

FAMILIARISATION OF MS TEAMS



AGENDA



- Familiarisation of MS Teams
- > Welcome to a children blended learning world
- >Q&A (Questions can be post on the Q&A tab on Zoom Webinar)



OBJECTIVES OF MS TEAMS FAMILIARISATION



- ➤ Be familiar with the features and functions of MS teams so as to better support and be part of your child's learning journey
- Strengthen our Home-School Partnership in promoting a safe and conducive learning environment for our students when using their PLDs



PERSONAL LEARNING DEVICE (PLD) ROLL-OUT DAY





USING PLDS DURING ENGLISH LESSONS QUEENSTOWN SECONDARY SCHOOL







USING PLDS DURING CCA







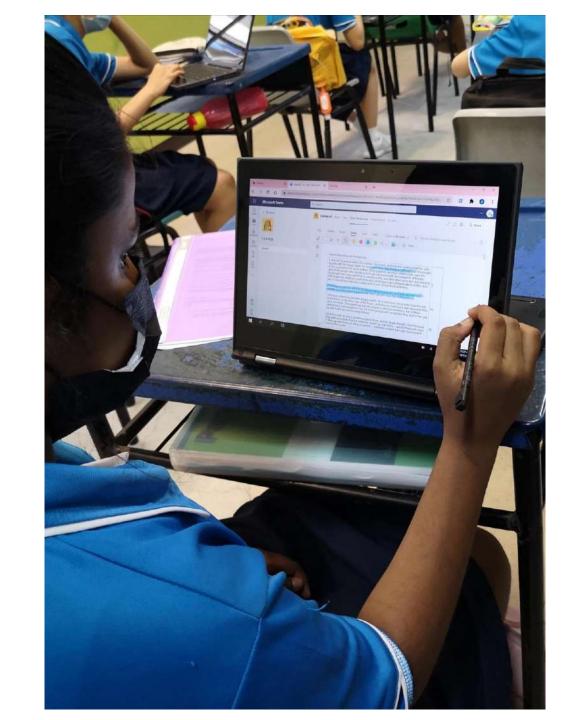
OVERVIEW OF MS TEAM



What is Teams?

Microsoft Teams is a digital hub that brings conversations, content, assignments, and apps together in one place, letting educators create vibrant learning environments.

Empower students today to be the creators of the next lap



One Hub



















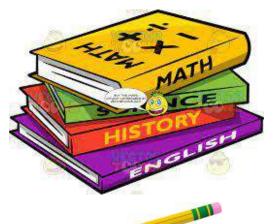








HOW TEACHING AND LEARNING WILL BE TRANSFORMED?

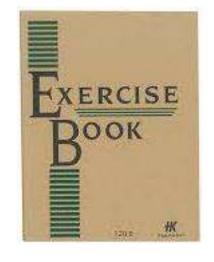


















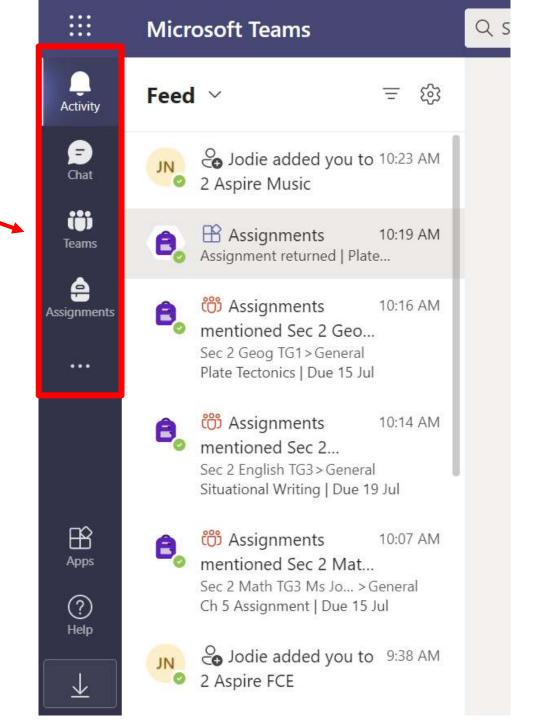
THE LEFT MENU OF MS TEAMS



THE LEFT MENU

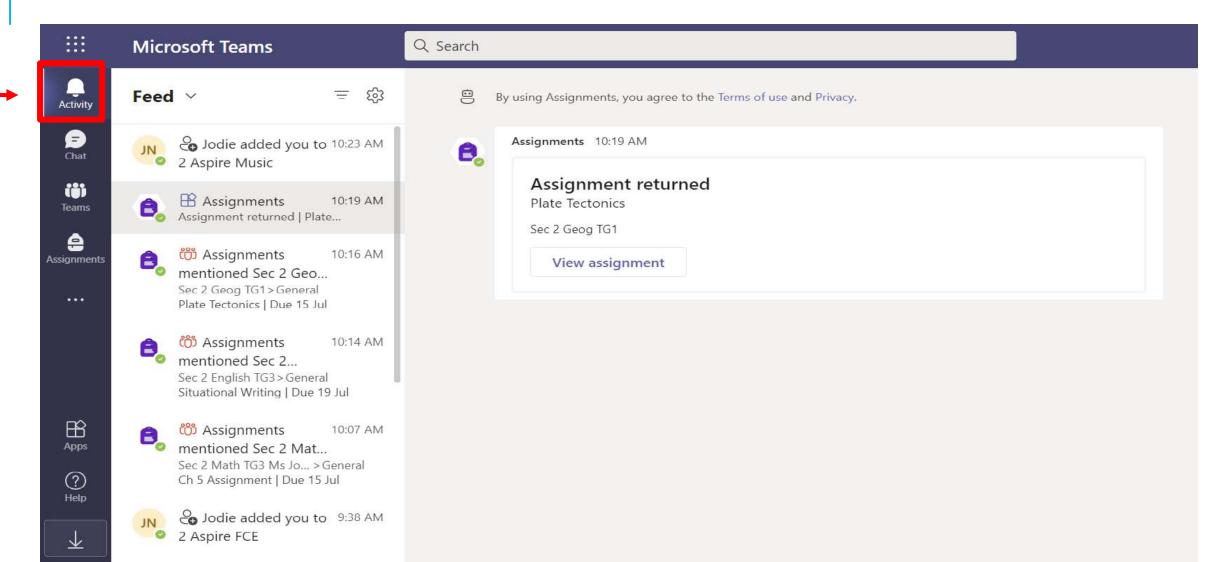
These are the sections of Teams:

