



# Digital Guide

to the iPad, school app, MS 365 suite and more

For Students, Parents, Guardians and Carers at  
Goatstown Educate Together Secondary School

## Contents

Your iPad .....	1
About/Set up .....	1
EDCO Learning App.....	1
Technical Issues .....	1
Goatstown ETSS School App .....	2
Register for App: .....	2
My Student tab .....	2
School tab.....	2
Personal Notification .....	2
News/Notifications .....	3
News Archive .....	3
Submitting a form/note .....	3
Calendar.....	4
Gallery .....	4
Chat Boards .....	4
Study Centre .....	4
Microsoft Office 365 suite .....	5
Login details .....	5
Teams.....	5
OneNote .....	7
PowerPoint.....	7
Word .....	8
OneDrive.....	8
Outlook .....	8
Accessibility Features .....	9
iPad .....	9
MS365 Immersive Reader.....	9

## Your iPad

### About/Set up

[Wriggle](#) is the supplier of iPads for the Goatstown ETSS. The standard device for a student to purchase is a 32GB Apple iPad with 10.2 inch screen. You are also welcome to purchase the 128GB version, but the 32GB is more than ample. A protective case should be purchased to help prevent any damage in the event of the device being dropped or scratched.



When you receive the iPad from Wriggle you will also get an information sheet. It is advised that you take a picture or save a digital copy of this information for future reference. This sheet will contain the student's **Apple ID and password.** The Apple ID will be the same as the students email address. If you lose these details, you will have to contact Wriggle to recover them.

Your iPad will also come with a guide from Wriggle on how to set-up the iPad for the first time. As standard, the iPad should come pre-loaded with all our 'Goatstown apps' such as the Microsoft 365 suite along with other educational apps chosen by the school. Students are not able to download apps from the App Store, but they are encouraged to contact their subject teacher/Clan Tutor if there is an app they would like. If the app is appropriate and beneficial for educational use it will be 'pushed' to the iPads and will appear on the home screen with the other apps.

### EDCO Learning App



This is where all the student's e-books will be stored. After logging in using the details provided, you should see your e-books. **Please do not download the e-books** as this will use all your device storage and some books are not needed but are part of the bundle. Each subject teacher will advise what books/book chapters to download for offline use, the rest will still be available to access online.

### Technical Issues

In the event you have any technical issues with your iPad please see the [help and FAQ's](#) section on the Wriggle website. If that does not alleviate any issues you are experiencing please [contact](#) Wriggle directly for assistance.

## Goatstown ETSS School App



The school app is developed by Unique Schools and is available on the Android Play Store and the Apple App Store for both mobile and tablet devices.

It is highly recommended that parents, guardians, and carers download this app onto their personal device. The school app will make it easier for you to see the school calendar, receive and also submit notifications regarding student attendance, late notes, permission slips etc. while keeping up to date with all events at Goatstown ETSS.

### Register for App:

You will need to register and verify your account.

Parents: Add name, email, and phone number.

Students: Add name, email, and parents phone number

Only members of the Goatstown school community will be able to register. If there are any issues, contact the school office to make sure your details are up to date.

### My Student tab

This section contains all the relevant information about your child/children. It is asked that you complete this section as early as possible as this includes all relevant data about the students such as pertinent medical information e.g. allergies/conditions that school should be aware of etc. and whether you would like to opt in/out of school permissions such as photo permissions.

### School tab

This section contains links to information about the school such as our :

- Policies (e.g. homework, code of positive behaviour, anti-bullying etc.)
- Extra-curricular clubs and events
- Social media
- Other useful links

### Personal Notification

These can only be sent out to parents and not to students. You will get a push notification when you receive one of these.

## News/Notifications

This is where any news or notifications that have been sent out and are active (i.e. not archived) will appear. You will get a push notification about any notifications/news that is relevant to you but will be able to view all notification in this section. Large tiles means you have not read the notification, small tiles mean you have read it.

