

Teams @ Liberton High School

1. At least 2 Team Owners

At least two staff members should be owners of each class team – in case of absence

2. Class TEAMS Structure

Consistency will make it easier for learners to navigate their Teams. Each team should include the following:

General Channel – used for posting important announcements, overviews of weekly learning and issuing assignments.

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General

Ask the Teacher channel - to allow learners to contact their teacher with questions related to the work.

Ask the Teacher

3. Channel Settings

General Channel – Only the class teacher will be able to type and amend the general channel. This is to ensure that important information is not lost.

Ask the Teacher channel – All members of the team will be able to post in this channel. If pupils do not want to post their questions openly then they can email their teacher directly.

4. Submission of Pupil Work

Teachers will make it clear what tasks are to be submitted on the general channel.

'Assignments' will be set for pupils to submit their work for all S3-S6 classes except for Expressive Arts. Expressive Arts teachers will communicate how to submit the tasks.

'Assignments' will be set for pupils to submit their work in S1 and S2 except for Social Subjects, CDT and Science. Teachers for these subjects will communicate how to submit the tasks.

5. Live Lessons

Live lessons will be started by the class teacher admitting pupils from the lobby/waiting room.

All cameras should be turned off.

All mics apart from the teacher's should be turned off until permission is given.

Live lessons will be recorded so that pupils can engage at the time most suited to them.