- Activity Feed shows recent activity
- Chats is for conversations
- Teams is where your child can access all his/her Teams and channels
- Assignments remind the students on the task they need to complete



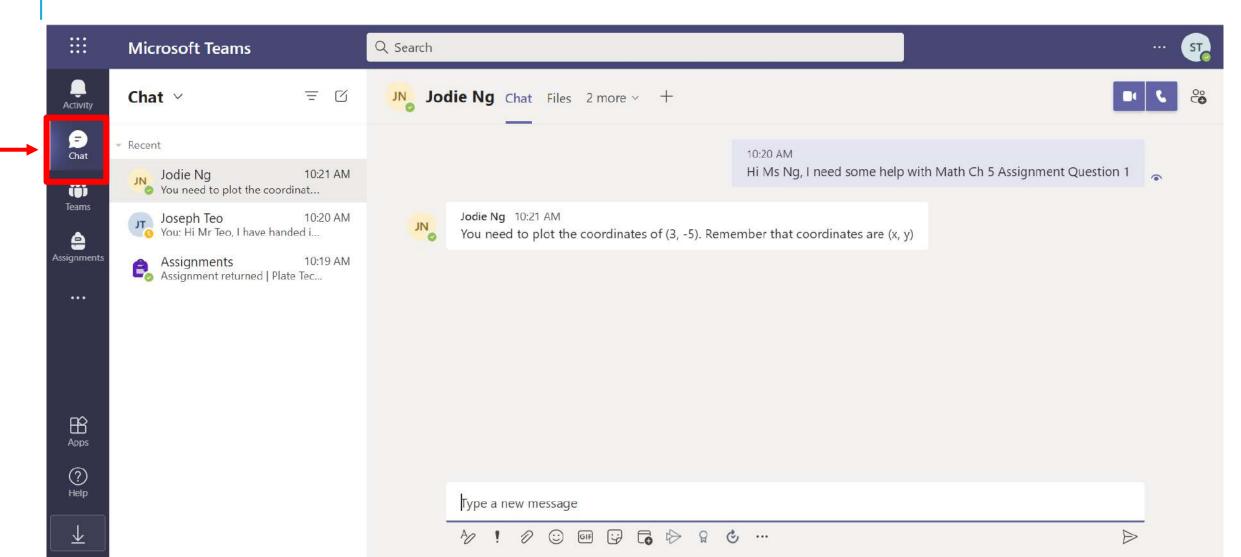
ACTIVITY FEED





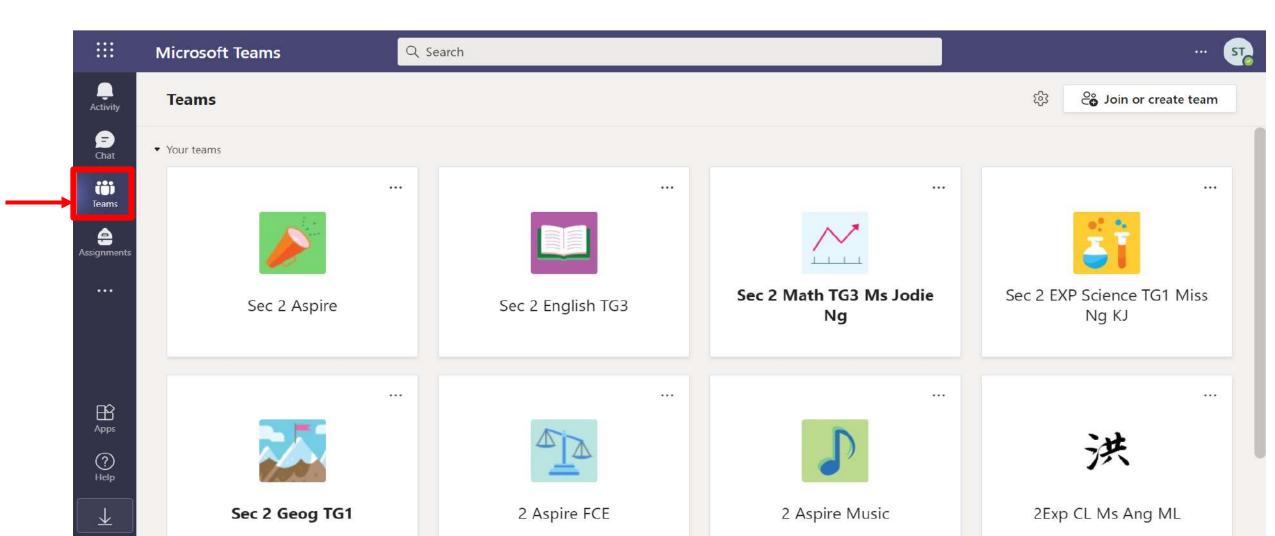
MS CHAT





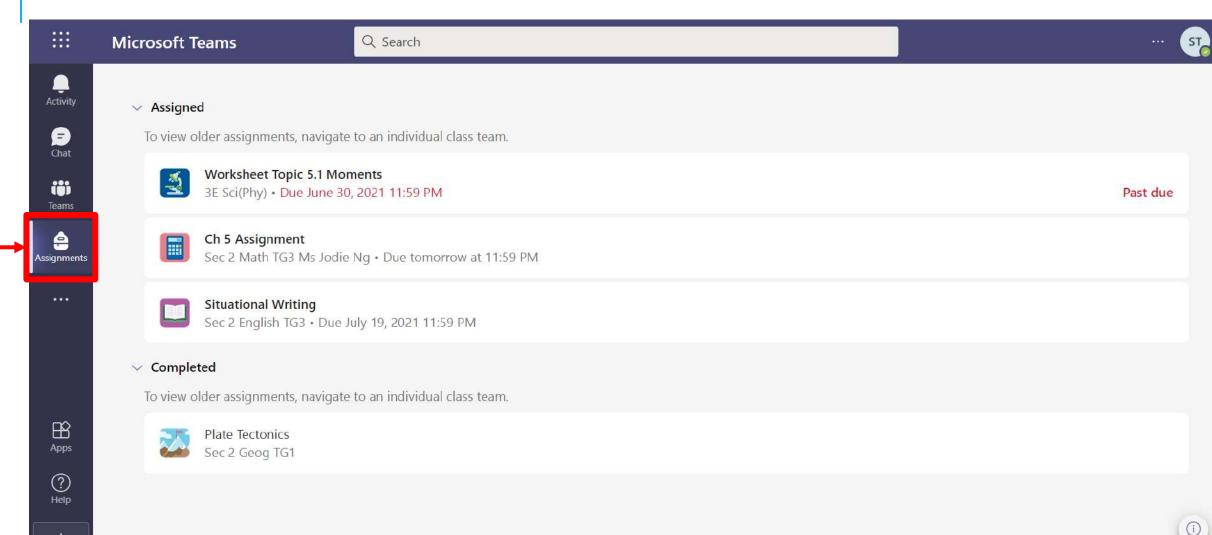
TEAMS





ASSIGNMENTS - OVERVIEW





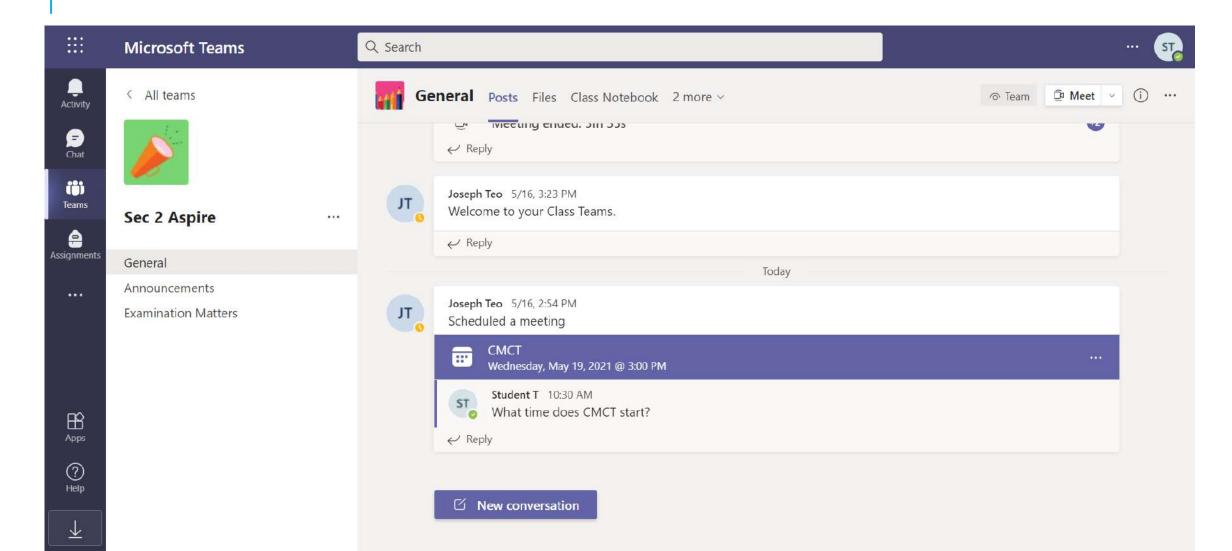


HOW DOES A CLASS TEAM LOOK LIKE







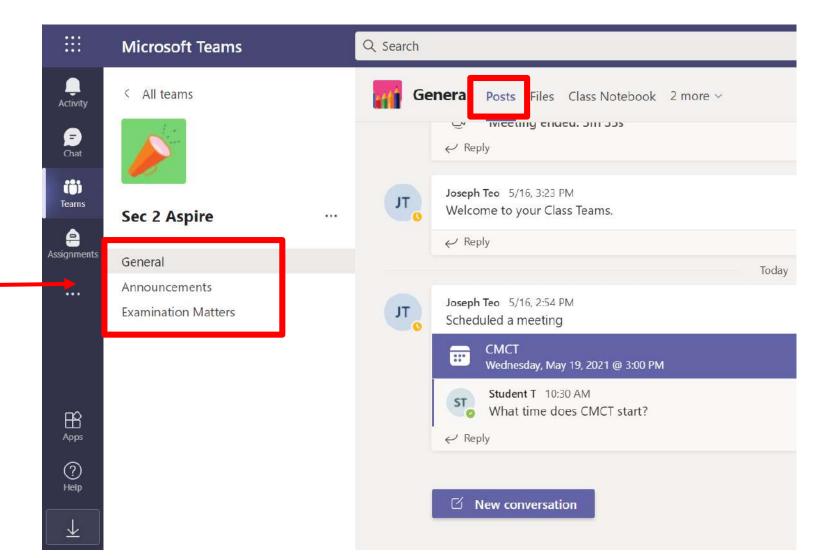


CHANNELS IN A CLASS TEAM



