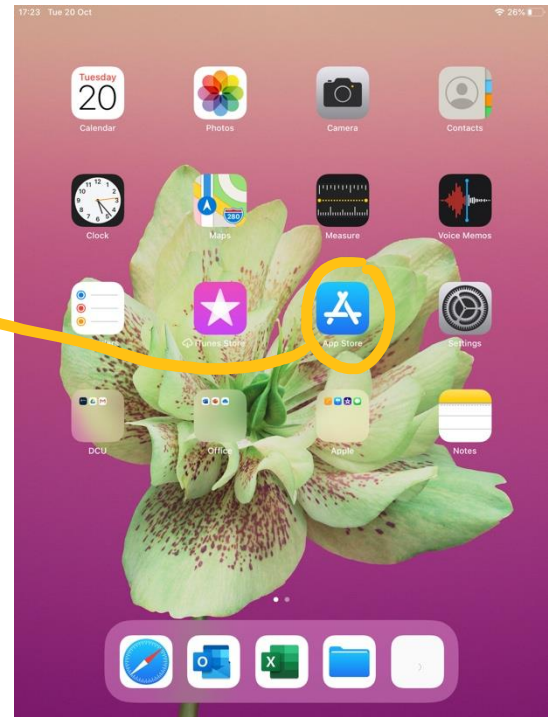


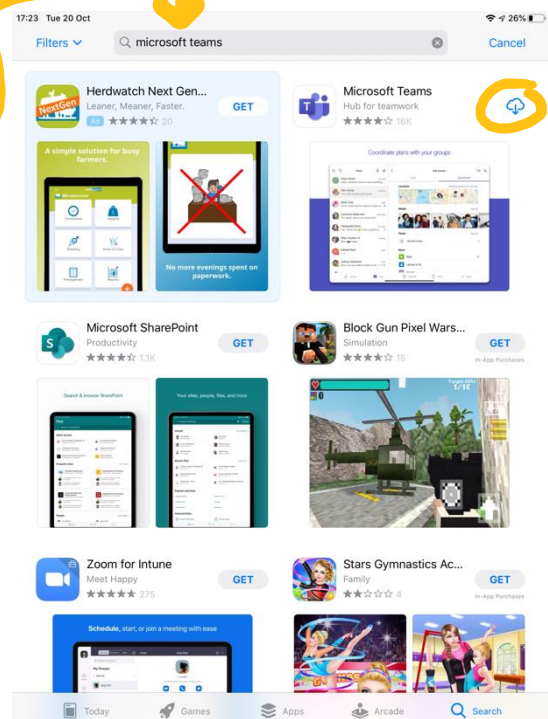
Teams and OneNote for Teachers – A Guide

Downloading and logging into both Microsoft Teams and Microsoft OneNote

1. Open your iPad onto the Home screen and click into App Store

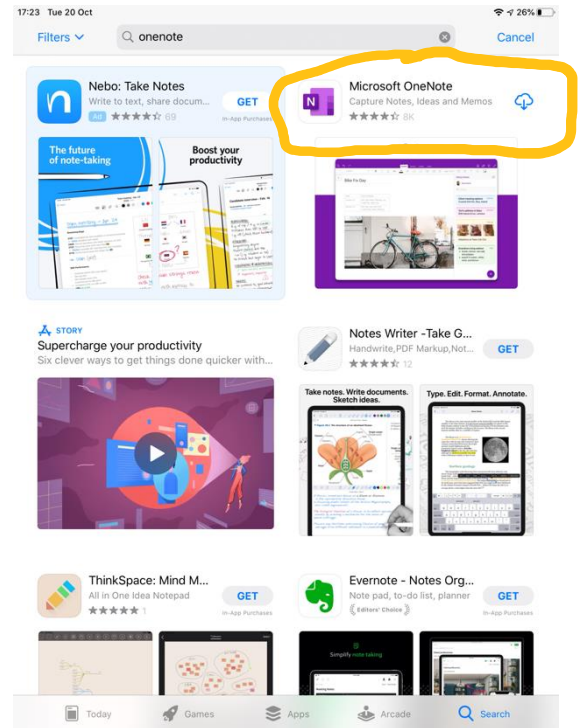


2. In the bottom right hand corner, tap the search option. Search 'Microsoft Teams'

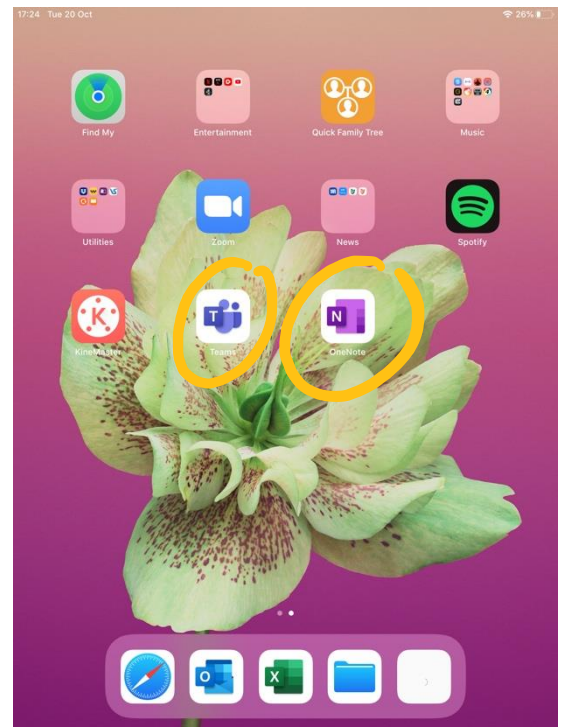


3. Click 'Get' beside the Teams Logo

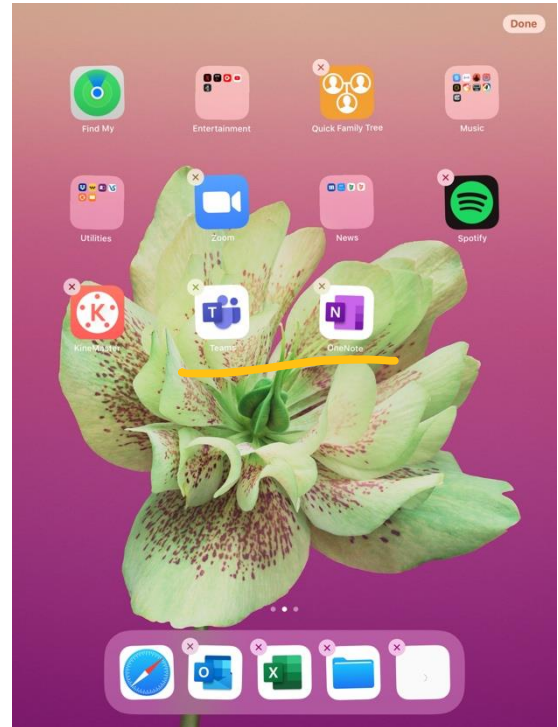
- Similarly, search for 'Microsoft OneNote' and click get beside the OneNote logo.



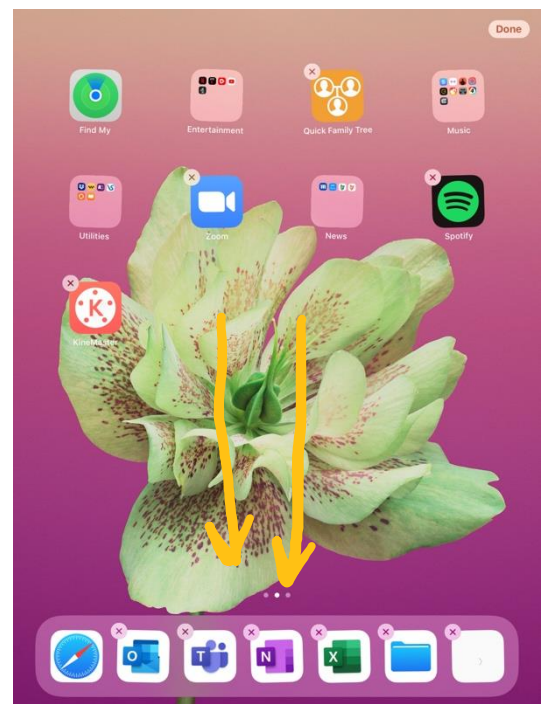
- Both of these apps will now be loaded onto your Home Screen on your iPad.



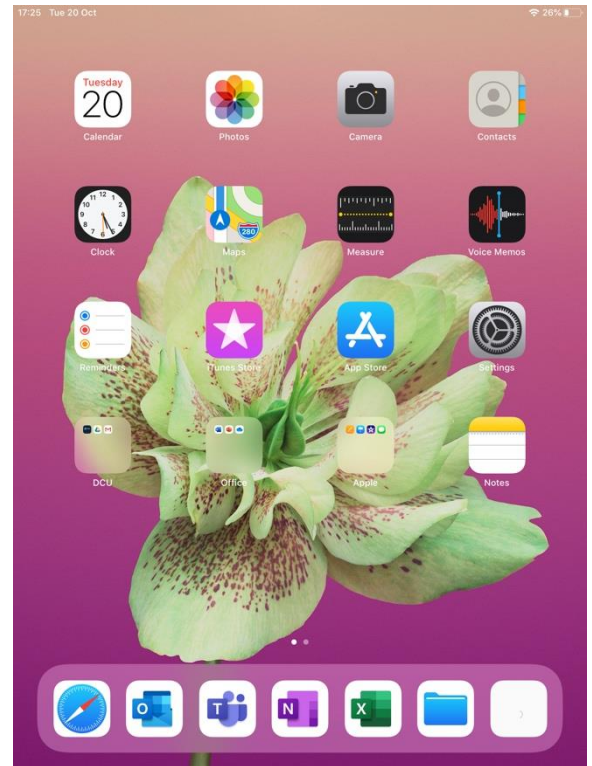
6. You can hold down on these apps with your finger and when they are 'wobbling' move them to a more convenient place



7. like the 'Dock' which is shown here.

