

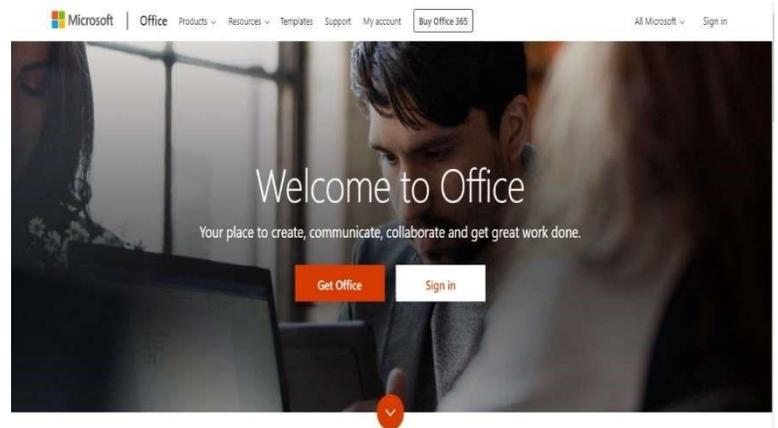
Title: Microsoft Teams SOP for SEF Teachers	
SOP Number: 0365 Teachers 1.0 Revision:	
Author:	Date: 12 <sup>th</sup> June 2020

## STANDARD OPERATING PROCEDURES (SOPs)

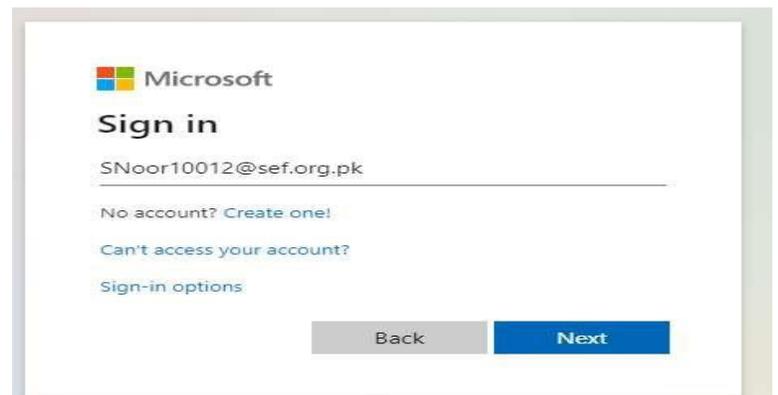
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## Microsoft Teams – How to Login

1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to [www.office.com](http://www.office.com)



2. Enter your user/email id provided by SEF and click next

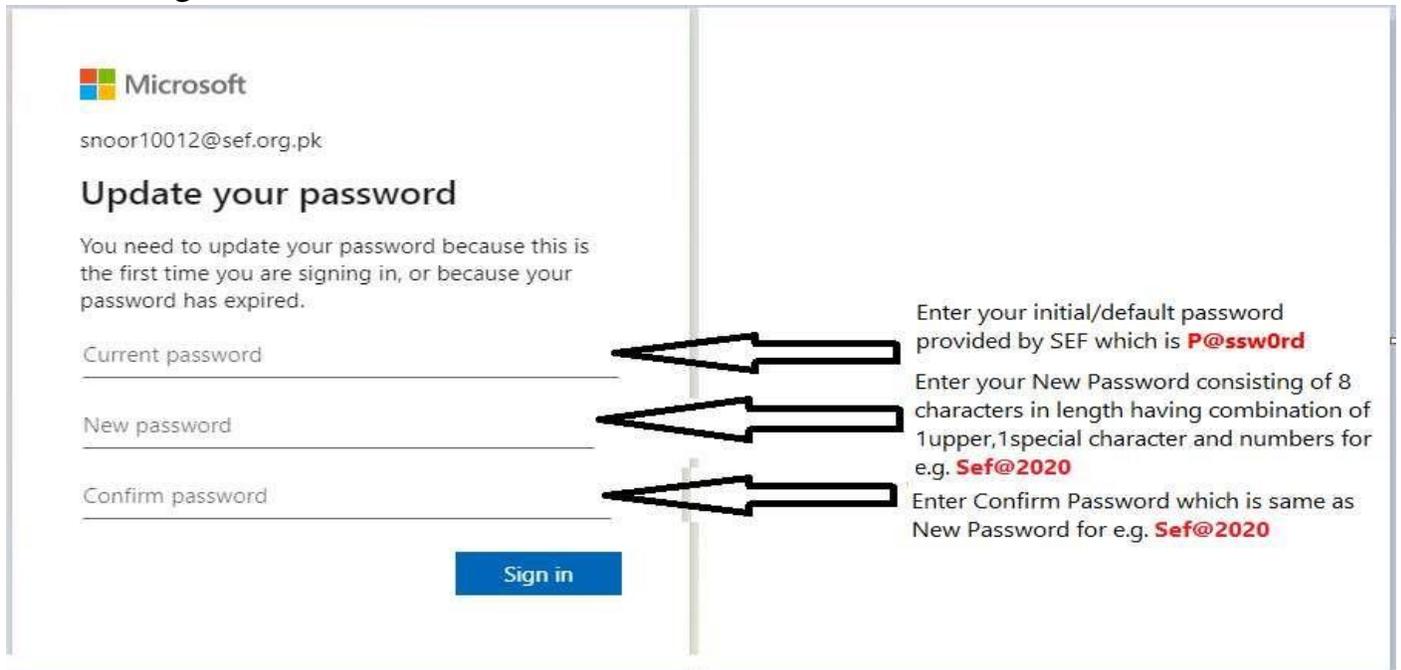


3. Enter your initial password provided by SEF which is **P@ssw0rd** and Click Sign In



4. You will be required to change your password on first login (Pls refer to the screenshot below)

- Default password of Teacher is **P@ssw0rd**
- Enter New password consisting of 8 characters in length having combination of upper, lower, numbers and special characters for e.g. **Sef@2020**
- Enter Confirm Password which would be same as New Password for e.g. **Sef@2020**
- Click Sign in button



Microsoft

snoor10012@sef.org.pk

### Update your password

You need to update your password because this is the first time you are signing in, or because your password has expired.

