

A quick guide to our computer system

In Bridgetown College, we use **Office 365** for most of our work. Each student is provided with an Office 365 account.

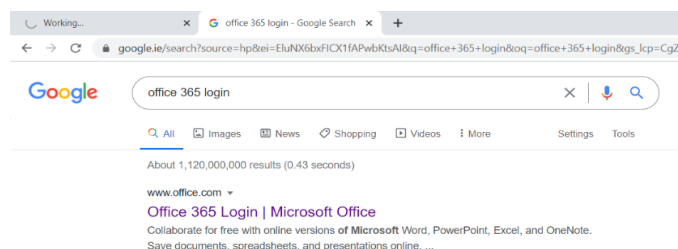
Logging in

To log in, each student is provided with **a login and password.**

The login usually starts with two numbers and then the student's first name followed by their surname, with no spaces
e.g. 21donaldduck (The numbers at the beginning reflect the year that the student joined us in Bridgetown College).

Email address Your email address is your login *plus an extra bit behind it*, @bridgetowncollege.ie

Eg. 21donaldduck@bridgetowncollege.ie



In order to log in to your account from home, go to google.ie (or any other search engine) and type in **Office 365 login.**

When you login to any computer in school, clicking on the Google Chrome browser will bring you directly to the Office 365 login page.

Then click on **Sign In** and enter your login and password details. Be careful with spellings and capitals!

Saving work

This account comes with 1 gb (gigabyte) of space so that students can save all of their school work in their school account. We save all of our work using Cloud Technology, in a space called **OneDrive.**



To save your work it is important to follow these steps, e.g. in Word.

1. Click on **File**
2. Click on **Save As**
3. **Double click on the cloud that has your name beside it**
4. Click in the box, where it says **Enter File Name here** and give your file an appropriate name, so that you can remember what the file was about. eg. Cover Page

Apps (ie Applications)

We use many of the apps provided to us by Office 365. The most commonly used apps in school are; **Word, Excel, Powerpoint, Forms and Teams.**

Sign in to use your favorite productivity apps from any device



Word



Excel



PowerPoint



OneNote



OneDrive



Outlook



Teams

By logging in to your office account, you automatically have access to all of the apps that come with Microsoft Office. When you log in, you will see the **Online version** of each of these. The online version is like a smaller version of the app and doesn't allow you to do everything that the full version (**Desktop App**) does.

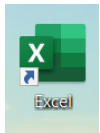
If you want to have access to the full **Desktop App**, you can go into each of the apps from your desktop, without having to login to Office.

At home, this will only work if you have already bought Office. There is no need for you to buy Microsoft Office and if you get a new computer, do not buy Office as you already have free access to it just by being a student in Bridgetown College.

To gain access to Office, just login to your Office account and when you have signed in, go to the top right hand side of your screen and click on **Install Office**.



Word is used to type words, sentences and paragraphs, usually for essays or assignments for school or work.



Excel is used for managing numbers and doing calculations.



PowerPoint

Powerpoint is a way to make slideshows and can be very useful for presentation.



Forms is used to create surveys.



Teams

Teams is used for collaborative work, where you need to communicate with your teacher or classmates for assignments or classwork. It's helpful to download Teams onto your phone!

Each subject group belongs to a team that the teacher sets up. By now, you are probably a member of at least 7 teams. You will need to check on each team regularly to keep on top of schoolwork and/or assignments.

For classes to take place, the teacher will arrange a **meeting**.

- When a meeting is scheduled to take place, you will need to click **Join** to take part in the meeting.
- Make sure that your sound button is turned off, unless you want to ask a question.

- If you want to ask a question, you need to click on the **Raise Hand** button.
- The lesson will normally take place according to the school timetable but this will be arranged between teachers and their classes. For example, you may be timetabled for a double class with a teacher but that teacher might only meet you for one hour instead of one hour 20 minutes.

In **Teams**, there are *different sections* that might be useful to you. In the files section, your teacher will put any information that might be useful to you for projects or homework. Do also keep an eye on Class Notebook or the assignments section.

Use the **chat** button if you have a question about what is happening in the lesson and your teacher might answer the question in the meeting or in the chat section.