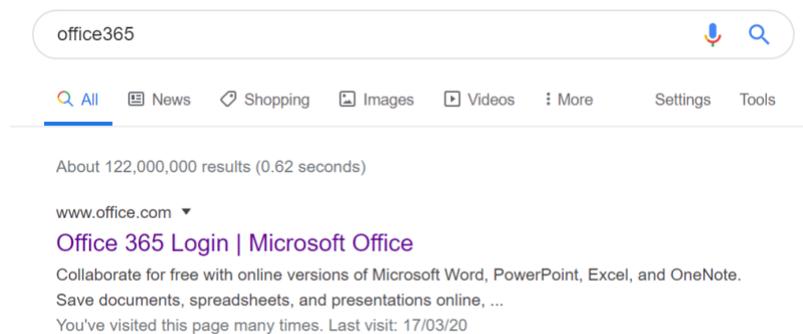


Online teaching is to commence at Birchfield Independent Girls School from 23rd March 2020. This will ensure students will continue to progress in their studies, unhindered. We will be using Microsoft Teams for this; therefore, students would ideally require a laptop or computer with internet access. If this is not possible, then a tablet or mobile phone will suffice (the Microsoft Teams app can be downloaded from the app store).

Online lessons will occur at the same time as school lessons would. There will be no change in the lesson schedule, and it is compulsory for students to attend lessons.

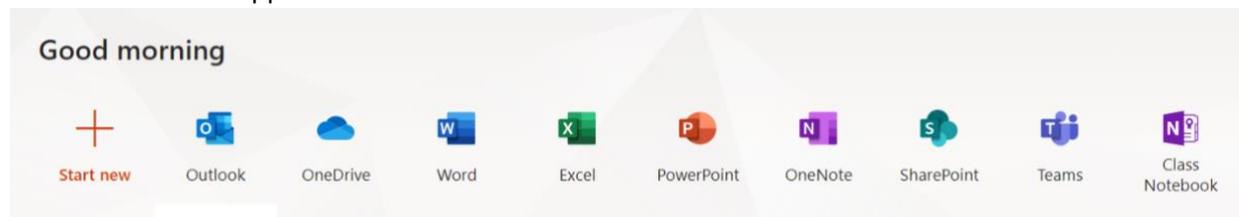
### How to find and use Microsoft teams

Students are to search for 'Office365' and click the first link.



Students will then log into Office 365 using the school email provided to them this week. It is in the format of: [firstname.surname@biggs.bham.sch.uk](mailto:firstname.surname@biggs.bham.sch.uk). (Year 11 emails may have a slightly different format). If anyone is unsure of their login details, contact the school at: [admin@biggs.bham.sch.uk](mailto:admin@biggs.bham.sch.uk)

This screen should appear:



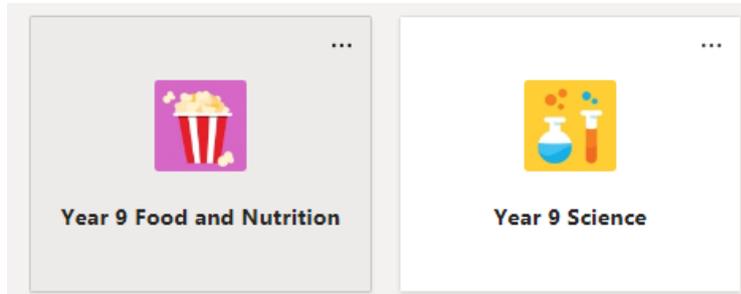
Outlook – This is used to send emails. This can be used as a method of communication between teachers and students. Any queries can be sent through outlook.

Word and PowerPoint – these are online versions of the desktop app. A student can create or access documents through these apps.