Current password

New password

Confirm password

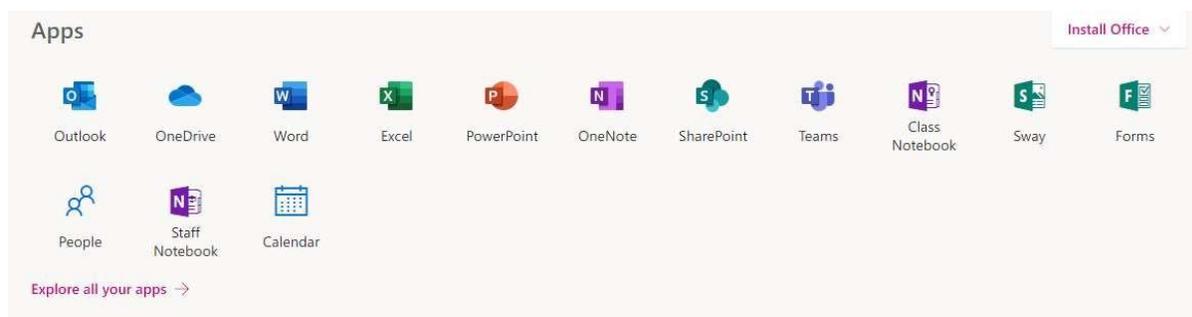
**Sign in**

Enter your initial/default password provided by SEF which is **P@ssw0rd**

Enter your New Password consisting of 8 characters in length having combination of 1upper,1special character and numbers for e.g. **Sef@2020**

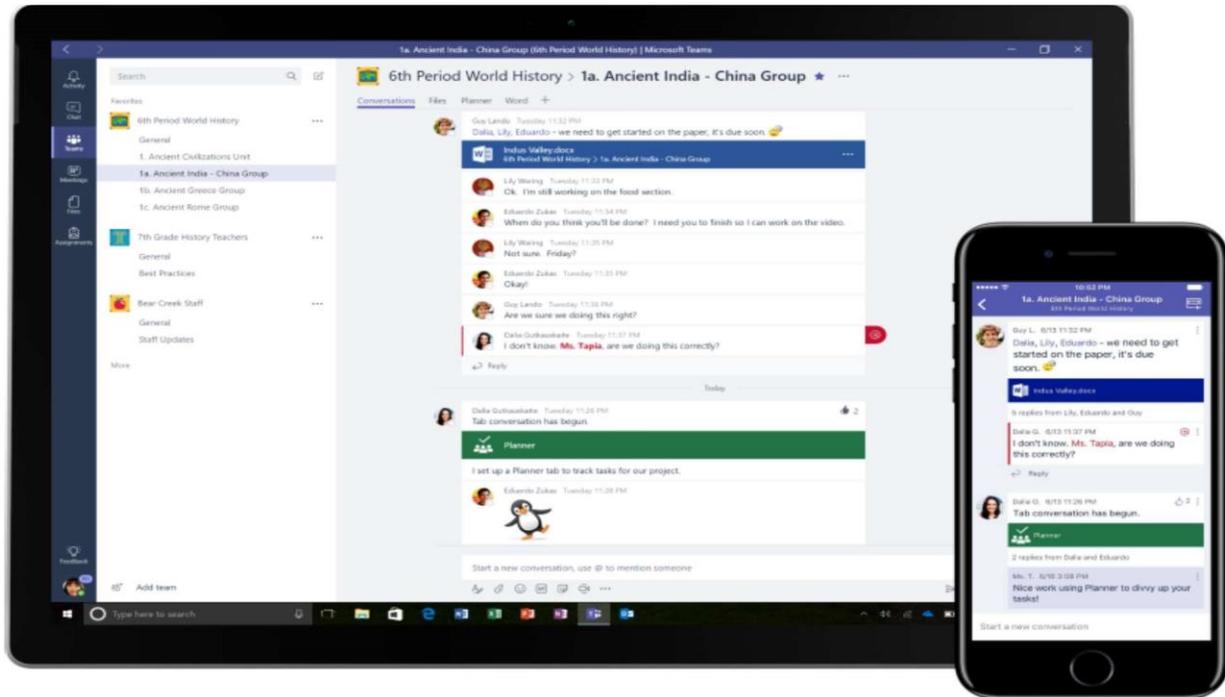
Enter Confirm Password which is same as New Password for e.g. **Sef@2020**

Click on the Teams icon



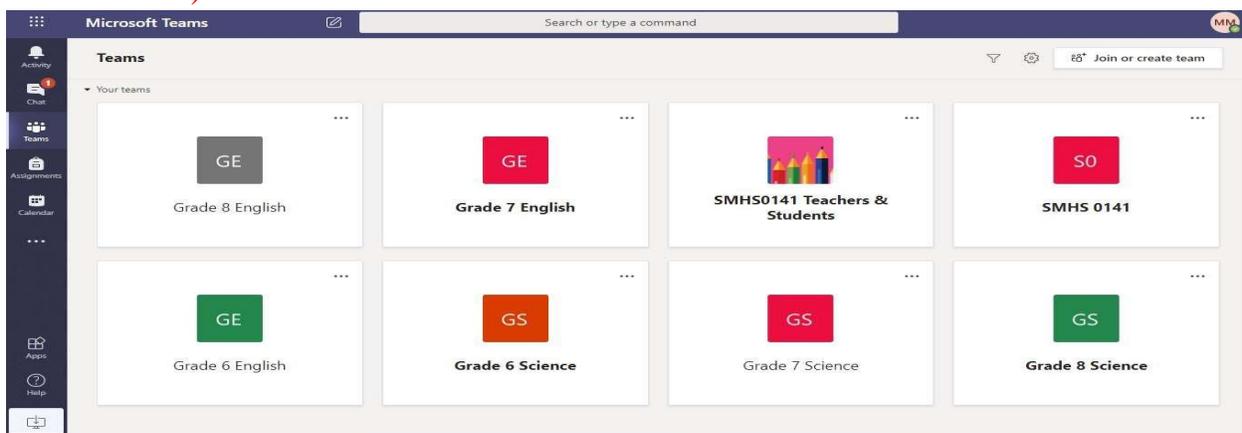
You should now see all the Teams that have been set up with all your classes

## How to Activate Microsoft Teams on Your Mobile Phone



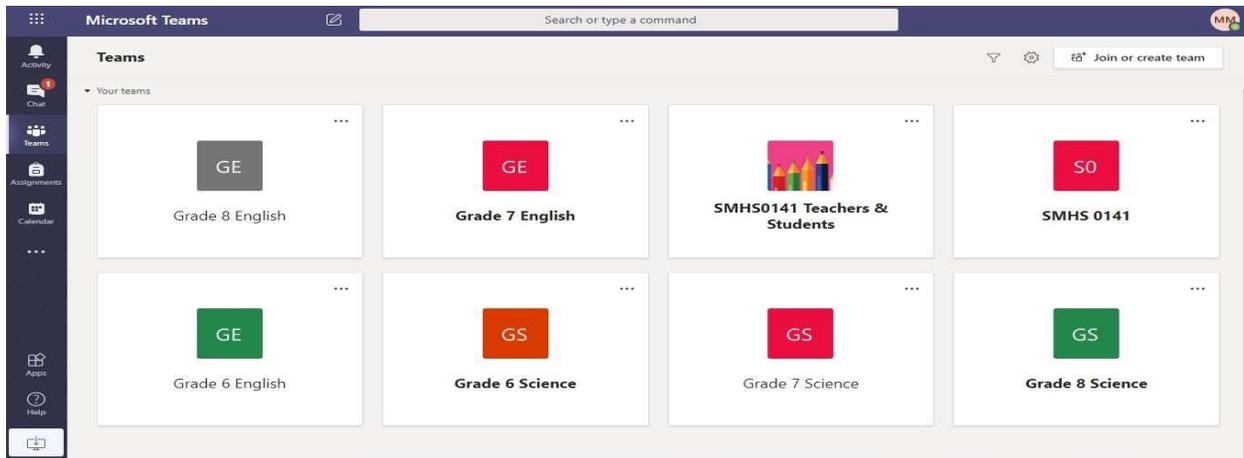
### Android Phone:

