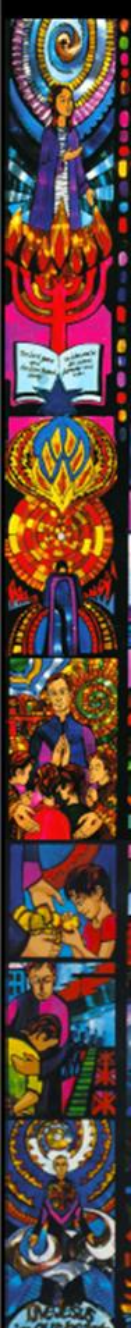


Welcome



Guidelines on Remote Learning

A PROUD TRADITION OF ACHIEVEMENT AND CARE



E-Learning Platform -Office 365

The CBS Ennistymon is using Office 365

Students use their school computer username and password to log into the Office 365 platform.

Office 365 can be accessed through any web browser on a computer, laptop tablet, mobile phone and some gaming consoles (e.g., Xbox and PlayStation).

The student username and password is unique to the student , parents are unable to access it.

The primary applications with in the Office 365 suite that the students will be include;

Teams

One Note

OneDrive



Microsoft Teams

Microsoft Teams application contains several **sub applications** that students and teachers can use to interact with each other.

Teams: in this section teachers set up their class groups which they use to teach live classes and distribute notes and other class materials.

Calendar: in this section teacher schedule meetings which are 'live' classes

Assignments: here the teachers can set assignments and the students can upload their completed assignments.

Chat :works in a similar fashion to messaging aps such as What's App

OneNote: is a digital note book that many teachers use to distribute their own class notes and accept exercises. Students can also submit work to OneNote either by typing their exercises or photographing their work. (See instructions given)

OneDrive: contains 1GB of online cloud storage available to the students as part of the package provided by the school



School



OneNote



Teams



SharePoint



OneDrive



Outlook



Object Viewer

Remote Learning -Be ready

Prepare for the Day – Follow your normal morning routine – get up, get dressed, eat your breakfast and prepare for the day. This will help put you in a good frame of mind to tackle your schedule for the day.

Space – Have a specific quiet area that you use for schoolwork if possible.

Organise- Have your device charged, books for the day etc ready .

Phone – We understand that many of you use your phone to access Teams and email but put your phone on DO NOT DISTURB,(iphone: moon icon) in order to avoid distractions when completing tasks or assignments.

Prioritise –Make sure you prioritise the work that is due first so that you can keep on top of meeting your deadlines. Knowing what tasks are priority will also help you to create your daily schedule.

Ask – if you have any queries regarding classwork or homework, your teachers are available during school hours via email/chat on Teams

ONLINE LEARNING

A STUDENTS GUIDE

Get up early as if it was a normal school day.... 🕒

Plan a timeline for your day - Online Classes /Breaks/Exercise/Study/Finish Up 📅

Choose a quiet, comfortable workspace where there will be least disruption 🏠

Organise your books, stationary, technology for the day ahead. Charge up your technology the night before 📱

Apply school rules during school hours. Stay off social media/messaging when you are studying or in your online classroom 📵

Be aware A Healthy Body = A Healthy Mind, eat healthily and at regular times 🍎

Keep hydrated - Drink plenty of water 💧

Talk to your friends if something is bothering you 🗣️

Try activities such as exercise / meditation/ yoga to help to de-stress 🧘

ENJOY THIS NEW WAY OF LEARNING



Engage & Behave

Follow the school timetable , take the breaks.

In **live** classes students are required to:

Join the class **on time** and stay until the teacher dismisses them.

Have all **books and class materials and charged devices** .

Keep the **microphone and video muted** except when permitted/invited by the teachers to contribute.

Do Not interrupt the teacher during the class , messing will not be tolerated (they can be removed)

Use the **messaging function** for relevant questions/contributions or use the “raised hand”

Use **headphones** as appropriate.

Recording or dissemination of a live/video lesson (by video/audio/photographs/etc) is strictly prohibited

Be **appropriately dressed** for class

Refrain from eating/drinking during class

.



A STUDENT'S GUIDE TO ONLINE CLASSROOM ETIQUETTE



WORK SPACE

Choose a workspace that is suitable for the online classroom.

Be aware of what others will see in the background.



SHHHH...!

- Mute your mic when you are not talking or typing. Only turn it on if you are asked to speak.



BE ON TIME

Turn up – the class is to help you and your learning

Be on time for your online classes



NO PHOTOS

Do not take screenshots or photos of others online



SCHOOL RULES

School rules apply in the online classroom

Think before you type. Keep focused on the task assigned.



PRESENTATION

Dress appropriately



SPEAK UP & ASK FOR HELP

Contact teachers during school hours or make an agreement about contact times



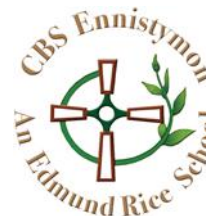
RESPECT

Respect everyone's views online



ENJOY IT!