Channels are dedicated sections within a team to keep conversations organized by specific topics.

(General Conversations, School Announcement for the students, Examinations Announcement etc)





CLASS NOTEBOOK



What is Class Notebook?



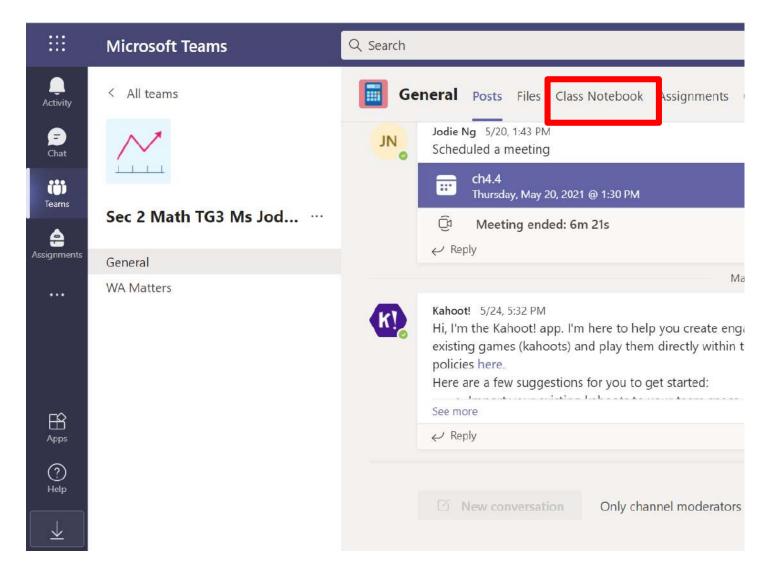
Class Notebook is organised into three areas:

- **Student notebooks:** Private notebooks that are shared between the teacher and each individual student.
- Content library: A place where teachers can handout course materials to students.
- Collaboration space: A space for anyone in the class to share, organize and collaborate.

