



PART **1** of series **“Using SLS for Whole-School Transformation of Teaching & Learning”**

Set Up School & Department Spaces

Why should schools use SLS in a structured way?

Standardising the tools, expectations and learning data allows teachers and students to benefit from economies of scale at the department, school and system level.

- By using a single platform, the need for onboarding various platforms is reduced, while still allowing the full affordances of varied and emerging tools which can be integrated or embedded within the platform.
- It serves as a one-stop portal for all teaching and learning resources and artefacts.
- It allows for central consolidation of data across all teaching and learning experiences.

Student Groups

This is the Class Group type that teachers are familiar with.

There are two types of Student Groups in SLS:

- Class Groups (Class) are created using subject class and teaching group information imported from School Cockpit.
- Class Groups (Group) are created by Teachers in SLS. Students and Teachers can be added to the Group.

Schools can also create groups that include students to enable the sharing of more permanent self-study resources

Subject groups

- To share subject-specific resources across levels
- E.g. Resources for the teaching and learning of a specific subject, past year papers

Other groups

- E.g. CCA groups, remediation/enrichment classes, Student Leadership Board
- E.g. School library group to share library resources and programmes

Level-wide groups

- To share resources for level-wide activities
- E.g. School camps, learning festivals

Inter-school groups

- E.g. Schools who have external CCA partnerships with other schools for students from different schools in the same CCA.
- E.g. Professional interest groups, Cluster/Zonal groups



- Do note that the Class Groups do not automatically get updated every year with incoming students, so schools and departments will need to manually add them.
- With R20, there will be clearer ways to label and filter the different groups.

Staff Groups

Set up Staff Groups to facilitate sharing of learning resources

DEPARTMENT

HODs can set up subject groups with all their department teachers to:

- set up department 'sharing folder'
- allow teachers to build and share resources
- facilitate department planning and communications

Benefits

- Teachers can co-edit department lessons in Group Resources.
- Teachers can use Planner to organise meetings.
- Teachers can use Group Announcement to notify peers.
- Teachers can use Group Poll and Forum for quick dipsticking and to discuss professional and administrative matters.

Role*	Suggested User for Department
Owner	<ul style="list-style-type: none"> • HODs • SHs • LHs • Teacher Leaders
Co-teacher	<ul style="list-style-type: none"> • All department teachers
Observer	<ul style="list-style-type: none"> • School Leaders • Relief/Adjunct teachers • Temporary observers from other schools or departments

Professional Development (PD) Groups

Set up PD Groups to conduct school-wide PD and to facilitate sharing of PD resources

SCHOOL

SSDs can set up school PD groups to:

- conduct school-wide PD
- share and assign PD resources
- encourage professional conversations

Benefits

- Teachers can experience PD through SLS assignments. SSDs and Teacher Leaders can monitor completion and give feedback.
- Teachers can use Group Forum for professional conversations across departments, along topics guided by SSDs and Teacher Leaders.
- SSDs can build up PD materials over time under Group Resources, which can be used to onboard new staff in future years.

Role*	Suggested User for School
Owner	<ul style="list-style-type: none"> • School Leaders • SSD • HODs • SHs • LHs • Teacher Leaders
Student (Using Teacher-Student Account)	<ul style="list-style-type: none"> • All teachers • Relief/Adjunct teachers • Temporary observers from other schools or departments

*Details on what each role is able to do can be found [here](#)

