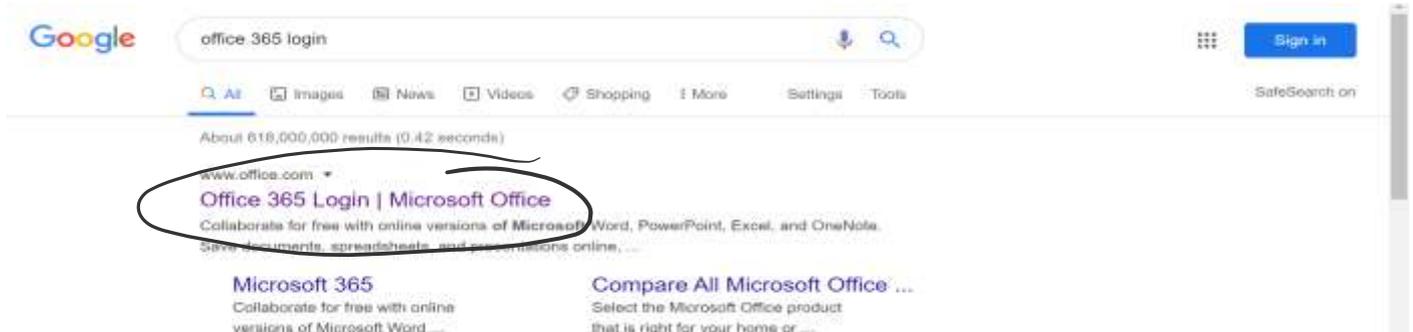


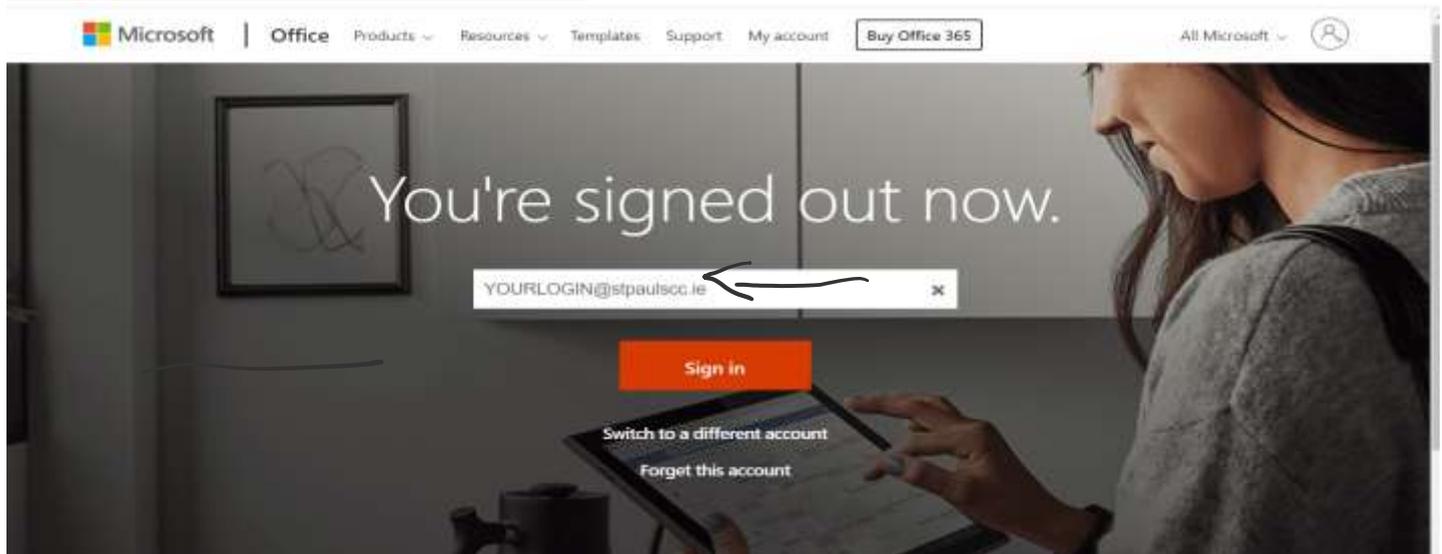
Student Guide to Office365.

How to access emails & teams:

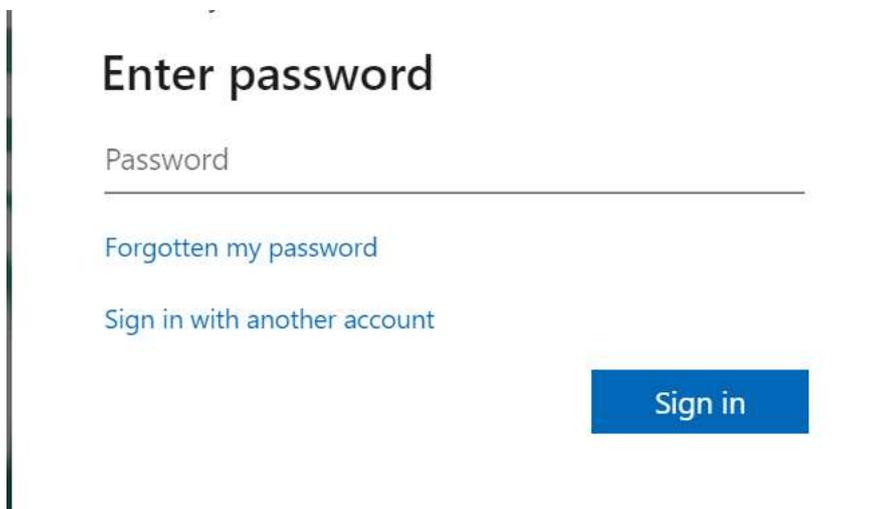
1) Google office 365 login



2) Enter your computer login and @stpaulscc.ie

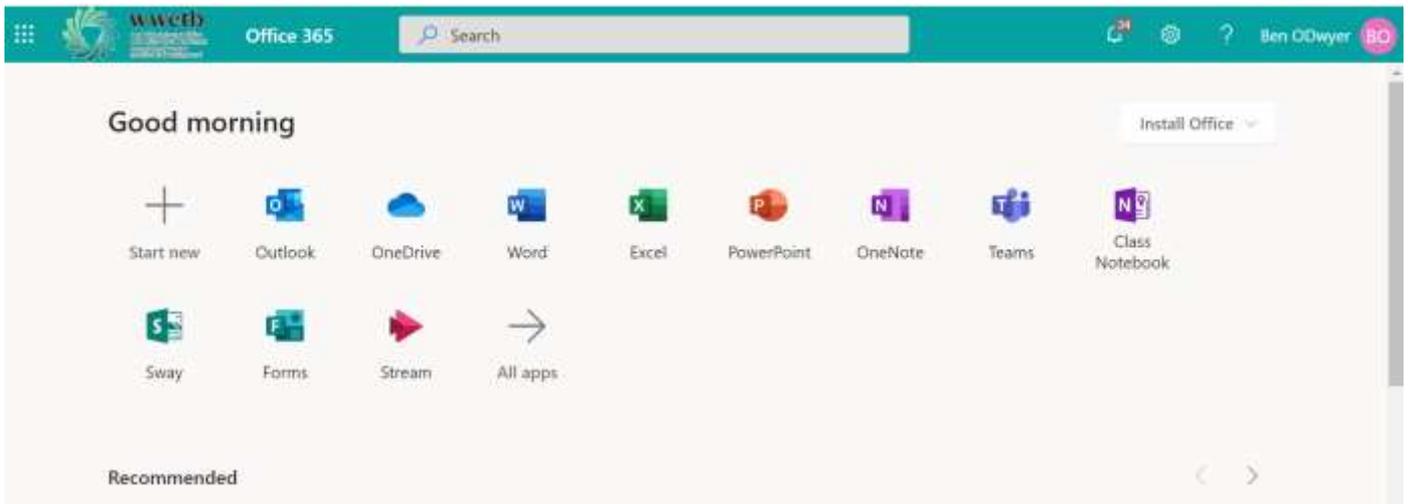


3) Enter your schools account password.

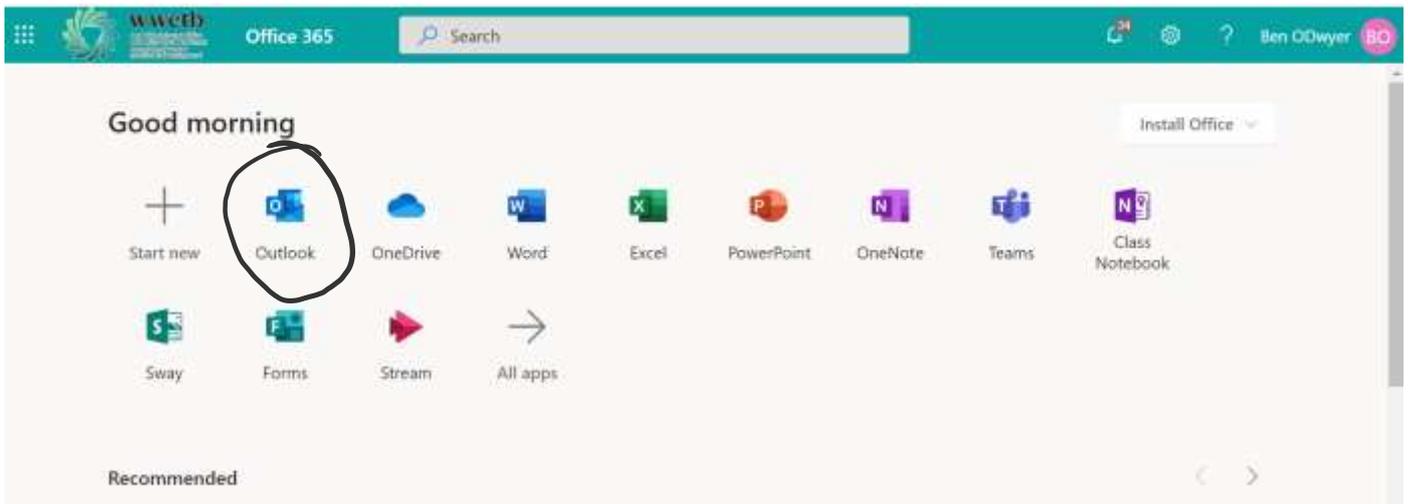


If password won't work, report to year head, tutor or Ms. Cahill.

4) You will see this screen:

