

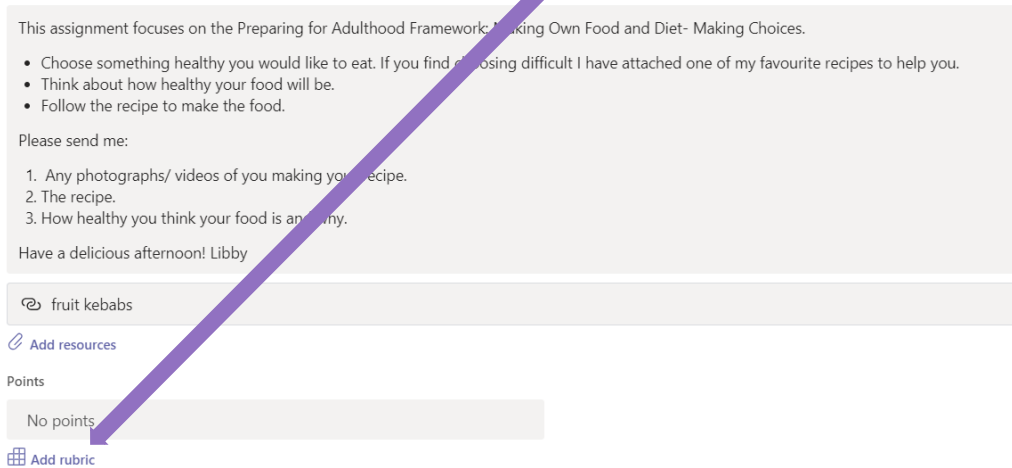
Guide to Feedback and Progress on Microsoft Teams

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How to set up a mark scheme

You may wish to have a mark scheme per assignment or a generic set of mark schemes which relate to a unit of work. This example is specific to the assignment; however a more generic mark scheme can be reused for several different assignments throughout a unit of work.

1. When setting an assignment, click on the [Add Rubric] button.



This assignment focuses on the Preparing for Adulthood Framework: Making Own Food and Diet- Making Choices.

- Choose something healthy you would like to eat. If you find choosing difficult I have attached one of my favourite recipes to help you.
- Think about how healthy your food will be.
- Follow the recipe to make the food.

Please send me:

1. Any photographs/ videos of you making your recipe.
2. The recipe.
3. How healthy you think your food is and why.

Have a delicious afternoon! Libby

📎 fruit kebabs

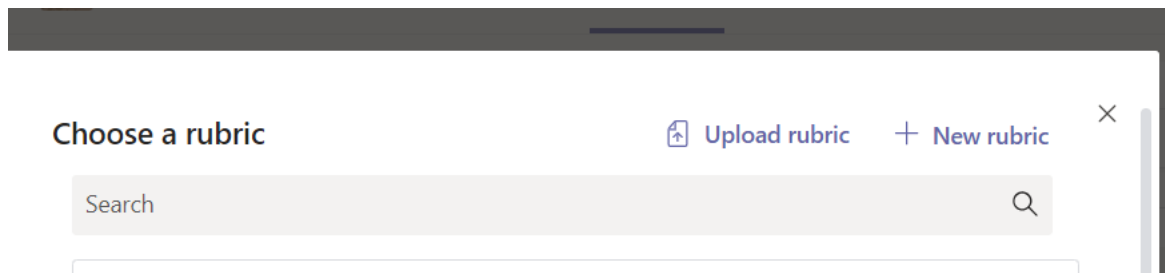
[Add resources](#)

Points

No points

[Add rubric](#)

2. You will have the choice to upload a mark scheme you have already created or to create your own.



Choose a rubric [Upload rubric](#) [+ New rubric](#) ×

Search 🔍

When you have created previous mark schemes on Teams you will be able to select from these. Until then, click on [\[+New rubric\]](#).

- Using your assignment's objective (PfA/ FS/ NCFE certificates/ BNF Food Life Skills) to create your mark scheme. You can use more than one objective across differing objectives to provide evidence for different types of progress. Here I am assessing four different criteria through one set task.

New rubric

Title

Making Your Own Food

Description

PfA: Making Own Food; Diet- Making Choices
NCFE: Certificate in English EL2: Read and Follow text on simple, familiar topics.
BNF: Food Life Skills : Independently making food

- You now have the choice of how you will describe the progress you are monitoring. If this comes from an accredited course/ exam board then you can use their terminology/ bring through a pre-prepared mark scheme.

marking criteria

	Excellent	Good	Fair	Poor	
Enter description	Enter criteria	Enter criteria	Enter criteria	Enter criteria	

+

The blank Rubric will show as above. You can edit each of the boxes.