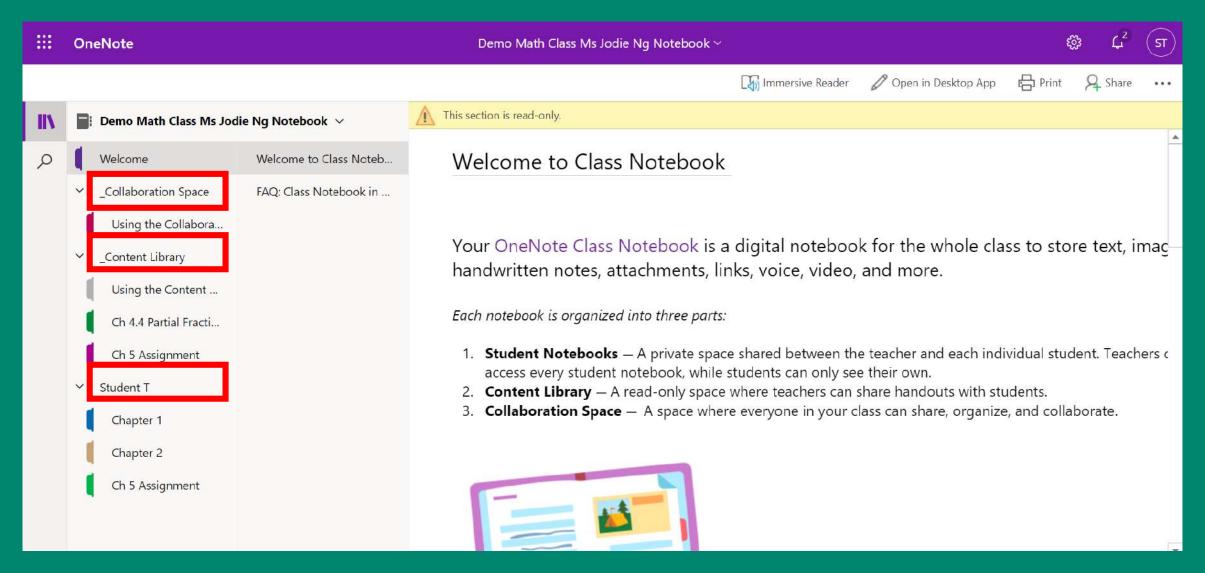


CLASS NOTEBOOK



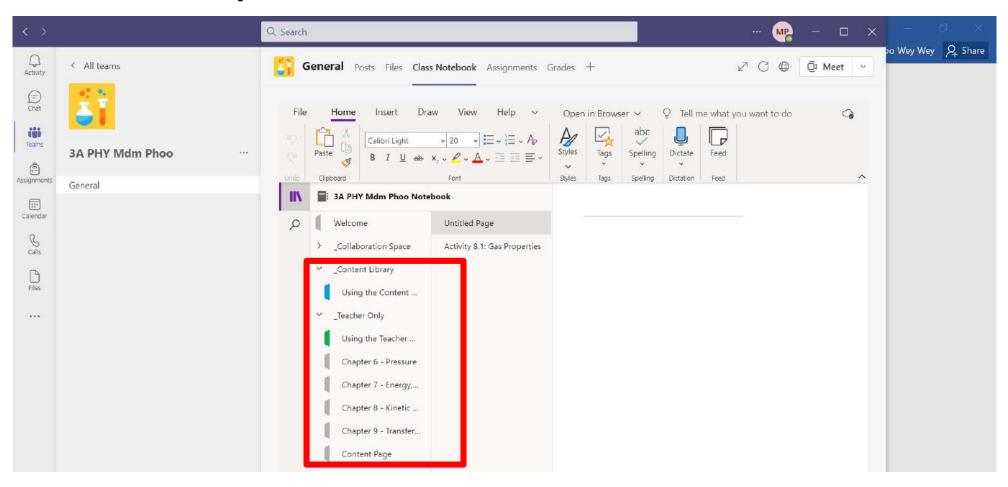


Class Notebook User Interface



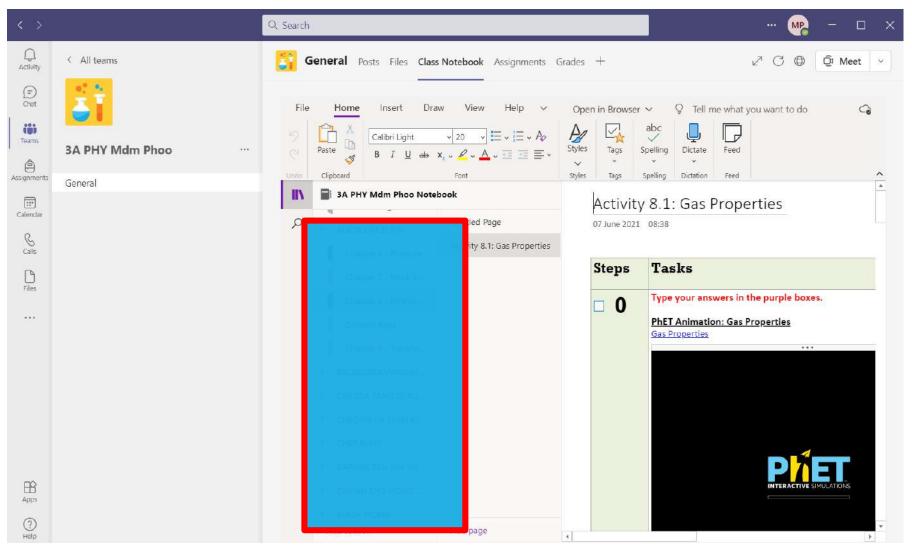


Content Library







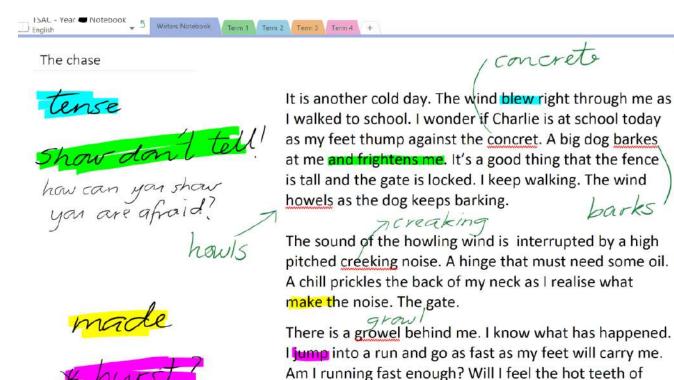


Inking in Class Notebook



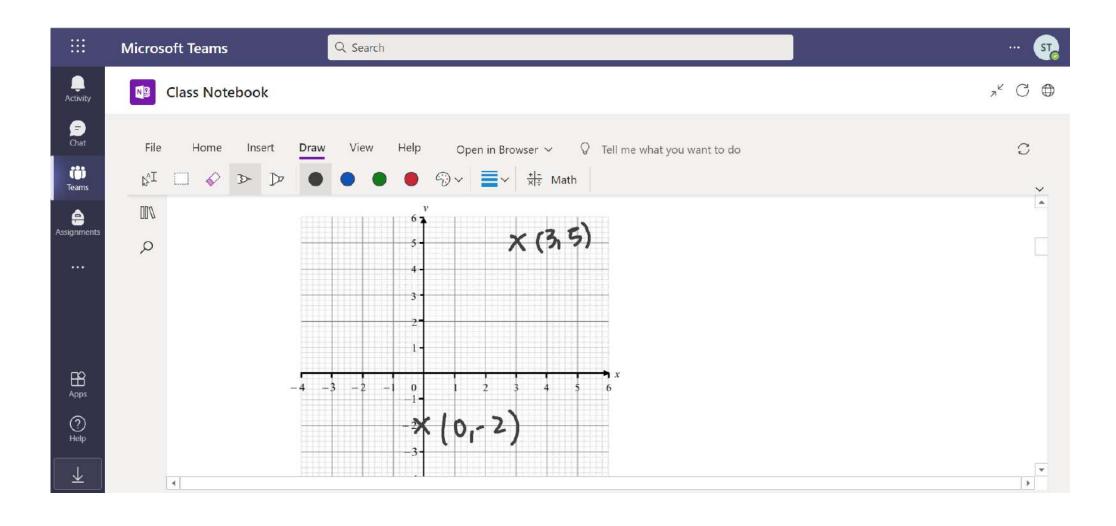
that vishos dog bite my leg? The fear makes me run