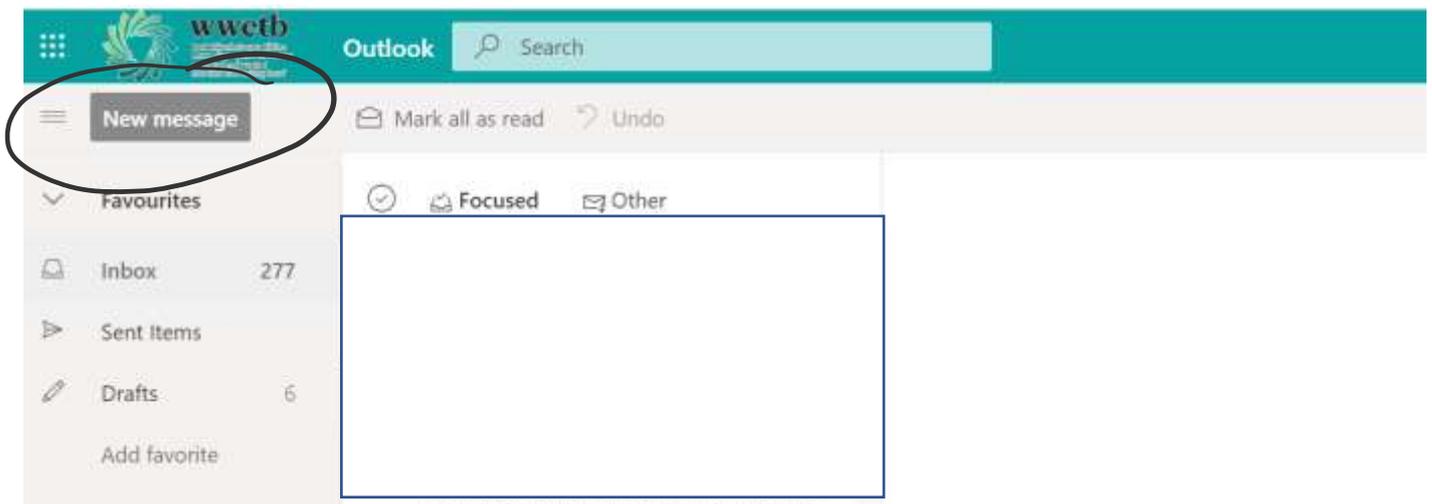


Option 1 Emails: Click outlook

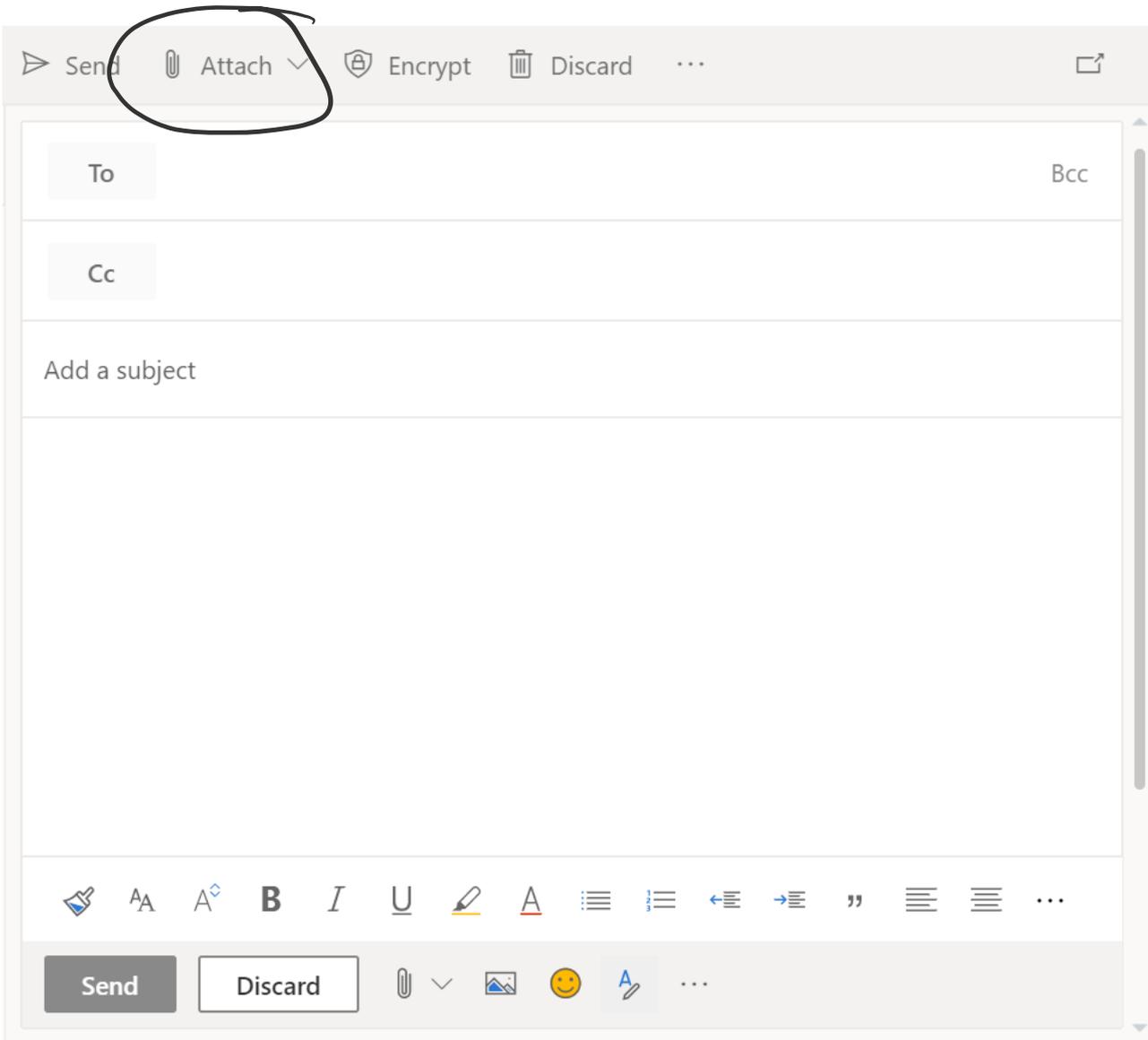


You will see any emails from teachers.

