Team Time! (Microsoft Teams)

Desirable Features: Online Communication

Assessment Focus	
Online Communication	
• Explore 1*	
• Express	
• Exchange	
• Evaluate	
• Exhibit	

Pupil Notes	
Level 2	Part 1
Level 3	Part 2
Level 4	Part 3
	3a Group Channels; **or**
	3b Class Notebook; **or**
	3c Quiz; **or**
	3d Sway Presentation

* Explore 1 refers to the first bullet point of Explore in the Levels of Progression.

Task Description

Teachers can set this Using ICT task in a curricular context of their choice.

In this task, pupils are required to use Microsoft Teams (or an online platform of your choice) to collaborate with others. Depending on the level they are working at, they will co-create, co-author, communicate and collaborate on a topic specified by the teacher. They should work together to create a shared learning experience, combining online discussions and uploading and working on shared pieces of work. They should have the opportunity to video-conference if desired.

Pupils can work in a group or individually. **The Pupil Notes within this task are optional for use.**

When making a judgement of the pupil's level of Using ICT competence within this task, teachers should use the Assessment Criteria Grid.

As this is a generic task, it lends itself for use alongside other Using ICT tasks or any ICT classroom activity. For example; pupils could produce a newsletter or presentation and collaborate live on it together. Teachers should reference the Desirable Features for any additional aspects of Using ICT that the pupils use.

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Prior Knowledge/Experience

Depending on the level at which they are working, pupils should have some experience in:

- Using Office 365 applications – particularly Microsoft Teams, Collaboration Space with Class Notebook, PowerPoint, Sway, Outlook, Word;
- Taking photographs and saving to specific locations. Eg OneDrive, iPad camera roll;
- Uploading work to a digital portfolio such as Microsoft Teams;
- Posting and replying to messages within Teams;
- Adding 'comments' to a piece of work through Office 365;
- Knowledge of how to 'turn in' a piece of work;
- Sharing a piece of work for collaboration through email;
- Working together in real time on a shared document;
- Knowing how to stay safe online.

Resources

Suitable software such as:

- Microsoft Teams and Office 365 suite

Other resources
- ThinkUKnow, Childnet
- Whiteboard – within Meet

Managing the Task – Teacher Guidance and activity suggestions

You will need to create a Microsoft Team for your class and generate a class 'join code'.

Depending on the age and experience of your pupils, you can add channels and relevant topic content and what you ask the pupils to contribute to, or create, will depend on the level at which you are pitching your activity.

The children should all join the Team.

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Part 1: Level 2	Part 2: Level 3	Part 3: Level 4
Teacher notes and activity *suggestions* appropriate **at this level:**	Teacher notes and activity *suggestions* appropriate **at this level:**	Teacher notes and activity *suggestions* appropriate **at this level:**
• The teacher should create an assignment. This can be a set of instructions for the children. **For example**, ask the children to make a digital poster using a suitable app or make a collage and take a photograph of it. The children should already know how to upload to a Teams assignment from the camera roll of the iPad or from the documents on a PC. **OR** • Children can complete an online quiz set by the teacher. This should be created by the teacher in Microsoft Forms and then set up as an Assignment within Teams.	• Teachers should add relevant content to the Team Channels. This could be sub-sections of topic areas (*for example Viking Houses; Viking Longships; Viking Clothing; or Who I am; My Local Community; My School*). These channels will provide information for the children to help them with their presentation and also allow for discussions. • Group work – the teacher should set up a channel **for each group** within the Team. This shared space will enable the children to communicate and develop ideas through discussion and upload their work to the channel files area. Pupils can work together on the same files to modify and improve their work.	• Group work – developing on from Level 3, the teacher should set up a channel **for each group** within the Team. This shared space will enable the children to communicate and develop ideas through discussion and upload their work to the channel files area. Pupils can work together on the same files to modify and improve their work. They should work with a wider range of shared documents to enhance the work to Level 4. • The Class Notebook activity within OneNote will require the teacher to set up a Class Notebook in the Team for the children. You will find this in the General tab. • The Collaboration Space can be used by everyone in a class, and all children can read or write on anything in this part of the notebook. Teachers and pupils can also create new sections and pages. The teacher should add relevant topic information to the Content Library and activity instructions within the Collaboration Space. This should be set up before the children start the task. There is a section within *Collaboration Space* giving instructions for use called 'Using the Collaboration Space.' • The teacher should set up an initial brain storming activity in the class notebook to enable the pupils to share ideas at the beginning.

