

IAS Warsaw

Virtual Learning Environment (VLE) guidelines

Teacher Copy

March 13, 2020



The contents of this document provide an overview of how teachers will make use of the Microsoft Teams platform to remain in contact with their classes when the school is closed due to extraordinary circumstances.

This document has been adapted from the student version for completeness.

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

Introduction

- This is new territory for admin, teachers and students alike. Feel free to contact admin and other teachers throughout this time for advice and to discuss what works and what doesn't.
- Please think long and hard about the new class rules that you wish to establish. This will feel like the first day of school again. Decide how you want to manage behavior; what you expect from lessons; what you expect from students. Don't be afraid to change your plans later but communicate everything directly and clearly

Main Teacher Guidelines

Attendance

- The attendance for all planned lessons should be recorded on librus after the lesson
- Students absent from teacher led lessons should be marked as absent (Nb)
- Attendance should be monitored by homeroom teachers. Students that are routinely skipping the teacher lead classes should be followed up on and parents contacted.
- Cancelled classes can marked as ZW on librus while the school is closed.

Connection speed/lagging

- If there are issues with the connection, it is best to limit the number video connections
- In the guidelines for students, I have recommended that all students switch off their video and microphones before joining a Teams lesson. Teachers can inform students verbally or in the chat if they wish hear/see them.
- The teacher should reinforce the class rules with regard to connecting to Teams lessons.

Recording lessons

- Admin does not require any teacher to record his/her lessons.
- We do ask that sufficient notes be made available to those that miss the lesson for any reason
- While students can record a Teams lesson, you can stop this if you wish. However, there is no guarantee that students are not using alternative software to record your lesson. Be mindful of this in your approach to preparing your lesson. i.e. you may choose not to show your face

Sharing your desktop/screen

- You will likely need to share your computer screen with students for at least part of the lesson. Take care that any open tabs and documents or programs on your desktop are not of a personal nature

Managebac Vs. Teams

- All assignments should be posted to Managebac. Students should upload completed work there as a pdf or a MS word document
- In the case of written work, students should be reminded to scan and save work as a pdf before uploading to Managebac
- Teams should be for communication and running lessons only

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

Creating a new Class (Team)

- You should create a new team for each of your classes. To do this:
 - Go to the Teams section
 - If necessary, click 'All teams' to view the list of all Teams that you are a member of so far
 - Click 'Join or create team'. Depending on screen size this icon may be in the top right-hand side or bottom left side of the screen
 - Create team
 - Click Class
 - Choose a suitable name. Include the school year in the name for future reference
 - Add your students. You may add an entire group in bulk by typing Grade 06 for example or you can add students one by one by typing their names

Scheduling lessons

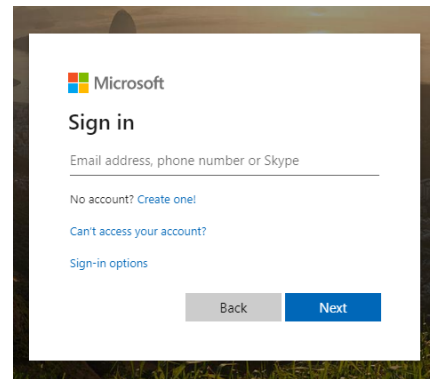
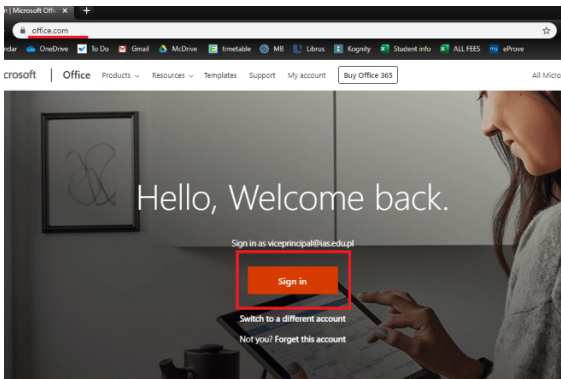
- You can call any teacher, student or administrator at any time through Teams
- You should schedule planned lessons on Teams and students will see all lessons on their calendar
 - Find the camera icon at the bottom of Teams page for your subject. Click it
 - Click schedule a meeting
 - Fill in the necessary details of the meeting including time, date and re-occurrence
 - Save it
- Scheduled lessons will show up in both your calendar and the calendar of all students in your subject

