

Using Teams- The Marking & Feedback Loop

One of the most powerful tools in teams is the feedback that staff can give quickly to students – understanding how to get and respond to the feedback is therefore really important.

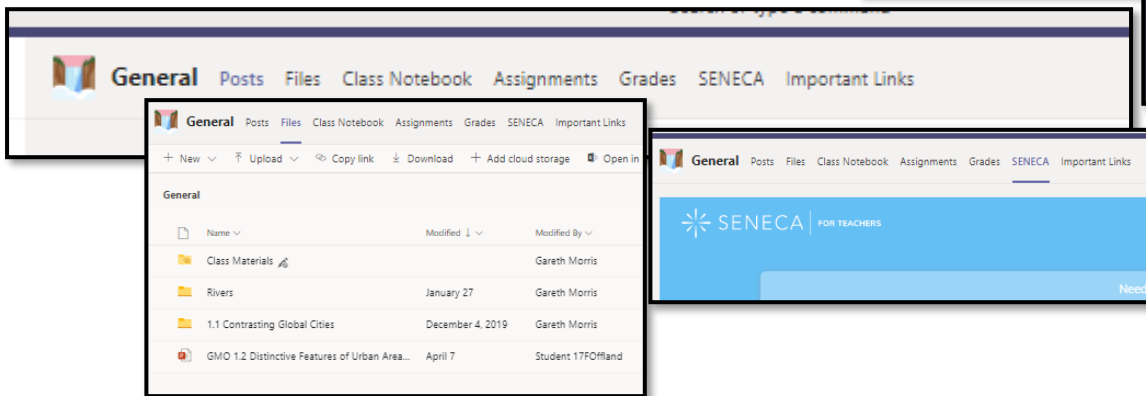
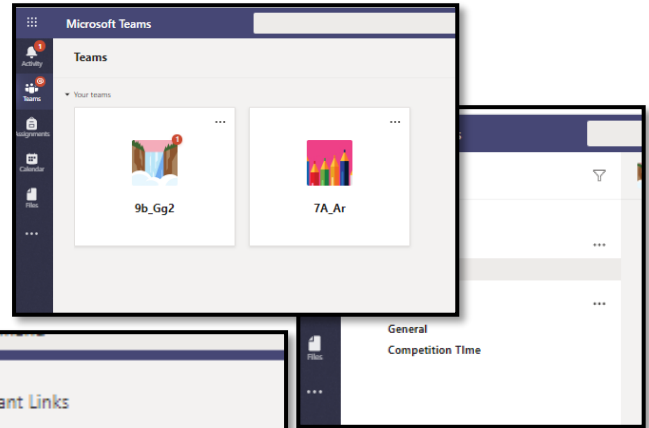
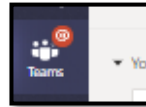
NB Screens make look slightly different depending on which device you are using.

Using the Teams Area to get into Assignments (and a lot more!)

This method also opens everything else for that team.

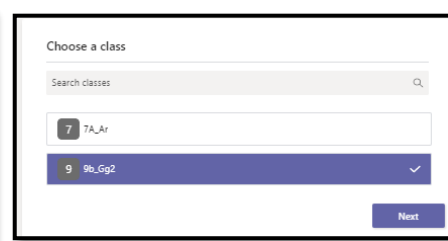
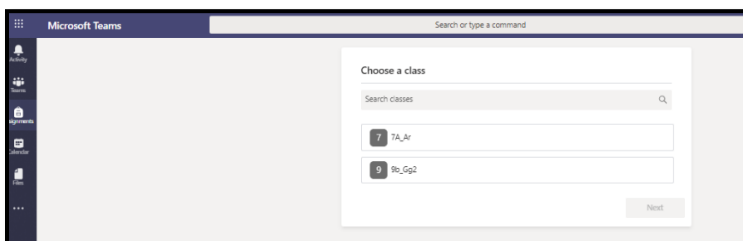
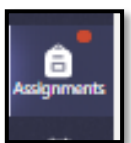
In this example the little red icon shows there is a new post too.

