



Facilitating and Supporting Remote Learning

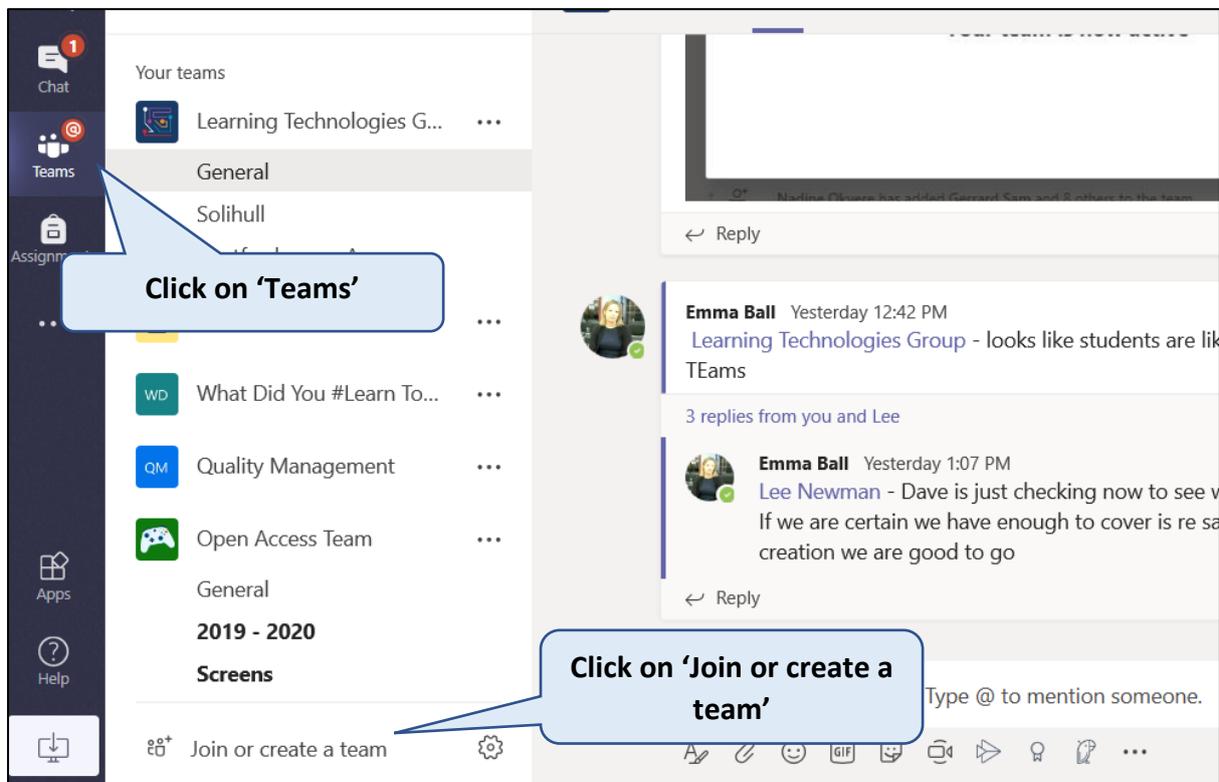
Ensuring Strong Communication Links - Creating a Microsoft Class Team

Please follow these instructions carefully when setting up your Team. We need to ensure that we take all safeguarding precautions possible when providing a new communication platform to our students.

To get started you will need to open Microsoft Teams either from your Desktop (if you have the software installed) or online in Office 365.



Click on the 'Teams' Tab on the left-hand side of your screen. Then click on 'Join or create a team'





Click on 'Create a team'

The screenshot shows the Microsoft Teams interface. On the left, the 'Teams' sidebar lists 'Your teams' including 'Learning Technologies G...', 'General', 'Solihull', 'Stratford-upon-Avon', 'Emma's Test Class', 'What Did You #Learn To...', 'Quality Management', and 'Open Access Team'. The main area is titled 'Join or create a team' and features a search bar and a 'Create a team' button. A blue callout box points to the 'Create a team' button with the text 'Click on 'Create a team''. Below the button, there is a section for 'Dynamic Course Group A1' with a 'Public' status.