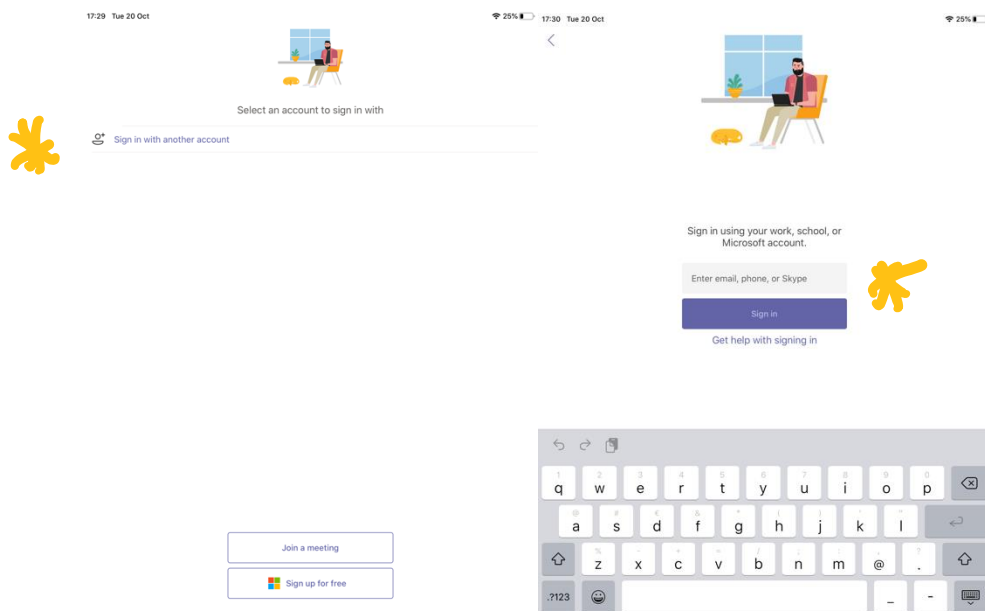


8. Press the home button now at the bottom your iPad and everything will show on your home-screen.

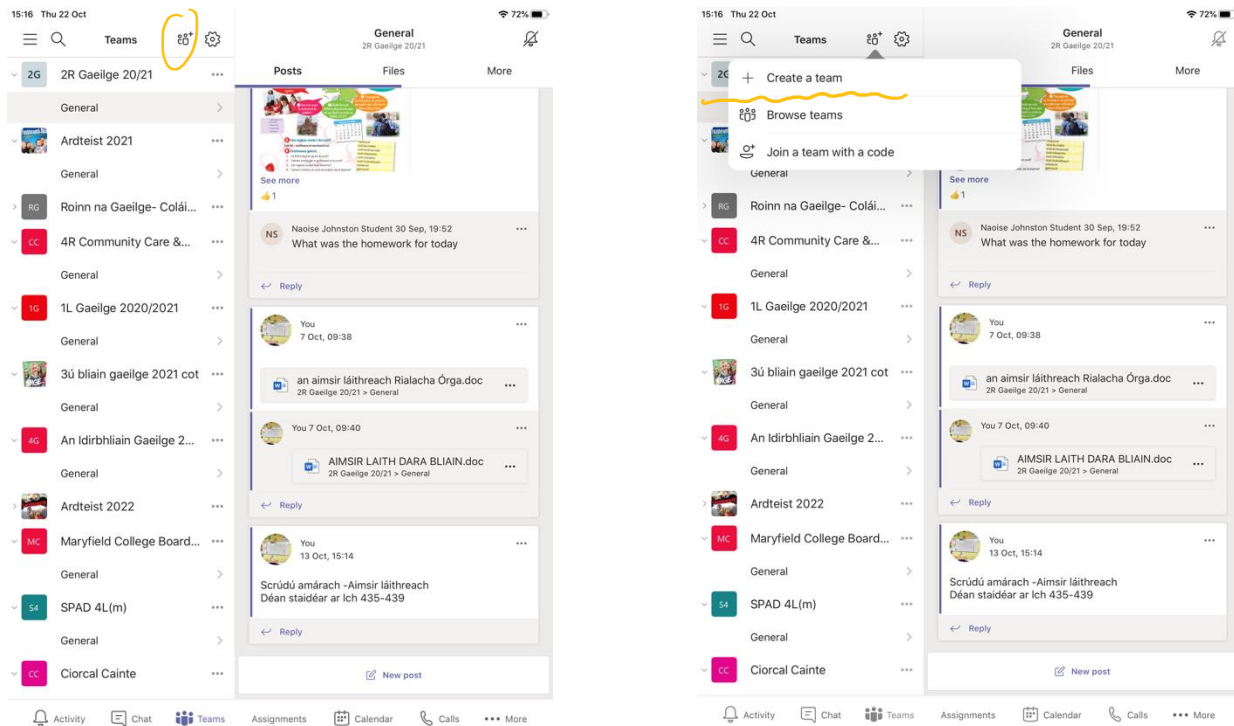


Logging in to both apps and setting up a class on Teams

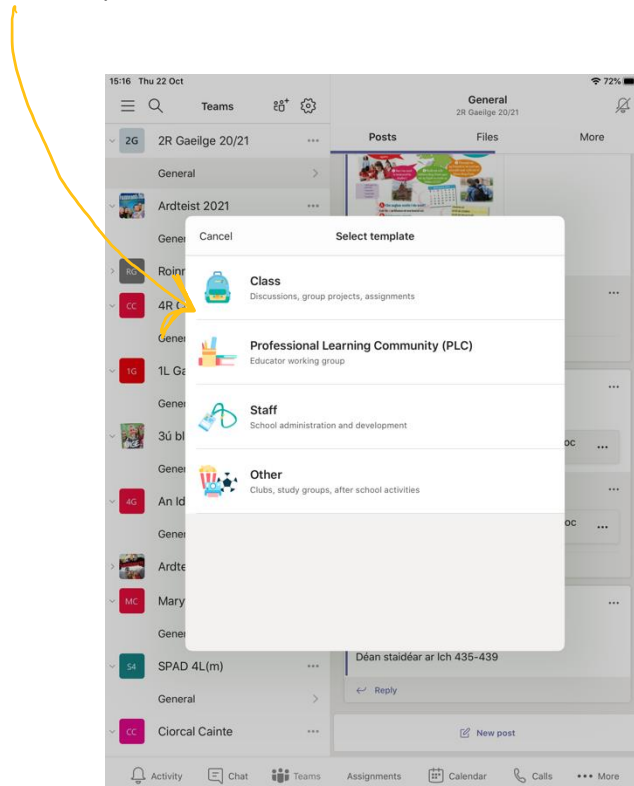
1. Tap into Teams and sign into your account using your Maryfield College email address and password.



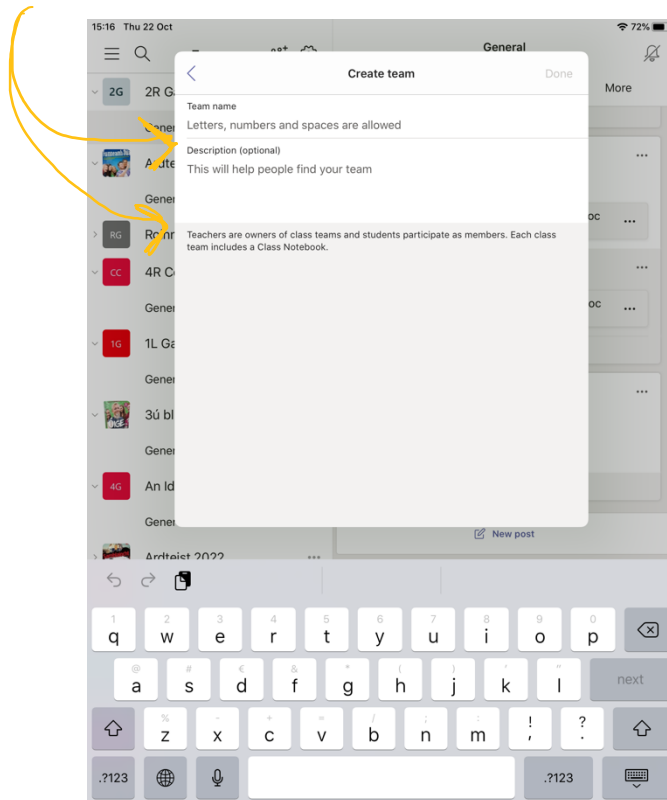
2. Tap on the 'plus' symbol  on the top left hand side and click the 'Create a Team' Option.



