# SchoolWise for Microsoft Teams
## Starter Kit
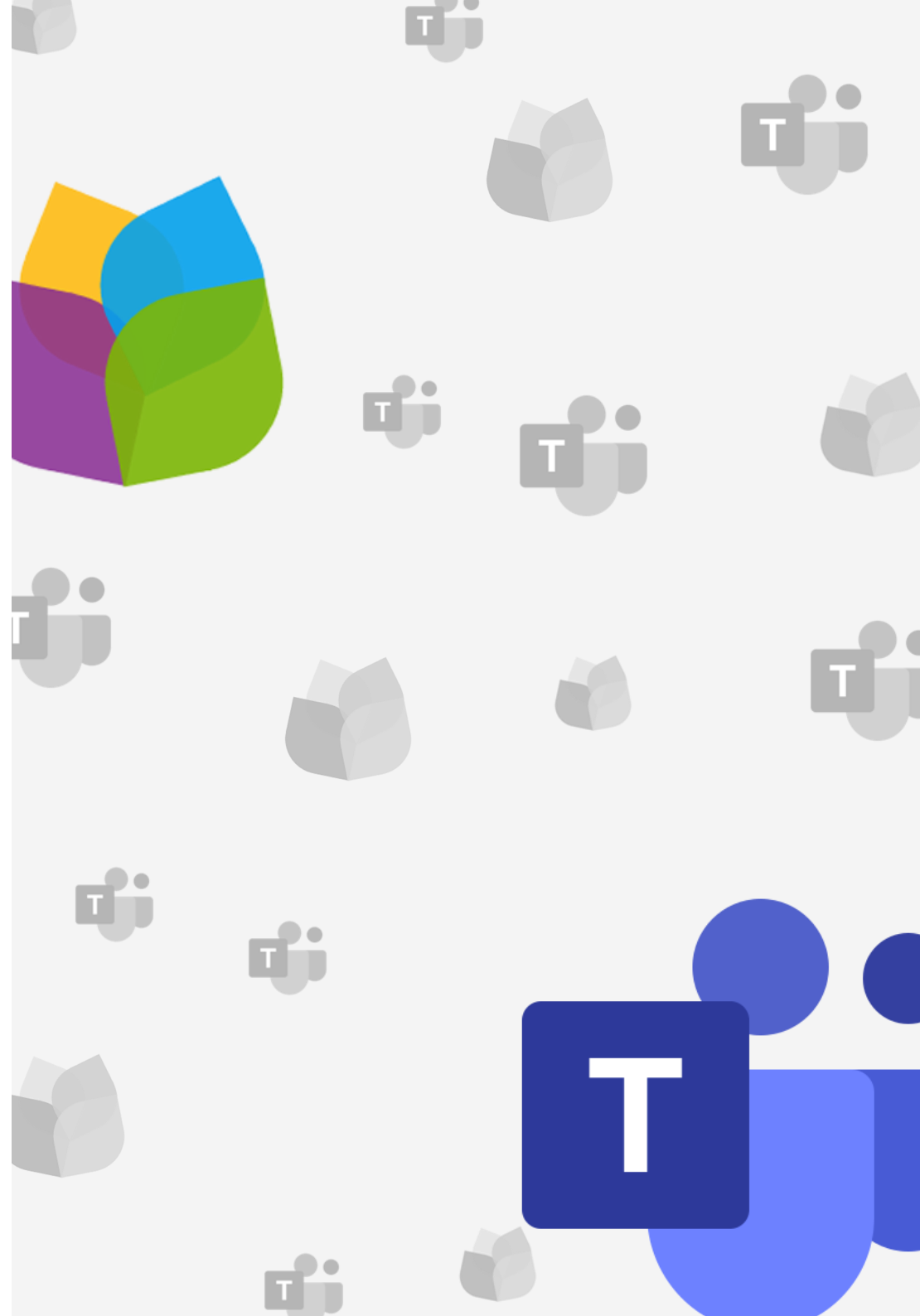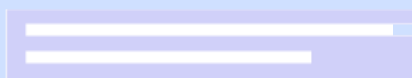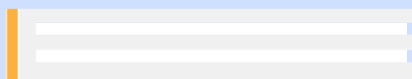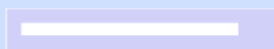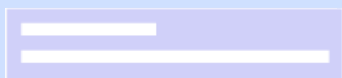
# Contents

# About the SchoolWise for Microsoft Teams Apps

## EVERYTHING TOGETHER IN ONE PLACE

SchoolWise brings assessment, academic tracking, learner support and curriculum planning together in one connected platform right there inside Microsoft Teams.

