 content coverage looking into how Cromwell made a number of changes to government and ...
4 0

Henry's personal style and use of parliament
12:36
Part 2-Cromwell and Govern...
Part 2 coverage going through the main tasks from today's lesson, as well as a summary of the ...
8 0

The fall of Anne Boleyn, 1536
09:53
L2-Downfall of Anne Boleyn (...
Part 2 of Lesson 2 on the Downfall of Anne Boleyn, which goes through the key tasks and the exam practice ...
5 0

DOWNFALL OF ANNE BOLEYN, 1536
10:17
L2-Downfall of Anne Boleyn, 1...
Part 1 of Lesson 1 on the downfall and execution of Anne Boleyn in 1536. First part focuses on new ...
5 0

CROMWELL'S RISE TO POWER, 1529-34
11:32
L1-Cromwell's rise to power (P...
Part 1 of Lesson 1 on Cromwell's rise to power. This covers new content and contexts for you to be ...
28 1

Cromwell's background and early career
09:51
L1-Cromwell's rise to power (P...
Part 2 of Lesson 1 on Cromwell's rise to power, which goes through the key tasks to complete as part of ...
18 0



Communicate

Create and respond to messages in Teams

Create and send a message in a chat or channel

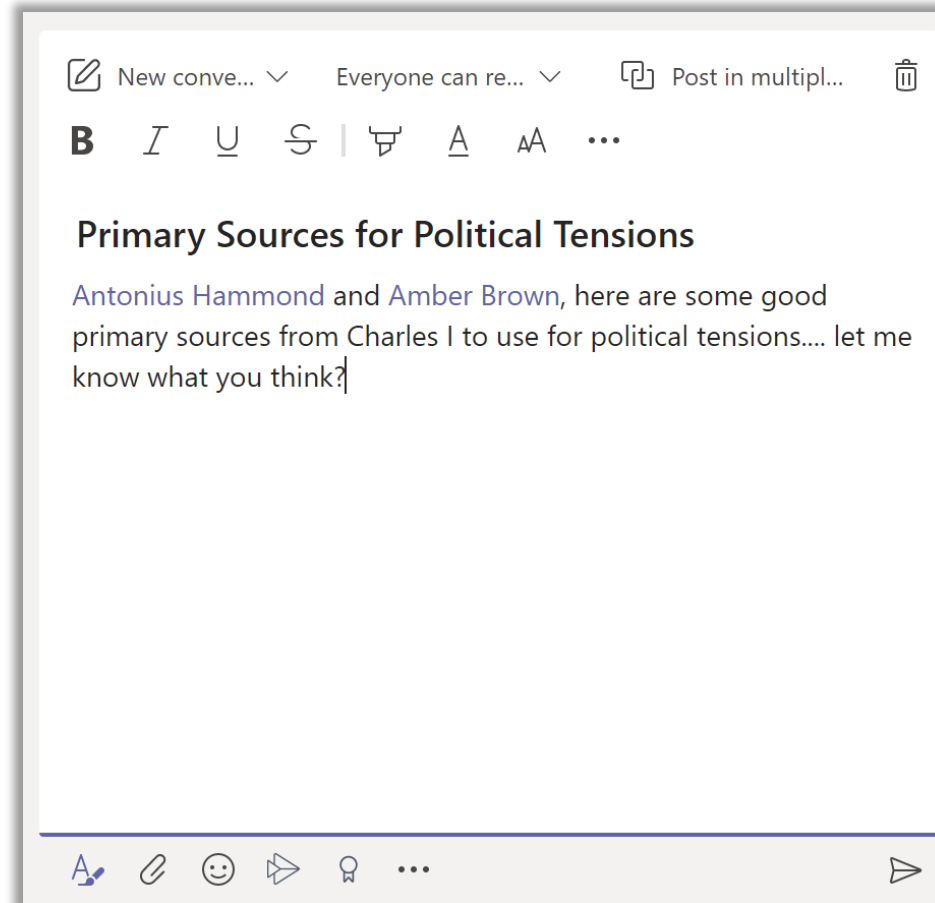
Click the compose box to create a message. You can type out a simple message and add on.