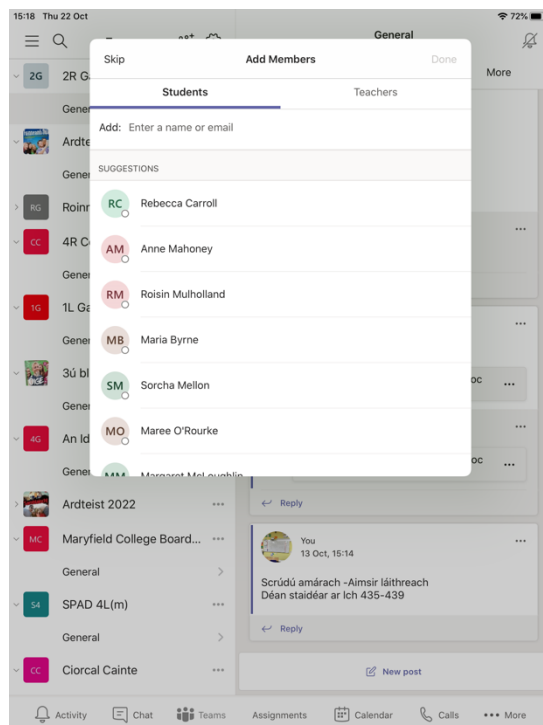
3. Select the 'Class' template



4. Enter your Team Name and adding a description is optional.

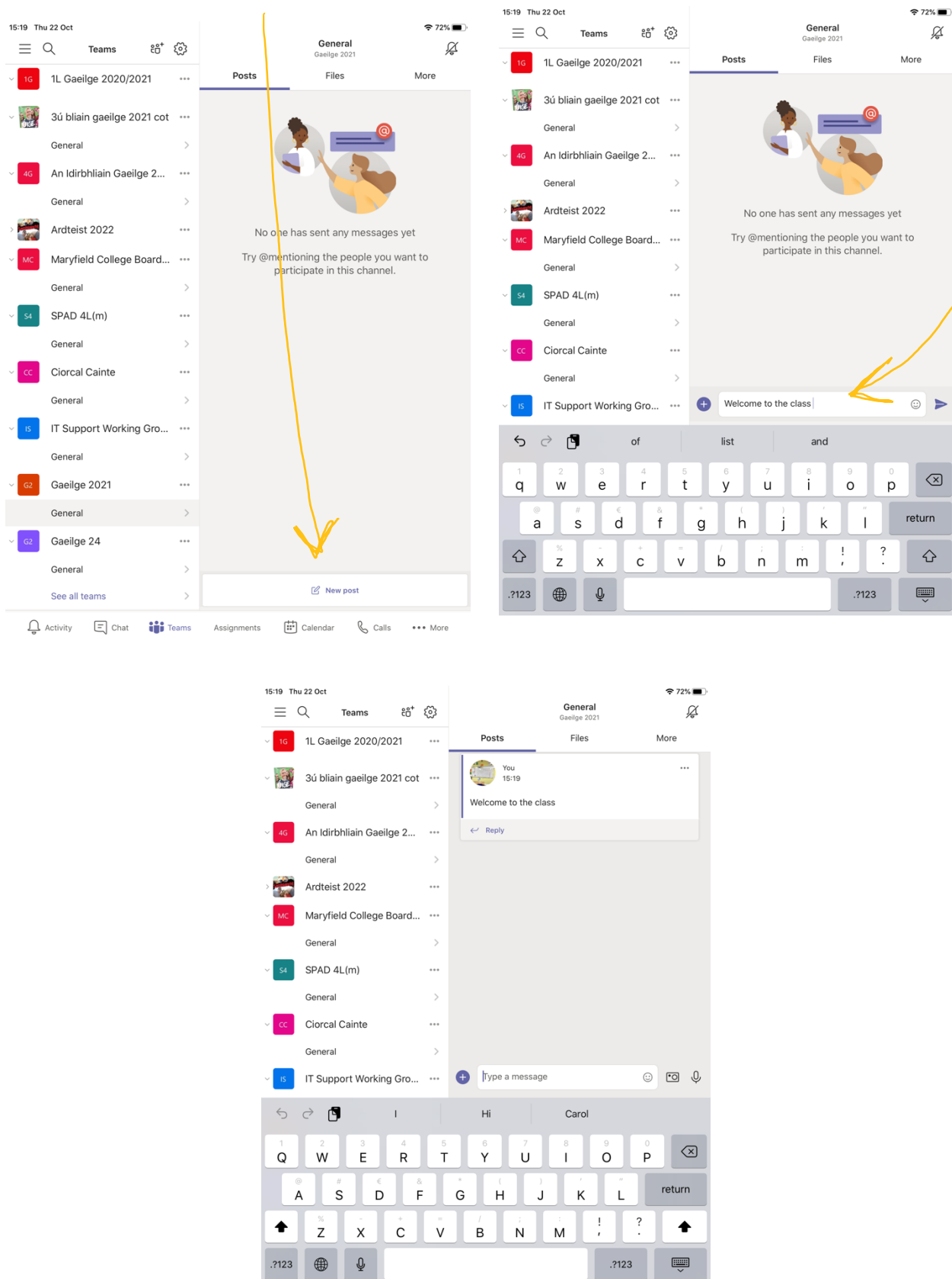


5. Add members to your Team

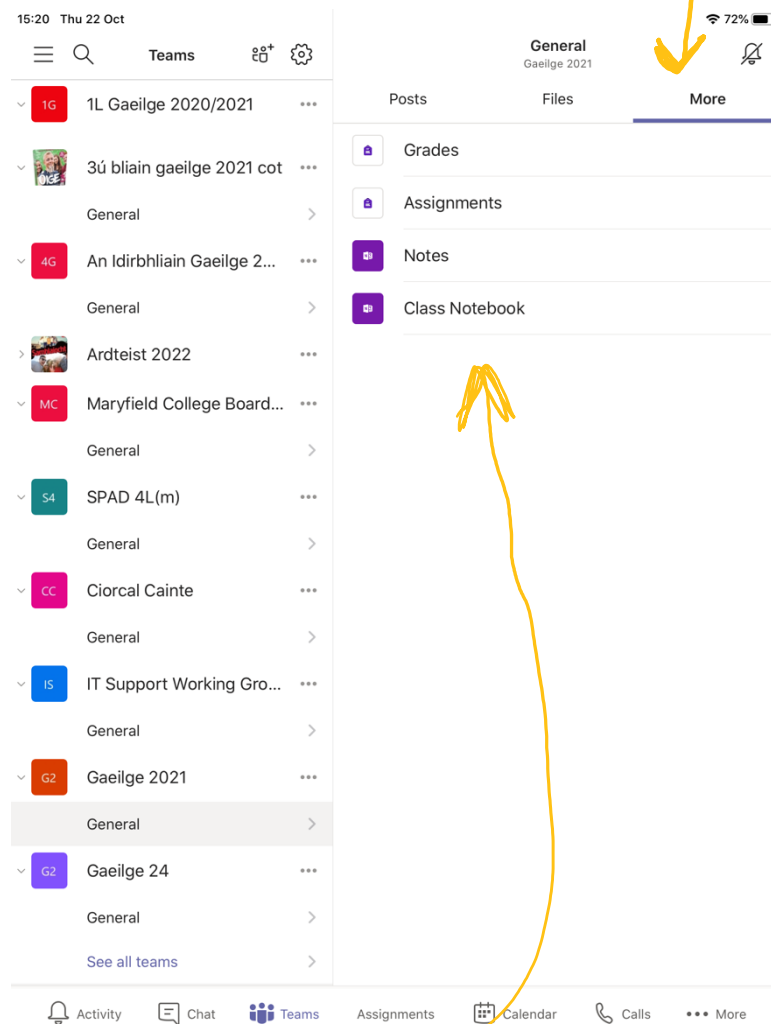


Maryfield College Office 365 Virtual Learning Environment – VLE Support Team

6. You can now add posts and messages to the class



7. Tap 'More' at the top of the screen



8. Tap on Class Notebook

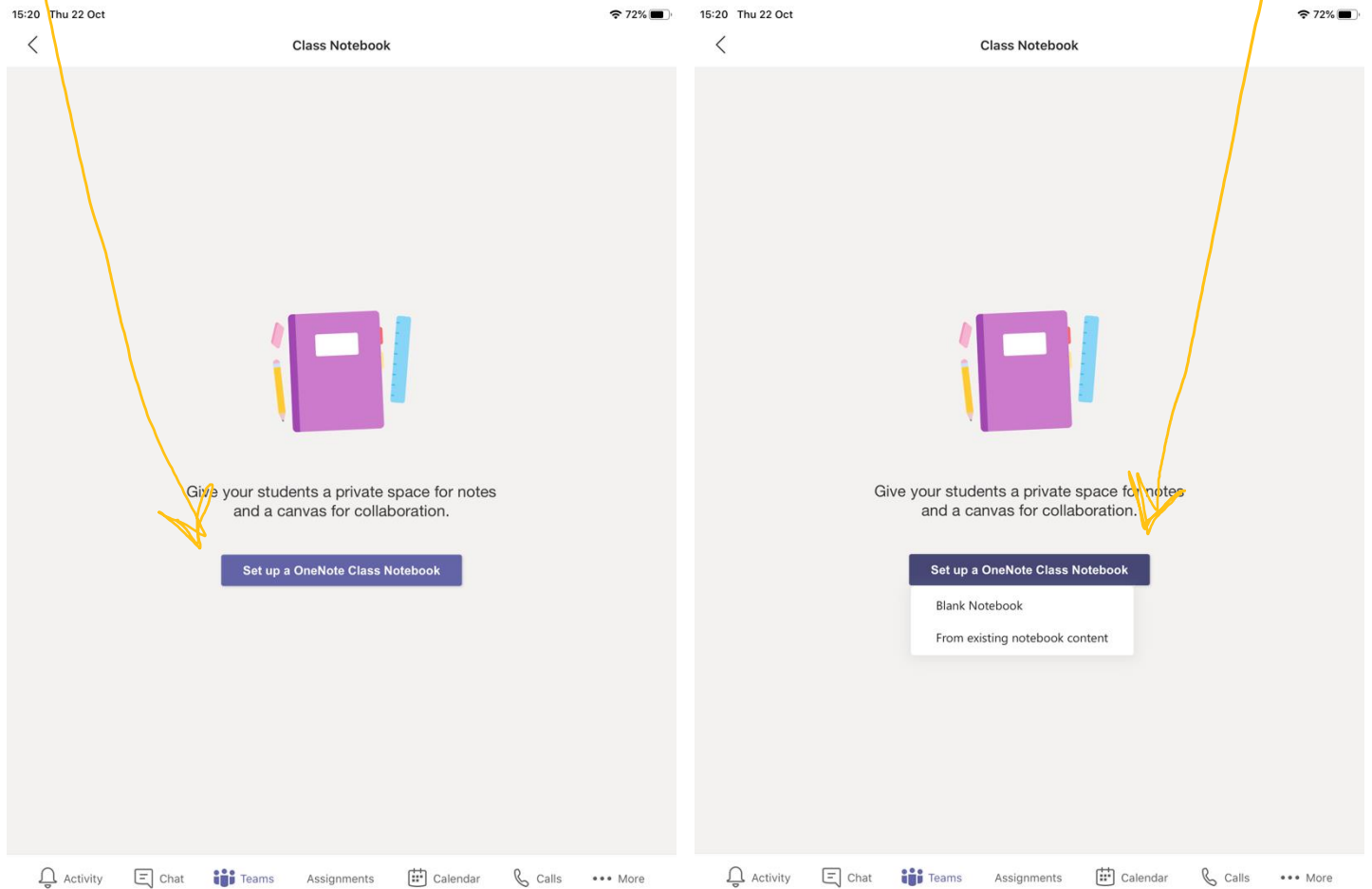
- a. This is how you should access OneNote initially and how you are going to set up your 'Class Notebook'

Class Notebook is like your students' copies all in the one place. It is where they will submit work and where you will correct it.

9. Tap on 'Set Up OneNote Class Notebook'

10. Then select 'Blank Notebook'

11. N.B. **Please note when naming your notebook it cannot be changed!** So name it something that will last the duration you will be teaching that class.



12. You will see this page, click 'Next'

15:20 Thu 22 Oct

72%

<

Class Notebook

Here's what you will get in your Gaeilge 2021 Notebook:

Collaboration Space

Team notes are stored here for everyone to see. All channels will have sections here.

Teacher can edit the content

Student can edit the content

Content Library

Publish course materials to students.

Teacher can edit the content

Student can only view the content

Teacher-Only Section

A private space for teachers

Teacher can edit the content

Student cannot view the content

Student Notebooks

A private space for each student.

Teacher can edit the content

Student can edit his or her own content and can't view others' notebooks

Discard

Next

Activity

Chat

Teams

Assignments

Calendar

Calls

More

13. Here you can set up the sections you wish your students to have in each of their Notebooks. They give you these four as a Default.

15:20 Thu 22 Oct 72%

< Class Notebook

Set up the sections in each student's private space.
Use the following suggestions or create your own.

Gaeilge 2021 Notebook

Student name

	Handouts	×
	Class Notes	×
	Homework	×
	Quizzes	×

[+ Add section](#)

[Discard](#) [Back](#) [Create](#)

Activity Chat Teams Assignments Calendar Calls ... More

14. We recommend changing it to less sections. Something like:

- a. Homework
- b. Tests
- c. CBA Portfolio

15:23 Thu 22 Oct

71% 



Class Notebook

Set up the sections in each student's private space.

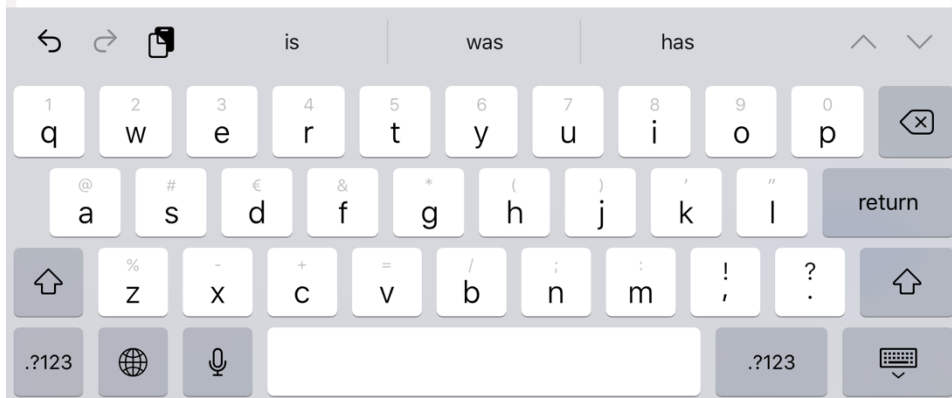
Use the following suggestions or create your own.

