

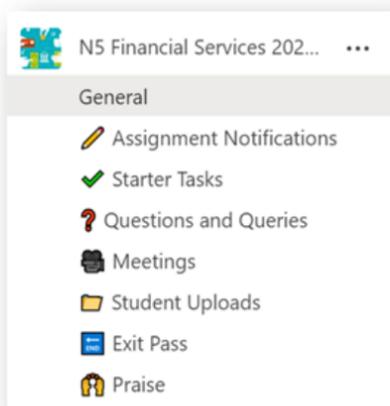


STAFF DIGITAL FIRE DRILL

1. CREATING THE TEAM

When creating a Team the Team name should be **Level Column Subject Year** e.g. N5 F Admin 2020-21.

At least 2 members of staff should be owners on each class team - in case of absence.



2. MARR HOUSE STYLE

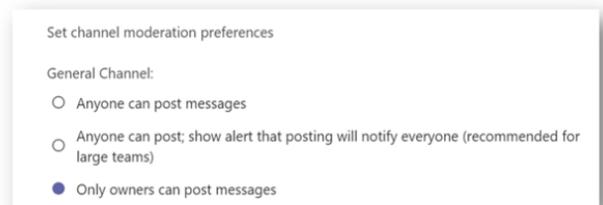
Consistency will make it easier for students to navigate their teams. Class Teams should follow the 'Marr House Style' which includes (as a minimum):

- A **General** channel for posting learning outlines and other important announcements,
- A **Questions** channel to allow students to contact their teacher with queries.
- A **Meetings** channel where video lessons can take place.

3. GENERAL CHANNEL SETTINGS

Permissions in the General channel should be set to 'teachers only can post' to minimise clutter.

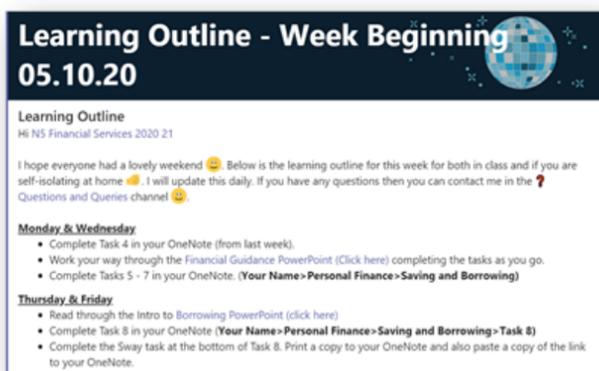
This will make it easier for students to locate important posts/learning outlines.



4. LEARNING OUTLINE POSTS

Teachers to post weekly/daily learning outlines in the **General Channel** for students to access. Tag the class in the post so it appears in student alerts.

Best practice would be to include hyperlinks to files, websites and assignments to make it easy for students to access learning materials.



5. CLASS MATERIALS

Class resources should be uploaded to the Class Materials folder in the Files section in Teams. This will allow students to access materials from home.



Insights

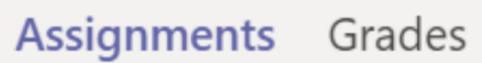
6. INSIGHTS TAB

All Teams should have an 'Insights' tab added to the team to monitor and track student activity.

7. ASSIGNMENTS

Classes should be making use of Assignments for tasks, homework and assessments. This will link to the class Grade Book and track average performance.

This should be used throughout the school year to ensure students are confident in using the assignments feature in Teams.



8. ONENOTE

Continued use of OneNote as a 'digital jotter'. This could be for tasks completed using ICT but also to upload handwritten tasks from students. This should act as a folio of evidence for students.

9. CLASS DISCUSSIONS

Teachers should discuss this at regular intervals with their classes to prepare them should the need to self-isolate or move to blended learning.

[Access help videos on our school website for students and staff \(click here\).](#)

10. STUDENT-CENTRED APPROACH

Take a student-centred approach. Continued consideration of how easy it is for students to access and complete their learning remotely.

