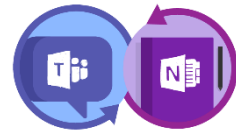




Maryfield College

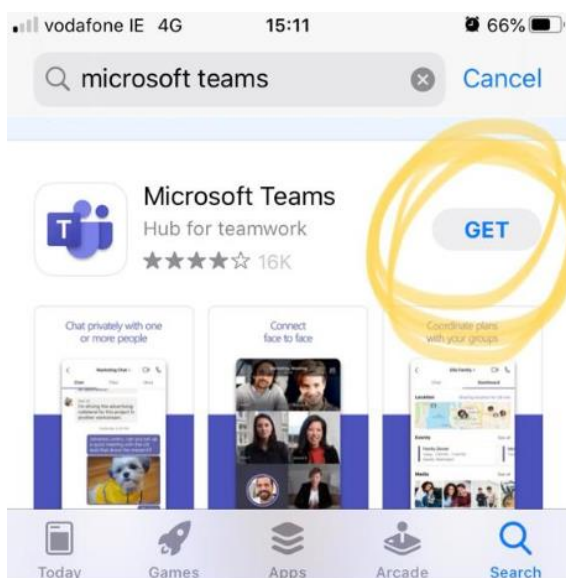
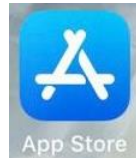


Student Office 365 Guide

How to download Microsoft Teams:

Apple Device:

- (1) Open the App Store.
- (2) Type "Microsoft Teams" into the search bar.
- (3) Beside the title of the app, click "Get".

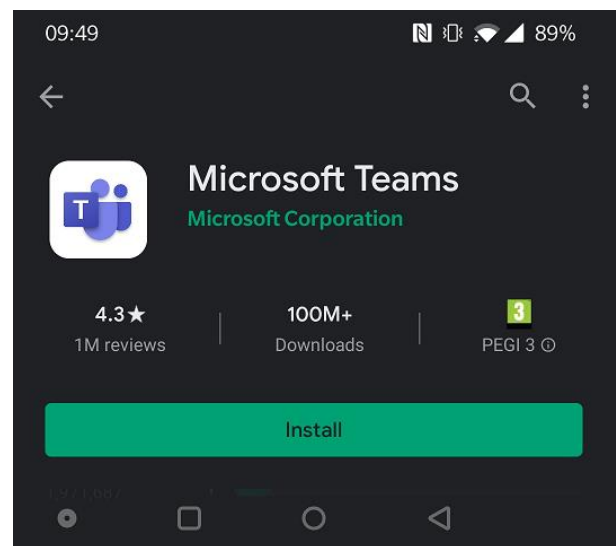
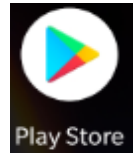


- (4) Once the app has installed, it should now show up in your app list on your device.

- Note that for iPads and Android tablets, it is the exact same process, except your screen will look a tiny bit different.

Android Device:

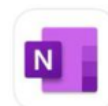
- (1) Open the Play Store.
- (2) Type "Microsoft Teams" into the search bar.
- (3) Click on the app and click install.



- (4) Once the app is installed, it should now show up in your app list on your device.

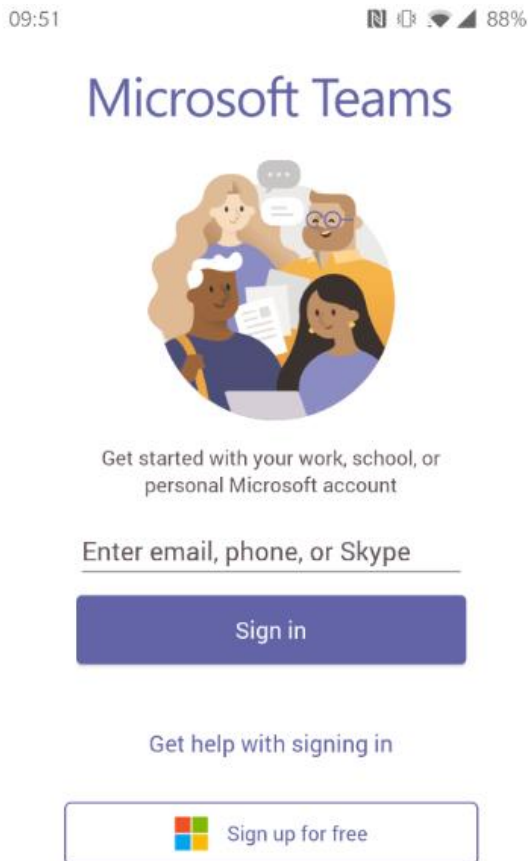
How to download Microsoft OneNote:

- Follow the same steps as above, except instead of typing "Microsoft Teams" into the search bar, type "Microsoft OneNote" instead.
- The icon for Microsoft OneNote should look like this:

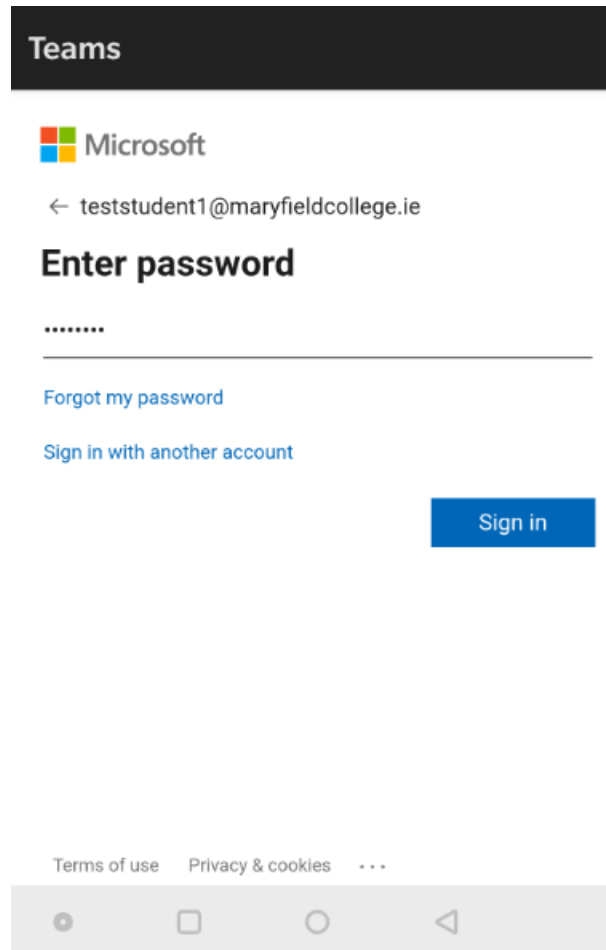


How to sign in to Microsoft Teams:

- (1) Open the Microsoft Teams app.
- (2) It should ask you to type in your email. This email is your Maryfield College email. It should look like yourname.student@maryfieldcollege.ie
- (3) Type in your email and click “Sign in”.

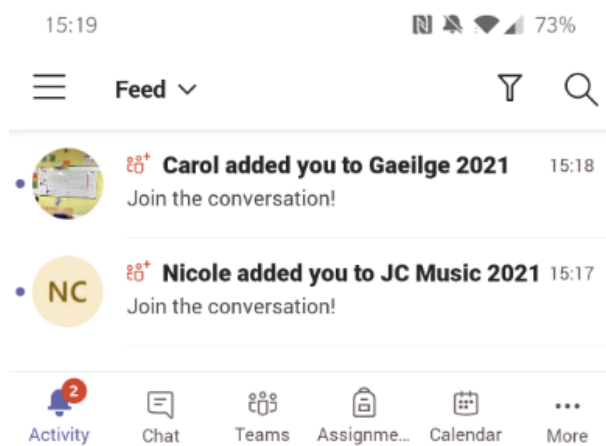


- (4) Then type in your password and click “Sign In”. This password is the one you were given when you were first given your email address (unless you have changed the password in the meantime).