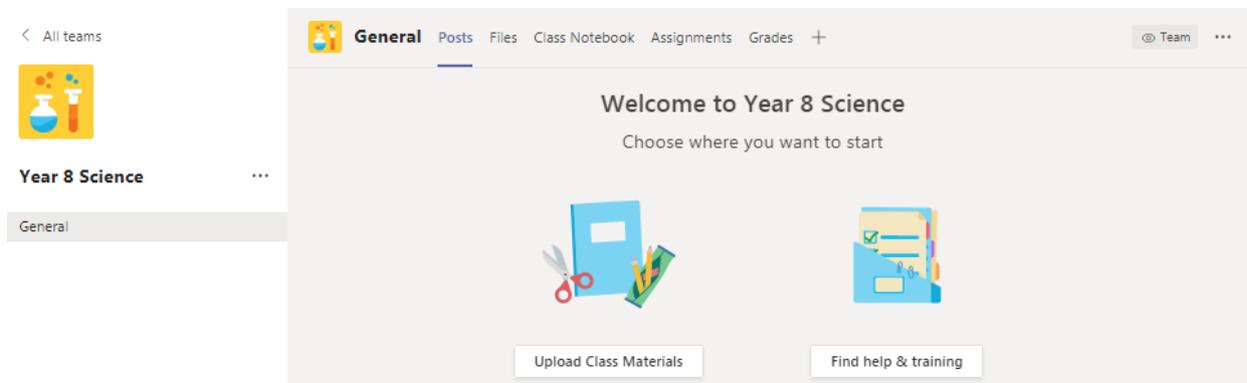
Teams – This is the app the students will use the most. Here is where lessons will take place. Any worksheets, homework and assessments will be sent to students through Teams and students will submit these documents using this app.

## Microsoft Teams

The first page on Microsoft Teams displays all the classes that a specific student is enrolled in. For example:



There are tabs displayed across the top of a window within a team:



## Posts

This is where teachers post information for students. It can include details of homework assignments, due dates and general lesson details. This is also a place for teachers and students to interact and for students to ask any questions or request clarification in a topic. Any inappropriate behaviour or improper usage of this area will result in a sanction, of which parents will be informed.

Registering will also occur through 'Posts'. At the start of a lesson, teachers will request everyone to indicate that they are present by replying to the teacher's message. If a student is not present for a lesson, their parents will be contacted.

## Files

This is where teachers will put any relevant files for that subject. Worksheets, PowerPoints, PDF files etc can be found here. Students can also upload files here if requested to by the teacher.

## Class Notebook

This is where most of a lesson will be carried out. There are three sections within class notebooks:

### Here's what you will get in your Year 8 Science Notebook:

#### Collaboration Space

Team notes are stored here for everyone to see. All channels will have sections here.

👤 Teacher can edit the content

👥 Student can edit the content

#### Content Library

Publish course materials to students.

👤 Teacher can edit the content

👥 Student can only view the content

#### Student Notebooks

A private space for each student.

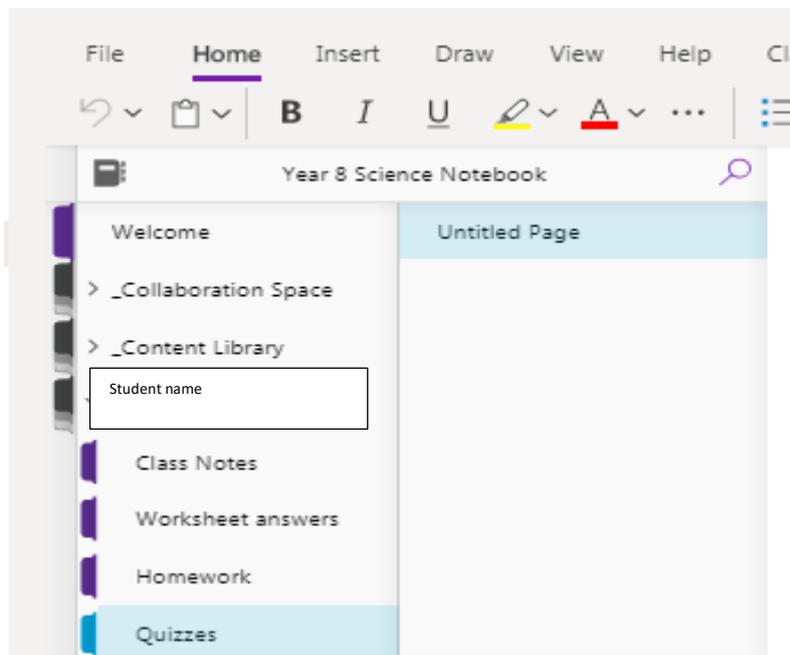
👤 Teacher can edit the content

👥 Student can edit his or her own content and can't view others' notebooks

Collaboration Space – Here students can work together to do a task or to discuss anything relevant to the lesson. Any peer assessment etc. will occur in this Collaboration Space.

