Distance Teaching in Secondary with Teams

Note for Secondary teachers, April 2020

Communication

- All work should be posted on **SMS** so that pupils and parents have a GLOBAL view of the work in all of the subjects. Use **SMS** to direct the pupils to where the work can be found.
- Post details (further instructions, documents, videos, etc.) on **TEAMS – Assignments** or **TEAMS – Class Notebook**.

The Structure of TEAMS

Home ribbon with Teams Apps, relating to this team only

Posts is the class discussion board

Chat is for one person to chat to another individual

No-one else can see this

Assignments for giving and collecting written work

Here is where ALL assignments for all courses show

Class Notebook (OneNote) for notes and students' work

Files is for storing documents

Apps store – download free apps such as Insights and

The 'MEET NOW' button initiates a video conference

Download the Teams Apps here

Timetable

- ➢ Please be available to your pupils during all the lessons in your timetable
- ➢ At the beginning of each lesson, log on to **Teams** to greet your pupils. Use the **POSTS** feature. If you wish to speak to them, click on the **video** icon ("Meet now")
- ➢ Ensure the pupils know what they should do and where to find the materials. You can let them work independently but be available to answer questions.
- ➢ *Note:* You have the possibility of posting the assigned work for the whole week or fortnight if you wish, but **regular contact with each class must be maintained according to your schedule**.

Attendance

- ➢ You are not obliged to record attendance but do keep a note of who you see present. An easy way to do this is to download the app **Insights** into each of your Teams. This records student activity, but does not record the time they are on a videoconference, so ask them to sign in with 'hi' on the meeting chat.
- ➢ If a pupil is habitually absent, send him a personal message via the Chat in Teams (he will automatically receive an email telling him to go to Chat)
- ➢ If you do not hear from him, inform the parents directly or contact the class teacher or educational advisor.
- ➢ Track pupil progress on assignments. Check-in with struggling or non-participatory pupils with an individual meeting or chat. Inform the parents if you have serious concerns.

TEAMS See video Introducing Teams

Note on Browsers: It is advisable to use Edge or Chrome to run all Office 365 Apps. If you find a feature is missing, check this!
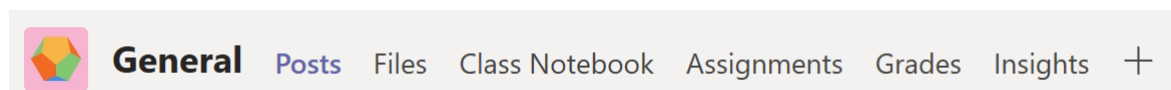
You can access Teams
- ✓ Directly from your Office365 homepage or
- ✓ With the Teams App. The App usually runs faster, but you still need to be connected to the Internet.
- ✓ If necessary, pupils can use the Microsoft Team mobile app on their smartphones.

*Note: You can create **channels** in Teams. However, these are most useful in Primary School, where a pupil only mainly belongs to one class. In Secondary, pupils are already in different Teams for different subjects.*
*By default, you will work in the **General** Channel but you can also create channels for different aspects / topics.*

Apps within Teams

Posts:

- ✓ For short announcements
- ✓ Pupils can post a question which the teacher or another pupil can answer.
- ✓ You can mute a pupil on Posts if they misbehave. Click on members. Find the pupil you want to mute and tick the box.
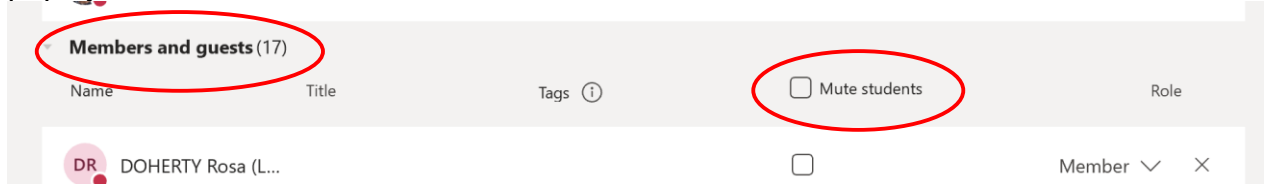
Don't use posts to
- Send documents (they get lost)
- Announce assignments or tests

Files:

- ✓ Store large documents, presentations, etc. Place in the **LOCKED** folder to prevent them being changed or deleted by pupils. (They can still be downloaded).

