



PART **1** of series “Using SLS for Whole-School Transformation of Teaching & Learning”

Set Up School & Department Spaces

Why should schools use SLS in a structured way?

Standardising the tools, expectations and learning data allows teachers and students to benefit from economies of scale at the department, school and system level.

- By using a single platform, the need for onboarding various platforms is reduced, while still allowing the full affordances of varied and emerging tools which can be integrated or embedded within the platform.
- It serves as a one-stop portal for all teaching and learning resources and artefacts.
- It allows for central consolidation of data across all teaching and learning experiences.

Teacher Groups

Set up persistent Teacher-Only and PD Class Groups to share learning resources and conduct school-wide PD

DEPARTMENT

HODs can set up subject groups with all their department teachers to:

- set up department ‘sharing folder’
- allow teachers to build and share resources
- facilitate department planning and communications

Benefits 😊

- Teachers can co-edit department lessons in Group Resources.
- Teachers can use Planner to organise meetings.
- Teachers can use Group Announcement to notify peers.
- Teachers can use Group Poll and Forum for quick dipsticking and to discuss professional and administrative matters.

Role*	Suggested User for Department
Owner	<ul style="list-style-type: none"> • HODs • SHs • LHs • Teacher Leaders
Co-teacher	<ul style="list-style-type: none"> • All department teachers
Observer	<ul style="list-style-type: none"> • School Leaders • Relief/Adjunct teachers • Temporary observers from other schools or departments

SCHOOL

SSDs can set up school PD groups to:

- conduct school-wide PD
- share and assign PD resources
- encourage professional conversations

Benefits 😊

- Teachers can experience PD through SLS assignments. SSDs and Teacher Leaders can monitor completion and give feedback.
- Teachers can use Group Forum for professional conversations across departments, along topics guided by SSDs and Teacher Leaders.
- SSDs can build up PD materials over time under Group Resources, which can be used to onboard new staff in future years.

Role*	Suggested User for School
Owner	<ul style="list-style-type: none"> • School Leaders • SSD • HODs • SHs • LHs • Teacher Leaders
Student (Using Teacher-Student Account)	<ul style="list-style-type: none"> • All teachers • Relief/Adjunct teachers • Temporary observers from other schools or departments

*Details on what each role is able to do can be found [here](#)

Student Groups

Create groups that include students to enable the sharing of more permanent self-study resources

Department groups

- To share subject-specific resources across levels
- E.g. Resources for the teaching and learning of a specific subject, past year papers

Other groups

- E.g. CCA groups, remediation/enrichment classes, Student Leadership Board
- E.g. School library group to share library resources and programmes

Level-wide groups

- To share resources for level-wide activities
- E.g. School camps, learning festivals

Inter-school groups

- E.g. Schools who have external CCA partnerships with other schools for students from different schools in the same CCA.
- E.g. Professional interest groups, Cluster/Zonal groups



- Do note that the Class Groups do not automatically get updated every year with incoming students, so schools and departments will need to manually add them.
- With R20, there will be clearer ways to label and filter the different groups.