

Business Continuity: Curriculum work/setting work from home

In the event of a school closure it is possible to set work from home to ensure curriculum continuity.

However, it is important that we all do this from the same starting point so that students do not have to keep switching from one method to another. Even if they then go to another service/app.

There are 'School Closure' pages set up in Frog for all subjects (here is the example for Global Awareness) that are only made visible when the school is going to be closed for an extended period of time.

The image shows a screenshot of a web page titled 'Global Awareness' with a 'School Closure' tab selected. The page contains a message: 'In the event of school being closed, please find resources for your subject area below and follow the instructions from staff.' Below this is a 'Resources' section with three folders: 'Geography', 'History', and 'RE'. A text box with an arrow points to these folders, stating 'These link to a folder on the resources drive'. Below the web page is a screenshot of a Windows File Explorer window showing the path: 'This PC > WRANGE Resources (R:) > Faculties > Global Awareness > Frog Learn > School Closure'. The file explorer displays a table of folders:

Name	Date modified	Type	Size
Geography	06/07/2018 12:50	File folder	
History	24/07/2017 12:31	File folder	
RE	24/07/2017 12:31	File folder	

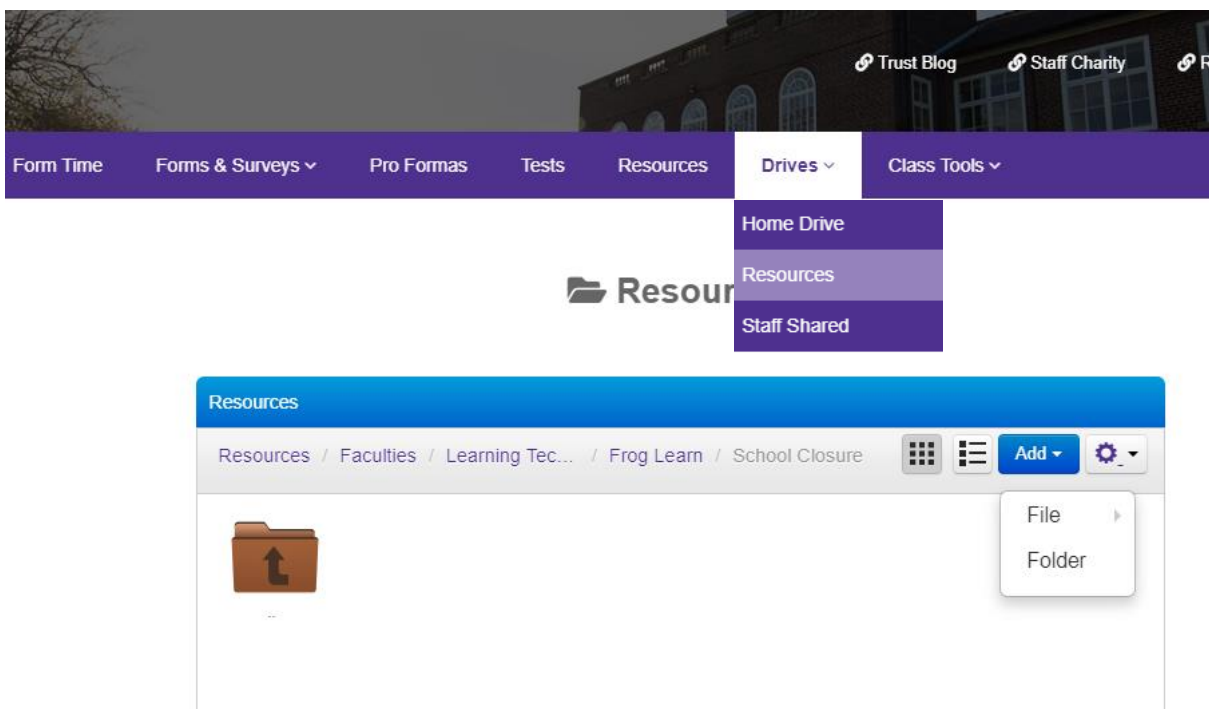
Please check:

1. There are instructions and/or work in the folder appropriate to each year group/class
2. Staff know how to upload files or folders from home
3. The instructions contain the following information - **If you work on a document please click 'Download File' and save it to a folder on your computer.**
4. Agree on 1 approach from the whole faculty so that students do not have to manage several systems from different staff – especially where there are sisters/relatives in the same house, different mechanisms will be confusing.
5. Systems are modelled in class

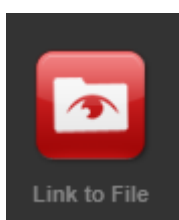
Getting work/instructions onto Frog:

1. Upload a worksheet directly to the 'School Closure' folder for your area using the 'Drives' link from the home page. Then 'Add' a file or folder from your home computer.