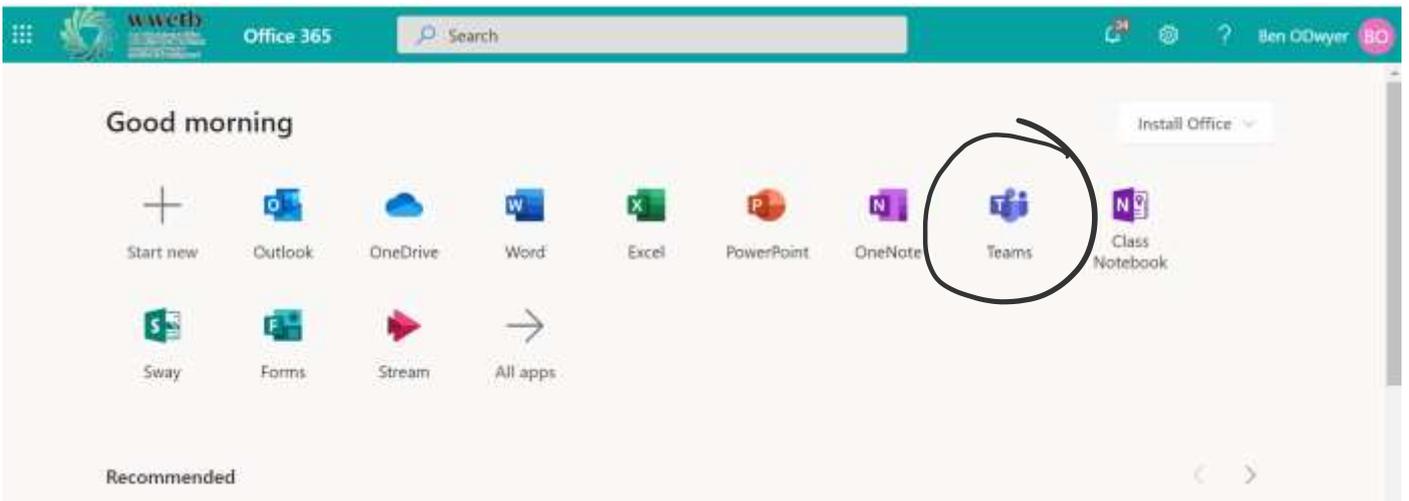
If you need to send an email to a teacher.



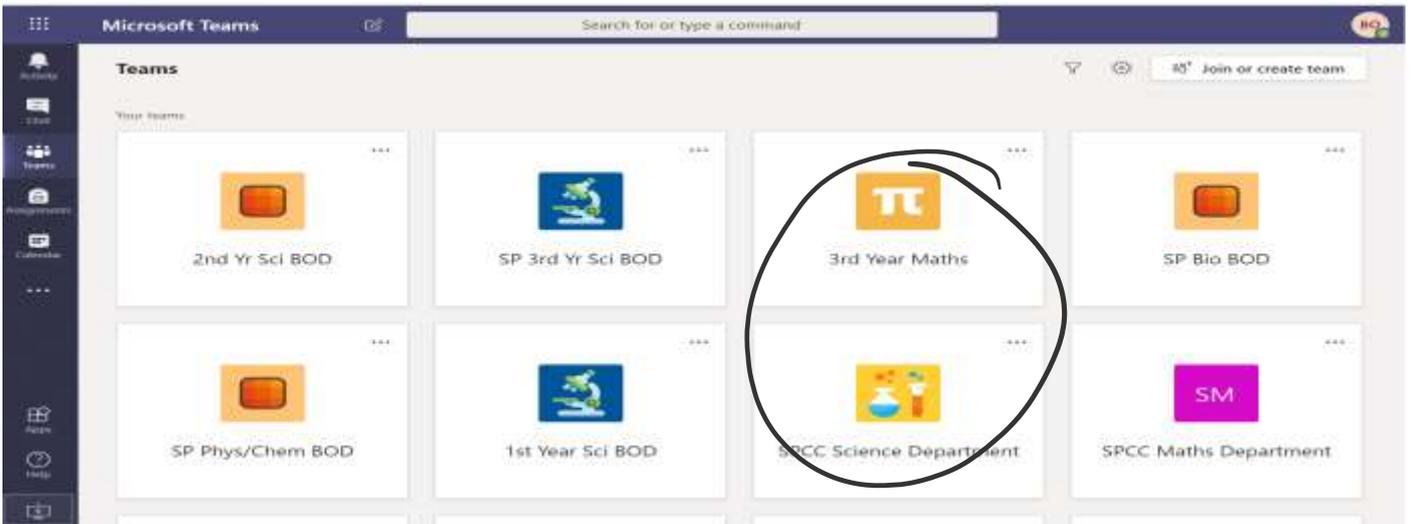
To add a document click the paperclip and you can select the work you've done.



