



Date: 30th September 2020

Ref: SEF/PSDU/022/2020

SAY NO TO CORRUPTION

DEPARTMENT OF PROGRAMS AND PLANNING

CIRCULAR

Subject: ADOPTION OF MICROSOFT 365 & VARIOUS OTHER MICROSOFT TOOLS / PRODUCTS (FREE OF COST) FOR USE BY SEF SUPPORTED SCHOOLS / CENTERS, SCHOOL OPERATORS, TEACHERS & STUDENTS

Sindh Education Foundation, Government of Sindh has been progressively moving ahead and integrating the use of technology for the spread of education and for improving operational efficiency and effectiveness in the recent past. In this regard, the Foundation has once again taken a quantum leap through the collaboration with Microsoft Pakistan and has been granted access to Microsoft Office 365 A1 plan.

2. At this point in time, the access for SEF and its Partners include many online services pertinent to modern day teaching and learning including Email Services, Audio/Video/IM/Communication Services, Social Networking, Document, Videos Management, File Sharing, Work Flow automation & Enterprise Collaboration services including Microsoft Teams, Exchange Online, SharePoint Online, One Drive, Stream, Sway, Yammer and other tools in days to come. Office 365 is a starting point followed by Microsoft Educator Community, its programs like Microsoft Fellow, Microsoft Innovative Educator Expert, and Microsoft Showcase School etc. Tools like Minecraft for Education are also available for use which makes learning a fun-based process; Imagine Academy which focuses on Skill Development and Certifications and many other features.

3. In this regard, the Foundation is of the view that our Partners make the most out of this opportunity and adopt and integrate this technology across our partner schools / centers allowing for convenience in "online teaching & learning practices" as well as "work from home" environments. This integration will also bring the SEF partners', teachers' and students' communities closer together with opening new avenues of collaboration and establish their link with the international & national on-line communities using Microsoft Educational and Office products & features.

4. For the facilitation of all the partners, teachers and students, the Foundation's IT Department has developed SOPs & Guidelines (enclosed herewith) for facilitation of our valued stakeholders and at the same time entrusted the Regional Team under their respective Regional Heads for facilitation with reference to adoption of the Microsoft Platforms at schools/centers level.

5. Hence, the Schools/Centers Partners are once again encouraged to reach out to their respective Regional Heads and seek support for opting in the Microsoft Schools program and joining thousands of schools across the globe who collaborate to learn from each other.

(Abdul Kabir Kazi)
Managing Director

No: SEF/PSDU/022/2020

Karachi, dated 30th September, 2020

A copy is forwarded for information to:

- The Secretary, School Education & Literacy Department, Government of Sindh, Karachi.
- The Directors (All), SEF, Government of Sindh, Karachi.
- The Program Heads (All), SEF, Government of Sindh, Karachi.
- The Regional Heads (All), SEF, Government of Sindh, Karachi.
- The Staff Officer to Managing Director, SEF, Government of Sindh, Karachi.



(Mubashir Mirza)
Assistant Director
Program Support &
Development Unit

Sequence and Contents of SOPs

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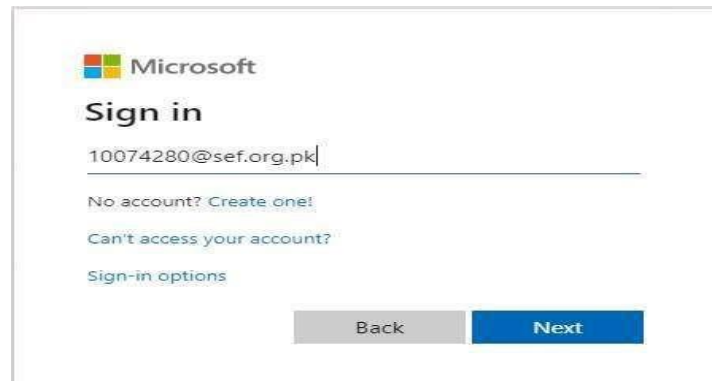
All the SOPs and Guidelines are also available on SEF Website (www.sef.org.pk)

1. Microsoft Teams – How to Login

1. On any web browser, e.g. Google Chrome, Internet Explorer, Safari etc, go to 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@ssword** and Click Sign In



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

- ☐ Default password of Student is **P@ssword**
- ☐ 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

10074280@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

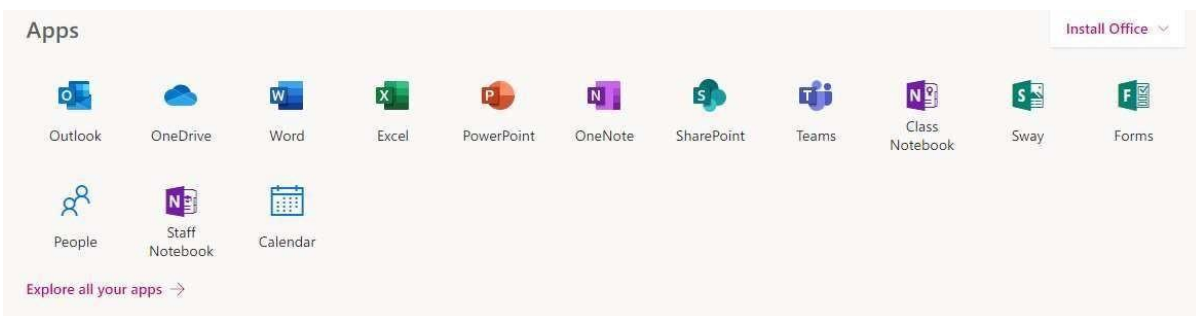
Sign in

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

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

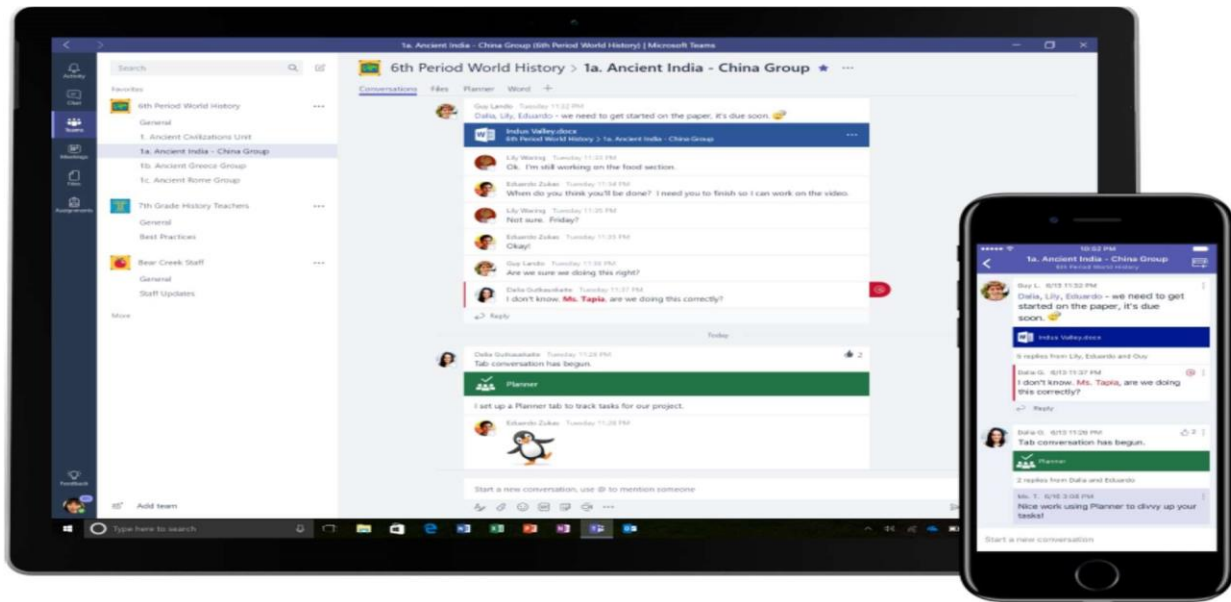
Enter Confirm Password which is same as New Password for e.g. **Sef@2020**

