




Bryandale Online Learning Platform

FINDING INFORMATION ON TEAMS

The #Bryandale Online Learning Platform will be available for learners to use on the morning of 14 April 2020.



Note that different subject Teams for the grade will start appearing on your Teams dashboard late afternoon on the 13th April 2020. You are welcome to make sure that you are able to access them and contact our support team if you have difficulty to do so at support@bryandale.co.za. Teachers are available to be contacted from the 14th April 2020.

Teams of Note:

| | |
|---|---|
|  <p>#Bryandale Online Learning</p> |  <p>This team is for messages that are broadcast by the school management. They are general.</p> <p>Children are unable to communicate on this Team.</p> |
|  <p>Whole-Grade Broadcasting - Grade 6</p> | <p>This team (there is one for every grade, not just grade 6) contains information regarding:</p> <ul style="list-style-type: none">→ the work schedule for the whole week.→ a timetable indicating times when teachers are available online to promptly answer posts. |

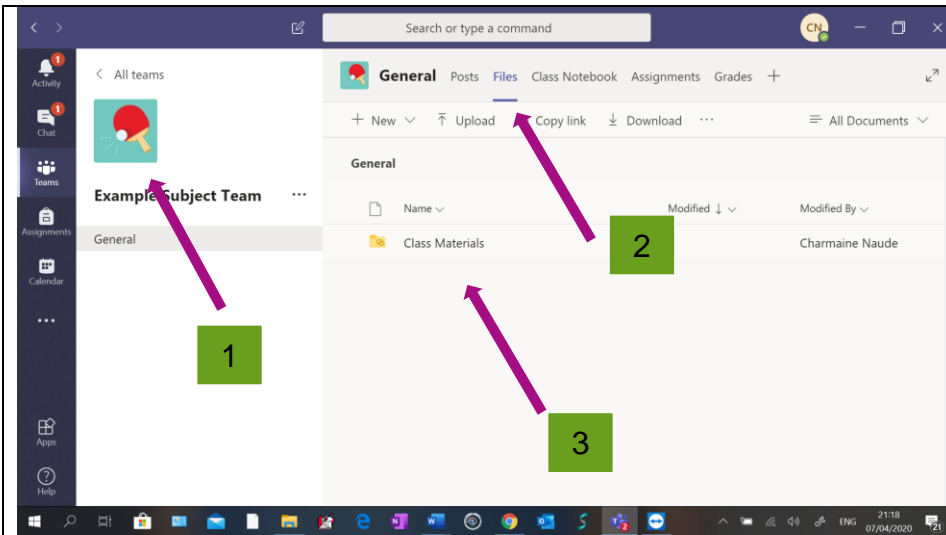
Remember that in addition to these Teams, you will also see a separate Team for every subject in the grade. You will use them every day.

Other Teams:

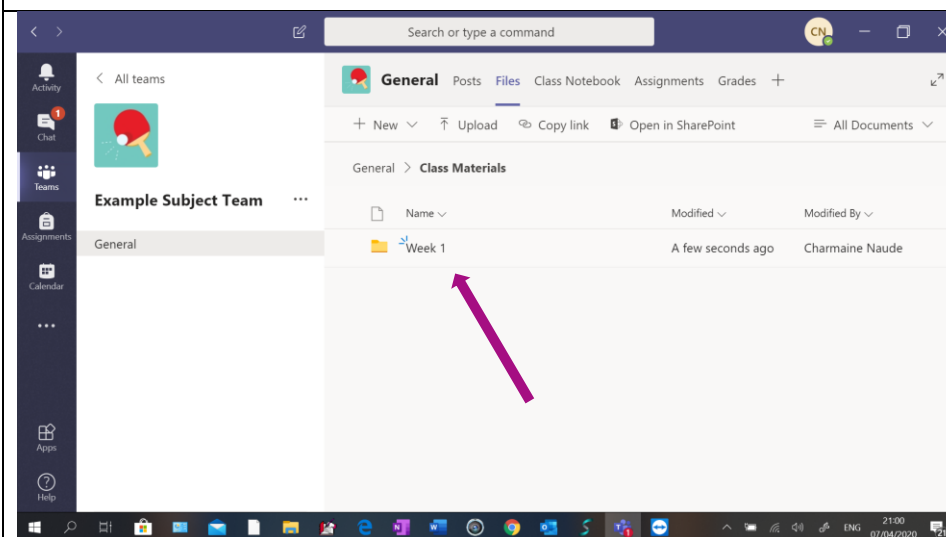
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|--|--|--|---|
|  <p>STAFF/LEARNER contact details</p> | <p><i>This is for administrative purposes. You do not need to ever open this team.</i></p> |  <p>Grade 6A</p> | <p><i>There is a Team for every class. This is for administrative purposes. You do not need to ever open this team.</i></p> |
|--|--|--|---|

It is advisable that you hide these two Teams so that they do not confuse you.