Select 'Class Team' from the options available

The screenshot shows the 'Select a team type' dialog box. It has four main options, each with an icon and a description: 'Class' (backpack icon) with the description 'Discussions, group projects, assignments'; 'Professional Learning Community (PLC)' (pencil icon) with the description 'Educator working group'; 'Staff' (briefcase icon) with the description 'School administration and development'; and 'Other' (popcorn and soccer ball icon) with the description 'Clubs, study groups, after school activities'. A blue callout box points to the 'Class' option with the text 'Click on 'Class''. A 'Cancel' button is located at the bottom right of the dialog.



Give your Team a name and click 'Next'.

This needs to be your Course Title followed by (19/20) in brackets

Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name
Level 3 Extended Diploma in Business (19/20)

Description (optional)

Click 'Next'

Cancel Next

Create a team using an existing team as a template



Add your students and teachers by searching for them. Teachers will become 'Owners' of the Team, Students will be made 'Members'.

Add people to "Level 3 Extended Diploma in Business (19/20)"

Students Teachers

le | Add

Lee Newman (LEE.NEWMAN) Web Developer

Lee Jamieson (LEE.JAMIESON) Assistant Principal

Kirsten Letts (KIRSTEN.LETTS) HE LEad LEcturer & Programme LEa...

Dena lewis (DENA.LEWIS) Library Services Coordinator / Subject L...

Skip

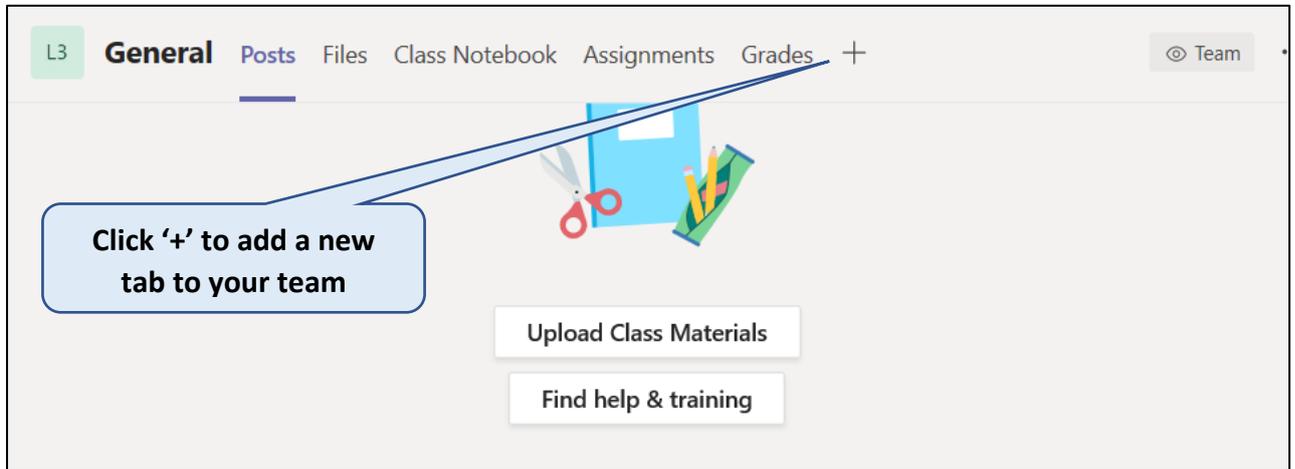
You can add students and teachers at a later date if any are missed out.

Please add Emma Ball, Lee Newman and Tom Davies as Owners (Teachers) to enable us to support you remotely!

