

IAS Warsaw

Virtual Learning Environment (VLE) guidelines

Student copy

March 13, 2020



The contents of this document provide an overview of how students can remain in contact with teachers and admin when the school is closed due to extraordinary circumstances.

If students have technical difficulties with the Microsoft platform, they should contact the IT Coordinator on it@ias.edu.pl.

If students and/or parents have other queries, they can send them to the appropriate teacher or administrator.

The school's main office will continue to operate remotely and phones will be answered during the normal operating hours of the school

Login guidelines for Microsoft Teams. (Pictures below)

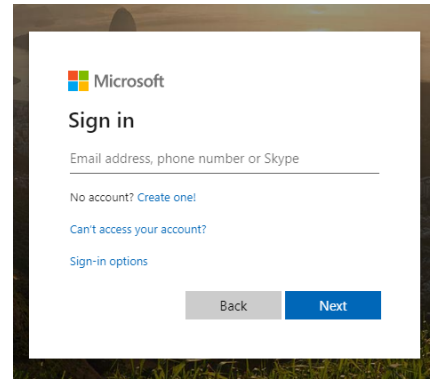
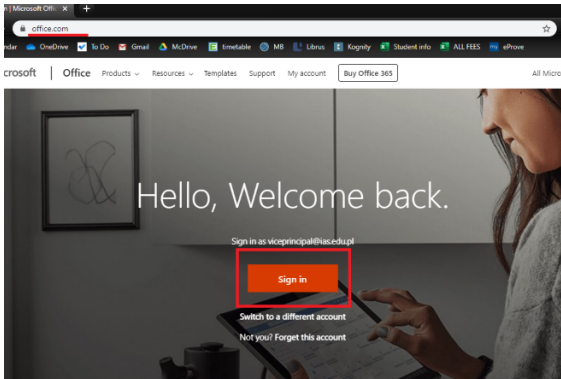
- Go to office.com, enter your email address and password and login to Office365
- Video lessons will be conducted on teams. Click on the Teams icon
- There are several useful sections on teams
 1. **Activity.** Notifications for all recent activity can be found here
 2. **Chat.** You can use this section to start an instant chat with any IAS student and/or teacher.
 3. **Teams.** Here you can find each of your classes that have been set up by your teachers. Lesson details and guidelines will be posted here. You can also ask questions here and either your teacher or fellow students can respond. All messages/information posted here should be appropriate to the class. Admin and teachers will discipline students who use class groups to share unrelated content e.g. memes
 4. **Calendar.** You can find your schedule of planned virtual classes in this section. When it is time for the class, click on the event, click 'join' and click 'join now' when the meeting starts.
 5. **Main page of class.** All recent messages from your subject teacher can be found here