Click on the Teams icon



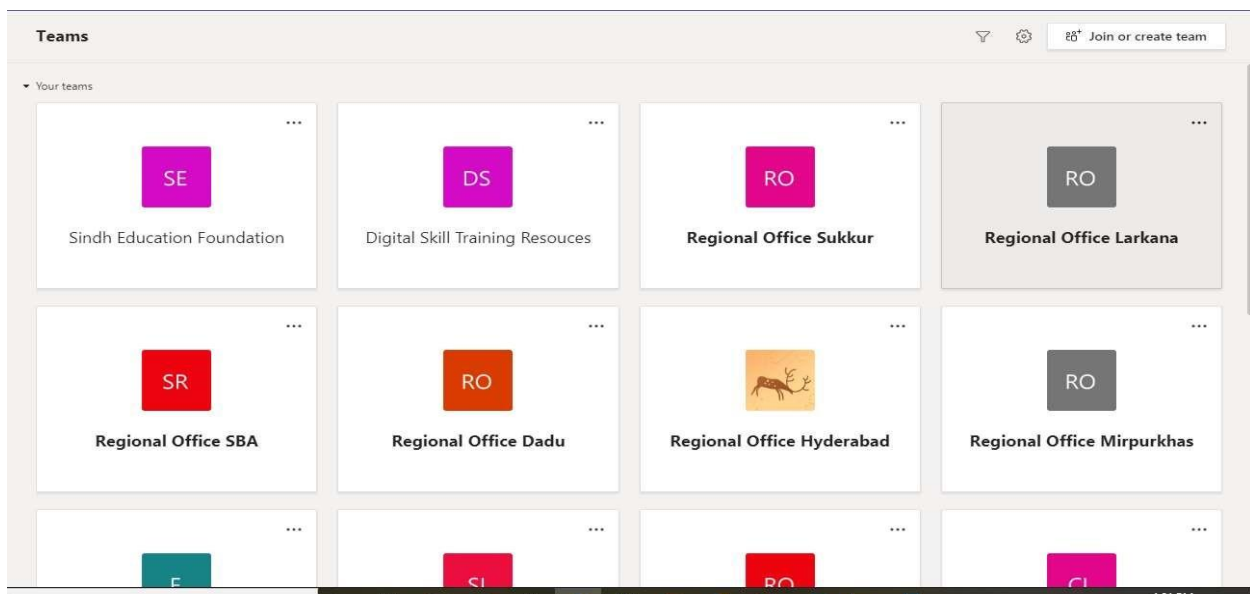
You should now be able to see any Teams which have already been setup.

2. How to Activate Microsoft Teams on Your Mobile Phone



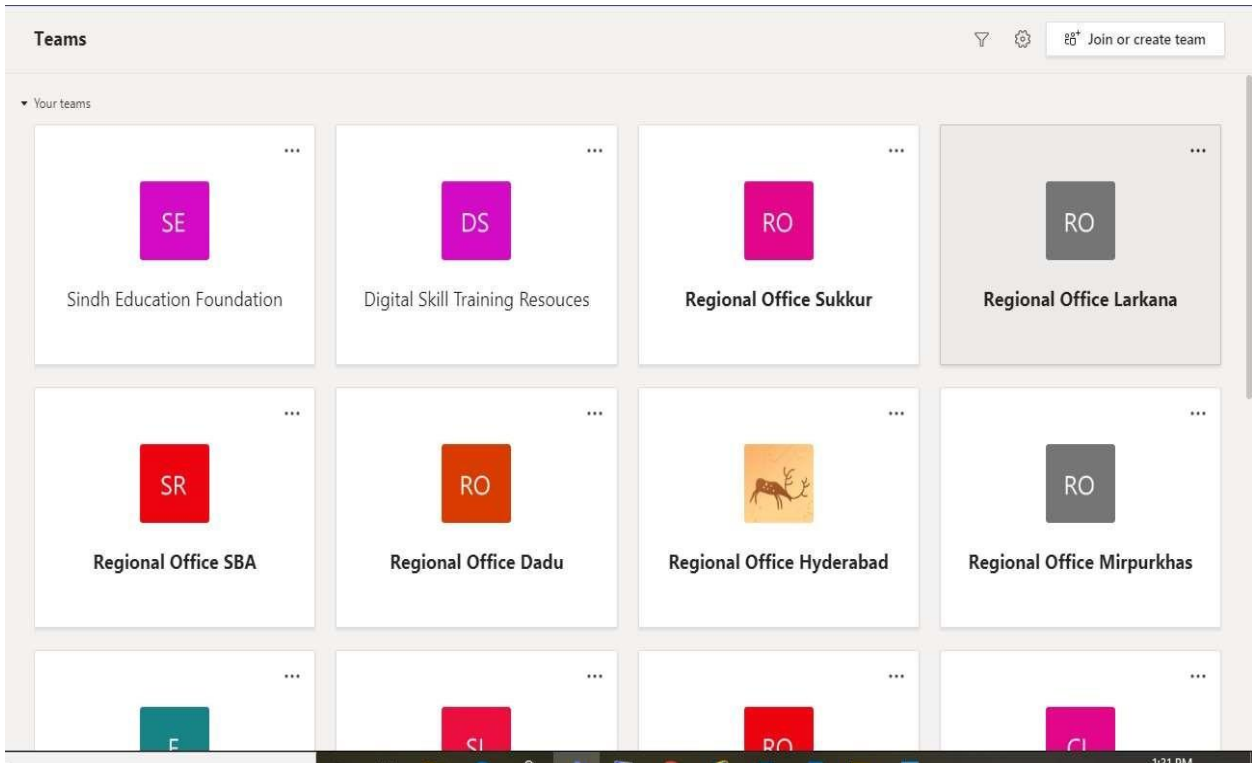
Android Phone:

- Click on this link and download Microsoft Teams app on your android mobile phone <https://tinyurl.com/ya25oa2z>
- When app will be 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 communication within Teams 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/ycaqwwoo>



When app is installed, it will ask for the login and password. Login with your Email ID and password provided by SEF to get access of Microsoft Team and to arrange and manage communication within Teams via mobile phone. (Snapshot above)

3. Microsoft Teams Quick Start Guide / **Video Training Resources**

A brief video demonstration in Urdu language for the respective users is provided on below URL

Teams Video

<https://www.youtube.com/watch?v=rz03Wqsiv9o>

Microsoft Educators Platform

<https://www.youtube.com/watch?v=XnC2zoKsqs0>

Teams Students Video

https://www.youtube.com/watch?v=Gxj2cgUCz_w

Teams SEF Teacher Video

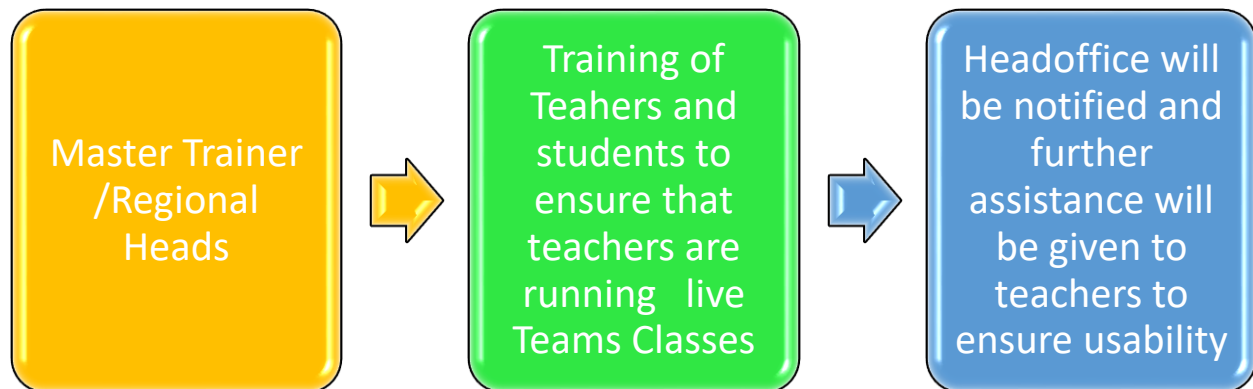
<https://www.youtube.com/watch?v=oNE8CbZYkuE>

Teams Quick Start Guide (PDF)

<https://download.microsoft.com/download/D/9/F/D9FE8B9E-22F5-47BF-A1AB-09539C41FCD0/Teams%20QS.pdf>

4. Roles & Responsibilities to Facilitate New Educators in Using Microsoft Teams

Approximately 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 1st level support. Regions/Districts should consult with IT Team(s) in their Regions and/or IT team at Head Office as 2nd level support, if issue cannot be resolved at district/regional level.