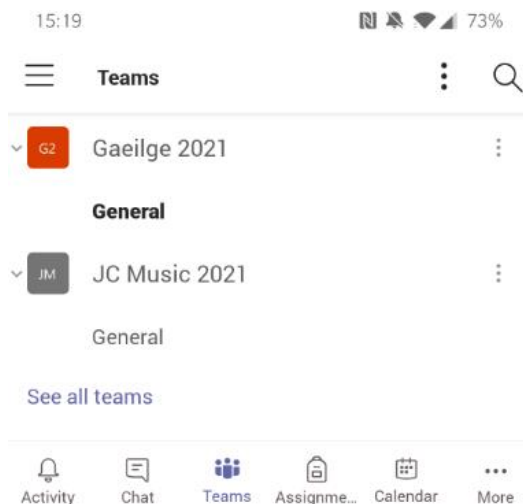
How to check you’re in a team:

- You’ll know if you’re in a team when you get a notification in your “Activity” Tab similar to those in the screenshot to the right:
- You may also get a push notification to tell you that you have been added.



How to know if there's a new post in a team:

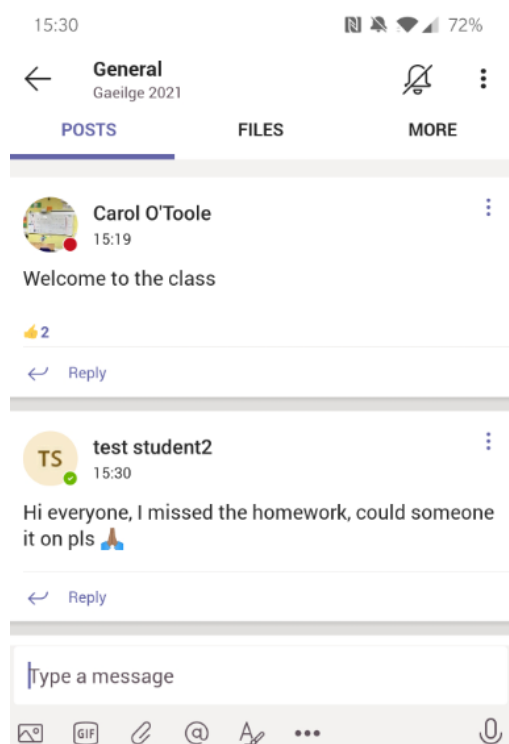
- You'll know if there's a new post in a team if you go to the "Teams" Tab.
- When the text of the word "General" under the team's title turns **bold**, there is a new notification:



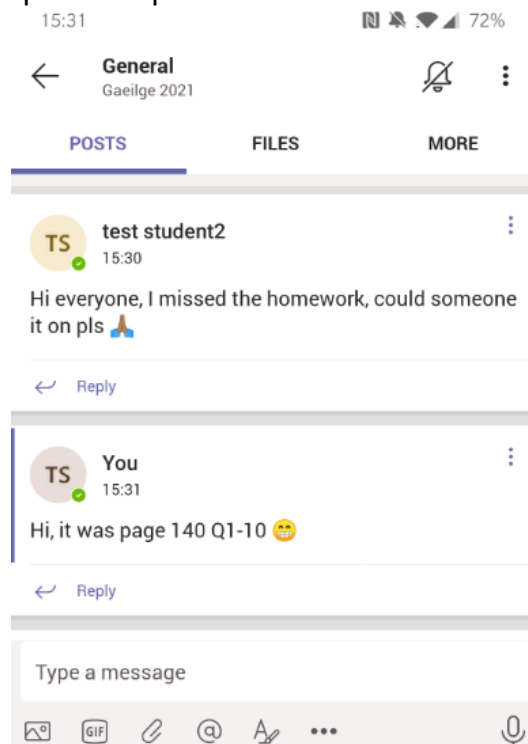
- If you have notifications set up correctly, you should also get a push notification on your device.
- When you join a team, it is important to turn on notifications for that team.
- You can do this by going into the "General" Thread of the Team and clicking the bell icon in the top right corner.
- When notifications are turned on, the bell icon should look like this: 
- This will ensure you don't miss out on anything that your teacher or fellow classmates post.

