

Microsoft 365

What is Microsoft 365:

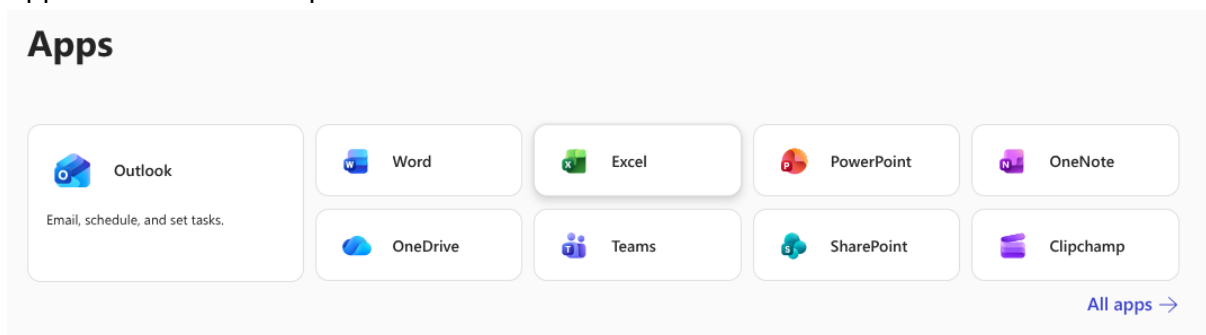
Microsoft 365 is a range of Microsoft applications that will be used in Greystones Community College. This platform allows students to access learning resources posted by their teachers, keep track of their homework and work collaboratively with their peers. This online platform provides students with numerous Microsoft services such as Word, PowerPoint, Excel, Teams and One Drive.

How to access Microsoft 365:

These services can be accessed by clicking the Microsoft Icon on the [School Website](#).

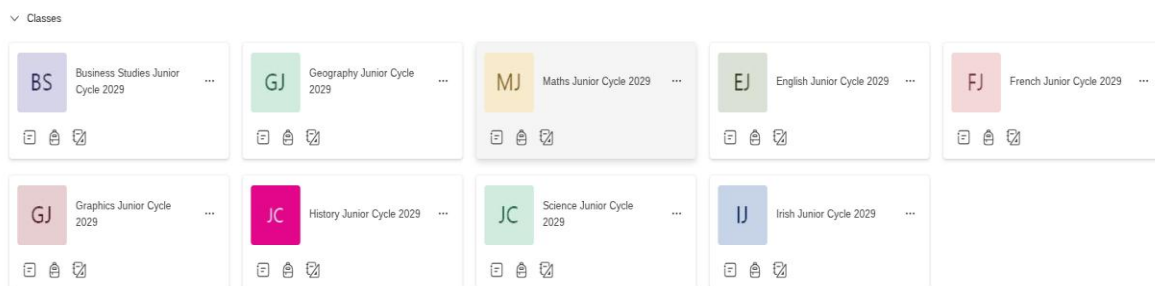


After putting in the student login details, students will be brought to the Microsoft 365 Dashboard pictured below. From here they can access a wide range of Microsoft Applications which are pictured below.



Teams:

From clicking on the Teams icon, students will be brought to a dashboard with all the different virtual classrooms for their chosen subjects (see below). By clicking into each class students will be able to access resources that teachers have made available to them such as PowerPoint presentations or notes. In addition to this, they will also be able to see what was covered in class and any homework tasks that they have been assigned.



Functions:

The purpose of the Microsoft Team for each class is provide students with the following:

- Access resources and notes shared by their teachers.
- Collaborative tasks so that they can work with their peers.
- Access to a greater variety of learning methodologies.
- Access to a review of each class so that students can reflect on what they have learned over the course of the class.

Examples of this can be seen from a Junior Cycle History Class below:

Resource Bank:

The screenshot shows the 'General' channel in a Microsoft Teams interface. At the top, there's a search bar with the text 'Find all content shared in this channel, along with items from the document lib'. Below this are tabs for 'All documents' and 'In messages'. A toolbar includes options for '+ New', 'Upload', 'Edit in grid view', 'Share', and 'Copy link'. The main area displays a list of documents under the heading 'Documents > General'. The list has columns for 'Name' and 'Modified'. The documents are as follows:

Name	Modified
Chapter 1 - Historian - Archaeology	May 14
Chapter 10 - Industrial...	May 14
Chapter 11 - Ireland 1798 - 1884	May 14
Chapter 2 - Ancient Ireland	May 14
Chapter 3 - Rome	May 14
Chapter 4 - The Middle Ages	May 14
Chapter 5 - The Renaissance	May 14
Chapter 6 - Explorations	May 14
Chapter 7 - Reformation	May 14
Chapter 8 - Plantations	May 14
Chapter 9 - Revolutions	May 14

End of class review

The screenshot shows a post in the 'General' channel by Aaron Creavin at 09:58. The post is titled 'End of Class Review' and contains the following content:

End of Class Review

Today's Class
Hitler's Rise to Power

- Effect of the Treaty Of Versailles
- Beer Hall Putsch
- Mein Kampf
- SA (Brownshirts) and SS (Stormtroopers)
- Effects of the Wall Street Crash
- 1932 election
- Reichstag Fire
- Enabling Act 1933

Homework
Read Page 306 - 308
Create a timeline that outlines the main events that lead to Hitler coming to power

Students are encouraged to use these reviews to catch up on classwork in the event that they miss a class. Ultimately this function is there so students will foster a strong responsibility for their own learning.

Microsoft Apps and Functions

A brief description of the main Microsoft Apps is outlined below and guides and training will be provided to students on how to use of each of these features.

<u>Microsoft App</u>	<u>Function</u>
 Outlook	Email App for Receiving and Sending Emails
 Word	Word Processing App for typed projects and tasks
 Excel	Data analysis too
 OneDrive	Cloud based storage for student files
 Teams	Virtual classroom where resources and notes are shared
 PowerPoint	Presentation App for creating and displaying information
 SharePoint	Shared Cloud Storage for teams that are working together.
 OneNote	Virtual class notebook.