@mention your teacher or a classmate.

Note: Remember that normal Behaviour procedures apply when communicating with your Teachers or fellow students.

Messages should be:

- **Formal when you are communicating.**
- **Polite and respectful. For instance when you are communicating with a staff member: 'Hi Sir/Miss' ... 'Thank you' ... where possible.**



Connect with video

During Remote Learning scenarios 'Live Meetings' may take place where you virtually join your teacher and classmates in online classes, study groups, presentations, and whenever you need to learn face-to-face.

1. Select Calendar to see any meetings your teacher has added you to. Click Join when its time to meet.
2. Adjust your audio and video settings, then click Join now.

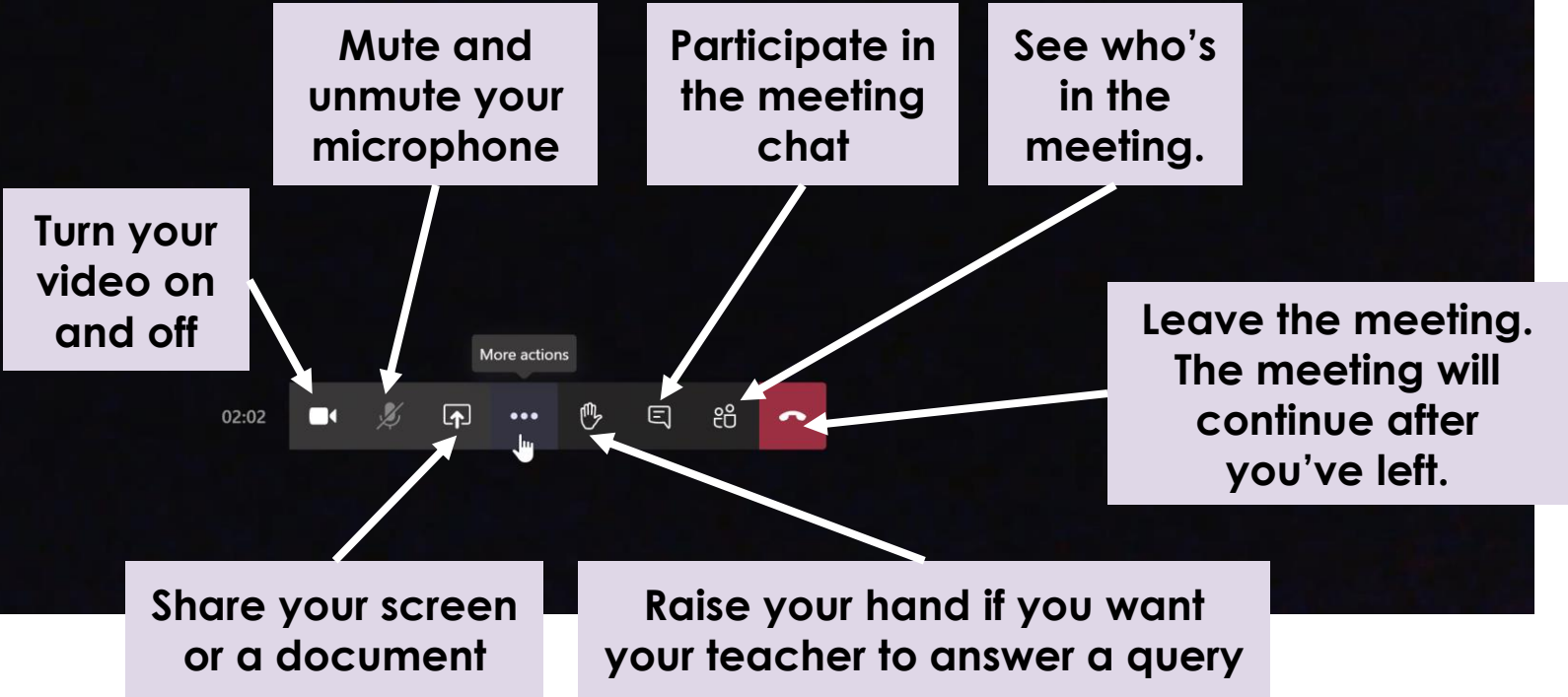
Note: Live Meetings may take place during Remote Learning scenarios, for example:

- If your teacher organises a remote revision or study support session for after-school
- During a national or local lockdown, remote lessons take place.

The image shows a screenshot of the Microsoft Teams interface. At the top, the 'Calendar' tab is selected, displaying a calendar for September 2020. A meeting titled 'Study Support (Henry VIII and Cromwell)' is scheduled for Tuesday, 8 September 2020, from 15:00 to 16:00. A chat window is open over the meeting, showing a 'Join' button. A hand cursor is pointing at the 'Join' button. A black box with the number '1' is in the top right corner of the calendar view. Below the calendar, a black box with the number '2' is in the bottom right corner of the chat window.



How to use the toolbar during the a live meeting

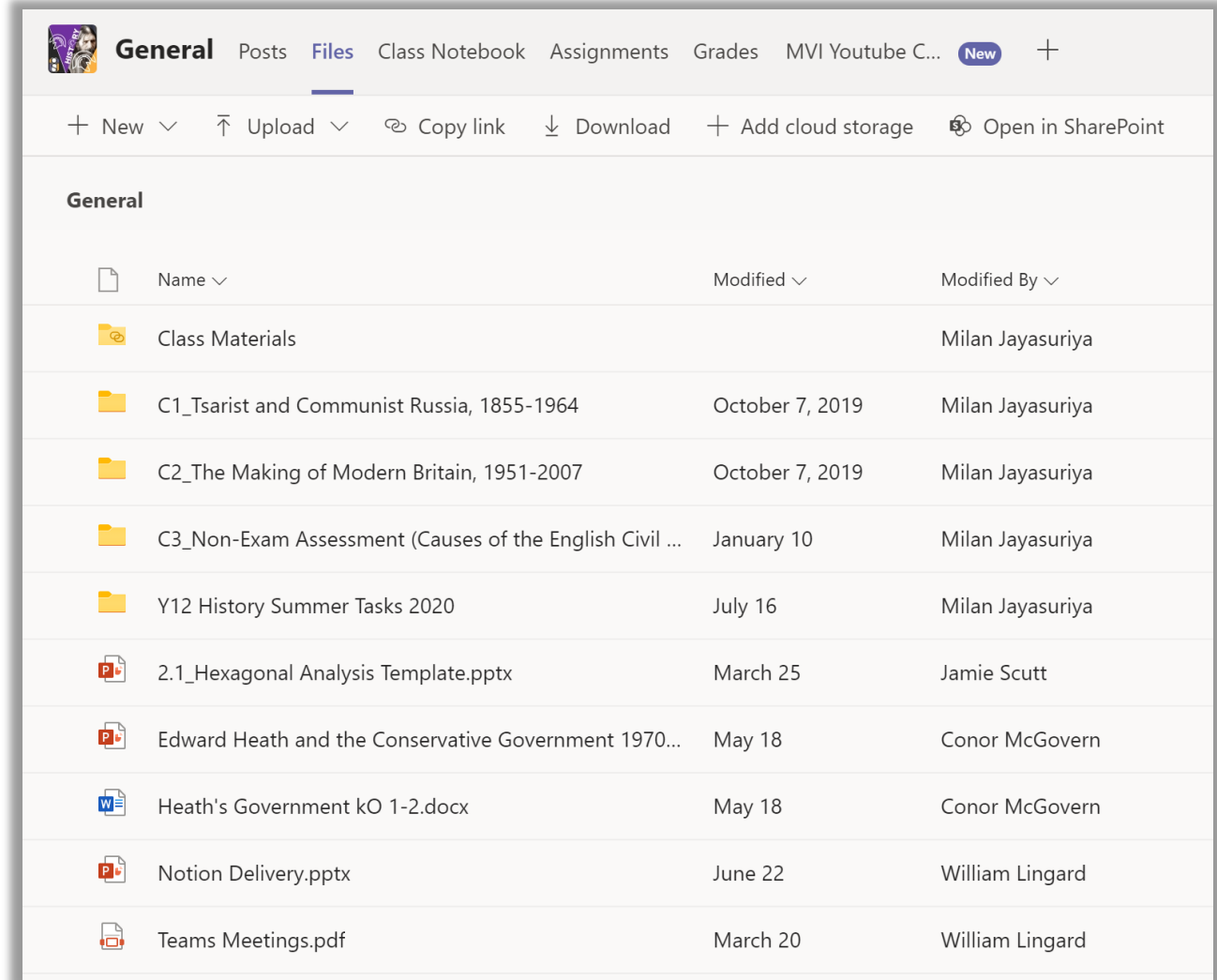












Find or create a file

See the files that your teacher have shared in a chat or a channel by selecting the **Files** tab.

Class Materials

In the **Files** tab of every class team's **General** channel, your teacher might add read-only resources to the **Class Materials** folder. Look here for important documents that can help you with classwork, assignments, projects of just staying up to date on class expectations.



| General | | | |
|---|---|-----------------|------------------|
| | Name ▾ | Modified ▾ | Modified By ▾ |
|  | Class Materials | | Milan Jayasuriya |
|  | C1_Tsarist and Communist Russia, 1855-1964 | October 7, 2019 | Milan Jayasuriya |
|  | C2_The Making of Modern Britain, 1951-2007 | October 7, 2019 | Milan Jayasuriya |
|  | C3_Non-Exam Assessment (Causes of the English Civil ... | January 10 | Milan Jayasuriya |
|  | Y12 History Summer Tasks 2020 | July 16 | Milan Jayasuriya |
|  | 2.1_Hexagonal Analysis Template.pptx | March 25 | Jamie Scutt |
|  | Edward Heath and the Conservative Government 1970... | May 18 | Conor McGovern |
