

**Online** and **Digital Learning** De La Salle College

# Online and Digital Learning

- Our way of working online is through Microsoft Office365
- The app we use the most is TEAMS
- To access Microsoft Office365 and TEAMS you need access to a device and the internet.
- Teachers will also provide you with printed resources where appropriate



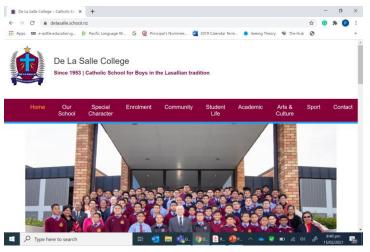
### Login and Password

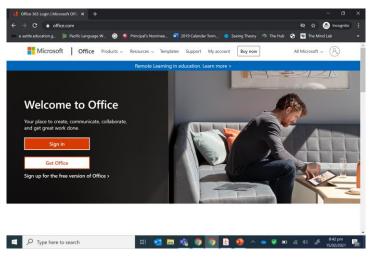
- All students have a login and password to access Microsoft Office365
- It is the same login and password you use at school first.last@my.delasalle.school.nz
- If you don't know your login or password contact your Homeroom teacher





## How to install/access Office365 and TEAMS





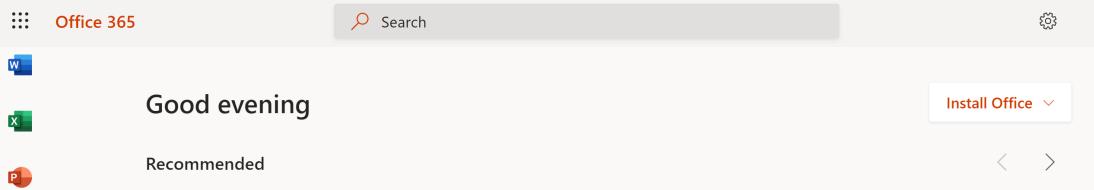
• Go to the school website and click on the *Office365 login* at the bottom of the page

#### OR

- Go to <a href="https://www.office.com/">https://www.office.com/</a>
- You can login to Office 365 as well as downloading any of the Office applications required like TEAMS, Excel or Word. You school login allows you to download on up to 3 devices



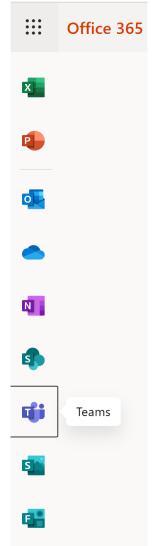
#### How to install Microsoft Office 365



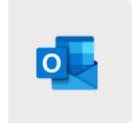
 Once you are logged into Office365 in a browser you can install apps by selecting Install Office on the top right of the screen



# How to access Microsoft Office365 apps



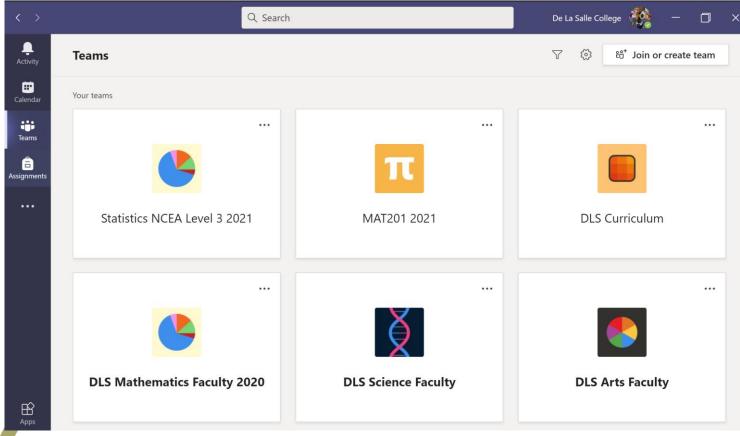




- Down the left hand side of the screen you will see a list of apps
- An important apps is TEAMS.
  When you select TEAMS you can either view it in the internet browser or in the app
- Another important app is Outlook. This is where you will see email messages from your teachers and classmates.



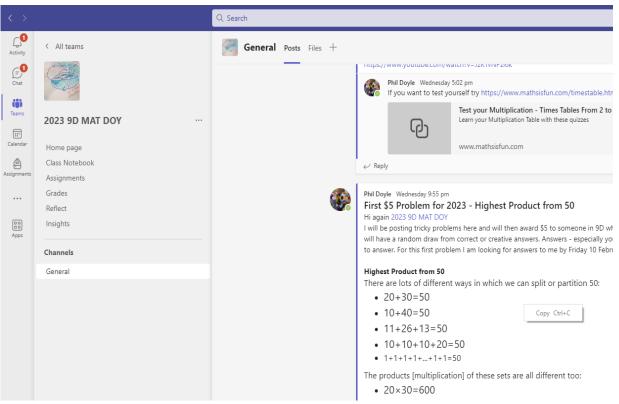
#### How to use TEAMS



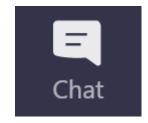
- In the TEAMS app you can click on all the TEAMS that you are a member
- In each TEAM you can view important information under the *General* tab. You can message your teacher here. These posts are public.



#### How to use TEAMS 2



- You may also be able to access Assignments and Class Files
- In TEAMS you can also access Chat



 You can message your teacher with Chat. These posts are private.



### **Etiquette and manners**

- Give stuff a go
- Before you write, say or do anything online think – "Would I do this in class with my teacher?" or "Would I do this with my family?"
- Be supportive of others and Be nice
- Don't share your screen unless asked
- If you are in a Zoom meeting, mute yourself when not talking

#### All the best

- Make contact regularly
- Check your emails and TEAMS regularly. You should make contact each day.
- If you know of someone who needs access to a device message your Homeroom teacher so we can try and help.