- Digital Ink Transforms OneNote:
 - Markup is magic with a digital pen
 - Highlighting helps identify problem areas
 - Arrowing sections and making comments is easy when you can write on the screen!



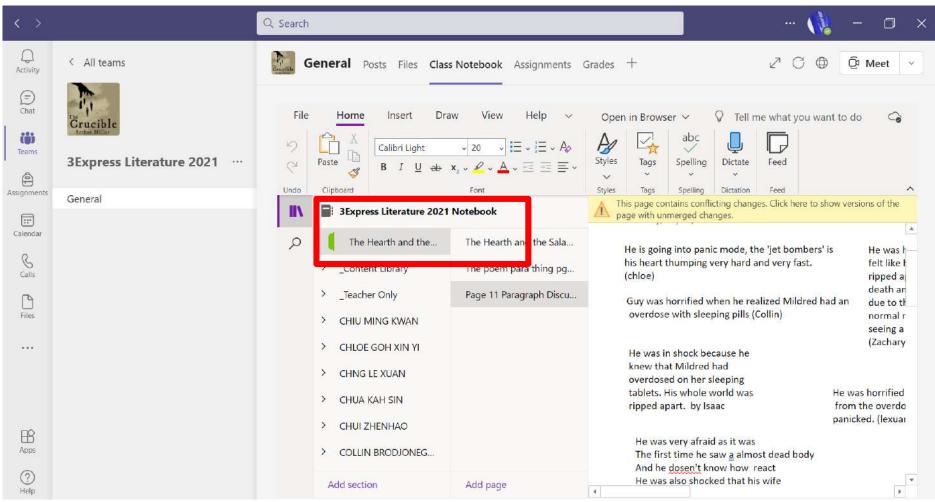












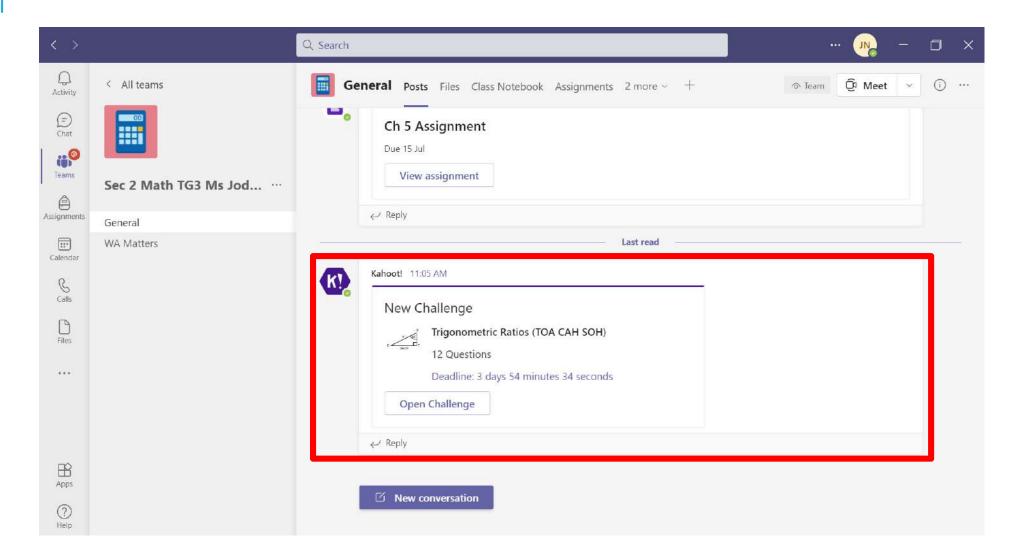


ASSESSMENT FOR LEARNING (AFL)