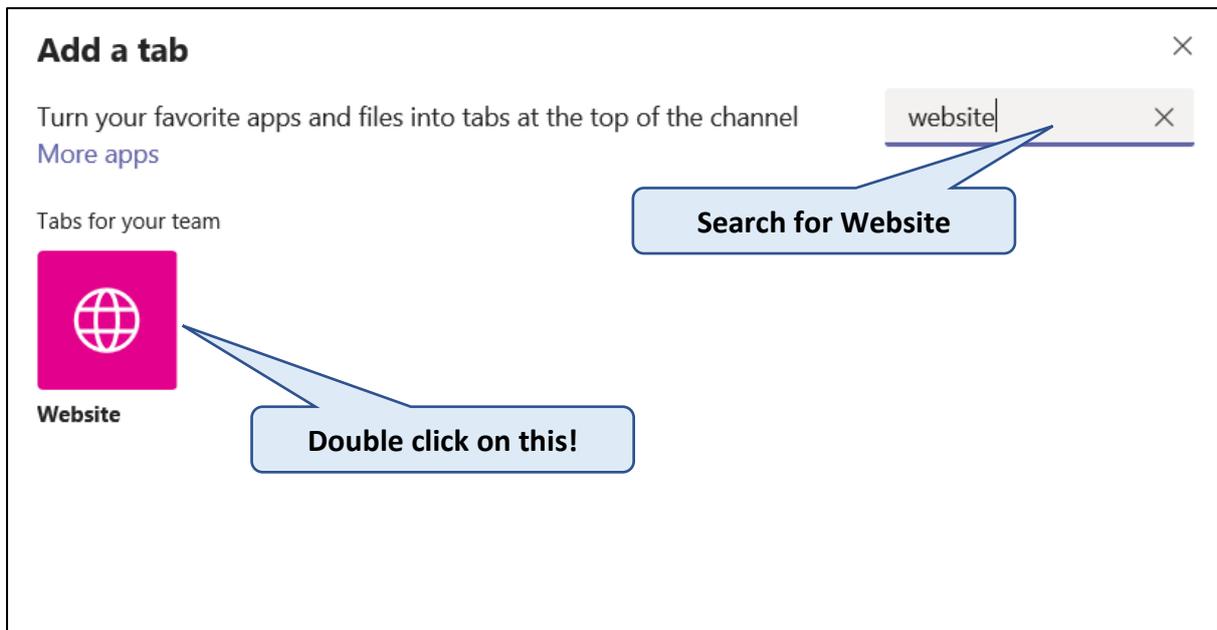


Add the 'Feeling Unsafe in Teams' Tab to your Course

- a) Click on the + to add a new tab to your team



- b) Search for Website and double click on it to add a website tab



- c) Name your Tab 'Feeling Unsafe in Teams?' and copy the following web link into the URL box

<https://forms.office.com/Pages/ResponsePage.aspx?id=d5Eus-FcRkW-h13QCd3xBWrBWRUgp990lgpr-MV7MXxUNEhSTUU1N1BNUDFNDRSMzE5SzcwRkw2VC4u>

Click on 'Save'

Website About ×

Tab name **Give your tab this title**

Feeling Unsafe in Teams? ✓

URL* **Copy and paste the above web link into here**

VrBWRUgp99Olgpr-MV7MXxUNEhSTUU1N1BNUDVFNDRSMzE5SzcwRkw2VC4u ✓

*Make sure you're only linking to sites that start with 'https://' and contain trustworthy web content. That way, you and your team can stay secure.