Enjoy this new way of learning. It is new to a lot of people and it may take time to adapt



Submission of Homework

Homework may be assigned in Assignments or in the Team chat or verbally in live classes. Students should use their **journal** to keep track of classes and homework as usual.

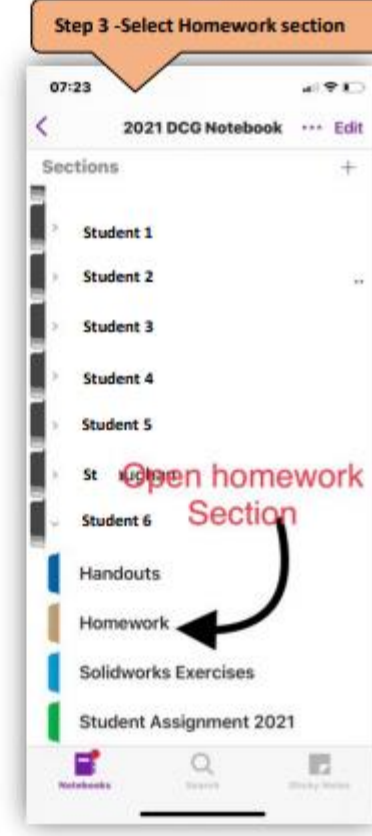
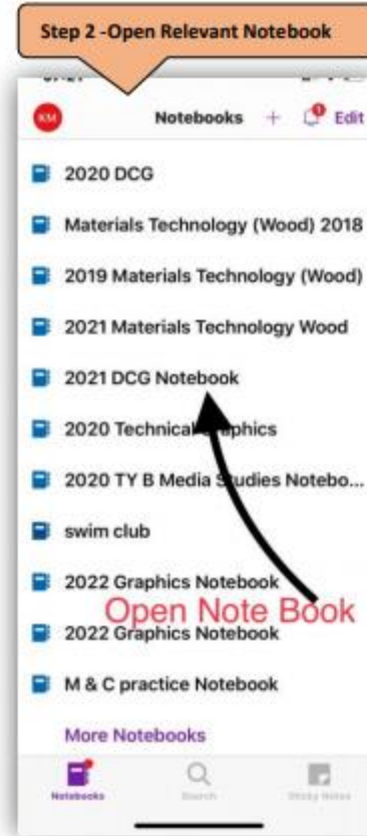
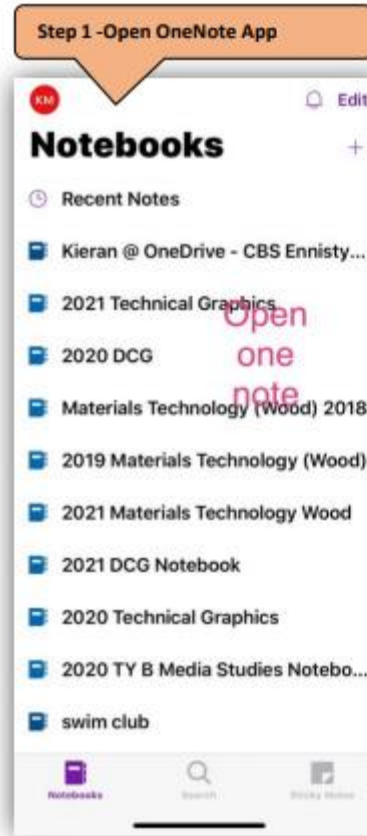
Teachers may use several methods of assessment such as Forms, Kahoot etc

Teachers may require a photograph of homework to be uploaded to OneNote-see instructions

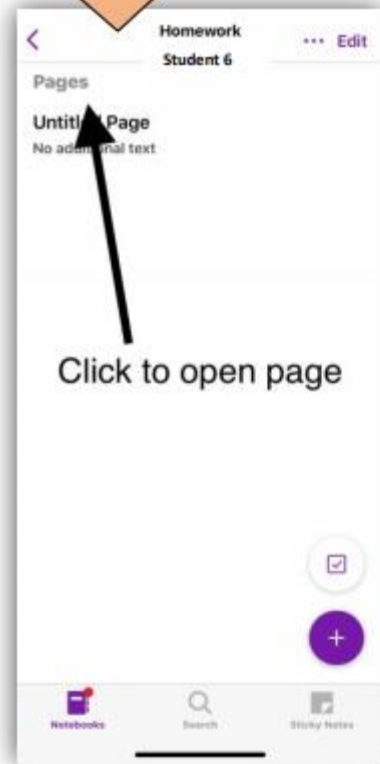
Complete all homework in accordance with teachers' instructions.

Turn-in homework by due date in One Note or as instructed by the teacher. It is the student's responsibility to complete all assignments on time or communicate with the teacher if an assignment is not completed.