The apps bring all of these benefits to a place you already know and love. This removes the need to switch between multiple systems to get your jobs done around teaching and learning.

As SchoolWise is already connected to your school SIS/MIS system everything you need is already setup and ready to go!

All you need to do is add the app to a Team and start enjoying what SchoolWise has to offer.

## THE APPS

There are three apps available to add. You may not need all three depending on your role within the school.

**Gradebook** - *Teachers*
This can be installed on any class Team channel and will give you all the assessment, reports and critical information to support your learners.

**Learner Support** - *Management, Leadership and Care Teams*
This should be installed on a Team channel that only school management, leadership and care teams have access to. This app is for the collecting, inputting and maintaining learner profiles along with running reports.

**Curriculum Planner** - *Subject Departments*
This is best installed on a Team channel that you have created for a subject department that only you and your colleagues have access to.

On Teams where you are collaborating with others, only one person needs to add the app to make it available to everyone on the team.

# How to add the apps to a Team
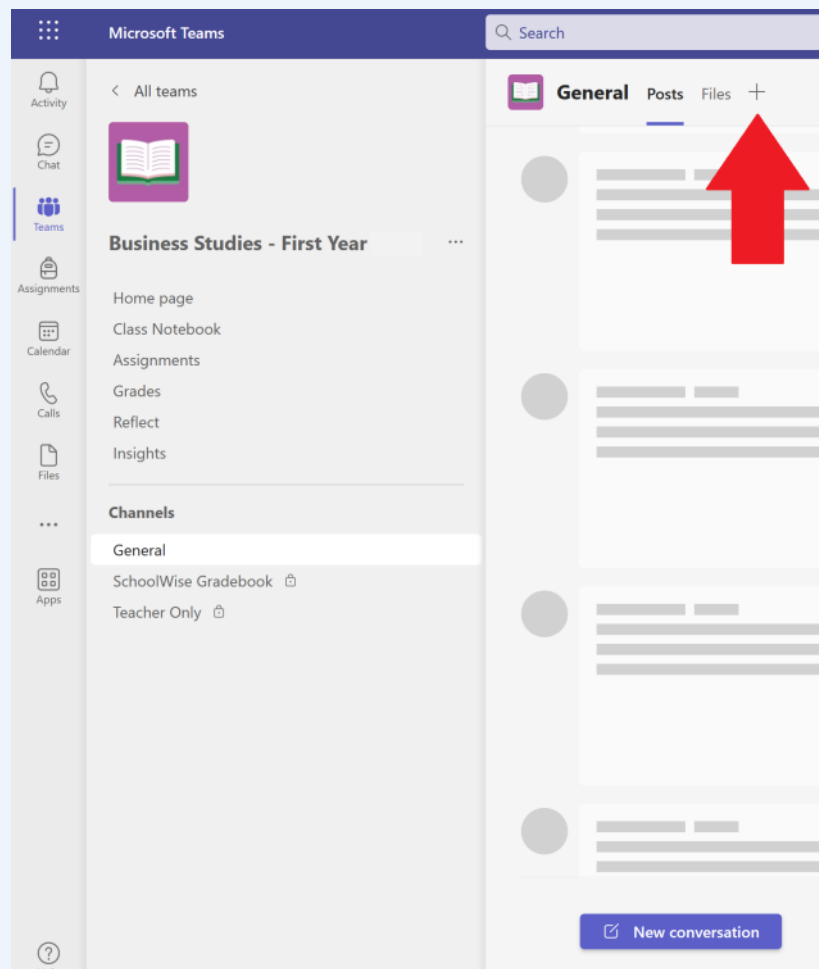


## STEP 1

Navigate to the Team where you want to add the SchoolWise for Microsoft Teams app.

You will have some existing tabs like *Posts* and *Files.* To add the app to the Team simply click the + button at the end of the tabs.

**Pro Tip**

If you have multiple channels in your Team, simply click on the channel where you would like the app to appear and add it there.

You can also add a channel to a Team and set the privacy to *Private* if you want to keep it hidden from your learners.

