# Use Case 1: Departmental Trios/Groups Across LAs/RICs

## Quality Assurance using Teams and OneNote

* Form trios of subject departments from different schools in a local authority or regional improvement collaborative.
* One person from each department uploads learner evidence to OneNote.
* All members of the departments join the team to access the OneNote



School A department



School B department



School C department

Arrange who will quality assure what evidence. This can be done asynchronously or live. Use the meeting functions within teams to enable peer discussion.

**Asynchronous Example**
Identify who from each department will quality assure what evidence

|  |  |
| --- | --- |
| **Teacher QA Trios** | **Pages to Quality Assure** |
| Teacher 1 (School A)Teacher 1 (School B)Teacher 1 (School C) | Higher Writing Creative Story 1Higher Writing Creative Story 3 |
| Teacher 2 (School A)Teacher 2 (School B)Teacher 2 (School C) | Higher Writing Creative Story 2Higher Writing Creative Story 4 |

**Live Example**

All members of the departments arrange a live meeting.

Use breakout rooms to group teachers into trios

Specify what breakout room will look at what pages eg

|  |  |
| --- | --- |
| **Breakout Room** | **Pages to Quality Assure** |
| 1 | Higher Writing Creative Story 1Higher Writing Creative Story 2 |
| 2 | Higher Writing Creative Story 3Higher Writing Creative Story 4 |
| 3 | Higher Writing Discursive / Argumentative 1Higher Writing Discursive / Argumentative 2 |

All teacher comments and discussion recorded on appropriate OneNote page

# Use Case 2: Single Person departments across LAs/RICs

## Quality Assurance using Teams and OneNote

In smaller local authorities or single person departments in local authorities / regional improvement collaboratives, each person would be responsible for joining the team and uploading evidence



Teacher A



Teacher B



Teacher C



Teacher D

Arrange who will quality assure what evidence. This can be done asynchronously or live. Use the meeting functions within teams to enable peer discussion.

**Asynchronous Example**
Identify who from each department will QA what evidence

|  |  |
| --- | --- |
| Teacher Groups | Pages to Quality Assure |
| Teacher ATeacher B | Higher Writing Creative Story 1Higher Writing Creative Story 3 |
| Teacher CTeacher D | Higher Writing Creative Story 2Higher Writing Creative Story 4 |

**Live Example**

All members of the team arrange to a live meeting.

Use breakout rooms to group teachers into trios/duos

Specify what breakout room will look at what pages eg

|  |  |
| --- | --- |
| Breakout Room | Pages to Quality Assure |
| 1 | Higher Writing Creative Story 1Higher Writing Creative Story 2 |
| 2 | Higher Writing Creative Story 3Higher Writing Creative Story 4 |
| 3 | Higher Writing Discursive / Argumentative 1Higher Writing Discursive / Argumentative 2 |

All teacher comments and discussion recorded on appropriate OneNote page

# Use Case 3: Whole School

## Quality Assurance using Teams and OneNote

Create a PLC Team, with all staff as members. Set up the PLC Notebook as follows:

* Create Section Groups for each subject. (must be done via OneNote desktop app)
* Within each Section Group, create appropriate sections for courses

Each staff member/department uploads learner evidence to an appropriate page within the subject section





Upload

Art staff



Biology staff



Business Management staff



Computing Science staff

* Learner evidence uploaded to an appropriately named page within te appropraote subject and section. Any quality assurance comments/discussions done between staff members can be recorded on that page
* Staff who engage with quality assurance work involving other schools/local authorities can also record evidence of that in here.