

IT applications for school and home

This guide will provide you with a greater understanding of the **core** applications that students will be using in school and at home, and how to access them. **Please do note that this is not a complete list of all applications** and that it may be that your child is using other applications in addition to these in some subjects. Those departments will provide appropriate support and guidance where necessary.



Microsoft 365 (previously Office 365)

Microsoft 365 Education (previously Office 365), which includes Word, Excel, PowerPoint, OneNote and Teams, plus additional classroom tools, is available to every student. It also comes with 1 terabyte (1TB) of cloud storage space for all their school work and resources, so that space is not taken up on their device. Students and teachers will communicate, collaborate and share school work daily through Microsoft 365.

Microsoft 365 is available at any time and on any device, and every student's school account also comes with the additional benefit of the free installation of the full suite of applications on up to 5 devices. Students will be able to see the **"Install apps"** button on their Microsoft 365 home page after they have signed in.



The full suite of applications does not have to be locally installed on a student's device, since online versions of the application are available through the web browser on any device. However, the locally installed applications do allow the students to work offline when the internet is not accessible, and they have slightly greater functionality than their browser-based equivalents.

Recommendations and support

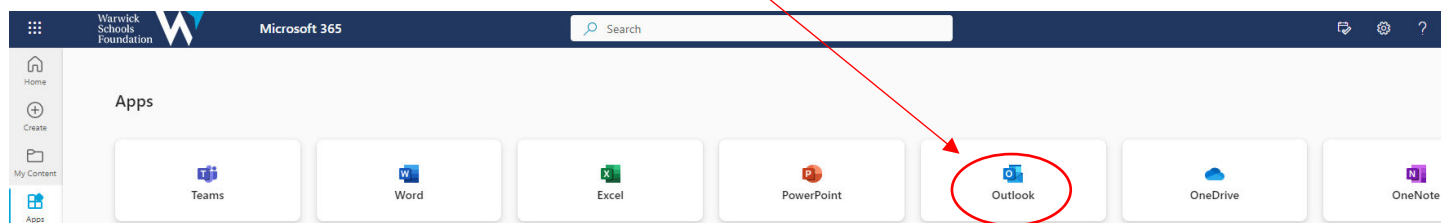
We would recommend students **bookmarking Microsoft 365 (portal.office.com)** in their browser for quick and easy access.

Please also note that Microsoft functionality is best supported in the Edge (or Chrome) browser, and so we would highly **recommend that Edge (or Chrome) is set as the default browser** on devices.

Training on the use of Microsoft 365 will be given to all students new to the BYOD scheme and will remain ongoing throughout the year as they meet the tools across the curriculum.

Outlook (email)

Much of the key communication between staff and students online will come via school email. Students must therefore be able to access their school email account either through the web browser or via the Outlook desktop app should they have that installed on their device. To access their email through the browser, they should sign in to Microsoft 365 using their school username and password, and then select “outlook” from the Microsoft 365 portal page:



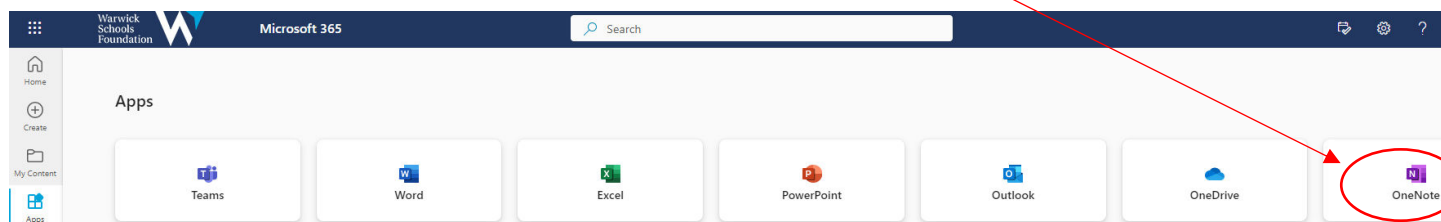
Recommendations and support

We would recommend students **organising their emails into folders** so that they keep their inbox clear and their emails well organised. (eg. Creating subject folders to sort their emails into)

