

USING MICROSOFT TEAMS AND SCHOOLWISE FOR ONLINE LEARNING

STUDENTS



**PRESENTATION COLLEGE, CARLOW
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As our school is a Green School, we ask that where possible you please keep the environment in mind and refrain from printing this document. 🌱

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1. Microsoft Teams

1. Logging into Microsoft Teams

On a Laptop/PC using a web browser

1. Visit www.presentationcollegearlow.com
2. On the top right hand corner of the website, click 'Office 365'.
3. Log into your Office 365 account using your school email and password.
4. On the left hand side, click the 'All Apps' icon (☰)
5. Click on the 'Teams' name and icon (👤)

On a Laptop/PC using the app

1. Download and install the Teams app from the Microsoft Website (<https://www.microsoft.com/en-ie/microsoft-teams/download-app>)
2. Locate this App and open it.
3. Follow the first time log-in process.

On an iPad, tablet or phone

1. Download and install the Teams app from the App Store for iOS devices (<https://apps.apple.com/us/app/microsoft-teams/id1113153706>) or the Google Play Store for Android devices (https://play.google.com/store/apps/details?id=com.microsoft.teams&hl=en_IE&gl=US)
2. Locate the app and open it.
3. Follow the log-in instructions you are brought through, until you reach your home page.

YouTube tutorial for downloading Microsoft Teams

- **For Laptops/PCs:** <https://youtu.be/APN3XfOm1OA>

2. Locating your groups in Teams

1. Usually, when your first log in to Teams, you will be on the page which shows your groups in Teams.
2. If not, click 'Teams' either at the side or bottom of your device.
3. You should now see all the Teams you are a member of.
4. If you are missing some teams, click on the 'Hidden Teams' button on the bottom of this page.
5. This may show more Teams which you are part of. To add these Teams to the 'Your Teams' section, click on the ellipsis (•••) beside the Team and click 'Show'.

3. Locating your Scheduled Meetings

There are two ways to locate your scheduled meetings.

Individual Groups

1. Click on a group of your choice.
2. Look for a purple bar with a calendar icon (📅).




3. This purple bar displays the meeting name, date and time. If you click on the bar, it will open a new window which displays further information such as the meeting description.

Through the Calendar

1. If you are using a laptop/PC or iPad/tablet, on the left hand side, locate the calendar icon (📅).
2. If you are using a mobile phone, on the bottom right, click the ellipsis (⋮). A new menu should appear. On this menu, click on the calendar icon (📅).
3. Your calendar now shows you a view of your week, including your scheduled meetings and all other events on your Office 365 account's Calendar. From here you can also join a meeting, RSVP to a meeting or view meeting details

Newly Scheduled Meetings

1. When a new meeting is scheduled, you will get an automated email to your school email, informing you of the meeting name, what group it is from, the meeting date and time as well as the meeting description.
2. In this email you will also have the option to RSVP to the organiser, to allow them to know how many people to expect attending their meeting.
3. You may notice that on your Calendar on Teams, there is different blue lines beside your events. These correspond with your RSVP to the organiser as below:

		
You have not yet confirmed you will be attending this meeting yet.	You have confirmed you will be attending this meeting.	If you decline a meeting, it will automatically be removed from your calendar.

2.SchoolWise

1. Logging into SchoolWise

On a Laptop/PC

1. Visit www.presentationcollegearlow.com
2. On the top right hand side of the website, click on 'SchoolWise'.
3. Click on the blue 'Staff and Student Login' button. *(Please ensure you click inside the blue bar and not the small writing under the box as this will not be able to let you login).*
4. Enter your school email address and password.
5. You should now be on your 'SchoolCentral' page which includes things such as assignments and your timetable.