Content Library – This is where a teacher will put the title and learning intents of a lesson, as well as details of any task a student needs to do. The teacher will also put here any links to resources required e.g. web links, PowerPoints, worksheets and questions. Students can see the work they need to do, in each lesson, in this area.

Student Notebooks – Each student has their own student notebook. This can be viewed only by that student and the teacher for that subject. This area is split up into four sections:

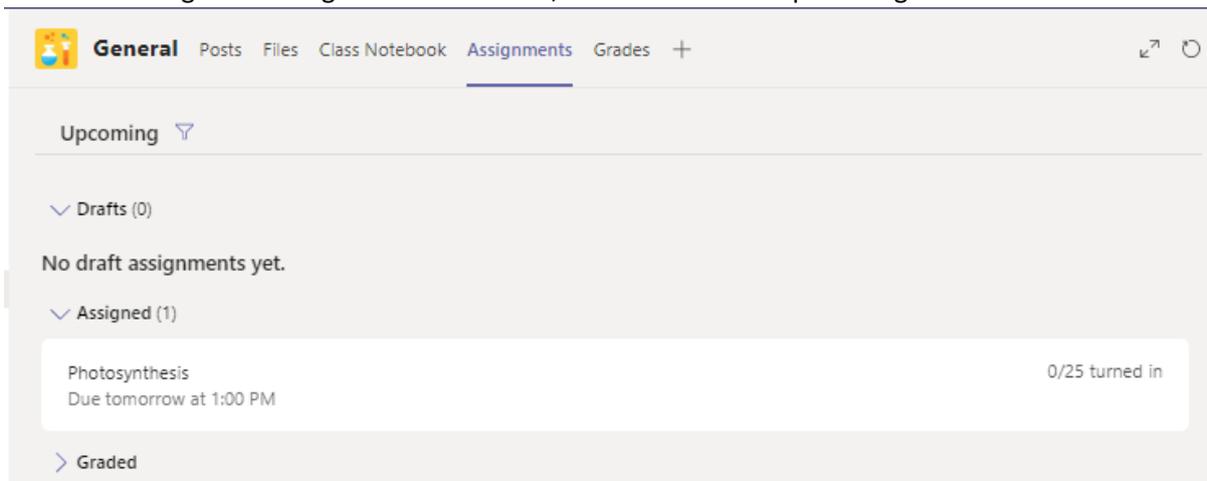


- Class notes – this is where a student can make any notes that they feel are relevant from a lesson.
- Worksheet answers – When a teacher gives a student a worksheet or task, the student submits their answers here. Teachers can then mark this work

- Homework – Any work that needs to be done after the scheduled lesson time can be done here. Again, the teacher can see this and mark this. Failure to do schoolwork or homework without valid reason will result in parents being informed.
- Quizzes – Answers to any quizzes a teacher may wish to give are to be submitted here

**Assignments:**

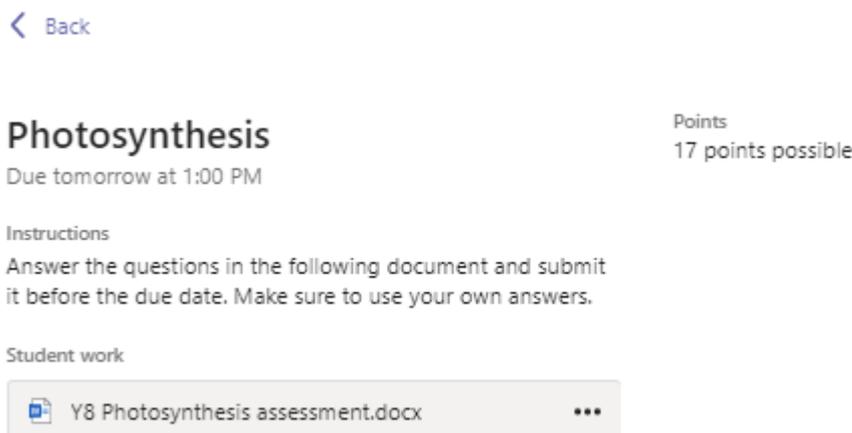
This is where graded work is submitted. All ‘Unaided pieces of work’ and ‘Controlled Assessments’ will occur through this ‘Assignments’ tab. Here, a teacher can set up an assignment with a due date.