|  | Heath's Government kO 1-2.docx | May 18 | Conor McGovern |
|  | Notion Delivery.pptx | June 22 | William Lingard |
|  | Teams Meetings.pdf | March 20 | William Lingard |



Assignments and grades

View and turn in your work. All from Teams

View and turn in assignments

1. Head to a class team and the General channel. Select the **Assignments** tab.
2. To view assignment details and turn in work, select the assignment.
3. Attach any required materials by clicking **Add work**.
4. Click **Hand In** in.

Note: Your teacher may have included a 'Grade Rubrics' which is a set of grading criteria or a mark scheme that you will be assessed against when reviewing your work and providing feedback to you.

13A General Posts Assignments 3 more

Assigned

Task 1: Primary Sources Scaffold Submission
Due 14 September 2020 09:00

Task 2: Interpretations Scaffold Submission
Due 14 September 2020 09:00

Completed

13A General Posts Assignments 3 more

Hand in

Task 2: Interpretations Scaffold Submission
Due 14 September 2020 09:00

Instructions
(Upload scaffold via Assignments in Teams) this is also due on **Mon 14 September 2020 by Period 2.**

My work
Add work

Points
No points

13A General Posts Files Class Notebook Assignments Grades MVI Youtube C... New +

2

AP1-Extracts Practice: Motives for Alexander II's Reforms
Due 14 May 2020 10:30

Points
10 points possible

Rubric
Section A: Extracts Rubric (10 marks only)

Instructions
Complete analysis and evaluation of Extract A from today's lesson in full. Please refer to the following resources to support you:

- OUP and Hodder Chapters on Alexander II (areas about motives for reform, the impact of the Crimean War and Alexander II's reforms) - for boosting knowledge concerning the extract.
- Introduction to Extracts Question PPT - for structure, scaffolding and phrases you can use when writing up your mini-essay to the Extract
- Proforma template attached - to type up your response.