Teams

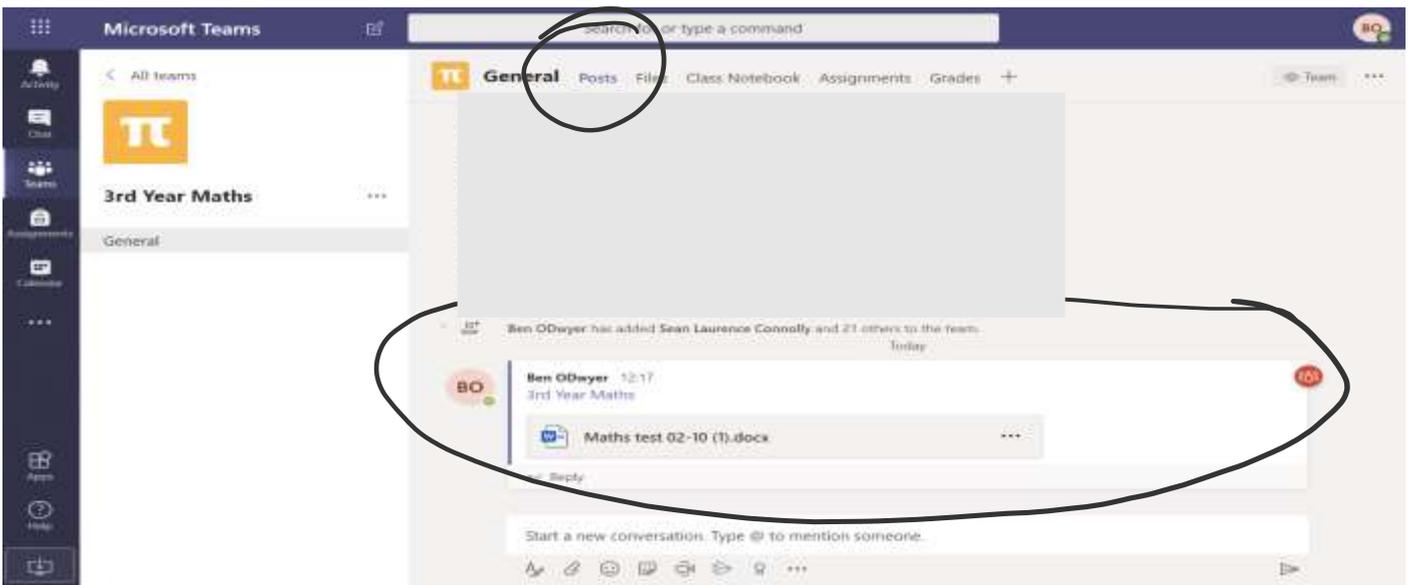


The first screen you will see is any teams you are a member of:



Click on the team/subject:

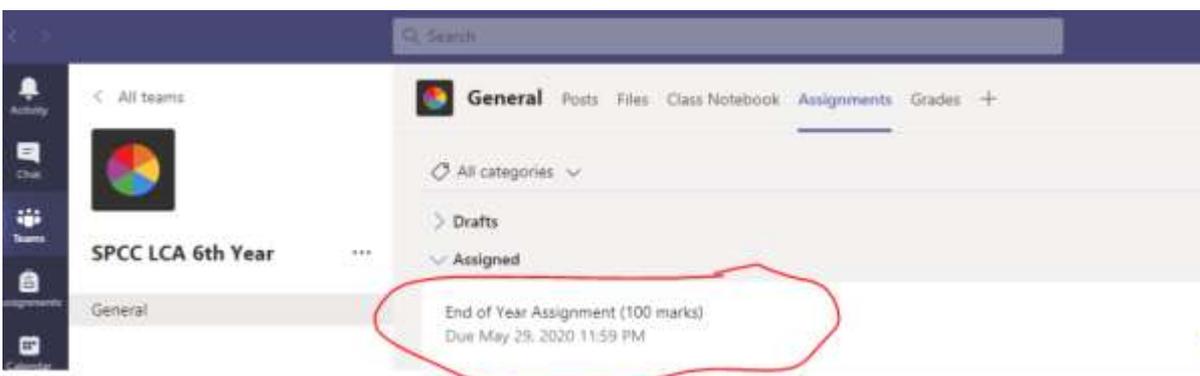
The Posts Tab will contain reminders from teachers about work and deadlines.



The teachers will post work in the assignments tab, the work will stay in this. The teachers and year head can see when you have opened it, viewed it and returned it.



You click into the assignment you have been given, this will tell you what to do, how long you have to complete it. This is also where they might post exams.



Completing work and sending to the teacher:

When you have viewed the work given by the teacher. You can complete the work. The work may be written work so you can choose to type it up in Microsoft Word and send it back or could write it into your copy book and take a picture on your phone and send back in for the teacher to correct.

Important

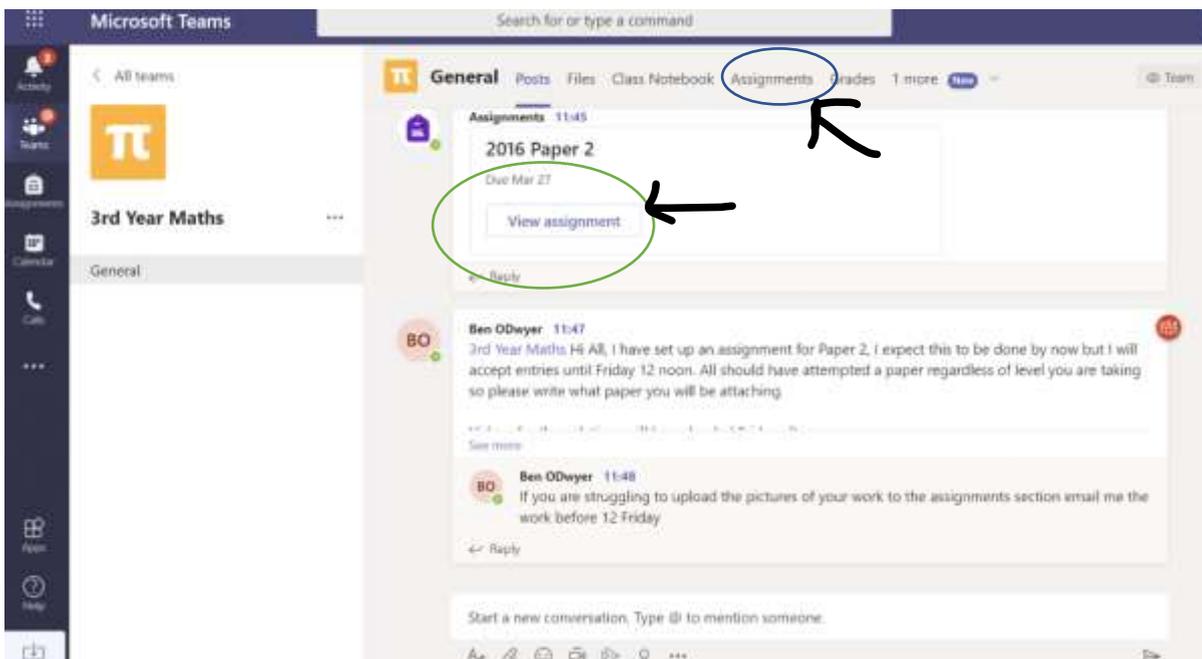
To upload work for an assignments in your teams app.

There are 2 ways to access assignments.