- The files the teacher has added
- Posts from your Teacher
- Post from other students
- Any embedded Webpages (e.g. Seneca)
- Any links pages
- And potentially a lot more too

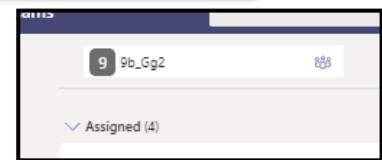


Using the Assignments Tab to get into Assignments

- If you click on Assignments tab or icon this will take you to a list of all your Teams and you can visit each one in turn
 - This example shows a red dot – this indicates there is a new assignment set for one of your Teams
- But ONLY the Assignment section and not everything that is in the Team View
- You will have access to all your Teams so you can visit each Teams assignment in turn

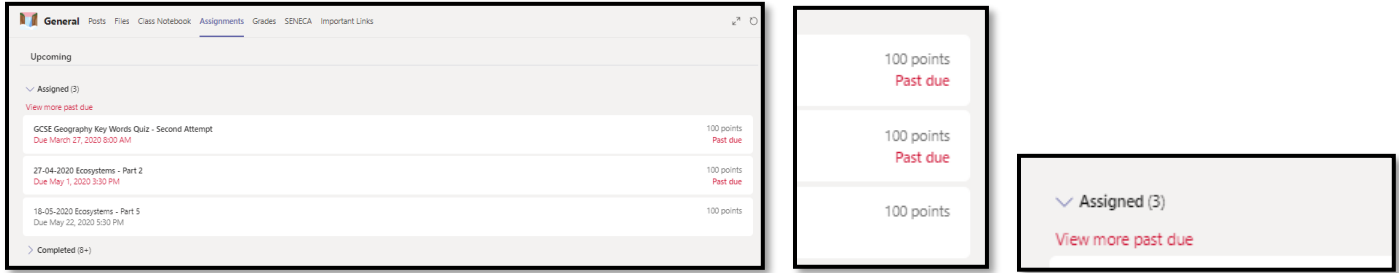


- After you have dealt with everything in one Team
 - You may just be checking to see what is due
- You can then click the Assignment Link at the top of the page to go directly to assignments from another team
- This is a quick method (the quickest at the moment) to see what work is set and due for all your Teams

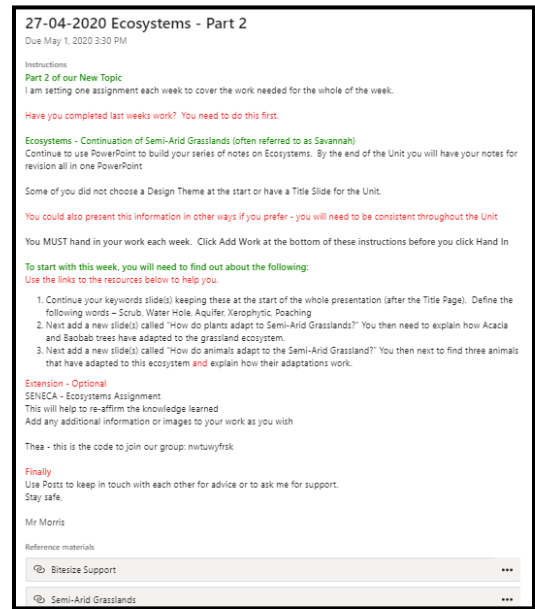
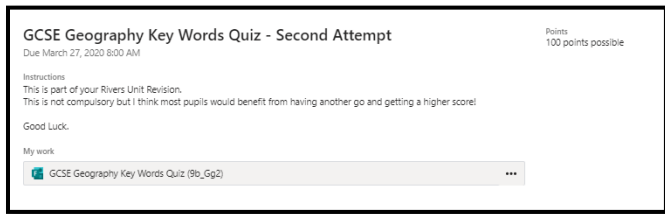


Go into your Team and Into Assignments and away you go...

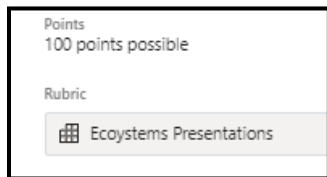
- Here you can see what is due and what is overdue. You can also see there are more that are overdue too
 - click on 'view more past due' to see those assignments.