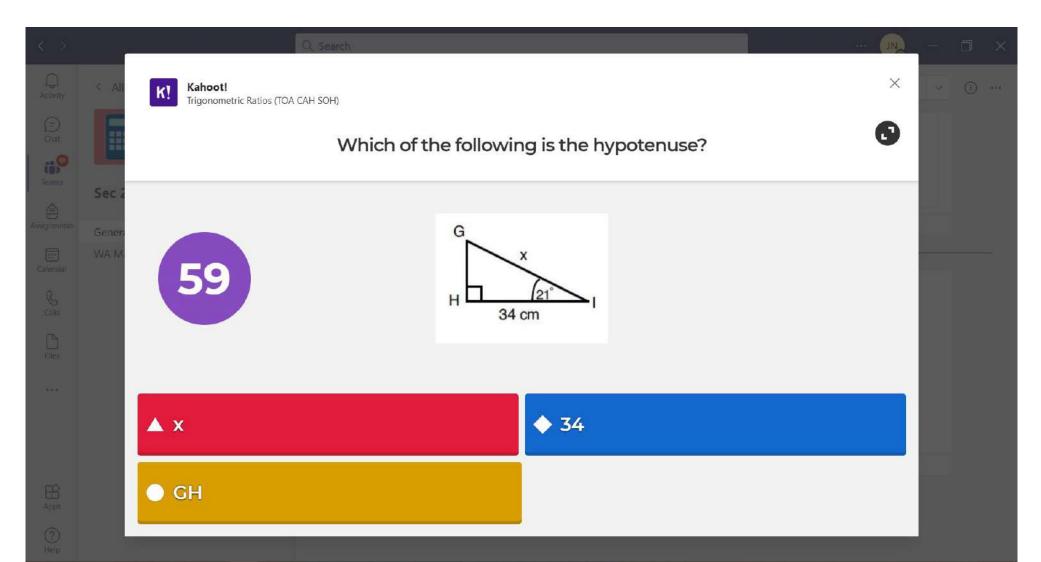




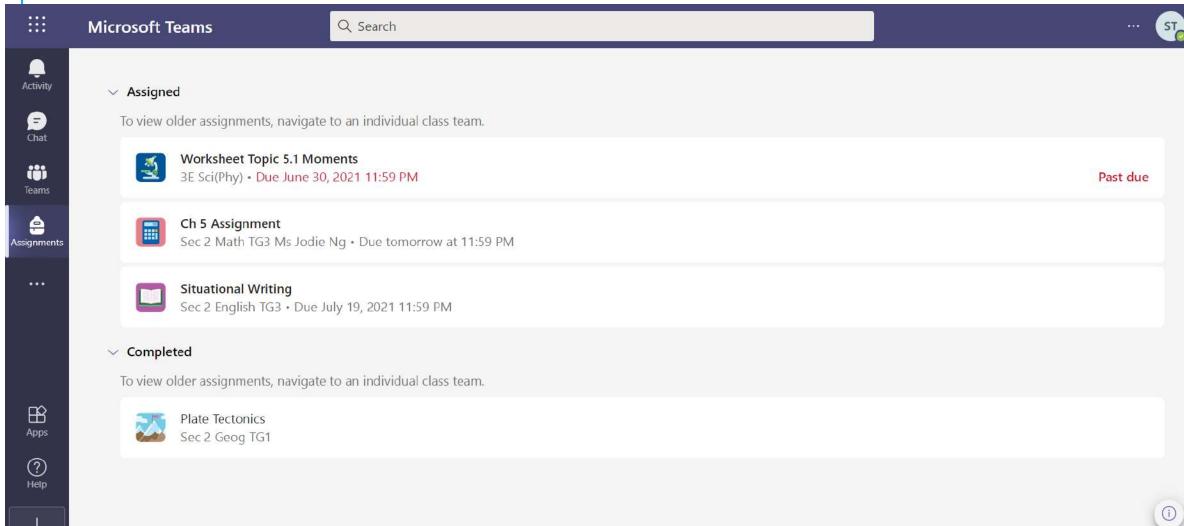




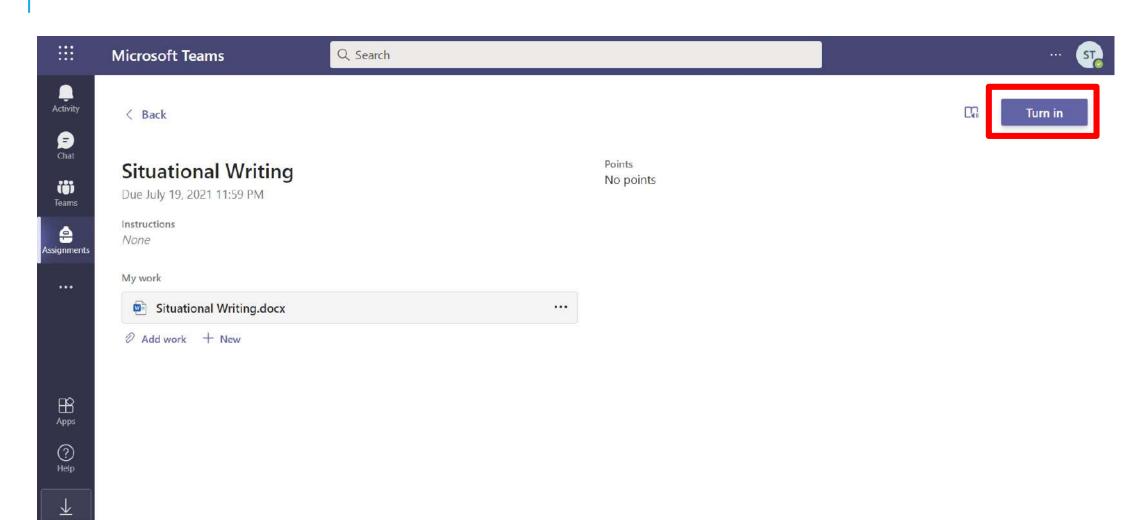




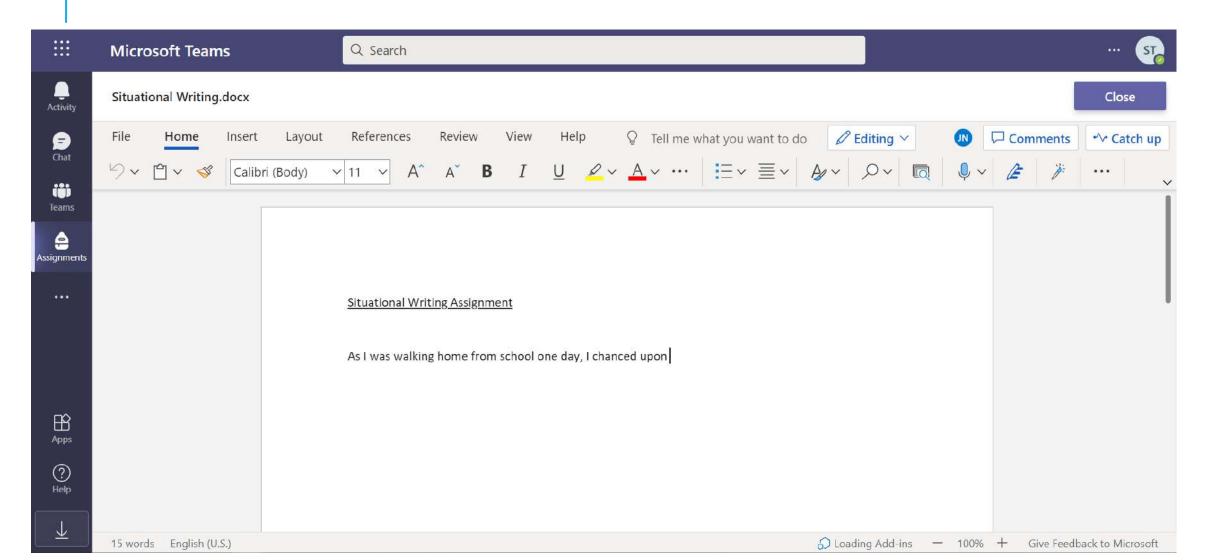




