

## Teams Guidance



### Timetabled lessons

Just to remind you, many lessons are now being delivered live and these will follow our normal school timetable. Some students have been saying they were not aware of their lessons, so there are now reminders on the VLE homepage, identifying what lesson students have in the morning and afternoon each day. As with normal secondary school life, it is important for your daughter / son to be organised and know what lessons they have.



### Notifications

As the number of live lessons has increased, it is important that students regularly check their class team and emails in order to not miss any invites to lessons. Invitations will be posted into the class team, it will automatically generate an email to go to students and it will show in their outlook/Teams calendar. New messages will also be seen in the "Activity" tab on Teams.



### Cameras

We are now encouraging students to use cameras during Teams lessons. We would like to encourage students to have cameras on to support students' wellbeing. Human beings crave for social connection and, through the use of Teams' new Together Mode, we are able to have all students on the screen at the same time. As well as helping students have some connection with their peers, it will also help teachers read body language and facial expressions of the students to recognise any difficulties in understanding, which we believe will help with the pace of the lessons. Although this is not compulsory, it has many benefits, which we would like to utilise.



### Smart Phones

We appreciate that many students have to share laptops and computers to complete the work, yet they own their own phone. Smartphones are a good device to use to access live lessons, as it will have the microphone and camera enabled, which will help with communication during the lesson.



### Assignments

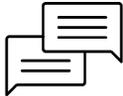
The assignments tab will help students organise their work. They will see all tasks that are set for them in one place. These tasks should be completed during their normal timetabled lesson. Students should check to see if the teacher wants work to be attached before clicking "hand in". Students should pay attention to the deadline being set, as any work not submitted within 48 hours of this time will not be assessed. This may affect future grades in the subject concerned. Staff will always do their best to mark work that is late when there is a genuine reason for this. We would encourage students to have an open communication with their teacher to inform them about any problems meeting a deadline.

Students should watch out in Activity for when work is returned. The feedback that is given is vital for ensuring all students continue to make progress, so should be referred to.



### **Immersive Reader**

All assignments have an immersive reader. This is a feature that verbalizes the task for students. We are finding that often, students are making mistakes with the work because they don't read the instructions properly. Using Immersive reader (which is usually in the top right hand corner of the assignment) can support students with reading through the instructions of a task. This is also available on any word documents that have been attached to the assignment.



### **Teams Posts**

Students are encouraged to make use of the Teams Posts feature for peer support. This will enable students to communicate with teachers and students about the work and is a more efficient way of asking for help than sending an email, as other students will be able to offer assistance as well. In order to make use of this feature, please ensure you to **go into the class team**, rather than just accessing work from the assignment list, which could lead to students missing key information.



### **Tags**

When posting in the class team, to notify teachers of a message, students should tag their teacher with @ followed by the teacher's surname.



### **Teams App**

Many subjects will be continuing to use Teams to set homework after lockdown so it is well worth downloading the Teams app to your device if you have not done so already. Although you can still access Teams via the web version, some of the functionality is not available unless you download the app. This is free to download and will enable all of the features listed above to function effectively.

**If you downloaded the app last year, you may need to uninstall and reinstall the app to get the latest features.**



### **Technical Issues**

If there are any technical issues with teams during live lessons, this is often a connectivity issue. It can often be resolved by leaving the meeting and rejoining. It may also help to work closer to your WiFi router.

If technical issues persist, please contact me at [mga@stbernards.southend.sch.uk](mailto:mga@stbernards.southend.sch.uk) with screenshots to help me understand and resolve the problem.