**Digital Learning: Student Information**

**Submitting School Work in the format of Audio/Video/Photos**

* You must only use your school email ***@holyfamily.ie*** or your MS Office 365 platform [www.office.com](http://www.office.com) to submit work to teachers
* Ask your subject teachers how they would like you to communicate or access/submit work, i.e. (email (Outlook)/shared from One Drive/Teams/One Note etc.)
* **It is your responsibility to get your audio/video/photo file from your home device to your school account on** [**www.office.com**](http://www.office.com)
* Once the files are on your Office 365 school account your teacher can help you to send them by email/ share on One Drive or submit them in TEAMS etc. depending on what they use

**Downloading Microsoft Office 365 apps to link your home device to your school account:**

|  |  |  |  |
| --- | --- | --- | --- |
| Firstly, you should **download** any **apps for Office 365** on to your **home devices** and use your school details (……@holyfamily.ie with password) to sign in so that you can receive emails, access work or upload files to your school account. Usually, the App will prompt you to sign in with your school account. You can **watch this video** which explains **how to set up Outlook on your phone** <https://www.youtube.com/watch?v=ZidZCPDgkfc>  Search for similar ‘how to’ videos to set up the other Apps below on your home devices. | | | |
| **Go to the App store (iphone/ipad) or Google play (Android) to download apps you need to use. Here are the four main apps you would need to download to keep up to date and submit work…** | | | |
| **Outlook App**  (emails) | One Drive App (storage of files in the cloud) | One Note App  (One Note Class Notebook) | TEAMS App  (Teams for Class) |

**Moving photos/videos/audio files from your home device to your school account:**

|  |  |  |
| --- | --- | --- |
| **PHOTOS** | * If you are using a **mobile phone** or **i-pad/tablet** a very good app to move **photos** to your Office 365 account is **OFFICE LENS** (download the application) * This App functions **like a scanner** and lets you take a live photo of your work and **send it as a document by email or upload to MS Office 365 directly** * You can sign in to your One Drive or Outlook (email account) through this App and **upload images to your account directly** * You could also just share images directly from *Photos* on your device by using Share icon | **Office Lens icon**      **Photos (iphone)** |
| **PHOTOS**  **OR**  **VIDEOS**  **OR**  **AUDIO FILES** | * You can take photos/ record video on your phone/tablet device using camera * Your phone/tablet should also allow you to send the image/video/audio file by email * You could also upload the file to your One Drive etc. by pressing the share icon | **Share icons**  **or**  [This Photo](https://commons.wikimedia.org/wiki/File:Share_font_awesome.svg) by Unknown Author is licensed under [CC BY-SA](https://creativecommons.org/licenses/by-sa/3.0/)  **or** |
| **AUDIO RECORDING** | * **I-phones come with a voice memo app installed as do many Android phones (general information in link below)**   <https://www.wikihow.com/Record-Audio-on-a-Mobile-Phone>   * If you are using a tablet or ipad you can download a voice memo App if you don’t have one installed already * You should be able to share the audio file from the voice memo App on your device (this is individual to your home device). Search for a ‘how to video’ on-line if you are unsure how to record audio. | **Voice Memo icons** |