



TEACHING AT A DISTANCE IN NURSERY AND PRIMARY SCHOOLS WITH MICROSOFT TEAMS

April 2020


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INTRODUCTION

In these complex times with this pandemic that forces us to teach at a distance, we, as teachers, seek to ensure pedagogical continuity. Not being physically present with our students, we are looking for alternative solutions, which will allow us to create conditions for communication and learning despite the constraints of confinement.

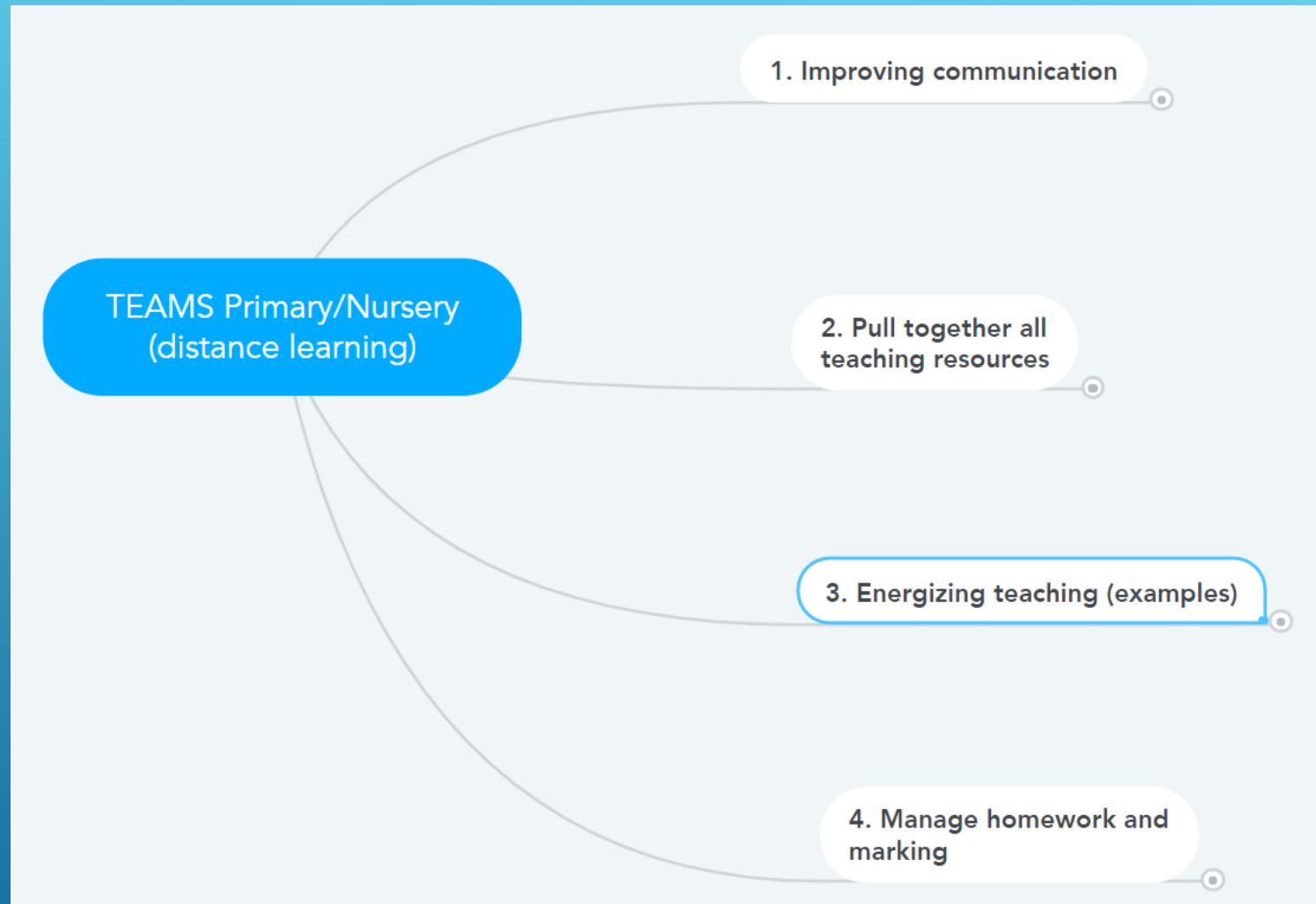
The European schools are offering to work with Microsoft Teams, which is not a tool originally designed for distance learning but which can help us to provide some of the teaching in these exceptional times.

This document is designed to help you understand how this tool can be useful to you and how you can use it with your students. It is therefore a document that is at the same time a technical tutorial but which also proposes a pedagogical approach. Here and there you will find tips based on our recent experience of teaching with this tool and marked with an 

It is important to keep in mind that Teams is only a tool, that it is not going to replace you, that it is you who keeps the hand and that it is your ideas, your pedagogy, thanks to this tool, that will allow your students to progress and learn.

After the period of astonishment, in these new times of teaching, our response can also be new: we are challenged to succeed and it is our ability to adapt, our willingness to seek, to innovate, to share our ideas, to also take advantage of this moment to move forward in our pedagogical approach that will allow us to implement this pedagogical continuity.

PEDAGOGICAL OBJECTIVES OF THE USE OF TEAMS



Not all of these objectives are to be achieved at the same time. You can start by focusing on objectives 1 and 2 and then, depending on your needs, the evolution of your skills and your desires, continue with the following objectives.

1. Improving communication

one to one

with one pupil

do an individual explanation

to keep in touch, reassure, re-motivate

maintain emotional ties

with the parents

checking on the progress of their child's labor

give educational advice

provide organizational advice

between children

decrease isolation, reduce containment discomfort

working together, helping each other

learn the rules of courtesy when writing on a social network

1. Improving communication

by videoconferencing

make contact with several/all students together

keep up the class dynamic

present the objectives of the day to the students

address a learning point requiring the teacher's help

if necessary, make a collective correction in a small group

by sharing the teacher's screen

show the contents of a word file, powerpoint...

show a website, a video

make a synchronous presentation using a virtual whiteboard or write to a word file

give control of the screen to a student

Taking control of a student's screen to correct it

Allows the teacher to respond live or at a later time

By chat or/and audio/video call

2. Pull together all teaching resources

Make available to parents and students the work programme and the necessary files.

Provide various resources (videos, websites...)

3. Energizing teaching (examples)

Participate in challenges

Interest?

It's motivating

It's dynamic

students see each other's answers

Challenges in Mathematics

Example: Math Puzzle

Here is a logical sequence of numbers: 5; 15; 12; 48; 44... What is the next number?

Writing challenges

demander des écrits courts avec des contraintes fortes

Example: Write a tautogram and post it

Ask for writings that students will want to read what others have written.

Example: I dreamt that... I was flying like a bird.
It's up to you to express your dream

one TeamChallenge a day

Maintaining cohesion, a group pleasure

Example: Make an origami, take a picture of it and post it

valuing student work

Participate in civic activities

Example: have the children draw for #1drawing for1 caregiver

Example: participate in an international solidarity action #cavabienaller and give hope by drawing a rainbow to be displayed outside your house →

3. Energizing teaching (examples)

Give students a task that requires voice or video recording.

the team is "alive", the students can listen to each other

improves self-confidence: requires overcoming one's emotions, fear of being judged by others

Oral work

example: asking students' opinions on a reading

example: recording a poem

Working the musical skills

Have each student who sings recorded (with a karaoke machine for example).

ask a student to play an instrument in front of others by videoconference

Demonstrate your presence by being active online

Encouraging your students

Put a comment to the completed task

Quickly answer questions in chat, or on call

4. Manage homework and marking

Retrieve the requested homework

Correcting homework, possibly grading it

Giving online Form or Quiz assignments

students respond online

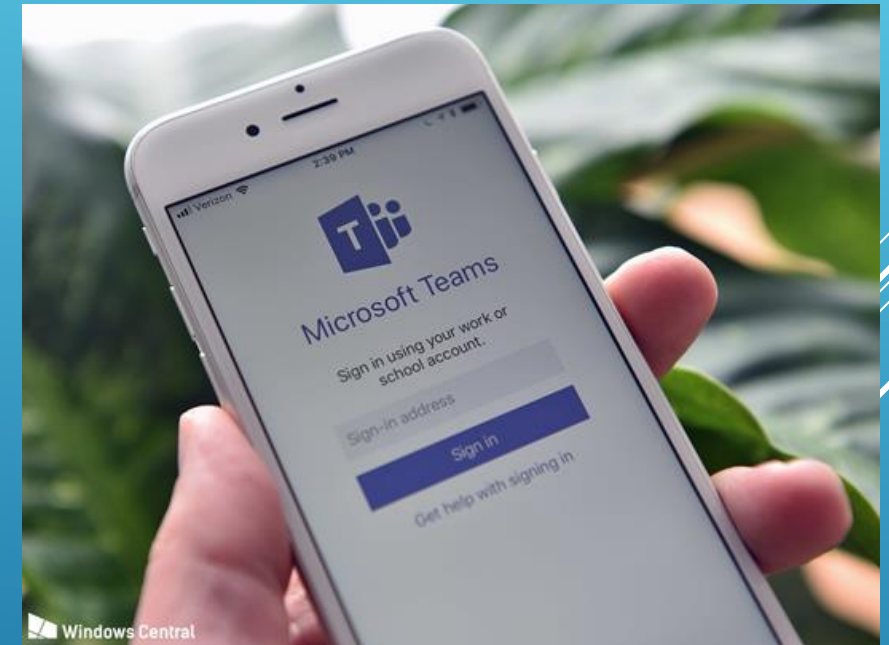
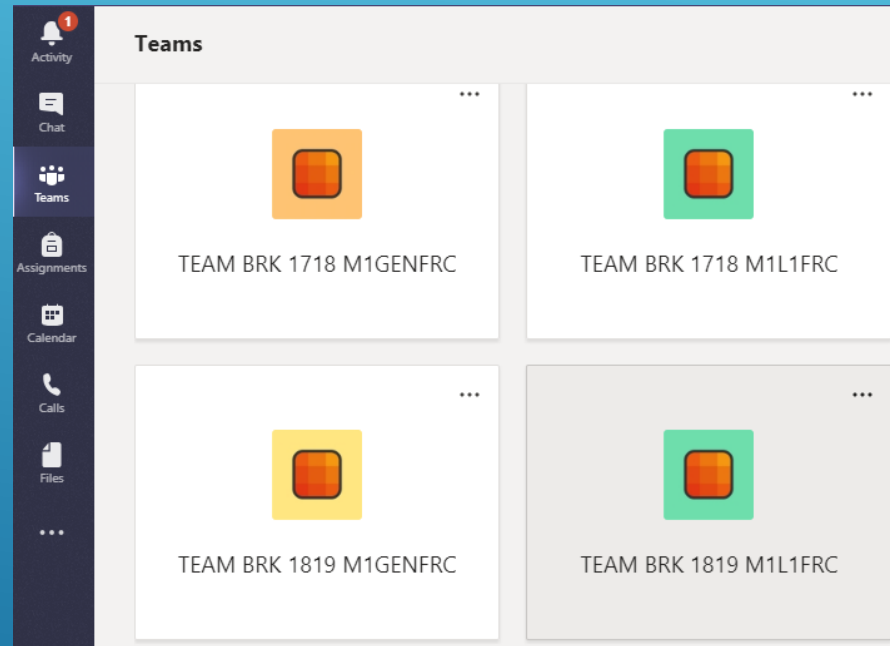
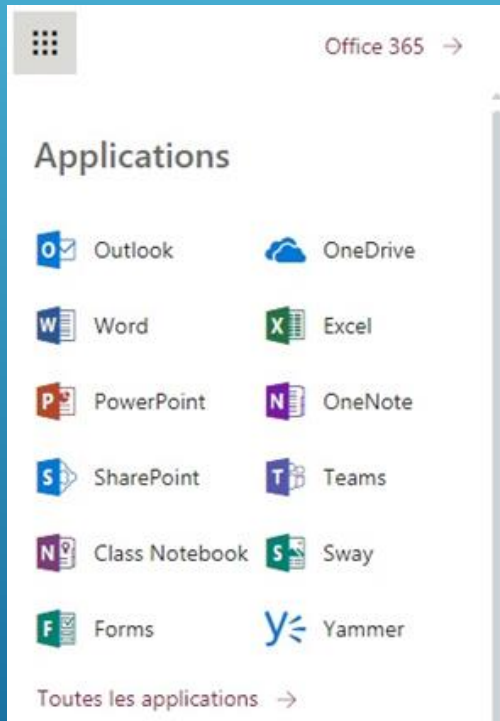
The students have an automatic correction and their grade

The teacher obtains the results automatically from all his students

PRESENTATION OF TEAMS: THE DIFFERENT VERSIONS

Teams is available as a web-based version (in Office 365) and as a desktop application for Windows and Mac.

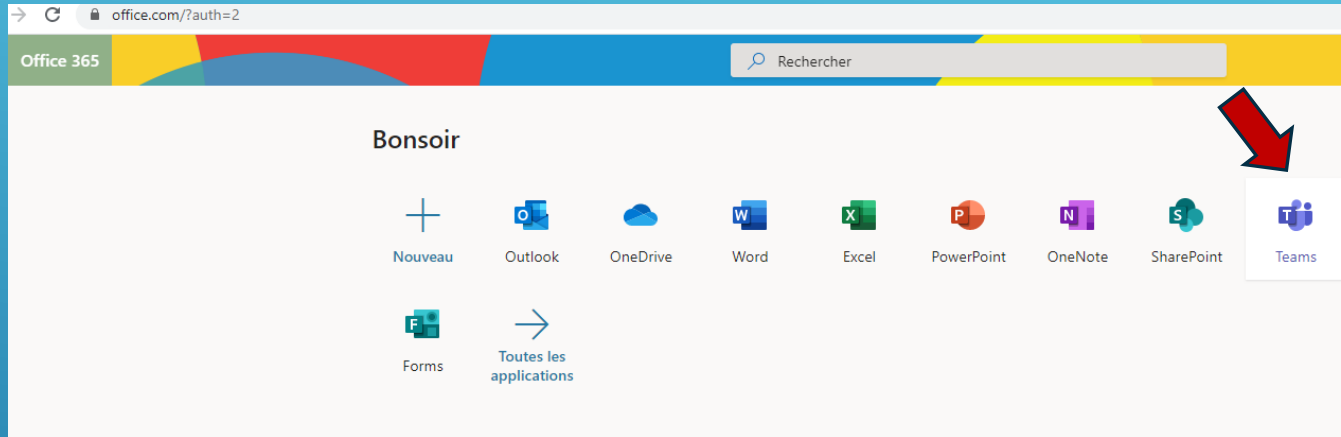
Teams also exists in mobile version under Android and IOS for smartphones and tablets.



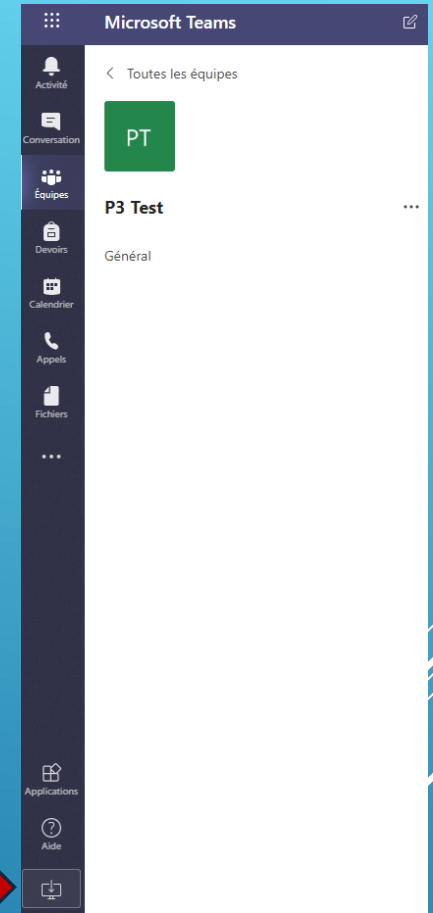
We advise you to install and use the Desktop Application rather than the Web version because it is more reliable.

INSTALLATION OF THE APPLICATION TEAMS

1. Log in to Office.com, enter your username and password, and click the TEAMS icon.



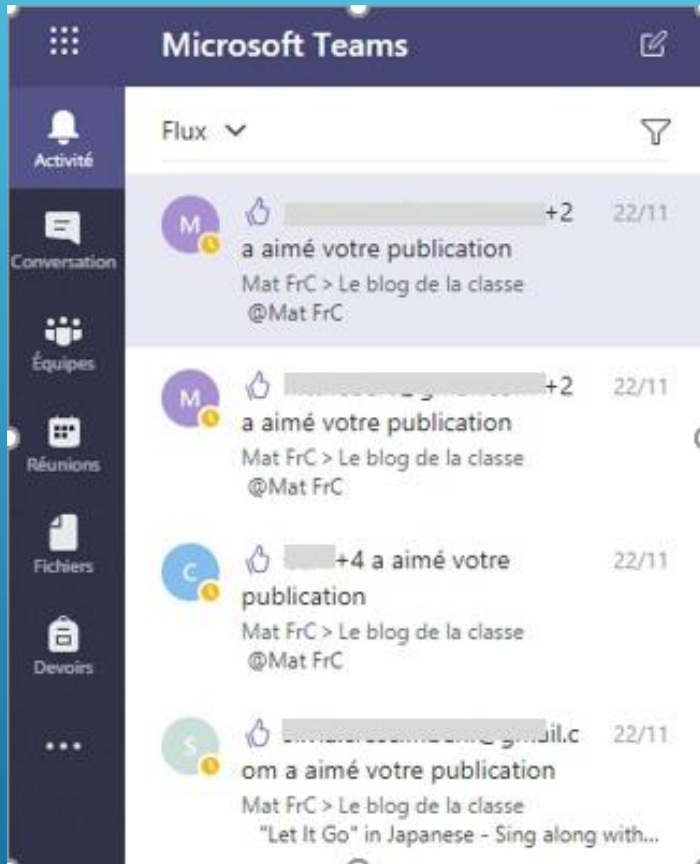
2. Then click on the button to install the application on your computer (bottom left).