 Gaeilge 2021 Notebook

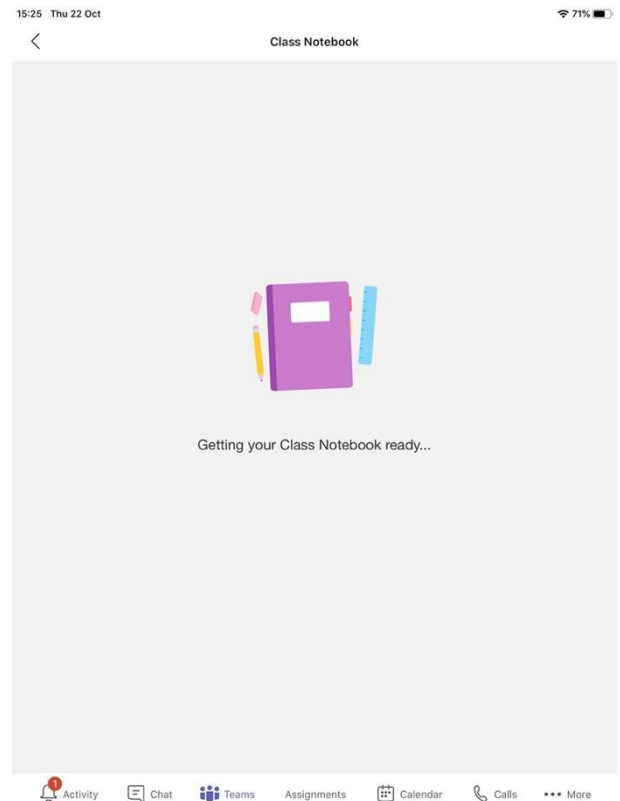
 Student name

-  Homework 
-  Tests 
-  CBA Portfolio 

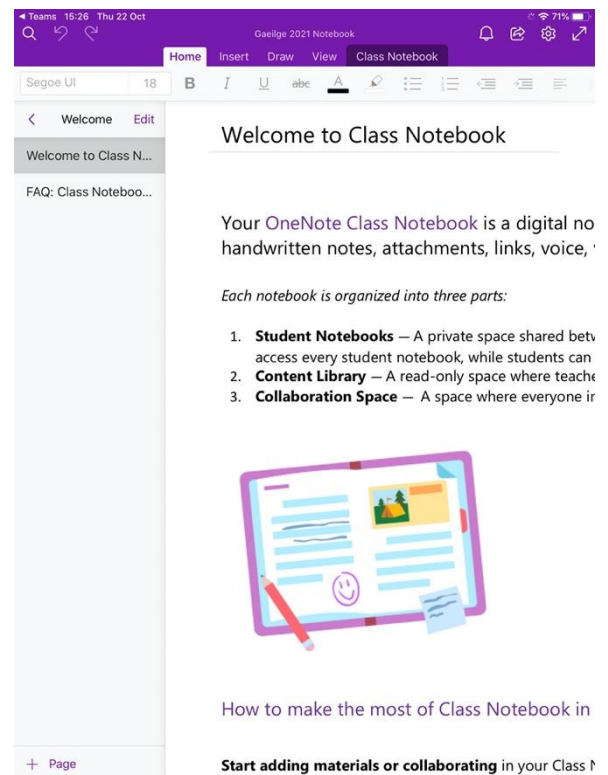
[+ Add section](#)



15. It will take a few minutes to set up your Class Notebook and you will see the following screen.



16. You will then be taken to the OneNote app and shown the following screen



What are?

i) The Collaboration Space

The Collaboration Space is a place where EVERYONE in your Team can edit the same material. In our view it would not be used very often, unless you have a project in which EVERYONE in the class is working on.

ii) The Content Library

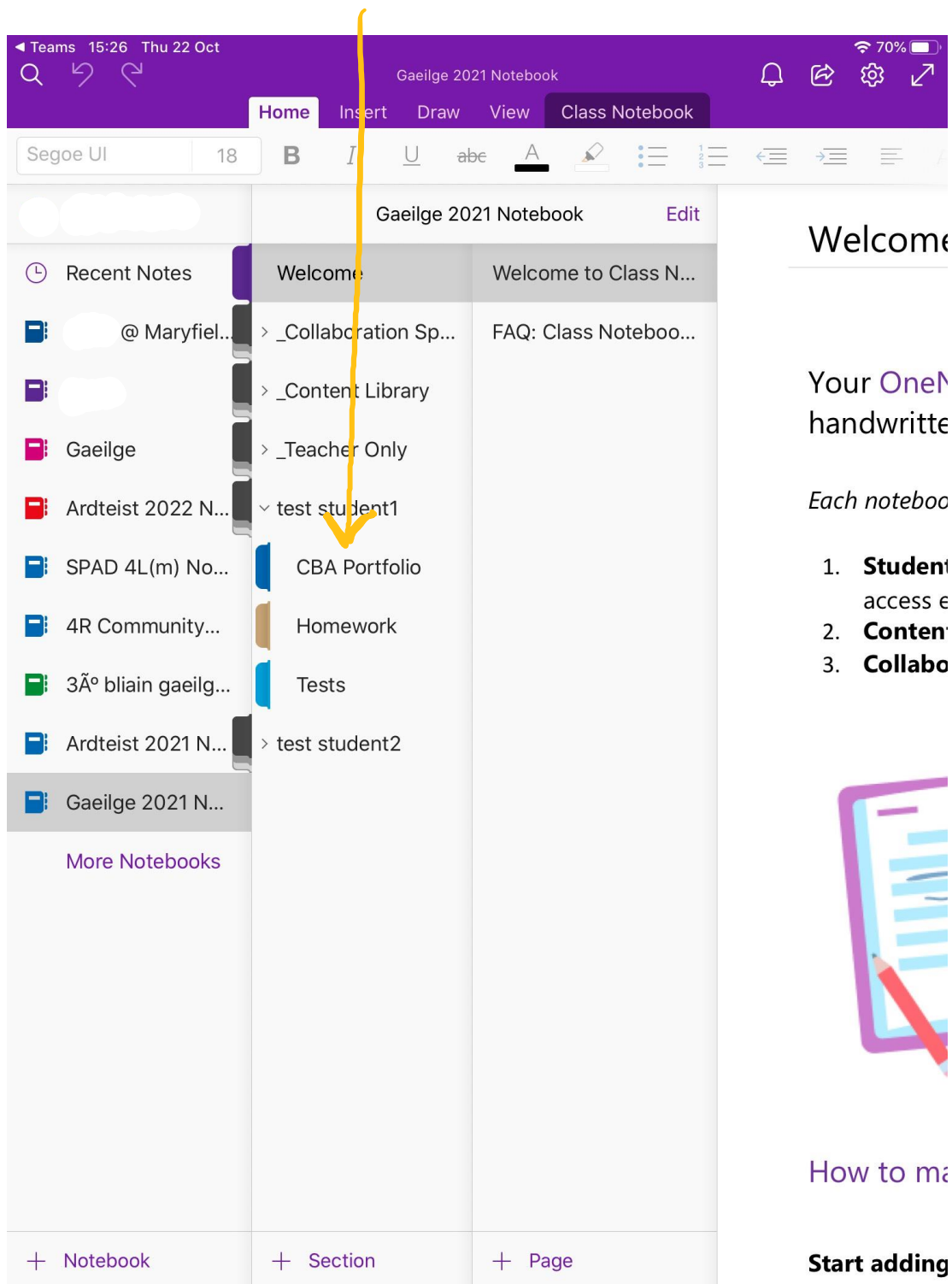
The Content Library is where YOU ONLY can add pages. These pages cannot be edited by the students themselves. They must copy them into their Notebook in order to 'write' on them or edit them. This is where you might put things like handouts from class.

iii) Student Notebooks

Each student will have their own Notebook. This is essentially their very own copybook. Only they and the teacher can see what is written into this copybook. You have access to every student's copybook. This is where a student might upload a picture of their homework for you correct.