- Make sure you read all the instructions carefully and follow any links that you are given.
 - Sometimes these can be long (like the second example) – but you teacher is doing that to break down the instructions into easier to understand steps

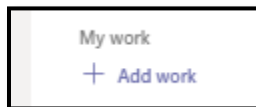


- You can also view the Rubric to see how the work will be marked before you start
 - A rubric is a mark scheme in the form of a grid (see later)



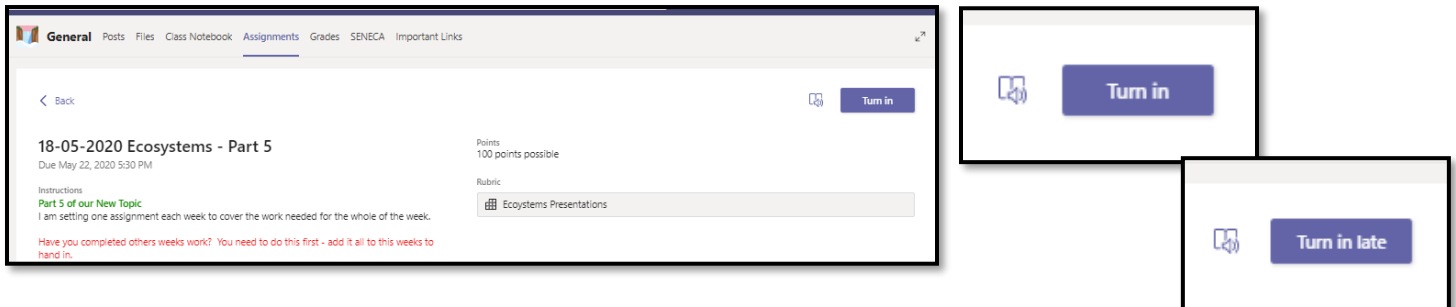
Student completes assignment.

- Attach work if required



Always click Hand-In

If you don't it appears the work is not complete - the button may say 'Turn in' or 'Hand in'

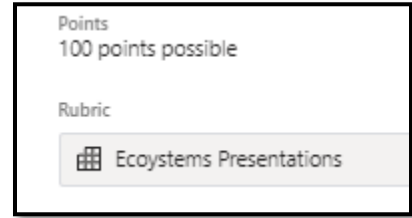


- If the work is late there is an option (if the teacher has allowed) to Hand in (or Turn in) Late

Marking Rubric

A rubric is a mark scheme in the form of a grid – It is a simple and effective way to give detailed feedback on pieces of work

- If there is a Rubric available, you can review this to see how your work is going to be assessed
 - check it yourself first – before doing the work
 - This will also be available when feedback has been given
- This is how a Rubric could look.
 - If some parts are worth more than others you teacher will provide a weighting – you can see here that the first two sections are 40% each.
 - You can also see this has a total of 100 marks available.



Ecosystems Presentations					Total: 77/100
Coverage of all the material					Weight 40%
Can't Fault It 5 points Superb you have covered everything required in a suitable amount of detail.	Minor areas of development 4 points Well done you have either covered the majority of what was required AND/OR what you have covered the majority in a suitable amount of detail	Some areas of development 3 points You haven't covered enough of the material AND/OR Some of the information lacks detail AND/OR Some of the information is incorrect	A number of areas of development 2 points You have too many things missing AND/OR Lots of the information lacks detail AND/OR Lots of the information is incorrect	Lots of areas of development 1 point You have not completed enough of this work.	
Even Better If (for Coverage)					Weight 40%
Can't Fault It 5 points Consider: How you would add depth or detail if you had to use this to answer exam answers to your Target Grade or beyond. Could you add extension information?	Minor areas of development 4 points Consider: Have you included everything that was asked of you? If so is everything in enough detail for your Target Level	Some areas of development 3 points Consider: What is missing? What might be wrong? What is not in enough detail for your Target Level?	A number of areas of development 2 points Please revisit the instructions. What is missing? What is wrong?	Lots of areas of development 1 point Please revisit the instructions and improve this work.	
Quality of the Presentation					Weight 15%
Can't Fault It 5 points Can't Fault It. Well done. A really good, professional looking presentation.	Minor areas of development 4 points Minor areas of development. Consider: Have you used a Design Template? Have you got a professional colour scheme? Have you got a good contrast between your background and text? Are your font sizes professional? Do all your slides have titles? Have you used enough of the	Some areas of development 3 points Some areas of development. Consider: Have you used a Design Template? Have you got a professional colour scheme? Have you got a good contrast between your background and text? Are your font sizes professional? Do all your slides have titles? Have you used enough of the	A number of areas of development 2 points A number of areas of development. Consider: Have you used a Design Template? Have you got a professional colour scheme? Have you got a good contrast between your background and text? Are your font sizes professional? Do all your slides have titles? Have you used enough of the	Lots of areas of development 1 point Lots of areas of development. Consider: Have you used a Design Template? Have you got a professional colour scheme? Have you got a good contrast between your background and text? Are your font sizes professional? Do all your slides have titles? Have you used enough of the	