# How to add the apps to a Team
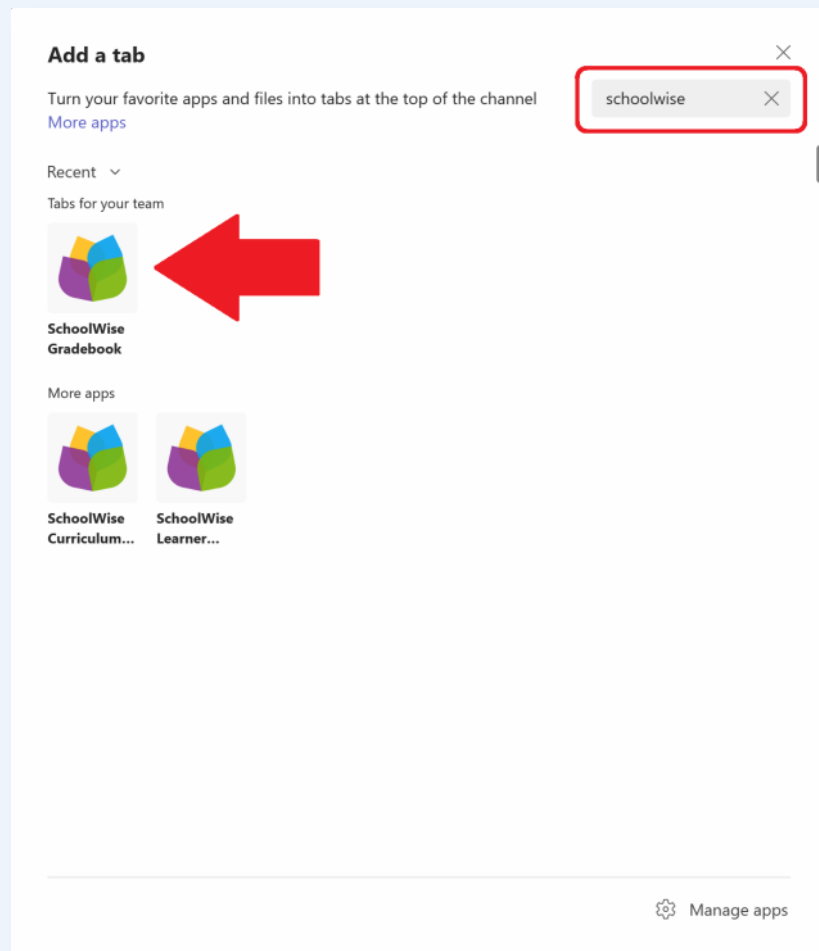
The list of apps that are available to add to Microsoft Teams will appear. To filter this list you can type "*schoolwise*" into the search box.
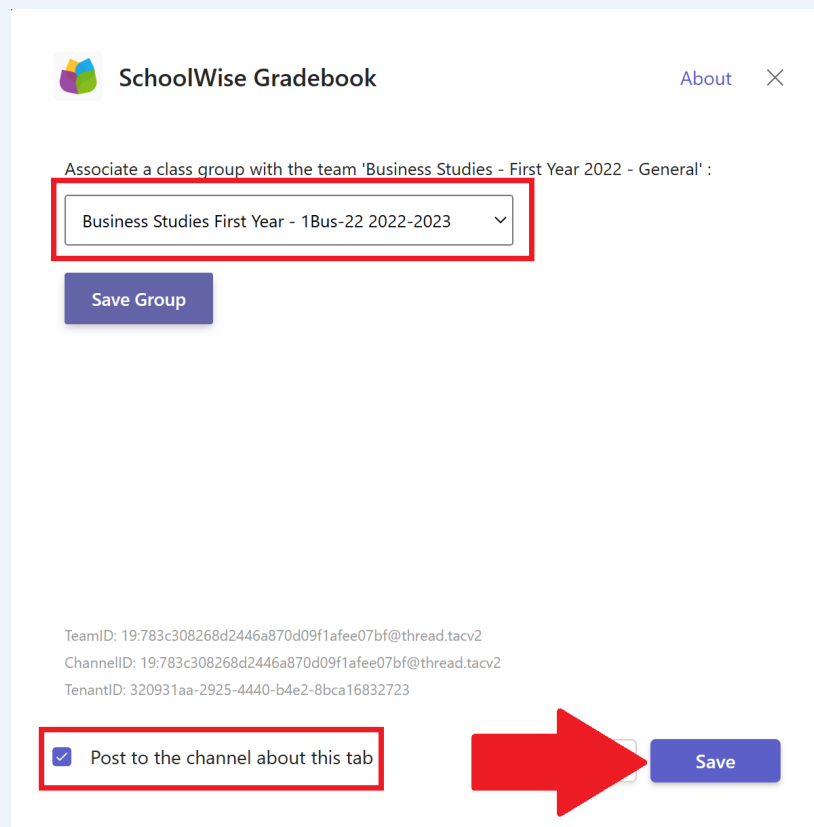
The SchoolWise for Microsoft Teams apps will be displayed. Click on the app that you would like to add to your Team.