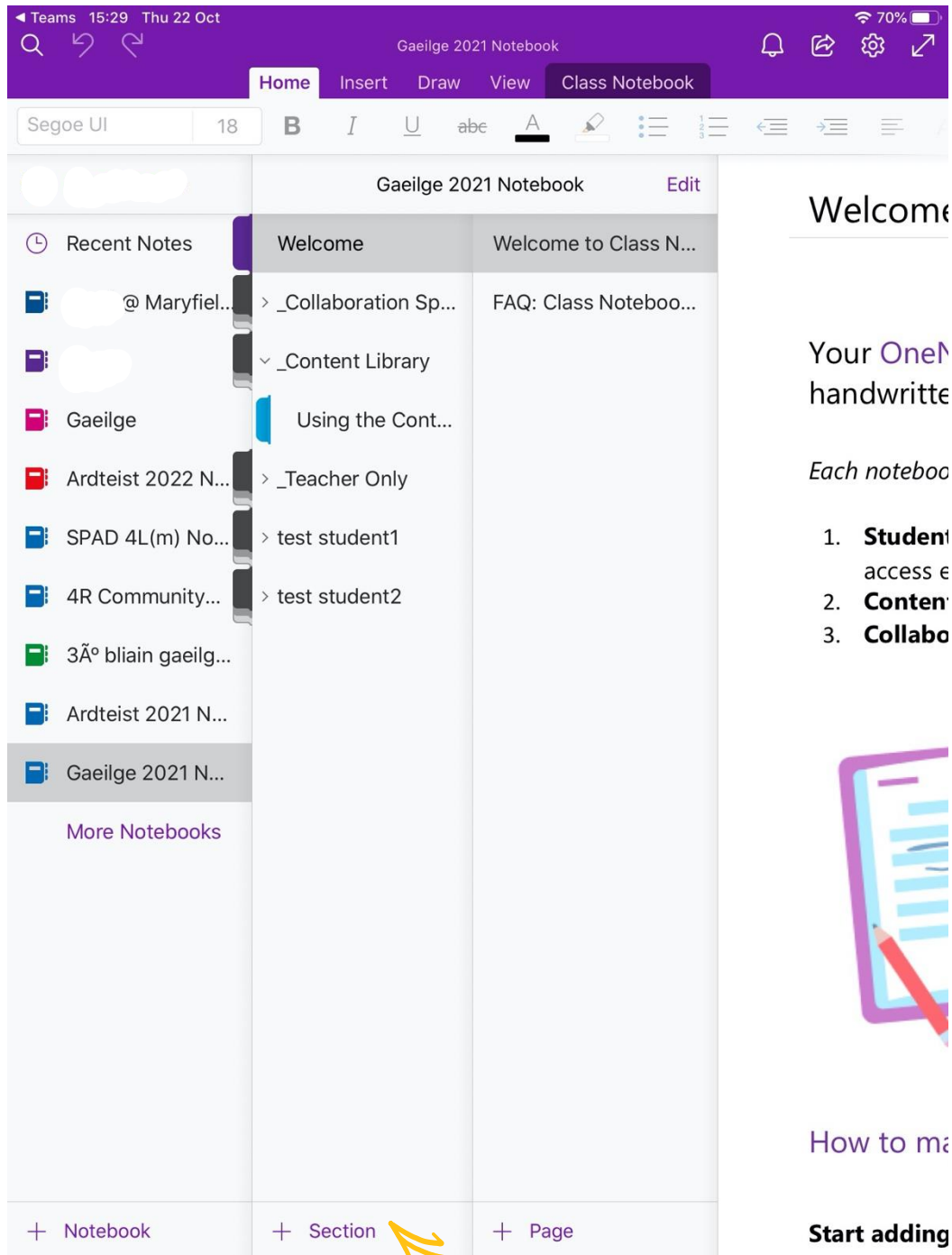
Class Notebook

1. This is what the student's sections in OneNote look like



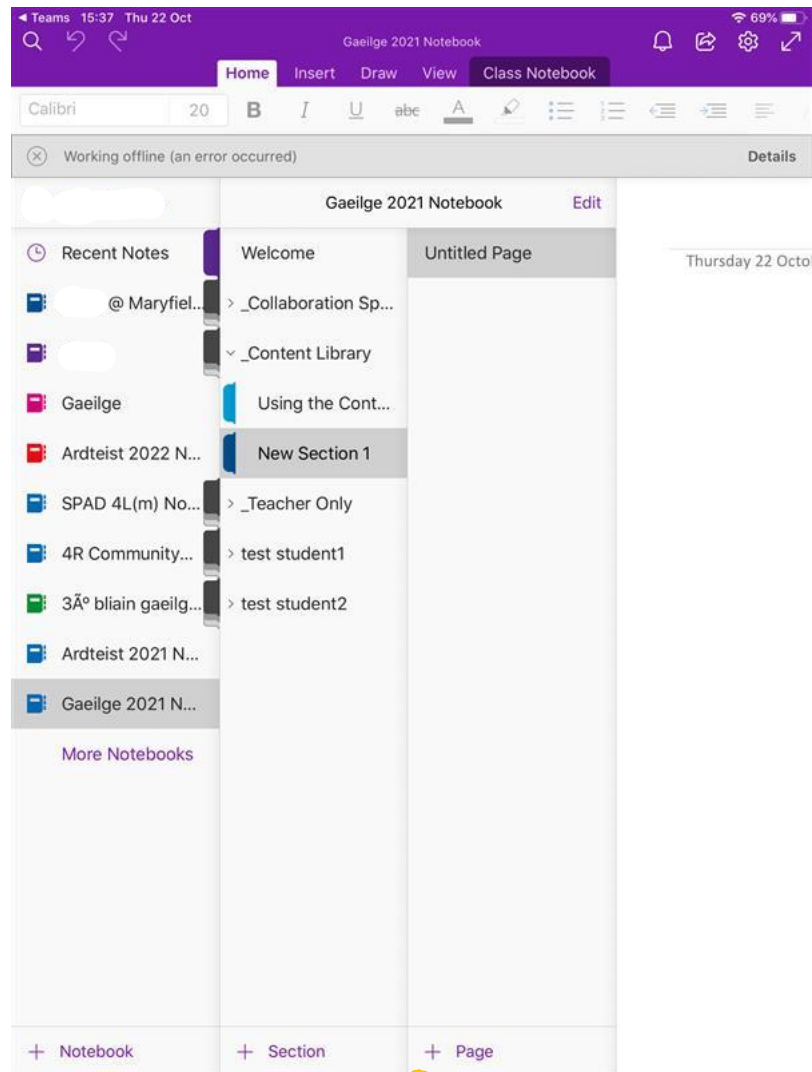
Adding Sections to your Content Library in your Class Notebook

1. Tap on the Note book where you wish to add a new 'Section'



2. Tap on '+ Section' at the bottom of the screen

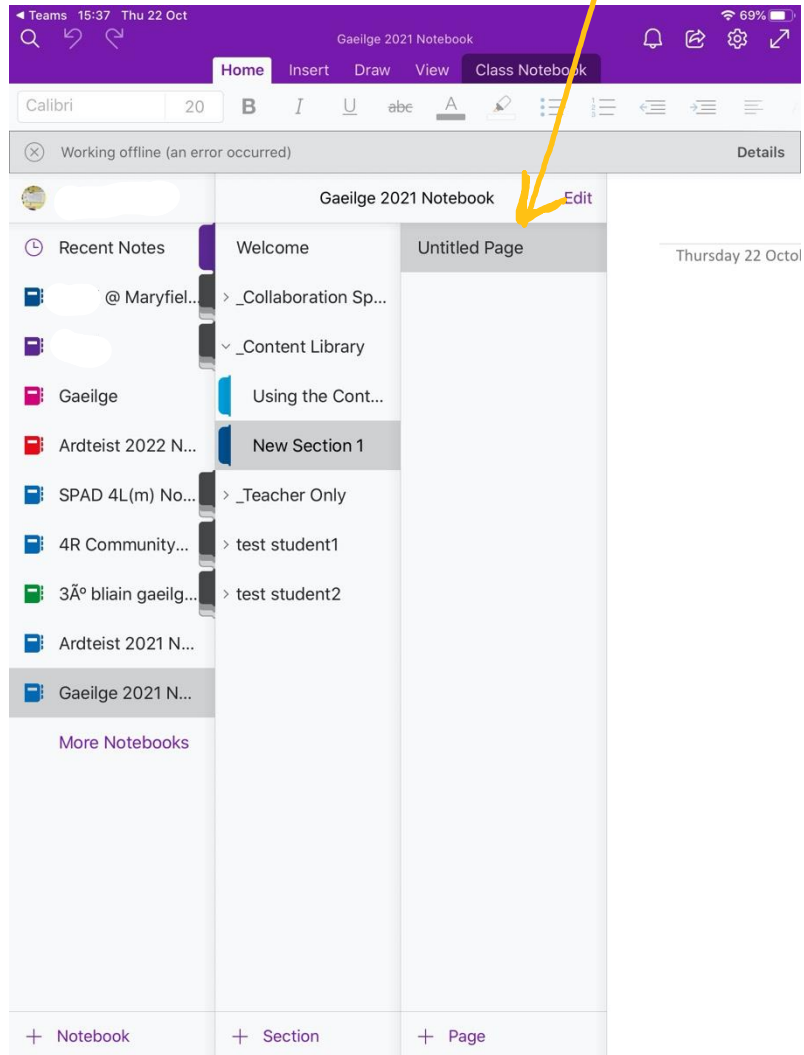
3. Name your new section.



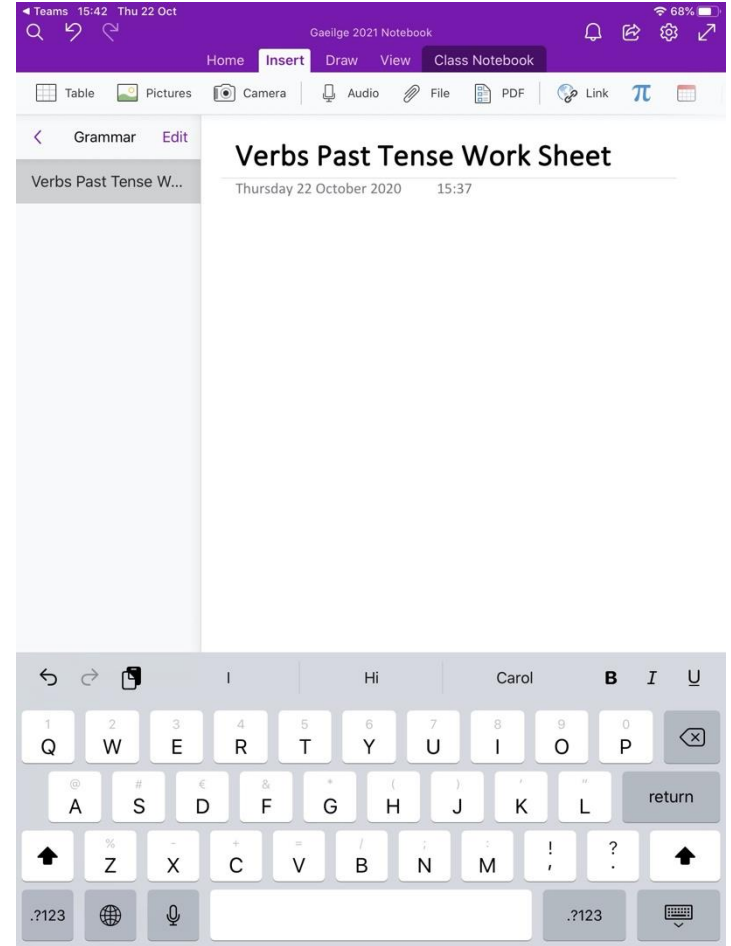
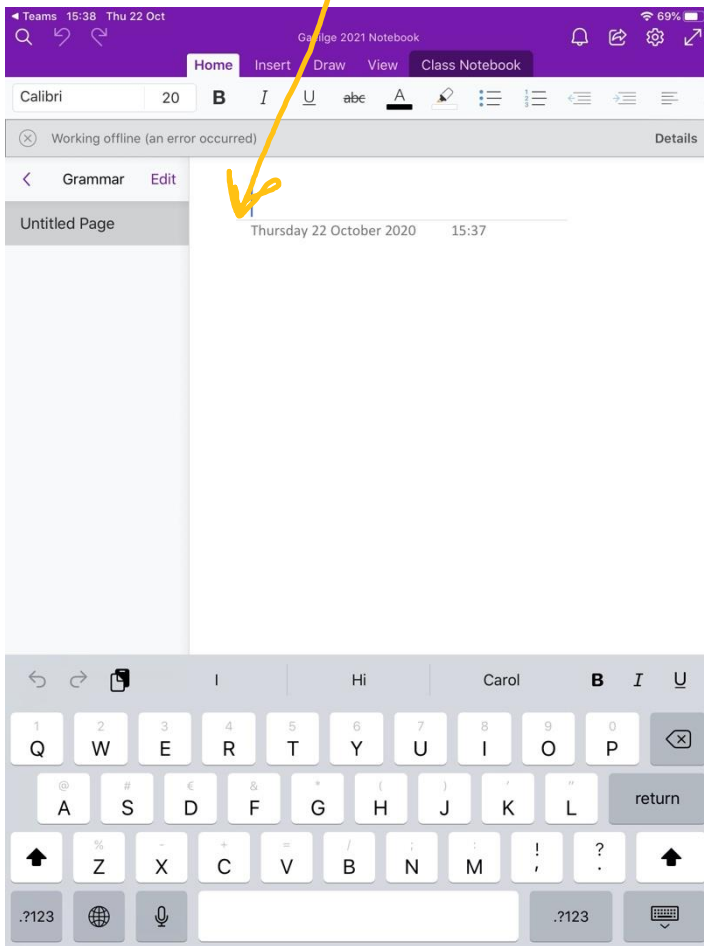
4. You can now add new pages to this section.

How to insert an image onto a page that's in a Section the Content Library

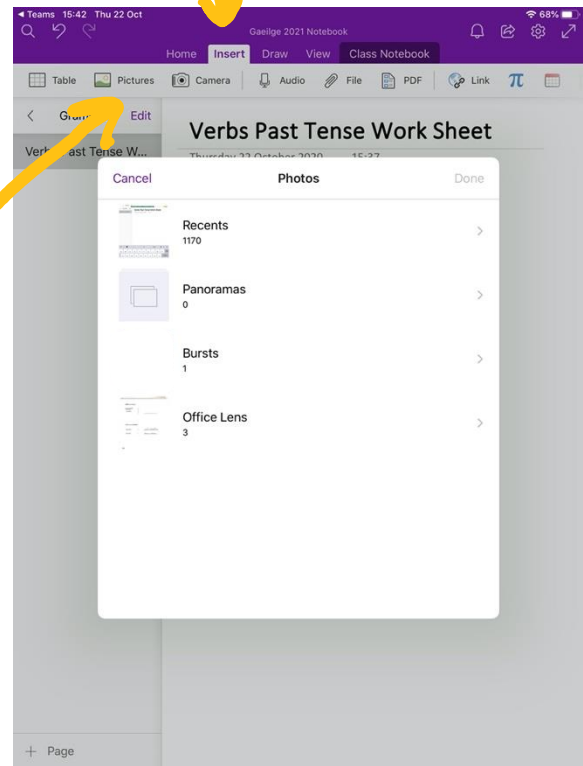
1. Tap on Untitled Page on the right hand-side



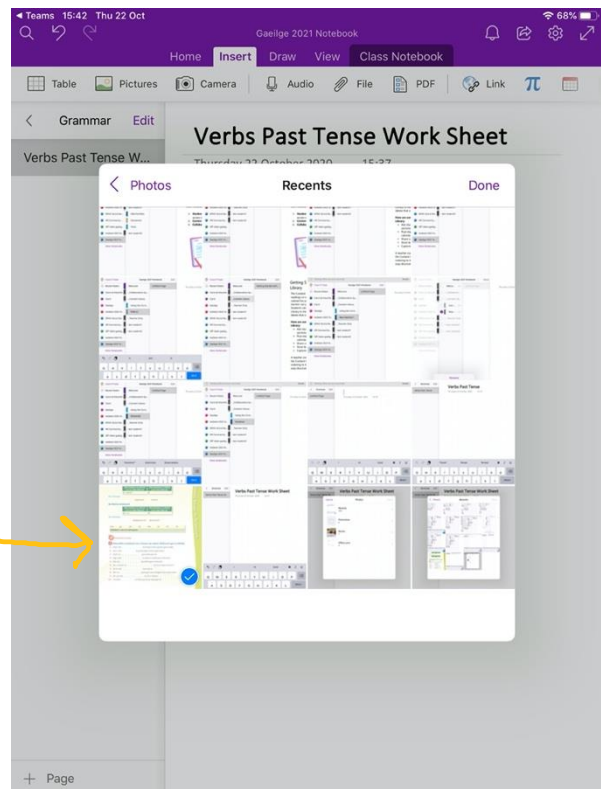
2. Tap on the white page. You can type a title at the top of the page. This is the new name of your page.