How to Post a Picture to the One Note App on Your Phone.



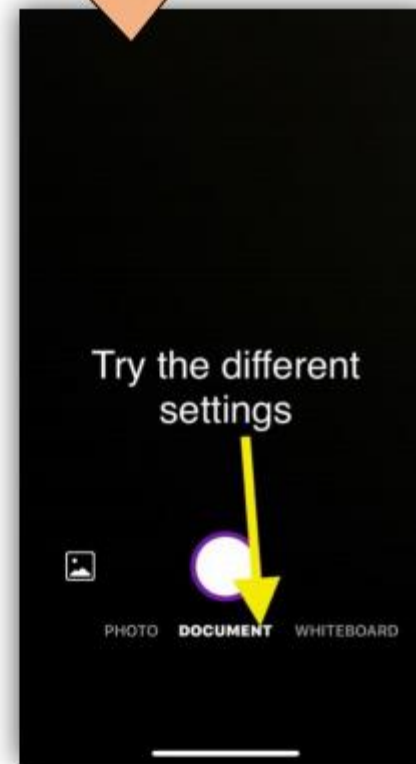
Step 4 – Open New Page



Step 5 –
Title your Page (e.g homework date)
Click Camera Icon to open

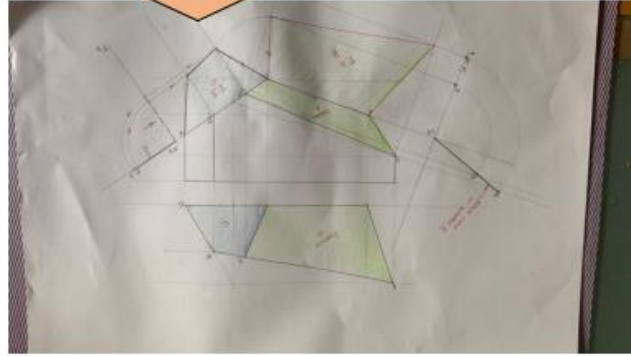


Step 6 Try Different Settings
Document auto crops to page size
Hold Phone perpendicular to
sheet in good light

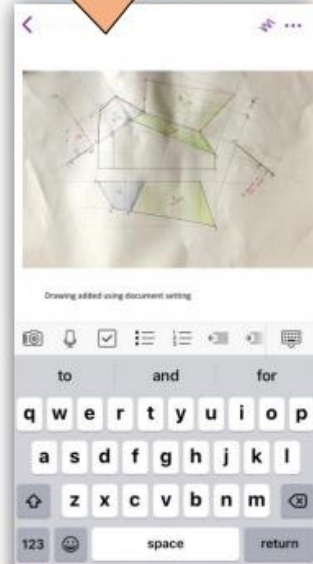




Step 7 Photograph Your Work



Step 8
Work up loaded using Document
Setting which auto cropped the
background



Students with SEN

- It is our wish and our intention to provide best quality support for students with additional learning needs.
- Learning Support and Resource classes will proceed in accordance with students' timetables.
- Student who have SNA access will have one of the SNAs support them with remote learning
- Teachers will differentiate assignments/tasks as appropriate to meet the needs of students with additional learning needs



A vertical stained glass border runs down the left side of the page, featuring various religious and symbolic figures and patterns in vibrant colors.

Wellbeing

Look after yourself, keep yourself **healthy and follow all the guidelines** to help contain the spread of Covid-19.

Routine - Try not to change your usual habits of getting up at a certain time and going to bed at a reasonable time.

Exercise – Make sure to take time in your day to go outdoors and exercise. This will help clear your head.

Take a Break – Build breaks into your routine. Take breaks in accordance with school timetable during the school day. During periods of individual study take breaks every 40-45 minutes for five minutes incorporating stretching, breathing, getting daylight and hydration. Take a break for better clarity, concentration and a better mood.

Maintain a Healthy Diet - Keep eating breakfast, dinner, lunch at the usual time. Eat plenty of fruit and vegetables. Hydrate by drinking plenty of water. Minimise the energy drinks.

Stay connected and help out at home - Stay connected, talk to your family and share family activities. Be kind to others in the family.

Connection - “Don’t isolate yourself”. Keep regular contact with your teachers and classmates. If you are worried or struggling there are so many people you can contact. Your Class Tutor, Year Head, Guidance Counsellor, Neville, the Deputy Principal and Principal. Contact them via Teams or email during school hours if you have a problem.

Communication

Parents

School will communicate with parents by

Text message

Email.

Vsware -attendance and behaviour and assessment results will be recorded here

School website (Covid Section). Important information from the **Dep of Education** will be posted to the website

Facebook page. photos relating to **school activities** will be posted to the school

Parents may **contact the school** through the usual channels –

- 1.School Office office@cbsennistymon.com
2. Principal: principal@cbsennistymon.com
3. **Telephone:** 065 7071349