



GUIDE TO Microsoft 365 FOR PARENTS & GUARDIANS

WHAT DEVICES DO STUDENTS NEED ACCESS TO?

Must Have..... Smart Phone **Not required but can help.....** Tablet Laptop / PC

WHAT APPS SHOULD STUDENTS HAVE DOWNLOADED?

- Teams**: Communication tool for learning intentions and resources
- OneNote**: Digital Notebook for organising notes, using a range of digital media
- Outlook**: Student email for one on one communication
- OneDrive**: Online cloud storage for student files

HOME LEARNING

WHERE DO STUDENTS ACCESS HOMEWORK ONLINE

➤ Instructions are often posted on **Teams**. Files and other learning materials may be found through teams or **OneNote**

HOW DO STUDENTS SUBMIT HOMEWORK ONLINE

Hand Written: ➤ Written work is photographed and uploaded to Teams or OneNote depending on the task.

Digital Files: ➤ Students have access to Word, PowerPoint and Excel which can all be edited on their smart phone

HOW CAN STUDENTS ASK QUESTIONS ONLINE?

➤ **Teams** allows students to ask questions in a forum that can be answered by their classmates

➤ Teachers can be emailed however **do not expect replies after 3.40 pm**

See the digital schoolbag on the homepage of the school website for videos on how to upload work to Teams and OneNote


TROUBLESHOOTING

ISSUES LOGGING IN

1. Make sure address is www.office.com
2. Ensure email address is typed correctly: @johnthebaptistcs.ie
3. Ensure caps and numbers are entered as given for the password

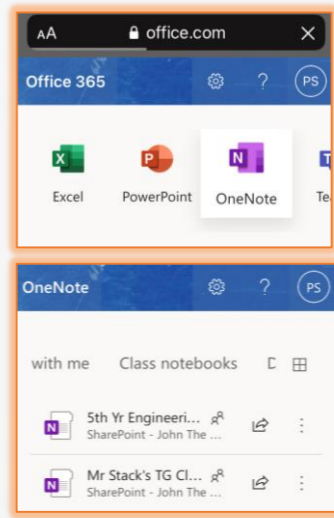
LOST PASSWORD

Email info@johnthebaptistcs.ie



CLASSNOTEBOOK WONT APPEAR IN ONENOTE APP

1. Go to www.office.com on a web browser and log in using your school account
2. Go to the OneNote App
3. Go to the Class Notebook Tab
4. Select and open the Notebook that is not appearing in the app
5. Go back to the app and select more notebooks
6. The notebook should appear



HOMEWORK WONT UPLOAD FOR TEACHER FEEDBACK

1. Always swipe down once homework is uploaded to ensure correct syncing
2. If the issue persists, uninstall all school apps.
3. Reinstall and log in to the apps in the following order:
 1. Teams
 2. OneNote

WHAT CAN I DO TO HELP MY STUDENT?

- ✓ Stay up to date with work by downloading the school apps to your own phone and logging in with your student's details
- ✓ Check out the digital school bag on the school website for video tutorials
- ✓ Keep a copy of your student's password website for video tutorials