**Pro Tip**

If you do not see the apps they may not be installed to your Microsoft Teams tenant.

The apps may also be named differently if you share a Microsoft Teams tenant with other schools. In that case search for the app name such as "Gradebook", "Planner" or "Learner Support"

# How to add the apps to a Team



## STEP 3

Depending on the SchoolWise for Microsoft Teams app you are adding, you may be asked to configure a class group or subject department.

Simply select the class or department from the dropdown and click *Save Group.* If you want to notify members of the Team the app is available just check the box *Post to the channel about this tab.* All you need to do to complete the setup is click the *Save* button.

**Pro Tip**

The list of classes and departments are automatically synced from your SIS/MIS system. The list is based on your current timetable.

You can only select classes from your current timetable. If a class does not appear contact your SchoolWise administrator.

# How to reconfigure the app

## RECONFIGURING THE APP

If you need to reconfigure the app, simply click the down arrow next to the tab name and click on settings.

This will open the same configuration screen when you first added the app to the Team.

This can be useful if for example you start a new academic year, retain the Microsoft Team from last year but need to select the new class from your new timetable.

**Pro Tip**

You can safely remove any of the SchoolWise for Microsoft Teams apps without losing any information. All the data you input through the app is safely stored in SchoolWise.

Adding the app again to the same Team will display all the relevant data that you inputted.
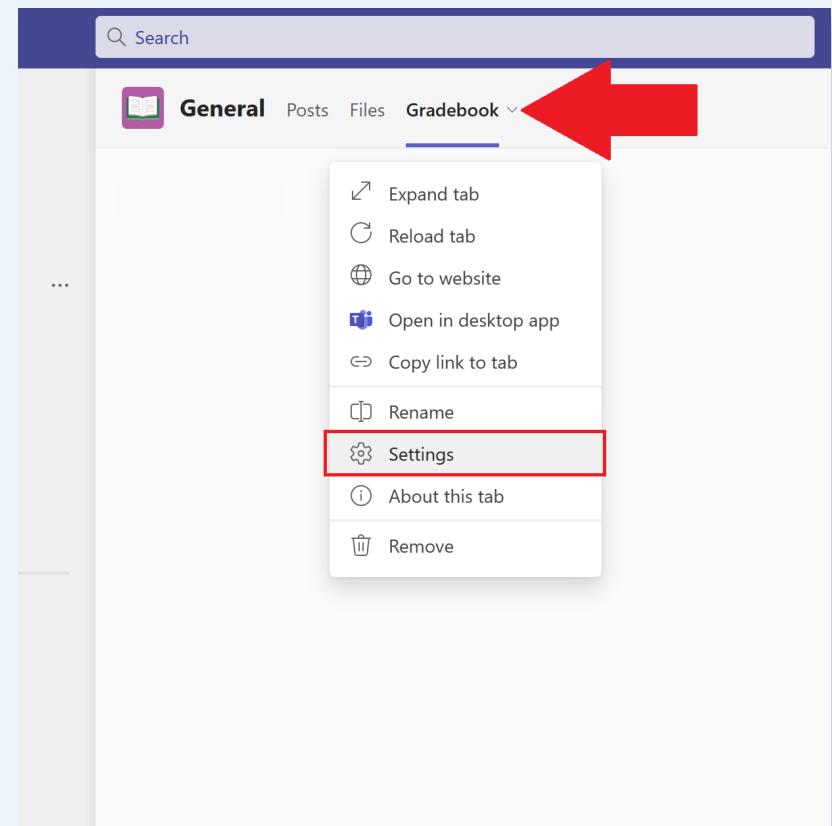
# Import Teams Assignments into the Gradebook

If you use Microsoft Teams to set and grade assignments then you will not be disappointed. You can easily import assignments straight into the SchoolWise Gradebook app without any double entry!