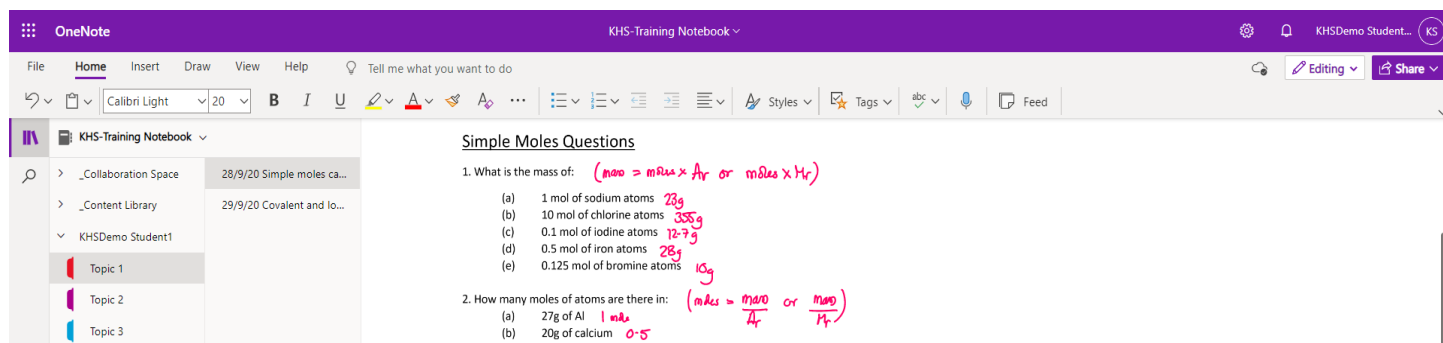
OneNote

All departments use OneNote to deliver their course content in their lessons, to share resources, and to collect and mark work online. OneNote is analogous to being a “digital leaver arch file” for each subject, with students being able to access their teacher’s lesson resources and notes at any time, whilst also keeping their own notes online and submitting electronic work for marking.

OneNote can be accessed through the web browser by signing in to Microsoft 365 using their school username and password and then clicking on the OneNote icon on the Office 365 portal page. The OneNote app can also be installed locally on the device if you wish.



In OneNote, there is a “collaboration space” that students and staff can edit, a “content library” which only the teacher can edit and where the main delivery of content occurs, and finally a personal section for the student to work in (see below)



Recommendations and support

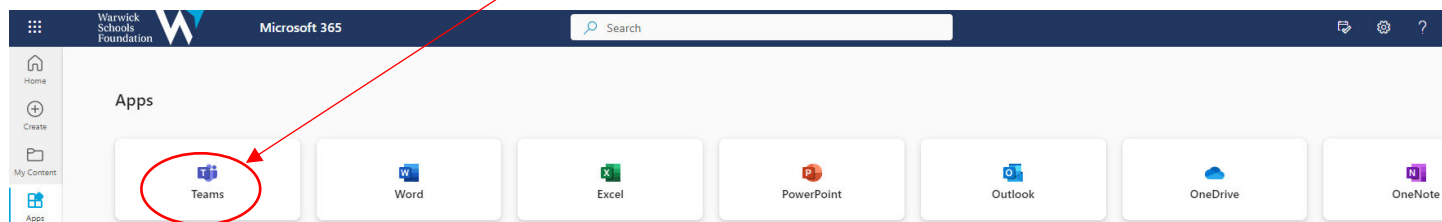
We would recommend that students check they are **able to access OneNote** through either the browser or the desktop app and that they can navigate their way to different “notebooks” and find their own named tab in each. The approach is very much one of Blended Learning, where the most effective medium will be used for each learning activity – be that digital or paper. Students should **practice taking a photo of their work and then inserting this** in the appropriate page/section in their own area in the OneNote notebook.



Teams

Teams is another Microsoft 365 application that provides a safe and effective channel through which staff and their classes can work together and communicate. In this instance, staff and students can communicate quickly and easily through the “posts channel” in each Team. It is also the application via which homework will be set, resources can be shared or live online events can be delivered.

Teams can be accessed through the web browser by signing in to Microsoft 365 using their school username and password and then clicking on the Teams icon on the Microsoft 365 portal page. The Teams app can also be installed locally on the device if you wish.



Recommendations and support

We would recommend that students check they are **able to access Teams** through either the browser or the app and that they can navigate their way to different “Teams” and find the “posts” tab should they wish to join a webinar. They can also look at the “assignments” tab down the left hand side, which is where they will see the homework they have been set.