

# **EEBI Secondary Guidelines on the Use of TEAMS**

## **During Distance and Rotation Learning**

### **DRAFT v.2 - 14 May 2021**

#### **I. INTRODUCTION**

*Information for the school community: teachers, students and parents*

The purpose of this document is to provide guidance to the whole school community on the use of Microsoft Teams during the COVID pandemic. Though the document has been created to address a particular circumstance, it is hoped that many of the practices laid out will become part of a longer-term eLearning strategy.

The document contains:

- an overview of the Microsoft Teams Tools available to teachers and students;
- recommended use of Teams tools in the different learning scenarios;
- key links, in particular to Microsoft pages with specific instructions;
- as well as two annexes with detailed instructions for teachers and students: *Managing Assignments* and *Videoconferencing*.

*This document should be reviewed every 3 months until the pandemic subsides, when it is hoped that it may form the basis of a longer-term EEBI Digital Learning Guidelines.*

[The authors have drawn heavily from the EEBI Uccle Primary *Guidelines* and recommendations for the organisation of teaching in different scenarios and from EEBIV Laeken's *Distance Teaching in Secondary with Teams: Note for Secondary Teachers, April 2020*.]

#### **II. MICROSOFT TEAMS TOOLS**


Teachers and students can access Teams:

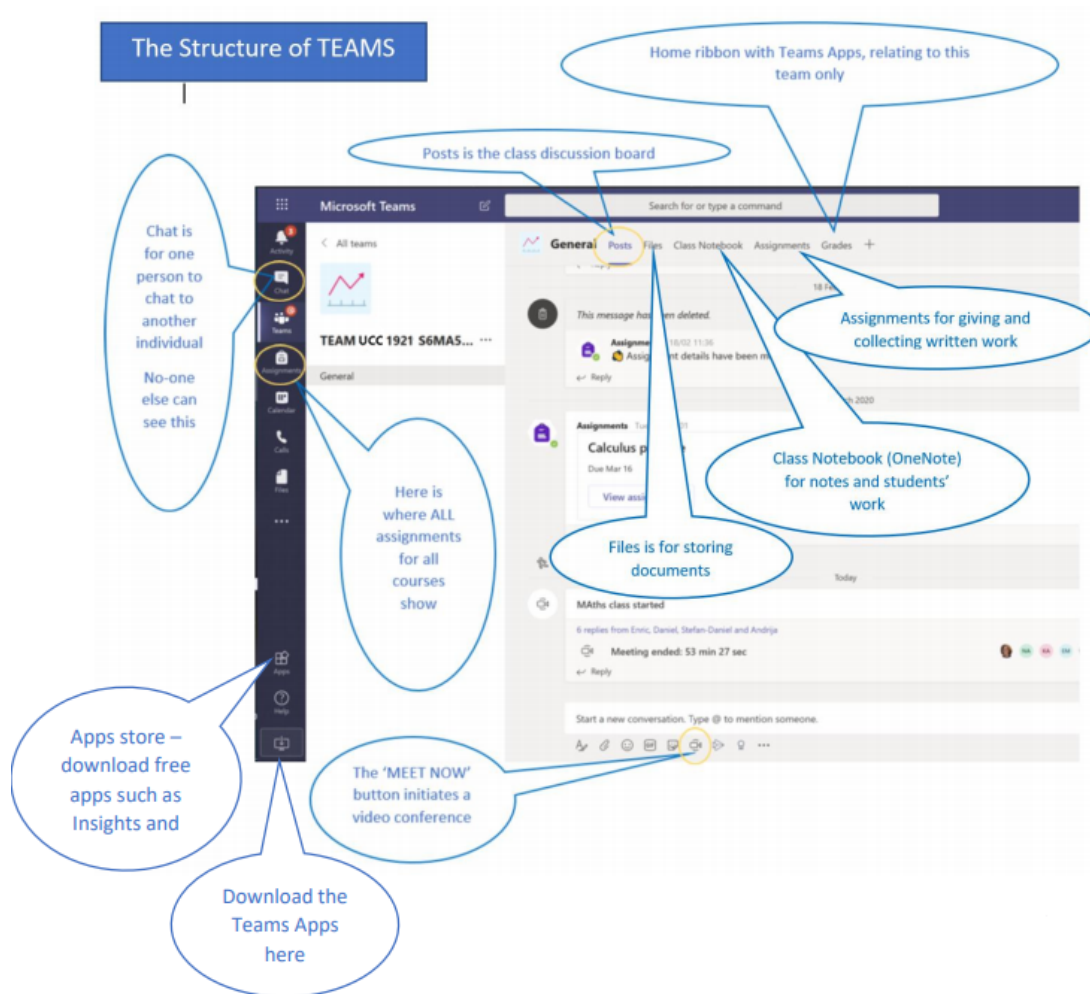
- **With the Teams App.** The App usually runs faster, but you still need to be connected to the Internet. The Teams App also offers more features than the web application.
- **Directly from the Office365 homepage.** The web application has more limited functionality.
- **Note:** *If necessary, students can use the Microsoft Team mobile app on their smartphones but this is not recommended.*