Teachers may wish to complete the certified Microsoft Educator course on Class Notebook before using this activity.

https://education.microsoft.com/en-us/course/e597ca7b/overview

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Some examples of Teams that could be set up for this activity:

After School Clubs – teacher creates private channels for each Club. Children will manage these channels, sharing and uploading content and participating in discussions – with teacher monitoring.

eSafety – Channels created on various aspects of eSafety. Children can upload videos, podcasts, posters, presentations of the specific areas to share with others. Take part in discussions about how to stay safe online.

The World Around Us – Team could be set up with channels on different aspects of the topic *For example, Titanic, Vikings, Castles, Mighty Me, Local Wildlife*.

PD&MU – Set up a Wellbeing hub to support pupils' wellbeing and mental health. Use of CCEA Wellbeing Hub resources. https://ccea.org.uk/learning-resources/wellbeing-hub

Managing the Task with pupils

Pupils should be given opportunities to:

Plan

Pupils should discuss the importance of working with others and understand how we can help each other and learn from each other. They should talk about how to stay safe online and the things they can do to protect themselves. They will discuss appropriate online behaviour when interacting within a shared space.

Depending on the level they are working at they should plan the content for their digital collaboration/ presentation. This could be via an online discussion, shared PowerPoint, Sway, Class Notebook Collaborative Space, a leaflet, poster. Think about the resources they will use and the design, theme, layout, fonts, images and videos they want to include.

Assign each group or individual a section of the collaboration to work on.

Do

Pupils should work individually or as a group to collaborate online. They should communicate politely and responsibly to online discussions. They should navigate through the different channels within a Team and access materials relevant to the topic. They should post comments and know how to share work. They will collaborate on a piece of work, such as a document/ presentation/ Form/ Notebook contributing to online discussions.

Pupils should decide who their audience will be and how they are going to present their work. They should work with others to create a shared collaboration ensuring everyone in their group gets to contribute. They can create their own text, images and/or video/ web links.

Depending on the level they are working at, pupils should save, store, retrieve and share their work appropriately. They should understand how to send and respond to emails. They may wish to share their work via video conferencing. This could be presenting their work to another class in the school, for example, Year 7 presenting to Year 3 or it may involve collaborating on shared work and video conferencing with their link school for Shared Education.

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Review

Pupils should have the opportunity to talk about their work and be able to reflect on how this task links effectively with the Thinking Skills and Personal Capabilities framework.

The 'Comments' feature within Office 365 is a great way to give feedback and allow pupils to see the history of their discussion in the file. Pupils can also tag a specific person with an @mention and they can respond within the file the next time they view it.

Pupils should reflect on how they communicated with others online and if this could be improved. Pupils should talk about what worked well and also any problems faced and discuss what they might do differently next time.

If using as evidence for External Moderation:

As well as submitting the final product, please include:

- Evidence of planning – copy of documents with comments
- Screen shots of pupil interaction and online comments
- Screen recordings
- Pupil evaluation

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Assessing Pupils' Responses to the Task

The first column of the Assessment Criteria Grid sets out the Requirements for Using ICT that are covered in this task. Alongside this are the Levels of Progression and the Using ICT Desirable Features for Online Communication at Levels 2, 3 and 4. These Desirable Features have been produced as guidance for teachers to consider when observing a pupil and assigning a level to a piece of work. When coming to a holistic judgment of the pupil's level of Using ICT competence, teachers should ensure that these Desirable Features are used in conjunction with the Using ICT Levels of Progression.