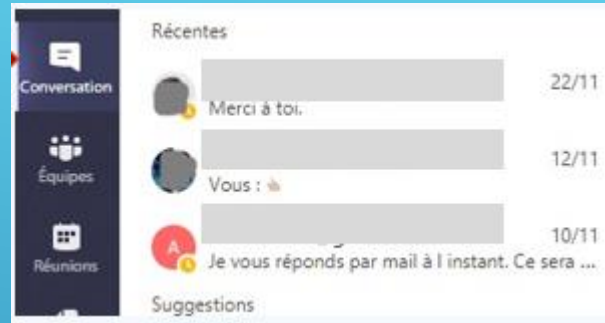
3. Now, when you want to access Teams, you click the Teams application that appears on your desktop.



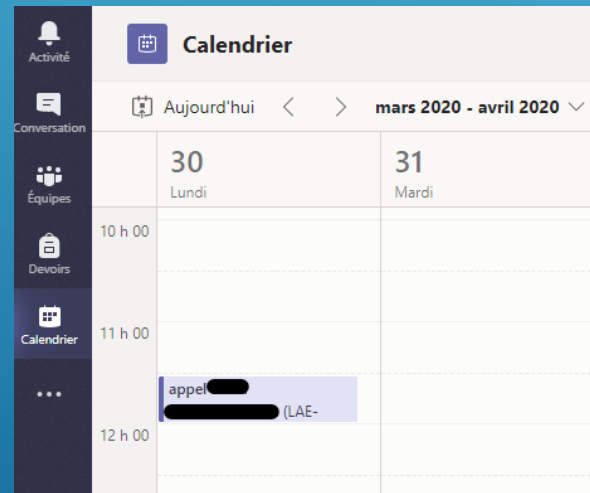
SMALL TOUR OF THE TEAMS APPLICATION



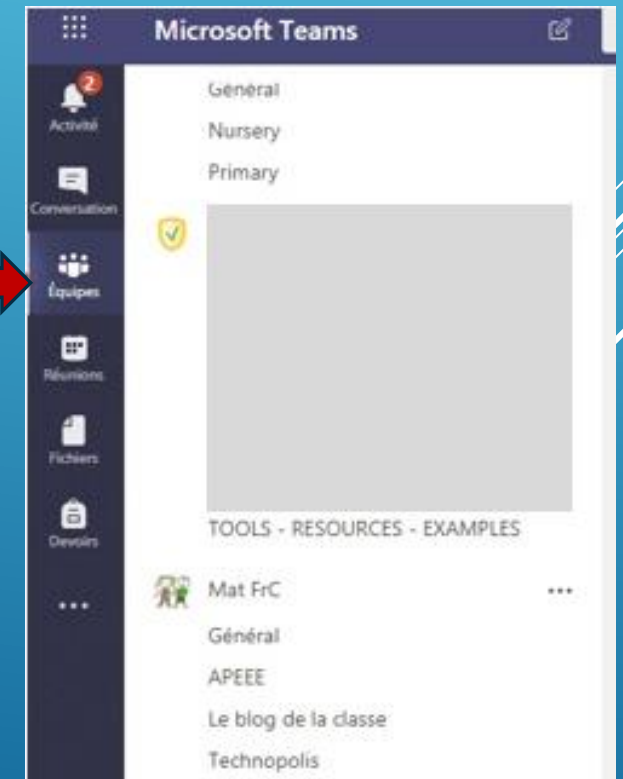
The "Activity" tab keeps you informed of the messages posted and "I like" mentions.



You can find your private conversations in the "conversations" tab.

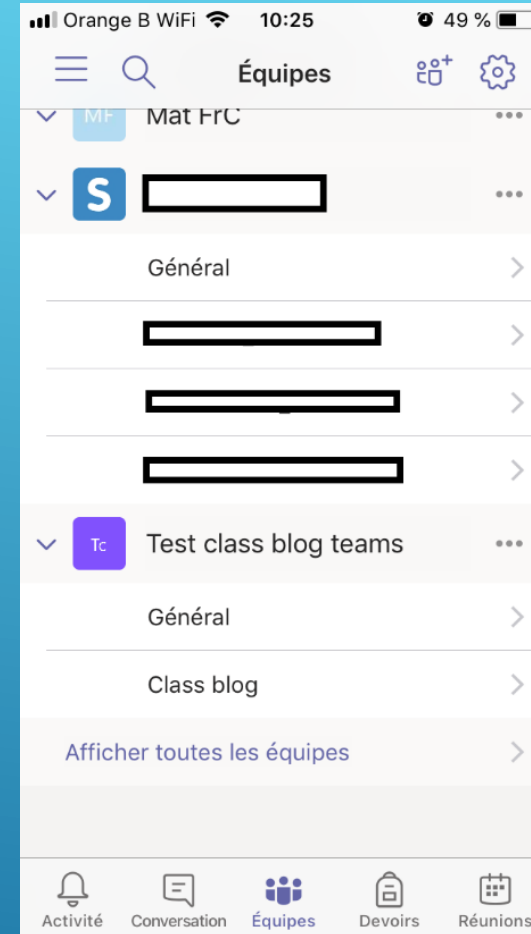


The "calendar" tab displays your meetings and allows you to organize videoconferences (see below).



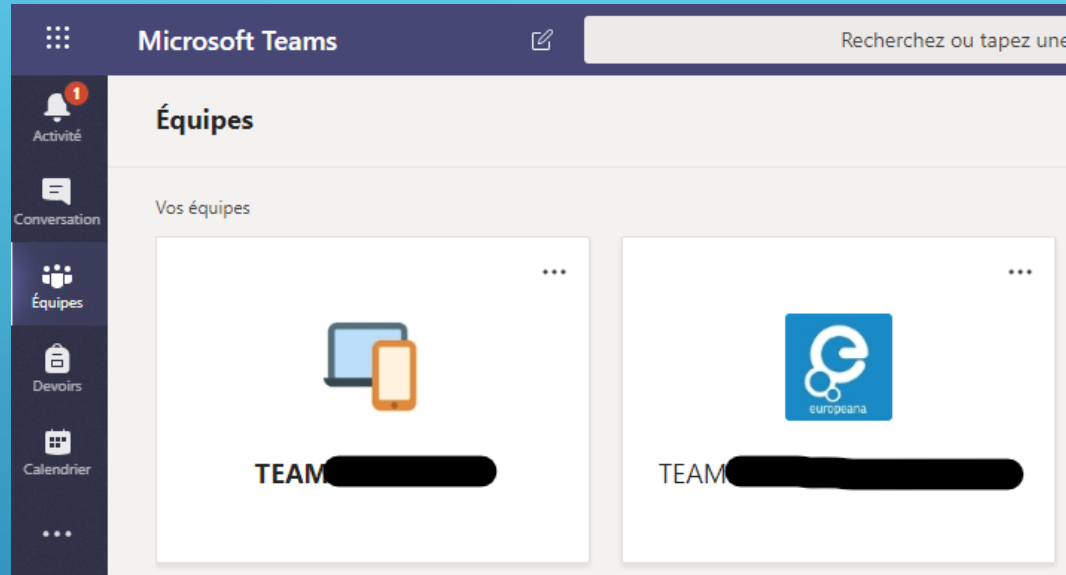
The "Teams" tab contains all the teams you are part of. When the name of a channel appears in bold, it means that something has been published or modified in that channel.

SHORT VISIT OF TEAMS IN MOBILE VERSION



You will find the same functions,
but the menu layouts are
different.

FIND THE TEAM OF YOUR CLASS

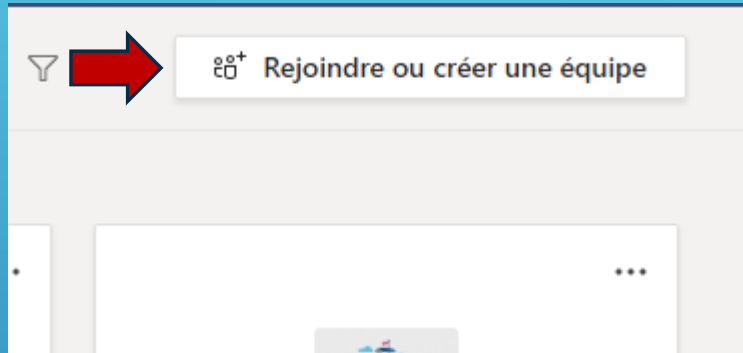


In the "Teams" tab you will find all the teams you are part of and the teams of the classes in which you teach.

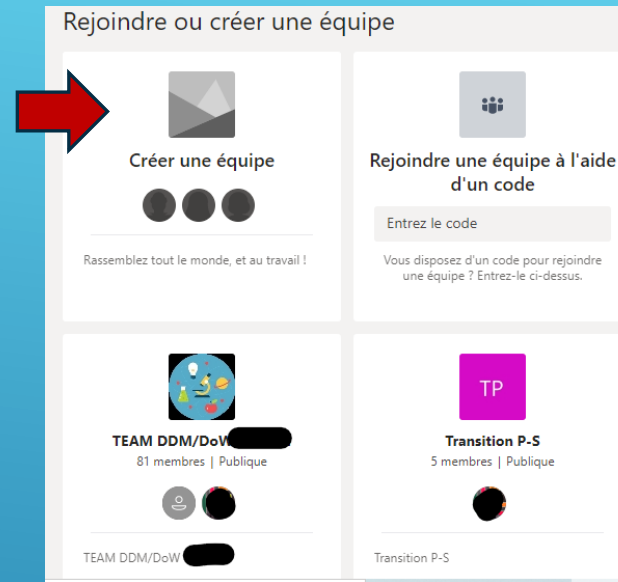


If you are new to Teams during this distance learning period, we advise you not to use the automatically created Teams, which are numerous (one Team per subject). We advise you, for ease of use, to use only one Team, which you will have to create.

CREATE A NEW CLASS TEAM



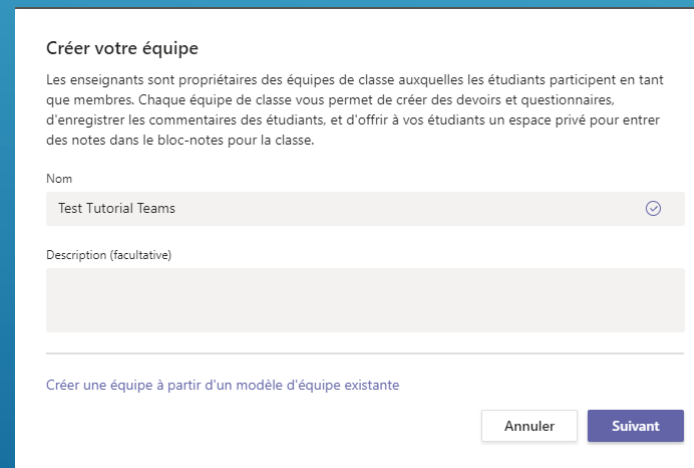
1. In the "Teams" tab, click on "Join or create a team" in the upper right-hand corner.



2. In the page that opens, click on "create a team"

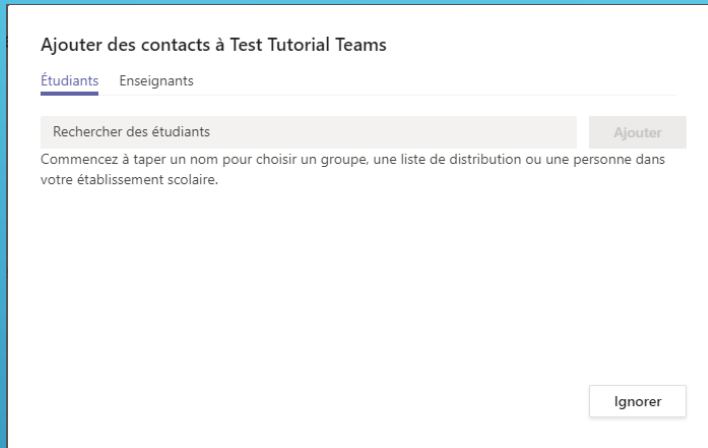


3. A window opens asking you what type of team you want to create. Select "class".

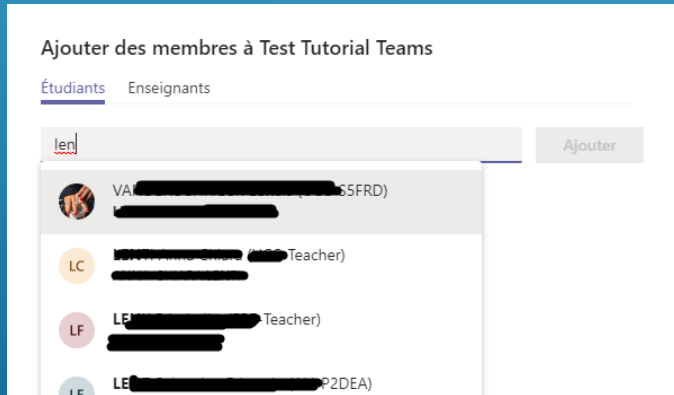


4. In the window that opens, choose a name for your team and possibly write a short description. The name of your team should be in this form: TEAMS + SCHOOL CODE + YEAR & LANGUAGE. For example: TEAMS VAR P5ENG

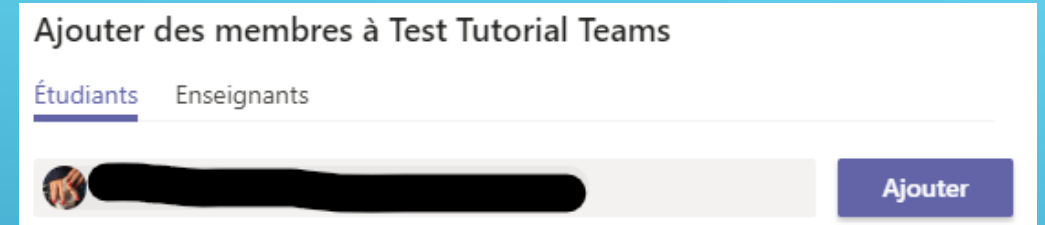
ADD STUDENTS TO THE NEW CLASS TEAM



1. As soon as you have chosen a name for your team, Teams offers you to add students or teachers to it.

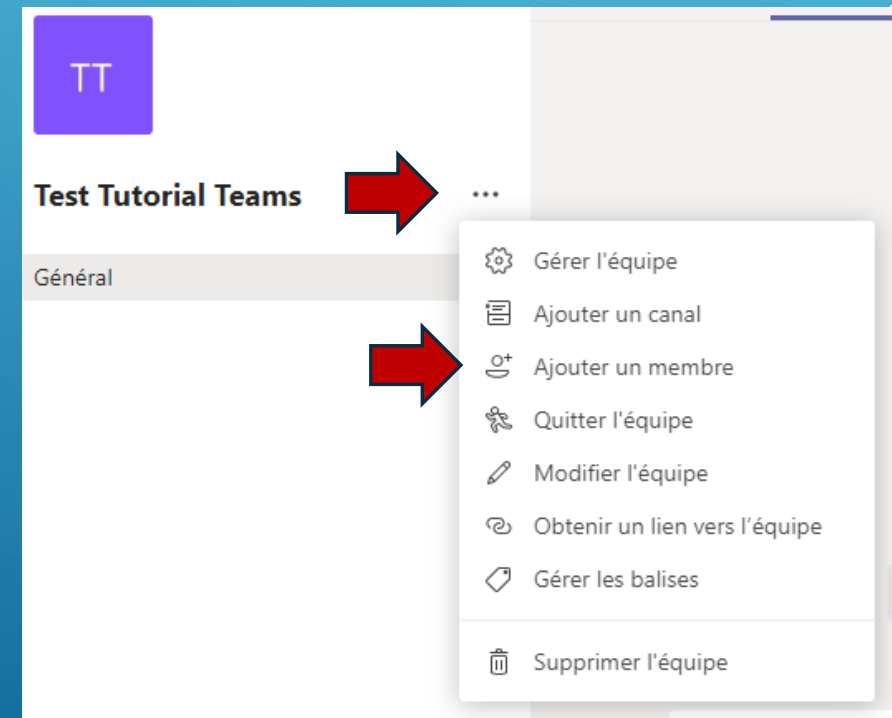


2. Type the first few letters of a student's name and you will see contact suggestions appear. Select your student from the suggested contacts.



3. Then click on "add". When you have added all your students, click "close".

If you need to add students later, click on the 3 dots next to the team name and then select "Add Member".



ADD THE PARENTS IN THE NEW CLASS TEAM

Ajouter des membres à P3 Test

Étudiants Enseignants

██████████@yahoo.fr

Ajouter

Ajouter ██████████@yahoo.fr en tant qu'invité

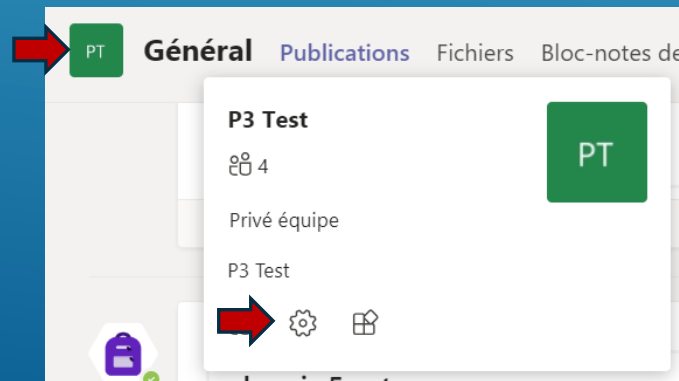
If you wish to invite parents to your Team, you can add their personal address, and they will be added as a guest. This allows them to follow the Team.



If you have added the parents as guests of your Team, they will receive an email if you mention the team in a conversation with @team (see below).
Attention there are problems with parents' addresses in @europa.ec.eu, you have to privilege personal addresses.

CUSTOMIZE YOUR TEAM ICON

Click on the icon of his team, then click on the sprocket wheel.



Move the mouse over his team's icon then click on the pencil and choose (or load) a new icon.