Connecting to a live class

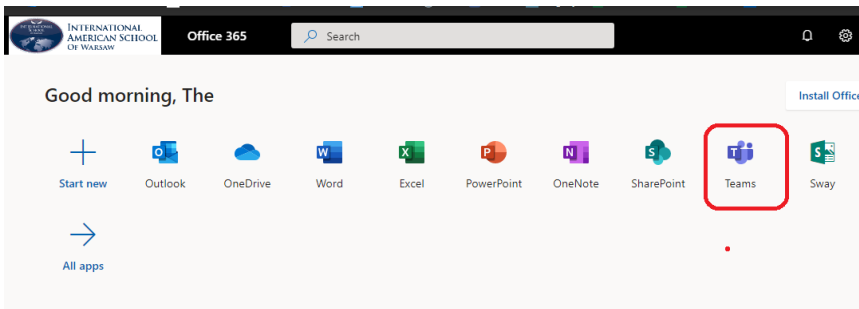
- **Calendar.** All lessons should be scheduled by the teacher and can be found here. Click on the calendar on the left-hand side of the Teams app. Find the next lesson that will take place that day, click and find the 'join' icon.
- **Before the class.** You should see the window with your video feed. Please switch off your video (1) and microphone (2) at this point. If your sound does not work, click on devices (3) and check that microphone and speakers that you are using are listed.
- **During the class.**
 - You can switch on the video (1) and/or the microphone (2) now if the teacher instructs you to do so.
 - If required by the teacher or if you are collaborating with another student, you may wish to share the screen of your computer with others using the screen sharing (3) option
 - Clicking the chat icon (4) will open the chat menu and allow you to ask questions in an organized and non-verbal manner. The teacher gets a notification and reply in accordance with class rules
 - Throughout Microsoft, 'three dots' (5) represents more options. Here you can turn off incoming video (6) which may be necessary if it is lagging and you can follow the lesson on sound alone. Meeting notes (7) can allow you to take quick notes during the lesson without closing the window.
- **Virtual lesson etiquette**
 - Video and microphone should be switched off initially and only switched on when instructed by the teacher. Please switch off the video and microphone before clicking 'join now'
 - The teacher will establish new class norms for the Virtual Learning Environment (VLE). Please listen to and follow these new class rules carefully so that all students may participate and learn.
 - As on the main Teams page, the video chat during lessons is for lesson specific communication only
 - No visual or audio from online lessons should be recorded without permission. Such behavior will break the law (RODO) regarding the use of the teacher's private data. Any students caught engaging in such behavior will be disciplined in accordance with the behavior management policy.
- **Assignment submission.**
 - Managebac will continue to be the primary location for assignments. Teachers plan to set assignments and collect student work through Managebac.
 - Students should use a 'phone scanner' app to scan and save any written work as a pdf before uploading to managebac. Google Drive, Onedrive and other storage apps have this function. Do not upload photos
 - Teachers will experiment with other apps and websites at this time, especially for in class work. If you are unsure where your assignments are located, please contact your teacher on Teams.

Login guidelines for Microsoft Teams with Pictures

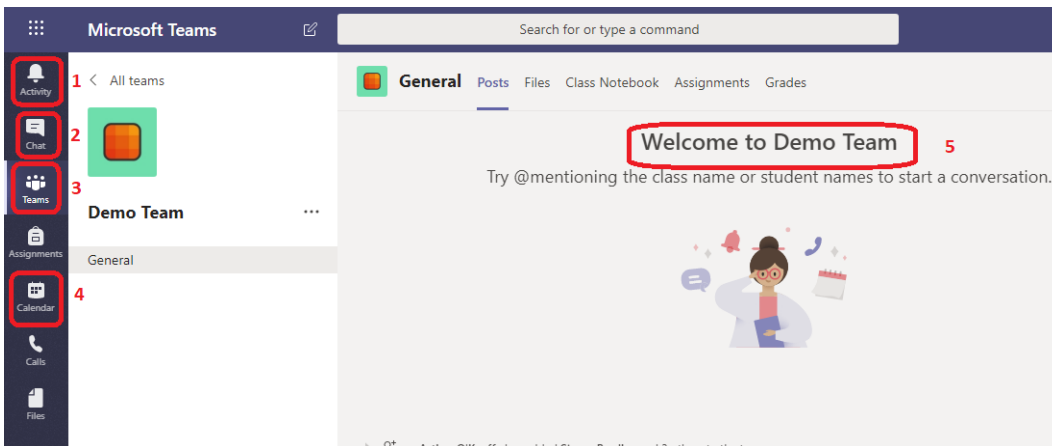
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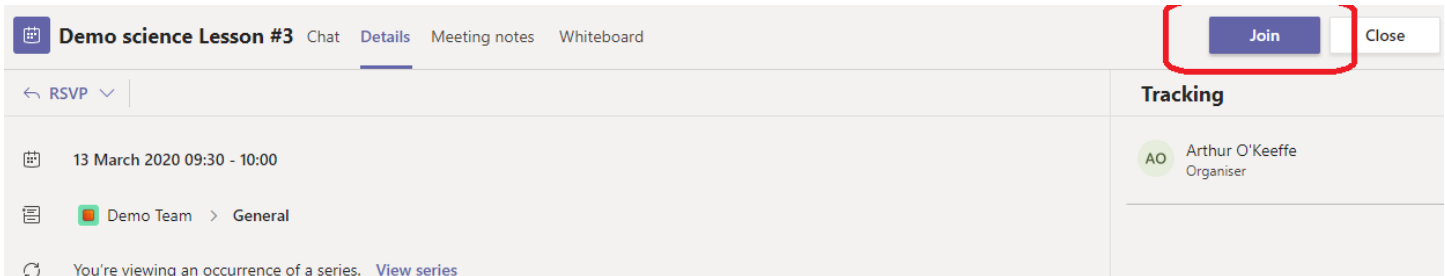
Teams



