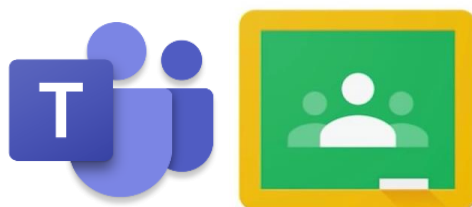




# Managing Remote Learning Guidance for Parents and Pupils



- Microsoft Teams and Google Classroom both have features that can help you manage and plan your online work.
- The next two slides will demonstrate how you can use the
  - Calendar to view, in one screen, what live sessions are available for you to join.
  - Assignment Tab/ 'To do' list to check what work you are due to complete and submit. This will help you manage your deadlines.





# Microsoft Teams



Microsoft Teams has 2 key tools which are useful on a daily basis

## Assignments

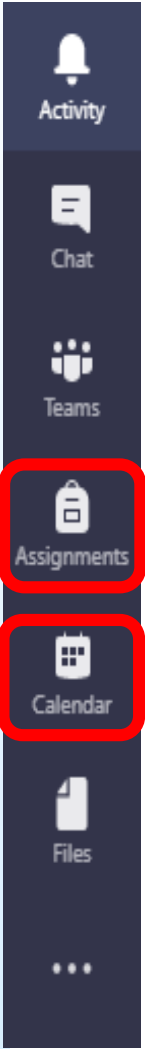
This gives an overview of all upcoming assignments, in order of due dates and deadline times. This can also be used to access previously submitted assignments to review feedback.

S	TASK 12, 13 & 14 HAND-IN	S4 Admin - S GILBERT • Due tomorrow at 15:00
S	TASK 5 A, B & C HAND-IN	S4 Admin - S GILBERT • Due tomorrow at 15:00
S	SOUNDS ON THE SHORE TASKS WEEK COMMENCING 1 FEBRUARY 2021	S4 Admin - S GILBERT • Due tomorrow at 23:59
4R	Week 4/5 - National 5 Lockdown Paper Q5-8	

## Calendar

This gives an overview of all scheduled live sessions offered by subjects. This can be viewed on a weekly or daily basis. Live sessions can be joined from this screen by clicking on the meeting.

	08 Monday	09 Tuesday	10 Wednesday	11 Thursday
11 AM				
12 PM		S4 BM Live Mr Gilbert		S4 Admin - Drop- Mr Gilbert

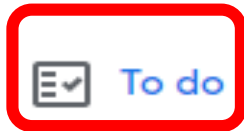




# Google Classrooms



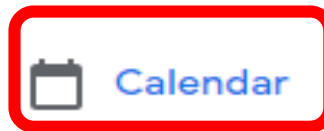
Google Classrooms has 2 key tools which are useful on a daily basis



## To do

This provides an overview of upcoming work in order of due date. Work can be filtered by Past Due, This Week and Next Week. Clicking on a task takes you to the assignment.

No due date	2	▼
This week	4	▲
S3 Interim Report Survey	3a8	Today, 16:00
Explain and Evaluate Question	S3 History Miss Morgan	Today, 23:59
Summary of Elvis Song- What did you think?	S3 History Miss Morgan	Today, 23:59
Emotional Factor Week 4	Mr Condron S3 N5 (J2)	Tomorrow, 14:40
Next week	1	▼
Later	0	▼



## Calendar

This allows you to view any upcoming work that is due. It also allows you to view any live sessions that have been offered by subjects. Clicking on an assignment takes you to the task/ link for Google meet.

Calendar			
All classes ▼			
Feb 1-Feb 7, 2021			
Mon	Tue	Wed	Thu
1	2	3	4
Assignment: Assignment 3 - Pythagoras 09:00		Assignment: Week 4 - Fashion Research Task	