- Click on this link and download Microsoft Teams app on your Android mobile phone <https://tinyurl.com/ya25oa2z>
- When app is installed, it will ask for the login the password. Login with your Email ID and password provided by SEF to get access of Microsoft Team and to arrange and manage online classes and students via mobile phone. (Snapshot below)



## Apple Mobile Phone

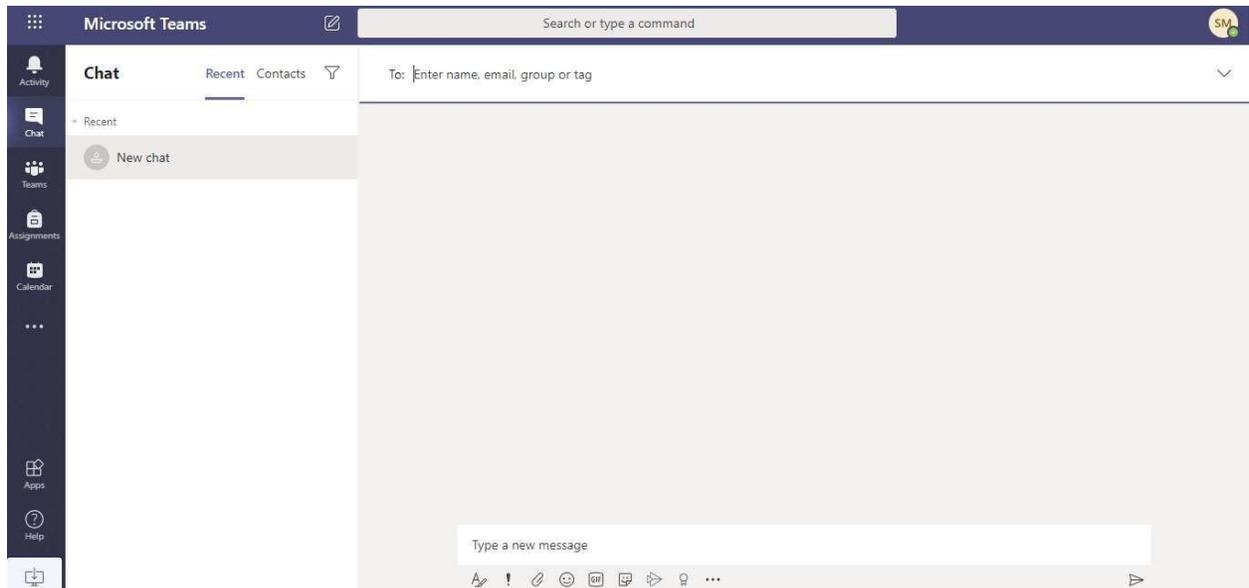
- Click on this link and download Microsoft Teams app on your Apple mobile phone <https://tinyurl.com/ycaqwwo>
- When app is installed, it will ask for the login the password. Login with your Email ID and password provided by SEF to get access of Microsoft Team and to arrange and manage online classes and students. (Snapshot below)



## Setting/Activating up your Teams/Classes

(To be done by Teachers of respective schools)

When you login to Teams below is the first screen/window which would appear



Click on Teams Icon on the left

Click on Create Team button



## Select Class

Click on the link

Create a team using a group set up by you or Sindh Education Foundation

(Teacher will be shown their Teams which are created automatically (Grade taught + Subject))

Select Each Group 1 by 1

For E.g. Grade 6 Science and Click the Choose Group button

Upon Clicking the Choose Group button – Grade 6 Science Team would be shown

Select a team type



**Class**  
Discussions, group projects, assignments



**Professional Learning Community (PLC)**  
Educator working group



**Staff**  
School administration and development



**Other**  
Clubs, study groups, after school activities

Cancel

### Create your team

Teachers are owners of class teams and students participate as members. Each class team allows you to create assignments and quizzes, record student feedback, and give your students a private space for notes in Class Notebook.

Name

Description (optional)

Create a team using a group set up by you or Sindh Education Foundation

Cancel

Next

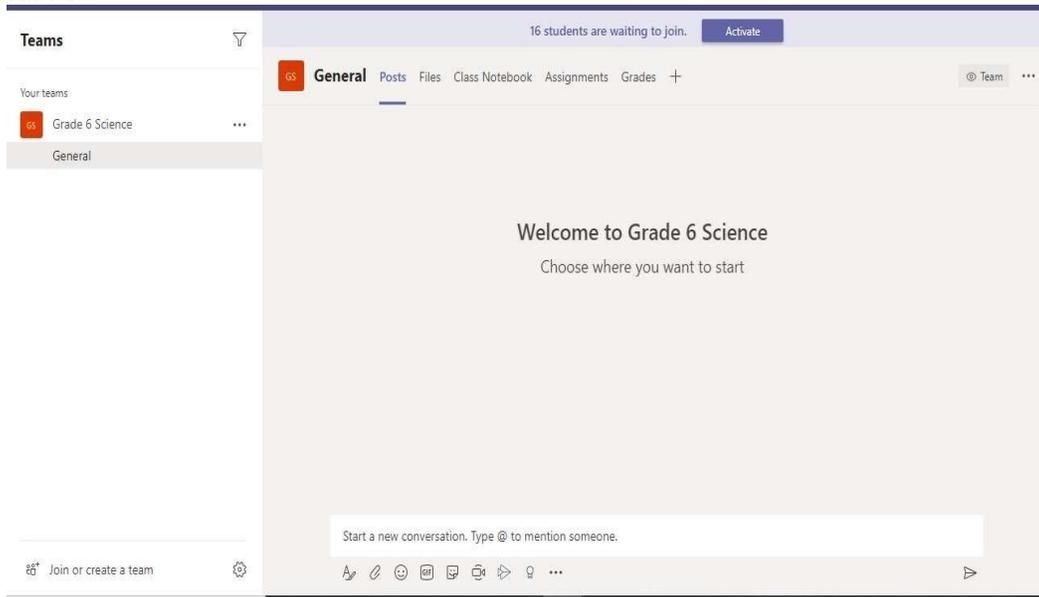
Which group would you like to use for your team?