How to add a post into a team:

- (1) To add a post into a team, go to the "General" Thread for your team, which looks like this:



- (2) Type in whatever question/message in the space for text. You may want to reply to previous posts:



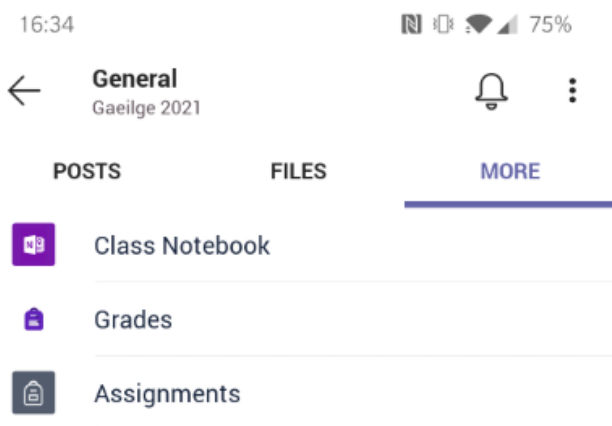
- Remember that in the “General” Thread, everyone in the team can see what you post.
- It is a great place for you to ask each other questions about the work that you’ve to do, and it is one of the main ways your teacher will contact you.
- Teachers are not expected to respond to student posts outside of school hours.

How to access the Class Notebook:

- Your teachers may use a Class Notebook to distribute notes, worksheets, check your homework, correct your work, etc.
- Your Class Notebook for each subject will look different depending on the subject.
- There are two main ways to access the Class Notebook – you must do Method 1 first before “unlocking” Method 2.

Method 1 – Access through Teams:

- (1) To access your Class Notebook, go to the “General” Thread for the subject.
- (2) Click on “More” in the top right corner.
- (3) Click on “Class Notebook”.



- (4) This should open the Class Notebook in the OneNote app.
- (5) You should repeat this process for every other subject’s Class Notebook. Once you have opened them all via Teams, you can then use Method 2 in future.

Method 2 – Access through OneNote:

- (1) Once you have accessed your Class Notebook using Method 1, you should be able to see the notebook for that subject on the “Notebooks” page:

16:35 75%

Notebooks

Recent Pages

test @ Maryfield College

Gaeilge 2021 Notebook

More Notebooks

Notebooks

Search

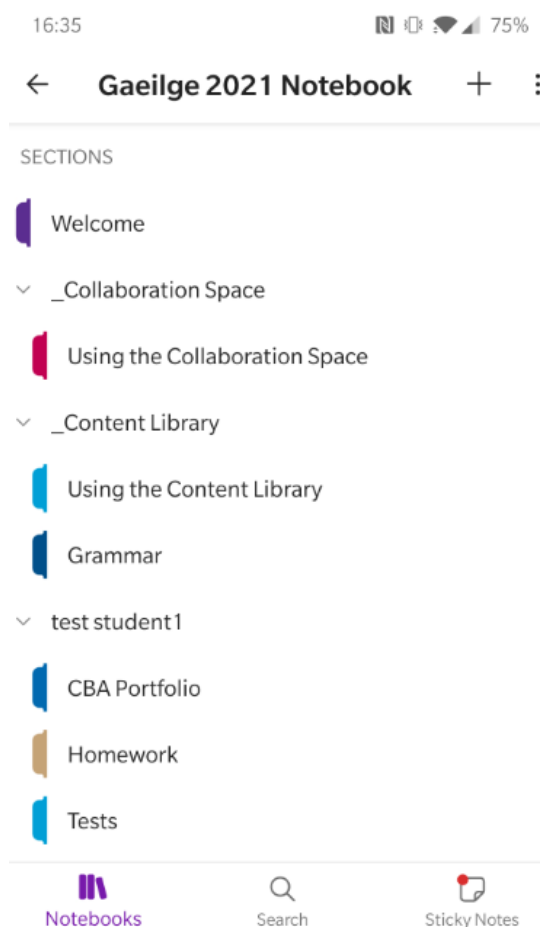
Sticky Notes

- (2) Simply click on the subject’s notebook to access it.
- (3) For example, if you wanted to go into your Gaeilge notebook here, you would select the “Gaeilge 2021 Notebook.”
- (4) When you have completed this process for all of your subjects, you will be able to access the notebooks for all of your subjects on this page.