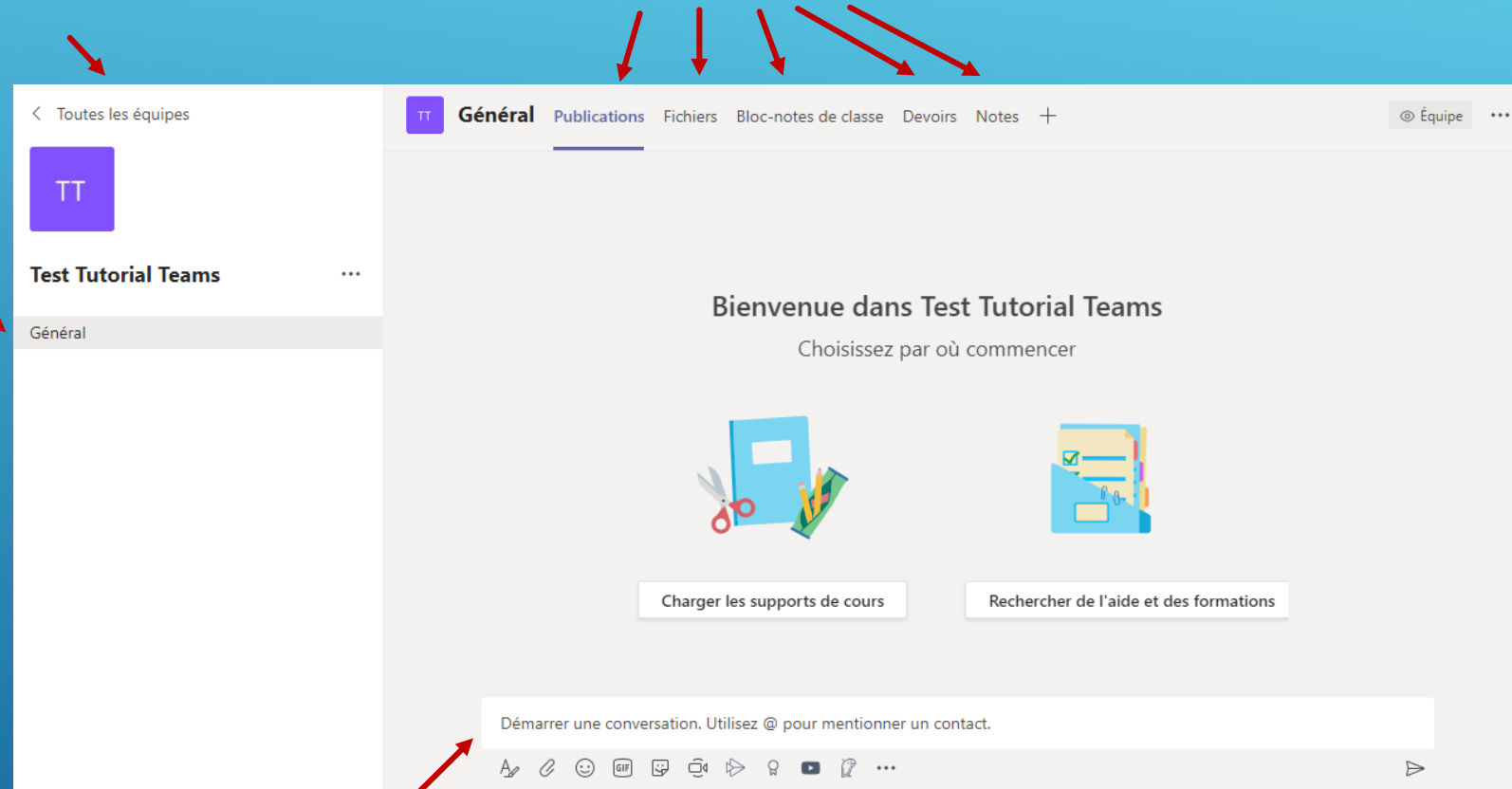


SMALL TOUR OF YOUR CLASS TEAM

To return to all your teams, click here.

At the top, the different tabs of the channel you are in.

On the left, the different channels of your team. At creation, she has only one, the "general" channel.

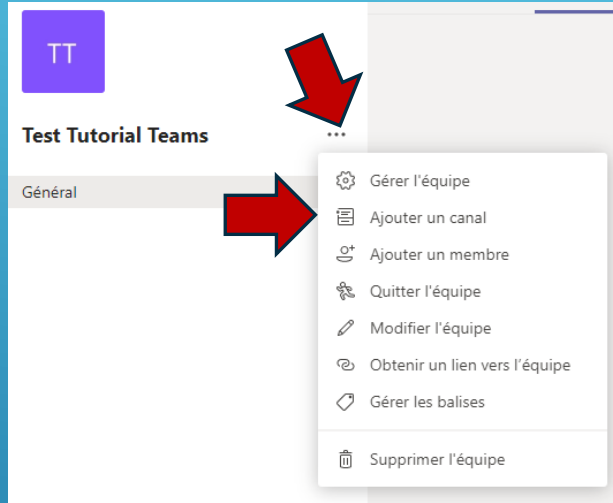


At the bottom, you can start a conversation, send files, make a videoconference...

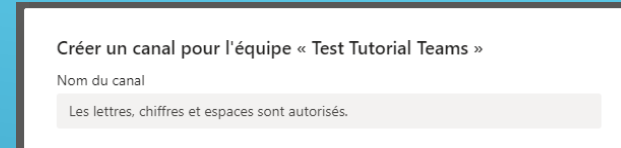
To send your message

ADD OR REMOVE CHANNELS

To organise your team, you can create channels for different subjects or themes, e.g. Maths, Challenges, Reading etc.

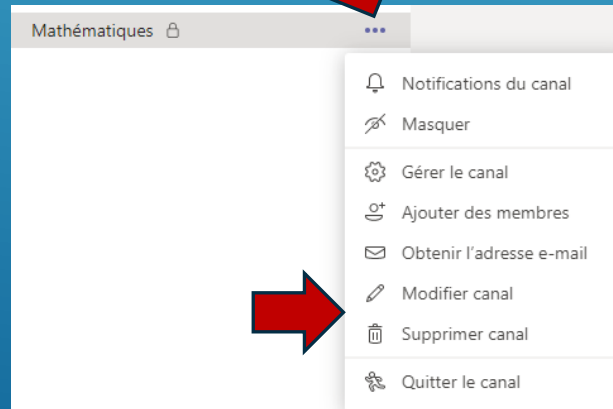


1. Click on the three dots to the right of the team name and select "add channel".

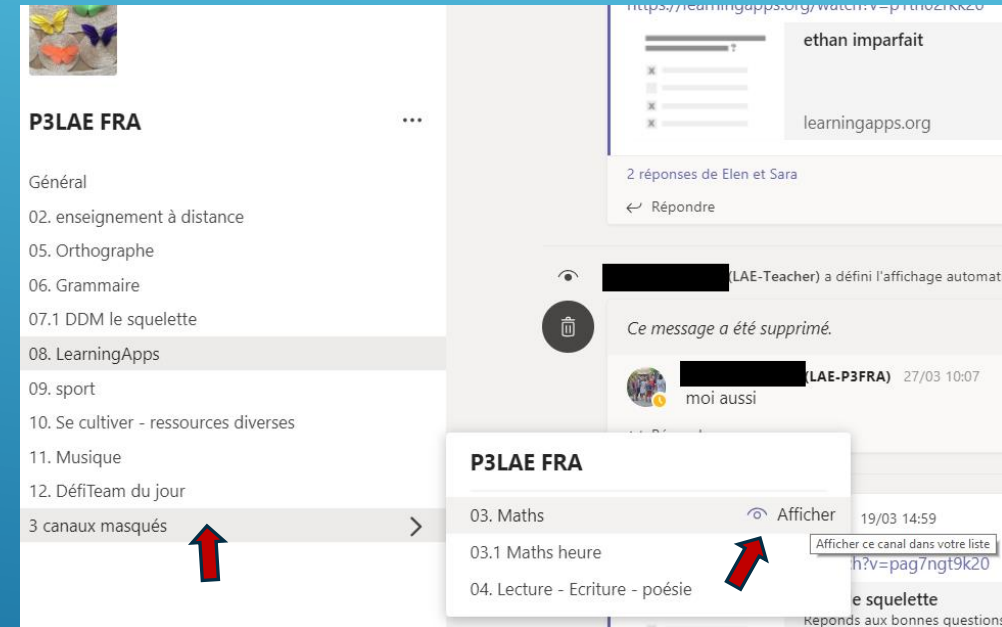


2. In the window that opens, choose a name for your channel.

To delete or change the name of a channel, click on the three dots to the right of the channel and select the option you want



If some channels do not appear, go to hidden channels and click show.

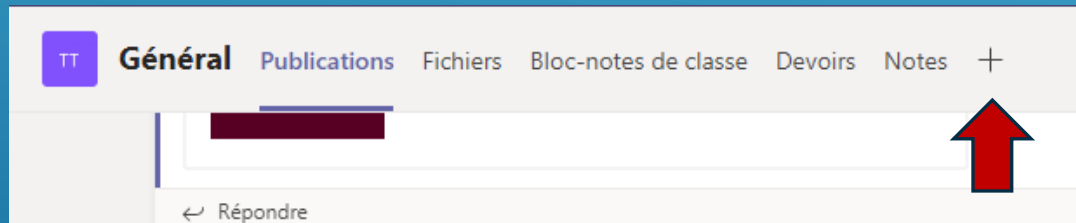
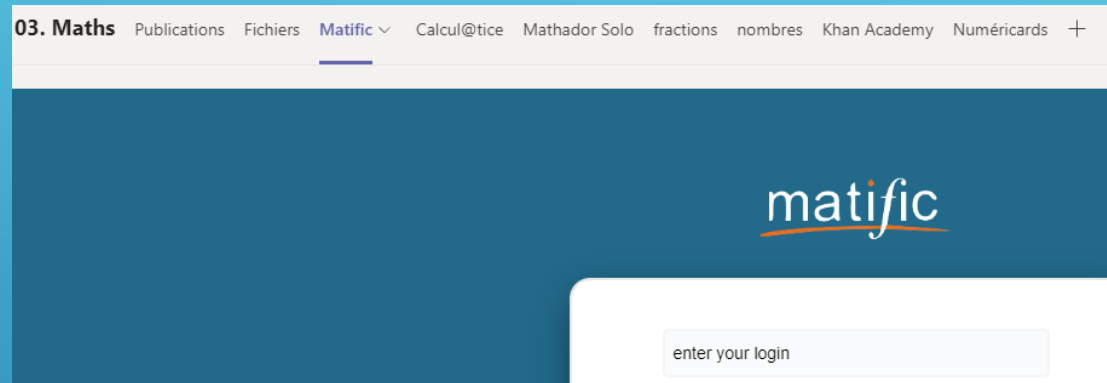


We advise you to name your channels by numbering them, which allows you to keep the order you wish to see appearing: 01. Math etc.

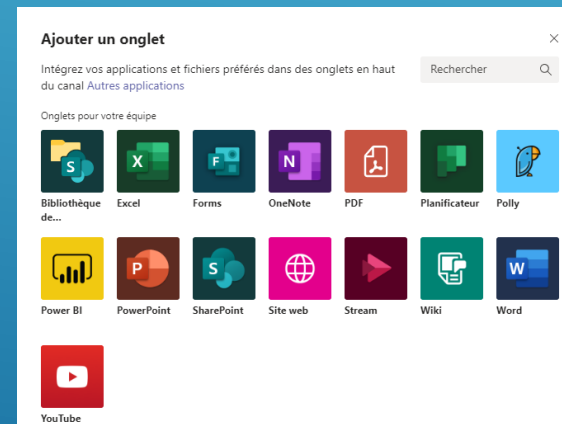
ADD OR REMOVE TABS IN CHANNELS (1)

Adding tabs on a channel page allows you to highlight links to applications, documents, videos... so that they are easily accessible by students.

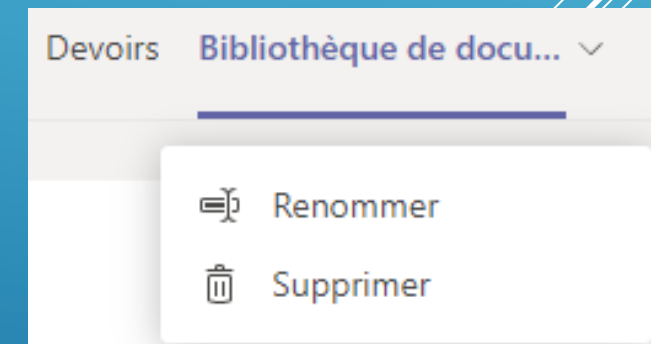
Example : here in maths, Matific links, calcul@tice, Mathador...



To add a tab in a channel, click the + at the end of the tabs at the top of the page.

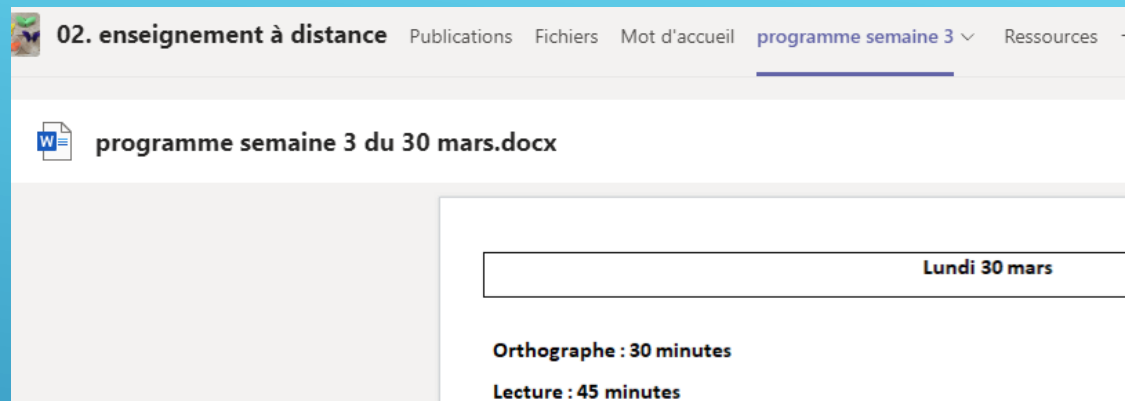


A window opens to allow you to choose the tab you wish to add



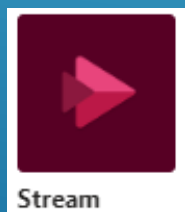
By right-clicking, you can rename or delete the tabs afterwards.

ADD OR REMOVE TABS IN CHANNELS (2)

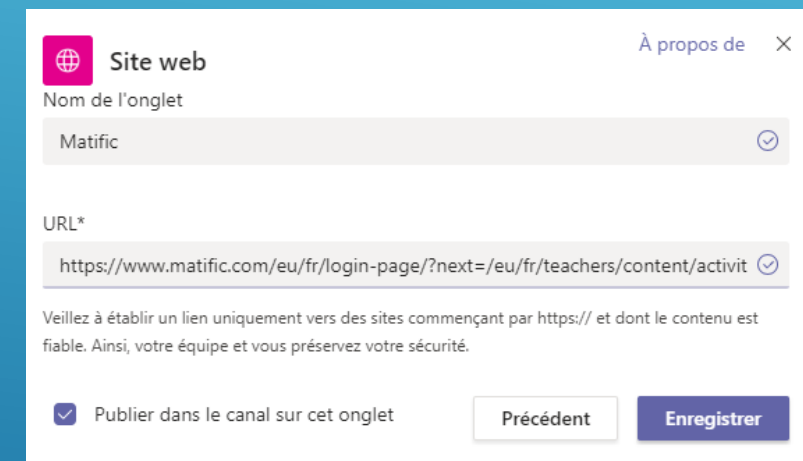
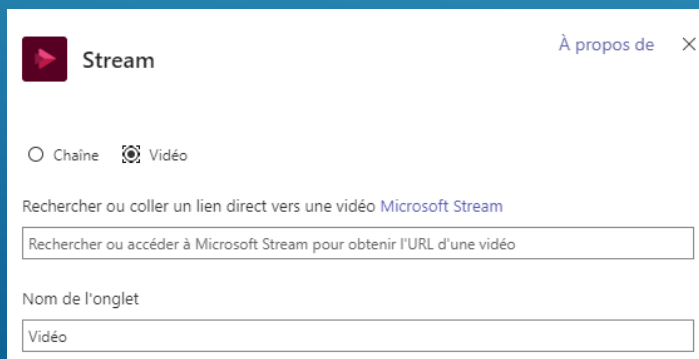


Example of the tabbed insertion of the work program for the week.

You can add an existing document that will be tabbed.



You have the possibility to add a tab to a video published on Youtube or Stream.



To add a website as a tab, like Matific for example, click on the website icon, enter the name of the website and paste its address.

CHANNEL CONVERSATIONS IN TEAMS

To discuss with the whole class, ask questions, give tasks to do, send links to resources etc., use the Teams tab and write your conversation at the bottom of the screen.

The screenshot displays the Microsoft Teams interface. On the left, a navigation pane shows various options: 'Activité', 'Conversation', 'Équipes', 'Devoirs', 'Calendrier', 'Appels', 'Fichiers', and 'Applications'. A red arrow points to the 'Équipes' icon. The main area shows a channel named '12. DéfiTeam du jour' with a search bar at the top. Below the channel name, there are tabs for 'Publications', 'Fichiers', and '+'. A post from '(LAE-Teacher)' is visible, titled 'Mercredi 2 avril : Faire un origami'. The post content includes the instruction 'Faites un origami et postez une photo.' and a link to a website. Below the post, there are replies and a text input field at the bottom with a red arrow pointing to it. The text input field contains the placeholder text 'Démarrer une conversation. Utilisez @ pour mentionner un contact.'