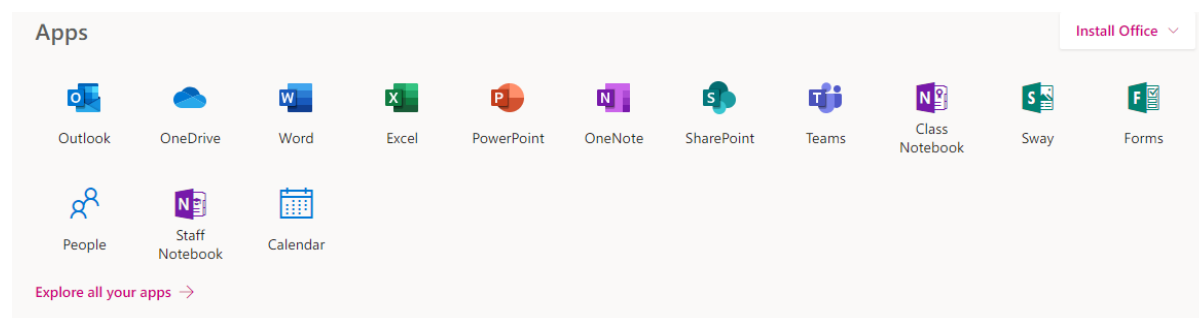


Supporting role

Regions/District teams shall ensure the use of Microsoft Office 365 regularly for official communication, coordination, and academic learning. 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 all the issues with the support of Microsoft team.

5. Microsoft Teams SOPs for SEF Partners

Once you login, click on the Teams Icon



You should now see all the Teams if your teachers have already set them up for you.

5.1 Role of School Partners

- School Partners should ensure Microsoft Teams is being used solely for official teaching and learning purpose only by the students.
- School Partners should report progress of their respective schools through their Regional Heads.
- School Partners will facilitate the Head Teachers, Teachers and Students by sharing relevant training material and/or ensuring participation in capacity building exercises for conducting Online Classes, Assignments, Resource Materials and Assessment.
- It is the responsibility of School Partner to keep their User IDs and Passwords secure. Any breach/violation made through a particular account will be dealt accordingly.
- School Partners and Regional Heads should ensure usage of all provided login IDs of Students and Teachers of preferably every school, especially the ones nominated through selection criteria.

- Teachers/Head Teachers in every School should ensure to enrol Students belonging to respective Grade and Subject. Likewise, it will be responsibility of Teacher/Head Teacher to manage classes and distribute assignments and other class room material to students.
- School Partners should ensure through the Head Teacher/Teacher that students follow guidelines given by teacher and complete the homework/assignments distributed through Class Notebook/One Note.
- If any of the School Partner's contract is terminated their IDs will be blocked and it will be the responsibility of the concerned Regional Heads who will communicate the same to Head office/Regional IT team.

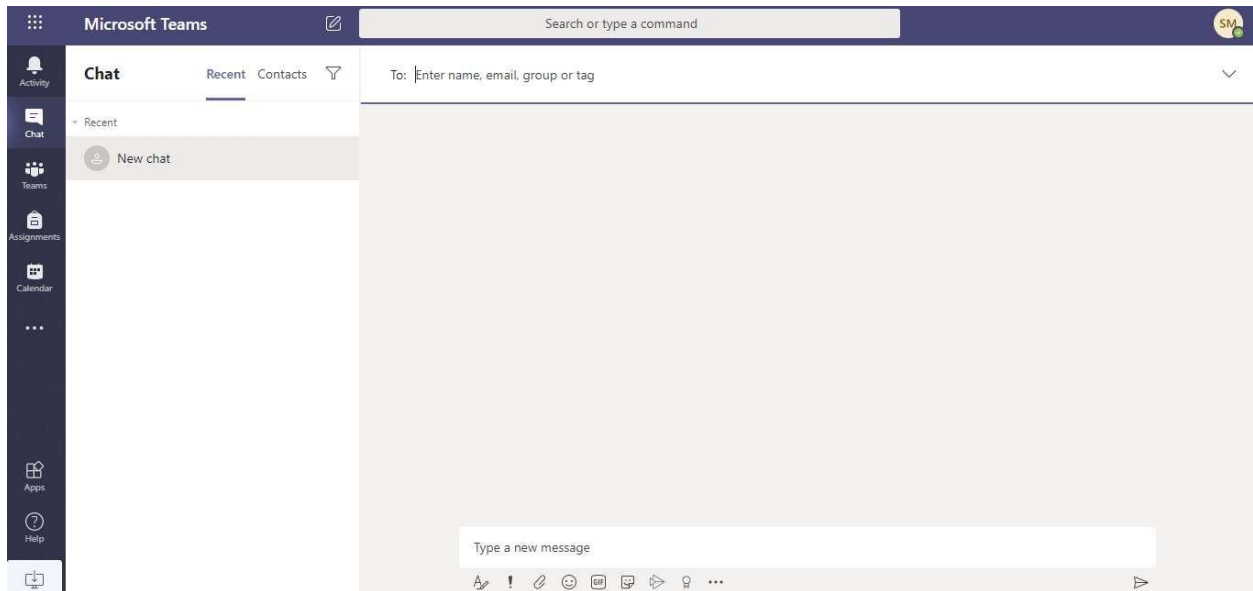
Under the A1 plan, the services/applications we are using are web apps which are based on cloud computing technology user still will be able to access their data online anytime/anywhere and on any device through web application.

6. Microsoft Teams SOPs for HTs / Teachers

6.1 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?