How to view content in the Class Notebook:

- There are three areas of your Class Notebook that you should keep an eye on.
 - **Your individual notebook** – A place where you will upload your work. Your teacher may also send you resources directly to your notebook. When you upload your homework to your notebook, your teacher can then check it and correct it. Only you and your teacher can see your notebook.
 - **Content Library** – A place where your teacher may post their notes/useful resources for the whole class to see.
 - **Collaboration Space** – A place where everyone can edit, which may be used for mindmaps, etc.
- Not every teacher will use each of these areas, as each subject has its own needs.

- When you open up your notebook, you should see a page similar to the screenshot to the right.
- Your individual notebook will contain different folders depending on the subject.
- For example, for Irish, you may have “CBA Portfolio”, “Homework” and “Tests”, while for Maths, you may have “Class Notes”, “Handouts” and “Homework”.
- Your teacher will discuss what you are expected to do in your notebook.

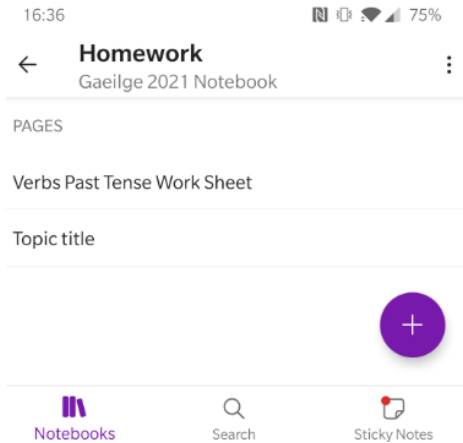


- *You will not get a notification when anything changes in your notebook, so it should be checked at home every day.*

How to upload work into your notebook:

- Depending on the subject, you may have to upload work into different parts of your individual notebook.
- We're going to look at how to upload something into the "Homework" folder.
- In this case, your Irish teacher has sent you a picture of the homework you have to do.

(1) Go into your notebook and click on the Homework folder.



(2) Click the relevant page to open up the work your teacher sent you.

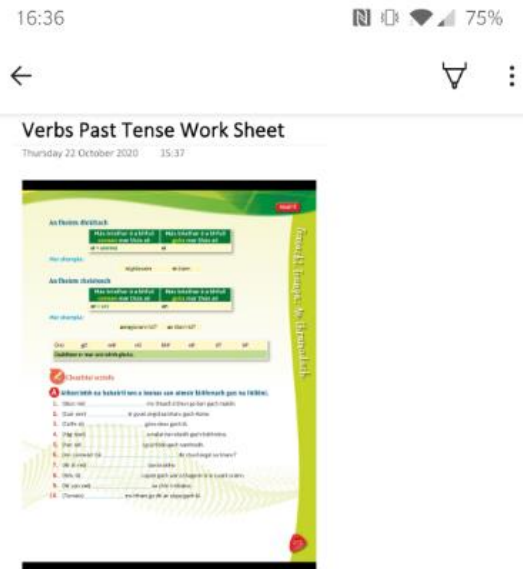
(3) Write the answers to the question(s) in your copybook or on a piece of paper.

(4) Once you are finished, click anywhere on the page in your online notebook.

(5) Some options should appear.



(6) Click the camera button in order to take a picture of your work.



(7) You will know if your work has been posted if you can see the picture of your work on the page in your notebook.

(8) Depending on the subject, make sure to regularly check over your homework to see any corrections your teacher may have written in.

Note to all users of Office 365 Applications (Outlook, Teams, One Note and Forms) as part of a blended learning approach – please use this guide in conjunction with the following school policies.

1. Maryfield College Internet Acceptable Usage Policy
2. Educational Technology Usage Policy for staff, students and families
3. Child Safeguarding and Risk Assessment
4. Maryfield College Code of Behaviour

This document was created and distributed on 18th November 2020.

Many thanks to the staff who contributed to the development of this resource for staff

Ms. Bonita D'arcy, Ms. Christine Keating, Ms. Nicole Cooney, Ms. Carol O'Toole.