Assessment Criteria Grid			
Using ICT Requirements	**Level 2**	**Level 3**	**Level 4**
Explore • access, select, interpret and research information from safe and reliable sources.	Pupils can: • find, select and use information from a given digital source;	Pupils can: • research, select, edit and use information from given digital sources;	Pupils can: • research, select, edit and use assets from a range of digital sources;
Express • create, develop, present and publish ideas and information responsibly using a range of digital media and manipulate a range of assets to produce multimedia products.	• create and edit text onscreen, combining images and/or sound;	• communicate and develop ideas by creating and editing text onscreen – combining this with an appropriate selection of images and/or sounds;	• process found or self-produced assets, including text, data, sound, and still or moving images, and combine these to create, present and communicate their work, showing an awareness of audience and purpose;
Exchange • communicate safely and responsibly using a range of contemporary digital methods and tools, exchanging, sharing, collaborating and developing ideas digitally.	• identify and talk about ways of communicating digitally;	• use a contemporary digital method to communicate or contribute to a supervised online activity;	• use contemporary digital methods to communicate, exchange and collaborate in supervised online activities;
Evaluate • talk about, review and make improvements to work, reflecting on the process and outcome and consider the sources and resources used, including safety, reliability and acceptability.	• talk about how to improve their work; and	• make modifications to improve their work; and	• use appropriate ICT tools and features to improve their work; and
Exhibit • manage and present their stored work and showcase their learning across the curriculum, using ICT safely and responsibly.	• save their work.	• save using file names and select work to showcase learning digitally.	• select, organise, store and retrieve their work to showcase learning digitally in a personalised area.

Pupils should demonstrate, when and where appropriate, knowledge and understanding of e-safety including acceptable online behaviour.

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Desirable Features: Online Communication

Online Communication is where children work together using digital tools to communicate, collect and share ideas to complete a task or create something new.

Some examples of online collaboration in the Primary Classroom are:
- Video conferencing
- Emails
- Blogging
- Using discussion boards to share ideas
- Using online functions such as commenting to leave opinions on others' work
- Collaborating on a shared document
- Creating material online together
- Sharing work within a Virtual Learning Environment (VLE)
- Using Cloud-based tools to store organise, complete, share and submit work
- Sharing materials – eg work such as images or written activities to a wider audience.

Desirable Features		
Online Communication: Level 2	**Online Communication: Level 3**	**Online Communication: Level 4**
Before working online, pupils need to be aware of **e-safety** practices. **Pupils should:** • talk about how to keep safe and demonstrate appropriate online behaviour using suitable materials such as the CEOP Thinkuknow age-related activities; • explore what cyberbullying means and what to do if they encounter it; • understand the need to keep personal information and passwords private; • recognise the need for a secure password; • know that if they share information online it leaves a digital footprint or trail; • understand that keyword searching is an effective way to locate online information and how to select keywords to produce the best search results; and/or • realise that not all websites are equally good sources of information.	Before working online, pupils need to be aware of **e-safety** practices. **Pupils should:** • view and discuss e-safety materials such as the CEOP Thinkuknow age-related activities; • increase awareness of fake news and learn how to assess what they read online; • learn skills to help determine if something is real or fake; • develop knowledge of the impact of online reputation and how technology can have a negative impact on people's lives; • understand that in gaming and other online forums, not everyone is who they say they are; and • increase awareness of healthy screen time.	Before working online, pupils need to be aware of **e-safety** practices. **Pupils should:** • use and discuss e-safety materials such as the CEOP Thinkuknow or Google (Be Internet Awesome (Interland)) age-related activities; • describe issues online that might make someone sad, worried, uncomfortable or frightened; • come up with ways of managing situations and give examples of how to get help if these issues occur either on or offline; and • beware what they share – they will lose control of images once they are sent.