**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 to see if this helps!*

**\*\*For useful visual guidance please see a quick start guide at: [Microsoft Teams for Education](#)<sup>1</sup>**

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<sup>1</sup>  Basically all the info below but way nicer to look at.



### General overview of Microsoft Teams' key tools for education:

- **Class Teams.** Class Teams are made for each course at the start of year by school management. All members of the community can also create their own Teams for different purposes, though the functionalities enabled may be more limited.
  - **Channels.** It is possible to create “Channels” in each Class Team. By default, members work in the General Channel, but teachers can also create other channels to keep conversations organized by specific topics, projects or media types. There are two types of channels: “standard channels” are for conversations that everyone in a team can participate in and “private channels” limit communication to a subset of people in a team.  
*Note: There is currently no option to schedule meetings in “private channels”, however “meet now” can be used.*
  - **Posts.** Each Class Team has a home page where messages, announcements or alerts to the whole class or a sub-group, i.e. “channel”, can be posted. This allows each member of the Team to communicate with all members of the Team at once.

**Note:** Files can be uploaded here and will be stored in "Files", where they can be managed and stored.

- **Files.** Teams also makes it easy to share and manage files and work together. Each Class Team has a "Files" tool which can be used, for example, to communicate to students the schedule of activities to be carried out as well as to upload supporting documents for the class or homework.

**Note:** Files uploaded in "Posts" are also automatically stored in "Files"; they can be placed in the appropriate folder with a few additional clicks.

- **Class Notebook (OneNote).** Each Class Team has an integrated course notebook for teachers and students (with private spaces for students and teachers). This can be used by teachers and students for lecture notes or for keeping track of the material covered in class. They may type, write with a stylus or insert pictures, audio clips, video and all types of files.

The class notebook is split into four separate parts:

- **Student Notebooks** — A private space shared between the teacher and each individual student. Teachers can access the notebook of every student from the Class Team, while students can only see their own.
- **Content Library** — A student read-only space where teachers can share handouts with students in the Class Team.
- **Collaboration Space** — A space where everyone in the Class Team can share, organize, and collaborate their work and notes.
- **Teacher Only Space** — A space unique to the teachers to organise their notes and work for the class for later use.

- **Assignments.** Each Class Team has an "Assignments" tool to make it easier for teachers, students and even parents to follow the tasks to be performed. It provides a complete and permanent record of assignments that are handed in and graded.

Teachers can use "Assignments" to assign tasks, and students can use the tool to hand in their work for each task. Teachers can give grades, evaluations or comments to the students' work using this tool. The tool can also be used in conjunction with the Class Notebook.

**Note:** Assignments for all classes can be viewed together in the students' "Assignments" tab on the sidebar.

- **Grades.** Each Class Team has a "Grades" module which tracks each student's assignments in that course. For each assignment it shows the status, final grade, and any comment given by the teacher in the "Assignments" module.

**Note:** Grades can be downloaded as an excel document.

- **Apps and Tabs.** In each Class Team, it is possible to add tabs, apps, websites, and other features to a 'General Tab Bar' at the top of each channel. This allows access to commonly used applications and extensions, it enhances the Teams experience and can facilitate workflow. Some of these

applications and extensions (e.g. Tasks by Planner and To do, Youtube, Praise, and more) can be added to your personal 'General Tab Bar' at the left of the teams window.