All assignments that a student needs to do for a certain subject will be listed under this tab. Some teachers may prefer to put some important worksheets and homework under this assignments tab as well.

Any work must be submitted on time so that a teacher can properly mark and return a student’s assignment.

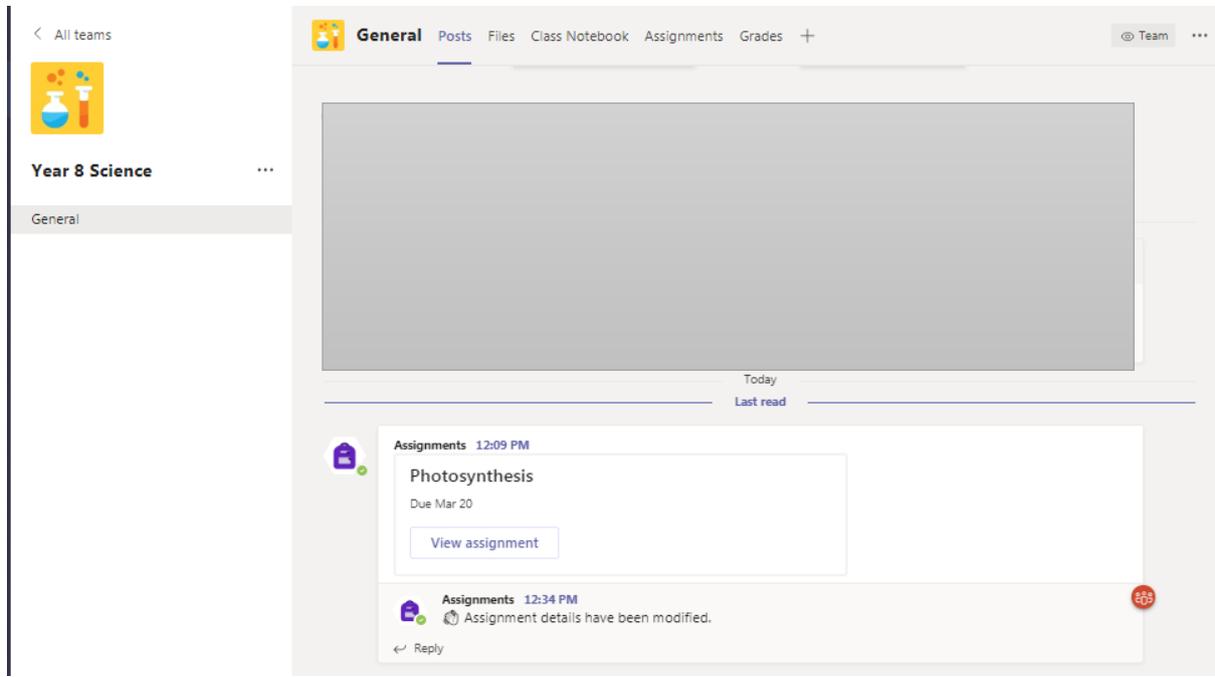
After clicking on a certain assignment, more details of that specific assignment will be provided:



Here a student can clearly see what they must do in this assignment. The teacher may also wish to add documents if required. For example, in this instance, there is a word document attached that

has questions on it for pupils to answer. A student would open this file, enter their answers and submit them through assignments.

The teacher will then mark and grade this work. This assignment will be shown on posts, so that students are aware that they have an assignment to do:



This was a general overview of how Microsoft Teams works. Individual teachers may have their own preferences and may slightly adjust this setup. If they do, they will accordingly inform their students and explain to them any changes made.