- GS Grade 6 Science
- GS Grade 7 Science
- GS Grade 8 Science

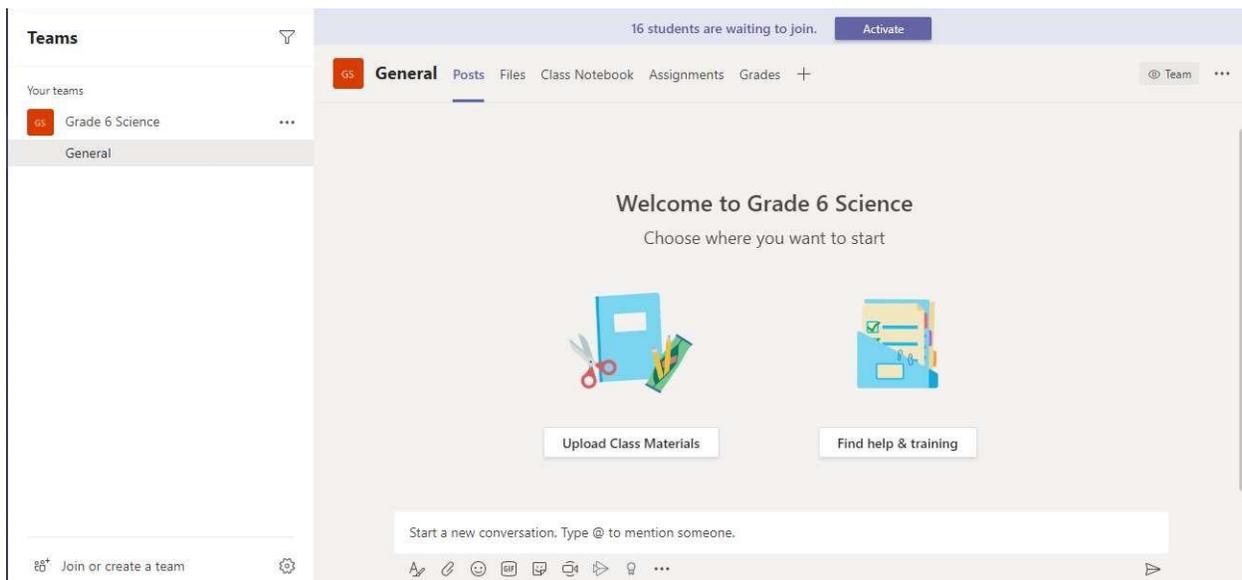
Cancel

Back

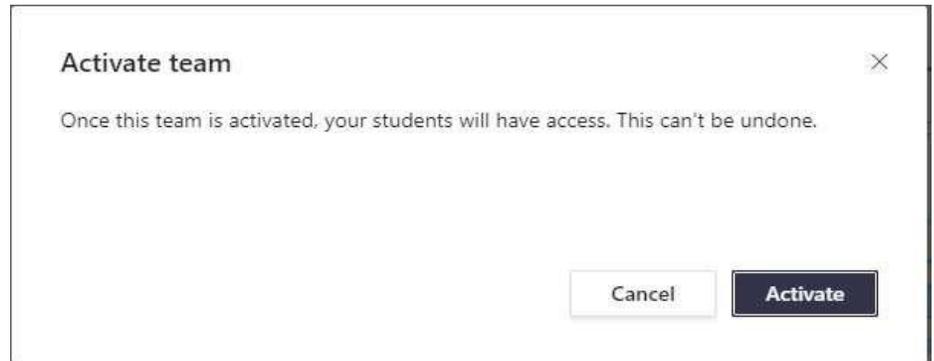
Choose group



To activate the teachers class, click the Activate button which shows message 16 students are waiting to join (*this means there are 16 students in Grade 6 Science assigned to this particular teacher*)



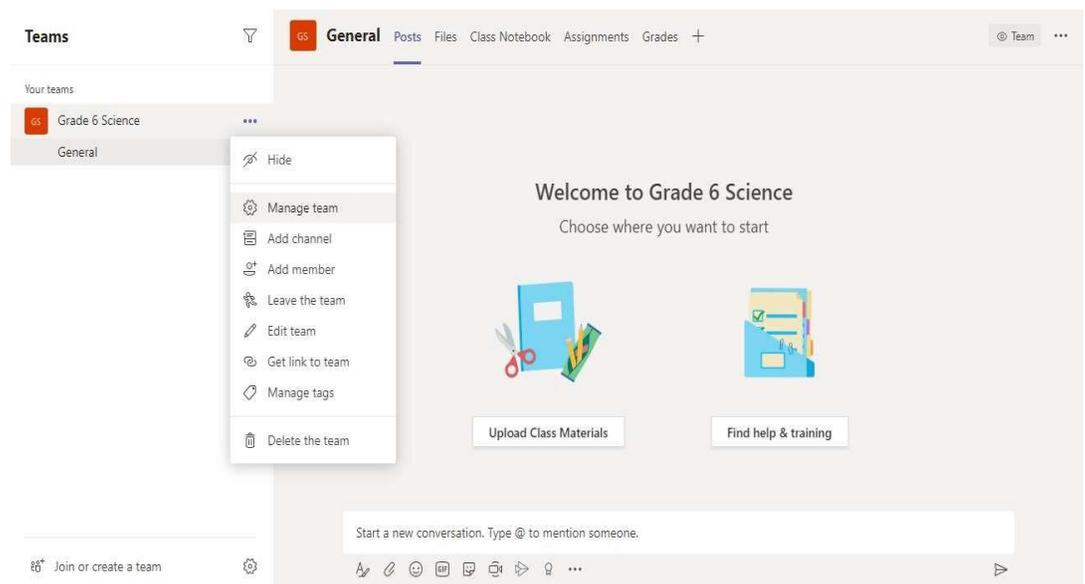
On clicking the Activate button below prompt will appear Click Activate button



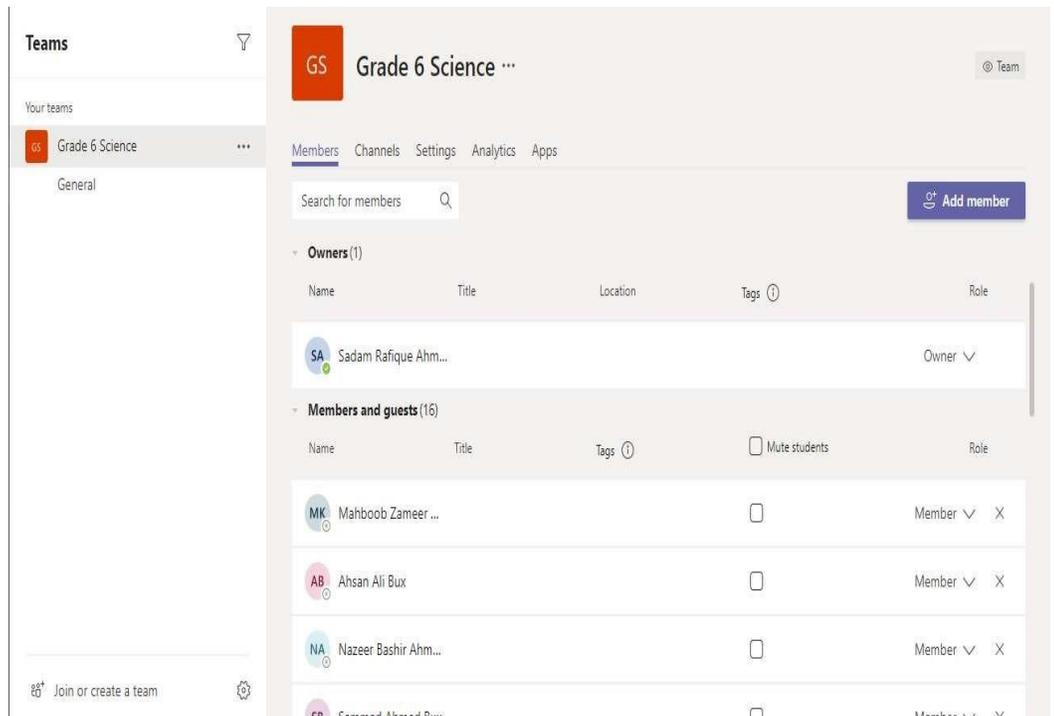
Followed by a confirmation dialog Click OK