Click 'Save'

Post to the channel about this tab

Back Save

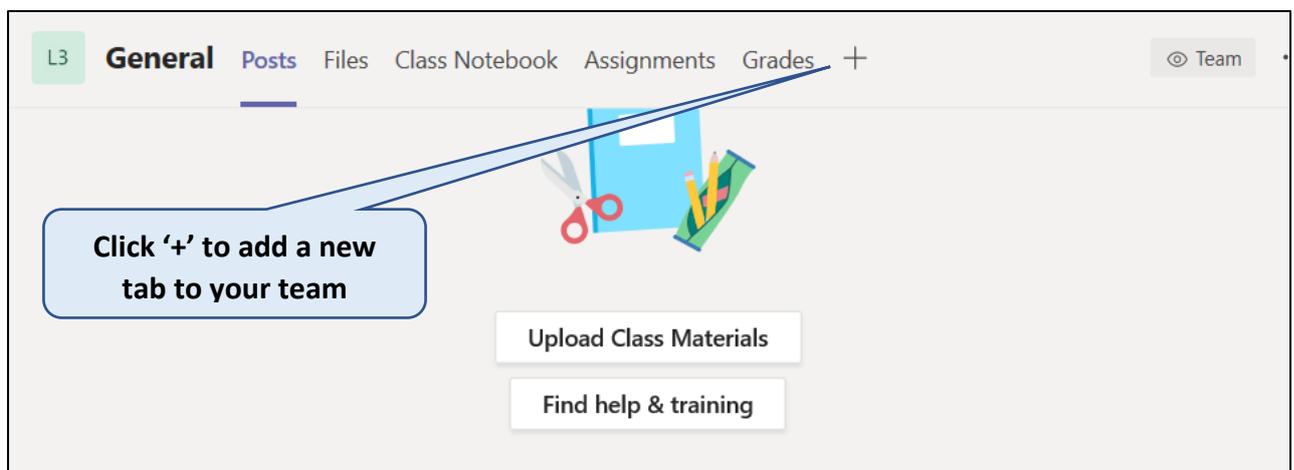
You should now see a Microsoft Form embedded into your Team.

Note: When a student completes this form, a copy is sent to the Safeguarding Team who will contact the learner to investigate.

