



# SACRED HEART TECHNOLOGY

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In this new experience of 'Remote Learning' we have been exposed to several technology tools from Microsoft, maybe new to some of us. Here is a quick guide on all of them:

- **Office365 | "The Platform"**
  - Use in PreK to 8th grade
  - General starting place to access all Microsoft programs
- **OneNote | "The Notebook & The Binder"**
  - Use in 5th to 8th grade
  - Program to access teacher lessons and resources, and for students to complete work
- **Teams | "The Classroom"**
  - Use in PreK to 8th grade
  - Program to view class calendar; attend live classes; view and submit assignments
- **Stream | "The SHS YouTube"**
  - Use in PreK to 8th grade
  - Video sharing space, view teacher lessons and pre-recorded live classes
- **OneDrive | "The Cloud" ("The Modern Floppy Disc")**
  - Use in 2nd to 8th
  - Online file storage space for PPTs, Docs, Spreadsheets, etc.



## Use Office365 to:

- *PreK - 4:* Access Teams for live remote classes and to view/ submit assignments, Access student emails in Outlook (2<sup>nd</sup> - 4<sup>th</sup> grade), Access Stream to view teacher-created video links and recorded Teams live remote classes
- *5-8:* Access Teams for daily instructions from teachers, live remote classes, and to view/submit assignments, Access student emails in Outlook, Access Stream to view previously recorded lessons, Access OneNote to view course materials and complete assignments.

## Things to Know:

- Many Office365 programs can be visited online or as a computer desktop app. Students are encouraged to use the desktop app version of OneNote and Teams. All other programs are a matter of preference.
- Many Office365 programs also have individual mobile apps. Accessing content from your phone? Try downloading the mobile app! (Recommended to only login to one student account per mobile app- switching between accounts on mobile apps takes time).

## Helpful Hints for Teams:

1. Bold Team names or Channel names mean new activity in that space
2. Type @FirstNameLastName (it should turn into a blue link) to tag someone- this will ensure that that specific person gets notified of your post
3. Change how your Teams are displayed (tiles, list, etc.)- Click Teams - Click the Gear Icon (More Options) - Click Switch View to You can "Hide" or "Show" Channels so they appear easily in white space under the Team name
4. Adjust your notifications:

## Teams Mobile App

- Open the Teams app
- Click the three lines in the top left corner
- In the menu that appears, click Notifications
- Then you can play around with exactly what you want.

## Computer

### ***Option 1- Turn off notifications for specific channels in Teams***

- Open Teams
- Go to whichever Team you want to turn off notifications for
- Click the 3 dots next to the channel you want to turn off notifications for
- Click channel notifications
- Update how you want. You need to do this for EVERY channel.

### ***Option 2- Turn off ALL Teams notifications***

- Open Teams
- Click your initials in the top right corner
- Click Settings
- Click notifications.
- You can update things for ALL Teams here

**\*You may also get notifications from the online version of Teams. To turn those notifications off:**

- Go to the search bar at the bottom left corner of your computer screen
- Type in "Notifications & Actions Settings"
- Scroll down to where it says "Get notifications from these senders"
- Find this & turn it off:



teams.microsoft.com (via Microsoft Edge)  
Off



Questions? Comments? Please contact [Deanna Simons](#).