☒  Grade 6 Science

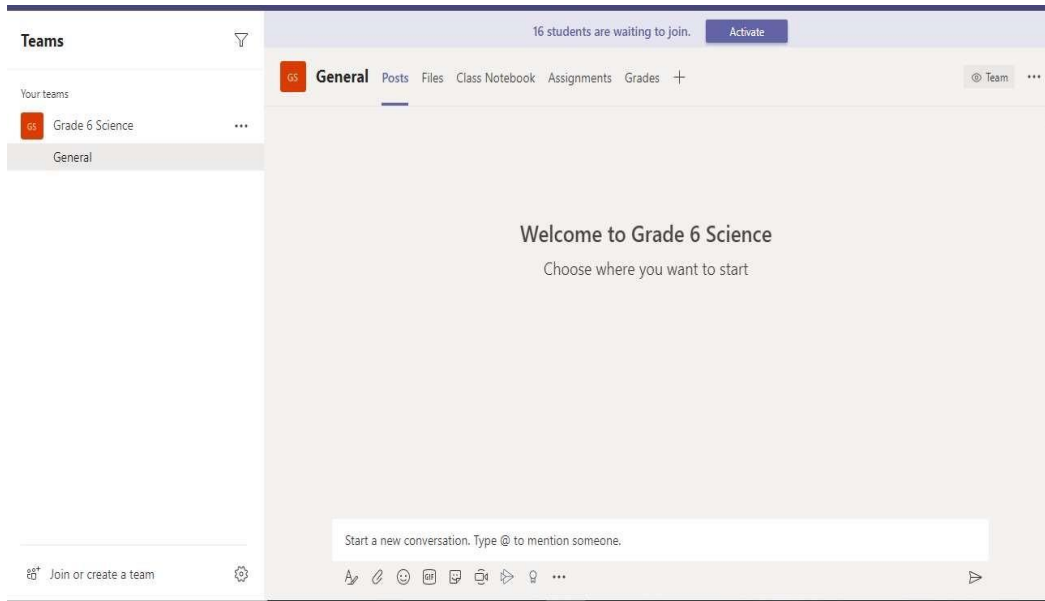
☐  Grade 7 Science

☐  Grade 8 Science

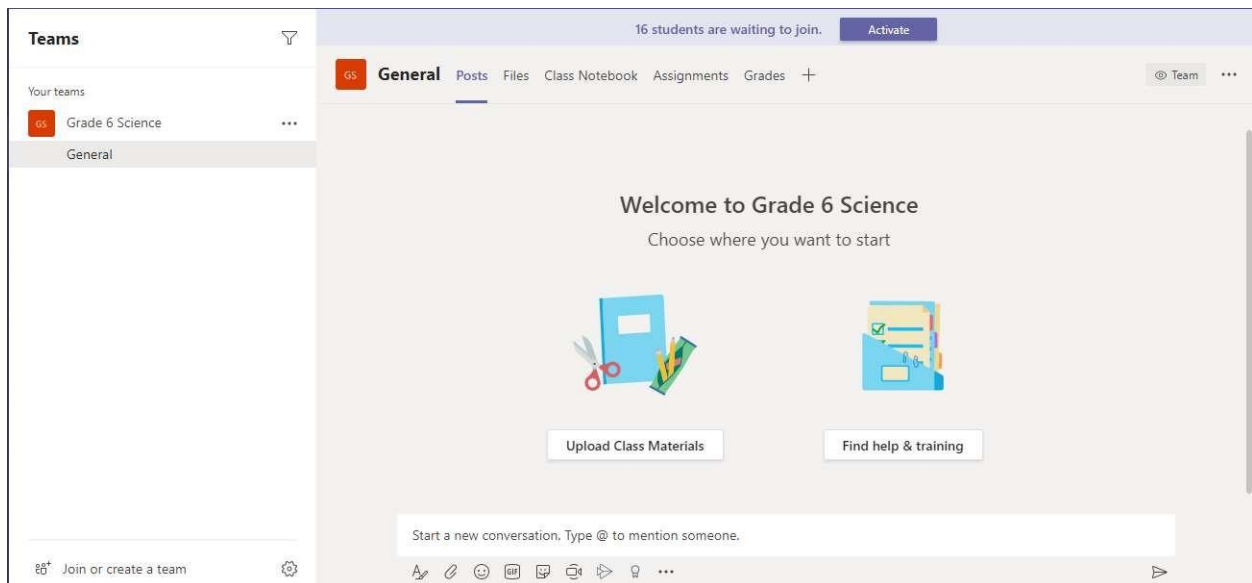
Cancel

Back

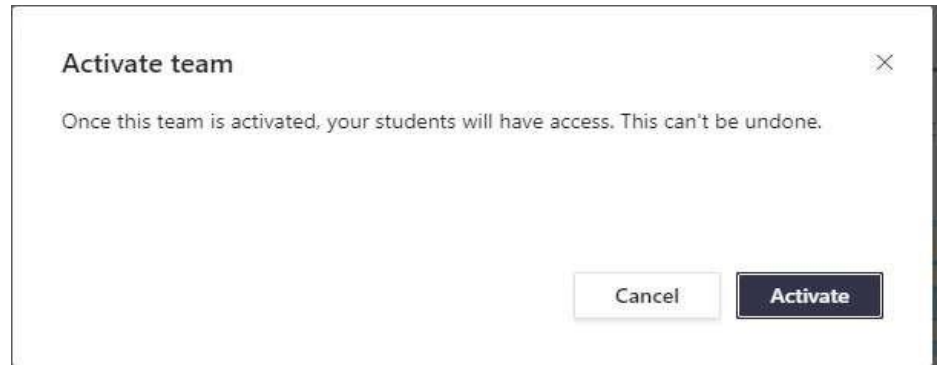
Choose group



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*)



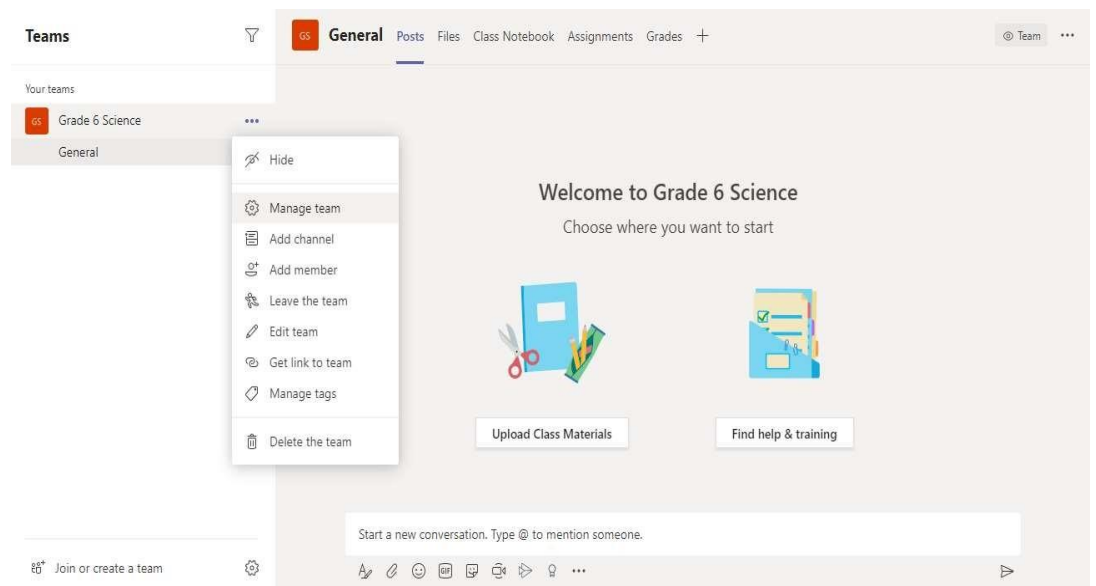
On clicking the Activate button below prompt will appear Click Activate button



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

Teams

Your teams

Grade 6 Science

General

Join or create a team

Grade 6 Science

Members Channels Settings Analytics Apps

Search for members

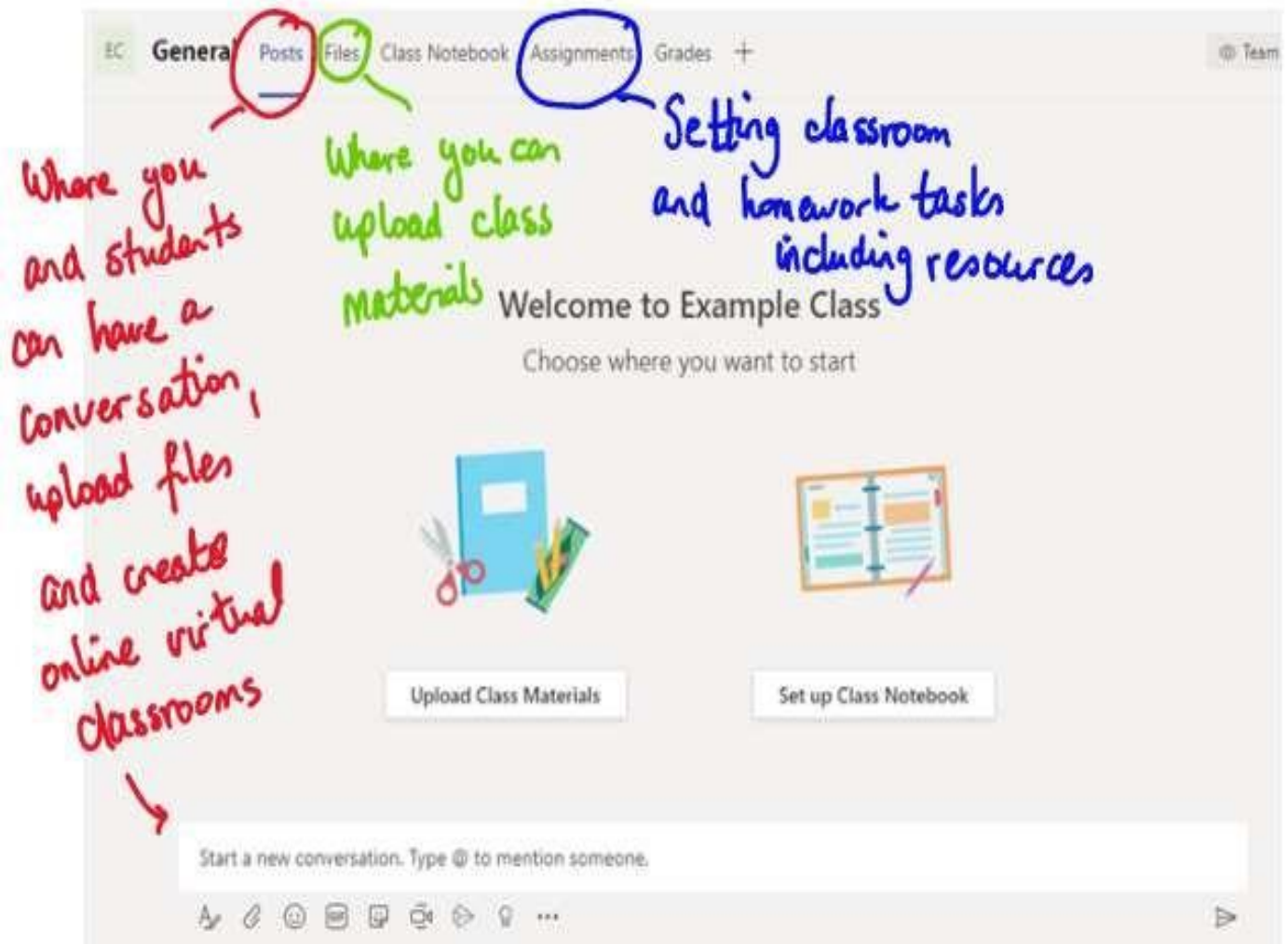
Owners (1)