  Notes:
    - Pupils will not look for new documents unless the teacher tells them to.
    - This is **not** the place pupils should use for submitting homework.

Class Notebook (OneNote):

4 spaces, where you can create as many sections and pages as you want to, and type, write with a stylus, insert pictures, audio clips, video and all types of documents, see: classnotebook
- ✓ **Collaboration Space** – For pupils to work together on group work.
- ✓ **Content Library** – For the teacher to store documents and notes. Pupils can read but not write on these.
- ✓ **Individual space for pupils** to work on assignments, and upload pictures and printouts. The teacher can distribute a page where the work is placed.
- ✓ **Teacher Only space** for the teacher to hide pages for later use (E.g.: last years' notes!)

Assignments in Teams:

- ✓ To create or review an assignment, go to the Assignments tab in the Team (shown above) or to 'Assignments' on the vertical Teams bar.
- ✓ All assignments for all courses appear on the pupils' 'Assignments' tab with the deadline, so can't be missed.
- ✓ Both teacher and pupil have a complete and permanent record of assignments that are handed in and graded.
- ✓ Assignments can also be used to announce tests or other homework that does not require a hand-in; for example: 'Test Tuesday 15th on ....'. This remains in the pupils' Assignments list as a permanent reminder until the date specified. After that date the teacher can reopen the assignment, go to 'edit' and delete it.
- ✓ Instructions for pupils: Assignments English ; Assignments French

✓ Once the assignment deadline is passed, teachers can review the assignments without downloading them, put comments and grades and return them to the pupils.
✓ **Grades** shows all assignments and grades given to each pupil in the class. These can be downloaded to excel.

Videoconferencing

See Videoconference in Teams

Only Teams is allowed for video conferencing. **No other platform** (zoom, skype…)
Move your mouse around the screen and you will see this menu:
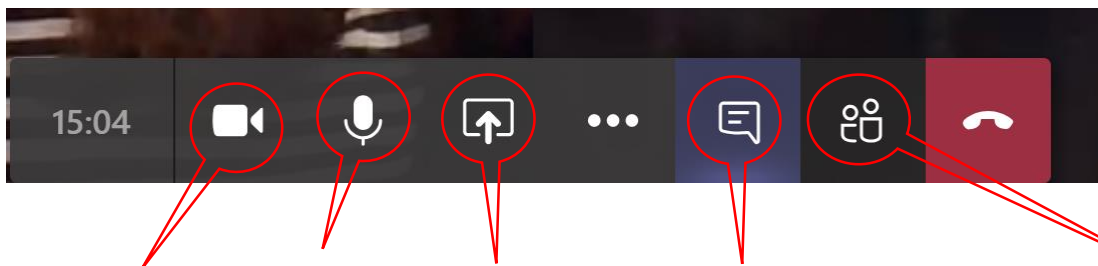
Camera ON/OFF – Mic ON/Off – Share Screen – View Chat (also in Posts) – **View Team** (see list of names of those who are online) and **hang up**.

✓ Invite the members of your class to a video conference using '**Meet now**' on the Teams homepage.
✓ In the event pupils appear on the screen, **only live sessions** are allowed. **No video recordings or screenshots of pupils** are allowed, by teachers or pupils.
✓ Whilst on a video conference you can **Share Screen.** Then click on your desktop icon, and open any App or page you like. E.g.: You can go to the Class Notebook and add written notes.
✓ You can launch the **Whiteboard**, and you or the pupils can write on it. This is only useful if you have pen and touch and is not permanent. The **Class Notebook** is a better option.
✓ You can set up a videoconference with an individual pupil or a group via the **Chat** function in the vertical **Teams bar**. Note: **Chat** is not the same as **Posts**.

Presenter/Attendee status

When you call a videoconference, you are the presenter. However, **when the pupils first join they also have presenter status**. Any presenter has full control over the video chat, he can mute other people, he can share the content of his screen, and he can make other people presenters or participants. If the pupils are not able to handle this, **the solution is to make them attendees**, not presenters.