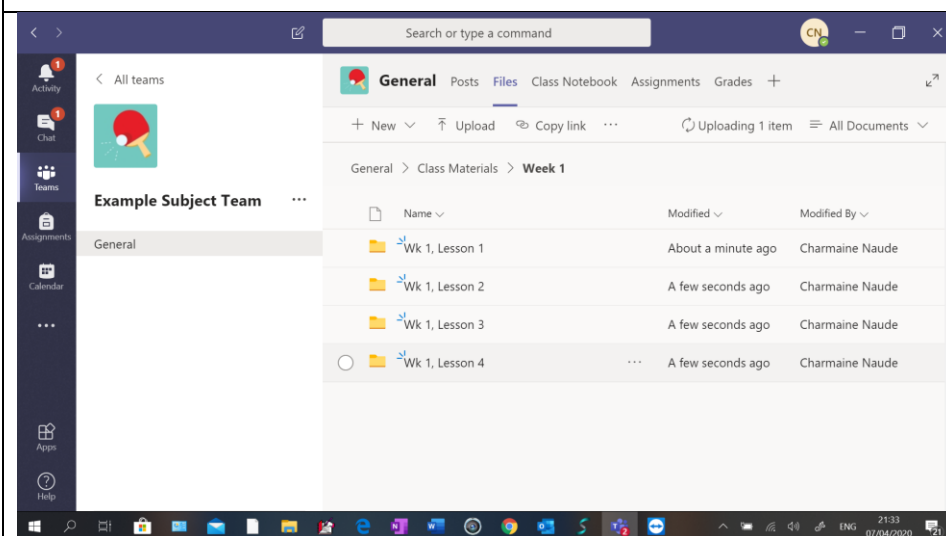
Accessing Lesson Material:



1. Open the **subject Team** that you would like to work on.
2. Select **Files** and wait for...
3. ...the **Class Materials** folder to appear. Then select it.



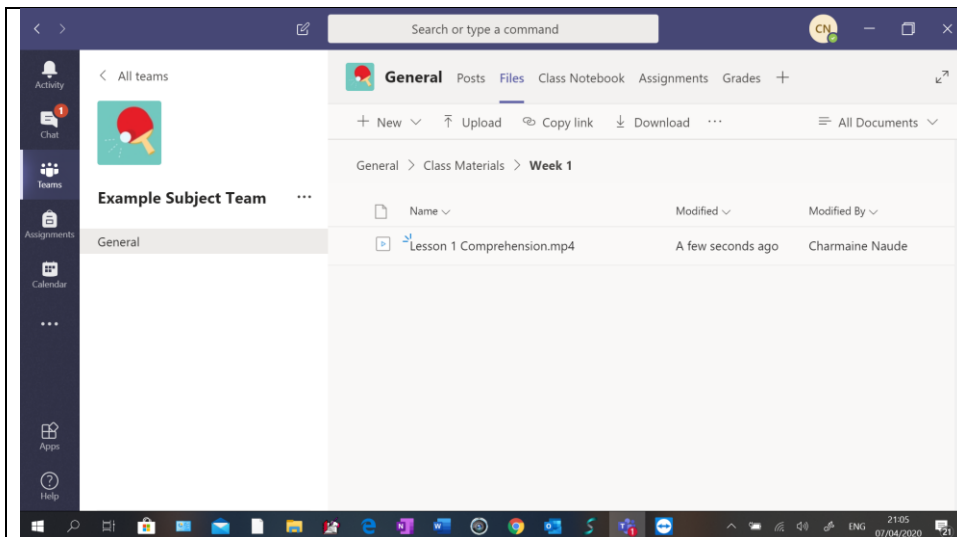
When the **Class Materials** folder is open, select **Week 1**. This folder contains all the material for the week ahead (for this subject).



Week 1 folder opens to reveal all the different lesson folders for the week. They are named: **Wk 1, Lesson 1** etc.

Different subjects have different amounts of lessons. (You will see this in the Work Schedule that is posted on the Whole Grade Broadcast.)

Select the lesson folder you want to open.



When you open this folder, it may contain a video, YouTube clip, Pdf document, worksheet, memorandum or even a sound clip.

Click on it to access it.

About Lessons:

- All lessons are **placed in the week's folder one week ahead**. Should the lock-down be extended, you will note that after that, the next week's lessons will **appear the evening before the week starts**.
- You **may choose when you want to do each lesson** – you do not have to follow your regular timetable. The only condition is that **all lesson material for the entire week** needs to be done **by the end of the week**.

Good to know before starting a lesson:



1. Never skip a lesson.
2. Listen to or carefully read instructions and requirements for the lesson.
3. You may be expected to do some writing or other practical work and will even need to mark your work using a memorandum, do corrections or submit work via email.
 - Write neatly.
 - Pay attention to spelling and grammar.
 - **Remember, all written work must be brought to school when it reopens.**
4. If you have difficulty with something, write a message to your teacher and post it on the Team. **Teachers will reply to posts within 24 hours of you posting them.**
5. Remember, there are **teachers online during the day to assist you**. Look at the schedule (on the **Whole Grade Broadcasting for grade ...**) to see when they are online.

When posting a message, remember that everybody can see it.

Use formal language (no slang or sms language.)
Do not use this forum to have fun conversations with your friends.