Click the 3 Dots next to Grade 6 Science and Select Manage Team to see your Students



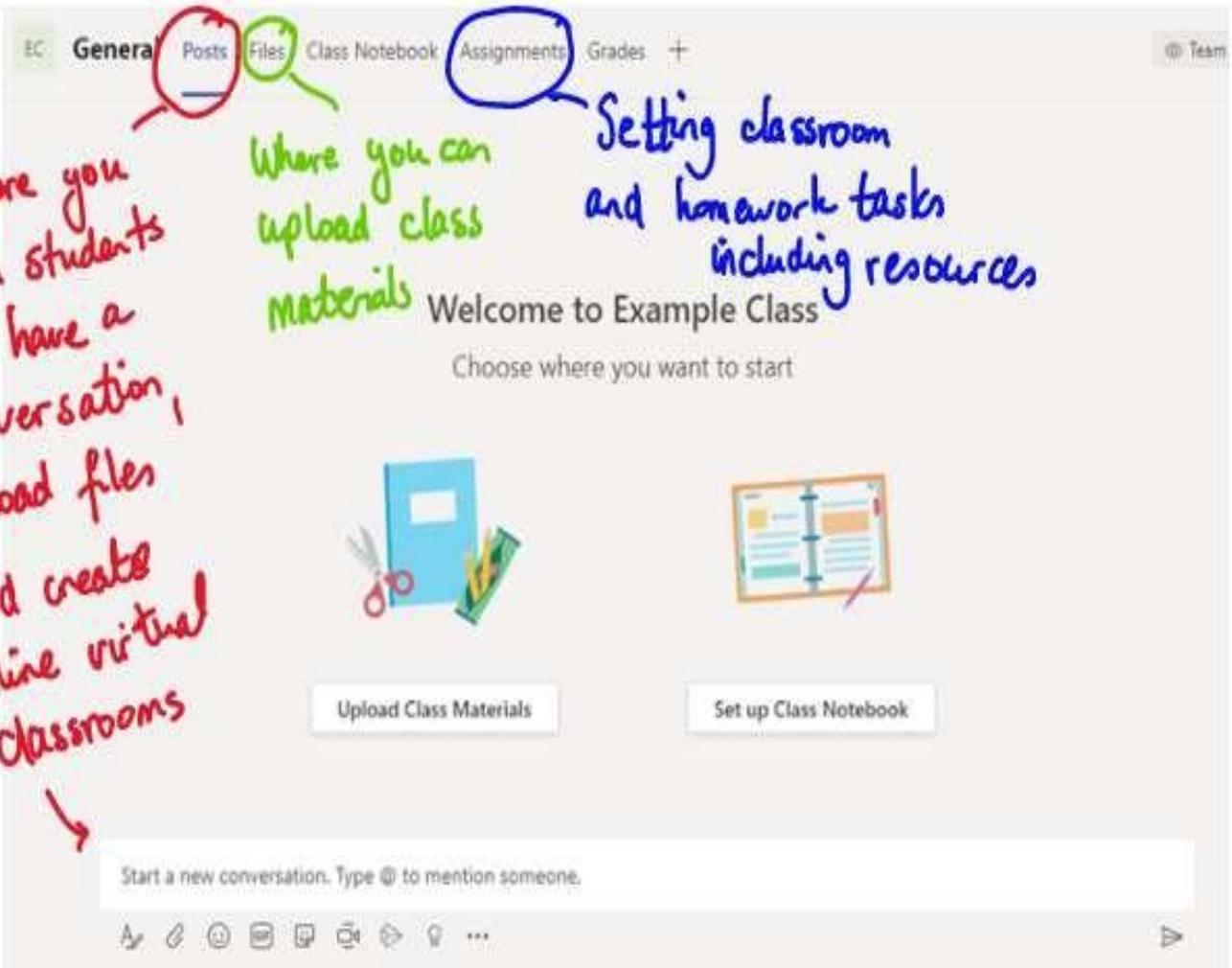
As you can see in the screenshot the Teacher is displayed as owner of the Team and Students are displayed as Members of Grade 6 Science team of respective School



The screenshot shows the Microsoft Teams interface for a team named "Grade 6 Science". The team is categorized as "Grade 6 Science" and has a "General" channel. The "Members" tab is active, showing a list of team members. One member, Sadam Rafique Ahm..., is listed as the "Owner". There are 16 members and guests in total. The following table summarizes the visible members:

Member	Role
Sadam Rafique Ahm...	Owner
Mahboob Zameer ...	Member
Ahsan Ali Bux	Member
Nazeer Bashir Ahm...	Member
Sammar Ahmad Ruv...	Member