CHANNEL CONVERSATIONS IN TEAMS(2)

The main activity in Teams is conversation. The conversations in Teams can be :

- Announcements
- Teacher-student dialogues
- Dialogues between students

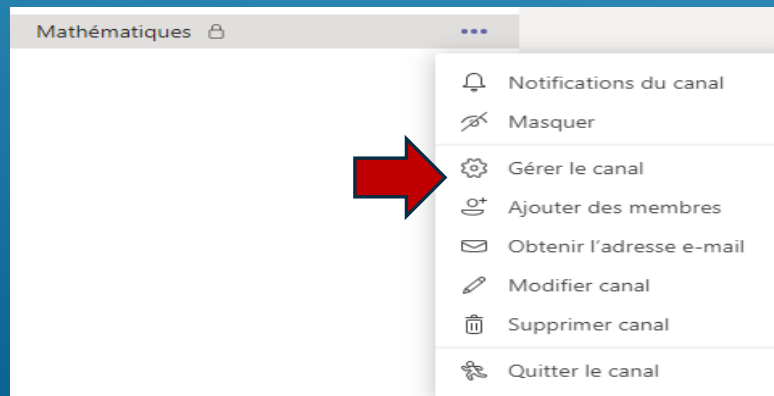


- Tasks that you assign to your students.

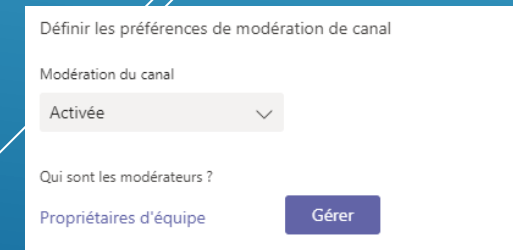


To keep conversations clear and well-organized, we recommend that you do not allow students to create conversations. They can only respond to a conversation or task. For conversations created by students, or their questions, you can keep the general channel.

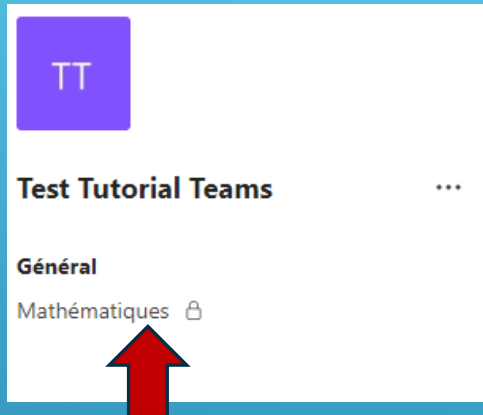
To do this, click on the three dots in front of each channel and then click on Manage Channel.



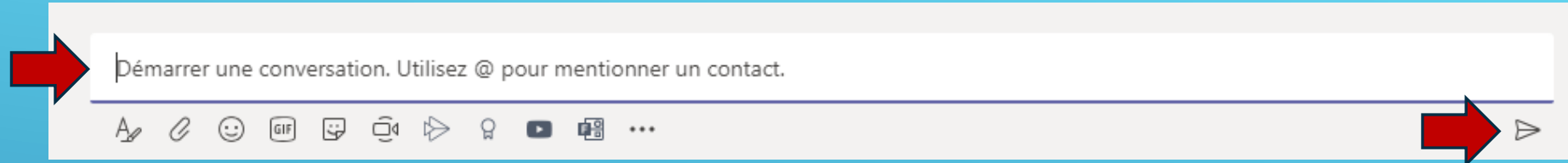
And then select Channel Moderation "On".



LAUNCH A CHANNEL CONVERSATION IN TEAMS(1)



Click in the channel in which you want to start a conversation



Start typing your message in the text window. Click on the arrow to send the message.

By clicking here you can access to a richer layout

By clicking here you can start a videoconference (see further).

By clicking here you can congratulate a student with a badge.



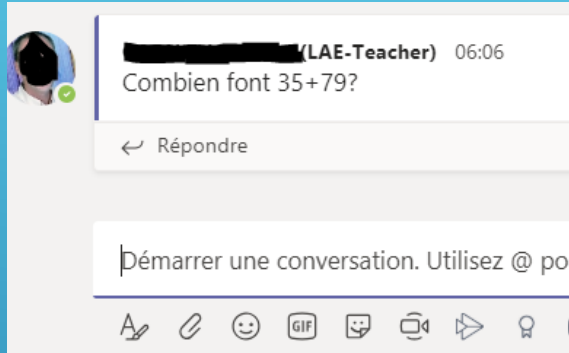
By clicking here you can attach a file to your message (word file, pdf, audio file, video...).

By clicking here you can insert a smiley face.

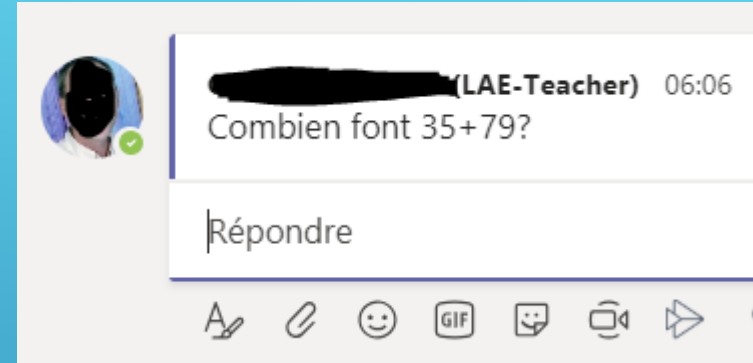
By clicking here you can insert a link to a Stream video

By clicking here you can insert a link to a Youtube video

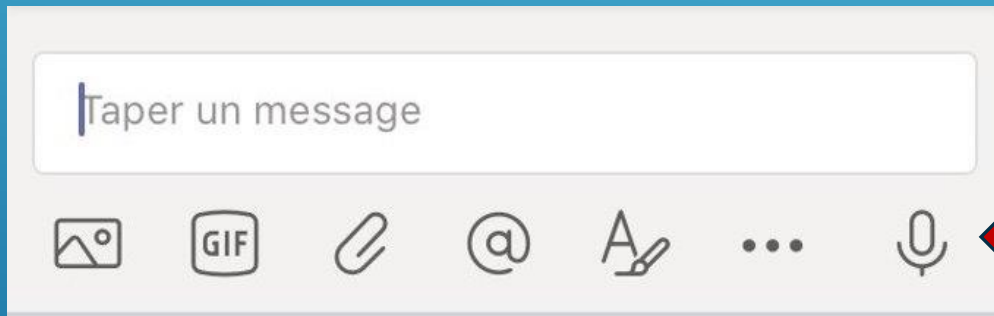
ANSWER A CHANNEL CONVERSATION IN TEAMS



To reply in a conversation, the student (or you) must click on reply, and not write in Start Conversation.



The same options are available to answer: attach a file, insert a smiley face...



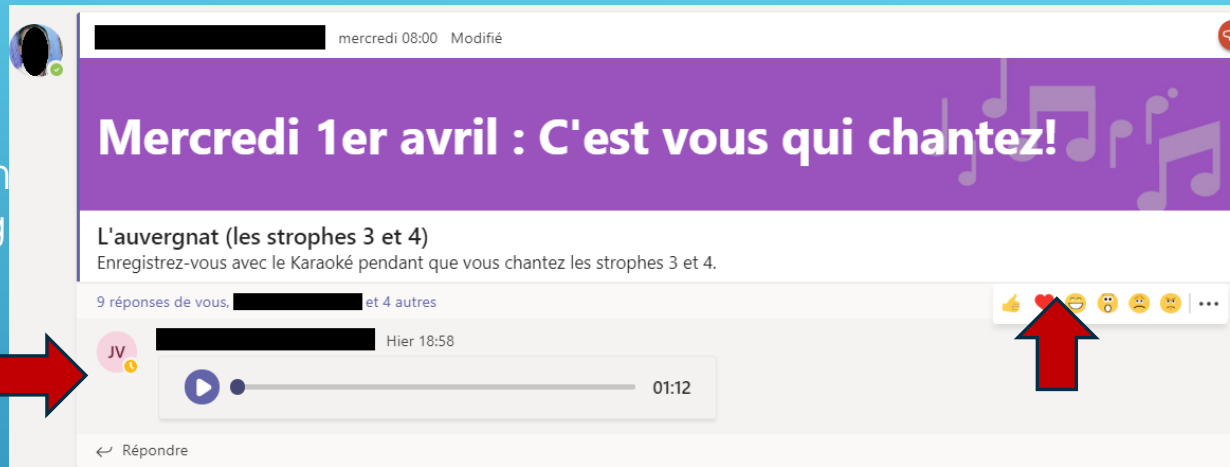
In the mobile application, you can record an audio message by clicking on the microphone icon. ⚠️ This essential function does not exist in the web and desktop application versions.



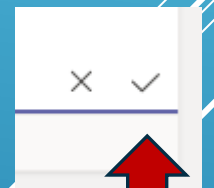
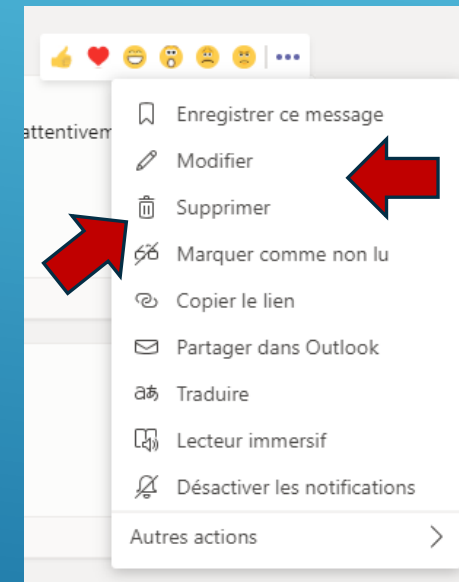
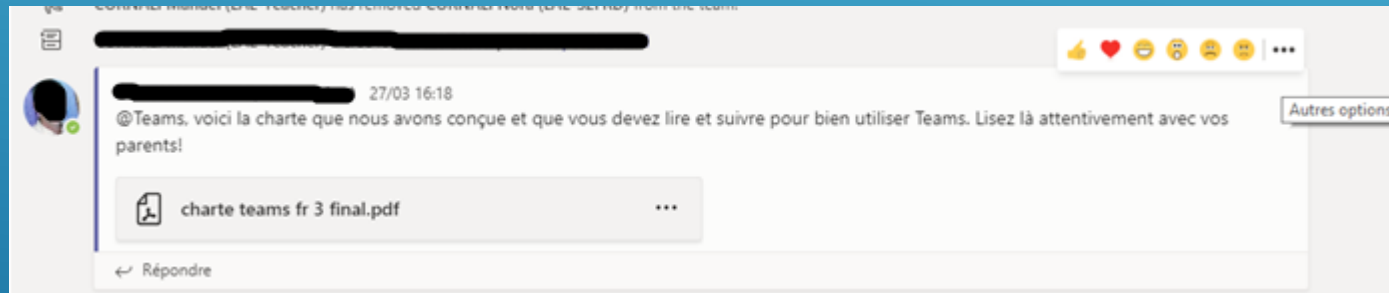
Students with written difficulties will find it easier to ask their question orally. Voice recordings develop students' oral skills. Voice recordings make the team dynamic. These recordings motivate the students, they love to listen to the recordings of their peers. The recordings are of course to be preferred in kindergarten. Written messages can be written with the student's parents, in dictation to the adult.

CHANNEL CONVERSATION OPTIONS IN TEAMS

You can make a comment to the student, congratulate him or her by clicking on reply.



As you move your mouse over a student's answer, you will see a small bar on the right. You can react to a student's message, for example, by congratulating them with a thumbs-up or a heart.



At the end of your editing, to validate it, click on the tick

For a student with reading difficulties, by clicking on Immersive Reader, he or she can hear the message being read.

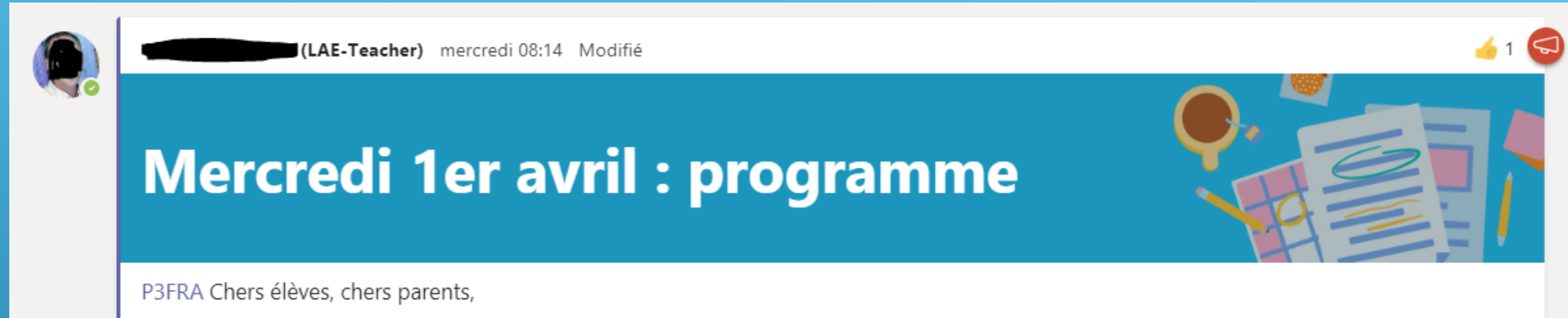


If you wish to correct, modify or delete your ad, click on the three dots on the bar (other options)

POST AN ANNOUNCEMENT (1)

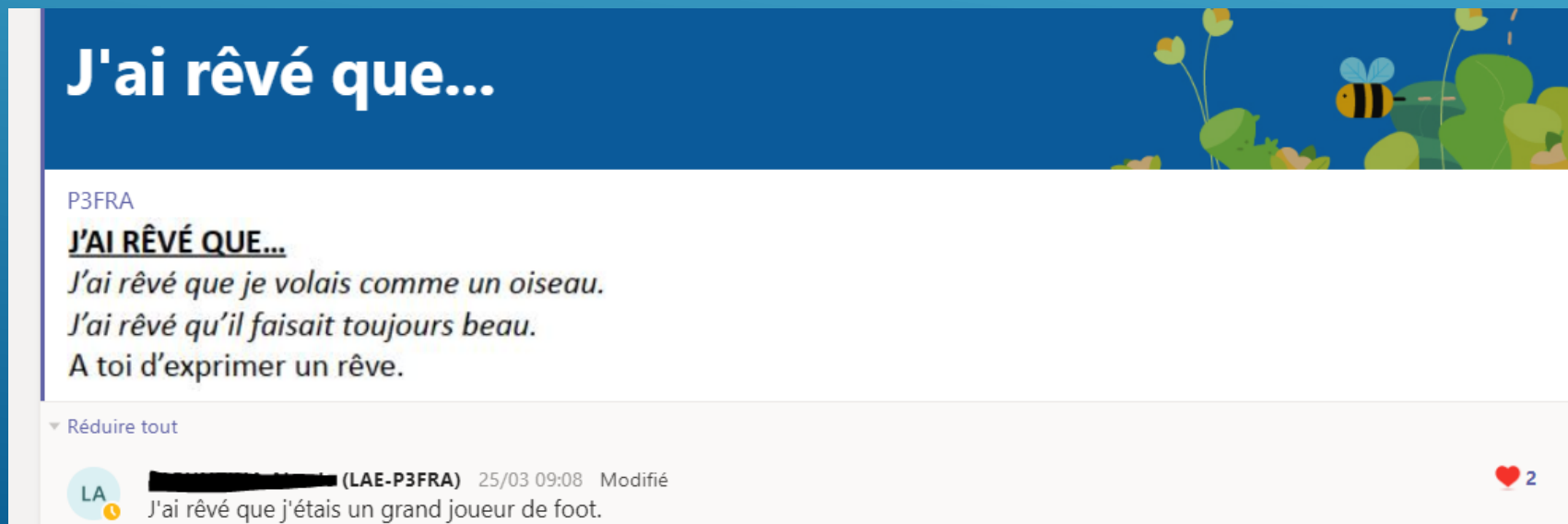
To make a conversation more visible, you can change it into an announcement.

An announcement can be the program of the day for example.



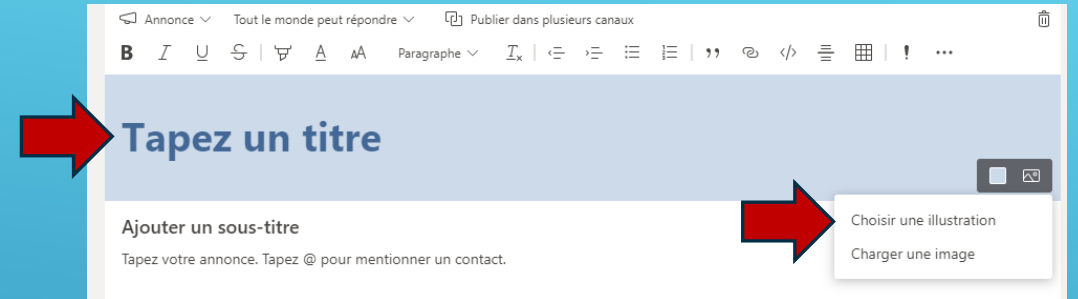
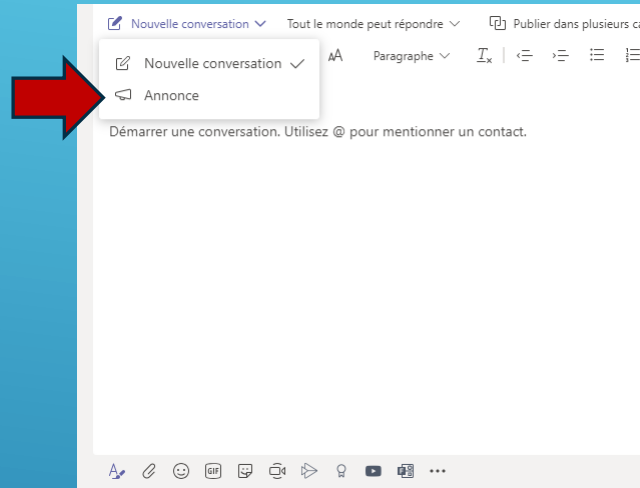
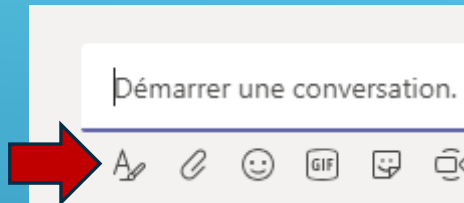
A screenshot of a Facebook announcement post. The post is from a user named "(LAE-Teacher)" and is dated "mercredi 08:14". The post content is a blue banner with the text "Mercredi 1er avril : programme" and an illustration of school supplies like a coffee cup, papers, and a pencil. Below the banner, the text "P3FRA Chers élèves, chers parents," is visible. The post has 1 like and a notification bell icon.