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Desirable Features		
Online Communication: Level 2	**Online Communication: Level 3**	**Online Communication: Level 4**
The bullet points below describe what is appropriate at this level. Pupils should cover a combination, but do not have to cover everything.	**The bullet points below describe what is appropriate at this level. Pupils should cover a combination, but do not have to cover everything.**	**The bullet points below describe what is appropriate at this level. Pupils should cover a combination, but do not have to cover everything.**
If using Google Classroom or Microsoft Teams (or equivalent), **pupils should:**	If using Microsoft Teams (or equivalent), **pupils should:**	If using Microsoft Teams (or equivalent), **pupils should:**
• join a class Team or Google Classroom with a code and reply appropriately to a message posted by your teacher or a classmate;	• join a class and navigate the main Teams interface viewing content in channels created by their teacher;	• join the class and use the sidebar or tabs to view assignments and add work;
• add a Post to the Stream or Channel, for example ask a relevant question about class or assignments or share relevant resources related to the class subject or topic;	• participate in an ongoing class discussion with other children in the class, posting relevant replies in response to their contributions;	• use a tool, such as Flipgrid, to create and upload a video in response to a topic the teacher has set;
• record a message for their class in the Posts area, using the microphone icon;	• use the Announcement tool to make a post stand out;	• work with classmates to create a shared document or presentation using Office 365 tools;
• access and complete an online quiz set by the teacher;	• add content to a relevant channel by uploading from OneDrive or a device or adding a link;	• know how to share work with a class group for collaboration, such as within a Class Notebook;
• know how to access Assignments in Teams and attach a piece of work or a photograph of your work for the teacher;	• complete Assignments and understand how to Turn in;	• view the material the teacher has uploaded to the Content Library;
• take part in a whole class video meeting using for example Google Meet or MS Teams.	• know how to view Feedback from their teacher and view Grades;	• work on a collaborative project using the collaboration space to engage with peers;
	• work collaboratively on a shared document such as a PowerPoint or Word document, for example be able to highlight their contribution in a different colour;	• use Microsoft Forms to create a quiz or survey that can be shared and completed with others and understand how to access and interpret the results;
	• know how to work within the Student Notebook so the teacher can see their work, for example complete an online homework within their Notebook and access teacher feedback;	• upload a wider range of work such as a video, podcast or PowerPoint to the Assignment section of Teams;
	• use the Comments or Conversation tool to feedback, chat and work in real-time;	• present work to the teacher and classmates via MeetNow, change background and share screen;
	• take part in a videoconference using the raise hand and chat tools to interact with the class and teacher.	• create a blog, using for example Digital Leaders Blog on Weebly.

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Part 1

This task is based on a topic you are doing in class. Your teacher will have created a 'Microsoft Team' for you to join. In this shared learning space, you will be able to take part in online discussions with your teacher and your classmates. You will be able to share your work.

- Join a class Team with the code your teacher has given you.

- Add a comment to the channel responding to a question or statement your teacher and /or classmates have asked.

- Access the Assignment or Quiz your teacher has set and complete your work. View the feedback comments from your teacher.

- Talk about what you found hard/easy about this activity and how you could improve your work.
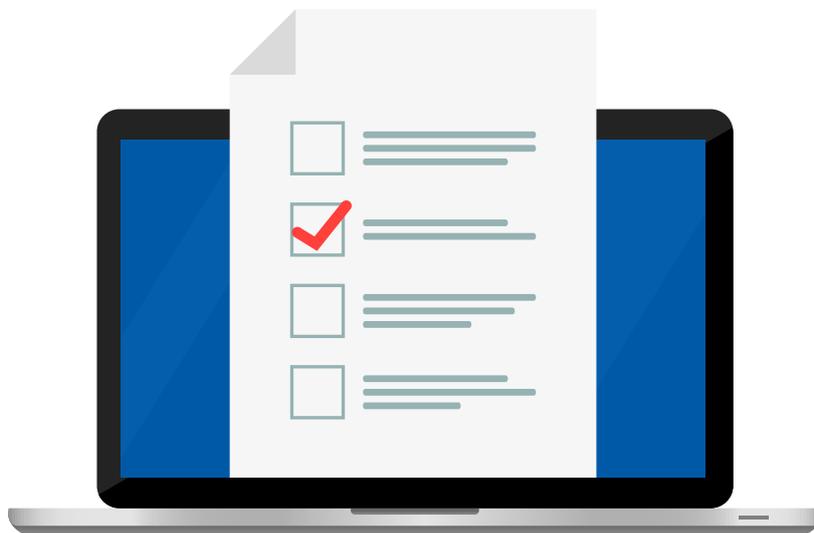
Team Time! (Microsoft Teams)

Part 2

This task is based on a topic you are doing in class. Your teacher will have created a 'Microsoft Team' for you to join. In this shared learning space, you will be able to take part in online discussions with your teacher and your classmates. You will be able to share your work and collaborate together.

- Join a class Team with the code your teacher has given you.

- View the topic material in the Channels your teacher has set up.

- Add comments to channels responding to your teacher and/or classmates.

- In the group channel your teacher has set up, create a collaborative presentation using PowerPoint or Sway with your classmates. Assign each person/pair a section to work on together.

- Using the 'Comments' tool within Office 365 add, review and reply to comments from your peers.

- Comment on a presentation created by another group.

- Talk about how you could improve your work and make any changes necessary.