3. Tap 'Insert' that is at the top of the page. Here it shows you a toolbar of options. You can insert a table, pictures from your iPad, audio (for feedback) or a file/PDF that is stored on your iPad. We are going to insert a picture of a book. So tap on 'Pictures'.



4. Select the photo that you wish to insert.
(A blue circle with a tick will appear on the photo you have selected.)



5. Your image will show on your page like
so

The screenshot shows a Microsoft Teams interface with a notebook titled 'Gaelige 2021 Notebook'. The notebook is open to a page titled 'Verbs Past Tense Work Sheet' for Thursday 22 October 2020 at 15:37. The page content is as follows:

An fhoirm dhiáltaich

Más bráthar é a bhífuil, cónaon mar thúis air.	Más bráthar é a bhífuil, put a mar thúis air.
an + seimhín	an

Mar shampla: ní ghlanam ní glan

An fhoirm cheisteach

Más bráthar é a bhífuil, cónaon mar thúis air.	Más bráthar é a bhífuil, put a mar thúis air.
an + urú	an

Mar shampla: an nglanann tú? an glan tú?

Úrú: gC mB nD bhF nD dT bP

Úsáidtear n-mar urú roimh ghuta.

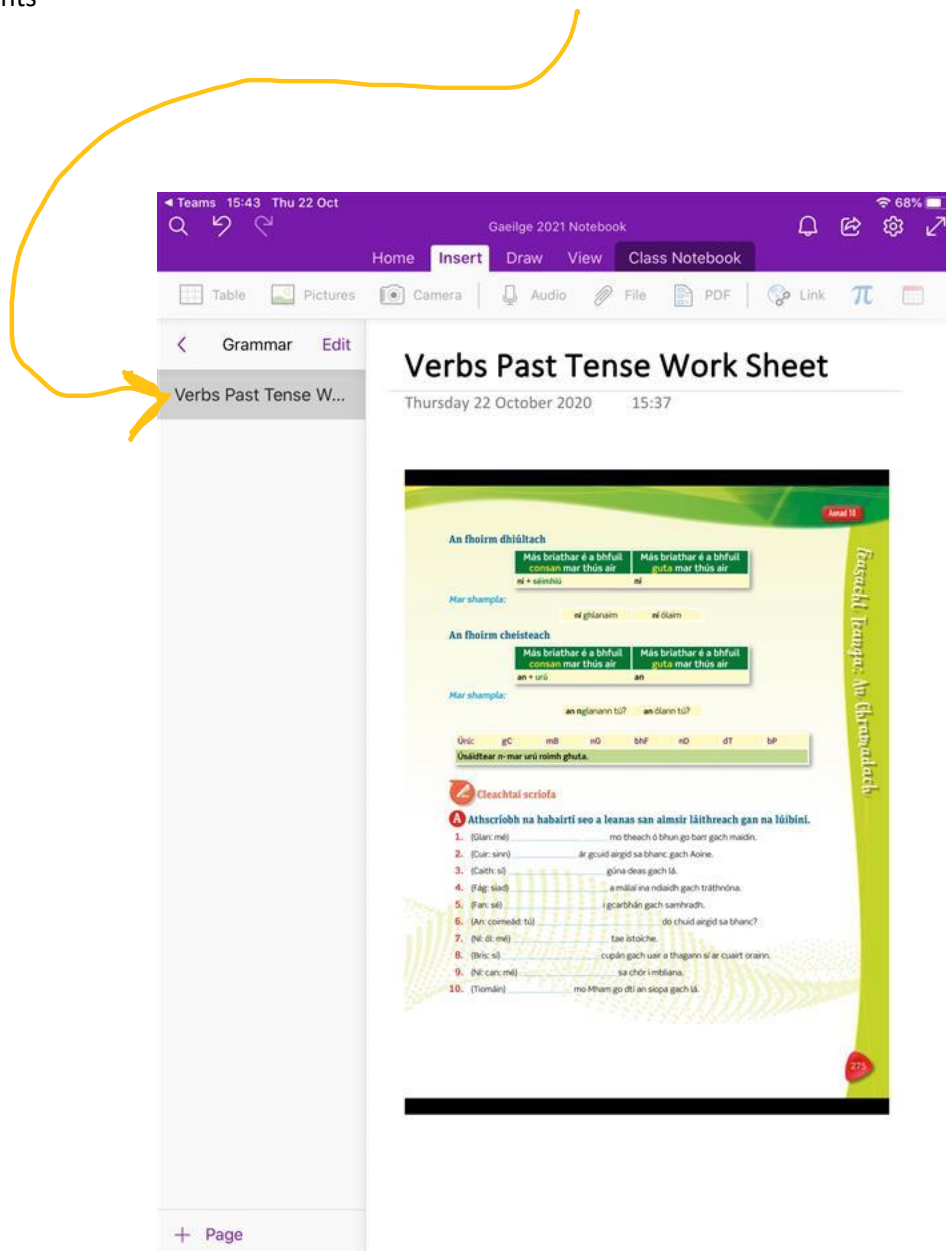
Cleachtaí scríofa

A Athscríobh na habairtí seo a leanas san aimsir láithreach gan na lúibíní.

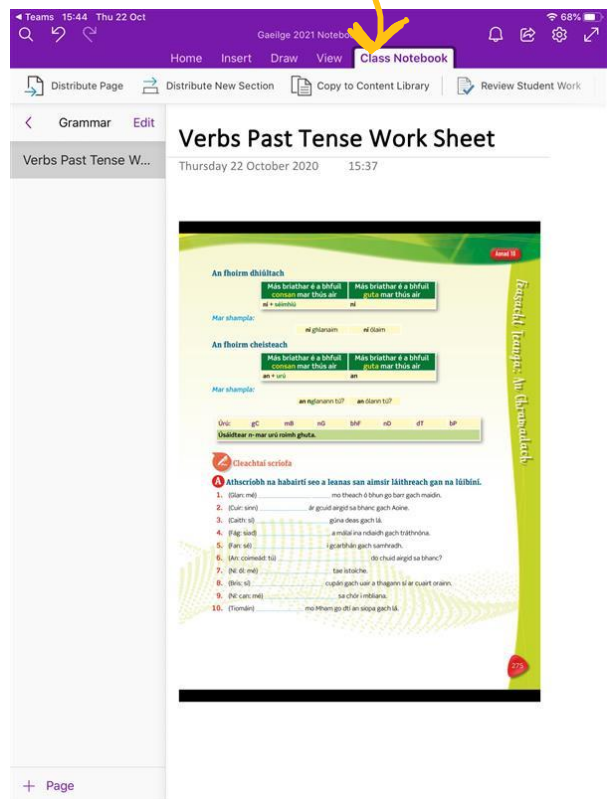
1. (Glan: mé) _____ no theach ó bhun go barr gach maidin.
2. (Cair: sine) _____ ar gúid airgid sa bhanc gach Aoine.
3. (Cath: sí) _____ gona deas gach lá.
4. (Fág: sí) _____ a mair na ndúch gach tráthnóna.
5. (Ran: sí) _____ i gcarbhán gach samhradh.
6. (An: comrad: tú) _____ do chuid airgid sa bhanc?
7. (Ní: d: mé) _____ tae lútaiche.
8. (Bric: sí) _____ copán gach uair a thagann sí ar cuairt orainn.
9. (Ní: can: mé) _____ sa chóir imbianna.
10. (Tomáin) _____ mo Mhargó (d) an sliopa gach lá.