Une annonce peut être une tâche demandée aux élèves.



A screenshot of a Facebook announcement post. The post is from a user named "(LAE-P3FRA)" and is dated "25/03 09:08". The post content is a blue banner with the text "J'ai rêvé que..." and an illustration of a bee and flowers. Below the banner, the text "P3FRA" is visible, followed by the title "J'AI RÊVÉ QUE..." and the text "J'ai rêvé que je volais comme un oiseau. J'ai rêvé qu'il faisait toujours beau. A toi d'exprimer un rêve." Below the text, there is a "Réduire tout" button. The post has 2 likes.

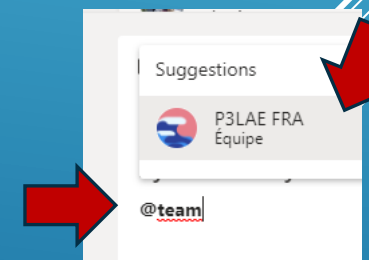
POST AN ANNOUNCEMENT (2)



To change the background image of the banner, click on choose an illustration.

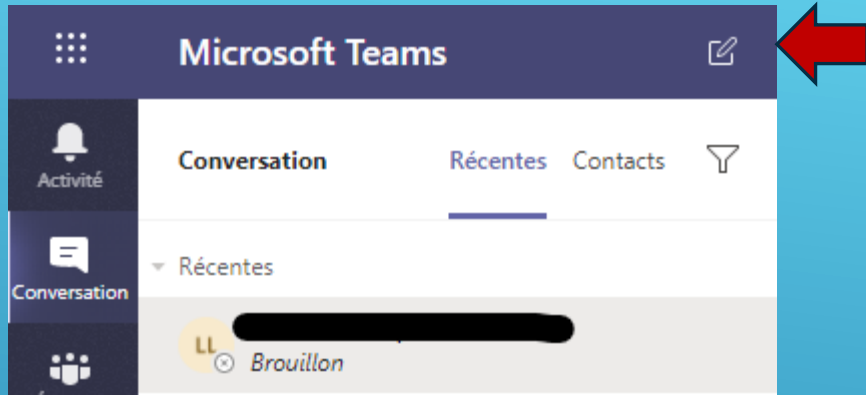


In the text of the announcement, use the @ sign to mention a specific person but also to mention the whole team and make sure that members receive notification of this message. If you have added the parents as guests of your team, they will receive an email if you mention the team. Be careful not to mention too often!

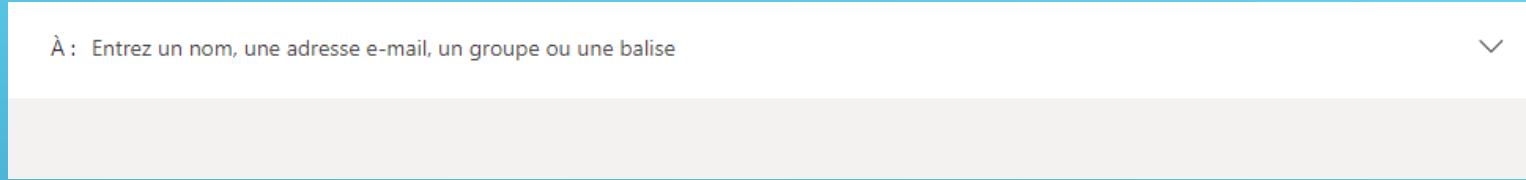


Click on the name of your team as it appears.

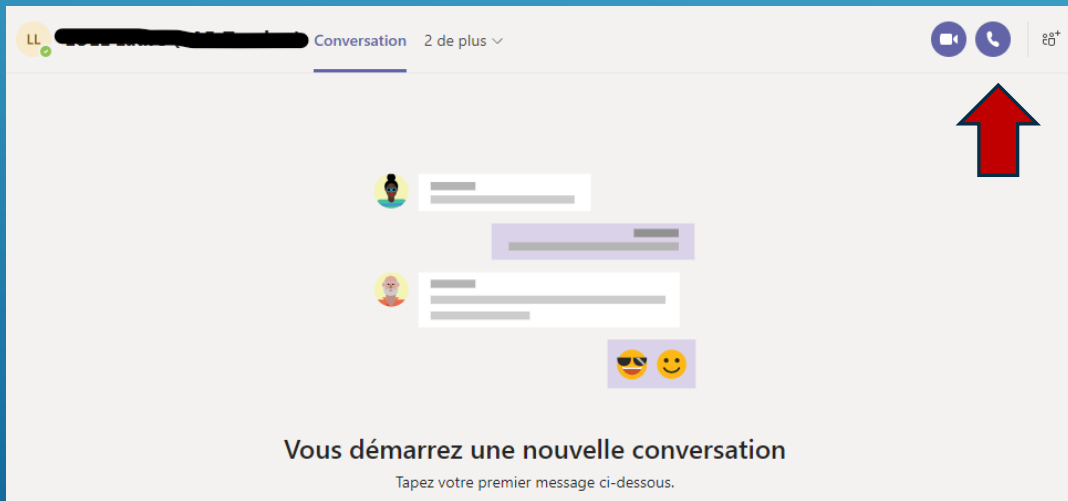
PRIVATE CHATS AND CALLS



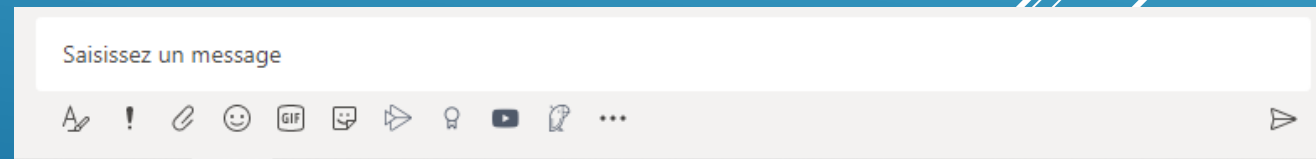
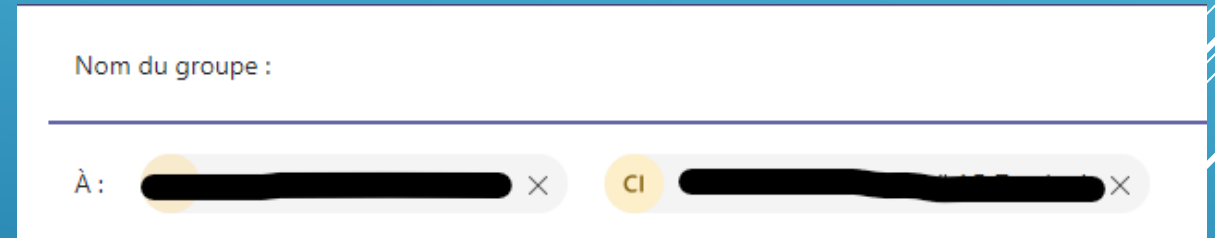
To start a private chat, in the " Chat " tab, click on the new message icon.



Type the name of the person or group you want to communicate with. If you write the names of several contacts in a row, you can give a name to the created group.



To make an audio or video call, click on the phone or camera.



The message action bar is the same as for channel conversations.

SHARE FILES(1)

You can share your work program and the necessary files. All team members have access to it and can add their files.

In each channel, you have a Files tab. You have the choice to share your folders and files in the same channel or to put your files in different channels.

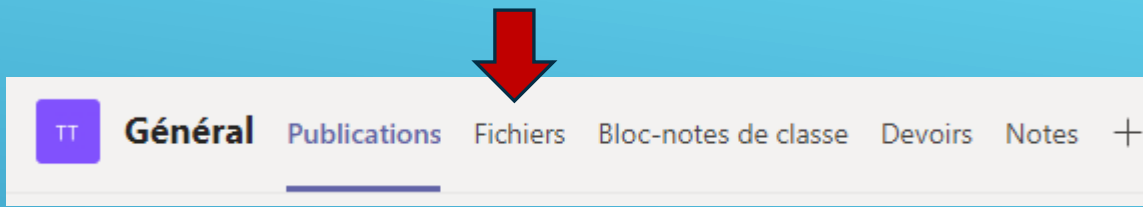
Nom	Modifié	Modifié par
Docs divers	Il y a environ une h...	
3. semaine 3 du 30 mars	27 mars	
2. semaine 2 du 23 mars	20 mars	
1. semaine 1 du 16 mars	19 mars	
manuels scannés	19 mars	
Story board pour capsules.pdf	19 mars	
enseignement à distance.docx	19 mars	

Here all the files are grouped together in a "distance learning" channel.

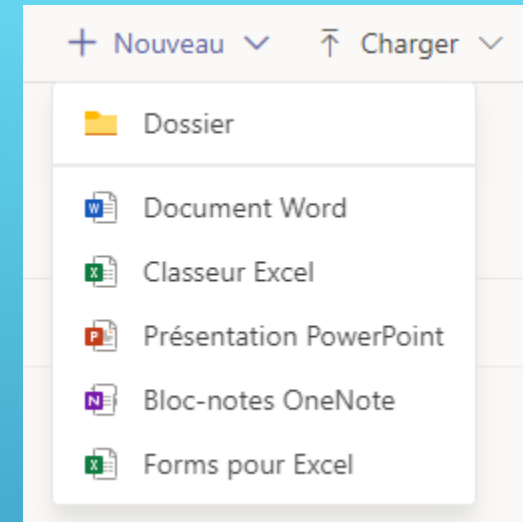
Entering the folder 1. week 1 of March 16, we see an example of file organization.

Nom	Modifié	Modifié par
1. lundi 16 mars	19 mars	
2. mardi 17 mars	19 mars	
3. mercredi 18 mars	19 mars	
4. jeudi 19 mars	19 mars	
5. vendredi 20 mars	19 mars	
programme semaine 1 du 16 mars.pdf	19 mars	
programme semaine 1 du 16 mars.docx	19 mars	
Programme_touslesdocs.pdf	19 mars	
Tous les docs semaine 1.pdf	19 mars	

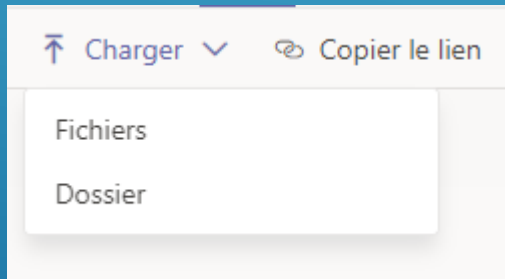
SHARE FILES(2)



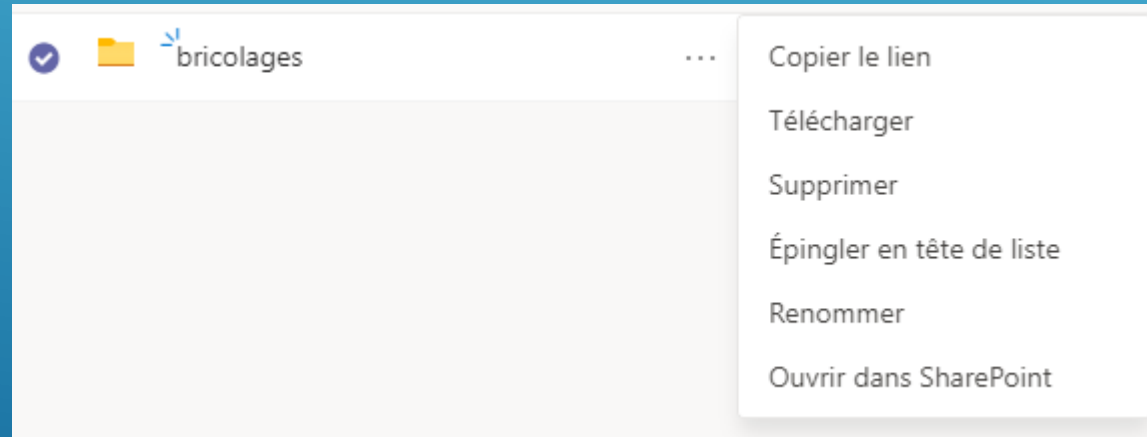
To upload files, first click on Files.



By clicking on "new" you can create a document or a new folder.

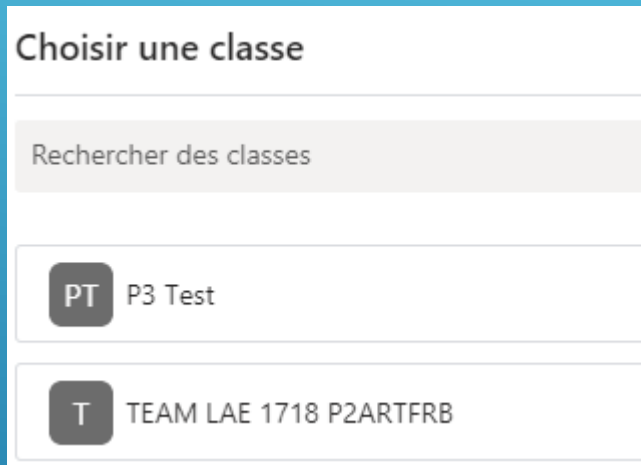
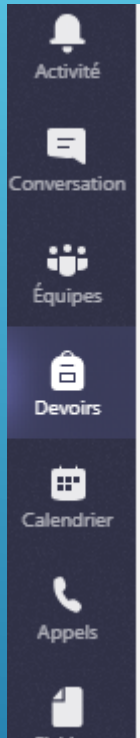


By clicking on "upload" you can upload files or folders.

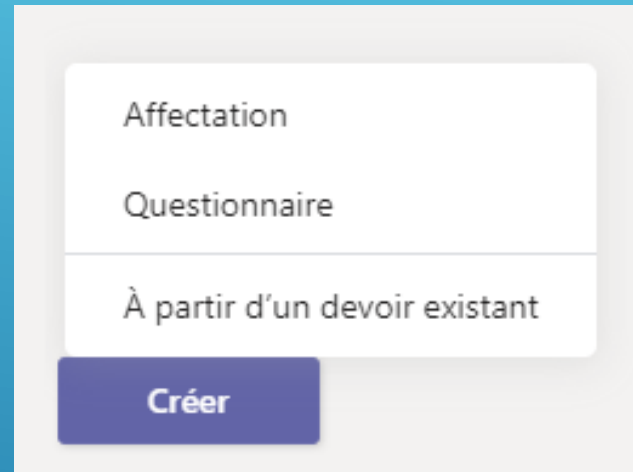


If you click on the 3 dots next to the name of a folder or file you can access the possible actions for this item. For example, you can copy the link of this item and paste it in a message to your team members to get their attention.

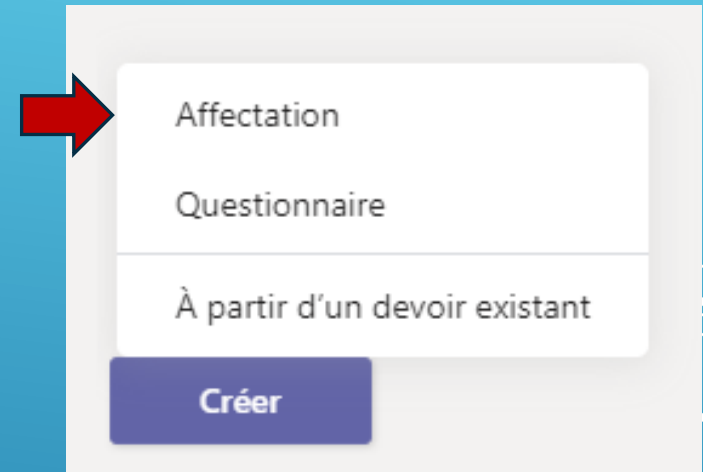
GIVE AN ASSIGNMENT (1)



Choose your class.



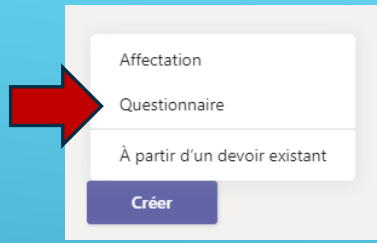
Click on create: you will then have the choice between 3 options.



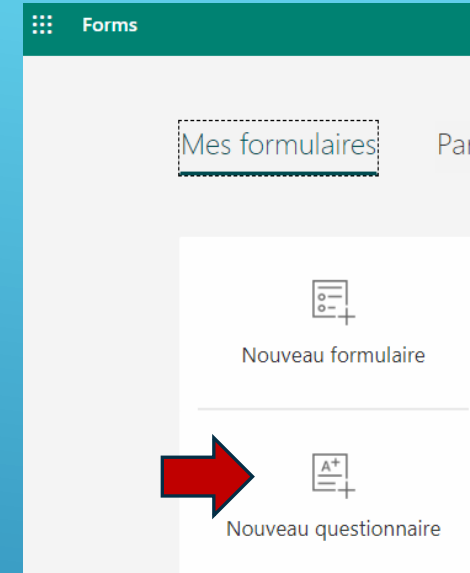
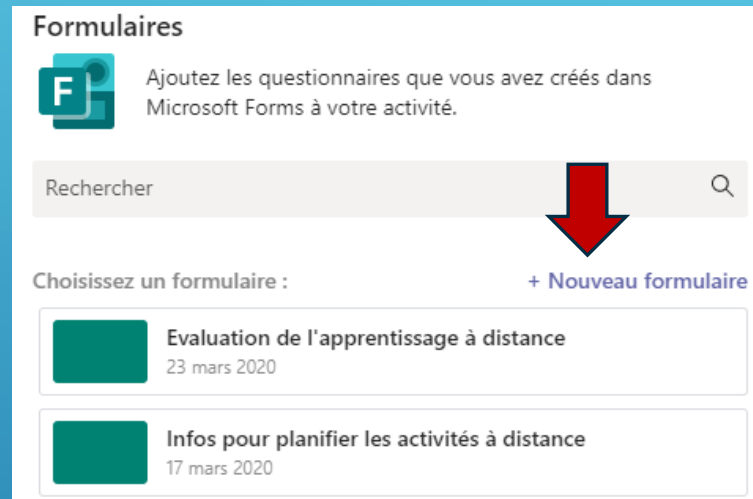
Clicking on "Assignment" will directly open the assignment distribution window.

