

Distance Learning with Office 365: Guidance for Parents and Guardians

Using Microsoft Teams for Education

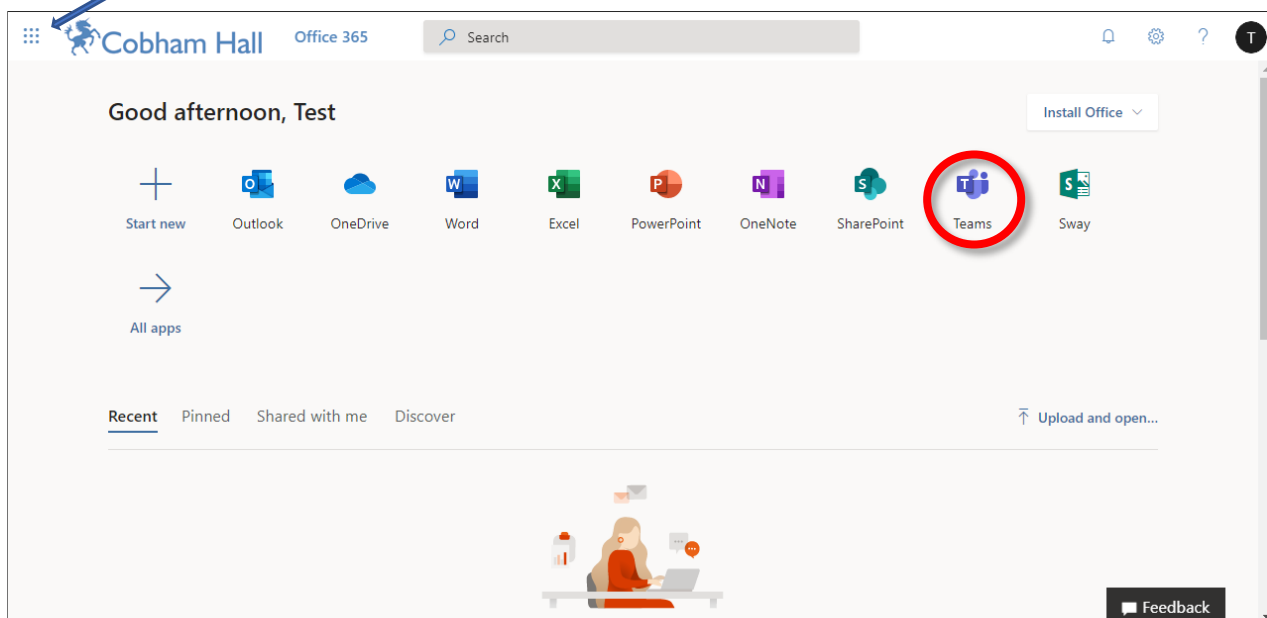
During this period of possible remote learning the School has decided to make use of Microsoft Office 365, and specifically Microsoft Teams.

We will be running a normal timetable and students will access their classrooms virtually at the normal time (time zone dependent). Those students in a different time zone and unable to join in on the lesson will have access to the Classwork materials. Students will be able to post questions to subject staff should they need further support.

Getting Started using Teams

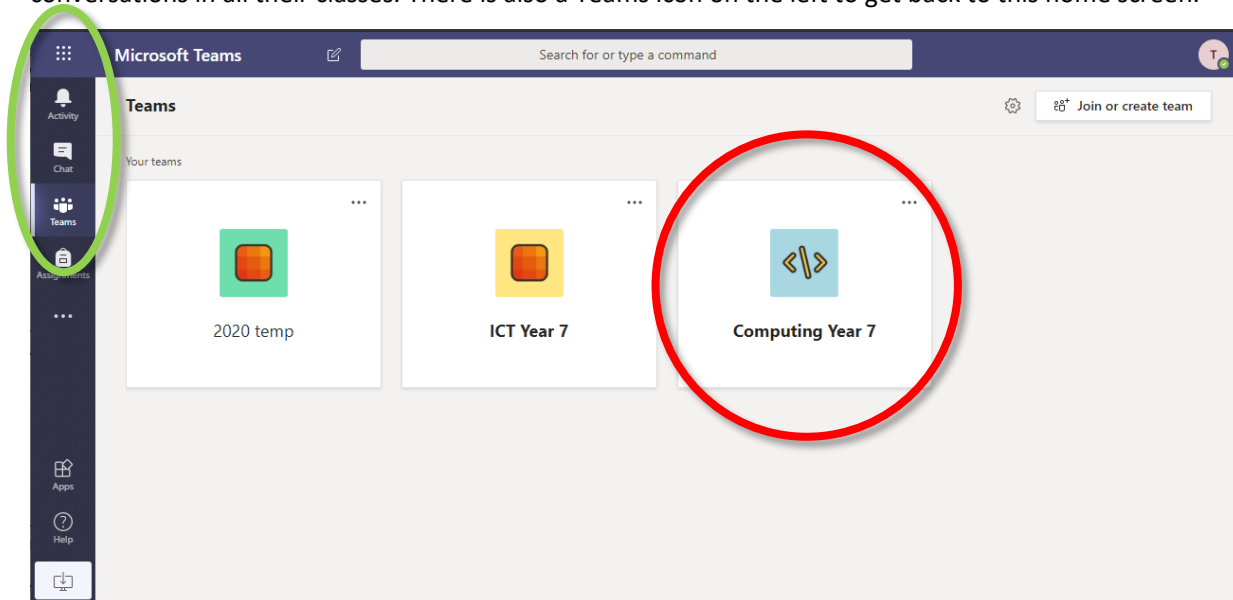
All students can log into their school accounts at [Office.com](https://office.com), where they'll have access to Microsoft Teams, Word, PowerPoint, Excel, and so much more. From this home base, students can open Office apps in their web browser, or select **Install Office** to download the desktop versions to their device (download capability may vary depending on the device your child is using). The majority of students will already know how to do this.