Connecting to a live class

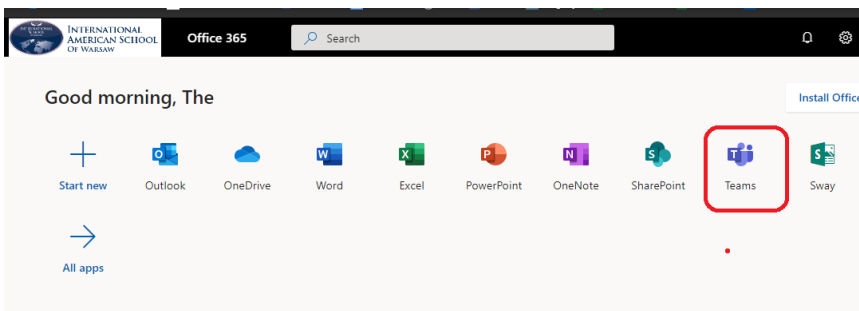
- **Calendar.** All lessons should be scheduled by the teacher and can be found here. Click on the calendar on the left-hand side of the Teams app. Find the next lesson that will take place that day, click and find the 'join' icon.
- **Before the class.** You should see the window with your video feed. 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**
 - Student 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
- **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

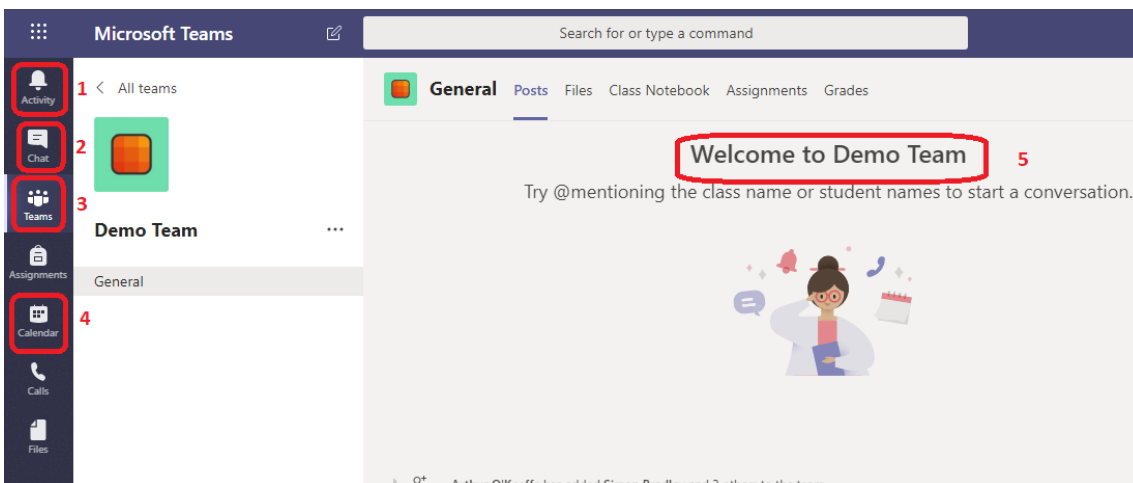
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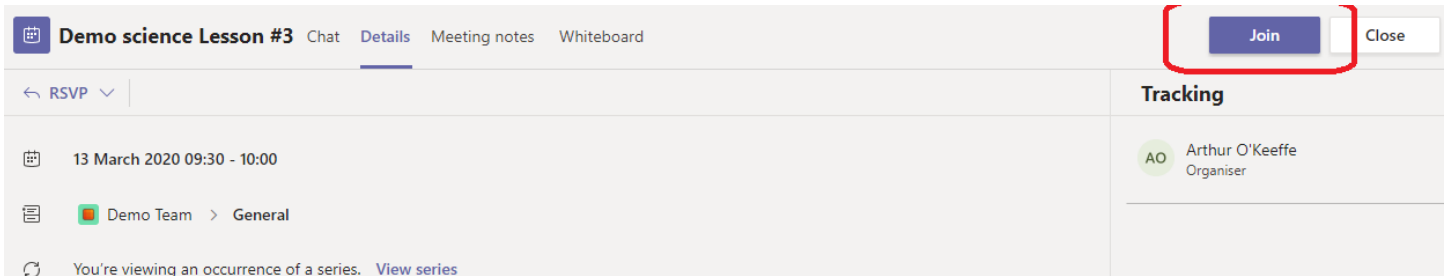
Teams