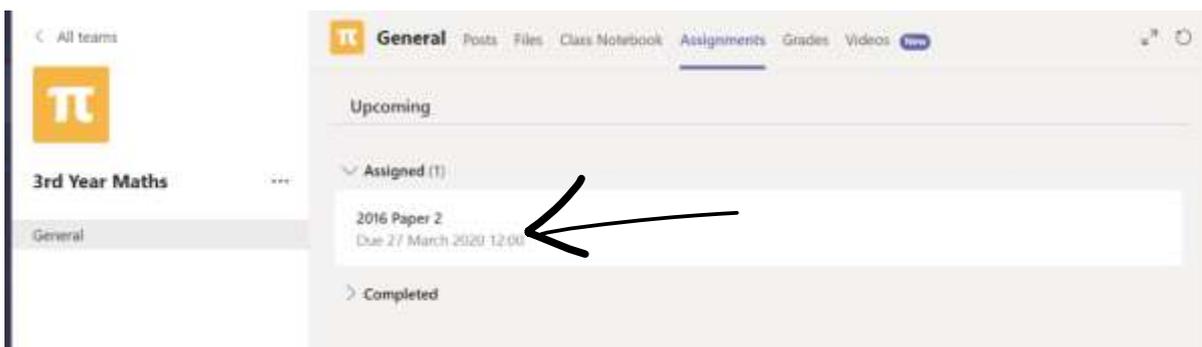
WHEN USING A COMPUTER/LAPTOP

1) Click on view assignment in the Posts section of your team.

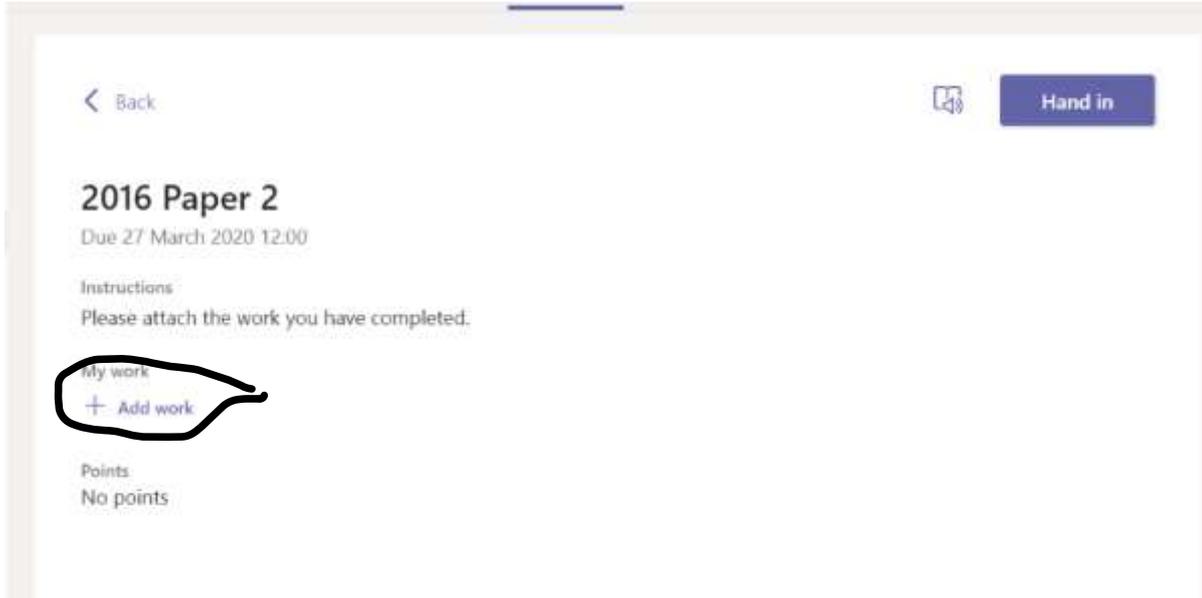
Or 2) Click on the assignment tab at the top.



2) If you have clicked the assignments tab, all your assignments for that subjects will appear. Click on the one you are submitting.



To submit your work you click add work.