Name	Title	Location	Tags	Role
SA	Sadam Rafique Ahm...			Owner

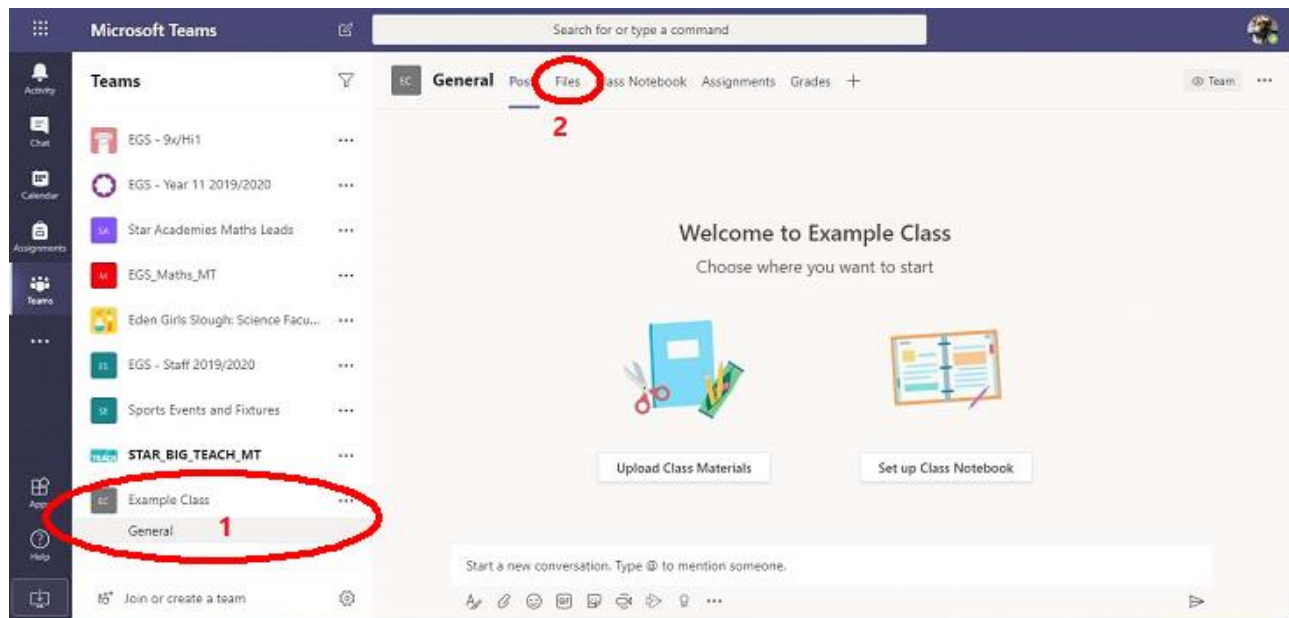
Members and guests (16)

Name	Title	Tags	Mute students	Role
MK	Mahboob Zameer ...		<input type="checkbox"/>	Member
AB	Ahsan Ali Bux		<input type="checkbox"/>	Member
NA	Nazeer Bashir Ahm...		<input type="checkbox"/>	Member
KR	Sammar Ahmad Rivi		<input type="checkbox"/>	Member

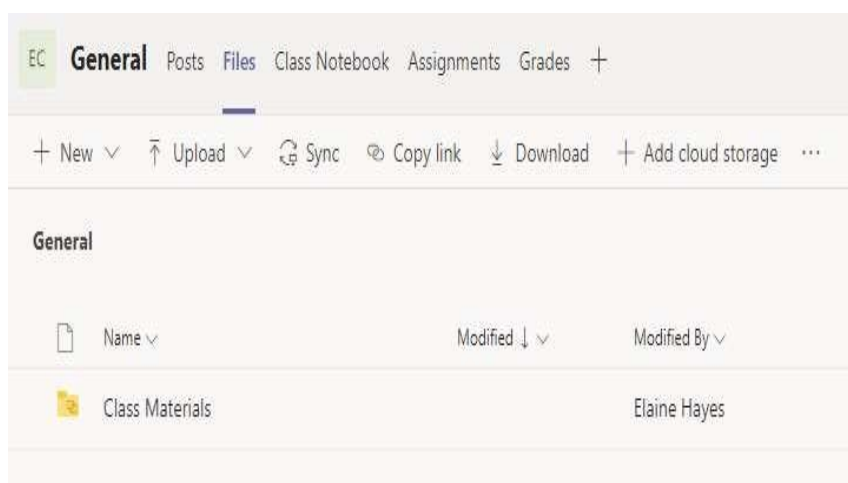
6.2 Navigation Tabs of Teams for Teachers for interaction with Students