To get to Teams, click here first:

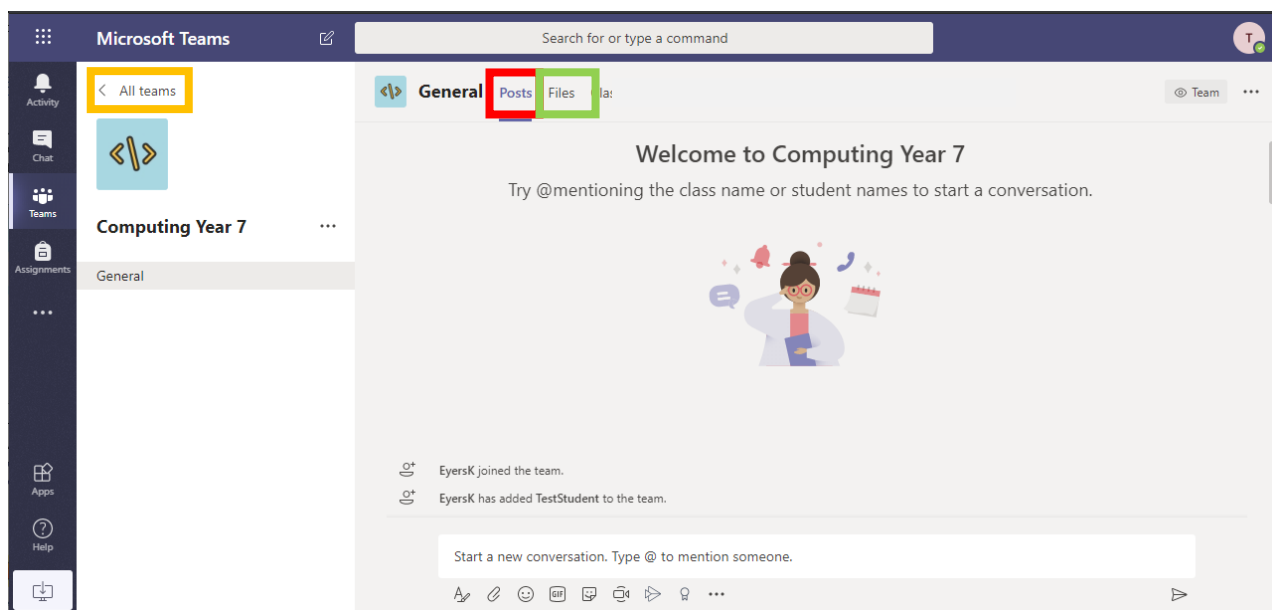


On this screen students will see an icon for Teams (**see highlighted in red above**) that they will use to access remote learning. Once clicking on this icon, they will see a screen like the one below. You can also download an App from <https://teams.microsoft.com/downloads?navfrom=edustart> for most devices.

The student will have been automatically added to their classes, which will appear on the home page of Teams as shown below. The area on the left (**highlighted in green**) will be where students can keep track of any activity or updates to conversations in all their classes. There is also a Teams icon on the left to get back to this home screen.



When a student selects the relevant timetabled class e.g. Computing Year 7 (**highlighted in red above**) they will see the next screen:



The red square 'POSTS' is a discussion area where students and teachers can post questions regarding the class material content. Teachers will also use this area to let students know when a lesson is about to start and the classwork they would like them to begin.

