

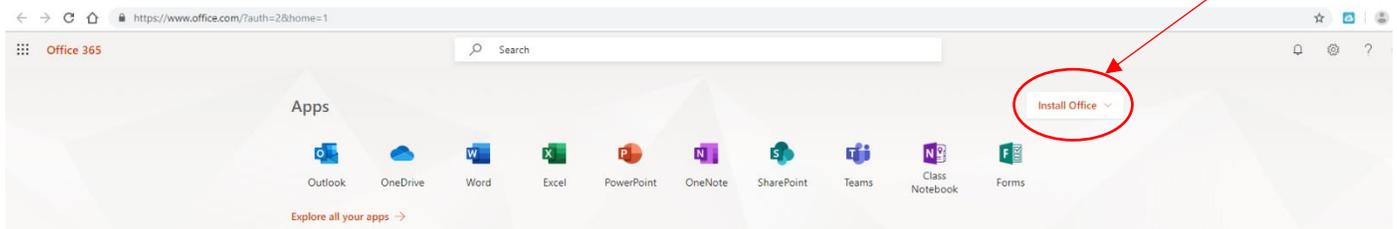
# IT applications for school and home

This guide will provide you with a greater understanding of the core applications that the students have been using in school, and will be using home, and how to access them. **Please do note that this is a complete list of all applications and that it may be that your daughter is only using a selection of these.**



Office 365 Education, which includes Word, Excel, PowerPoint, OneNote and Teams, plus additional classroom tools, is available to every student in school. 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 regularly through Office 365.

Office 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 Office applications on up to 5 devices. Students will be able to see the "Install Office" button on their Office 365 home page after they have signed in.



The full Office 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. All live collaboration in Office is only possible through the online applications.

## Recommendations and support

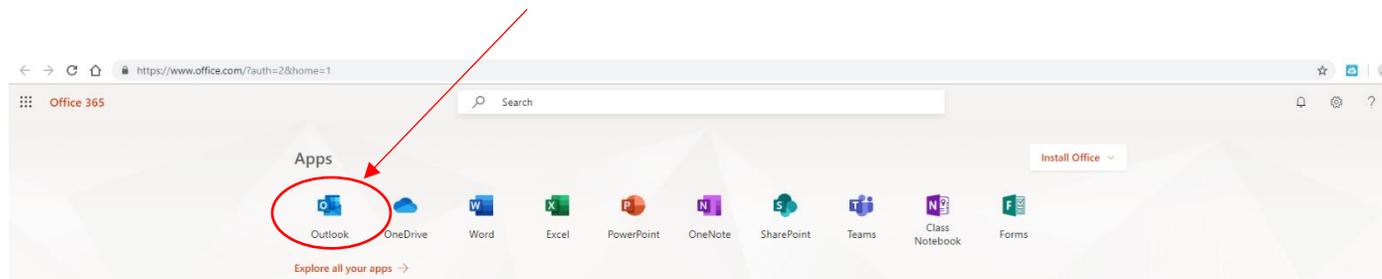
We would recommend students **bookmarking Office 365** in their browser for quick and easy access.

Please also note that Office functionality is best supported in the Chrome browser, and so we would highly **recommend that Google Chrome is set as the default browser** on devices.

Training on the use of Office 365 will be given to all new students in the first week of term 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 pupils online will come via school email. Pupils must therefore be able to access their school email account either through the web browser or via the Outlook app should they have that installed on their device. To access their email through the browser, they should sign in to Office 365 using their school username and password, and then select “outlook” from the Office 365 portal page:



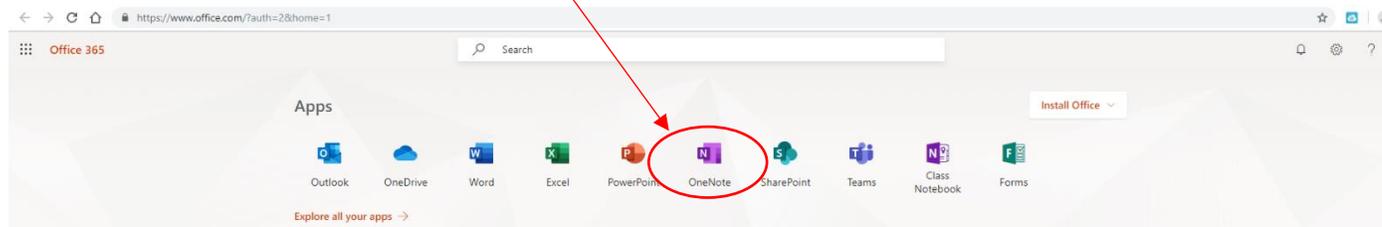
## Recommendations and support

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)

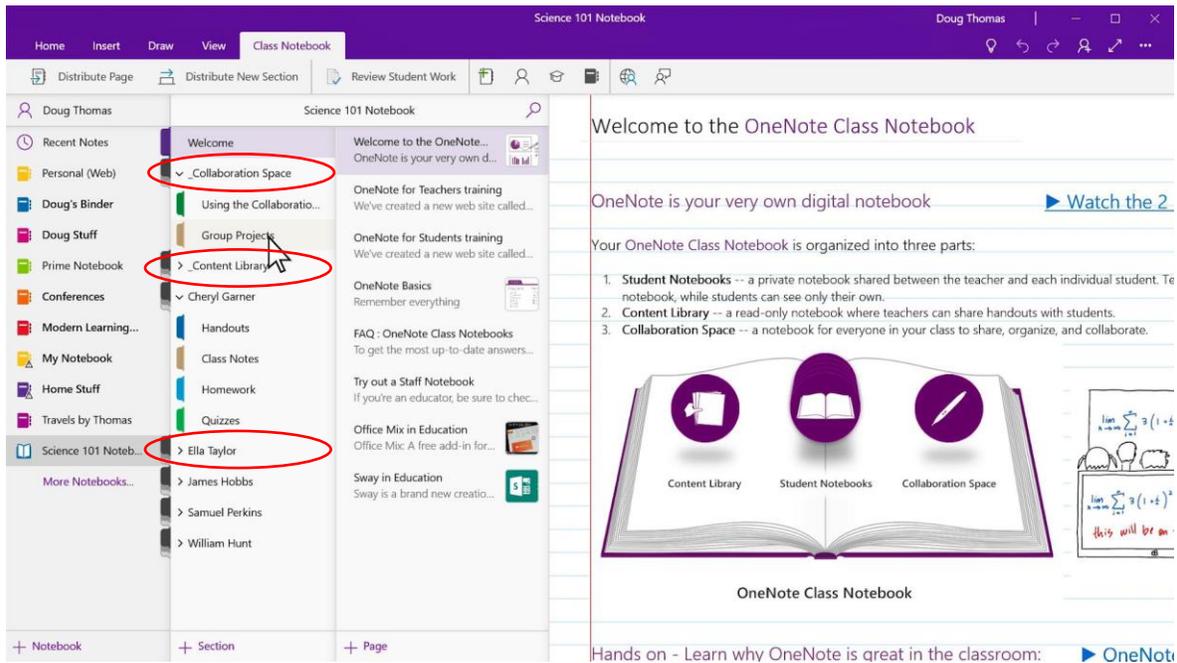
# OneNote

Many departments and staff use OneNote to deliver their course content in their lessons, to share resources, and to collect and mark work online. All Maths lessons are delivered via OneNote for example. OneNote is analogous to being a “digital leaver arch file” for each subject, with pupils 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 Office 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 pupils and staff can edit, a “content library” which only the teacher can edit and where the main delivery of content occurs, and then a personal section for the pupil to work in (note that below is the “teacher view” and that pupils will only see their own named tab).