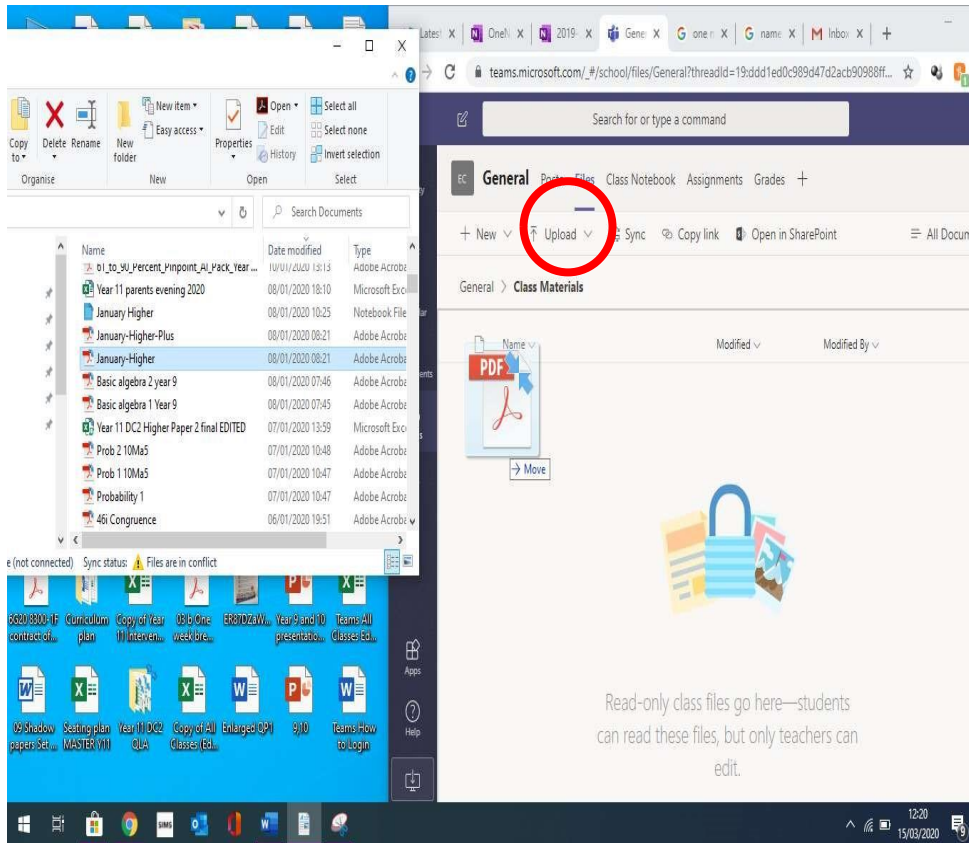
6.3 Teams – Adding Content to a Team



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

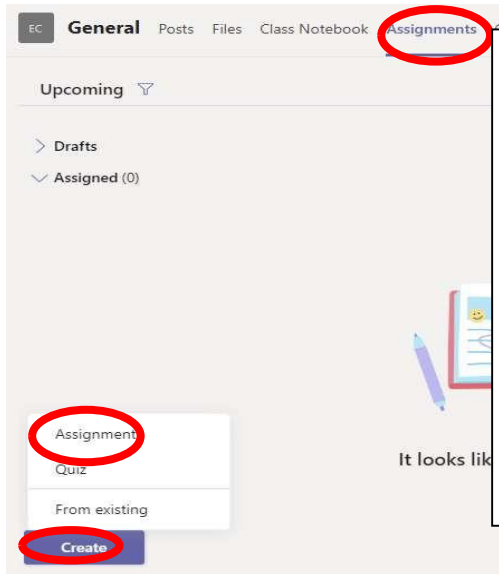


If you are uploading files that can be edited, you need to upload them into the Class Materials folder. Materials in this folder are not editable by students, only by teachers. In the image below, I've clicked into class materials



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.

6.4 Teams – Creating an Assignment



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, the assign button will be highlighted. You can set the same assignment to more than one class, but you must be an owner of that class. If you want to set an assignment for the future, click the edit button at the very bottom.

New assignment Discard Save Assign

Give the task a title

Title

☐ Add category

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

☐ Add resources *Upload any relevant materials*

Points

☐ Add rubric

Assign to *What classes is this work for?* *Click here to → add the assignment to more than one class*

You can differentiate assignments by only selecting certain students

Date due Time due

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

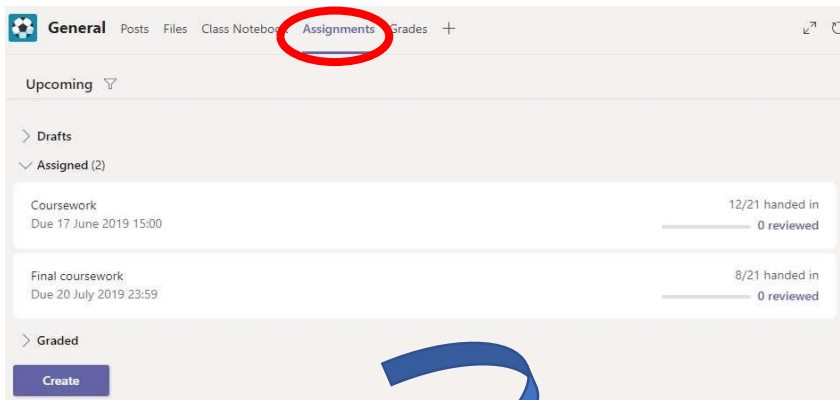
Assignment will be posted immediately and is due on Monday, 16 March at 23:59. Late hand-

Cancel Done

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

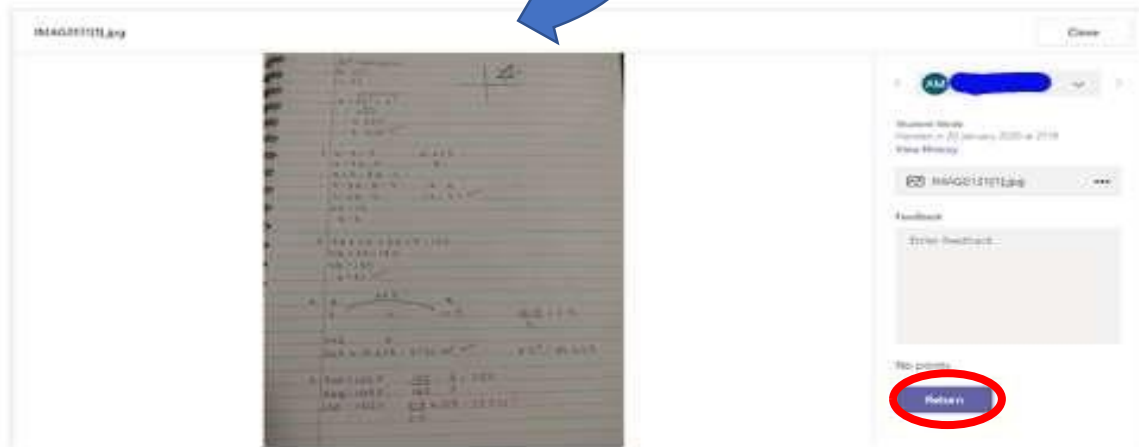
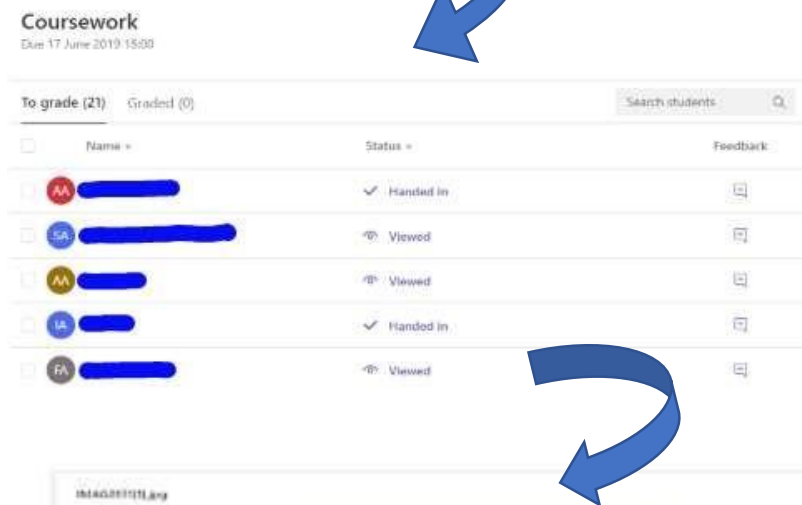
6.5 Teams – Marking and Giving Feedback on an Assignment



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.

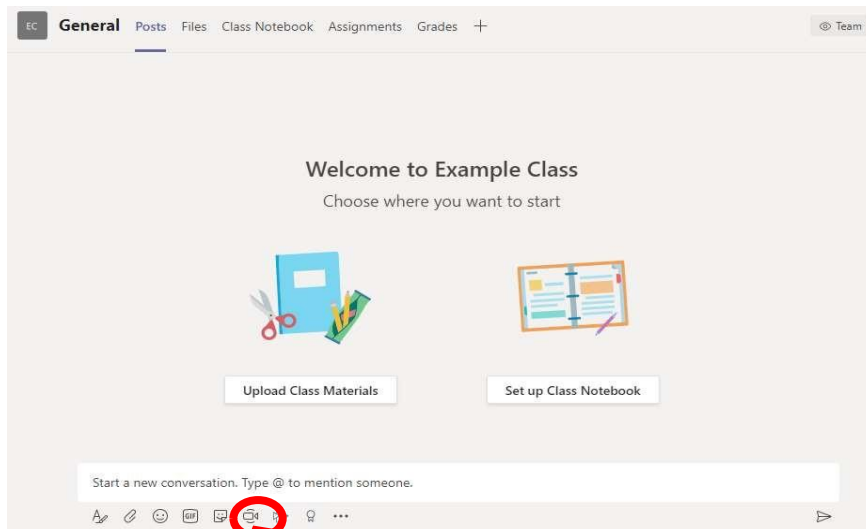
Click on handed in to view the assignment and to give feedback.

