

Using iPads, OneDrive & Teams – Pupil Support

1. OneDrive – Protecting and organising your work
2. Teams – Access and use
3. Word Processing – Using Word and Class Notebook

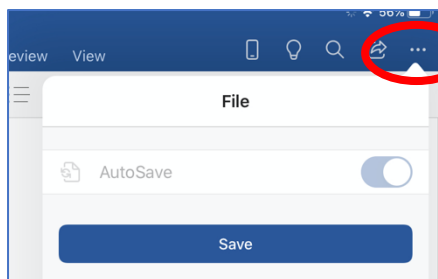
***** Your iPad is your responsibility. Please look after it and make sure that you bring it to school fully charged each day.*****

1. OneDrive – Protecting and organising your work

You must always save your work to **OneDrive**. This will:

- Protect and backup your files
- Allow you to access your files from any device

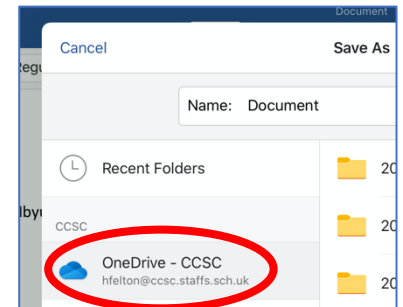
Saving your work to OneDrive:



When you are using an app (Word, PowerPoint, Excel, etc.) to complete work, click on the 3 dots, click **Save**.

Choose **OneDrive – CCSC**, then click on the folder you'd like to save your work in.

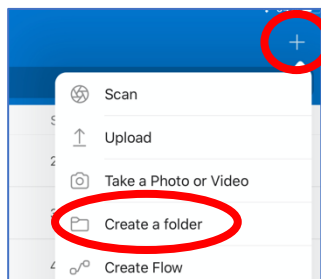
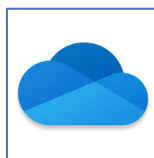
When you have saved your work in a folder, it will start to **AutoSave**. You can check this by clicking the 3 dots again.



Organising your work:

It is very important that you organise your work so that you don't lose it. Make sure that you create a folder in OneDrive for each subject and name your work carefully (e.g. *Business Coursework R065 – Task 1*).

1. Click on the **OneDrive** app.



2. Click on the + then click **Create a folder**.

3. Create subfolders in your subject folders by clicking on the + again, then clicking **Create a folder** (e.g. *Unit 1, Unit 2*, etc.).

Accessing your work from other devices:

- You can access all the work you save in **OneDrive** by going to office.com
- Sign in using your normal school login details.

2. Microsoft Teams - Quick guide for pupils

→ → → Teams can easily be accessed from an iPad, computer or phone.

Getting Started

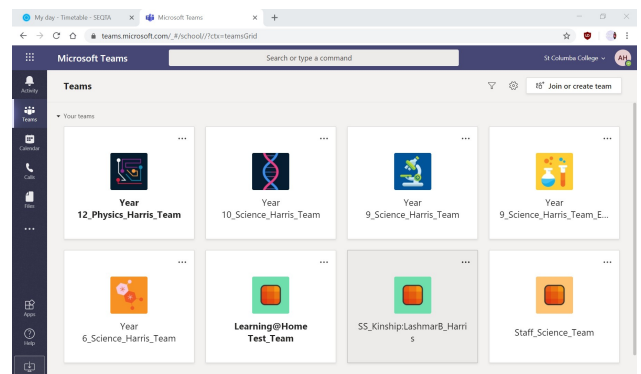
- Open the Teams app on your iPad/phone/computer
- Use your school email address (username@ccsc.staffs.sch.uk) and school password to log into Teams (the username and password you use to log into the school computers)
- Or, on any web browser, go to www.office.com
- Sign in, then click on the Teams icon



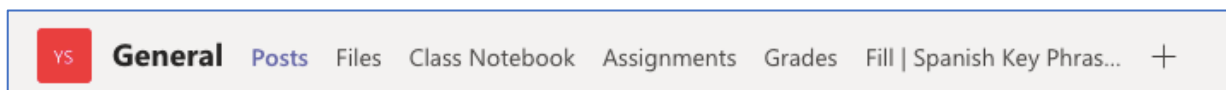
Your Teams/Classes

Your teachers will add you to a team for each of your classes. Click 'Teams' in the app bar to see your teams/classes.

Clicking on the team that you want to access will take you to the team landing page.



You will find the following tabs at the top of each team landing page:



Posts – Your class/team teacher will send messages to the team here. You are then able to reply to posts with your questions and answers. Communication must be appropriate here as the everyone in the team can see posts.

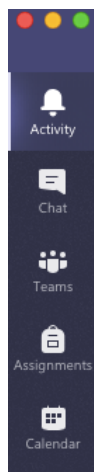
Files – Your teacher will store class resources/files here for you to access and use in school and at home. If you need to download a file (e.g. to complete questions on a Word doc.), select the file (button to the left) then click the 'Download' button at the top of the page.

→ **Class Materials** – You will find a folder called '**Crucial Knowledge Quizzes**' in this folder for each subject (using Forms). Please use the links as much as possible to practice and remember your crucial knowledge for all your subject.

Class Notebook – This is your digital exercise book to use in class and at home. You have your own Class Notebook for each of your classes/teams. Only you and your class teacher can see your Notebook. Your class teachers will help you to organise and arrange your work. Keep your work neat and organised as you would do so with a paper exercise book.

Assignments – Your teachers will set you work to complete here (similar to Show My Homework). You can view work that needs to be completed and handed in at the top of each team/subject page. You can also view set work for all subjects by clicking **Assignments** in the app bar.

→ More information on **Assignments**: <https://tinyurl.com/CCSCassignment>



Activity

This will help you to stay on top of everything. If you click **Activity** on the app bar, the **Feed** shows all of your notifications and everything that's happened lately in your teams. You will also see notifications about assignments here.

Calendar

This is where you find any live lessons/appointments that your teacher may set up. You must accept an invitation to a live lesson (meeting) for it to appear here.

3. Word Processing

- You will be using **Word** and **Class Notebook** (in Teams) to make notes in class and to complete work.
- Your form teacher will talk to you about how to use **Word** and **Class Notebook**.

Let's see if you can do these basic exercises in **Word**. Open a blank **Word** document and try the following:

1. Write a short paragraph about yourself. Add your name, the date and title at the top of the page.
2. Save the document with the title 'About me' to **OneDrive**.
3. Underline the date and title. Put the title in the centre.
4. Change the font to Avenir size 14.
5. Check your spelling and grammar (Review, Spelling & Grammar).
6. Change 3 words using the Thesaurus (Review).
7. Add 3 bullet points to your work. Include what you did during the holidays.
8. Add a table to your work. Include some information about what you like and don't like (Insert, Table).
9. Add a picture to your work. Wrap your text around the picture so that it sits in your paragraph.

Extension Task: Make a copy of your school timetable using Word. Include a table, colours, headings, etc. Try to make it as easy-to-use as possible.