### STEP 1

Click on the *Add Gradebook* button from the dashboard and select *Add or Import* to start importing your Teams assignments.

### STEP 2

Select the *Import* option and then choose *Microsoft Teams* as the import source.

### STEP 3

Make sure you have your Team selected and then simply select the assignments that you want to import. To finish, just click the *Import* button to complete the process.
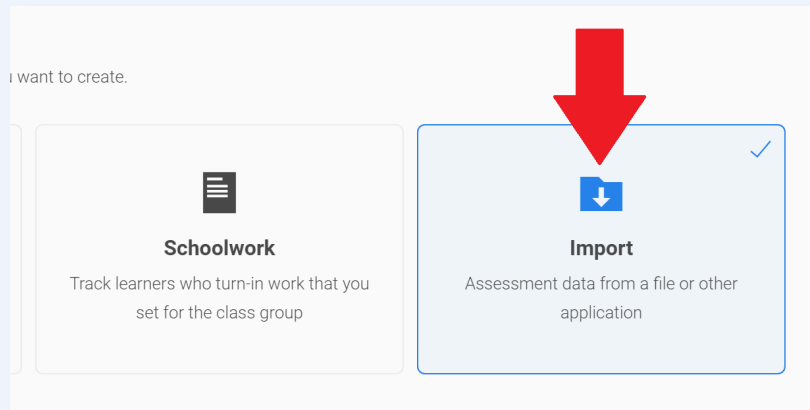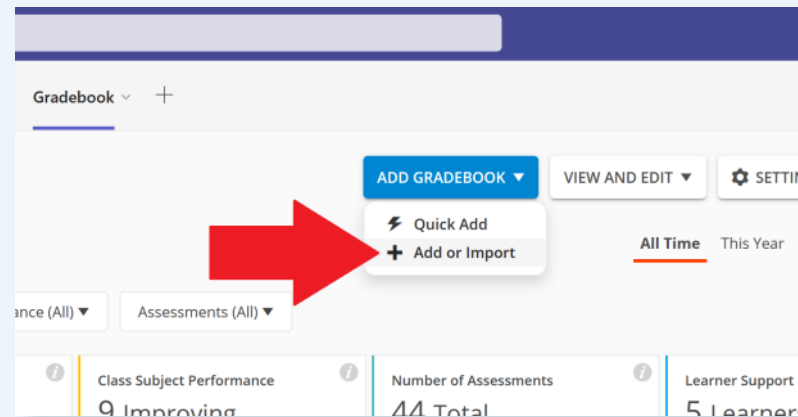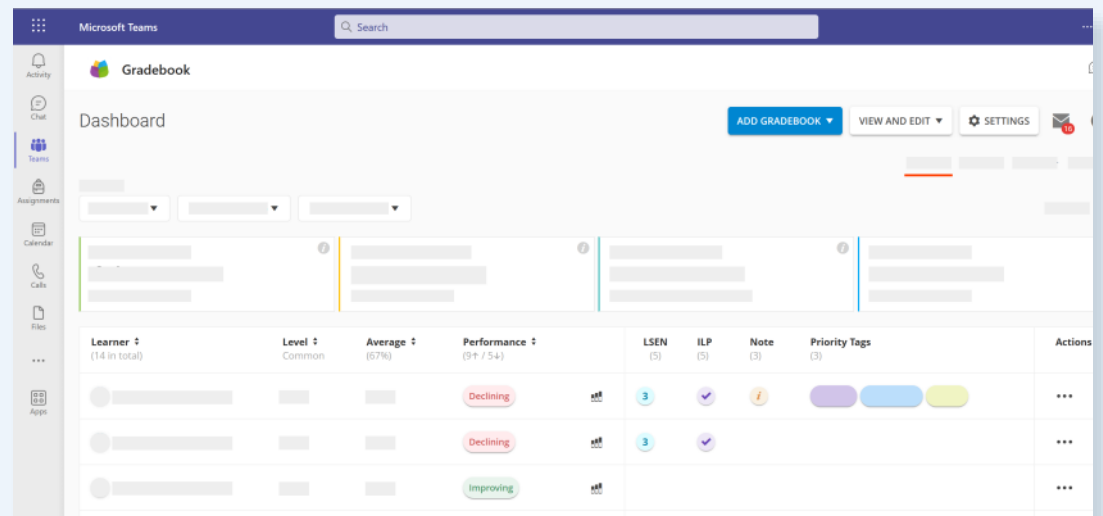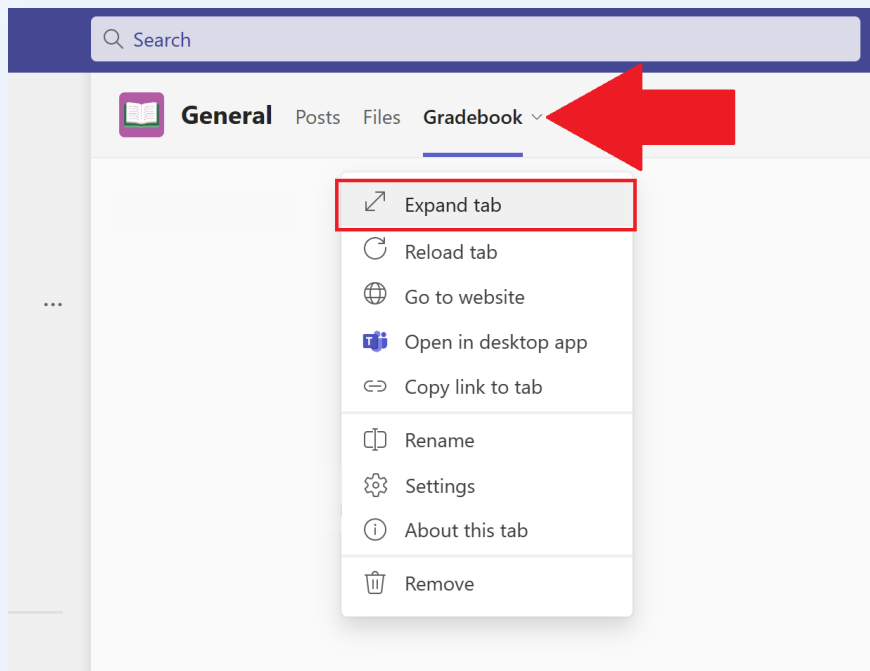
# Expand the tab to get more