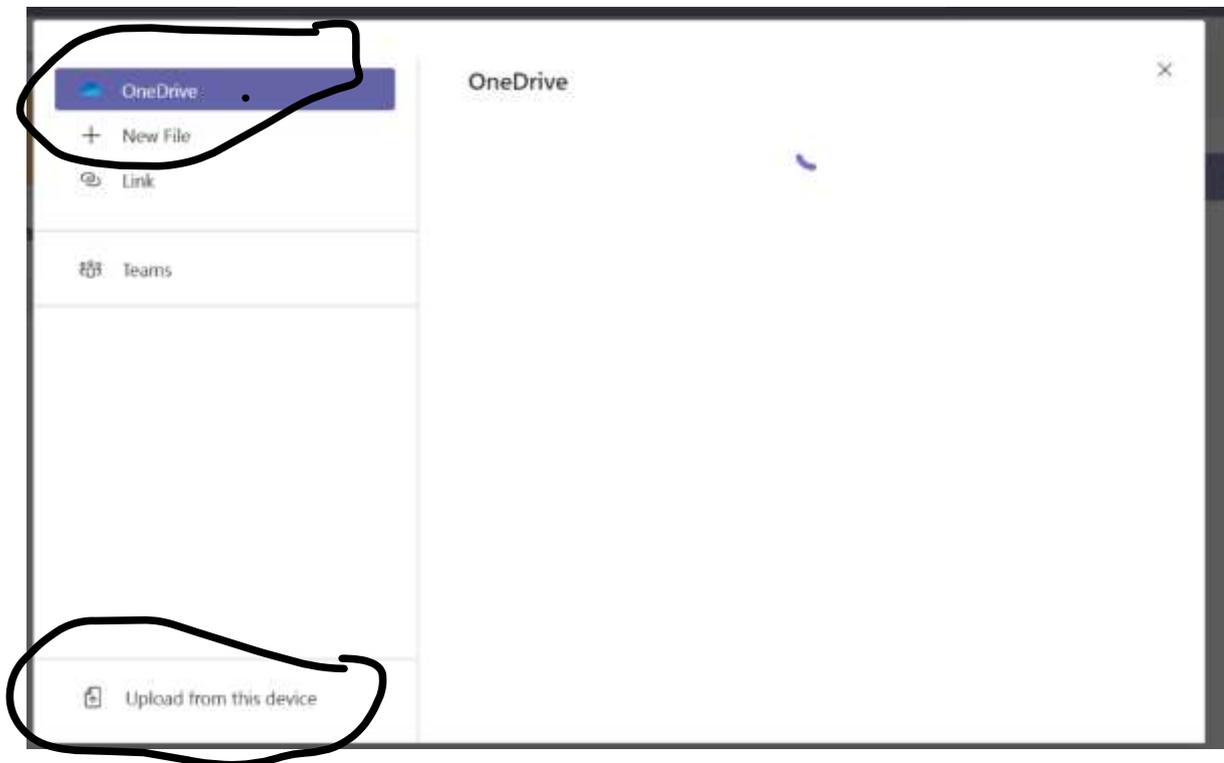


Once you click that then this screen will pop up.

You select upload from this device or OneDrive (Wherever you have saved your work).

Then add your work as if it were an email attaching a document or photo.

You must then click the Hand In button (Please see final image)



The image below shows the work is added and then you click hand in as the final step.

SPCC 3rd Year Art CC Hand in

End of Year Assignment (100 marks)

Due 22 May 2020 23:59

Instructions

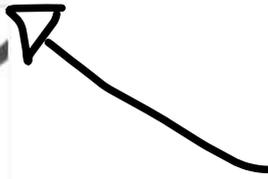
Hi all, I have attached a document for your end of year assignment its worth 100 marks (10%). it's similiar to the artist study you have done before you can save and edit the document or write the questions and answers into your sketchbook. Don't forget to do a full A4 drawing on any page of the artists painting as its worth 60 marks and add colour or shading. Then upload your work to me both the artist study and the picture of your work, email me if you need help uploading work and I will help you. I will be adding this to your booklet you have been working on all year to give your final mark. The project is due for Friday the 22nd of May and has to be completed by then. So the booklet is worth 90% and this assignment is 10%.

My work

End of Year Assignment.docx

AFF8514B-F4AE-4AB9-B05C-D5BD4C0B... ⋮

+ Add work



IF YOU ARE USING A PHONE

Press the view assignment button.

POSTS FILES MORE

Assignments 11:45 AM

2016 Paper 2
Due Mar 27

View assignment

Ben ODwyer 11:47 AM

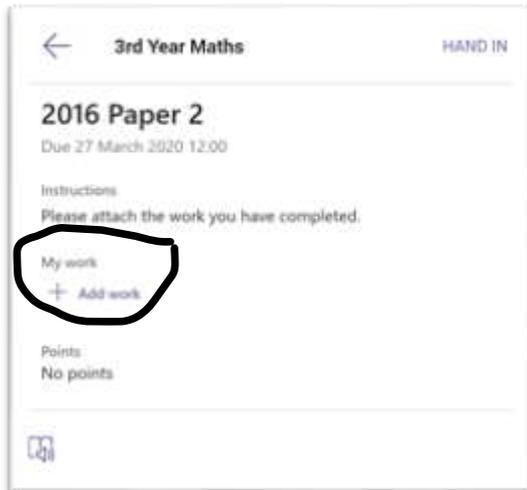
3rd Year Maths Hi All, I have set up an assignment for Paper 2. I expect this to be done by now but I will accept entries until Friday 12 noon. All should have attempted a paper regardless of level you are taking so please write what paper you will be attaching.

Videos for the solutions will be uploaded Friday afternoon.

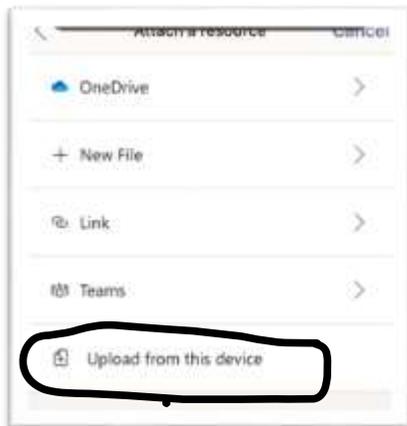
Ben ODwyer 11:48 AM

If you are struggling to upload the pictures of your work to the assignments section email me the work before 12 Friday

You will see this page and press add work.



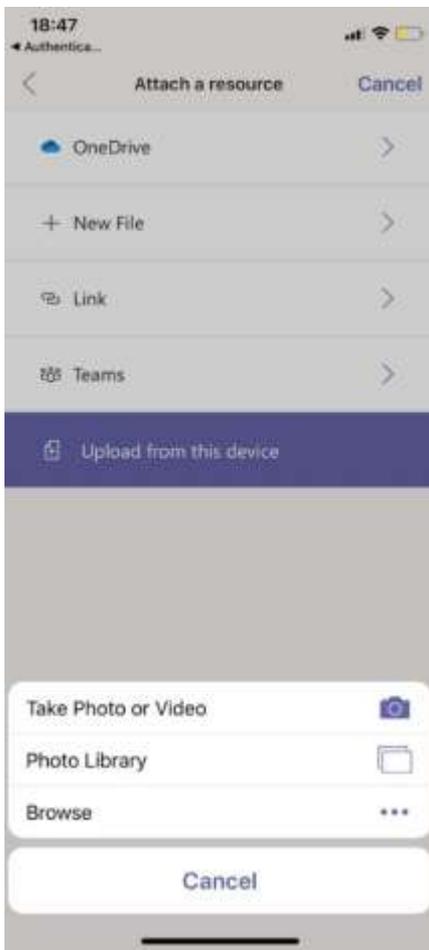
This menu will open and you press upload from this device.