Go to **View Team.** Place your mouse over a name, you will see three dots appear.

And when you click on the 3 dots, the following menu will show up:
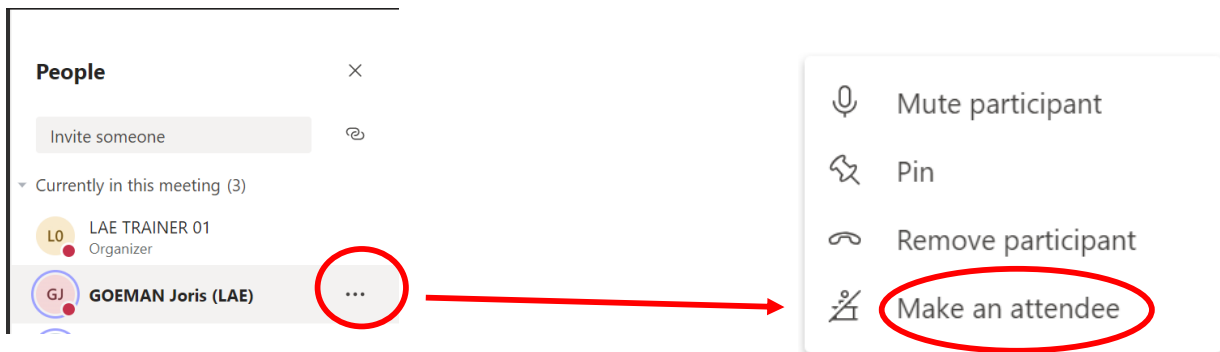
Note: Someone that has been muted can unmute himself, even when he is an attendee. Check **View Team** and you will see the list of presenters and attendees.

Recordings

Please post all videos on **STREAM**. You can access Stream from your Office 365 homepage.

- ✓ Teachers **may** post video of themselves for their pupils.
- ✓ If you have a PowerPoint presentation, you can show it to your pupils with a recording of your description as if you were in class.
  - o Either record in PowerPoint itself, see Voiceover PPT PowerPoint recording Francais
  - o or you can use screen recording software. We recommend either Screencast-o-matic screencast-o-matic or Debut Debut screen recorder
  - o En francais: screencast-o-matic-FR

- ✓ Another great app is EDPuzzle. Edpuzzle It enables you to take a video from YouTube or elsewhere, cut what you want from it, and insert quiz questions that your pupils have to answer as they go! See How to use Edpuzzle tutoriel-edpuzzle-FR

Other teaching Apps

Do not use Apps or websites where pupils have to enter their personal data in order to log in. If you have any doubts about certain sites complying with the GDPR, you can contact our Data Protection Officer, Lefki: lae-dpo-correspondent@eursc.eu

Best ways to assign work

- ✓ Always put a notice in **SMS** – **New Assignment** (NOT Announcements!).

Sometimes this is enough, but if more instructions are needed, then put the assignment in **Teams.** There are two ways to do this successfully: using **Assignments** and using **OneNote**.

- ✓ If you do NOT require the pupils to upload their work, then
  - o Either use **Teams – Assignments**. Delete the task after the due date has passed so that it does not remain on the pupils' 'to do' list
  - o Or create an **assignments** tab in the **Class Notebook**, where the pupils know they will always find the work.

- ✓ If you DO want them to upload the assignment for you to correct,
  - o Use **Teams - Assignments** if the pupils are going to send you a *Word document or a pdf or a single scanned page*. Don't allow them to upload 10 pictures of their written work – it is a nightmare to mark!
  - o Or **distribute a page** in the **Class Notebook** and tell the pupils to upload their work there. They can upload a word, pdf, picture, or ppt file. This is much easier to correct if there are many pages, or if it is hand-written.

- ✓ Quizzes using Forms: It is best not to embed this into Assignments. See Assessment below.

Office Lens

If the pupils hand-write work, ask them to use **office lens** (a free app on computer or phone) to take and clean up a picture of their work before they upload it.
If Office Lens is slow to launch, **turn off the computer's WiFi** first.

Feedback

- ✓ On Assignments you cannot change the grades to A – F. You will have to type the grade in the feedback box.
- ✓ On OneNote you can type or write anywhere on the page. You can also give **audio** feedback. Press record and speak!