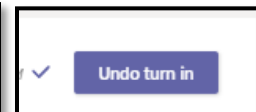
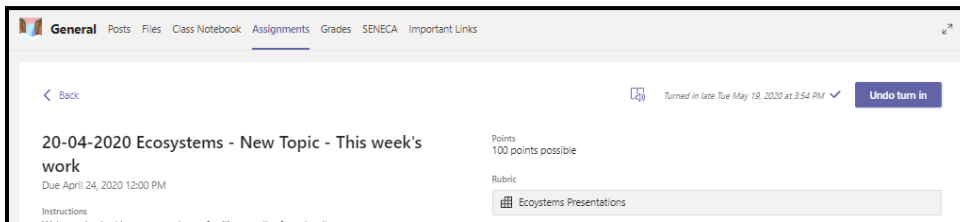


Where does the Assignment go after Hand in?

- When you have submitted the work, the Assignment **will stay in your Completed Section**
 - **Even after** your teacher has given you feedback

20-04-2020 Ecosystems - New Topic - This week's work	✓
04-05-2020 Ecosystems - Part 3	✓
11-05-2020 Ecosystems - Part 4	✓

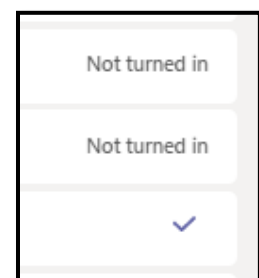
- Handed in too early?
 - Click **Undo Hand in (or Undo Turn in)** and you can add to your assignment
 - You can then hand it in again.



Work not handed in/Turned in

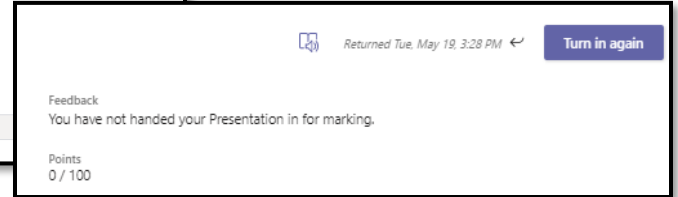
- You can see that there are two assignments here that were not turned in.
- This will mean the assignment is now closed but you didn't actually hand your work in.

'Wednesday's Lesson' - Reviewing Your Test 2nd April - 30 Minutes	Not turned in
Thursday 2nd April - Somerset Levels Case Study	Not turned in
20-04-2020 Ecosystems - New Topic - This week's work	✓