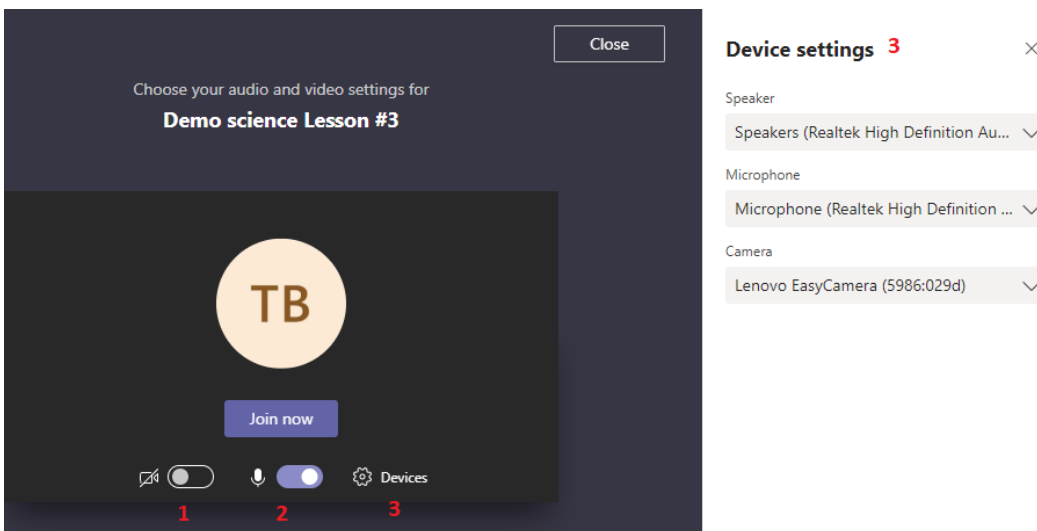
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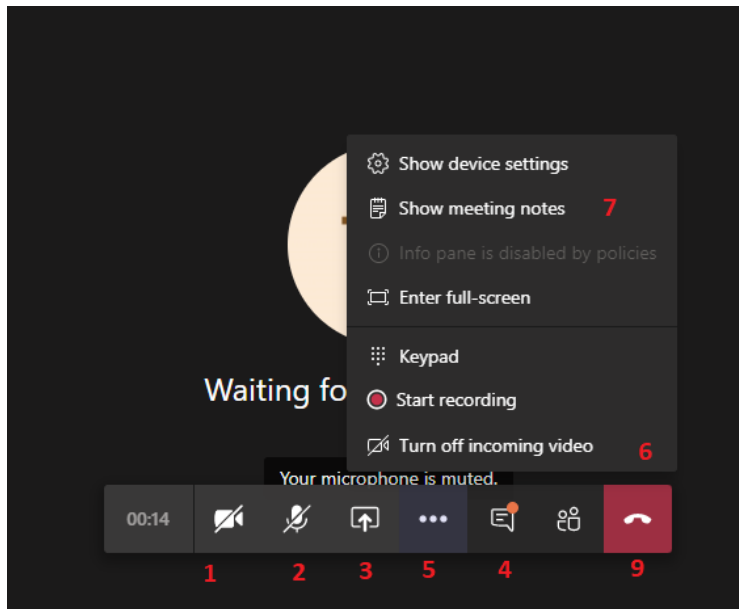
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