Student work

Surname, Forename (AP1-Extracts Practice).docx

Section A: Extracts Rubric (10 marks only) 10 points possible

| | Level 4 (8 points) Good | Level 3 (6 points) Reasonable | Level 2 (4 points) Partial | Level 1 (2 points) Limited | Weight (33.33%) |
|--|--|---|--|--|-----------------|
| Understanding of arguments / interpretations Level 5 (10 points) Very good | | | | | |
| Evaluation of arguments Level 5 (10 points) Strong and well-supported | Level 4 (8 points) Good and mostly well-supported | Level 3 (6 points) Some possibly imbalanced or lacking depth | Level 2 (4 points) Little evaluation; may be generalist | Level 1 (2 points) Generalist with inaccuracy and inbalance | Weight (33.33%) |
| Contextual own knowledge Level 5 (10 points) Very good convincingly deployed | Level 4 (8 points) Good convincingly deployed | Level 3 (6 points) Present accurately deployed | Level 2 (4 points) Some present | Level 1 (2 points) General awareness / limited | Weight (33.33%) |

Grade Rubrics

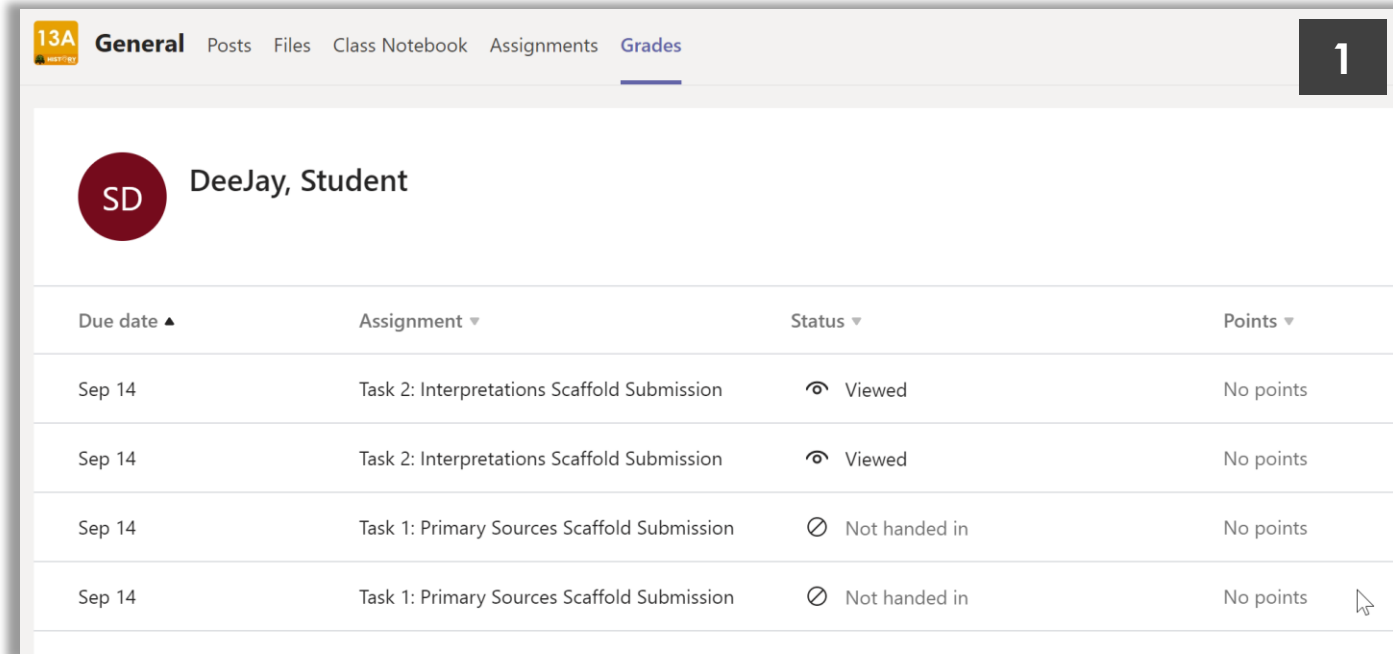
Download as csv Close

See your grades

To see grades, marks or points for assignments your teacher has reviewed and sent back to you:

1. Select the Grades tab in the General channel.
2. All your assignments are listed here. View your status on each assignment as well as points/marks you've received on graded work.

Note: Your teacher may have included a 'Grade Rubrics' which is a set of grading criteria or a mark scheme that you will be assessed against when reviewing your work and providing feedback to you.



The screenshot shows a user interface for a 'Grades' page. At the top, there is a navigation bar with tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. The 'Grades' tab is selected. Below the navigation bar, the user's profile is shown as 'DeeJay, Student' with a circular avatar containing the initials 'SD'. A table below lists assignments with columns for 'Due date', 'Assignment', 'Status', and 'Points'. The table contains five rows of data.

| Due date ▲ | Assignment ▼ | Status ▼ | Points ▼ |
|------------|---|-----------------|-----------|
| Sep 14 | Task 2: Interpretations Scaffold Submission | 👁 Viewed | No points |
| Sep 14 | Task 2: Interpretations Scaffold Submission | 👁 Viewed | No points |
| Sep 14 | Task 1: Primary Sources Scaffold Submission | 🚫 Not handed in | No points |
| Sep 14 | Task 1: Primary Sources Scaffold Submission | 🚫 Not handed in | No points |



Student expectations

Guidelines when engaging with Teams for Hybrid or Remote Learning

Student policy when engaging with Microsoft Teams

1. I will use Microsoft Teams for school purposes as directed by my class teacher.
2. I will only take part in 'Live Meetings' or live lessons if an adult has instructed me to do so.
3. I will be responsible for my behaviour and actions when using Teams, including any communication to staff members or students.
4. I will not deliberately browse, download, upload or forward materials that could be considered offensive or illegal. If I come across any such material I will report it immediately to my teacher or my parent/guardian.
5. I will not share resources or videos created by my teachers with anyone who is not a pupil or member of staff at Oriel High School.
6. I will not record, take photos or screenshot of fellow students or teachers during a face-to-face session.
7. I will not share any school content on social media platforms.
8. I understand that when using Teams and other applications provided by the school that my use can be monitored and logged and can be made available to my teachers.
9. If audio/video conferencing is used, I understand that this might be recorded by the teacher only in order to be forwarded to any student who missed the live lesson.
10. I will continue to follow the rules regarding my use of technology as outlined in the School's Student Acceptable User Agreement which I have already signed and agreed to.
11. I understand that these rules are designed to help keep me safe and that if they are not followed, the school's Sanctions Policy will be applied and my parent/guardian may be contacted.



Live Meetings and Audio/Video calls

When participating in an audio or video conference on Microsoft Teams, or any other vide conferencing software, remember that this is an extension of the classroom and you should conduct yourself as you would when behaving in the school environment.

This includes:

- Be on time for your interactive session.
- Be dressed appropriately for learning (e.g. no pyjamas or bedroom wear)
- Remain attentive, polite and respectful during sessions.
- Interact patiently and respectfully with your teachers and peers.
- Provide feedback to teachers about your experiences and any relevant suggestions.
- Video conference from an environment that is quiet, safe, public and free from distractions. Please avoid using a bedroom for video conferencing.
- You **MUST NOT** record each other's online interactions. If the lesson is to be recorded, this will be done by the teacher.
- Make sure you end the session as soon as the teacher/staff member indicates to do so and do not stay in the session after the teacher has left.
- Any study supports, individual tutorials, audio/video calls will strictly not be conducted after 4pm (extended school time when in remote situations)