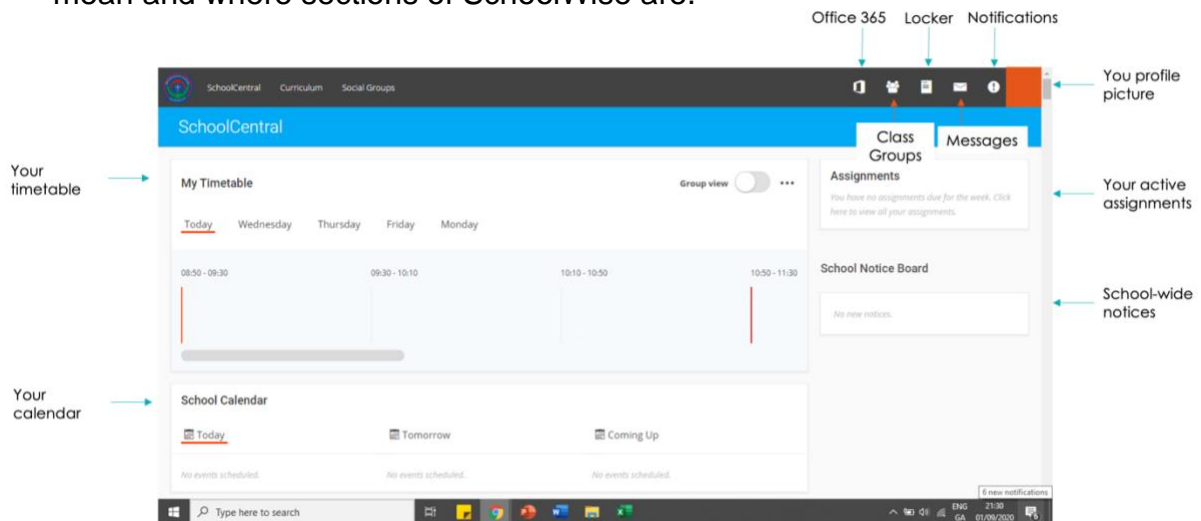
On an phone

1. Visit www.presentationcollegearlow.com
2. Scroll down until you reach the box with 'SchoolWise' and click 'Login'.

3. Click on the blue **'Staff and Student Login'** button. *(Please ensure you click inside the blue bar and not the small writing under the box as this will not be able to let you login).*
4. Enter your school email address and password.
5. You should now be on your **'SchoolCentral'** page which includes things such as assignments and your timetable.

2. Your **'SchoolCentral'**

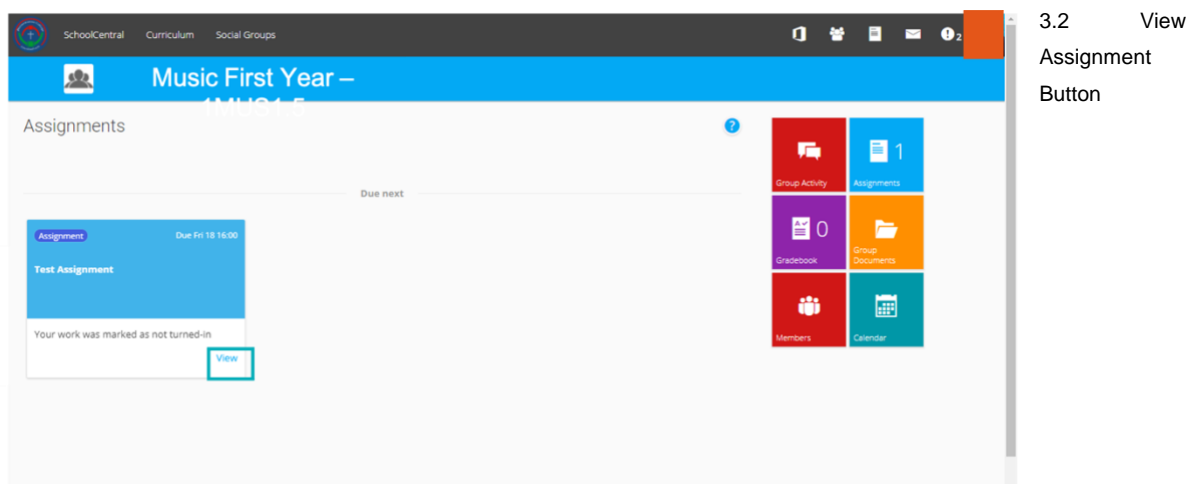
'SchoolCentral' is your own personal home page on SchoolWise. It is the page you first see when you log into SchoolWise and is where the majority of your information is available at a glance. The Figure 3.1 shows what some of the icons mean and where sections of SchoolWise are.



3.1 **'SchoolCentral'** layout on SchoolWise

3. Assignments on SchoolWise

1. Assignments can be viewed, at a glance, on **'SchoolCentral'**.
2. To see more details about an assignment, click on the **'Class Groups'** (🗑️) button at the top of your page and click on your **class**.
3. Click on the blue **'Assignments'** button.
4. Click the **'View'** button on your desired assignment (see Fig. 3.2)
5. The details of your assignment, including the description, due date and more will appear (see Fig. 3.3)



3.3 Assignment Details

2. Turning in assignments on SchoolWise

1. Once you are viewing the assignment as above, click on the blue 'Attach my Work' button.
2. This will now prompt you to choose the location of the file you want to attach.
3. Once you have attached your file(s), you need to click the red 'Turn In' button in order to send it to your subject teacher.

3. How to get your work from paper to digital

To get your work from your copy to a digital format to submit to your teacher, we recommend using Office Lens which is a free app for smart phones, tablets and iPads which allow you to professionally scan documents and easily share them.

1. Download the Office Lens app from the App Store (iOS Devices) <https://apple.co/3izY1QZ> or the Google Play Store (Android Devices) <https://bit.ly/2MiWSBm>.
2. Open the app and run through the initial start up questions.
3. To scan a document, place the document onto a contrasting background and hold your camera in front of it until the orange box lines up with the edge of your document.
4. Click the white circle to scan the document.
5. You are now given the option to adjust the box which runs around the edge of your document.
6. Click 'Confirm' and then 'Done'.
7. This now gives you the option to share the document.
8. Give your document a Title.
9. Click on 'PDF'.
10. Now click 'OneDrive'. This means it will save in a folder on your OneDrive called 'Office Lens'.
11. You can now upload this document to Teams or SchoolWise directly from the Office Lens folder in your OneDrive.

4. Further Information, Resources and Help

1. There is plenty of further information and resources online.
2. We recommend that if you have an issue which may be a common issue to try enter it into YouTube for a tutorial.
3. Microsoft Teams Support Page - <https://support.microsoft.com/en-us/teams>
4. SchoolWise Support Page - <http://support.schoolwiselearning.com/en/>