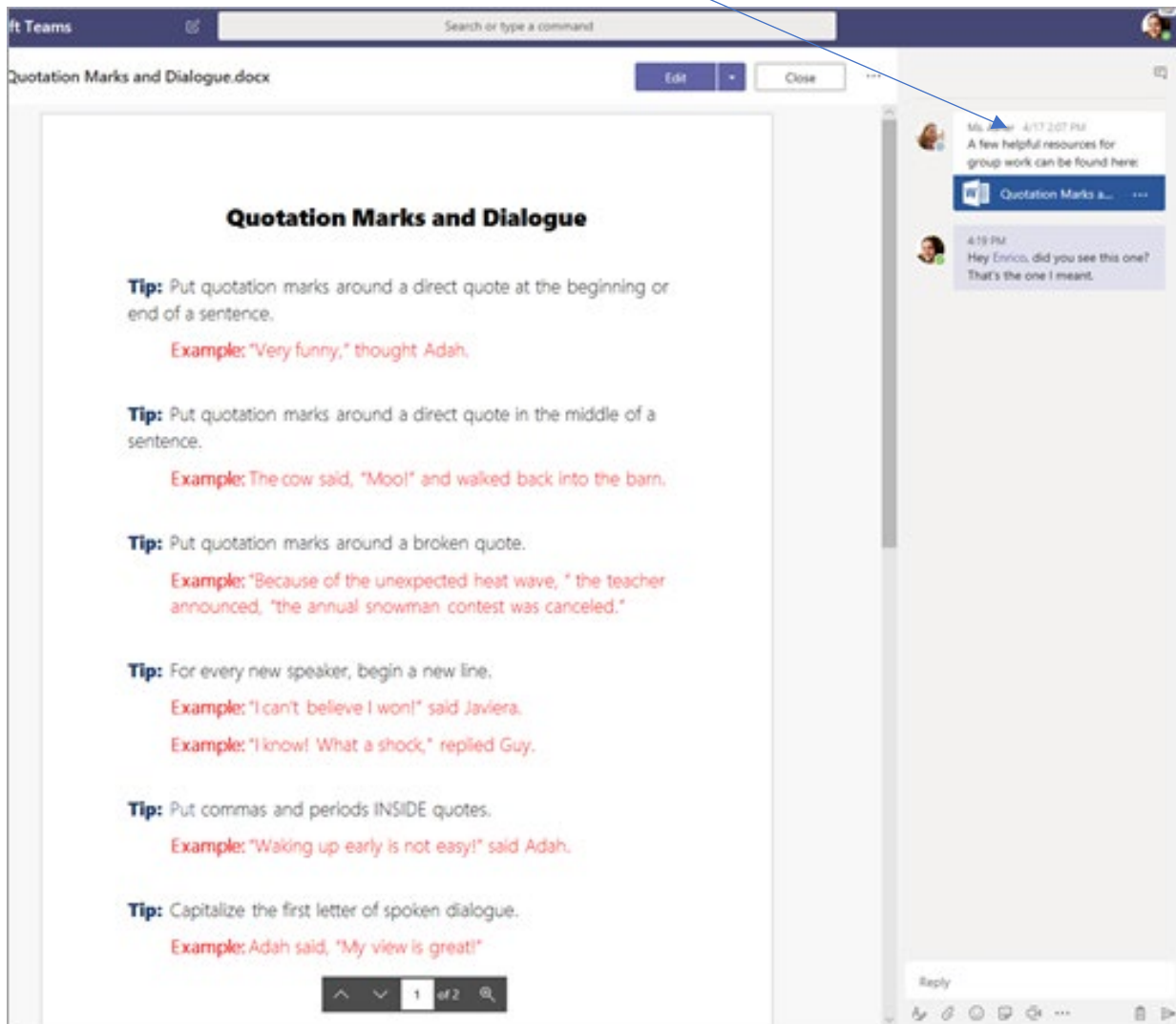
The green square is an area where teachers will upload any files needed for a lesson. Students can access these either during a scheduled lesson or at any other time, regardless of time zone.

All relevant class material in a class (Team) can only be seen by the teacher and those students in that class.

At the end of a lesson, a student will select 'All teams' (**highlighted in the orange square**) which will navigate them back to the home page. They will then be able to select the next class for their next timetabled lesson.

Working as a group

Files can be opened within Teams and worked on as a group. In the screenshot **below** you can see a file/worksheet open in Teams that all of the class will be able to see. Here you can see discussion between student and teacher about the worksheet.