Distributing pages/ worksheets in OneNote

1. Tap on the page in your Notebook (perhaps in the Content Library) which you wish to Distribute to your students

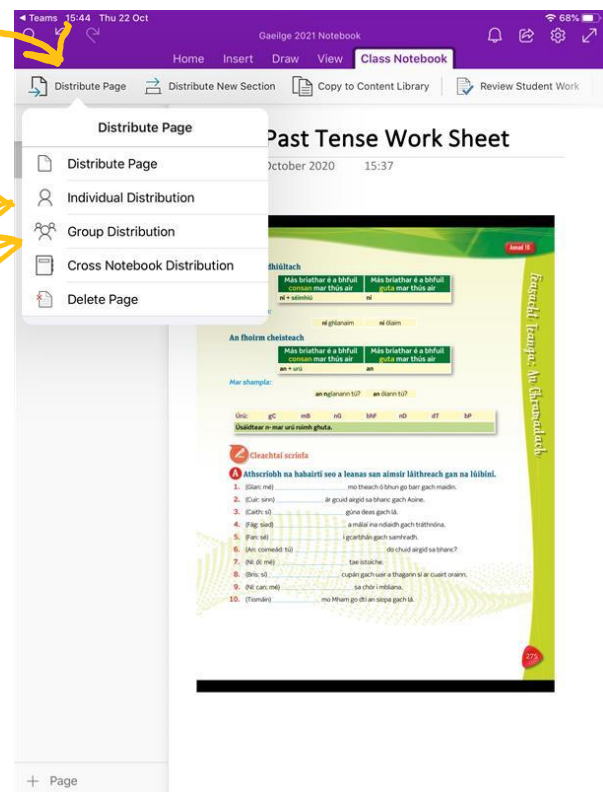


1. Tap on 'Class Notebook' at the top of the screen.

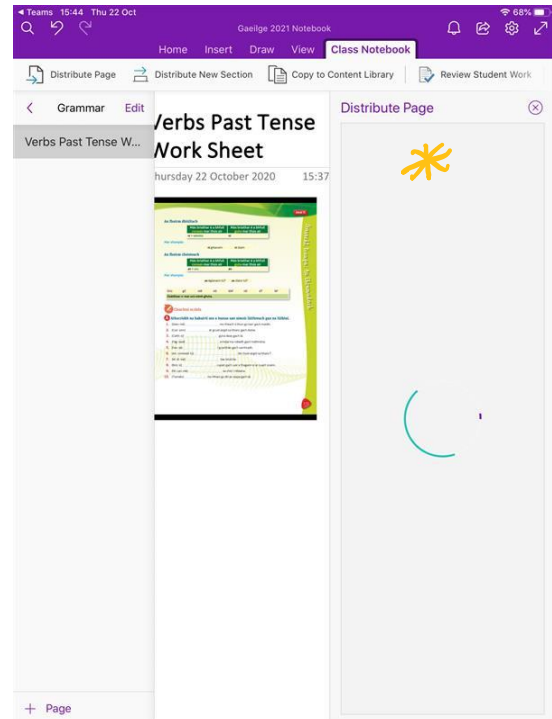


2. Tap on 'Distribute Page' at the top of the screen

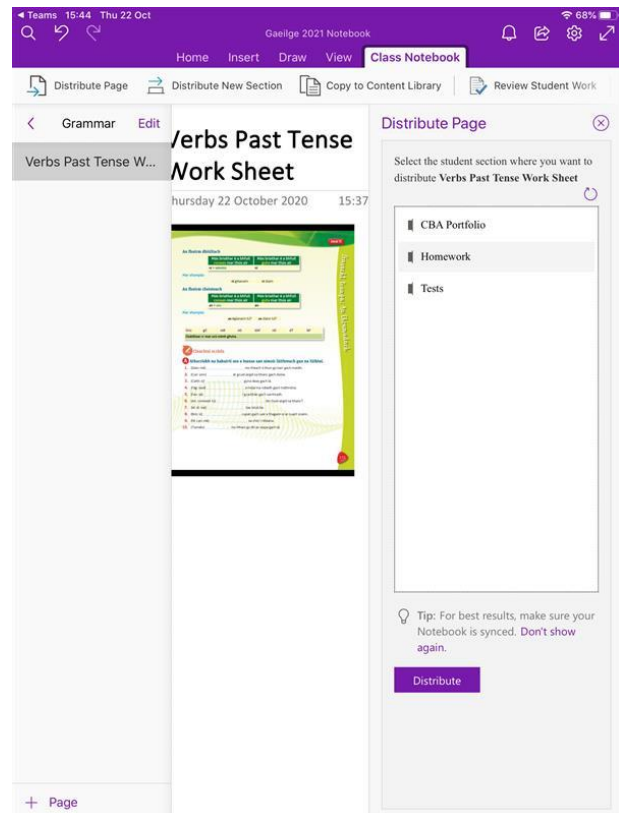
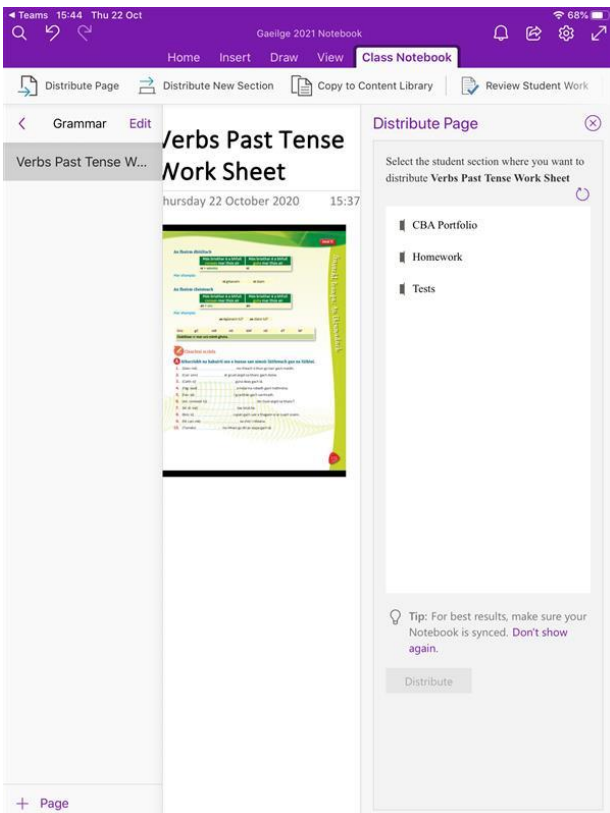
3. Click Individual Distribution or Group Distribution depending on who you wish to send it to.



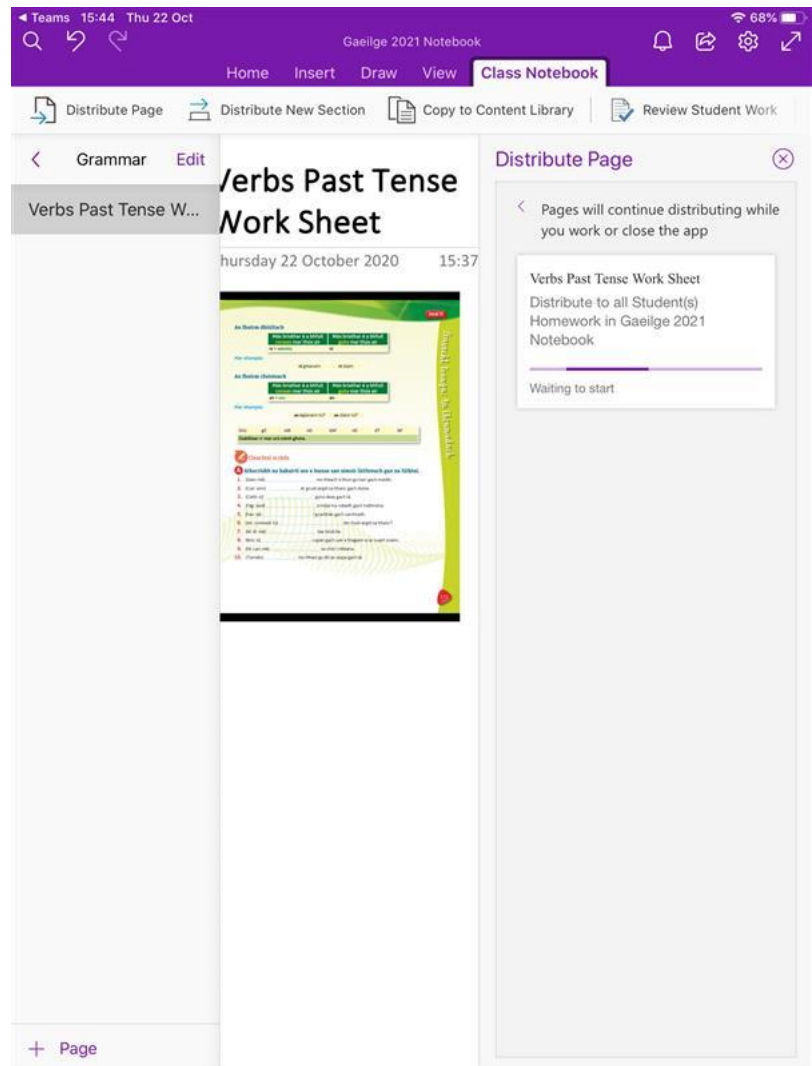
- A sidebar will load on the right hand side, this may take a few seconds.



- Select the student's section where you wish to put the page when it is distributed. E.g. Homework