On iPhone if you have a photo taken of your work click photo library.

If not click take photo and take a photo of your work.

(you can add multiple photos just keep repeating this step)



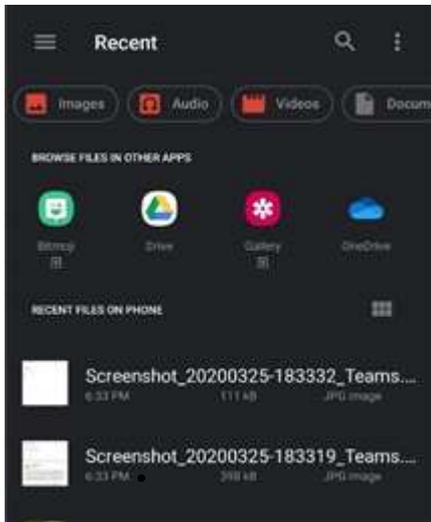
Just make sure to press the **Hand IN** button on the phone also.

your work has been submitted.



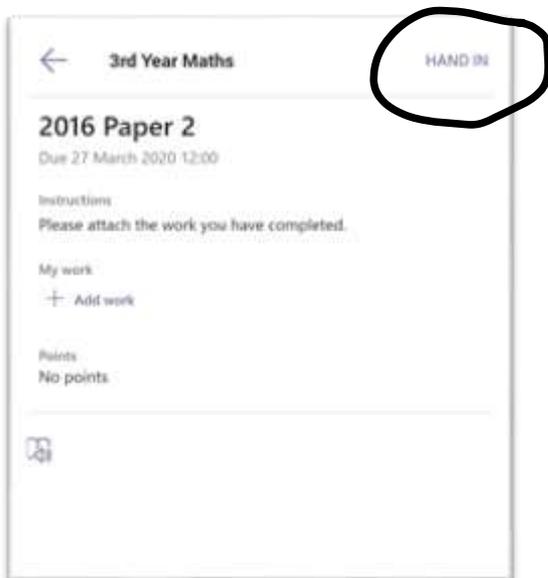
On Android you must have a photo taken before pressing upload work.

Click upload from this device and pick the photo(s) of your work.



You will then need to press “Hand In” once all the photos are attached.

Your work has been submitted.



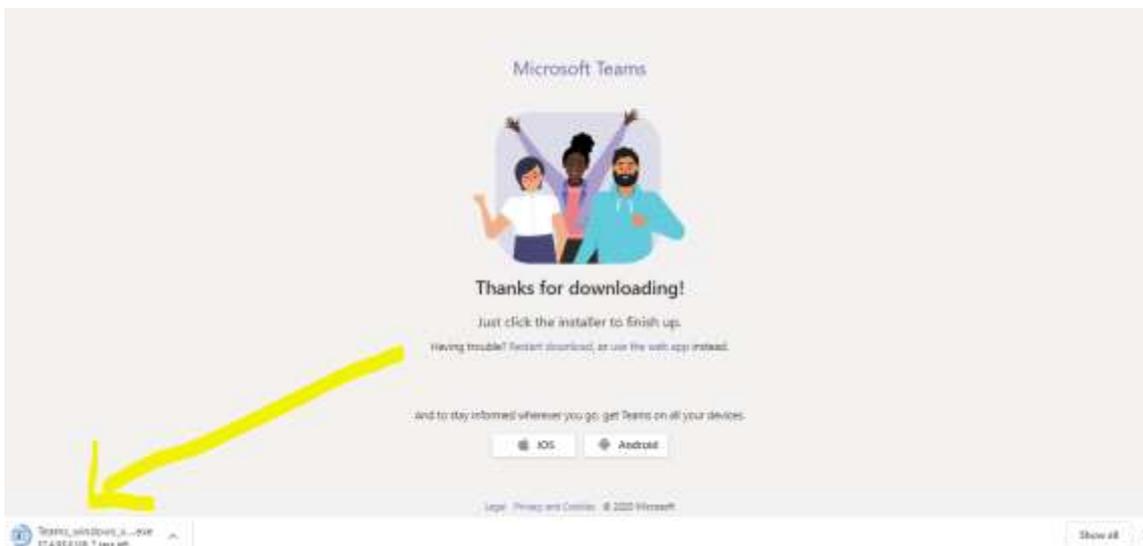
Any queries regarding individual phones/devices you can email Ms. Cahill, my email is clarecahill@wwetb.ie

Downloading the App

Desktop (Teams will automatically prompt you to download the app)



Click 'Get the Windows App' and then it will say thanks for downloading and will start downloading on the bottom left (see arrow below)



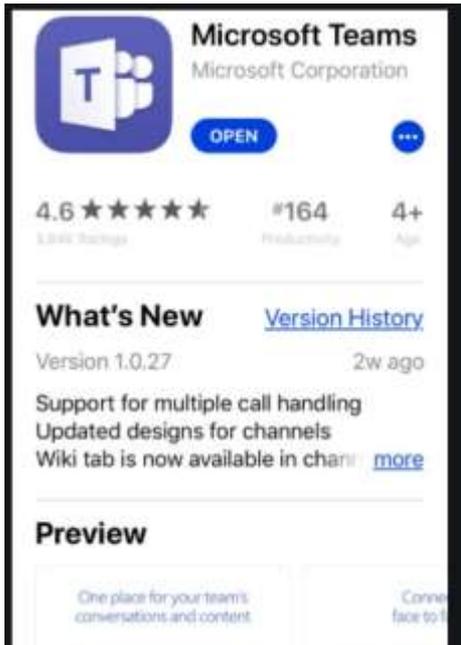
Then click on it when its finished downloading and it should be saved to your desktop for future.



App on desktop

To download on your phone:

Go to App Store and download Microsoft Teams App.



It will ask you to give permission and to download another app just say yes to all and it will download onto your phone for easy access.