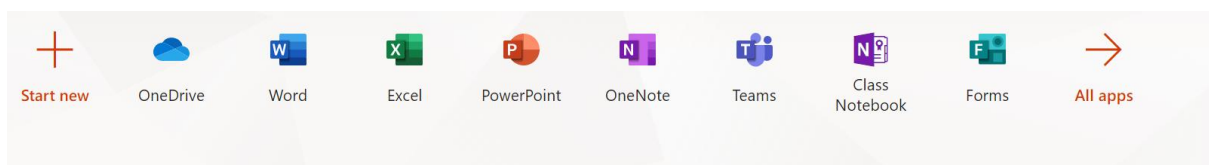


How to use Office365 to access work and teacher support

1. Open Google and type in office365
2. Log in using your school email address and normal password.
You can access word, excel, PowerPoint to help with your work.

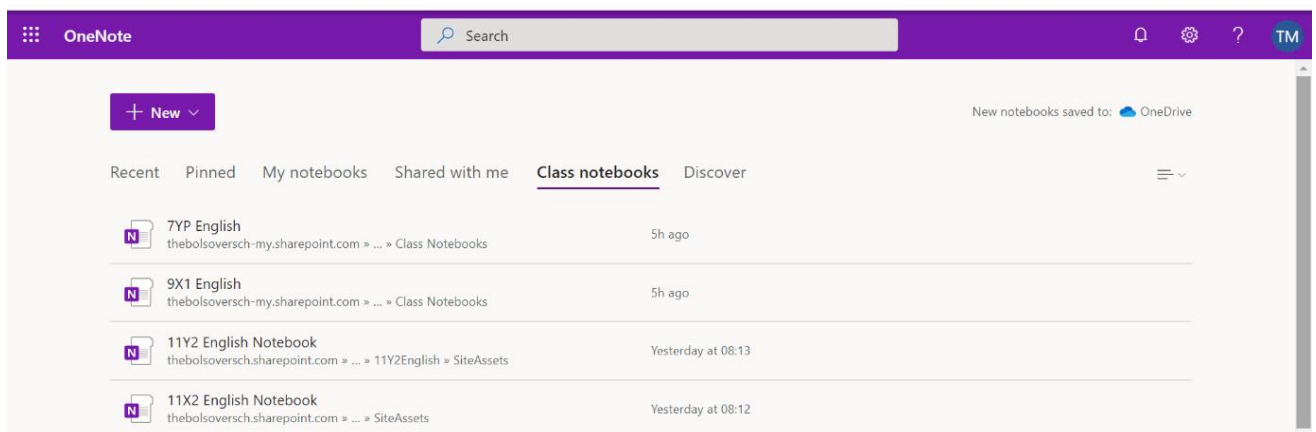
3. Select OneNote from the listed apps.



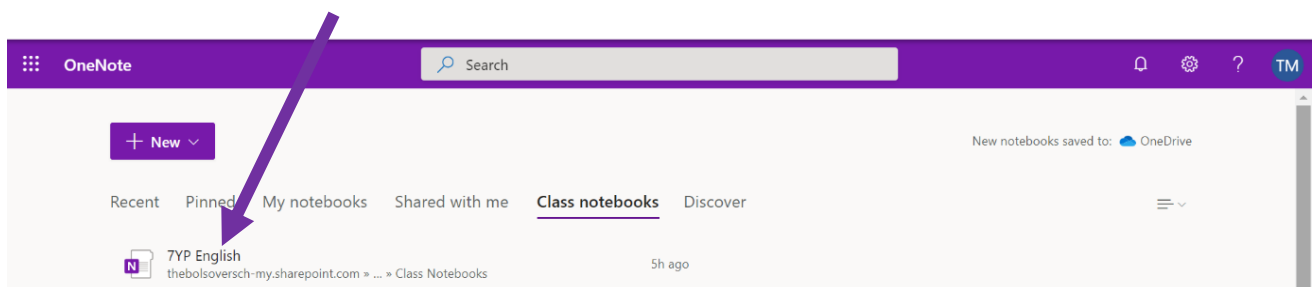
4. Click OneNote.