## Navigation Tabs of Teams for Teachers for interaction with Students

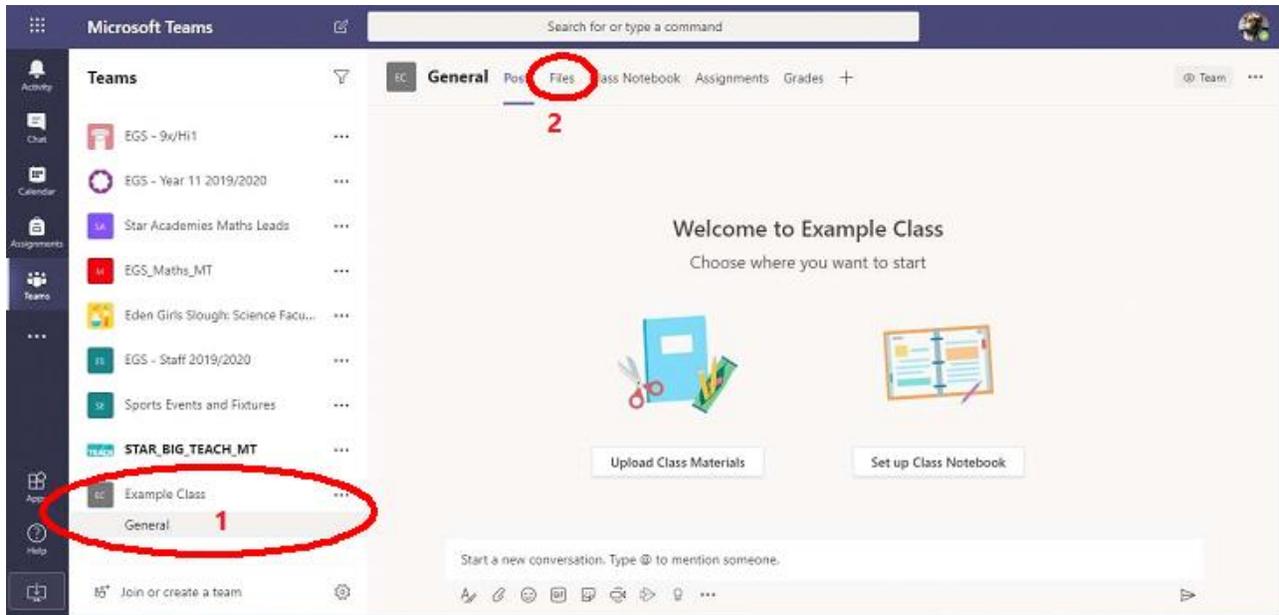


The screenshot shows the Microsoft Teams interface for a class named "Example Class". The navigation tabs at the top are: "Genera" (partially visible), "Posts", "Files", "Class Notebook", "Assignments", and "Grades". Handwritten annotations explain the functions of these tabs:

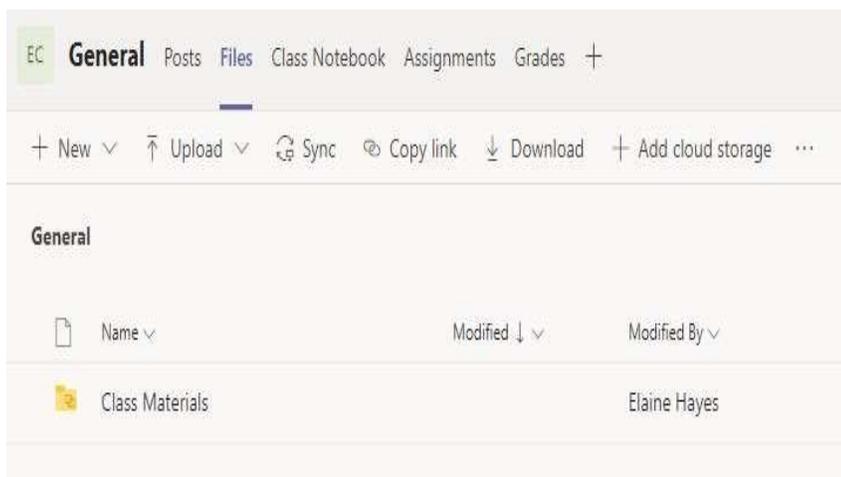
- Posts:** Where you and students can have a conversation, upload files, and create online virtual classrooms.
- Files:** Where you can upload class materials.
- Assignments:** Setting classroom and homework tasks including resources.

The main content area displays "Welcome to Example Class" and "Choose where you want to start". Two buttons are visible: "Upload Class Materials" and "Set up Class Notebook". At the bottom, there is a text input field for starting a new conversation and a toolbar with icons for chat, attachments, emojis, video, audio, screen sharing, and more options.

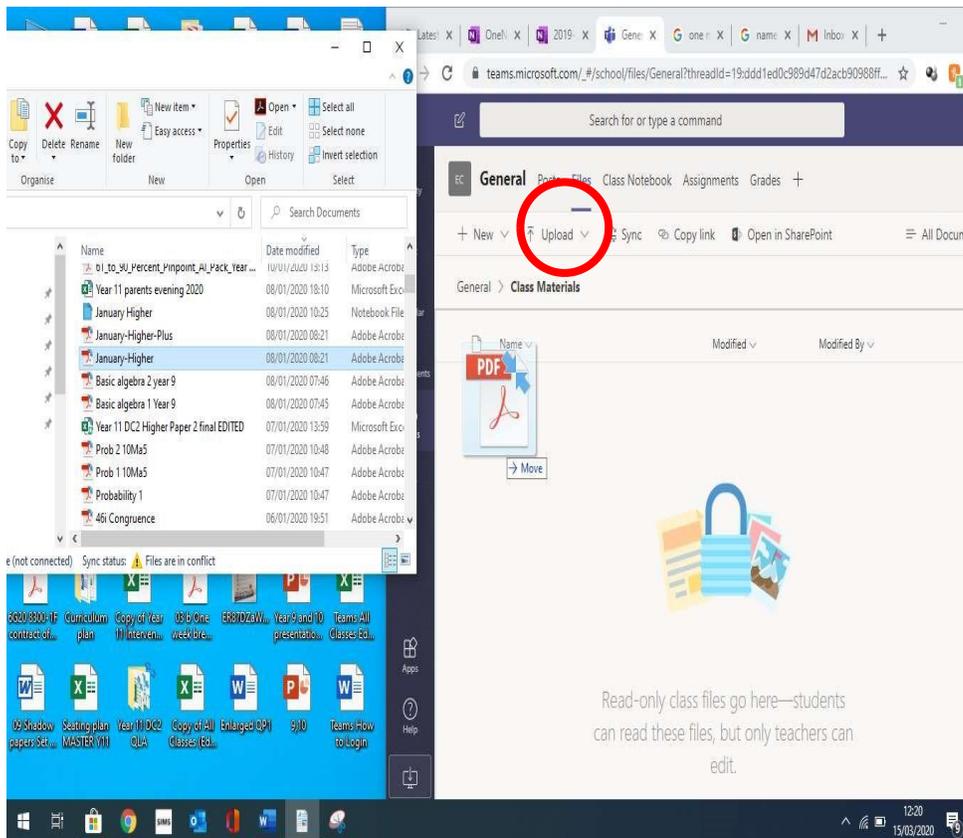
## Teams – Adding Content to a Team



Click on your class and then the general channel (1). Click on the Files tab (2) at the top of the main page



If you are uploading files that can be edited, you need to upload them into the Class Materials folder. Materials in this folder are not editable by students, only by teachers. In the image below, I've clicked into class materials



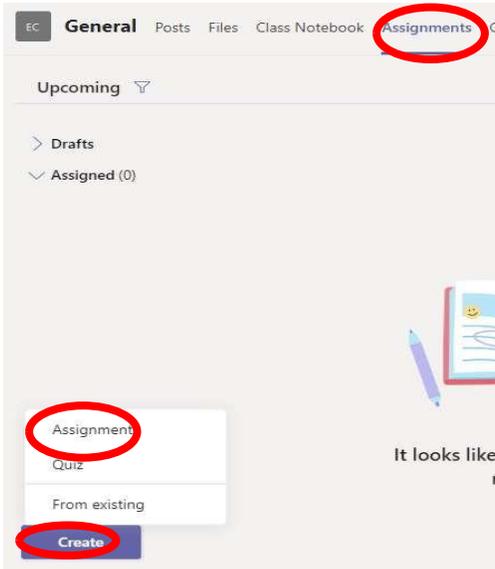
You can use the upload button and follow the instructions, or you can drag the material you want to upload into the folder, exactly like you would drag a file or folder on your own computer. You can drag in a folder or multiple documents.