- **General Teams Tools:** Each user has a set of available tools that can be found in the sidebar. These tools are not connected to specific Teams but are generally available and track all activity in the user's account.
  - **Activity/Alerts.** Teams includes an alert function. Alerts notify members of information deemed important, as otherwise members are continuously bombarded with information. Alerts will show in the "Activity" notification tab. They will be highlighted and marked by a red counter (number of alerts). Alerts cannot be used directly but are integrated in the following functions: Mentioning ("ping" or "@"), Announcement posts in a channel, Bots (e.g. Assignments), Direct Messages ("DM"), Replies on a conversation in a channel ("Threads"), and more.
  - **Chat.** With Teams it is possible to conduct either one-on-one conversations or group conversations using the "Chat" on the sidebar; the "Chat" is not connected to a particular Team.
  - **Calendar/Meeting.** Teams allows you to schedule either audio or video conferences either directly through the "Calendar" on the sidebar (using the "+ New meeting" button) or through the Class Team by using the drop-down menu (or when applicable, the "Meet Now" button) in the Posts. All scheduled meetings will show up on the "Calendar". Meetings for the whole Class Team will show up as Posts in the general channel, including information about the meeting (e.g. participants, description, date & time, duration, etc.). The posts will display the meeting live (including a time elapsed) as soon as it starts and will give the choice to join. The meeting chat (or "thread"), any recording, and attendance list will remain linked with the post after the meeting has ended.

*\*\*For useful visual guidance please see a quick start guide at: [Microsoft Teams for Education](#)*

### **III. RECOMMENDED USE OF MICROSOFT TEAMS IN DIFFERENT SCENARIOS**

#### **The various scenarios planned:**

- *Scenario 1.* This includes teaching *in situ*, including with individual quarantine or groups of students or teachers in quarantine or socially distanced due to vulnerability.
- *Scenario 2.* Rotation Learning. Classes are held both *in situ* and at a distance according to a fixed schedule.
- *Scenario 3.* Distance learning. *In situ* classes are suspended in the short or long term.

## Recommended use of tools by scenario:

- **Use of "Chat":**
  - All scenarios:
    - Students and teachers use to communicate on issues related to classes, whether individually or in small groups.
    - It is recommended that teachers use private chats, rather than posts, with individual students.
  - Scenario 1 & 2 (*in situ*):
    - This is used by teachers to communicate with the individual students who are in quarantine, at home due to vulnerabilities, or who are absent from class.
  
- **Use of "Posts":**
  - All scenarios:
    - Teachers (and students when appropriate) make announcements and use as a class "message board" to make information easily available to all in the class; some of these alerts are automatic (e.g. new Assignments and Meetings).
    - Students and teachers use "Posts" as a place to discuss subject-related questions or class-related issues. Each conversation should be kept in a single thread to assure there is order and all participants of the conversation concerned get notified as soon as a response is given.
    - Members use the "@" (or "ping") feature to assure all members concerned are notified of an important communication.
    - Teachers can also use built-in applications (e.g. forms embed).
    - **Note:** *Teachers have the possibility to manage individual class members in case of misbehaviour.*
  
- **Use of "Meetings" (see Annex II):**
  - All scenarios:
    - This tool should be used to connect with students and teach a time-tabled lesson. All class meetings are scheduled by teachers in the calendar in advance.
    - The tool can also be used by students or teachers to organise audio or video conferences outside of class time.
    - It is recommended that teachers use "Breakout Rooms" during a meeting when assigning the students group work. The teacher may select how many Rooms they would like to create.
    - **Note:** *Teachers and students can choose to have the camera turned on or off during class meetings. Recording video conferencing is still prohibited for students and their parents, as well as for teachers under most circumstances.*
  - Scenario 1 & 2 (*in situ*):
    - When individual students are quarantined/vulnerable, it is recommended that teachers hold Meetings in the Class Team during

their *in situ* classes (and using a classroom device). Students at home should log on to join the Meeting.

- When teachers are quarantined/vulnerable, they teach through TEAMS to students who are in school. *In situ*, there is a supervisor who is in direct contact with the teacher and who works in the classroom.
  1. The supervisor should display the meeting on the SmartBoard/WhiteBoard through the classroom device.
  2. Alternatively, students at school can log on to Teams to take lessons in class through their devices, while sitting in class.
  
- **Use of "Files":**
  - All scenarios:
    - Teachers should upload supporting documentation or hand-outs to the "Files" section; when needed, teachers can manage access to folders or documents to prevent edits or deletions.
    - Teachers can also upload a schedule of activities to be carried out.
    - To alert students about an uploaded document, teachers should attach it in a "Post", and it will automatically be stored in "Files" where it can be stored and managed separately.
  