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

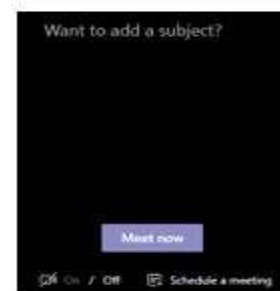


For example, if a student uploads their work as a Word document, you can mark the document, add in annotations on their document as well as typing in the feedback box above. Click on the return button and the student will get the assignment back and can read and act on the feedback given.

6.6 Teams – Setting Up a Virtual Classroom - Teacher



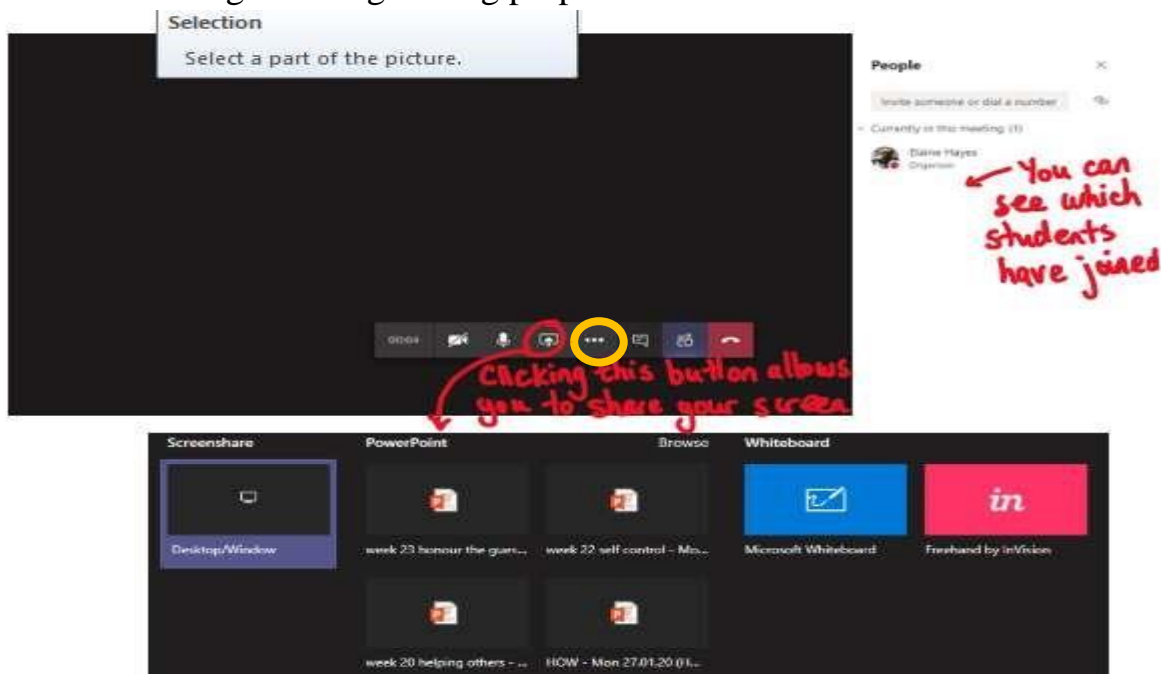
Within your Team, click on the little camera icon to create a meeting and the image below will pop up. Click on meet now to create a meeting for your students. Click your camera to be off, as we will be sharing our screen and click meet now



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.



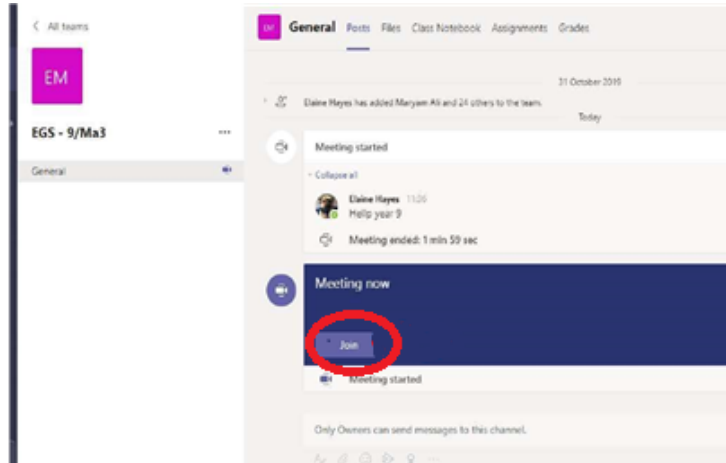
6.7 Role of Teachers and Head Teachers

- 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 enrol 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.

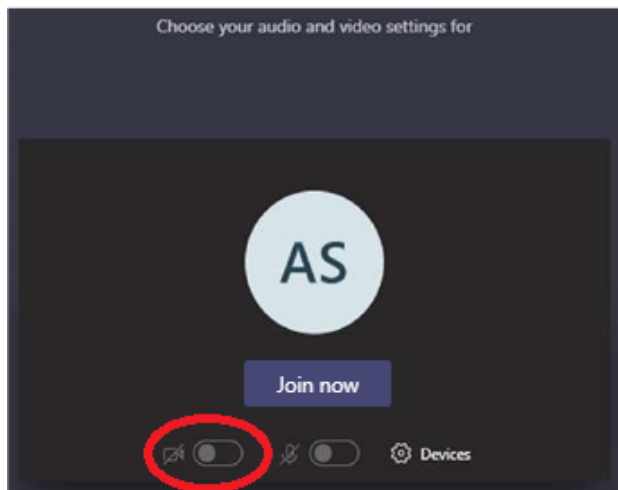
Under the A1 plan, the services/applications we are using are web apps which are based on cloud computing technology user still will be able to access their data online anytime/anywhere and on any device through web application.

7. Microsoft Teams SOPs for Students

7.1 Teams – Joining a Virtual Classroom – Student



If your teacher has started a virtual classroom, you will see a blue notification in your Team. Your teacher will have told you what time your lesson starts, and you can join at any time by clicking the join button circled in red.

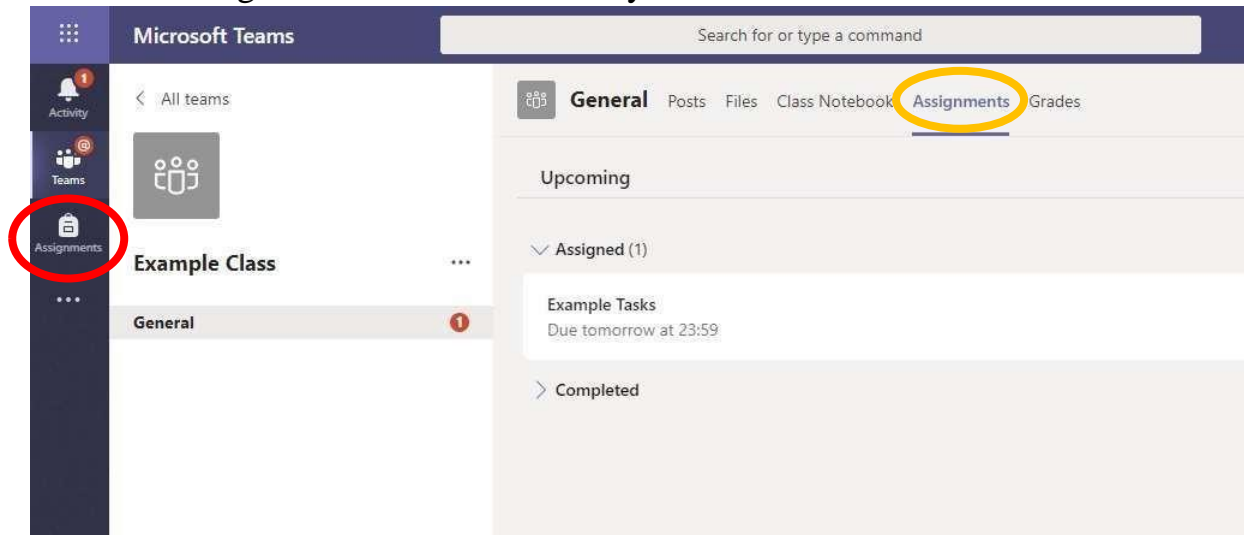


The red circle is the camera function. Make sure that it is off. Your teacher may have told you to keep your microphone on or off – in this meeting, the teacher has asked all students to keep their microphone off unless they are asking a question. You can ask a question of your teacher using the chat function. All questions are kept in the Team after the lesson is over



