



Dear all,

As we begin our first week of remote/distance learning here are a few tips for students:

- Set up your work area
- Follow a normal school day routine
- Check your Office 365 regularly and connect with your teachers
- Share any concerns you may have and seek clarity if unsure
- You will be guided through this new way of learning
- We are all in this together and your teachers are available to help you each school day
- Stay safe during these difficult times; work together by staying apart
- Enjoy and definitely embrace this new way of learning
- Take breaks and get out in the fresh air while respecting social distancing

All of these can be downloaded onto your mobile phone, your mobile devices and/or desktop computer or laptop.

Log into your school email account and once on your home page you can select:

- 📌 Outlook
- 📌 One Drive
- 📌 Word
- 📌 Excel
- 📌 PowerPoint
- 📌 One Note
- 📌 Share Point
- 📌 Teams
- 📌 Class Notebook
- 📌 Forms

Those highlighted are essential to staff and students to ensure learning remotely can take place in a safe environment and can be monitored to ensure that all students are checking in regularly and should be downloaded across all your devices, especially students.

Students, if space is an issue on your device, I would respectfully suggest deleting or moving some of your photographs and/or videos and other non-essential apps.



MOS Teams

Teams have a number of different spaces within and is extremely user friendly

- Posts
 - ✓ Here I would suggest using this space for conversation between teachers and students. Staff may wish to state that they have created assignments or posted in OneNote for students to see quickly. Learning Intentions/Outcomes could also be shared here. Students can also ask teachers questions here which may direct the teacher in terms of planning going forward in terms of lessons.
 - ✓ *Please be mindful that this is a shared space and all commentary should be related only to the subject material being discussed.*

- Files
 - ✓ This is a storage are for teachers to create files where students can access notes such as word documents and PowerPoints and is essentially a Shared One Drive for teachers and students.

- Class Notebook
 - ✓ Some teacher may be using this as shared learning space to share notes etc.
 - Content Library is where the teacher may store notes for students to access and these are view only notes
 - Each student has an individual space and this will typical contain generic sections
 - ❖ Class Notes
 - ❖ Handouts
 - ❖ Homework
 - *This is particularly important and I will address it at a later stage in more detail for submitting copies of your written homework for corrections*
 - ❖ Quizzes

- Assignments
 - ✓ Here the teacher can assign work and add a specific number of points for assessment purposes
 - ✓ Instructions and worksheets can be added here using the features available which are then available for all students to view and use
 - ✓ If students are using MOS Word to return homework corrections can be completed easily here. However, most students prefer to write their homework in their copies



- Grades
 - ✓ The teacher can assign a grade to each assignment and provide feedback (typed) in this space.
 - ✓ Once grades are entered a log of same are immediately available to the teacher and individual grades are available to the student
- Chat feature
 - ✓ Here individual chats can occur for feedback purposes
 - ✓ It is also possible to have some conferencing (calls) between teachers and students
 - ✓ There is also a Group call facility here where everyone can log on and chat in a safe space

One Note

This has been mentioned in the Teams/Schoolwise so I won't go deeply into it. I will address how students can submit their work, written, and how the teacher can use their stylus (pen) and/or type feedback as they correct using the homework section (visible to each individual student and teacher only)

What has to happen?

Teacher

- In your Teams app go to the Class Notebook section
- Select set up Class Notebook
- *Set up as new as previous Notebook just brings across the Content Library only*
- This then allows the students their individual area as previously outlined
- To enable full functionality please use the following:
 - ✓ *In Teams go to class notebook tab*
 - ✓ *Select Open in browser*
 - ✓ *Select Open In App*
 - ✓ *Follow the instructions*

Student and Teacher:

- 📌 *Go to One Note app (on phone or mobile device)*
- 📌 *Ensure you are signed in correctly using school email address*
- 📌 *Select 'More Notebooks'*
- 📌 *Here you will click on the Notebook(s) you wish to import*
- 📌 *Select each notebook*
- 📌 *You can now work in OneNote which will then sync with Teams/Schoolwise and you now have a private space for uploading work as a student*



Students:

- Students will complete their homework as normal in their copes/A4 journals etc, being mindful that presentation is extremely important here for the teacher correcting. Leave plenty of spaces for ease of viewing.
- Using their phone the student in the OneNote app will go to their Homework Page and select the option to insert a new page or the + logo
- Once here the student will see a blank sheet
- Tap it with your thumb or finger
- You should see the camera icon
- Click on this
- Select 'Capture a photo'
- Insert

Teachers

- Teachers can now access the submitted work and using the 'pinch' feature on their device can increase/decrease the size of the image
- Using your pen you can write over the image, under line work etc
- By right clicking on your tablet or your mouse you can open a dialogue box and type your feedback in here.
- The student can then see your feedback on any of their devices in this space.

One Drive

- Create a file here for each subject
- Save your work here (day, date etc and a brief outline) so that when you upload it using MOS Teams or OneNote for corrections etc
- This is essentially your storage and all your files saved will be visible to you once you log onto any device and sign in using your One Drive account

Microsoft Word/Excel/PowerPoint

The following are available to all staff and students:

- 5 copies of Microsoft Office
- The full suite can be downloaded directly onto any computer, laptop or mobile device and all documents are available after you sign in using your school email account
- Each app can be downloaded and I would suggest to students that they download at least Word onto their mobile devices to work on and edit their documents during this time

If you need any assistance we are only an email away and are more happy to help in any way that we can. Also, using Teams feature on your phone etc I can remote call you and help in any way possible.



For teachers please feel free to add me to your Team and I will assist in any way possible. If anyone can't set up a Team I will set it up and add you and students to the Team and assist in all set up required.

For students, email us or send us a private chat message in Teams and we will gladly help you in any way. We are also happy to conference call any of you and walk you through any problems you might have in terms of setting yourself up.

Most importantly students, teachers have been in contact and in Teams when they post in the conversation space they really need you to acknowledge their posts so that we know who is logging in, a simple thumbs up will suffice here.

A huge thank you to all who have really embraced this new way of learning. It is certainly difficult but together apart we can work miracles and help each other.

Any queries please email:

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Kindest regards,

Mr Creedon & Mr Delahunty