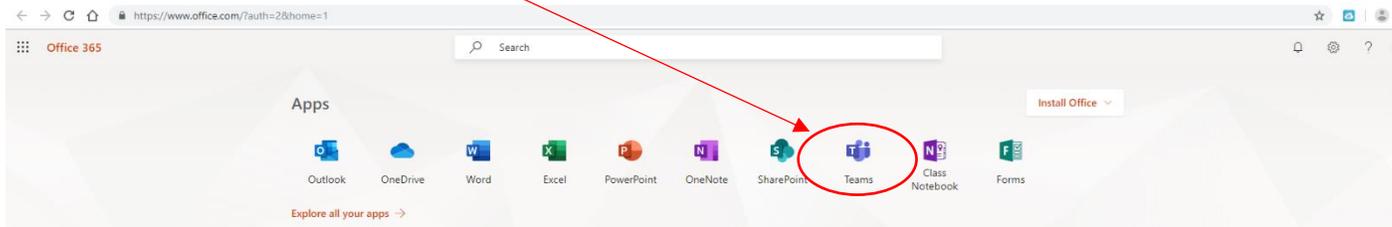
## Recommendations and support

We would recommend that students check they are **able to access OneNote** through either the browser or the app and that they can navigate their way to different “notebooks” and find their own named tab in each. If their normal way of working is to work on paper or in exercise books, then they can continue to do so, but should **practice taking a photo of their work and then inserting this** in the appropriate page/section in their own area in the notebook.

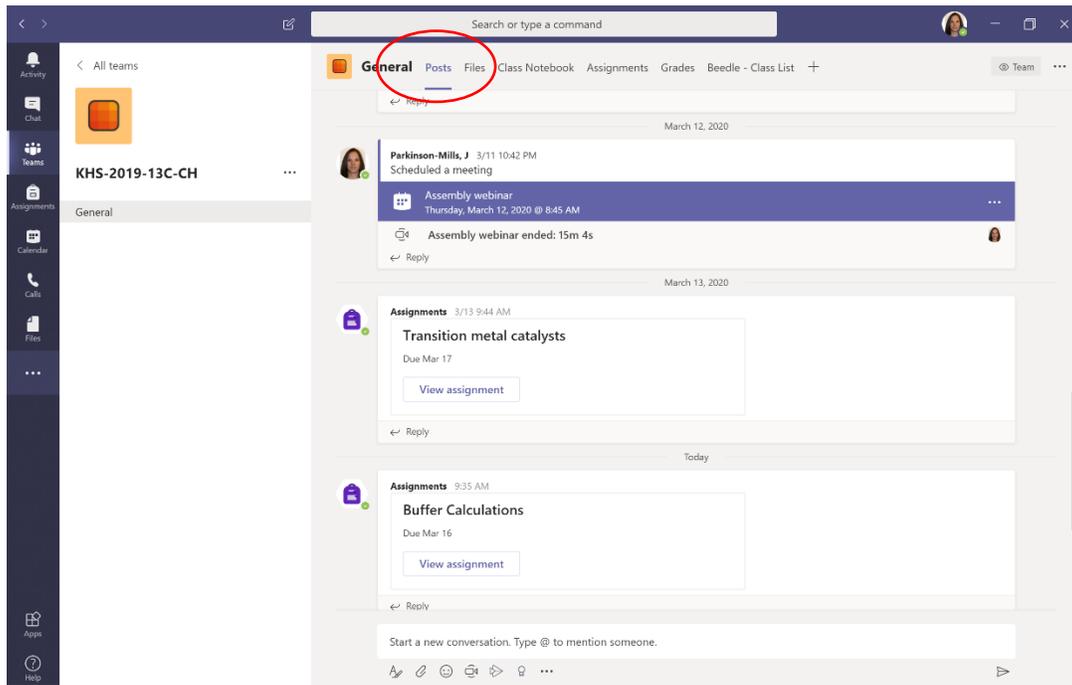


Teams is another Office 365 application that provides a safe channel for staff and pupils to communicate via. In this instance, staff and pupils can communicate quickly and easily through the “posts channel” in each Team. It is also the application via which “live lessons/webinars” can be delivered.