The screenshot displays the Microsoft Teams interface. On the left, a document titled "Quotation Marks and Dialogue.docx" is open, showing several tips and examples for using quotation marks. On the right, a chat window is visible with a message from Ms. [Name] at 4:17 PM and a reply from another user at 4:19 PM. A blue arrow points from the text "Here you can see discussion between student and teacher about the worksheet." to the chat window.

Quotation Marks and Dialogue

Tip: Put quotation marks around a direct quote at the beginning or end of a sentence.
Example: "Very funny," thought Adah.

Tip: Put quotation marks around a direct quote in the middle of a sentence.
Example: The cow said, "Moo!" and walked back into the barn.

Tip: Put quotation marks around a broken quote.
Example: "Because of the unexpected heat wave," the teacher announced, "the annual snowman contest was canceled."

Tip: For every new speaker, begin a new line.
Example: "I can't believe I won!" said Javiera.
Example: "I know! What a shock," replied Guy.

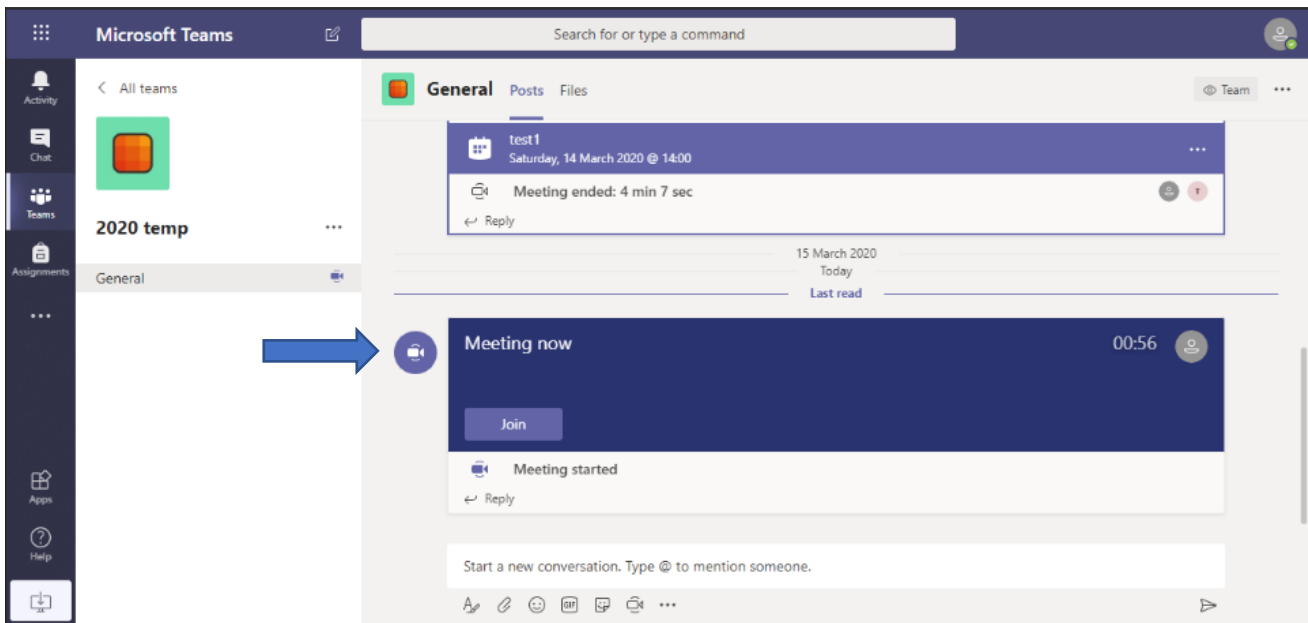
Tip: Put commas and periods INSIDE quotes.
Example: "Waking up early is not easy!" said Adah.

Tip: Capitalize the first letter of spoken dialogue.
Example: Adah said, "My view is great!"

Chat messages:
Ms. [Name] 4:17 PM
A few helpful resources for group work can be found here:
Quotation Marks a...
4:19 PM
Hey Enrico, did you see this one? That's the one I meant.

'Live meetings'

For some lessons there will be a live 'meeting' taking place. Students will be able to join this as a remote classroom and be able to join in with voice or video. When a 'meeting' takes place there will be an invitation to join, just select **Join** to begin (blue arrow).



Tutors and housemistresses will also be regularly contacting their tutees/boarders to support them as much as possible in the remote learning process.

All communications are tracked and monitored. Everyone will be expected to use appropriate behaviour when using any of these online systems.

Remember, when finished in a class (team) a student will select 'All teams' (**highlighted in the orange square**) to then see all of their classes again on the home page.