



LETTER CIRCULAR

Date: 4th December 2020

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To: All Heads of Middle and Secondary Schools (State and Non-State) and Sections

From: Mr Omar Seguna – Education Officer Digital Literacy

Subject: New FAQ service about the use of Microsoft Teams and other digital tools

The Directorate of Digital Literacy and Transversal Skills is extending its mode of reaching out by introducing an FAQ service equipped with video tutorials for Middle and Secondary Schools. This is obviously apart from the continuous regular remote support we still provide. This new service is available from

<http://digitalliteracy.skola.edu.mt/dlts-secondary>

This service is based on the concept of a question and answer format, where educators, parents and students can find solutions to their own difficulties in the use of Office 365 tools and other educational tools.

Currently we have over 50 videos which consists of:

- a) Video tutorials for parents/guardians and students on how to use Microsoft Teams and other office 365 tools
- b) Video tutorials for educators on how to assign a homework, create standard and private channels and online lessons.
- c) Video tutorials about the use of Class Notebook and other educational tools such as Educaplay.

Head of schools are kindly requested to disseminate this website amongst staff and also students.

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Director
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Directorate for Digital Literacy and Transversal Skills

Empowering learners to succeed as global digital citizens