- **Use of "Class Notebook" (see Annex I):**
  - All scenarios:
    - **Student Notebooks** — This can be used by teachers as an alternative space to submit Assignments; the teacher can create a page where the work is placed. Students may then upload their homework in this section and teachers are able to correct it by hand. **Note:** *Student Notebooks should be used in conjunction with Assignments. Work given in through student notebooks should be recorded as separate Assignments in order to properly alert students of the deadline.*
    - **Content Library** — Teachers can share handouts with students, or they may use this as a White/Blackboard to write their lecture notes in advance or live; students will not be able to edit notes in this section but can use them for the purpose of revision.
    - **Collaboration Space** — All members of the class can share and organize their work and notes together or collaborate.
    - **Teacher Only Space** – This can be used by the teacher to hide pages for later use (E.g.: last years' notes!).
  - Scenario 1 & 2 (*in situ*):
    - When individual students are quarantined/vulnerable/absent, the class notebook may be used to support their learning. As the teacher writes in the class notebook, the student may follow the notes in real time.

- **Use of "Assignments" (see Annex I):**
  - All scenarios:
    - It is recommended that teachers use the "Assignments" tool to assign activities to all students in the class. It should be used even when there is no work to be submitted online.
    - When students receive an activity through "Assignments", they should "hand in" the assignment (with work attached when necessary) by the deadline given.
    - When teachers receive a submitted assignment with work handed in, they should return the work as soon as possible through Assignments with feedback and a grade.
    - It is recommended that teachers create an "Assignment" for upcoming quizzes and tests so that a grade may be assigned after the test is done; this also allows for quizzes and tests to be shown in upcoming Assignments along with the students other work and for all grades to be accounted for in the "Grades" section.
    - **Note:** *Assignments can also be used in conjunction with the "Student Notebook" or "Files".*

#### **IV. USEFUL LINKS**

- [Microsoft Teams for Education: Quick Start Guide](#) (visual guide)
- [Microsoft Teams for Education / Assignments](#) (detailed instructions)
- [Microsoft Teams for Education / Meetings](#) (detailed instructions)
- [European School Distance Teaching and Learning Policy](#) (version 5, March 2021)
- [Guidelines and recommendations for the organization of teaching in different scenarios](#) (Nursery / Primary, December 2020)

## ANNEX I MANAGING ASSIGNMENTS

It is recommended that Assignments is used for all assignments and deadlines whether *in situ* or online in order to allow students to manage their work schedule and monitor their grades in a single space. The Assignments tool allows teachers to use a variety of different methods to give, receive and evaluate assignments.

### Creating Assignments

Teachers can use Assignments for homework but also for quizzes, tests and other key deadlines.

**Note:** *Assignments can also be used in conjunction with the Student Notebook (see below).*

- **Assignments.** To create an assignment teachers should click the “Create” button in the “Assignments” tab [in the Teachers’ interface]. Importantly, assignments can be created whether or not students are required to upload work. Thus they can also be used to mark deadlines for work not handed in or completed in class.
  - Teachers will be prompted with a menu where they may add a “Title”, “Instructions”, the numerical grading scale, the appropriate Class Team, and the due date and type of deadline.
  - If teachers want to upload instructions or other supporting resources, they can choose to add: a link, a file, or a ClassNotebook page. This can be done using the “Add resources” link under “Instructions”.

**Note:** *The teacher can choose to share/add a resource page (empty or filled; editable or not editable) to any part of the ClassNotebook. If the page is added to the Student Notebook, it is automatically reproduced in each student’s folder.*

- Teachers should decide where students should upload finished work.
    - Teachers may opt to have students use the Assignments “Add work” function
    - OR may opt to have students submit work into an editable ClassNotebook page (usually in the Student Notebook).
- Note:** *If teachers want to receive students’ work through the ClassNotebook, then they need to share an editable page under “Add resources” (see above).*

#### Reasons to use Assignments “Add work” for submissions:

- More straightforward for students to submit simple documents, such as a single file or scanned page
- Gives teachers quick and easy marking options in few steps

#### Reasons to use Student Notebook for submissions:

- Students may submit multiple image files and other complex or multimedia documents
- Allows teachers to add manual annotations directly to the work



- Teachers have three ways of assigning due dates in “Assignments”, which they may select by clicking on “Edit” underneath the “Time due” option:
  - The teacher sets a due date and after the due date, the assignment shuts off, i.e. it may no longer be handed in.
  - The teacher sets a due date, but they give the possibility for students to hand in the assignment late. If the student hands it in late, the teacher will be notified of it being late.
  - The teacher sets two due dates, a ‘soft’ one and a ‘hard’ one. The assignment should be handed in by the ‘soft’ due date and must be handed in by the ‘hard’ due date at which point the “Assignment” shuts off.
- **Quizzes.** Teachers can also create quizzes by embedding Forms directly into an Assignment. This assures consistent grading and record keeping.
 