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Part 3a: Group Channels

This task is based on a topic you are doing in class. Your teacher will have created a 'Microsoft Team' for you to join. In this shared learning space, you will be able to take part in online discussions with your teacher and your classmates. You will be able to share your work and collaborate together.

- Join a class Team with the code your teacher has given you.

- View the topic material in the Channels your teacher has set up.

- Add comments to channels responding to your teacher and/or classmates.

- In the group channel your teacher has set up, create a collaborative project with your classmates. This could be a presentation using PowerPoint or Sway or an iMovie or podcast that you have worked on together and uploaded to your shared space.

- Using the 'Comments' tool within Office 365 add, review and reply to comments from your peers if using Office tools.

- Comment on a presentation/document/movie/podcast created by another group.

- Talk about how you could improve your work and make any changes necessary.

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Part 3b: Class Notebook

This task is based on a topic you are doing in class. Your teacher will have created a 'Microsoft Team' for you to join. In this shared learning space, you will be able to take part in online discussions with your teacher and your classmates. You will be able to share your work and collaborate together.

- Join a class Team with the code your teacher has given you.

- Go to the Class Notebook your teacher has set up within the General Channel and navigate to the Collaboration Space.

- Take part in an introductory brain-storming activity set up by your teacher. Everyone will be able to contribute and edit this activity at the same time and see each other's comments. (You can type your response or use the inking feature to 'Think with Ink.')

- In your groups, plan a project on a particular topic, work within your group to assign specific sections to each person.

- Make use of the tools within Class Notebook – inking, recording, inserting photos, web links, comments etc.

- You can present your work to another class or school using the 'Meet' video conference facility within Teams. Share your screen and in your group present your work.

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Part 3c: Create a quiz using Microsoft Forms

This task is based on a topic you are doing in class. Your teacher will have created a 'Microsoft Team' for you to join. In this shared learning space, you will be able to take part in online discussions with your teacher and your classmates. You will be able to share your work and collaborate together.
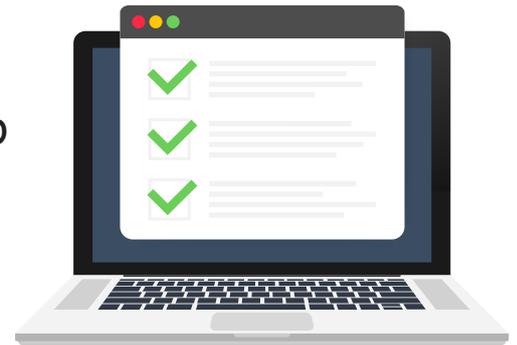
- Join a class Team with the code your teacher has given you.

- In a small group, create a Quiz or Survey (Form) linked to the topic you have been learning about through your Team channels.

- Give your quiz/form a title and add images where relevant to enhance the appearance.

- Choose a theme and then decide on the different sections within your form.

- Think about the type of questions you wish to include. E.g. Choice, Text.

- Remember in Quiz to set the correct answer for each question and assign points for each correct answer. Make sure you set the 'Required' answer button so no one leaves a question out.

- Share your quiz/form with your class. View and analyse the results and present your findings to your class.

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Part 3d: Create a collaborative Sway presentation

This task is based on a topic you are doing in class. Your teacher will have created a 'Microsoft Team' for you to join. In this shared learning space, you will be able to take part in online discussions with your teacher and your classmates. You will be able to share your work and collaborate together.

- Join a class Team with the code your teacher has given you.

- Using Sway through Office 365 you will work together to present information on a topic assigned by your teacher. In your group, plan a project on a particular topic, work within your group to assign specific sections to each person.

- You want everyone in your group to be able to create, edit and revise changes.

- Work together in your group to set up the introduction. Then when sharing the Sway for collaboration through email, one person should select 'Invite people to edit' and share that collaboration link.

- Each person in the group should work on their assigned section. They can add a variety of media, such as text, photographs, audio recordings, video links etc.

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Part 3d continued:
Create a collaborative Sway presentation

- The group should meet regularly to review how the task is developing and discuss any improvements and changes that could be made.

- Once complete share the link with only 'viewing rights' to your Team for the other members to view and feedback on.

- Make any changes required before it goes live.

- Think about your desired audience. This could be a newsletter on the school website or a Twitter feed.

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