Special Apps for Special Needs

- ✓ **Dictate** for pupils who have difficulty writing – you talk, the computer writes
- ✓ **Immersive Reader** – reads the page to the pupil, and highlights the words as they are read. See Immersive Reader

Assessment

Remember that
- ✓ All tests are **OPEN BOOK!**
- ✓ All tests are **OPEN COMPUTER** – which means access to the internet, calculators and other technology.
- ✓ Pupils can always collaborate via WhatsApp, Facebook or other means.

What you can't assess for a grade (OK for Formative assessment, self-marked or auto-marked)
- ➢ Recall of knowledge / facts
- ➢ Procedures (E.g.: solving equations, vocabulary tests).

What you can assess:

- ✓ Explanations of processes
- ✓ Investigations of phenomena
- ✓ Analysis
- ✓ Communication

How? Examples of types of work you can assess:

- ✓ Pupils make a short video to describe a phenomenon and upload them to **Stream**. You can create a **class channel** for this on Stream.
- ✓ Describe a process in words and the reasons for its usefulness
- ✓ Open-ended projects
- ✓ Group investigations of non-standard processes

Quizzes using Forms

You can set up a Quiz in Forms. See video [Quiz using Forms](#)
Note: It is possible to assign a quiz you have made in Forms through the assignments tab. This works fine if the file is small. However, if your Form has pictures or videos in it, it can be very slow loading via Teams - Assignments. In this case a better solution is to **send the pupils the link directly to the quiz in Forms**. You can put the link in Posts or in Assignments.

Managing difficulties – Teachers

- **Synchronisation slow**: Try to set up as much as possible in advance – in the evening when the traffic is less. (Upload files to teams, distribute pages in OneNote...) Try restarting your computer, or just come back later! You may find everything has resolved itself!

Managing difficulties – Pupils

- **Technical:** Pupils sharing computers with siblings, pupils working on phones (small screen), internet issues, audio not working – be understanding.
- Pupil unable to access a Team / upload work etc. – tell them or their parents to contact joris.goeman@eursc.eu
- **Situational:** Pupils may share a room with a sibling, may not have all their books, people in the house talking, phones ringing…
- **Pace:** Time taken to log on, find the right website, launch an App etc. can be longer than in class. Teacher is not there to help.
- **Screen time:** Reduce where possible, especially if pupils are using small screens.
- **Workload: Do not give homework for S1-3.** Monitor how the pupils are feeling and adjust expectations. Consult the school's homework policy.
- **Deadlines:** Be flexible! Note that **Quizzes** on **Forms** have hard deadlines. The Form cannot be submitted past the deadline. You can change the deadline if necessary.
- **Pupils chatting**: Pupils have been reminded that Teams is for school work, not to chat to their friends. However, a few minutes' chat at the start of a lesson can help pupils to orient themselves and feel part of the class again. So be sensitive to their need for this, as well as reassurance and encouragement.

Collaborating with colleagues – Sharing documents

- SHARE your documents, videos, lessons, quizzes... among yourselves, especially if you teach in parallel classes. This will greatly reduce the workload.
- You can create a Microsoft Team for collaboration. Please use correct naming convention: E.g.: "TEAMS LAE BIOLOGY" (biology teachers) or "TEAMS LAE L FR" (French language).

Resources

- ✓ Database of sites that are regularly used by all EEB4 teachers (classified by subject)
  Apps and websites
- ✓ BrainPOP: Brainpop (EN) / or Brainpop (FR)   **Username:** ecolebelgium **Password:** brainpop
- ✓ Edumedia: Edumedia   **Username:** ecolebruxelles   **Password:** edumedia
- ✓ Library resources online resources from the library.
- ✓ From the librarians: a website containing plenty of free online resources in several languages: https://www.wdl.org
  En Français: Dans ce lien, vous trouverez plus de 600 manuels en français auxquels vous pouvez accéder gratuitement. https://monespace-educ.fr/feuilleter
- ✓ E-learning en francais: https://latelierduformateur.fr/tutoriels-e-learning/
- ✓ Microsoft tools: Microsoft Educator Centre