## Teams – Creating an Assignment

Microsoft Teams SOP for SEF Teachers

Within the team, click on Assignments in the top bar.

Click on create, and then select assignment. Once you fill in all the required information.



### New assignment

Discard

Save

Assign

Title

*Give the task a title*

Enter title (required)

Add category

Instructions

*What do the students need to know to do the task?*

Enter instructions

Add resources

*Upload any relevant materials*

Points

No points

Add rubric

Assign to

*What classes is this work for?*

Example Class

*Click here to → add the assignment to more than one class*

All students

*You can differentiate assignments by only selecting certain students*

Date due

Mon, 16 Mar 2020

Time due

23:59

Assignment will be posted immediately with late hand-ins allowed

Edit

Edit assignment timeline ✕

*↓ Tick this!*

Schedule to assign in the future *← When do you want it to appear for students?*

Post date: Mon, 16 Mar 2020

Post time: 09:00

Due date: Mon, 16 Mar 2020

Due time: 23:59

Close date *If you do not want to allow late hand in, click this*

Close date: Mon, 16 Mar 2020

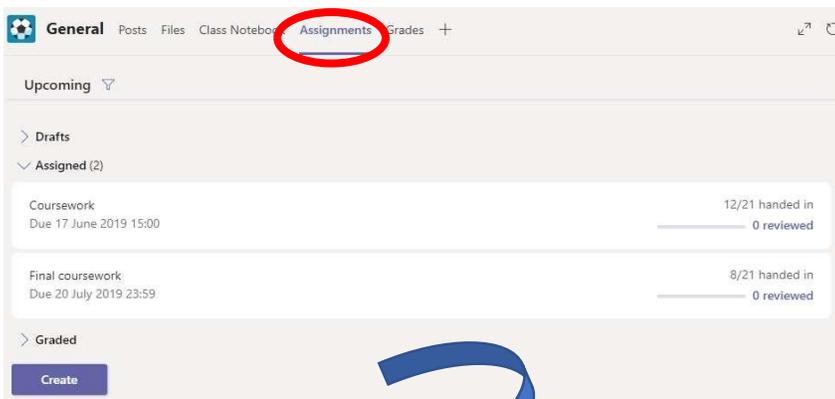
Close time: 23:59

Assignment will be posted immediately and is due on Monday, 16 March at 23:59. Late hand-

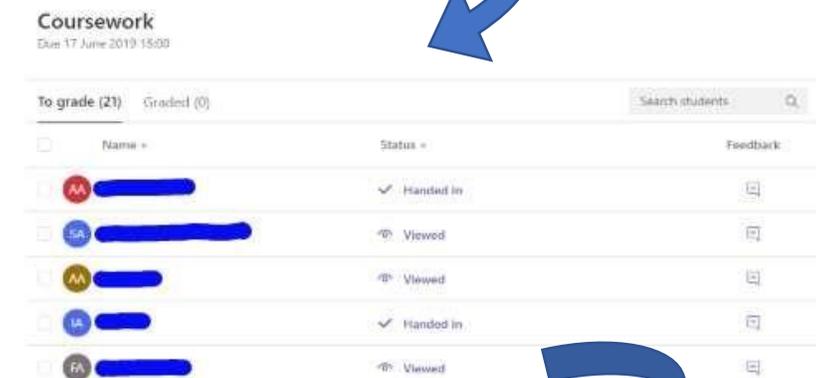
Due date is the date you want students to hand in the assignment by.

Close date means that students will not be able to upload any work to that assignment after that date

## Teams – Marking and Giving Feedback on an Assignment

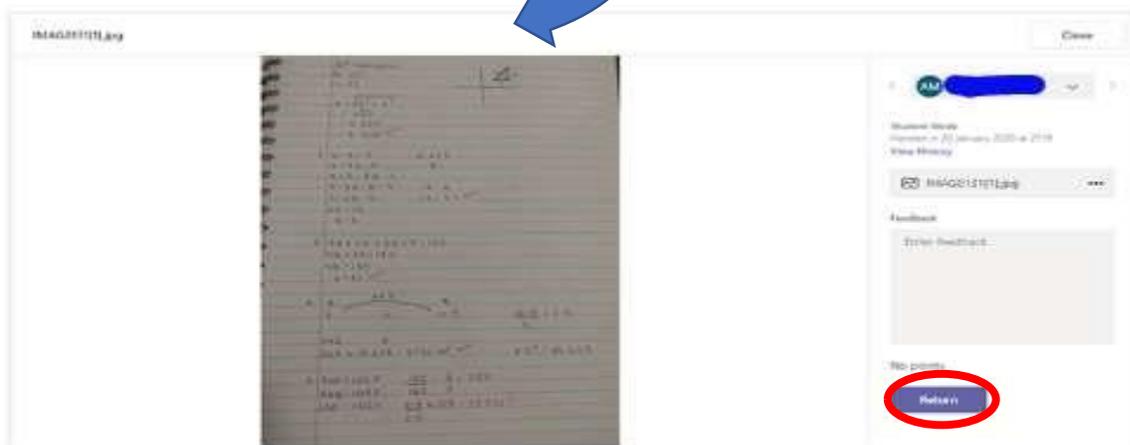


Click on Assignments tab, and under assigned you will see a list of the tasks you have set, when it was due in, how many students have submitted the work and how many you have reviewed and given feedback for. Click on the assignment.



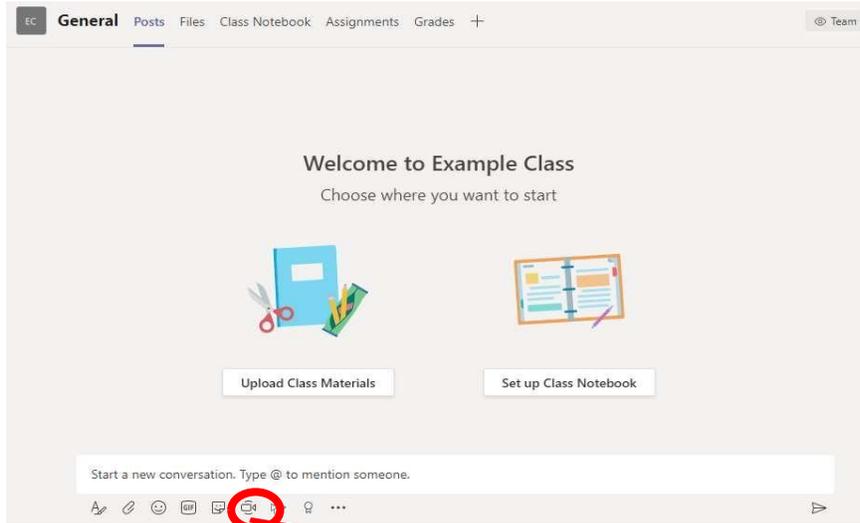
Click on handed in to view the assignment and to give feedback.