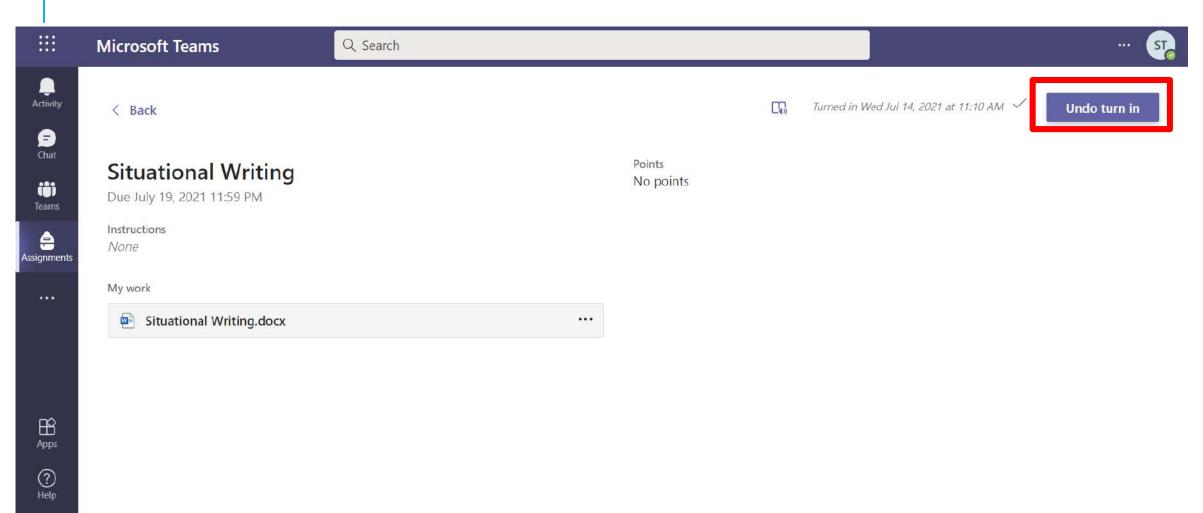












SUBMISSION AND FEEDBACK



ENABLING A
PERSONALIZED
CLASSROOM:

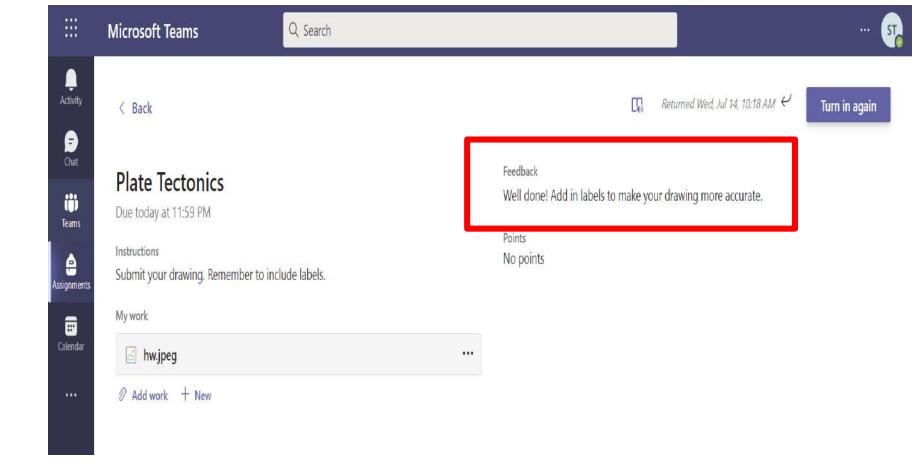






FEEDBACK IS PARAMOUNT TO LEARNING!