PfA: Making Own Food; Diet- Making Choices
NCFE: Certificate in English EL2: Read and Follow text on simple, familiar topics.
BNF: Food Life Skills : Independently making food

marking criteria

	Achieved!	Nearly There	Working Towards	Task not attempted	+
PfA: Diet- Making Choices	Food choice is healthy, based on the Eatwell Guide.	There are some aspects of this food choice which is healthy.	Learner has chosen which food to make.	Task not completed.	
PfA: Making Own Food BNF: Food Life Skills: Independently Making Food	Learner has made the chosen food completely independently.	Learner has made the food independently with verbal guidance.	Learner has made the chosen food with help.	Task not completed.	
NCFE: Certificate in English EL2: Read and Follow text on simple, familiar topics.	Learner independently read and followed the instructions/ recipe to complete the task.	Learner was given some clarification on the instructions/ recipe to complete the task	Learner was guided to complete the task.	Task not completed.	

5. Categories can be removed if too many exist (by highlighting the column and pressing the dustbin) or added if there are too few.

6. You can combine objectives into one marking category if appropriate.

PfA: Making Own Food BNF: Food Life Skills: Independently Making Food	Learner has made the chosen food completely independently.	Learner has made the chosen food independently with verbal guidance.
NCFE: Certificate in English EL2: Read and Follow text on simple, familiar topics.	Learner independently read and followed the instructions/ recipe to complete the task.	Learner was given some clarification on the instructions/ recipe to complete the task.

7. You are able to add a point system to your mark scheme. To do this click the no icon to yes.

New rubric

Title

Making Your Own Food

✓ Points

☒ Yes






Description

PfA: Making Own Food; Diet- Making Choices
NCFE: Certificate in English EL2: Read and Follow text on simple, familiar topics.
BNF: Food Life Skills : Independently making food

8. You can decide if all or only some of your mark scheme requires points to be allocated based upon its completion. *In this task, only the NCFE English Certificate will gain points- this helps to report on the progress learners are making in their Certificate more effectively.*

To do this change the percentage of the score to be calculated on your mark scheme.

New rubric

 PfA: Diet- Making Choices 	Food choice is healthy, based on the Eatwell Guide.	There are some aspects of this food choice which is healthy.	Learner has chosen which food to make.	Task not completed.
0 %				
 PfA: Making Own Food  BNF: Food Life Skills: Independently Making Food	Learner has made the chosen food completely independently.	Learner has made the food independently with verbal guidance.	Learner has made the chosen food with help.	Task not completed.
0 %				
 NCFE: Certificate in English EL2: Read and Follow text on simple, familiar topics.	Learner independently read and followed the instructions/ recipe to complete the task.	Learner was given some clarification on the instructions/ recipe to complete the task	Learner was guided to complete the task.	Task not completed.
100 %				


+ [Evenly redistribute weights](#)

9. Once you have completed your mark scheme, click

Attach

10. Your mark scheme will appear, attached to the assignment.


2. The recipe.
3. How healthy you think your food is and why.
Have a delicious afternoon! Libby

 fruit kebabs ...


[Add resources](#)

Points

10

 Making Your Own Healthy Food ×

Assign to

 Independent Living ... All students o+

11. You can view your mark scheme, download it for future use and edit it further by clicking on it.

Making Your Own Healthy Food
10 points possible

Description

PfA: Making Own Food: Diet- Making Choices NCFE: Certificate in English EL2: Read and follow text on simple, familiar topics BNF: Food Life Skills: Independently making food

marking criteria

PfA: Diet- Making Choices 0			
Achieved! 4 points Food choice is healthy based on the Eatwell Guide.	Nearly There 3 points Some aspects of the food choice are healthy.	Working Towards 2 points Learner has chosen which food to make.	Not attempted 1 point Task not completed.
PfA: Making Own Food BNF: Food Life Skills: Independently Making Food 0			
Achieved! 4 points Learner has made the chosen food completely independently.	Nearly There 3 points Learner has made the chosen food independently with verbal guidance.	Working Towards 2 points Learner has made the chosen food with help.	Not attempted 1 point Task not completed.
NCFE: Certificate in English EL2: Read and follow text on simple, familiar topics Weight 100%			
Achieved! 4 points Learner independently read and followed the instructions/ recipe to complete the task.	Nearly There 3 points Learner was given some clarification with the instructions/ recipe to complete the task.	Working Towards 2 points Learner was guided to complete the task.	Not attempted 1 point Task not completed.