Feedback from the Teacher about work handed in with no work

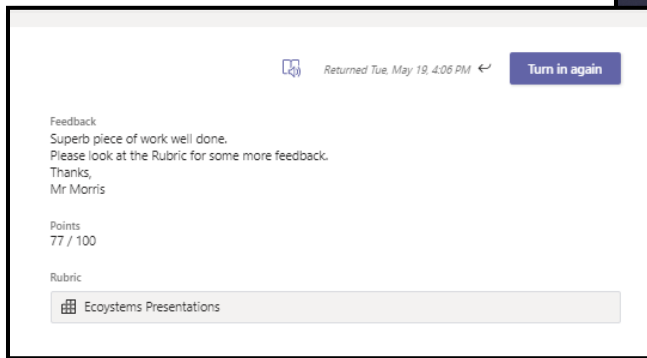
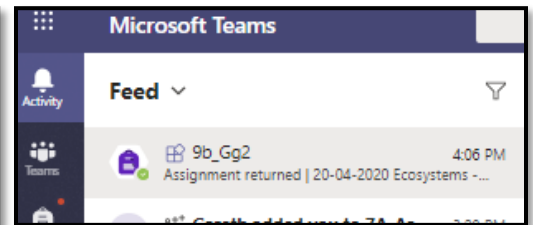
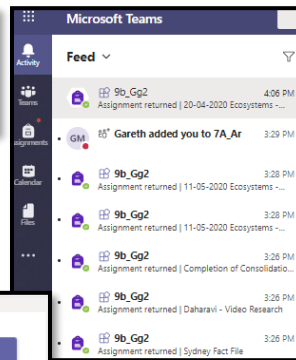
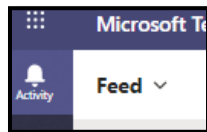
- Sometimes students accidentally (or on purpose!) hand in their work when they have not completed their work
- This was the feedback that was given when the student did not hand in any work.
 - But teachers do not always give feedback to all assignments.
- Parents may need to check this with their child



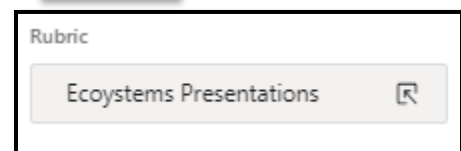
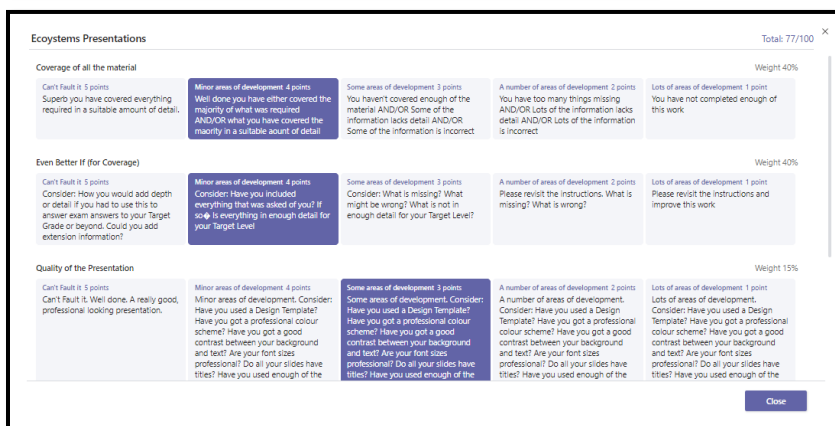
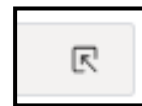
How do I know work has been returned?

I am sure Microsoft are working on a simpler format for this but at the moment the most effective way is through announcements in **YOUR Activity Feed**

- Go to your **Activity Feed**:
- When work is marked you automatically get an **Activity Announcement**.
- If you click on the message this it will take you to the relevant assignment
- You will then see the feedback



- You can see the comments
- The score (if there is one)
- and a **Rubric** if the teacher has used one.
- If they have used a **Rubric** you must open it to get the full feedback.



- And scroll down to get all the comments too.

Closing the Loop

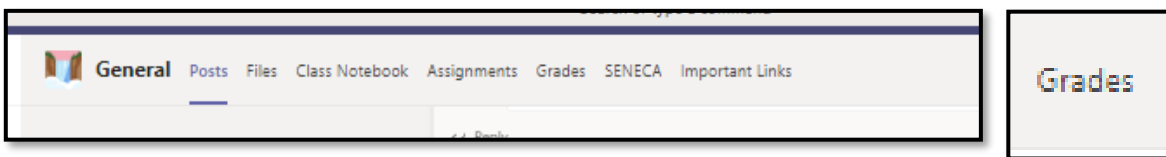
- If your teacher has asked you to do some more work
 - some DIRT
 - make some changes
 - or add a document
- you can then add to your work and then Turn in/Hand in again
- Your teacher can then feedback again
 - when they have you will get a notification in your Activity Feed and the process starts again

Grades

A relatively new feature is the Grade Book.