In this assignment, a student has uploaded a picture of their work. Students can upload their work in a digital way for example in Word or a picture

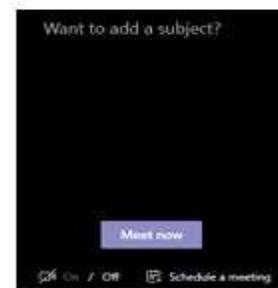


For example, if a student uploads their work as a Word document, you can mark the document, add in annotations on their document as well as typing in the feedback box above. Click on the return button and the student will get the assignment back and can read and act on the feedback given.

## Teams – Setting Up a Virtual Classroom - Teacher



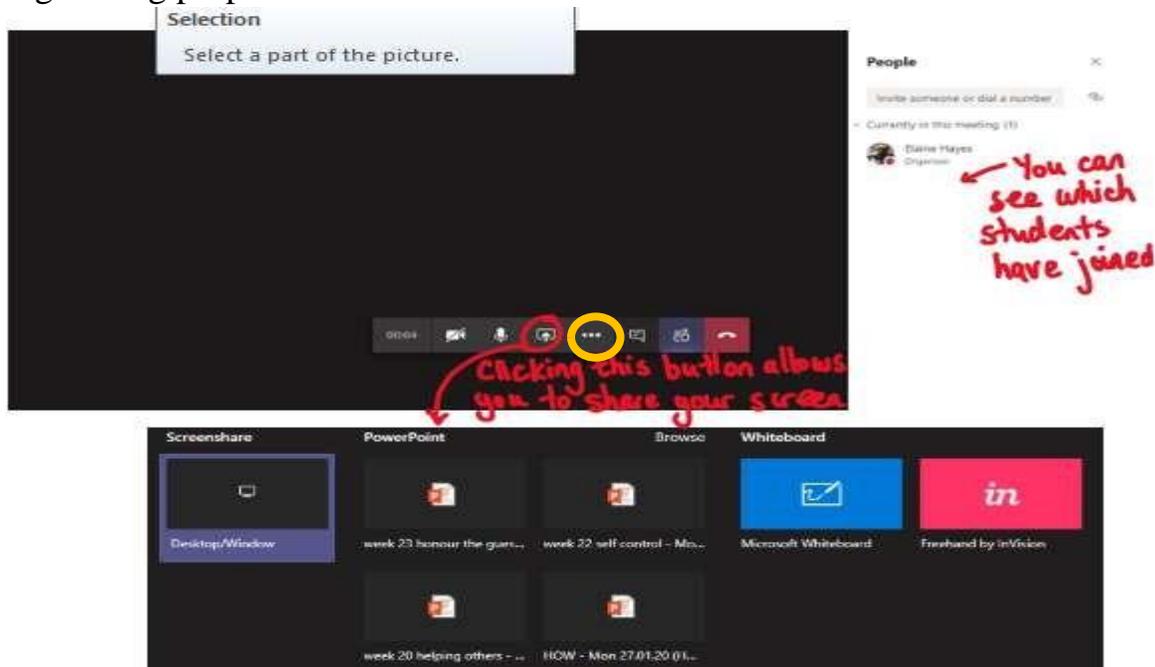
Within your Team, click on the little camera icon to create a meeting and the image below will pop up. Click on meet now to create a meeting for your students. Click your camera to be off, as we will be sharing our screen and click meet now



Students in the Team will see a notification that a meeting has started, and they can join. Clicking the screen with an arrow button shown below allows you to share what you have on your screen with your students who are on the call.

In the student version of how to join the meeting, I have shown students how to mute their microphone and turn off their camera, and how to ask questions using the conversation button.

Clicking the ellipses (orange circle) brings up a menu where you can turn off incoming video from students if they have forgotten, and also allows you to record the lesson that will post on Teams afterwards. To practice using this before going live with students, create your own example Team and follow the instructions to set up a meeting that just has you. To finish the meeting, ask the students to click on the red button – wait until all the students have left the meeting before you as the teacher finish the meeting for safeguarding purposes.



## Microsoft Teams Quick Start Guide / Video Training Resources

A brief video demon in Urdu language for SEF Teachers is provided on below link

### Teams SEF Teacher Video

<https://www.youtube.com/watch?v=oNE8CbZYkuE>

### Teams Quick Start Guide (PDF)

<https://download.microsoft.com/download/D/9/F/D9FE8B9E22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>

## Roles & Responsibilities to Facilitate New Educators in Using Microsoft Teams

Approx. 69 Master Trainers and Regional Heads of SEF facilitate all new school teachers and students in setting up online classes and communication with students in Microsoft Teams. If you need facilitation, Partners should approach Regional heads/Office In charge of their respective district/region for any troubleshooting required as 1<sup>st</sup> level support. Regions/Districts should consult with IT Team(s) in their Regions and/or IT team at Head Office as 2<sup>nd</sup> level support, if issue cannot be resolved at district/regional level.



### Supporting role

Regions/District teams shall ensure through School Operators that Teachers and Students use Microsoft Office 365 regularly for official communication, coordination, and academic activities. Similarly, Training and Assessment team will develop grade and subject wise resources for teachers and students including online sessions, diagnostic assessment, feedback. IT&EMIS team will support in troubleshooting technical issues with the support of Microsoft team.

### Role of Teachers and Head Teachers

- Teachers and Head Teachers should ensure Microsoft Teams is being used solely for official teaching and learning purpose only. Fair usage policy should be applied. We totally understand the value of Microsoft teams and ensure that we provide Teachers account by setting up their online classes and student enrollment automatically using School Data Sync (SDS) process/tool so that Teachers and Students use Microsoft teams to effectively collaborate/communicate and sharing of class room specific material and resources.
- Teachers and Head Teachers would be further supported with their roles and responsibilities by the team of nominated 69 Master Trainers and they will further guide all stakeholders in usability of Microsoft Teams in an effective way.
- It is the responsibility of Teachers, Head Teachers to keep their password secure. Any breach/violation made through any account will result in inactivation of account and dealt accordingly.

- Teachers/Head Teachers in every school should ensure to enroll students belonging to respective Grade and Subject. Likewise, it will be responsibility of Teacher/Head Teacher to manage classes and distribute assignments and other classroom material to students.
- If any of the Teacher/Head Teacher leaves/resigns from SEF school or their contract is terminated then their IDs will be blocked. It will be the responsibility of Regional Heads through school partners to communicate the same to Regional IT team and Head office for smooth transition/deactivation.

Under the A1 plan, the services/applications we are using are web apps which are based on cloud computing technology user still will be able to access their data online anytime/anywhere and on any device through web application.