Download as .csv
Edit
Close

12. When you assign the work to your learners, they and their family will be able to see the mark scheme and understand how they are being assessed.

How to reuse a mark scheme for an assignment

1. To reuse a previous mark scheme for an assignment, click on the [Add Rubric] button.

This assignment focuses on the Preparing for Adulthood Framework: Making Own Food and Diet- Making Choices.

- Choose something healthy you would like to eat. If you find choosing difficult I have attached one of my favourite recipes to help you.
- Think about how healthy your food will be.
- Follow the recipe to make the food.

Please send me:

1. Any photographs/ videos of you making your recipe.
2. The recipe.
3. How healthy you think your food is and why.

Have a delicious afternoon! Libby

📎 fruit kebabs

[Add resources](#)

Points

No points

[Add rubric](#)

2. You will be able to choose from uploading a mark scheme you have already created or clicking on a mark scheme you have already used.

Choose a rubric [Upload rubric](#) [+ New rubric](#) ×

Search 🔍

Rubric title	Created on	
Making Your Own Healthy Food	Today	×
Menu addition	20 Apr 2020	✓

- Click on the mark scheme you would like to use. It will open an editable version of your mark scheme so you can make any small adjustments (e.g. changing one criterion to a different level). *In this assessment the mark scheme will be changed to allow for marking EL1 in English rather than the original mark scheme which assessed EL2.* This means that you do not have to recreate a mark scheme from scratch for every level of learner within your session.

Edit rubric

Title ✓ Points Yes

Making Your Own Healthy Food

Description

PfA: Making Own Food: Diet- Making Choices
NCFE: Certificate in English EL2: Read and follow text on simple, familiar topics
BNF: Food Life Skills: Independently making food

marking criteria

	Achieved!	4	Nearly There	3	Working Towards	2	Not attempted	1
PfA: Diet- Making Choices	Food choice is healthy based on the Eatwell Guide.	Some aspects of the food choice are healthy.	Learner has chosen which food to make.	Task not completed.				
PfA: Making Own Food	Learner has made the chosen food completely independently.	Learner has made the chosen food independently with verbal guidance.	Learner has made the chosen food with help.	Task not completed.				
BNF: Food Life Skills:								

- Once you have updated your mark scheme, click **Attach**
- Your mark scheme will appear, attached to the assignment.

2. The recipe.
3. How healthy you think your food is and why.
Have a delicious afternoon! Libby

fruit kebabs

[Add resources](#)

Points

10

Assign to

C2 Independent Living

All students

Attach

Making Your Own Healthy Food

6. You can view your mark scheme, download it for future use and edit it further by clicking on it.

Making Your Own Healthy Food
10 points possible

Description

PfA: Making Own Food: Diet- Making Choices NCFE: Certificate in English EL2: Read and follow text on simple, familiar topics BNF: Food Life Skills: Independently making food

marking criteria

PfA: Diet- Making Choices 0			
Achieved! 4 points Food choice is healthy based on the Eatwell Guide.	Nearly There 3 points Some aspects of the food choice are healthy.	Working Towards 2 points Learner has chosen which food to make.	Not attempted 1 point Task not completed.
PfA: Making Own Food BNF: Food Life Skills: Independently Making Food 0			
Achieved! 4 points Learner has made the chosen food completely independently.	Nearly There 3 points Learner has made the chosen food independently with verbal guidance.	Working Towards 2 points Learner has made the chosen food with help.	Not attempted 1 point Task not completed.
NCFE: Certificate in English EL2: Read and follow text on simple, familiar topics Weight 100%			
Achieved! 4 points Learner independently read and followed the instructions/ recipe to complete the task.	Nearly There 3 points Learner was given some clarification with the instructions/ recipe to complete the task.	Working Towards 2 points Learner was guided to complete the task.	Not attempted 1 point Task not completed.

Download as .csv
Edit
Close

7. When you assign the work to your learners, they and their family will be able to see the mark scheme and understand how they are being assessed.

How to give Feedback on Microsoft Teams

Ideally a learner will have attached their completed work and will have handed this in to you via Teams. Occasionally learners may email work to you or attach it to the comments in the Posts section of the class. However a learner returns work, Feedback can still be given.

1. Click on to your assignment. It will open up the class list along with whether or not the assignment has been handed in, viewed or not handed in.