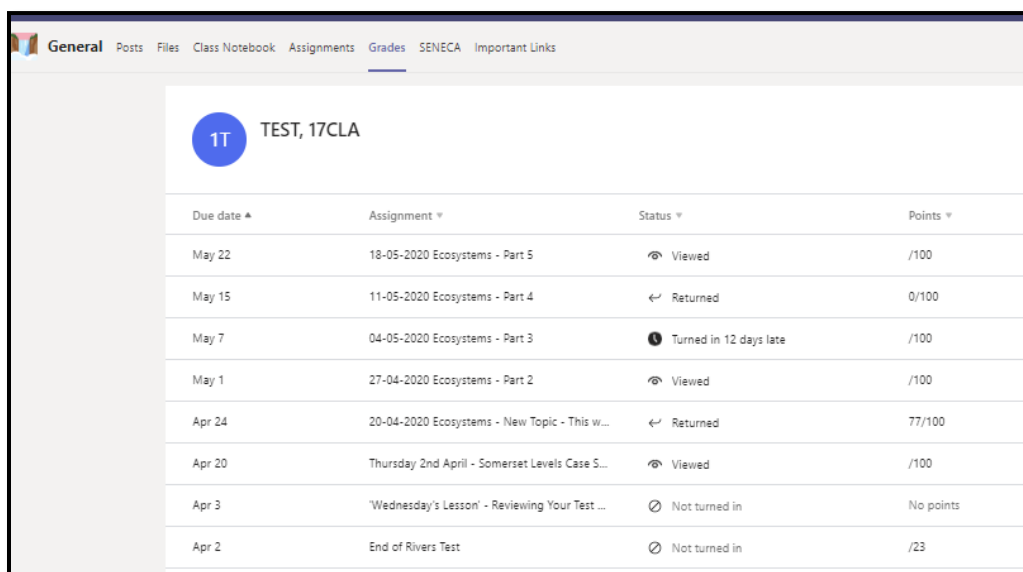
Staff are not expecting to grade each piece of work or use this feature of Grade Book - they will be reporting progress in year group reports at the end of Term. As described above they will be providing feedback on the work you do or to answer questions that you put to them about your work. This area is particularly useful to see the status of all the assignments for a class in one place.

You each have a grade book too. This is embedded into every Team



At a glance you (or your parents) can see – for each Team at a time:

- What assignments have been set
- What has been viewed
- What has been handed in – **on time or late**
- What has been returned by the teacher – with or without grades
 - not all teachers use or are asked to use the points scores
 - **If 0 has been entered it is likely that you have 'Handed in' without attaching work.**
- You can click on any of these assignments and it will take you to the full assignment, to see feedback or otherwise

A screenshot of a grade book interface. At the top, there is a navigation bar with 'Grades' selected. Below it, the team name 'TEST, 17CLA' is displayed with a blue circle containing the number '17'. The main content is a table with four columns: 'Due date', 'Assignment', 'Status', and 'Points'.

Due date	Assignment	Status	Points
May 22	18-05-2020 Ecosystems - Part 5	Viewed	/100
May 15	11-05-2020 Ecosystems - Part 4	Returned	0/100
May 7	04-05-2020 Ecosystems - Part 3	Turned in 12 days late	/100
May 1	27-04-2020 Ecosystems - Part 2	Viewed	/100
Apr 24	20-04-2020 Ecosystems - New Topic - This w...	Returned	77/100
Apr 20	Thursday 2nd April - Somerset Levels Case S...	Viewed	/100
Apr 3	'Wednesday's Lesson' - Reviewing Your Test ...	Not turned in	No points
Apr 2	End of Rivers Test	Not turned in	/23

Is all work handed in complete?

- Some students accidentally 'Hand in' work which is incomplete
- **Some students do this on purpose.**
 - Just so it appears at first look that their work is completed – even if it isn't.
 - This is where parental support and challenge plays a big part and we thank you for that support.