5. Click on Class notebooks.

Your notebooks will appear like this on the homepage:



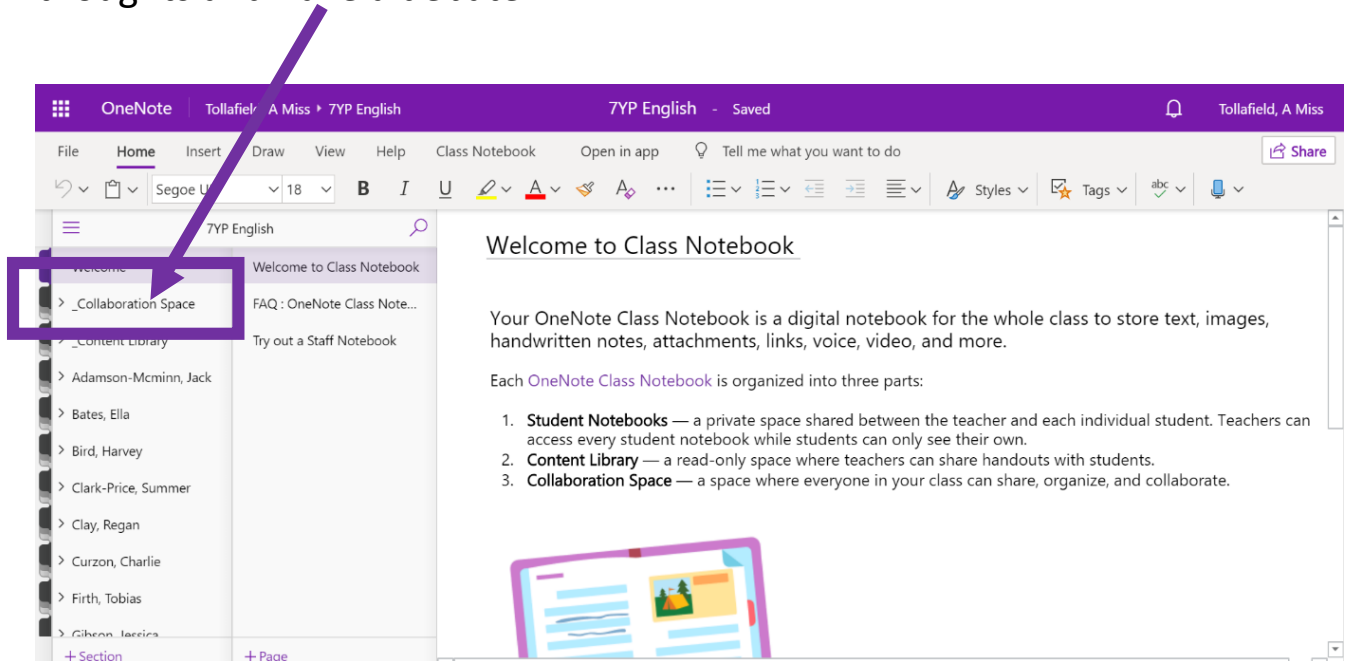
6. Click on the class name.



7. Collaboration Page

This is a space where you can all write together with your teacher.
This is shared by everyone.

Your teacher might add a question and you can all share your thoughts and have a debate.



8. Individual/personal page

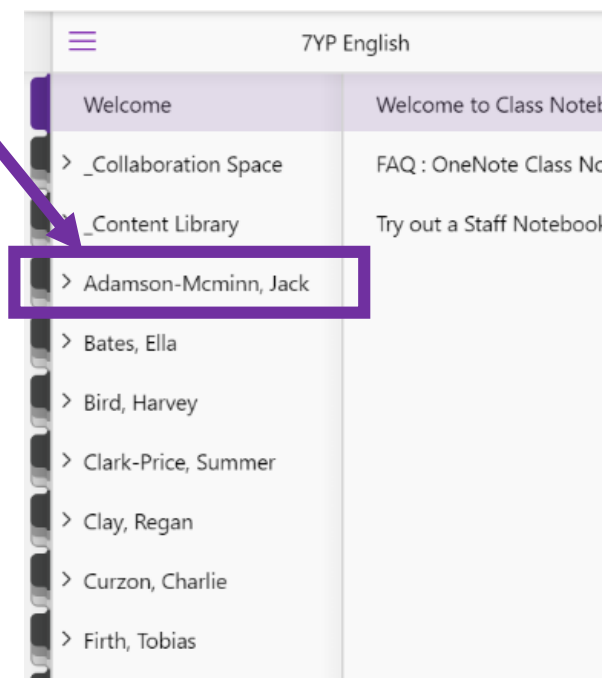
Find your name in the left hand side.

This is a space where you can write your answers and responses to questions set by your teacher.

Your work can be checked and marked by your teacher.

You can ask for help and support without everyone else seeing.

Your teacher can add personalised targets and work for you here.



Show My Homework

Work will also be set work through Show My Homework, but this may direct you to a different site. It is likely that your teacher will also load work on to Show My Homework, so please keep checking Show My Homework EVERY DAY.

You will receive the same amount of work that you would normally have EVERY lesson (for example, you will receive 8 hours of work for English every fortnight).

Email

You can access your email through the school website.

Go to contact – staff and student email.

Log on:

Username: Bolsover\your normal USERNAME

Password: Your normal password

Select the time zone if you haven't already (Dublin, Edinburgh, London)

Sharepoint

Go to the school website.

Go to the bottom of the page where it says – access school revision work.

This will take you to sharepoint, where you can access remote learning materials.