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



It is in the posts channel below that pupils will be able to access “live lessons/webinars” by pressing the “Join” button once the lesson (called a “meeting” in Teams) is started by the teacher. If a pupil is invited to join a lesson delivered by another teacher, then they would receive this invite via email

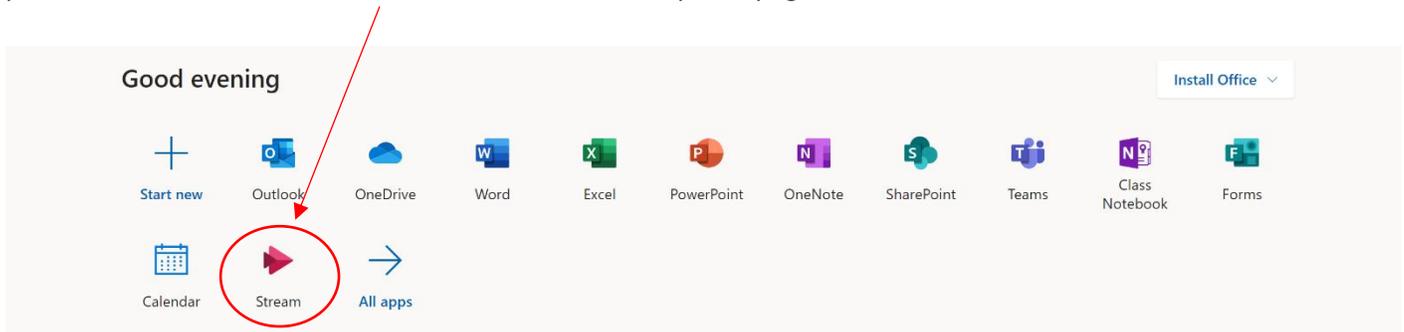


## Recommendations and support

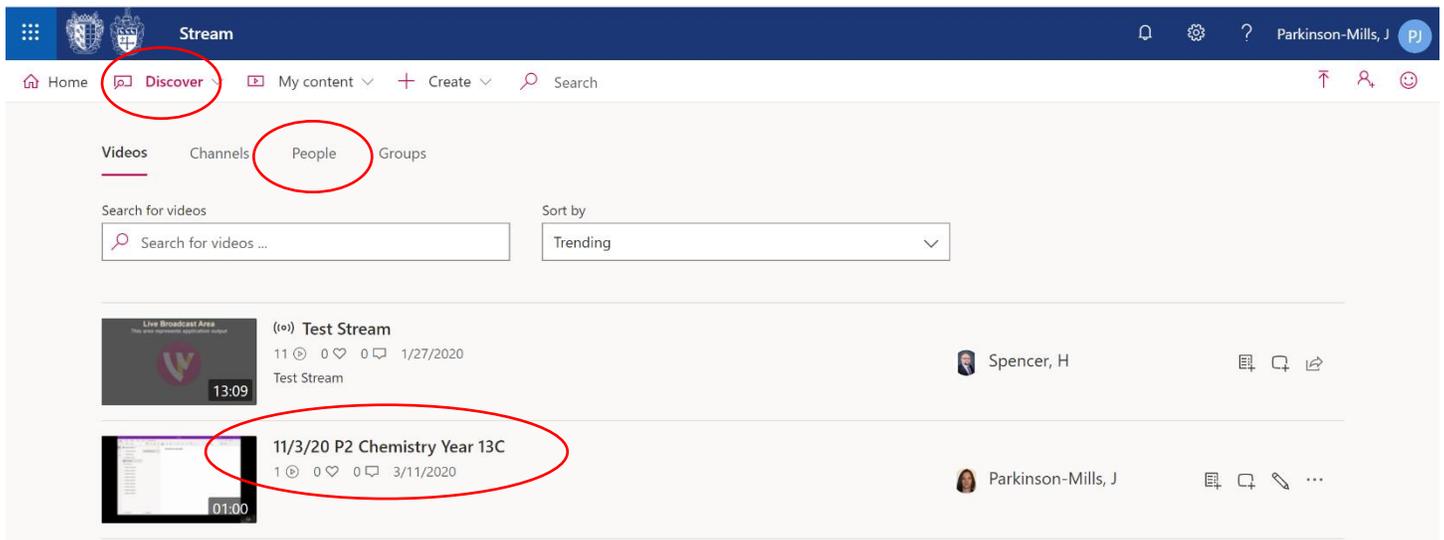
We would recommend that students check they are **able to access Teams** through either the browser or the app and that they can navigate their way to different “Teams” and find the “posts” tab should they wish to join a webinar.