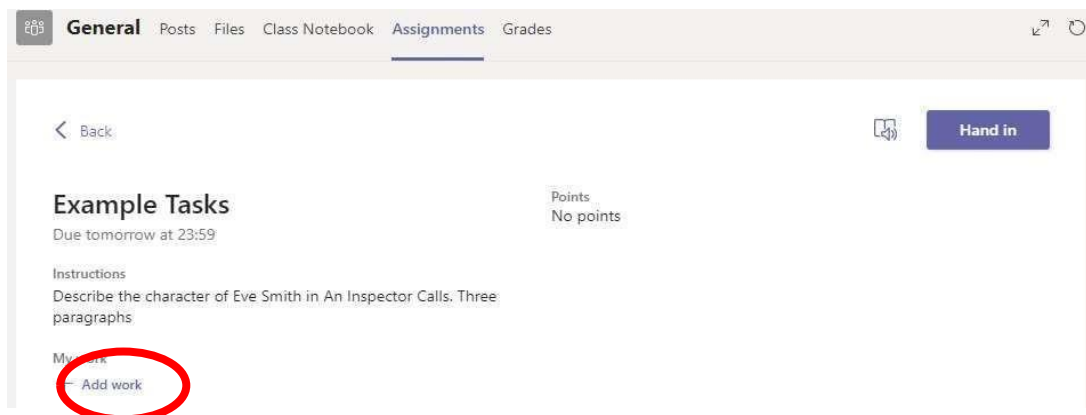
7.2 Teams – Uploading an assignment

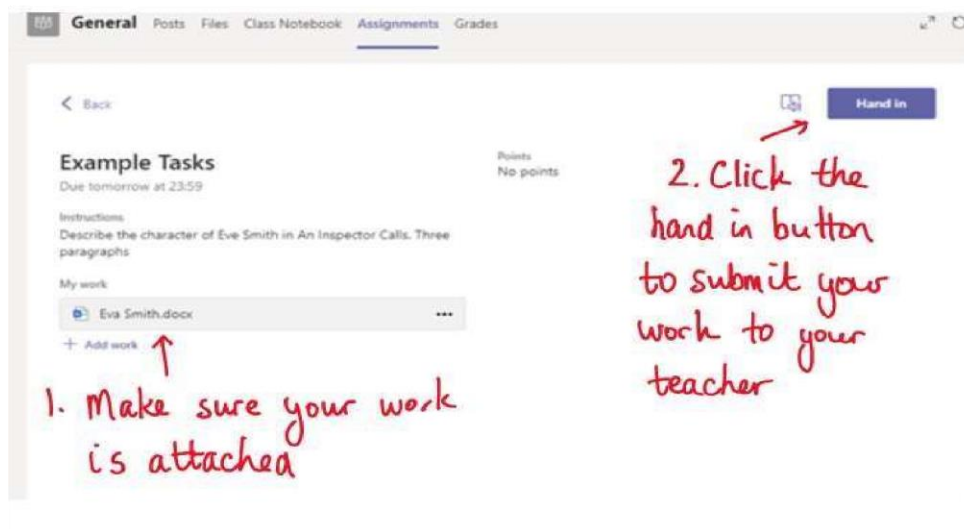
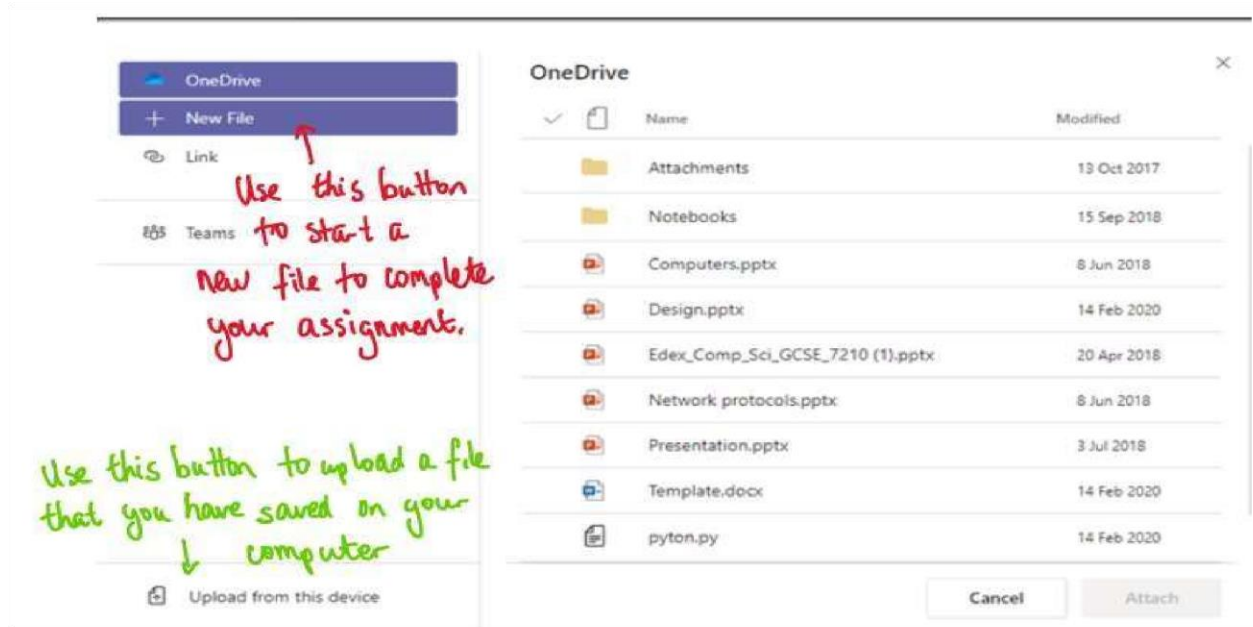
Your teacher can set assignment for you to complete. You can access this in two different way. You can click the assignments button in the left-hand menu to see all the different assignments set by your teacher, or you can click into your class and click on the assignments button circled in yellow.



Click on the assignment to access the task.

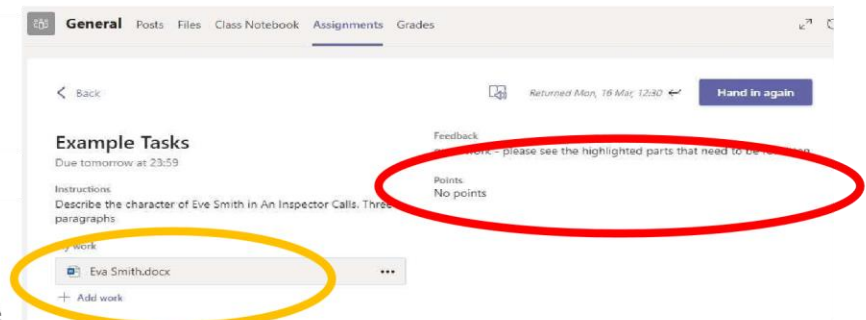
To add your work, click on the add work. You can add a document that you have already been working on or create a new one that you can do your work on. Your teacher will give you instructions on how to submit your work.





Make sure that you have your work attached. Click the hand in button. Your teacher can now look at your work and give you feedback if required.

This piece of work has been looked at by this student's teacher and been given some feedback circled in red. You can click on the file to open it and act on the feedback given to you by your teacher, before handing it in again.



7.3 Role of Students

- Students are required to keep their password secure. The teachers of SEF schools and partners are responsible regarding change of passwords or misusing of Office 365/Teams by any students. Any breach/violation made through any account will be dealt accordingly.
- Students should follow guidelines given by teacher and complete the homework/assignments distributed through class notebook feature in Microsoft Teams.
- If any of the student dropouts/leaves from SEF school, their IDs will be blocked. It will be the responsibility of partners to communicate the same to Regional Head who in turn may inform Regional/Head Office IT team for smooth transition/deactivation.
- Please note, 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.