



## Understanding How to Navigate the ACHS Teams Common Format

We are excited to have our students back at school, ready to learn. With learning in the virtual setting, we wanted to take into consideration what could be improved from last year's *HomeRoom* experience.

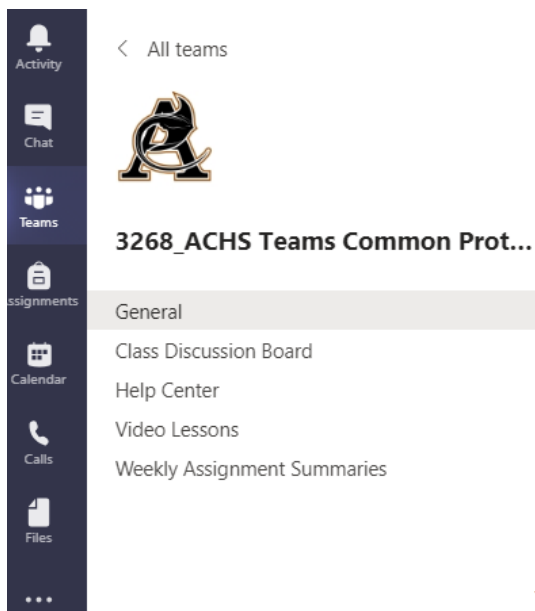
The natural result of creating a virtual learning system from the ground up, both quickly and remotely, is that the set-up and procedures for each course and teacher varied greatly. The most frequent *HomeRoom* feedback we received from parents and students was that it was difficult to manage multiple *Teams* classes when the processes and procedures differed so much in each class. Many of you have asked for a streamlined *Teams* experience that features common operating procedures.

To ensure consistent expectations and procedures for online coursework at AC, a common *Teams* page structure has been created and all AC teachers will employ in our virtual instruction.

### Structure of the *Teams* Page

#### Left-Hand Menu: Channels

All *Teams* pages must have the following channels. Additional channels may be added to suit the specific needs of each course/teacher.



#### General

- **Purpose:** used only for general class announcements and updates that pertain to the entire class
- **Details:** only the teacher can post on this channel

#### Class Discussion Board

- **Purpose:** allows students to interact with each other while responding to teacher-provided topic or question
- **Details:** students can post school-appropriate, on-topic comments and reactions

#### Help Center

- **Purpose:** streamlines the process for students to request clarification or help; prevents teachers from missing student messages or posts
- **Details:** students can post school-appropriate, on-topic questions; students must start a new post with @ to trigger notifications for teacher

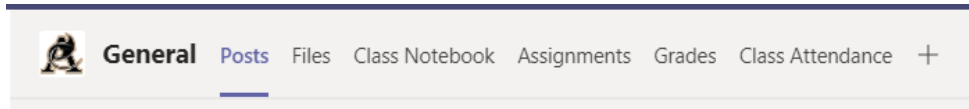
#### Video Lessons

- **Purpose:** serves as the archive of all lesson recordings
- **Details:** only teachers can post on this channel; each class period will feature a pre-recorded mini-lesson

#### Weekly Assignment Summaries

- **Purpose:** provides quick reference table for students and families to know what video lessons and tasks must be completed each week
- **Details:** only the teacher can post on this channel

# General Page Top Toolbar: Tabs



All *Teams* pages must have the following tabs. Additional tabs for apps may be added to suit the specific needs of each course/teacher.

## Posts

- **Purpose:** shows the general class announcements posted for the entire class
- **Details:** the latest post will be the first announcement visible on screen; students will need to scroll up to see all previous posts

## Files

- **Purpose:** allows teacher to post general class materials files such as syllabus, behavior expectations, class policies, and rubrics
- **Details:** only teachers can upload files to this page; student assignments should not be posted in this tab; this should be considered a general information file hub

## Class Notebook

- **Purpose:** provides OneNote platform for hosting a class notebook resource
- **Details:** teachers are not required to use this tool; if he/she elects to use the resource, the teacher will provide training and support to students

## Assignments

- **Purpose:** provides option to create and post assignments
- **Details:** this is not where class assignments should be submitted; all student submissions will be through *Focus* to allow for parental access; teachers are not required to use this tool; if he/she elects to use the resource, the teacher will provide training and support to students

## Grades

- **Purpose:** links to tasks posted in the Assignments tab; allows students to see performance on tasks posted in Assignments tab
- **Details:** this should not be where students go to check overall course grade; this resource should not be used in place of *Focus*; teachers are not required to use this tool; if he/she elects to use the resource, the teacher will provide training and support to students

## Class Attendance

- **Purpose:** serves as archived, time-stamped documentation for attendance that will be submitted in *Focus*
- **Details:** students must submit their *Forms* response during the class period; all submissions are time-stamped; students can choose to receive an email confirmation for each submission

## Steps for Submitting Your Attendance

A screenshot of the 'Class Attendance' form. At the top, there is a red header with the text 'Class Attendance' and a small icon. Below the header, there is a small disclaimer: 'Hi Blair, when you submit this form, the owner will be able to see your name and email address.' followed by a red asterisk and the word 'Required'. The first step is '1. Enter the date for class check-in. \*' with a text input field containing the placeholder 'Please input date in format of M/d/yyyy' and a calendar icon. Below this is a checkbox labeled 'Send me an email receipt of my responses'. At the bottom of the form is a red 'Submit' button.

Enter the date in M/D/YYYY format.

Click the box if you would like to receive an email confirmation.

Reminder: your entry will include your name, email, and the time submitted. See below for an example of the data teachers will receive.

ID	Start time	Completion time	Email	Name	Enter the date for class check-in.
12345678	8/4/20 9:39:22	8/4/20 9:39:29	s12345678@students.duvalschools.org	Sammy Stingray	8/4/2020