To give your students an assignment, go to the Assignments section.

GIVE AN ASSIGNMENT(2) : THE QUIZ OPTION

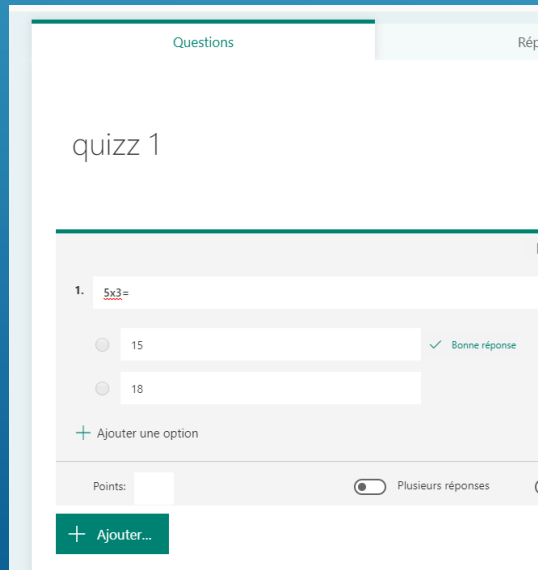


1. Clicking on Forms takes you to the Forms application. You can load a form that you have already created or you can create a form now. To create a questionnaire, click on "New Form". You will be redirected to Forms.

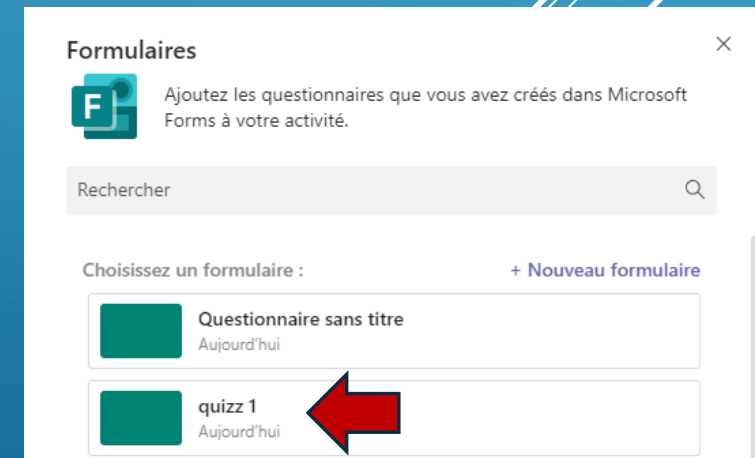


2. Click on New Form.

3. Create your form, it registers itself. Close Forms.

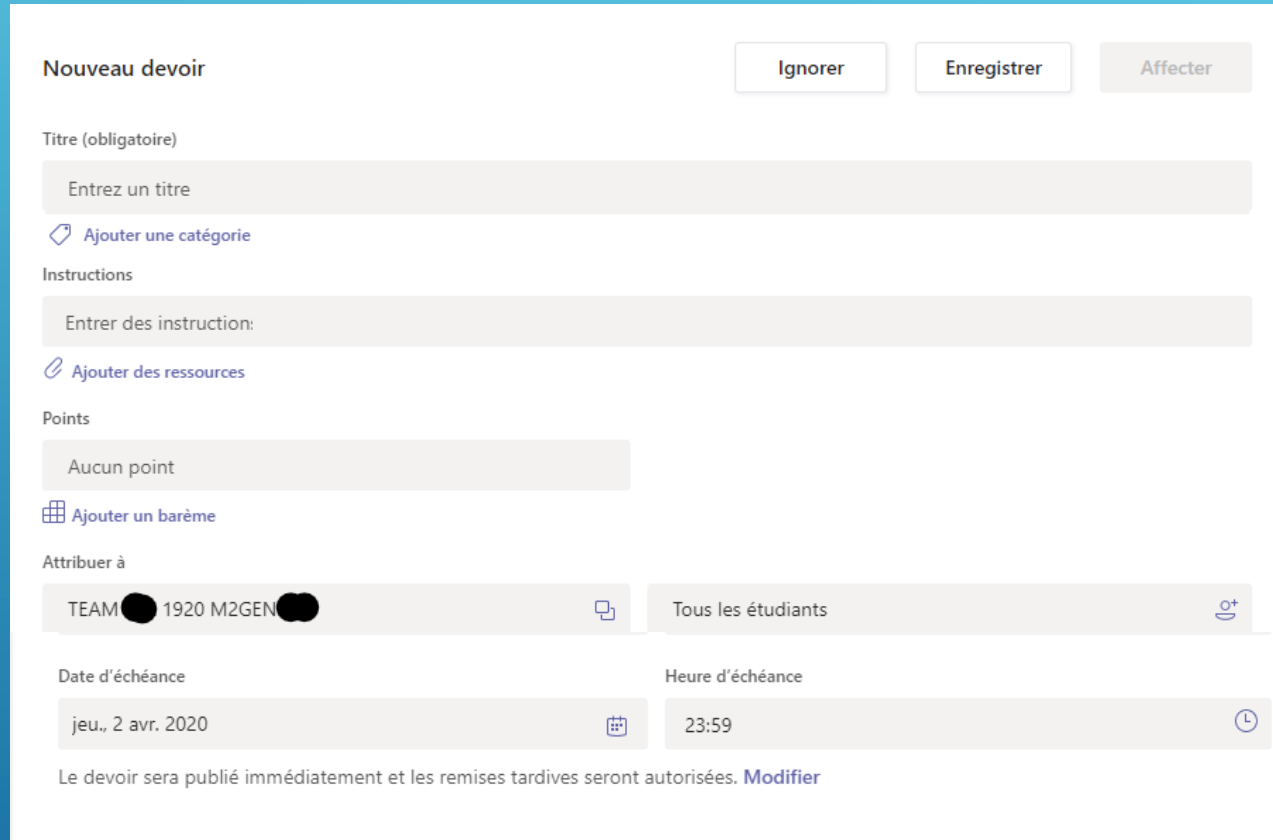


4. Go back to Teams and start creating a form again and choose the one you just created.



GIVE AN ASSIGNMENT (3)

Whichever option you choose to create your assignment, you will then be taken to the assignment distribution page..



Nouveau devoir Ignorer Enregistrer Affecter

Titre (obligatoire)
Entrez un titre

[Ajouter une catégorie](#)

Instructions
Entrez des instruction:

[Ajouter des ressources](#)

Points
Aucun point

[Ajouter un barème](#)

Attribuer à
TEAM 1920 M2GEN + Tous les étudiants +

Date d'échéance: jeu., 2 avr. 2020 + Heure d'échéance: 23:59 +

Le devoir sera publié immédiatement et les remises tardives seront autorisées. [Modifier](#)

Give a title and instructions for your assignment. When you are finished, click Assign.


You can decide who to give this assignment to (the whole class or part of it). Finally, you must give a due date and time for the assignment to be handed in. By default, the option "Allow late submissions" is enabled but you can change it.

GIVE AN ASSIGNMENT(4)

Nouveau devoir


Titre (obligatoire)

Entrez un titre

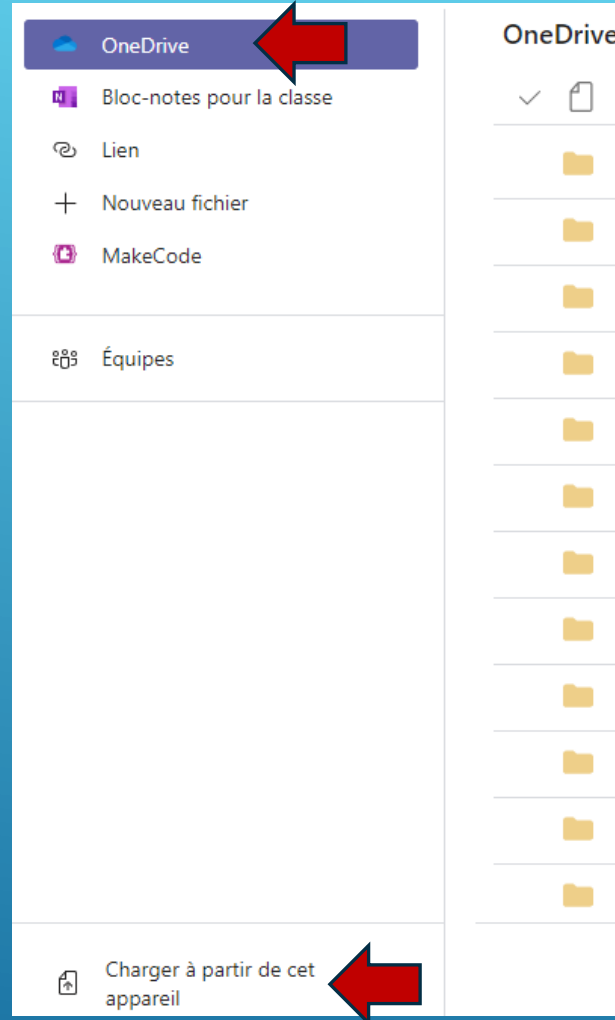
 Ajouter une catégorie

Instructions

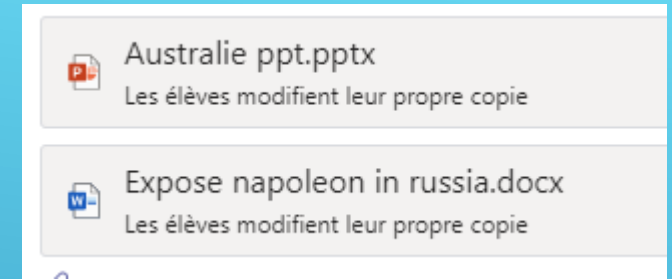
Entrez des instruction:

 Ajouter des ressources

You can attach one or more files to your assignment (a sheet to fill in for example). To do this, click Add Resources.




You can insert a file from your OneDrive or browse for it on your hard drive.



The default edit option means that each student will receive the document (word for example) and will be able to write in it. You will then be able to view the assignments of all students.

MANAGING ASSIGNMENTS(1)

À venir 

> Brouillons

▼ Attribuée (1)


test 1/14 remis
















Échéance demain à 23:59

> Notée

Créer

When you click Assigned, you will see the assignments assigned, the students who handed in the assignments and the students who did not hand in the assignments.

À noter (14) Notés (0) Recherchez parmi les ét... 

<input type="checkbox"/>	Nom ▼	État ▼	Commentaires	/ 10
<input type="checkbox"/>	 ██████████	 Non remis		<input type="text"/>
<input type="checkbox"/>	 ██████████	 Non remis		<input type="text"/>
<input type="checkbox"/>	 ██████████	 Non remis		<input type="text"/>
<input type="checkbox"/>	 ██████████	 Non remis		<input type="text"/>
<input type="checkbox"/>	 ██████████	 Remis		<input type="text"/>

When you click on an assignment, you have a view of the names of the students who received the assignment with the indication handed in or not handed in.

MANAGING ASSIGNMENTS(2)

Word

Accessibility Mode Immersive Reader Edit Document Print

On the seventh of July 1807 Napoleon and the Russian emperor, Alexander, signed an alliance. Russia acceded to the continental blockade. Alexander Promised to go to war against the United Kingdom if it did not negotiate peace before the first of November. But, in 1810, Alexander broke the continental blockade, which led to the Franco-Russian war and the Russian campaign.

Are you sure about that?

In the spring of 1812, Napoleon assembled an army of 600,000 men; half of whom came from the vassal countries (Poland, all German kingdom, Italy, Swiss, Dutch, Croat, Spanish and Portuguese). The Russians called it the army of the twenty nations. Napoleon tries to surround the two Russian armies but fails.

Travail des étudiants
Remis le 1 avril 2020 à 22:43
Afficher l'historique

Expose napoleon in russ ...
Australie ppt.pptx ...

Commentaires
Bon travail

Points
9 / 10

3. By clicking on the arrow, you can switch from one assignment to another very easily.

Travail des étudiants
Remis le 1 avril 2020 à 23:38
Afficher l'historique

Expose napoleon in russ ...
Australie ppt.pptx ...

Commentaires
revois le paragraphe 2 de l'exposé

Points
/ 10

Retourner

2. When you have finished correcting an assignment, do not forget to click Return.

1. When you click on a student's name, you have access to his or her work. You can make a comment. If you have asked for an editable file (such as a word file), you can directly write to it by clicking on Edit Document and Edit in Browser. You can add comments at different places in the document, highlight, correct etc.

Edit Document Print Find

Edit in Desktop App
Use the full functionality of Microsoft Word.

Edit in Browser
Make quick changes right here using Word.

Comments

test 7
Échéance demain à 23:59

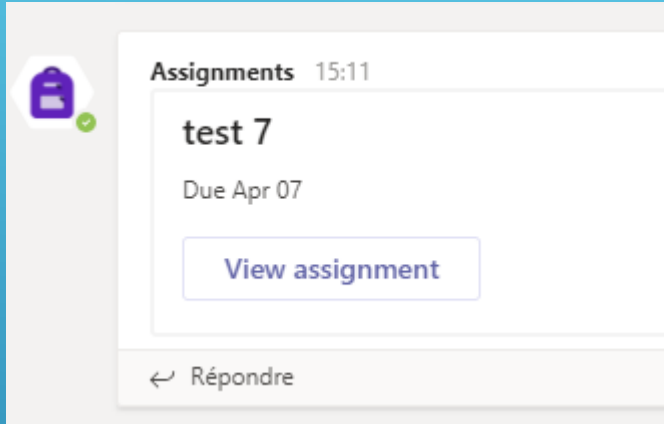
À noter (1) Notés (1)

	Nom
<input type="checkbox"/>	
<input checked="" type="checkbox"/>	CK [redacted]

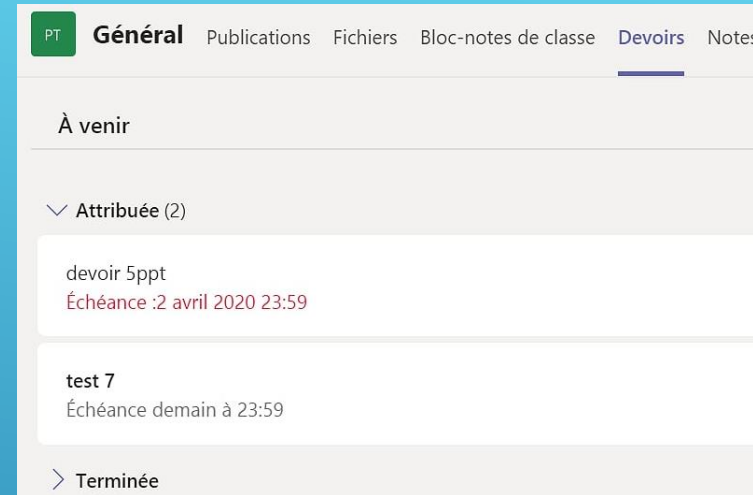
4. The assignment is now in the Graded tab.

HOW STUDENTS COMPLETE AN ASSIGNMENT

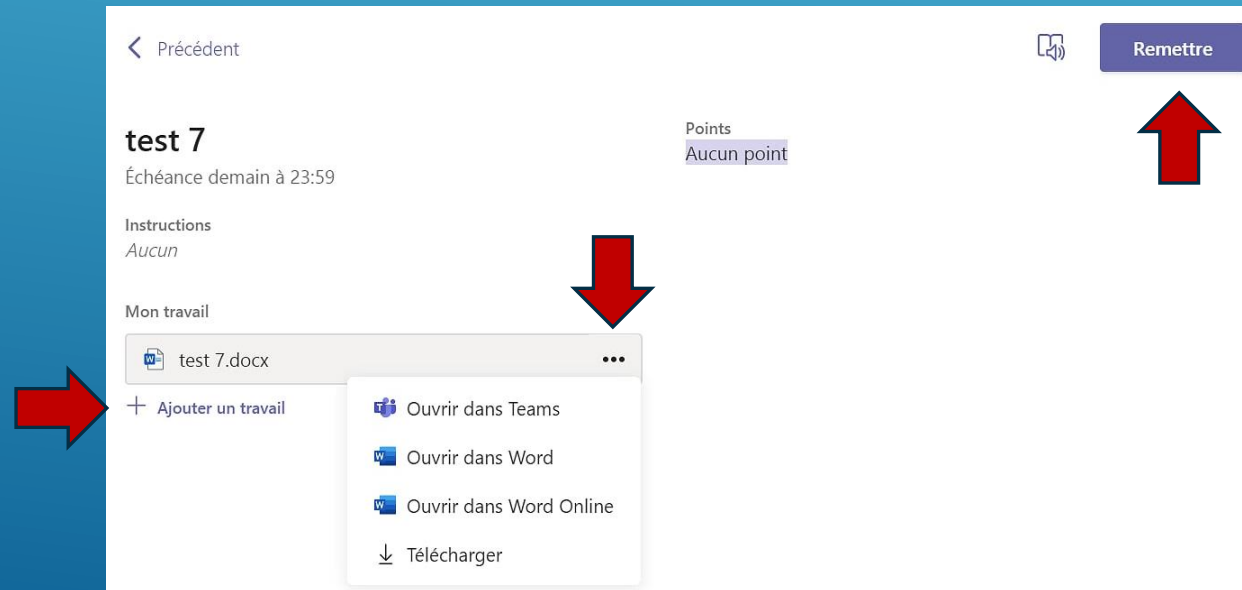
Students receive an Assignment and click on it.



In the Assignments tab of the General channel, they can also access their assignments.



They can click on Add a job if they are directly rendering a file (a photo of their work for example) or click on the colon and Open in Word Online if they need to fill in a word file. Then, don't forget to click Hand in.