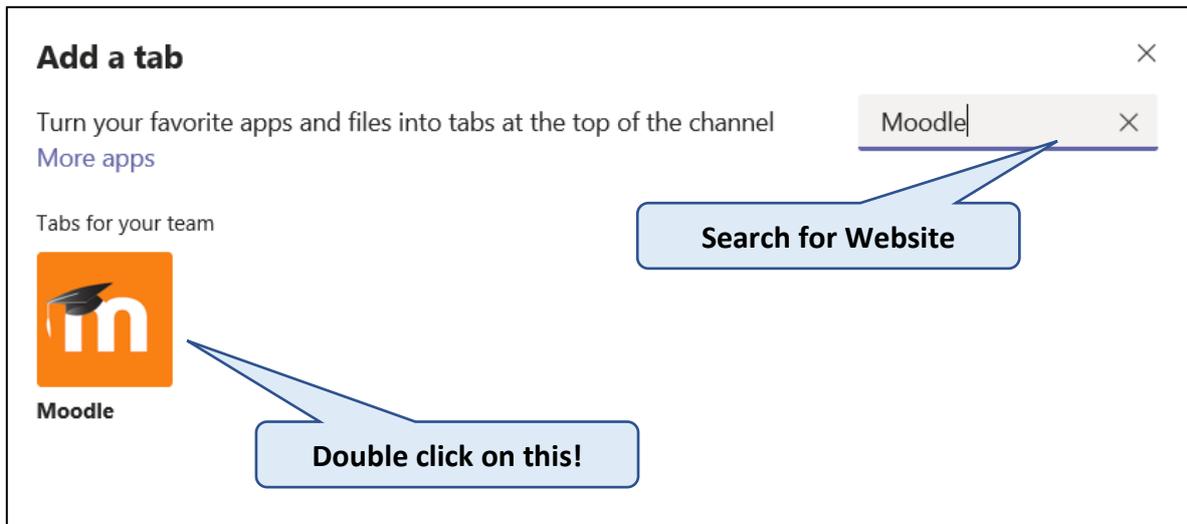


Link your Moodle Course to Your Team

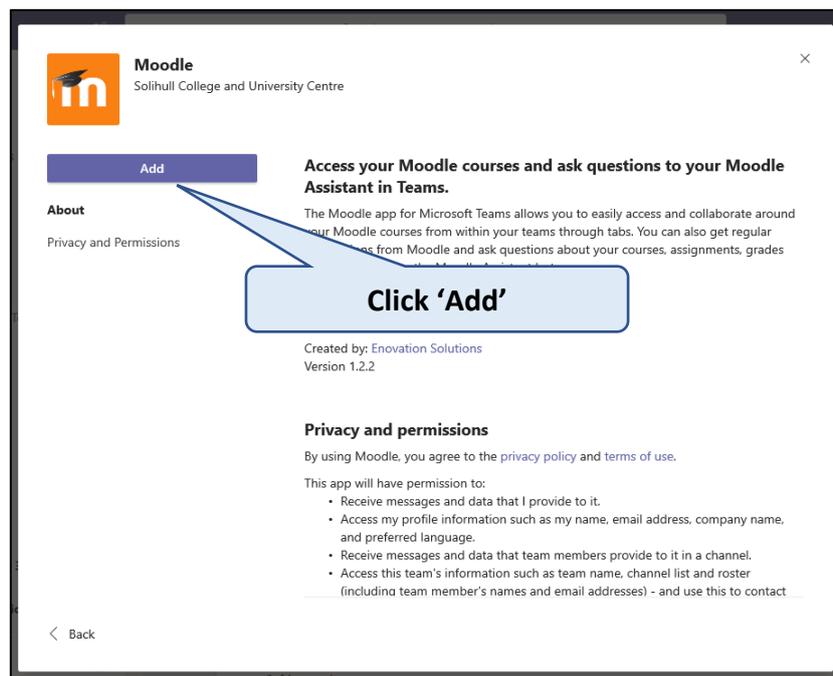
- a) Click on the + to add a new tab to your team



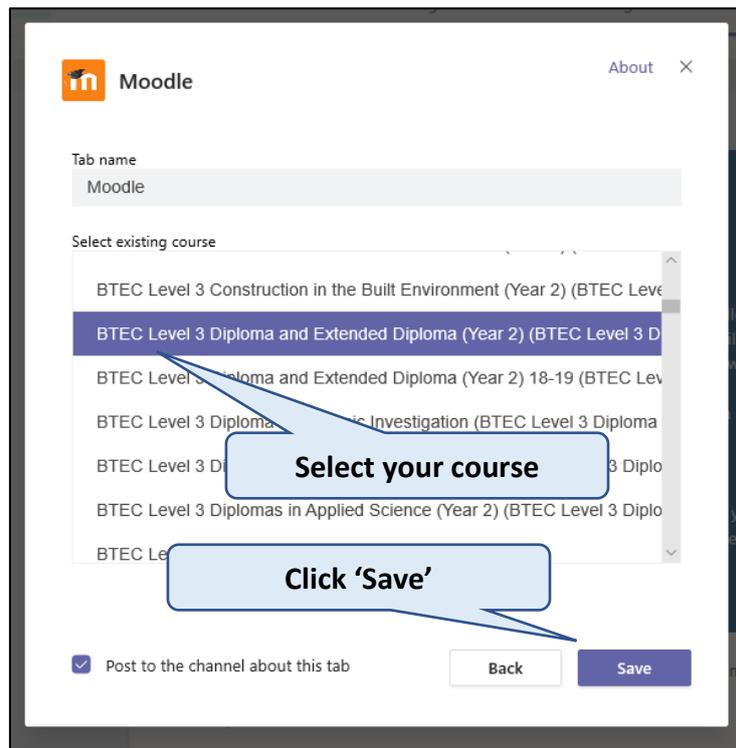
b) Search for Moodle and double click on the Moodle Icon



c) Click on 'Add' to add the Moodle tab to your Team



d) Select the Moodle course you want to add to Teams and click 'Save'



Congratulations you have now set up your Microsoft Class Team!