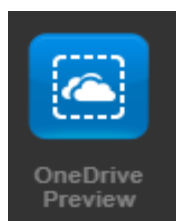
(Note – you can use the same mechanism to upload or download files from your h: drive or the staff area too)



2. Upload a worksheet directly to a Frog page using



'Link to File' widget where students can click on the link to download the file



'One Drive Preview' widget – which displays the worksheet or PowerPoint directly from your OneDrive folders

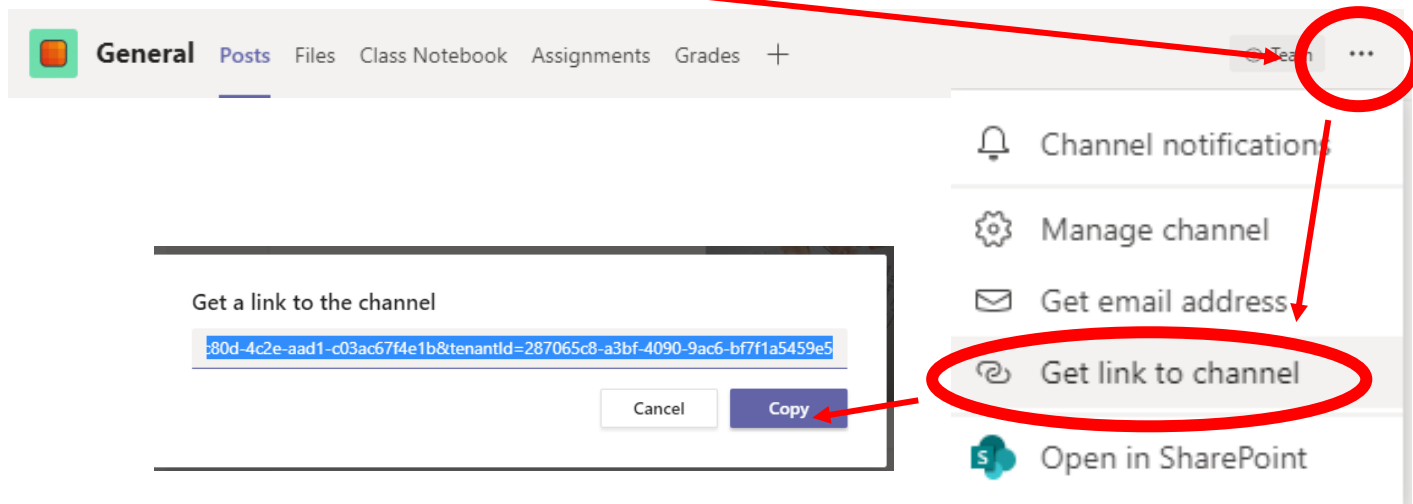


'PDF' widget which displays a PDF file – really useful for uploading exam papers or mark schemes

Working with different systems:

Teams

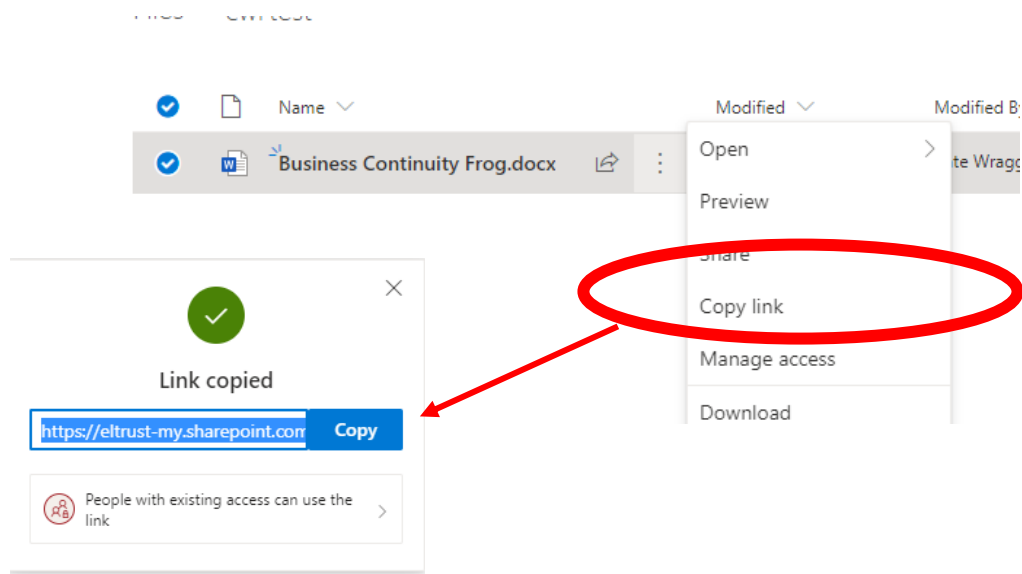
- If all of your faculty use Microsoft Teams make sure these instructions are clear in a worksheet visible in Frog
- If some of your faculty use Teams put a link to those teams in the instructions