AIMS OF THE VIDEOCONFERENCE

A videoconference can allow you to :

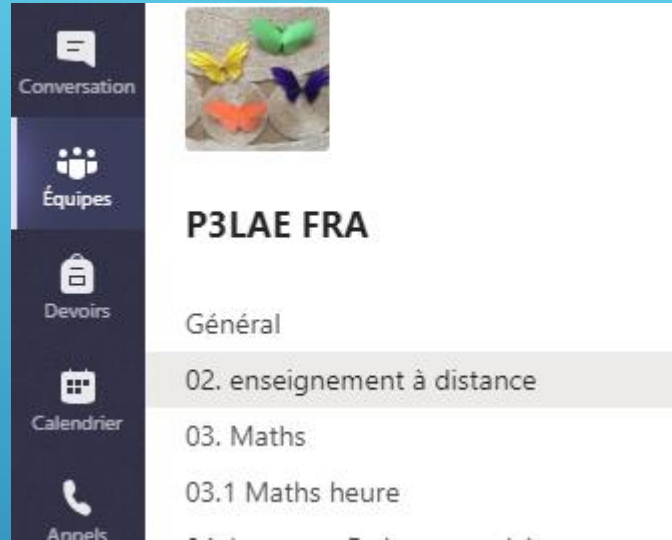
- make contact with several/all students together
- keep up the class dynamic
- present the objectives of the day to the students
- address a learning point that requires your help
- make a collective correction in a small group if necessary

During this videoconference, you may need to share your screen with the students for :

- show the contents of a word file, PowerPoint..., the program of the day for example...
- show a website, a video
- make a synchronous presentation using a virtual board or write to a word file
- give control of the screen to a student to do an exercise or manipulation
- Taking control of a student's screen to correct it

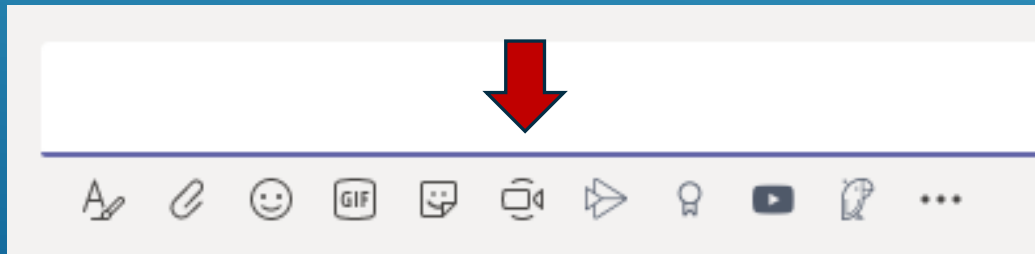
MAKE A VIDEOCONFERENCE(1)

If you decide to start a videoconference without having scheduled it, click on Teams and on the channel in which you want the videoconference to take place.

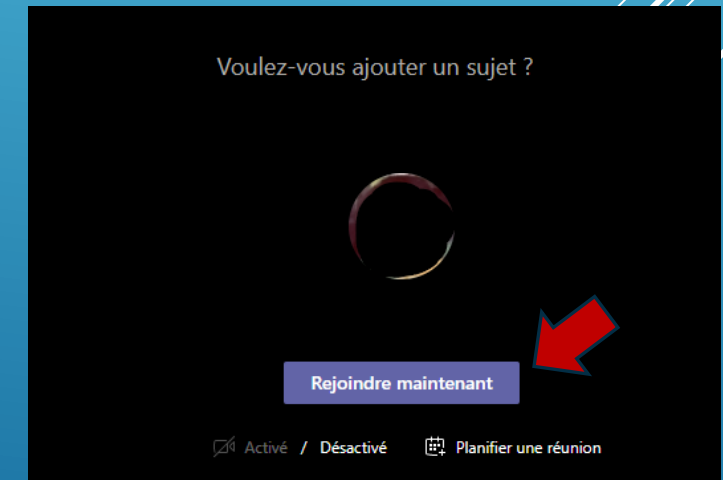


Good to know: You can connect with the whole class, but you will only see 4 students at a time. Each time a pupil speaks, he or she appears on the screen. If the connection is bad, ask all participants to deactivate their cameras.

In the publication bar, click on the camera below the space to start a new conversation.

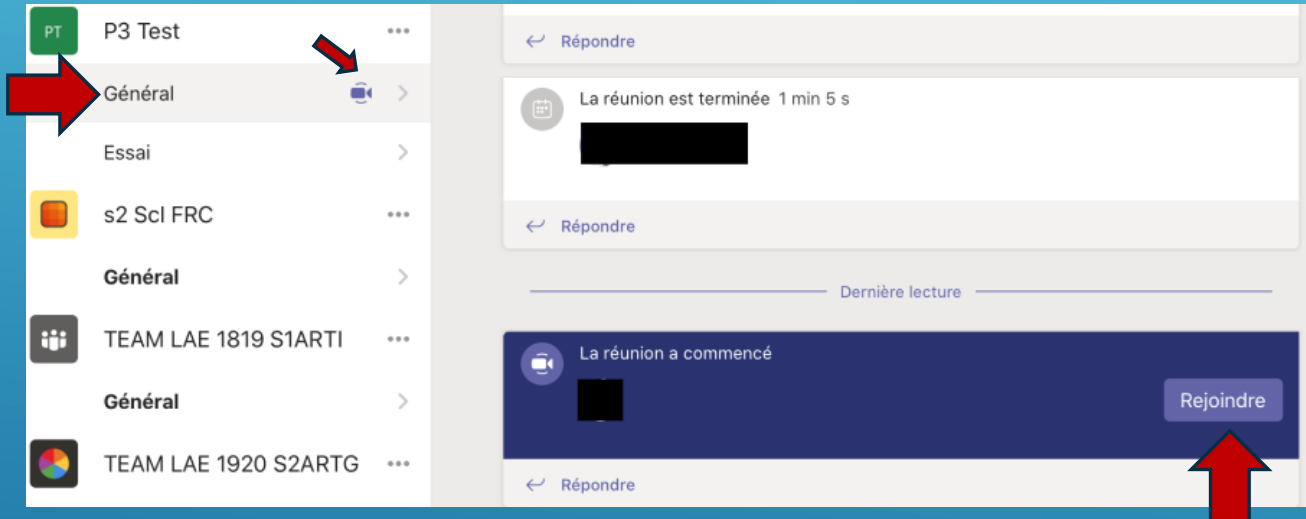


In the window that opens, choose "join now" to start a videoconference immediately.

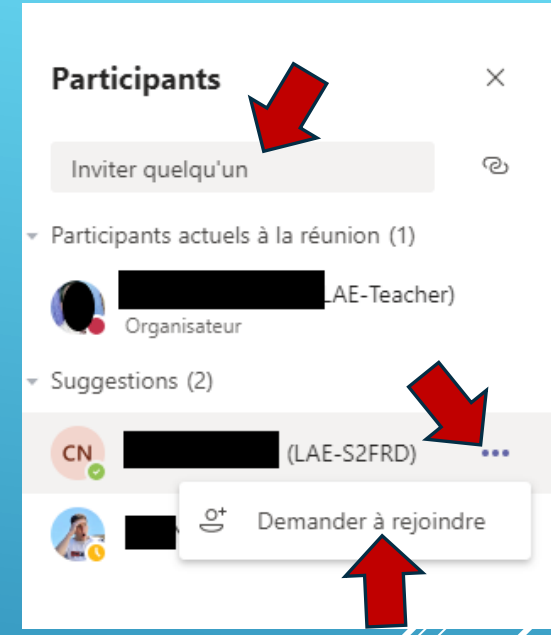


MAKE A VIDEOCONFERENCE (2)

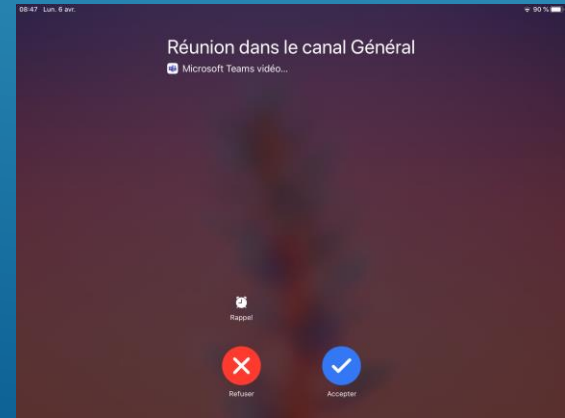
1. You must tell your students to go to the appropriate channel and click join. Be careful, they do not receive a call. A small camera indicates that a meeting is in progress.



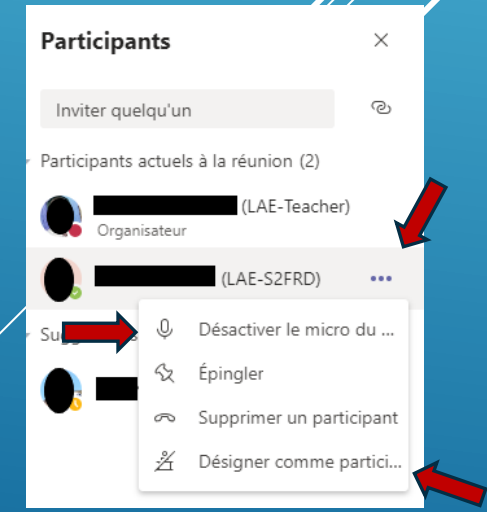
2. If students do not log in, you can invite them to log in by clicking on the colon to the right of their name and then click on Ask to join or by writing their name in Invite someone..



3. They will then receive a call.

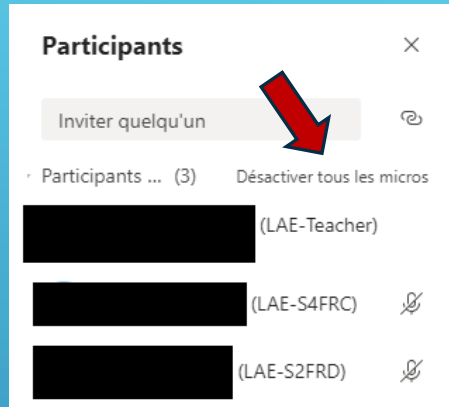


When a student participates, you can disable his or her microphone, or designate him or her as a participant if you don't want them to be able to "play" with other people's microphones.



MAKE A VIDEOCONFERENCE(3)

You can also mute the microphones of all students at the same time. However, they can reactivate their mics themselves.



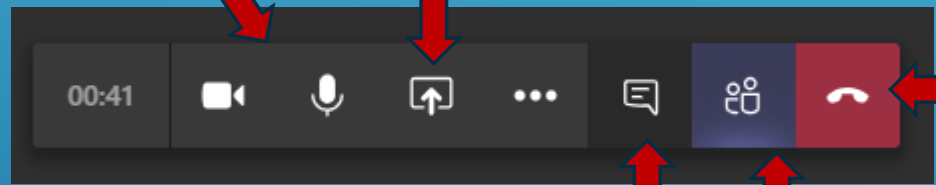
At the end of the meeting, ask your students to hang up. The meeting can only end if all students have hung up.

This is the video conferencing control bar

Enable / disable video, sound

Share/Stop screen sharing

Picking up /Hanging up a conversation



Enable chat

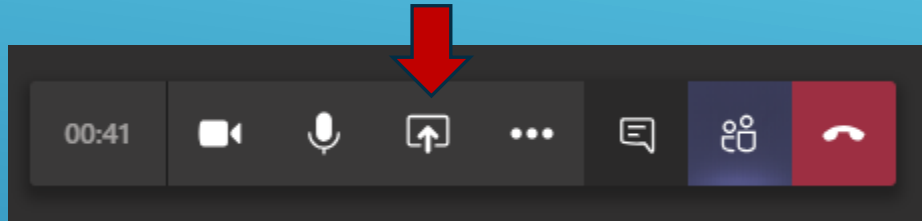
See students in attendance



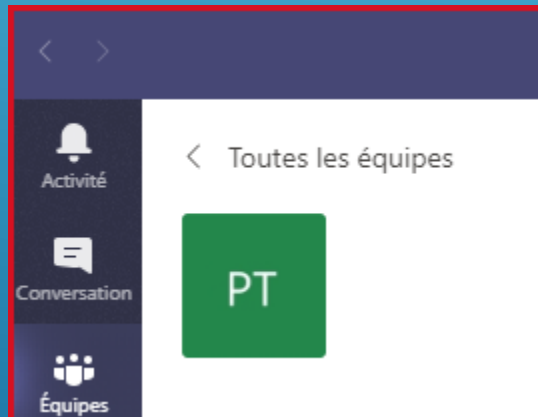
It is important to enforce rules in order to have possible communication, especially with large groups. Turn off the microphones and tell students to request to speak by saying her name, for example, "Nora, can I speak? ». For older students, ask them to ask a question in the chat room.

SHARE YOUR SCREEN(1)

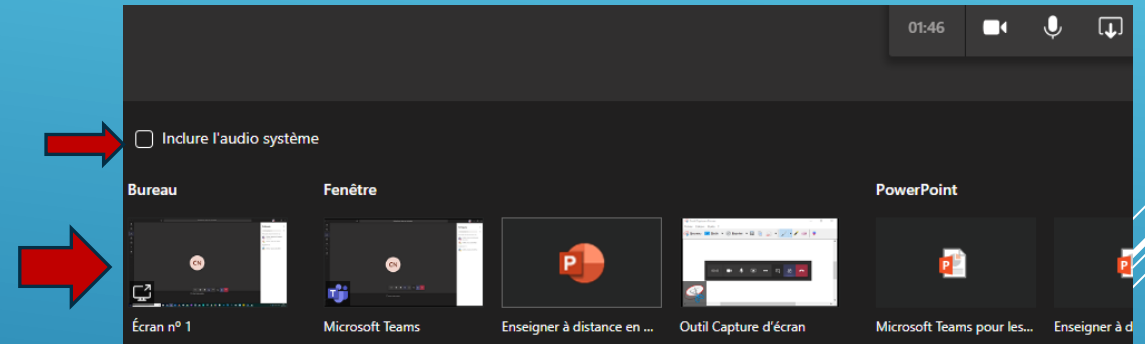
In a videoconference or during a call to a student, you can share your screen with other participants.



What is shared appears surrounded by a red frame.



We advise you to share your desktop by clicking on Desktop (screen 1). Then you will navigate between your different pages and the students will see everything you see.



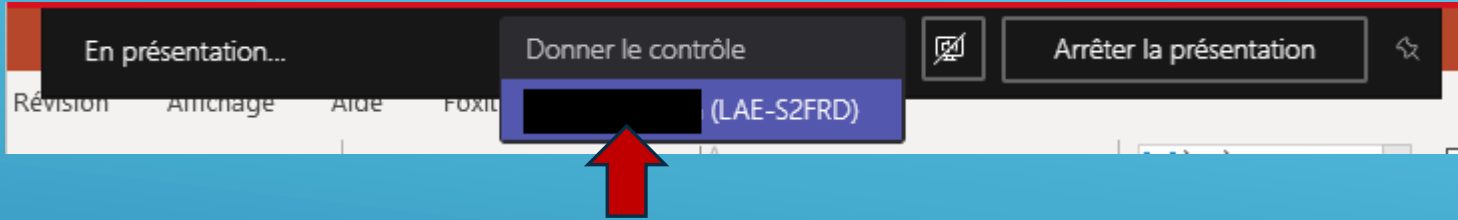
If you want students to hear what appears on your screen (the sound of a video, for example), you must click Include System Audio.



You can show your Team to explain how it works, or to show challenges in class, show and congratulate a student for their work...

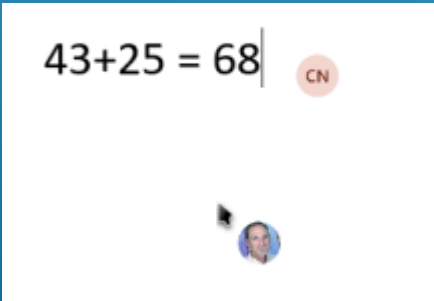
SHARE YOUR SCREEN(2)

To make the presentation bar appear, place your mouse at the top of your screen and it will appear.

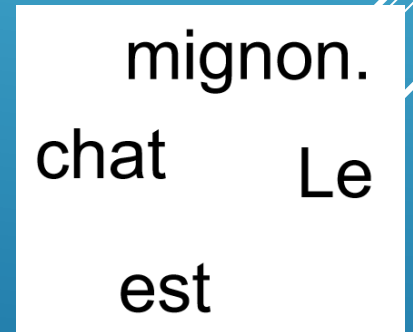


To give control to a student, click on give control and choose the student's name.

In SmartNotebook the student can move words, underline etc...Sample Exercise: Put the words back in the right order.



This allows the student to work on your computer. For example, they can answer questions, interact on a word file or SmartNotebook. The person in control appears with his or her avatar. This function can be very interesting for individual help, for example.



SHARE YOUR SCREEN(3)

To stop the control, make the presentation bar reappear..