***Note:** If the Form is embedded and 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 students the link directly to the quiz in Forms. To do this, teachers should put the link to the Form on Assignments, this allows the Assignments and Forms tool to be used together, regardless of file size.*
- **Note:** Even when it is not foreseen to submit assignments online, it is important that teachers use Assignments for all work assigned or deadlines foreseen. Assignments should also be used in conjunction with work managed through Student Notebook.

## Submitting Work

- **In Student Notebook:**
  - Students must go to the relevant Student Notebook page and “Insert files”. It is recommended that students opt for “Insert file as printout” (rather than “Insert file as attachment”). This allows the teacher to annotate work directly in OneNote. Students can upload a DOC, PDF, PPT, or image file.
  - It is also possible for students to complete work directly on the Class Notebook page using a stylus tool.
  - Students should always “Hand in” the assignment via Assignments so that the teacher is notified of its completion.
  - **Note:** *If students want to submit hand-written work (via a photo), they may use the “Picture”, “Take photo” option.*
- **In Assignments:**
  - Students may go to the relevant assignment, open the Assignment, click on “Add work”, upload their finished work, be it as a DOC, PDF, PPT, or other file type, and then “Hand in” the Assignment.
  - Alternatively, students may click on “+ New” and create an empty DOC, PPT, XLS or Class Notebook page, which will automatically be attached to the assignment. This can be then completed to “Hand in”.
  - **Note:** *If students want to submit hand-written work, they can 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 the assignment or deadline does not require submitted work, then the student should still “Hand in” the assignment in order to close it.
- **Note:** *It is important to “Hand in” all assignments, whether work is submitted in Assignments or Class Notebook, or whether no work is submitted. This closes the assignment from the students’ side and alerts the teacher that the work is done.*

## **Giving Feedback**

It is recommended that teachers give feedback on each assignment.

- **In Student Notebook:** Teachers can type or write anywhere on the page or even give audio feedback using the record button. It is recommended that teachers put the final grade into the Assignment.
- **In Assignments:** Teachers can type a text comment or add a number grade. Teachers cannot assign letter grades, so in this case, they should type the grade in the feedback box.
- Teachers should also give grades for work not uploaded (e.g. in-class quiz, essay, speech) by creating an Assignment.

*\*\*For detailed guidance on assignments : [Microsoft Teams for Education / Assignments](#)*

## ANNEX II VIDEOCONFERENCING

Only Teams is allowed for video conferencing. Teams offers a range of options to enhance the online classroom experience.

### Scheduling Meetings

- There are two ways for teachers to schedule Teams Meetings:
  - The first way is to go to the “Calendar”, select the day/time when they wish to hold the meeting, add a “Channel” and/or invite individual participants.
  - The second way is to go to the Team itself and to click the “Meet” button in the top right-hand corner, click on “Schedule now” and fill out the form with the day/time.
  - **Note:** *It is not recommended for teachers to use the ‘Meet now’ function to organise classes because it does not forewarn the students.*
- The organiser is automatically given organiser status once the Meeting begins.

#### Reasons to schedule Meetings in advance on “Calendar” or using “Meet”

- Allows students to see their full weekly schedule of online classes
- Notifies students 15 minutes prior to the meeting
- Allows teachers to include a meeting description and mandatory/optional attendance list<sup>2</sup>
- Allows for a series of meetings to be created at the same day and time (meetings will be repeated each week; cancellations do not affect the series)

- **Note:** *It is always possible to set up an audio- or video-call with an individual student or a group via the Chat function in the sidebar.*

### Hosting a Meeting

- **Arrival.** At the starting time, by default Teams automatically admits all attendees and the teacher to the Meeting.
  - Students join the lesson either from the Calendar or by directly joining the call through the Teams class group notification or “Post”.
  - If a student fails to arrive, the teachers can use “Request to join” or search a name and automatically call the student. An attendance report can be created at the end of the Meeting (see below).**Note:** *The “waiting room” feature is not recommended for regular class settings as admitting students one-by-one may interrupt the class.*

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<sup>2</sup> All teams have a list with all class/team members added. This allows the scheduling and messaging of the list of people. Should there be the need for a separate list, it is possible to be created manually in the outlook application. This will facilitate defining mandatory and optional attendees.