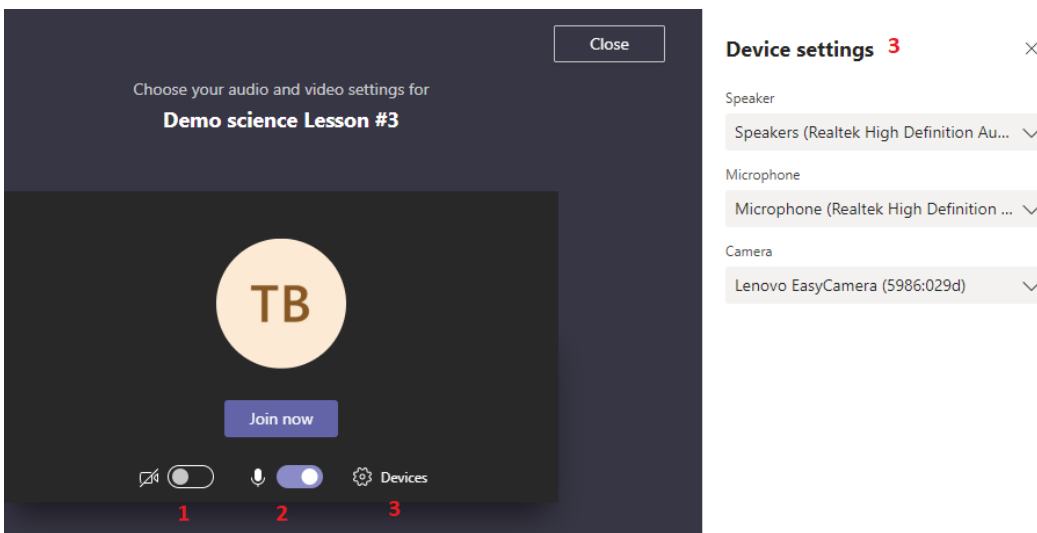
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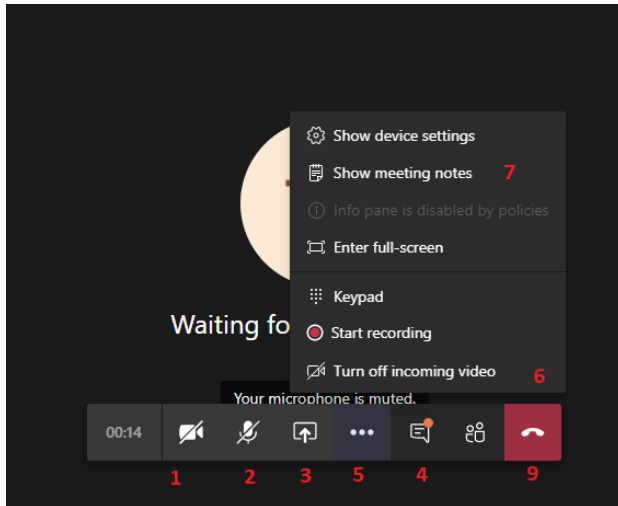
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- Managebac will continue to be the primary location for assignments. Teachers plan to set assignments and collect student work through Managebac. **The exception here is for students in 1st, 2nd, 3rd & 4th grade who will email their work to their homeroom teacher.**
- Students should use a 'phone scanner' app to scan and save any written work as a pdf before uploading to managebac. Google Drive, Onedrive and other storage apps have this function. Do not upload photos
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