TEAMS MAKES IT
EASY FOR
PERSONALISED
LEARNING



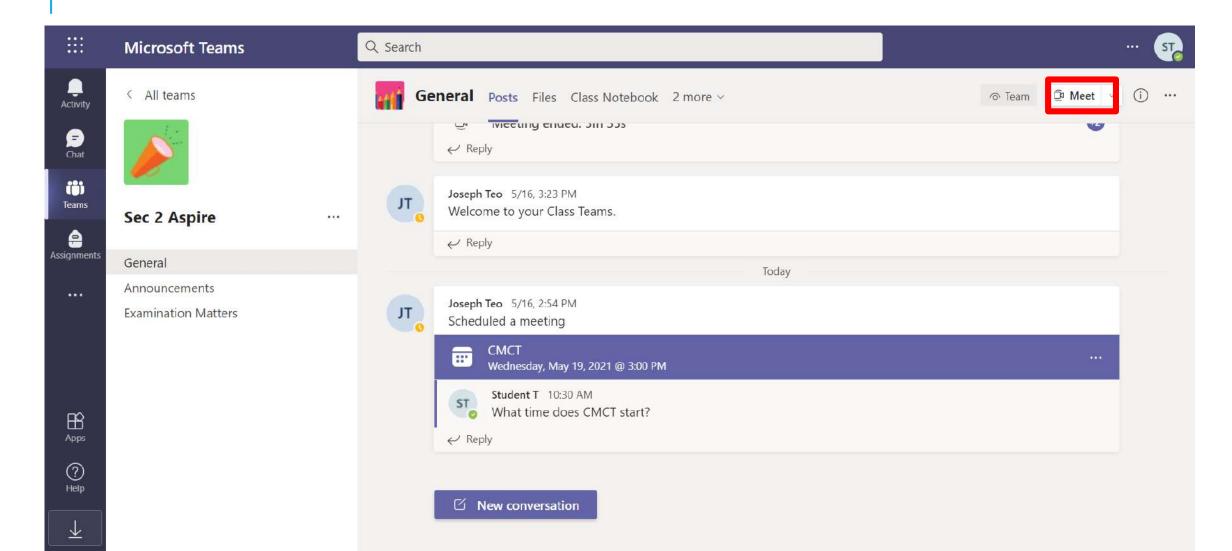


SUPPORT FOR STUDENT LEARNING THROUGH MS MEET



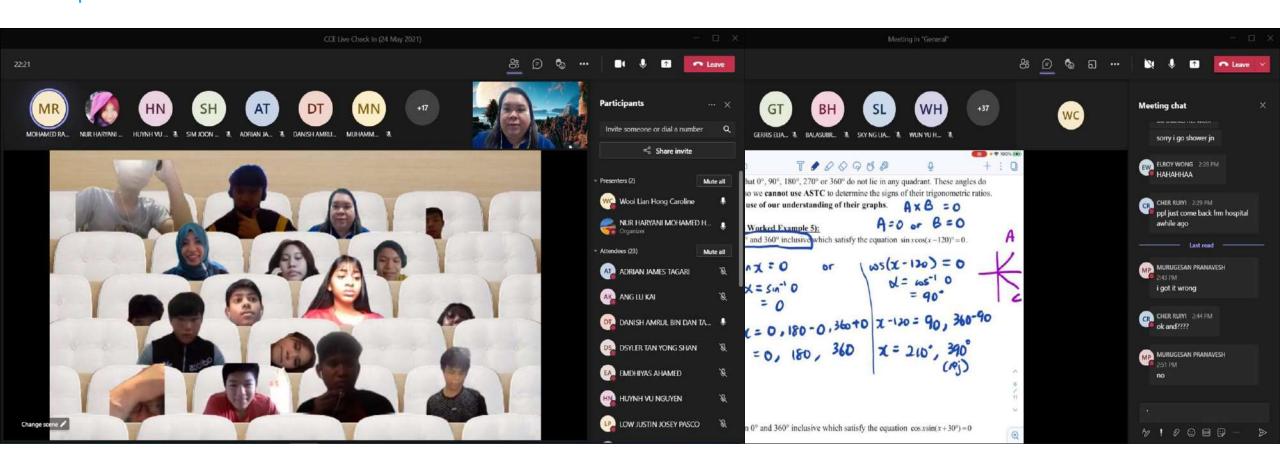






MS MEET





MICROSOFT 365







CYBER WELLNESS



PARENTS' CONCERNS



- >Students accessing harmful content from the internet.
- Cyber addiction
- Cyber bullying
- ➤ Use of PLDs excessively

SUPPORTING STUDENTS IN THE SAFE AND CONDUCIVE USE OF THE DEVICES

The school has measures in place to enable a safe and conducive learning environment for students in the use of PLDs for teaching and learning, e.g.

- A. Educating students on Cyber Wellness
- B. Classroom management and routines
- Device Management Application (DMA)

We need to partner you in ensuring that your child is well supported both in and outside of school.



A: Cyber-wellness Programme

Objectives:

- Be a Safe, Respectful and Responsible user of technology and maintain a positive online presence
- Be Responsible for **personal well-being** in the cyberspace
- Embrace the affordance of technology while maintaining a balanced lifestyle between offline and online activities

A: Cyber-wellness Programme

Examples of CW engagement

- CW Lessons conducted by teachers
- Assembly Talks
- Morning Reflections
- Just-in-Time Packages based on current affairs
- Peer Support Leaders (e.g. roadshows, students sharing @ class/school level, Youth Week activities)

HOW CAN DMA HELP TO ADDRESS CYBER WELLNESS CONCERNS

- Filtering of harmful content to ensure students 'cyber safety
- Protects PLDs from malicious software
- >Setting of PLDs usage time to manage excessive use of internet

DMA PARENT PORTAL OPTIONS

Current DMA options are set to default.

- not able to access inappropriate websites
- not able to download and install software
- limit usage time from 6am to 11pm

DMA Parent Portal and After-School DMA Parent Options which you have selected are being progressively rolled out across schools. We will update you when the Implementation dates is confirmed



SCHOOL TECHNICAL SUPPORT

School Helpdesk

Venue: Comp Lab 3 (Level 4)

Opening Hours: Monday to Friday 9am to 12pm & 2pm to 4pm

Students can use MS Chat to request for password reset from Mr Bryan Chng (ICT Manager)

* School can also provide the return/collection of your faulty devices to/from Lenovo on your behalf





Vendor Technical Support



Help Desk Number: 800 852 8100



Help Desk Operating Hours:

Mon – Fri: 0900 – 1800

Sat: 0900 – 1500

Closed on Sun and Public

Holidays



Help Desk Email:

aseansg@lenovo.com



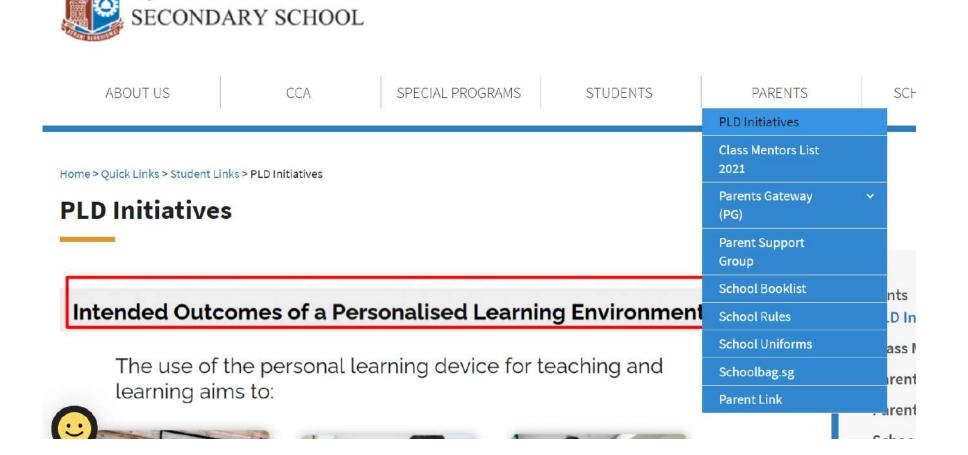
Website:

https://www.asiapac.com.sg/pld/lenovo

(For buying of accessories)

SCHOOL WEBSITE AND SOCIAL MEDIA

QUEENSTOWN





AAA



CONCLUSION



- Thank you to all parents for supporting us in this PLD initiative journey.
- We will need your help to ensure that your child bring their fully charged laptop to school everyday.



THANK YOU