[Back](#)
[Edit assignment](#)
[Student view](#)
[Export to Excel](#)
[Return](#)

Making Your Own Healthy Food

Due tomorrow at 23:59

To mark (10) Marked (0) Search students

<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/ 10
<input type="checkbox"/>	[Redacted]	✓ Handed in		<input type="text"/>
<input type="checkbox"/>	[Redacted]	⊗ Not handed in		<input type="text"/>
<input type="checkbox"/>	[Redacted]	✓ Handed in		<input type="text"/>
<input type="checkbox"/>	[Redacted]	✓ Handed in		<input type="text"/>
<input type="checkbox"/>	[Redacted]	✓ Handed in		<input type="text"/>
<input type="checkbox"/>	[Redacted]	✓ Handed in		<input type="text"/>
<input type="checkbox"/>	[Redacted]	✓ Handed in		<input type="text"/>
<input type="checkbox"/>	[Redacted]	✓ Handed in		<input type="text"/>

Note: Two purple arrows point from the 'Feedback' column to the 'Feedback' and 'Marked' columns in the instructions below.

2. If you are not using a mark scheme you can give some quick, personalised feedback from this screen. Click the feedback button for any learner and type. You can also give points for the task.
3. More detailed feedback can be given, including using the mark schemes created to accompany the task set. To do this, click on the learner's name. It will open their section. If they have attached work this will show. If they have sent their work via email, or attached it as a comment to the posts then it will not show, but you can still review the work.



No work attached

<
▼
>

Student work
 Handed in 4 May 2020 at 15:23 [View history](#)

Rubric
[Making Your Own Health...](#)

Feedback

Points
 / 10


[Return](#)


4. You can give detailed feedback to your learner by typing in the Feedback screen. This allows you to make comments on how well a learner has fulfilled the requirements of the task and whether or not they need to add to/ resubmit any work. You can add the number of points the work has achieved at this screen also , if the points are not linked to a full mark scheme.
5. To mark using your mark scheme, click on the rubric attached to your assignment.




<
▼
>

Student work
 Handed in 4 May 2020 at 15:18 [View history](#)

 healthy food 3.jpg ...

 healthy food 2.jpg ...

 healthy food.jpg ...

Rubric
[Making Your Own Hea...](#)

Feedback
 This is excellent and looks really tasty! Your independent living skills are developing well and you are making healthy choices, well done!

Points
 9 / 10

6. You can click on the box most relevant to your learner's completion of the task.

Total: 9/10

< PfA: Diet- Making C... >

PfA: Diet- Making Choices

Achieved! 4 points
Food choice is healthy based on the Eatwell Guide.

Nearly There 3 points
Some aspects of the food choice are healthy.

Working Towards 2 points
Learner has chosen which food to make.

Not attempted 1 point
Task not completed.

7. If you have more than one criterion for assessment you can click the arrow to the side of the objective title to switch to the next criterion.

< PfA: Diet- Making C... >

PfA: Diet- Making Choices

Achieved! 4 points
Food choice is healthy based on the Eatwell Guide.

Nearly There 3 points
Some aspects of the food choice are healthy.

Working Towards 2 points
Learner has chosen which food to make.

Not attempted 1 point
Task not completed.

8. Repeat until the learner's work has been marked fully. The number of points awarded to the learner will automatically update. This will be based upon the criteria you set when creating the mark scheme. Click on the [Return] button for the learner to receive their feedback and for your mark book to be updated.

Skills are developing well and you are making healthy choices, well done!

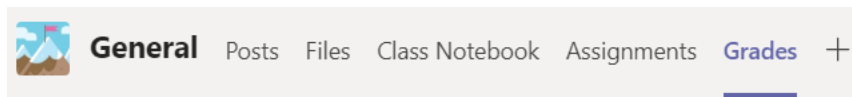
Points

8 / 10

Return

How to show progress

1. Teams will create a mark book for each class. To access it click on the Grades tab at the top of any class.



2. The mark book will show the assignments due before a certain date and the current progress of your learners with each task. If a task has been completed, feedback on but was worth no points, it'll show as returned. If it was worth points then it'll show the points received by the learner. It will also show gaps for work not submitted and if a task is still in progress you will see that it has been viewed by a learner. A task that has been handed in but not yet marked shows as 'handed in'. The due dates appear at the top of each assignment.