Stream is the Microsoft application through which pupils will be able to access recordings of any “lessons” that they may have missed. To access Stream, they should sign in to Office 365 in the browser using their school username and password, and then select “Stream” from the Office 365 portal page:



Videos of lessons can easily be searched for by pressing on the “Discover” tab on the top menu bar, and then selecting “videos”. Content can then either be searched for by key terms that may be in the video title (eg. Subject or date of the recording) or by searching by the staff member who made the video, using the “People” tab.



## Recommendations and support

We would recommend that students check they are **able to access Stream** through either the browser and that they can navigate their way to different “videos” by pressing the “discover” tabs and then searching by title or by “people”



Classlink delivers instant access to all web applications resources from any device (PC, laptop, phone). Many departments use or subscribe to web-based applications that the students can use, all of which can be accessed here. Students can also launch remote Windows desktop applications (for example Office 365) right in the browser, with no software to install.

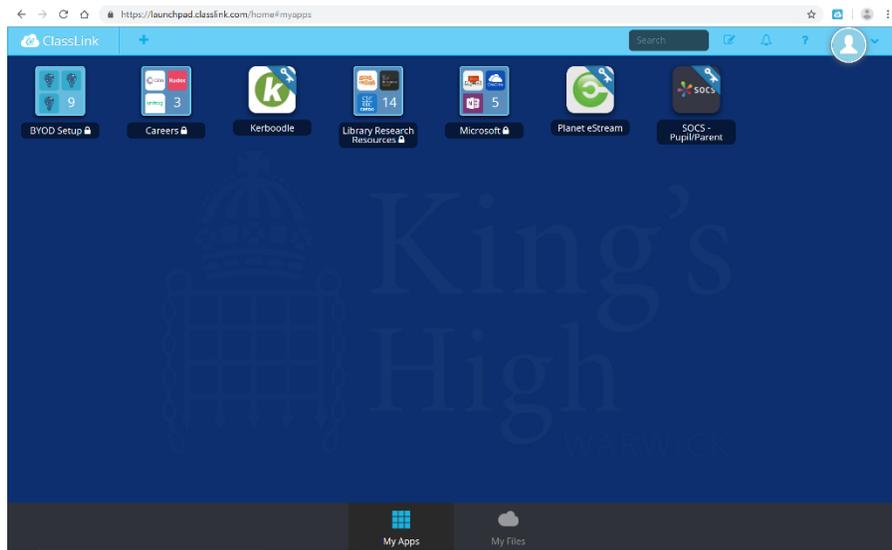
The school’s portal for Classlink can be found here:

<https://launchpad.classlink.com/warwickschools>

or it can be accessed via the “Quicklinks” button on the school website.



All pupils can sign in with their school email account details and start using Classlink straight away.



## Recommendations and support

Students will be using Classlink regularly in and out of school and so the link above should be **bookmarked as a favourite** in their web browser on their device, or perhaps a shortcut created on their desktop.

Please also note that some of the apps are best supported in the Chrome browser, and so we would highly **recommend that Google Chrome is set as the default browser** on devices.

Help guides on how to use and personalise their Classlink pages are available in Classlink in the BYOD set up folder, with further training also available in the first week of term and throughout the year.