The screenshot shows the Microsoft Teams interface. At the top, there are tabs for 'General', 'Posts', 'Files', 'Class Notebook', 'Assignments', and 'Grades'. On the right side, there is a menu with several options: 'Channel notifications', 'Manage channel', 'Get email address', 'Get link to channel', and 'Open in SharePoint'. The 'Get link to channel' option is circled in red. A red arrow points from this option to a dialog box that appears. The dialog box has the title 'Get a link to the channel' and contains a text field with the URL 'https://teams.microsoft.com/join/80d-4c2e-aad1-c03ac67f4e1b&tenantId=287065c8-a3bf-4090-9ac6-bf7f1a5459e5'. Below the text field are two buttons: 'Cancel' and 'Copy'.

OneDrive

- If all of your faculty use shared documents in Microsoft OneDrive make sure these instructions are clear in a worksheet visible in Frog
- If some of your faculty use Microsoft OneDrive put a link to those folders/documents in the instructions

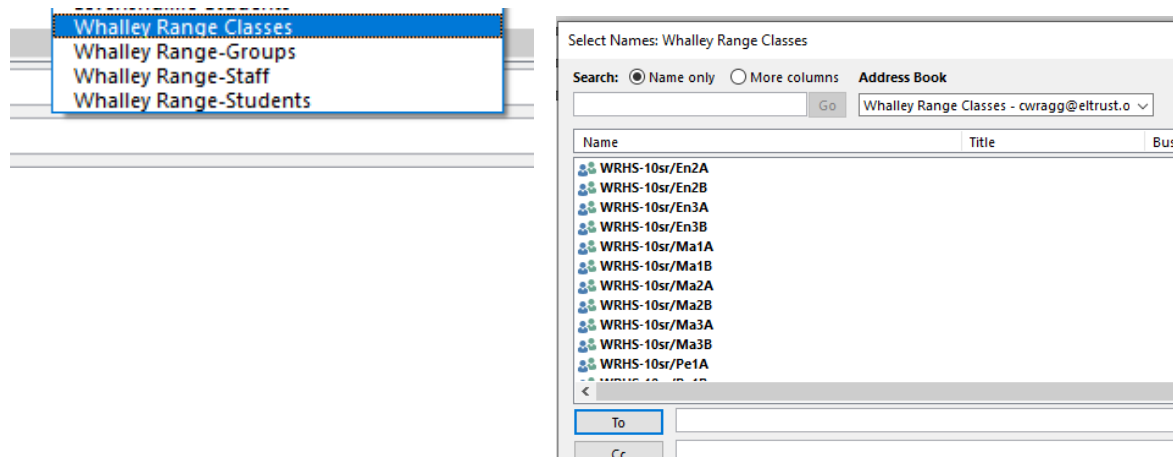


The screenshot shows the Microsoft OneDrive interface. At the top, there are columns for 'Name', 'Modified', and 'Modified By'. A file named 'Business Continuity Frog.docx' is selected. A context menu is open over the file, showing options: 'Open', 'Preview', 'Share', 'Copy link', 'Manage access', and 'Download'. The 'Copy link' option is circled in red. A red arrow points from this option to a dialog box that appears. The dialog box has a green checkmark and the title 'Link copied'. It contains a text field with the URL 'https://eltrust-my.sharepoint.com/...' and a 'Copy' button. Below the text field, there is a section for sharing permissions, showing a red 'X' icon and the text 'People with existing access can use the link'.

Working with different systems:



- If staff are going to use email to communicate with the classes in your faculty make sure this is clear in the instructions on Frog
- Whole class groups can be emailed through the codes in the address book and work can be sent to multiple classes by one member of staff



General Tips to remember:

- All communication with students must be done through school systems to ensure transparency and protect all parties involved
- Remember to keep electronic messages professional
- There is help on how to access the remote desktop here <https://frog.wrhs1118.co.uk/remotedesktop>
- There is help on managing email (including style and tone) here <https://frog.levenshulmehigh.co.uk/email>
- The link to the general IT skills page is here <https://frog.wrhs1118.co.uk/itskillslander>