Due before Oct 30 Export to Excel

Q Search students	BBC Bitesize Programmes Oct 30	Wellbeing at home May 31	Sharing Stories May 28	Making Your Own Healthy Food Tomorrow - 10 points	Understanding what we read Apr 28
	Returned ...	Returned	Returned ...	10	Returned
	Returned ...	Returned	Returned ...		Returned
	Returned	Returned	Viewed	8	Handed in
	Returned ...	Returned ...	Viewed	10	Returned
	Returned	Returned ...	Returned	8	Returned
	Returned ...	Returned	Viewed	8	Returned
	Returned ...	Returned	Viewed	10	Viewed
	Returned	Returned	Returned	10	Returned

3. Clicking on the ellipsis will allow you to open the learner's work and see both your marking and Feedback.

How to export your marks to Excel

1. If you require your mark book to be off teams, for example to evidence a qualification, then you can export it in two different way- Firstly as a record of everything your learners have done within that class. Secondly as a one off assignment record.
2. From the Grades tab in your class, Click on the Export to Excel button.

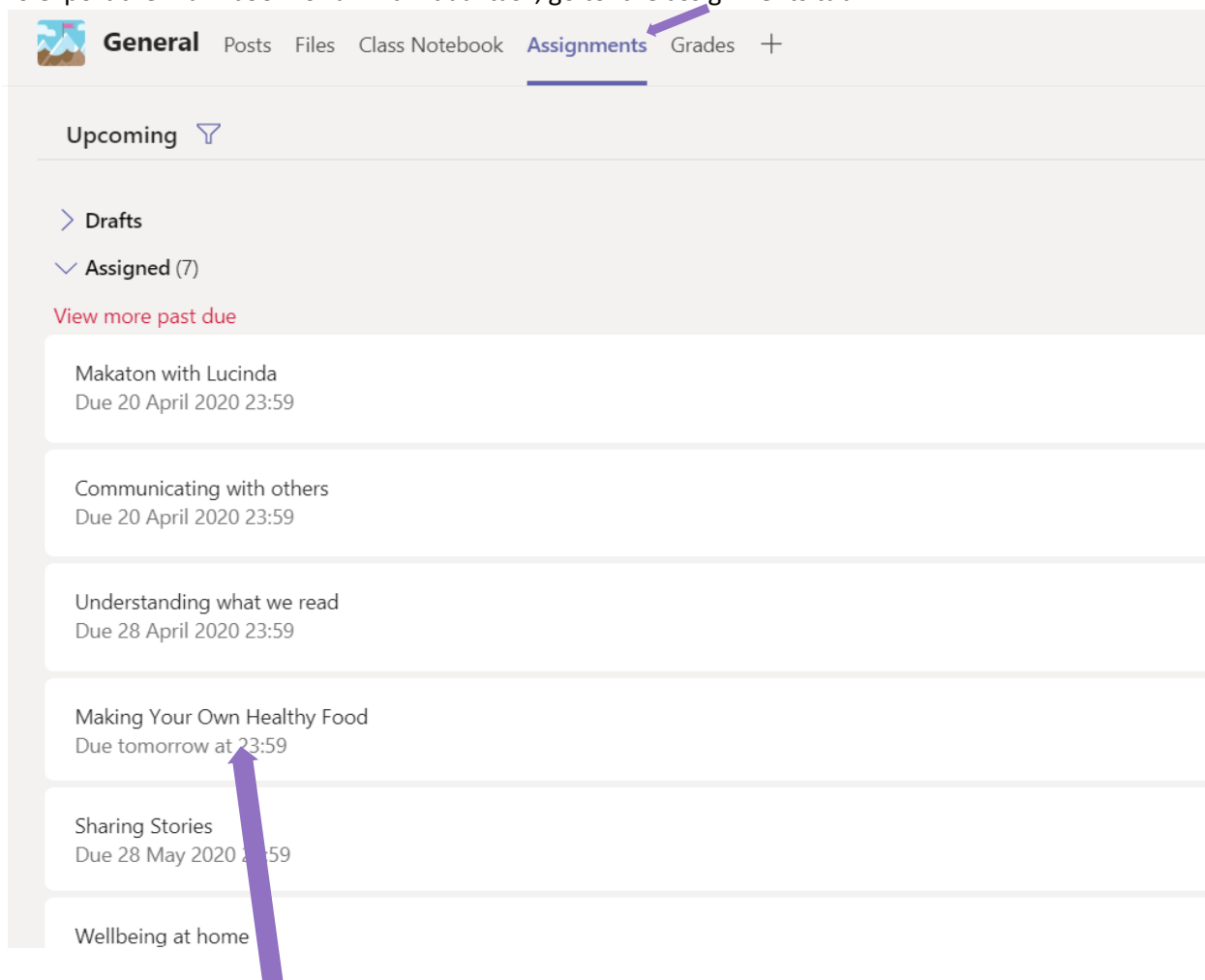


Due before Oct 30		BBC Bitesize Programmes		Wellbeing at home		Sharing Stories		Making Your Own Healthy Food		Understanding what we read	
Q Search students		Oct 30		May 31		May 28		Tomorrow - 10 points		Apr 28	
	Returned ...	Returned	Returned	Returned	Returned	Returned	Returned	10	Returned		
	Returned ...	Returned	Returned	Returned	Returned	Returned	Returned		Returned		
	Returned	Returned	Returned	Viewed	Viewed	Viewed	Viewed	8	Handed in		
	Returned ...	Returned	Returned	Returned	Returned	Returned	Returned	10	Returned		
	Returned	Returned	Returned	Returned	Returned	Returned	Returned	8	Returned		
	Returned ...	Returned	Returned	Returned	Returned	Returned	Returned	8	Returned		
	Returned	Returned	Returned	Returned	Returned	Returned	Returned	10	Viewed		
	Returned	Returned	Returned	Returned	Returned	Returned	Returned	10	Returned		


3. Your mark book will download and you will be given an excel spreadsheet which breaks down each assignment into marks available for the task, marks awarded, detailed feedback given. If there were no marks available and only written feedback was given, some columns may appear blank. You can delete these and alter the formatting of your mark book to suit your style. You can filter, link by colour (RAG) add comments etc as you would in a non-Teams associated mark book. You can also add in non-Teams assignments. This mark book will work in the same way as any other spreadsheet (that How to guide is for another day!).

	A	B	C	D	E	F	G	H	I
	First Name	Last Name	Email Address	Making Your Own Healthy Food	Points	Feedback	Wellbeing at home	Points	Feedback