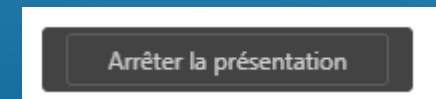
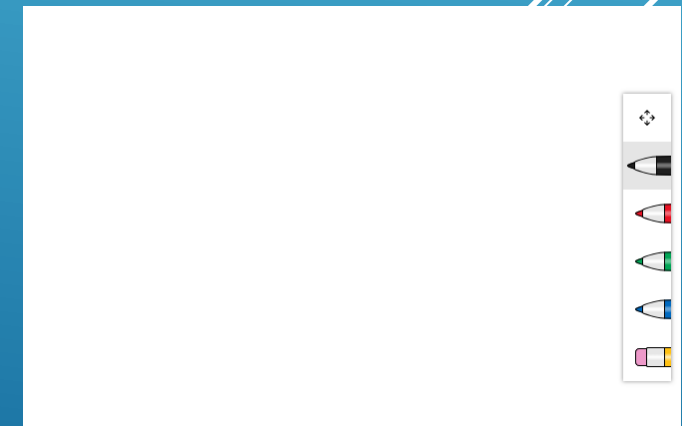
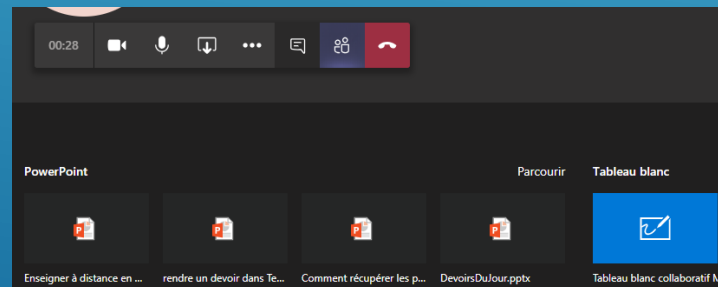
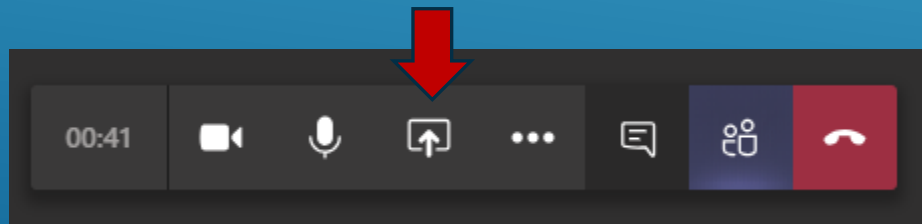


To stop sharing, click Stop Show or click the icon with the cross in the square.



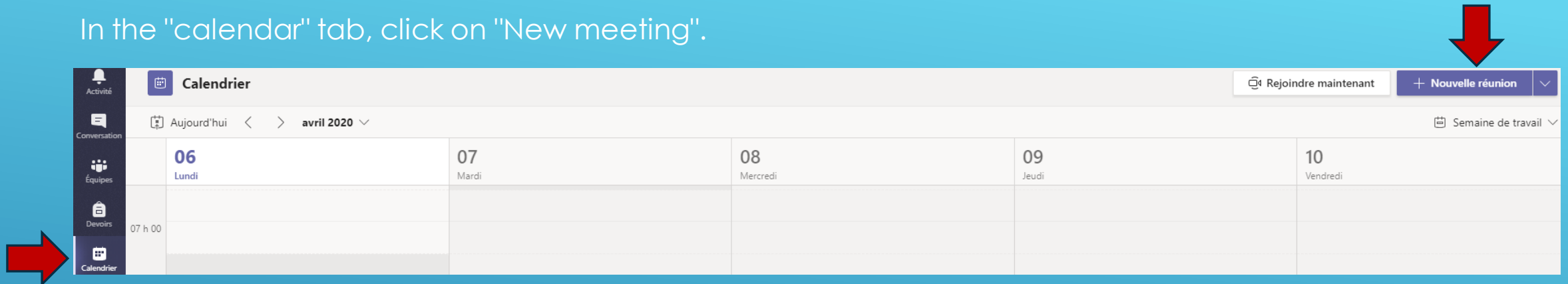
Similarly, if a student is sharing a screen, you can ask to take control of his or her computer and correct it, for example.

When sharing a screen, you also have the option of sharing a whiteboard where you or the students can write. Be careful not to write at the same time!

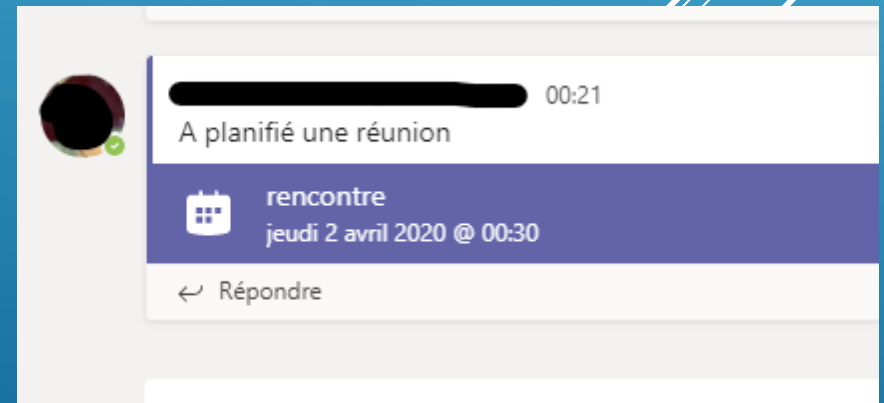
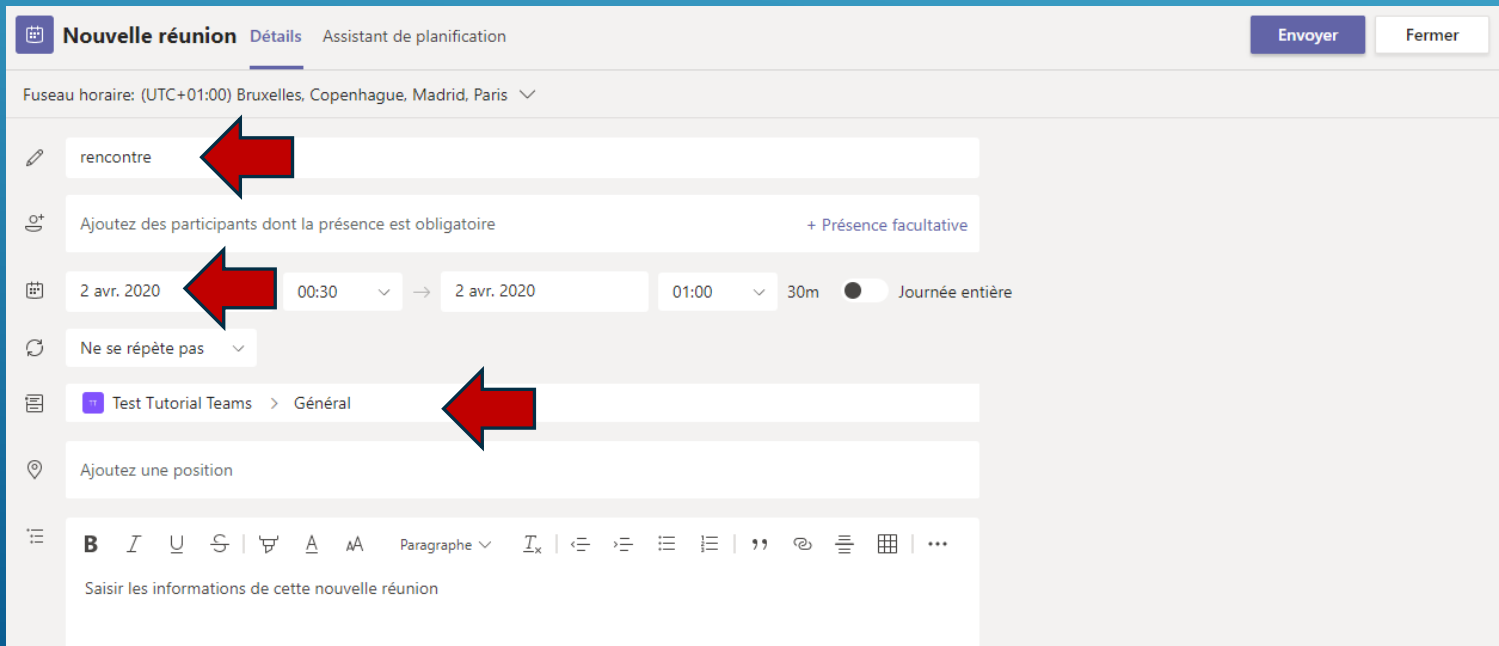


SCHEDULING VIDEOCONFERENCES(1)

In the "calendar" tab, click on "New meeting".

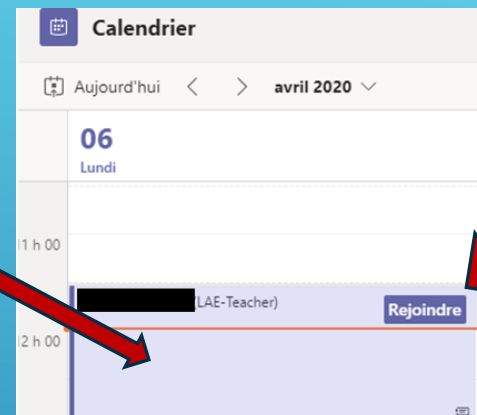
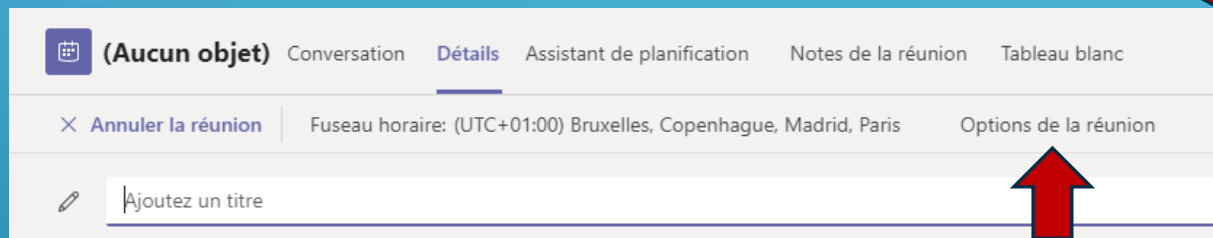


For scheduled videoconferences, give the meeting a title, set a time (day and hour), and add a channel in the channel field. A video conference publication will appear on the channel. Then click "Send".



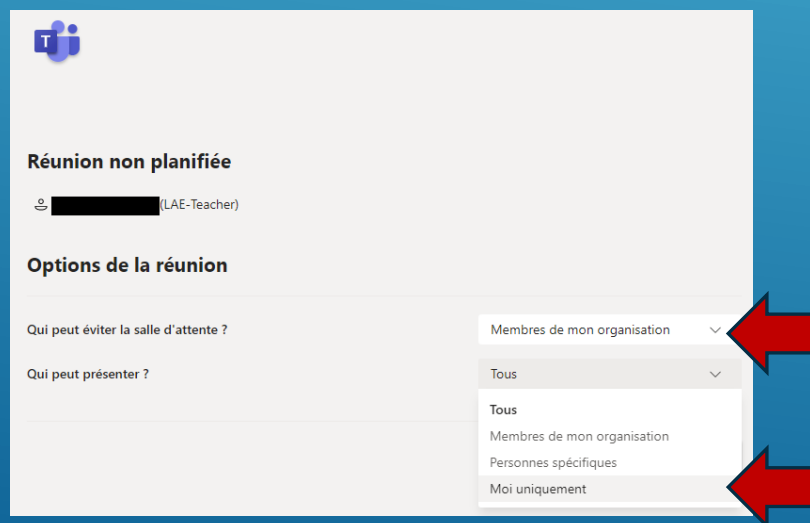
SCHEDULING VIDEOCONFERENCES(2)

1. If you don't want students to be able to play with each other's (and your own) mics or remove students from the meeting, click on the meeting (in purple), then click on the meeting options.



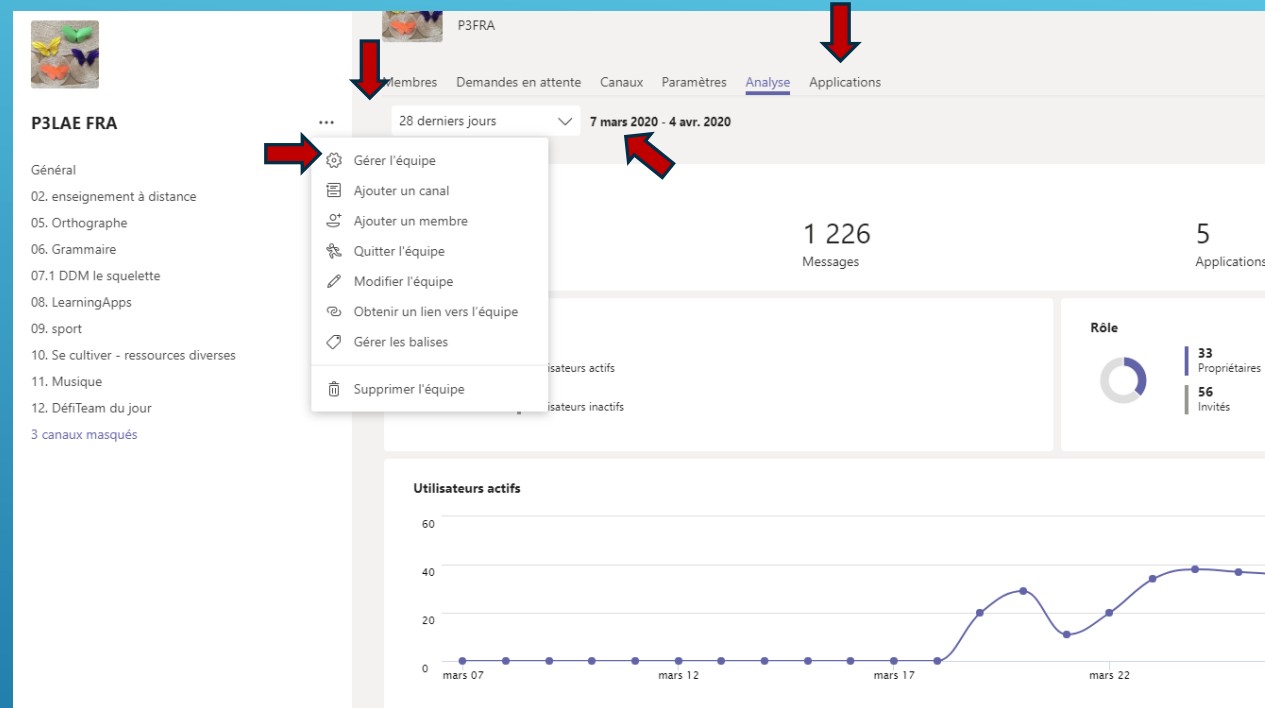
3. To access the meeting on the day, go to calendar and click on join.

2. Teams opens a web page for options and you will have to choose "Me only" in "Who can present?"

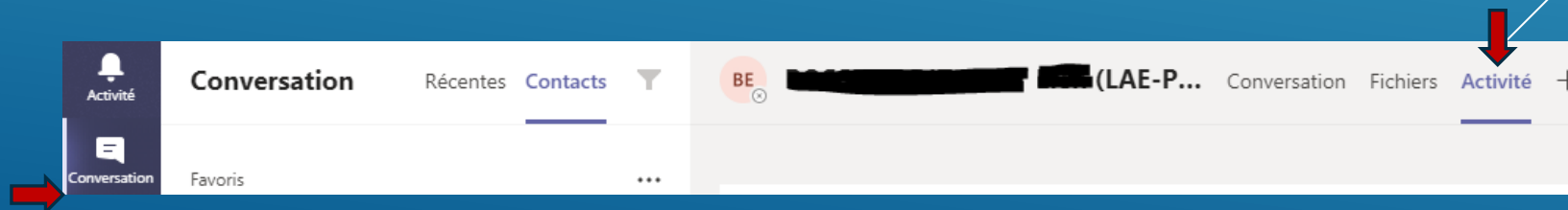


MONITOR THE ACTIVITY OF THE TEAM, THE STUDENTS AND THE STUDENTS' ACTIVITIES

You can from time to time see if your Team is active, and monitor the activity of your students, this allows you to spot if a student is not very active and try to re-motivate him for example.



To track a student's activity, go to Chat, click on a student's name or start a new chat with that student's name, and click on the Activity tab.



HOW TO MAKE A DYNAMIC TEAM?(1)


Point n°3 of the mind map includes some ideas to make your team dynamic. Here are some examples:

Mercredi 2 avril : Faire un origami

Faites un origami et postez une photo.

Si vous voulez des idées, <https://papapostive.fr/activite-origami-5-sites-pour-samuser-a-creeer-des-oeuvres-en-papier/>
Romain a eu l'idée de prendre son origami avec un fond, ça donne une très belle photo! Soyez créatifs, surprenez-moi!

Réduire tout

 (LAE-P3FRA) 02/04 09:48



J'ai créé un papillon 🦋 et un lapin

Challenges to create a class spirit

Lundi 31 mars

Le bricolage du jour : créer un animal à partir d'une boîte d'œufs vide.

Quelques idées :



Some encouragement

👍 3

❤️ 1

😊 1

Lundi 30 mars : C'est vous qui chantez!

L'auvergnat (2 premières strophes)

Enregistrez-vous avec le Karaoké pendant que vous chantez les deux premières strophes.

Réduire tout


 (LAE-P3FRA) 30/03 11:12



Voice recordings

Poème La réunion de famille

Enregistrez la récitation du poème.

20 réponses de vous,  et 12 autres

 (LAE-P3FRA) 01/04 25:00



HOW TO MAKE A DYNAMIC TEAM?(2)

J'ai rêvé que...

P3FRA
J'AI RÊVÉ QUE...
*J'ai rêvé que je volais comme un oiseau.
J'ai rêvé qu'il faisait toujours beau.
A toi d'exprimer un rêve.*

Réduire tout

LA [REDACTED] (LAE-P3FRA) 25/03 09:08 Modifié
J'ai rêvé que j'étais un grand joueur de foot.

Short and motivating written tasks

Le rébus :



Riddles, rebuses and language games

#1dessinpour1soignant



Participation in solidarity actions

Enigme du vendredi 3 avril



Le boulanger dispose de 3 plaques d'œufs complètes plus celle-ci. Il doit réaliser 8 flans et pour chaque flan il a besoin de 7 œufs. En aura-t-il assez ? Si oui, combien lui reste-t-il d'œufs ? Si non, combien lui manque-t-il d'œufs ?

Math riddles

SAMEDI 28 Mars Mat [REDACTED]
Joyeux anniversaire [REDACTED]



Celebrate birthdays and other events on the calendar (spring, Easter...)

En pièce jointe le calendrier du jour et la surprise d'anniversaire 😊
A tout à l'heure en direct live 🗣️

FOR FURTHER SUPPORT

Do not hesitate to contact the ICT coordination team. (Vanessa for Nursery, Manuel and Koen for Primary)

More information and video tutorials in Team ICT EEB4

A decorative graphic consisting of several parallel white lines of varying lengths, slanted upwards from left to right, located in the bottom right corner of the slide.