**University of Leeds**

**Taught Student Education Board**

**Policy for use of Microsoft Class Teams for Student Education (2020/21 academic session)**

*This policy has been agreed by the Student Education Sub-Group to enable communication to all teaching staff and SES colleagues in preparation for delivery of student education in the 2020/21 academic session. This policy will be reviewed during the academic session through the normal student education governance and may be updated as Microsoft Teams functionality is updated. This policy applies to all student education activities for Taught UG and PGT students.*

**Context**

1. The University of Leeds has access to Microsoft Teams within an Office 365 licence agreement, and Teams is available to all staff and students at the University.
2. Microsoft Teams has evolved rapidly over the last 6 months, and Microsoft have developed their student education offering in the product considerably. Specifically, this means the availability of Teams called Class Teams, which have specific education facing functionalities.
3. Microsoft Class Teams is a powerful suite of tools which can enhance the quality of online communication, interaction and collaboration, and can add value to the student experience during the 2020/21 academic session.
4. However, the University’s understanding and use of Microsoft Teams for student education is currently limited, and this policy is being introduced in a period of significant change, without the benefit of pilots, detailed consideration and time.
5. This policy is being introduced to support teaching staff to provide students with a high-quality student experience aligned to the [Student Education Delivery Principles](https://digitalpractice.leeds.ac.uk/wp-content/uploads/sites/73/2020/06/SEdeliveryprinciples_.docx), and to ensure that students receive a consistent and clear learning experience.

**When this policy applies**

From 23rd September 2020, it will be possible to have a Class Team created for a module, with synchronised student enrolments. This policy applies when teaching staff choose to activate the Microsoft Class Team site for their module(s) thus providing access to this Class Team for students. All staff and students enrolled on the module in Minerva will be added to the Class Team and enrolments will be maintained automatically.

Only module-based Class Teams will be created and synchronised with student enrolments, the creation of further Class Teams will be restricted, and staff will be required to describe how student enrolments for these Class Teams will be maintained without placing additional burden on the Student Education Service or the IT service. In addition, staff are strongly advised to discontinue use of previously created Class Teams (which have no automatic enrolment synchronisation).

This policy applies to existing or new Class Teams (with or without the automatic synchronisation of enrolments).

**Policy principles**

* The University’s virtual learning environment is Minerva, and all taught modules should have a presence in Minerva.
* Minerva should remain as the primary learning environment when a Microsoft Class Team is used with students. This means that the learning and teaching, administrative and assessment content in the Minerva Module Template should be provided in Minerva, and should not be moved to Microsoft Teams.
* Where Microsoft Teams is used to enrich the student experience, this should primarily act as an additional learning space for communication, interaction and collaboration, not as a repository of learning resources (these should be provided in the Minerva module area).
* Where taught modules do make use of a Microsoft Class Team, teaching staff will explain clearly to students (in Minerva and in a teaching event) how the Class Team is being used and for which learning and teaching activities. Teaching staff will provide links to guidance on use of Microsoft Teams to students.
* Online live synchronous teaching events can take place in Collaborate Ultra, Microsoft Teams or Zoom – teaching staff must inform students clearly where these events will take place and provide links to live classes via the Minerva module area.
* Teaching staff should make use of a background image or blurred effect for all live synchronous teaching events using Microsoft Teams, and should encourage all students to use an appropriate background image or activate blurred effect.
* Live educational events which take place in a Microsoft Teams meeting can be recorded and published to students; live captioning can be enabled. Recordings should take place in line with the University’s Audio Video Recording Policy. Teaching staff should ensure that any recordings made of educational activities are easy to access for students.
* Class Teams will only be used by teaching staff who have a clear understanding of the tools available, and will not be used for ‘experimenting’ with student education – if there is any doubt or uncertainty about how the Class Team will enrich the student experience, it should not be used until further support or training has been obtained.
* Assignments will not be available in Class Teams. All assessment submission must remain via Minerva using Blackboard submission or Turnitin.
* Engagement monitoring for online activities to identify students at risk due to no or low participation will utilise reports derived from data from Minerva. Reporting and follow up action will be supported by SES, and further information will follow shortly (this will be supplemented with guidance on monitoring face-to-face activities).
* All 3rd party apps in Teams will be disabled pending further investigation – these are managed institution-wide and decisions about enabling them across the University will be taken on a case by case basis by the Digital Education Systems Group.
* Teaching staff will familiarise themselves with the functionality of Teams meeting breakout groups, and the guidance on the Digital Practice website, before use with students.
* Team owners are responsible for the management of content within a class team, this includes deleting and reporting of inappropriate content.

**Archiving policy**

* All Class Teams will be active for 2 years – i.e. they will be available for all members to use.
* After 2 years a Class Team will be archived for a further 1 year (this means that they cannot be changed but content is viewable by all members of the Team).
* After 3 years a Class Team will be deleted.
* Inactive Teams will be deleted after 1 year (i.e. if the tutor does not activate the Class Team/not made it available to students then the Team will be deleted at the end of the academic year that it was created for).

Information and guidance about use of Microsoft Class Teams is available:

IT Service Knowledge Base Articles: <https://it.leeds.ac.uk/it?id=search&spa=1&q=microsoft%20class%20teams>

Digital Practice website: <https://digitalpractice.leeds.ac.uk/teaching-learning-online/virtual-classrooms/>

Information Protection policy: <https://leeds.service-now.com/it?id=kb_article&sys_id=6038bfbc0fae728089d7f55be1050e9d>

Data protection at the University: <https://dataprotection.leeds.ac.uk/>

September 2020