1									
2					10	Your reading and understanding to complete tasks is excellent, well done!			Continuing with your Physio independently is so important. Well done for this.
3					10	Well done for independently making your noodles. I am impressed with the way that you are using			Seeing your PE with Joe daily is excellent, keep going!
4					8	This is excellent and looks really tasty! Your independent living skills are developing well and you are			Walking ia a fantastic form of exercise, I am really impressed with the exercise you are
5						Fantastic! You are so independent and your reading skills are			I must try this! It is excellent to see the yoga moves you can

4. To export the mark book for an individual task, go to the assignments tab.



General Posts Files Class Notebook **Assignments** Grades +

Upcoming 

> Drafts

✓ Assigned (7)

[View more past due](#)

Makaton with Lucinda
Due 20 April 2020 23:59

Communicating with others
Due 20 April 2020 23:59

Understanding what we read
Due 28 April 2020 23:59

Making Your Own Healthy Food
Due tomorrow at 23:59

Sharing Stories
Due 28 May 2020 23:59

Wellbeing at home

5. Click on the assignment you are exporting.
6. You will see only those learners who have not yet had their work reviewed *clicking on the marked tab will show you those you have reviewed). To export this assignment, click on the Export to excel

button.

[Back](#) [Edit assignment](#) [Student view](#)

[Export to Excel](#)







[Return](#)

Making Your Own Healthy Food

Due tomorrow at 23:59

To mark (3) Marked (7)

[Search students](#)

<input type="checkbox"/>	Name ▾	Status ▾	Feedback	/
<input type="checkbox"/>	 Blanchard, Toni	 Not handed in		
<input type="checkbox"/>	 Pratten, Will	 Viewed		

7. You will have a record of this task's feedback, marks available and marks awarded. You can edit this as you would any other Excel mark book.

	First name	Surname	Email address	Making Your Own Healthy Food	Points	Feedback
1						
2	Adriana	Diaconu	19diaca@oakley.ac.uk	10	10	Your reading and understanding to complete tasks is excellent, well done!
3	Amaan	Abdula	19abdua@oakley.ac.uk	10	10	Well done for indepednently making your noodles. I am impressed with the way that you are using hot cooking equipment.
4	Chloe	Foster	19fostc@oakley.ac.uk	8	10	This is excellent and looks really tasty! Your independent living skills are developing well and you are making healthy choices, well done!
5	Elena	Pone	18ponee@oakleycollege.onmicrosoft.com	10	10	Fantastic! You are so independent and your reading skills are excellent. Top marks! Some independent work here to complete the task. Well done! Next time see if you can