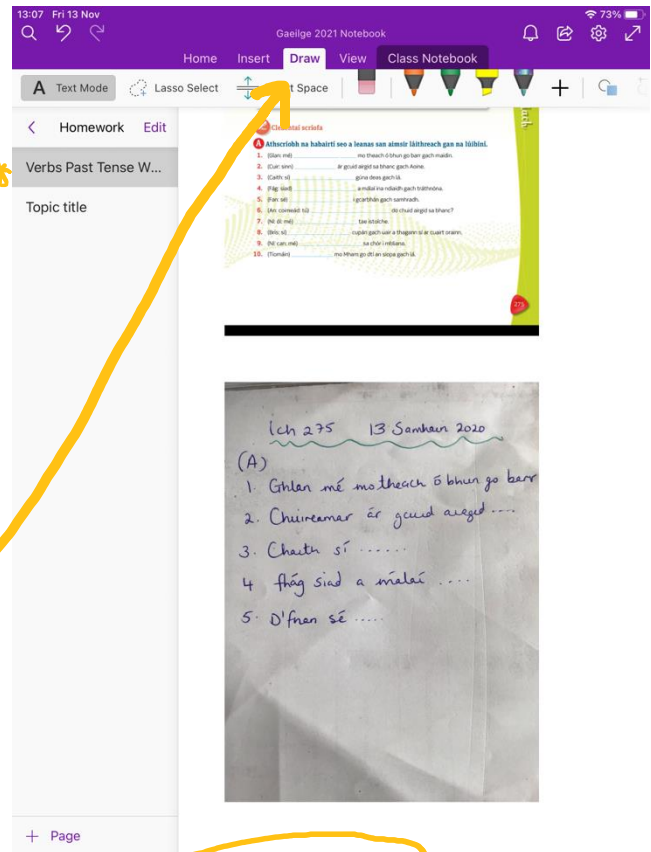


8. You will see another loading sidebar as your page is distributed to each student's Notebook.

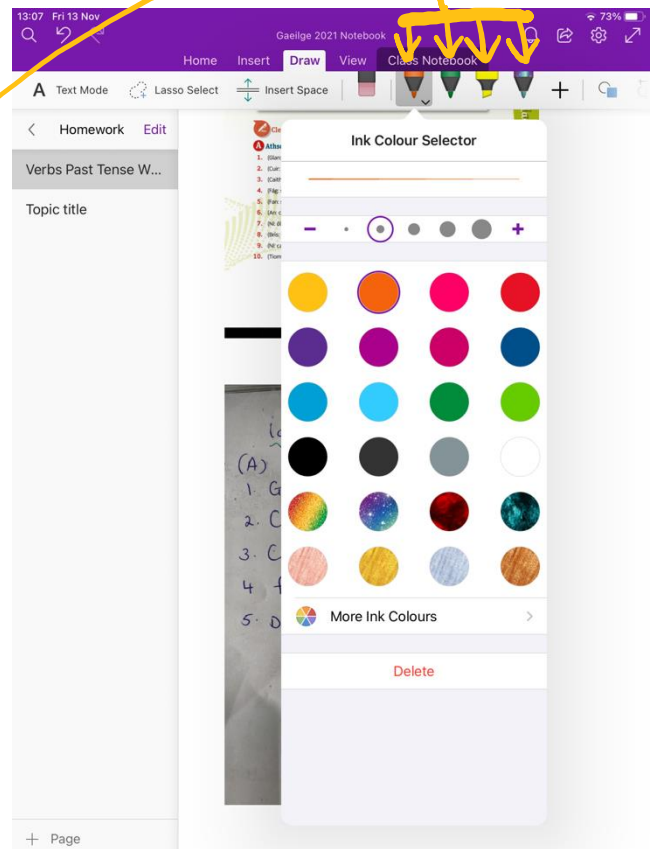


Correcting in OneNote with Apple Pencil

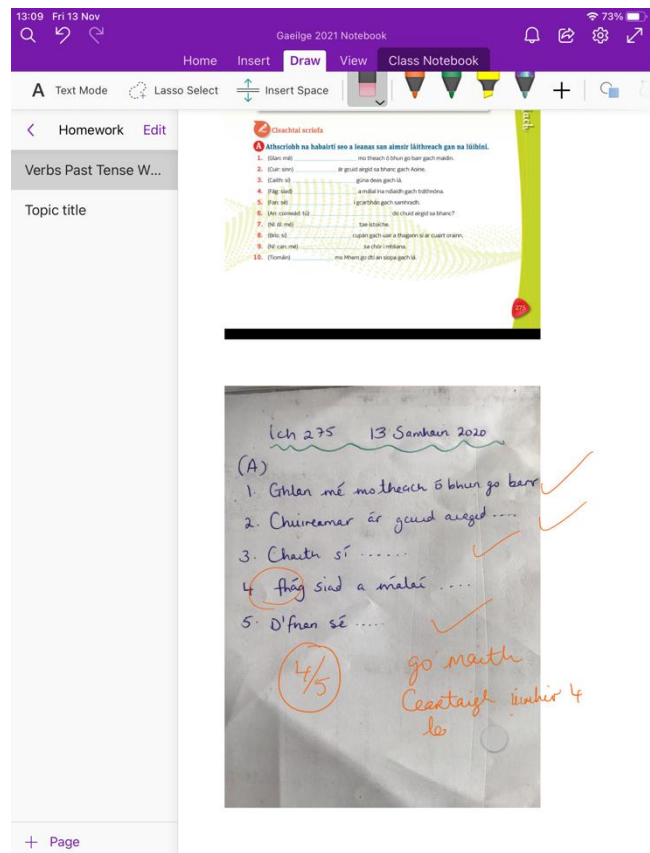
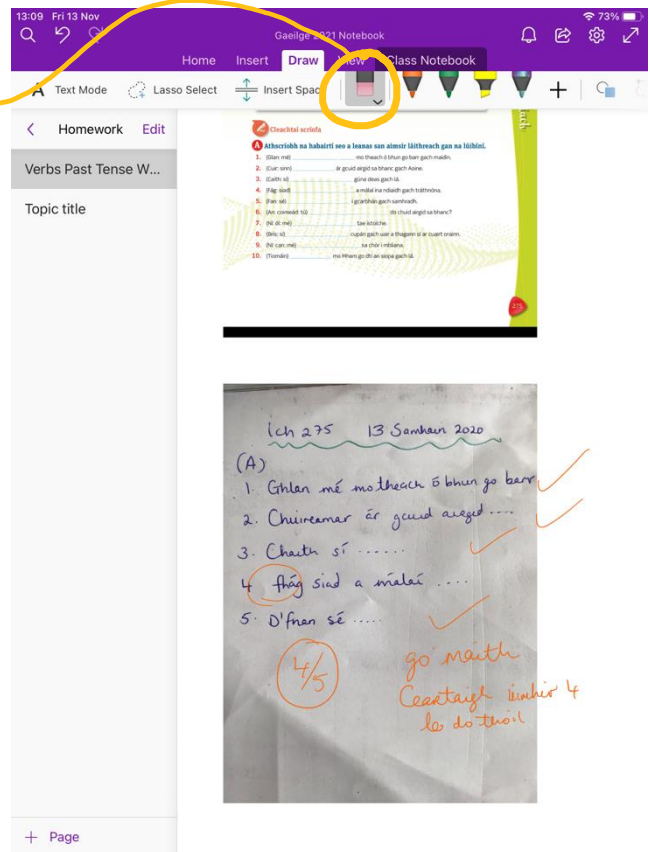
1. To correct with Apple Pencil on your iPad, in OneNote, you should tap on the student's Notebook which you wish to correct.
2. Go to the section you are looking for, eg. Homework.
3. And the Page that you wish to correct
4. Tap on 'Draw' at the very top.



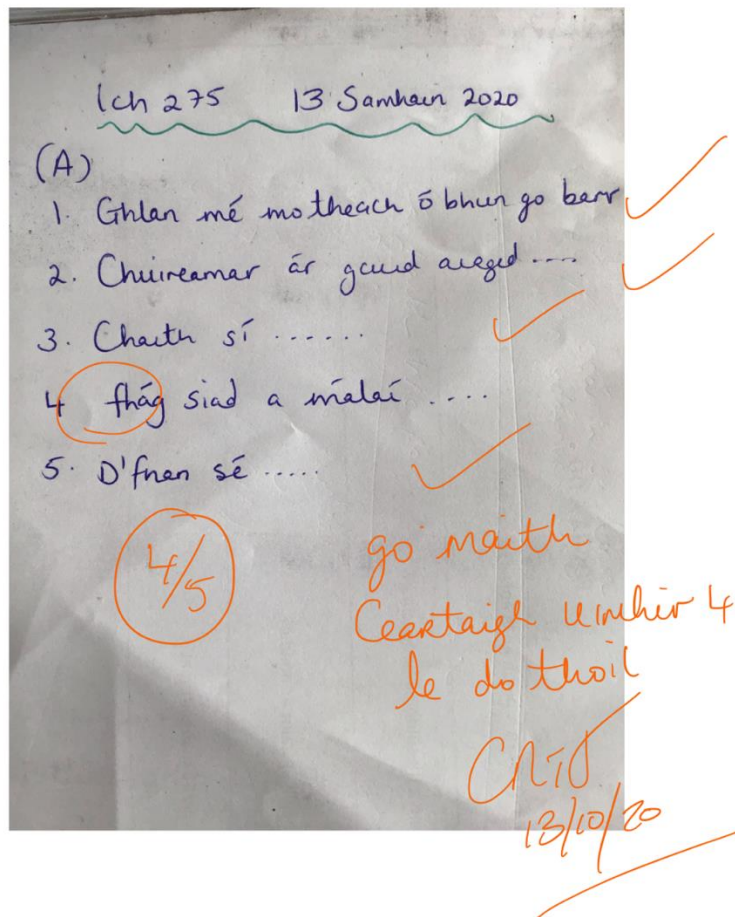
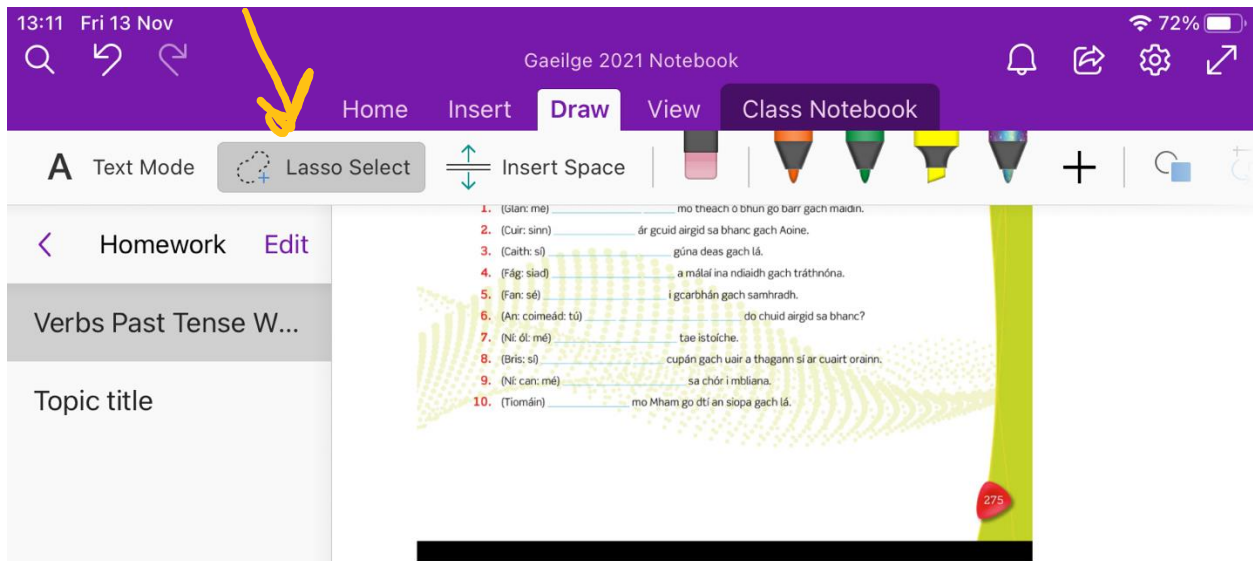
5. Here there are many pens, pencils and colours to choose from.
6. Tap on it and away you go.



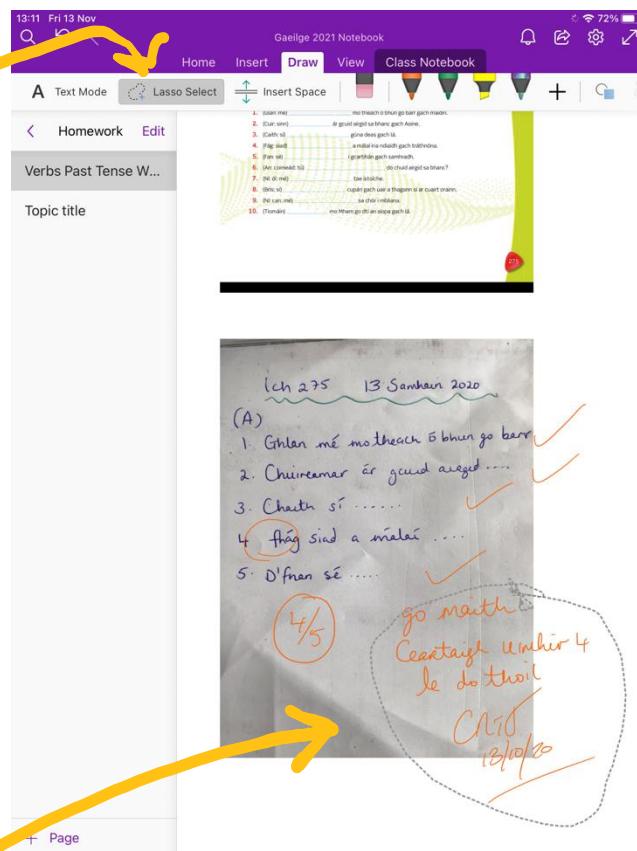
7. The 'rubber' or 'eraser' will correct any mistake once you tap on that and then tap on what you want to erase.



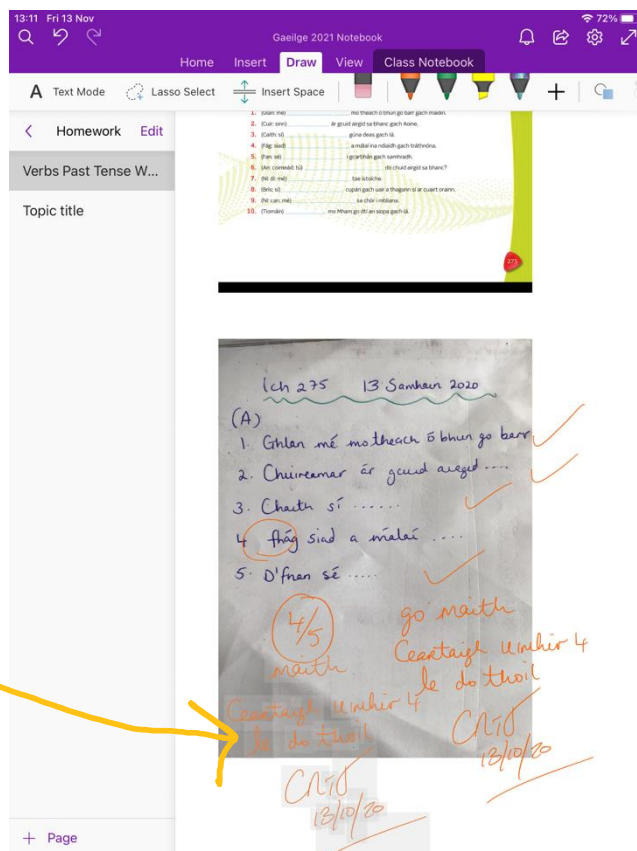
8. The 'Lasso Select' is a way of moving the text you have written down.



9. Simply select 'Lasso Select' at the top of the screen.



10. Draw around what you would like to move and move it with your Apple Pencil.



Note to all users of Office 365 Applications 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. Nicole Cooney and Ms. Carol O'Toole.