- **Member status.** Teams Meetings participants may have one of three statuses:
  - **Organiser:** the organiser is the person who scheduled the meeting and can promote participants to the presenter role. The organiser has all the same permissions as the presenter but can also change meeting settings, even while the Meeting is running.
  - **Presenter:** presenters have all the permissions of attendees but can also remove participants from the meeting, make other participants presenters or attendees, mute other participants and share the content of their screens.
  - **Attendee:** attendees can just observe, raise their hands, interact with the chat, turn their video on/off, mute or unmute themselves and use the pin-option to choose the content they want to view the most. Attendees cannot share the content of their screens.
  - **Note:** *It is recommended to make students attendees to facilitate discipline in the Meeting.*
  
- **Managing the Participants.** There are several possibilities for organisers and presenters to manage the meeting.
  - **“Spotlight”:** pins a stream for all participants.
  - **“Mute participant”:** mutes the participant; however, they can still unmute themselves.
  - **“Mute all”:** mutes all participants.
  - **“Don’t allow to unmute”:** mutes the participant and they may only be unmuted by another presenter.
  - **“Remove participant”:** removes the participant from the meeting; however, they may rejoin it afterwards.

All these functions are accessible in the participants tab of the meeting. The three dots next to each participant open up the individual options.

- **Sharing Screen.** Whilst on a video conference it is possible for a presenter or the meeting organiser to Share Screen. When you click “Share screen”, there are different possibilities presented:
  - **“Desktop”:** shows what the physical screen/display shows; this is suboptimal, as it allows students to view all of the physical display, which might inadvertently expose personal information.
  - **“Windows”:** includes any type of window on the computer (e.g. Tabs on a browser, a Word DOC, Editor, or any other window).
  - **“Browse”:** allows you to look through your OneDrive and choose a file to share.
  - **“PowerPoint”:** has special interactive features, where attendees can switch slides and the presenter has a special tab for the presentation.
  - **“White Board”:** is integrated to allow interactive features, where everyone in the call can write and work on the whiteboard (provided they have the permission for it).
  - **Note:** *Whiteboard and Powerpoint are interactive for the students. However, this is only usable if participants have a stylus or touch screen. The Class Notebook is generally a better option as it is fully integrated into Teams and is more organised. Saved Whiteboards may be found in the Microsoft Whiteboard app available on your Office 365 account.*

- **Note:** *When participants screen share and sound is needed, it is important to switch on “Include computer sound” (only available on the App) and mute oneself to eliminate audio feedback (a.k.a. echo).*
  
- **Break Out Rooms.** During a video conference, teachers can create break out rooms which, when started, will split students into groups.
  - The organiser of the meeting clicks on “Breakout rooms” and selects how many rooms to create; participants can be sorted manually or “automatically” (i.e. randomly).
  - Once the rooms have been created, the organiser will have a menu open on their screen, allowing them to begin the “Breakout session”; all students are then separated into the allocated groups and have their own ‘mini calls’.
  - To jump between different rooms, teachers need only look at the menu and select which room they would like to join.
  - To return to the main meeting, the teacher need only click the “Return” button.
  - To end the “Breakout session”, the teacher need only click the “Close rooms” button and all participants will return to the main meeting.
  - When they begin the “Breakout Session”, all students are separated into the allocated groups and have their own ‘mini calls’.
  - When the teacher wishes to return everyone to the meeting, they need simply end the “Breakout Session”.
  - **Note:** *This feature is only available on the Teams Application.*
  
- **Attendance Report.** After terminating a meeting there is the option to create an attendance report. This will be an Excel file listing all relevant information (name, time of joining and leaving, duration of attendance, etc.). This downloaded file can be found by going to “Files” in your taskbar, then “Downloads”. It will be called meetingAttendanceList(n).csv.

**Note:** *Recordings of Meetings are strongly advised against. Recordings may be made by teachers only if students' names, faces and voices are not recorded. Teachers may however post a video of themselves for their pupils.*

**\*\*For detailed guidance on meetings :** [Microsoft Teams for Education / Meetings](#)

**ANNEX III**  
**USING TEAMS WITH GUESTS / PARENTS**

[To be completed...]