You can expand any tab in Microsoft Teams to display more information without having to scroll

This makes it easy to get more done and view more of the critical information to support your learners

# Frequently asked questions

## How many times can I add an app?

You can add the apps to as many Microsoft Teams and channels as you like. You can even add the app to different channels within the same Team. The only restriction is you can only add the app once per channel.

## What happens if I delete the Team or app?

Any data you input through the app is safely stored in SchoolWise. If you remove the app, you can always add it back to the same Team or even another Team. The same applies if you delete a Team. The data stored in SchoolWise always remains safe.

## Why is my app no longer accessible?

SchoolWise syncs with your school's SIS/MIS system. The sync ensures that you only see data for the learners you teach or assigned to. If you can no longer access data for a learner, it could be that you are not assigned a role to the learner (tutor, year head, etc.). If you no longer see data for a class, usually it's because you are no longer timetabled for that class.

## Do I need to do anything at the start of the academic year?

This depends on the app. If you are using the Gradebook app then yes, you will need to reconfigure the app. When you added the app you would have selected the class on your timetable at the time. When you get assigned a new timetable this will be a new class. You can either remove the app and add it back or simply reconfigure the app.

## Where does my data go if I no longer teach a class or I am no longer assigned to a learner?

The data always follows the learner. If for example with the Gradebook app, you have a learner in your class for this academic year. If next year they move to another teacher, all their data moves with them. The new teacher will have access to their historic grades, etc. if it's the same subject.

In the case of the Learner Support app, if before you were assigned a role such as a tutor, year head, etc. the data remains on the learner profile. Other people that are assigned to the learner and that have the necessary security privileges will be able to see the historic information.

## What if I don't want my learners to access the Gradebook?

You can add a private channel to a Team and just add yourself. This way, you will be the only person allowed to access the channel. Later, if you want to add the app to the general channel, all the data will be displayed that you entered through the app on the private channel.

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