## News Archive

News is automatically archived after 60 days. This is where any past news or notification from the school will appear.

## Submitting a form/note

When filing in these forms please :

- Tap the correct form that corresponds to you.
- Fill in the relevant details
- Confirm with a signature (will not submit without this)
- Submit the form

Once you confirm with a signature and submit, the school will be notified, and an email will be sent to the email address you registered with the app.

You can view your history of all the notes you have submitted but you cannot edit these.

You can set up a 4 digit pin, if you would like, to add some extra security in the app for this function – in the toolbar, click your profile and add PIN security.

## Consent form

These will be sent out from the school for parents to sign using the app and give consent for student to go on school trips and for other school permissions.

## Absentee form

If your child will be absent from school for any reason (e.g. ill, family, medical etc.) then you can fill in this form and set the duration of the absence. The school will update our attendance system (VShare) with this information.

## Late note

If your child will be late to school for any reason, such as traffic or an appointment etc., then you can fill in this form and the school will know to expect that child as late and know there is a valid reason for it.

### **Permission to leave note**

If your child needs to leave the school early for any reason, then you should fill in this form. You have the option to say whether the child will only be gone for a portion of or else the remainder of the school day.

### **General Note**

If you would like to send a note to a specific teacher or group of teachers e.g. Year co-ordinator/Clan tutor/subject teacher, you can select this option, type the note, select the recipients, provide a signature and press send.

### **Calendar**

This will display any upcoming events that the school has added such as days off and assessment week.

### **Gallery**

Images from events that the school runs will appear here

### **Chat Boards**

This acts like messaging apps such as WhatsApp and will be used primarily for clubs and sports teams. You will only be able to see the groups you have been added to e.g. 1<sup>st</sup> year GAA Team. Each group will have a teacher as an admin. The admin will be able to decide if members are able to message into the group or will be able to 'view only'.

### **Study Centre**

Useful information about the Junior Cycle framework, a CAO points calculator, a study buddy, Maths tutor and log book.

## Microsoft Office 365 suite

The Microsoft 365 suite (shortened to MS365) refers to a group of apps produced by Microsoft. They include Teams, OneNote, PowerPoint, Word, OneDrive and Outlook. These are versatile productivity apps with lots of great built in features and designed with accessibility (e.g. immersive reader) for all in mind.

### Login details

Your login details will be given to you as part of induction.

**NOTE: All the Microsoft 365 apps use the same login details**

Your **USERNAME** will be made up of your:

- Initial of your first name - e.g. Joe = 'J'
- Surname - e.g. Bloggs
- Year you started in school e.g. 2021 = 21
- School domain name = **@goatstownetss.ie**

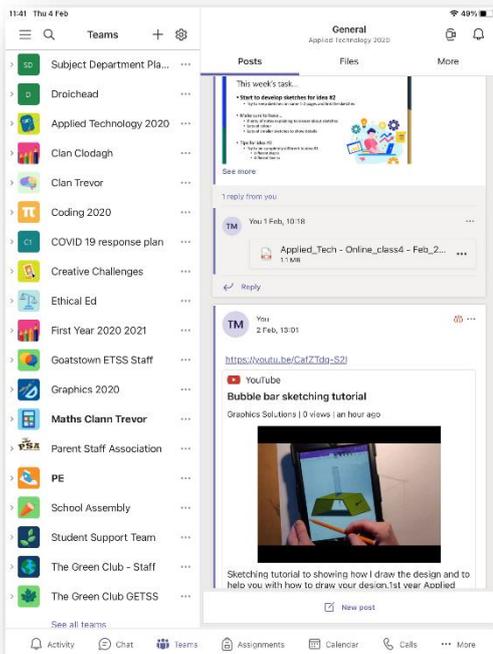
**Example:**

jbloggs21@goatstownetss.ie

Your **PASSWORD** will be handed out during induction and will be start with 'Gs' followed by a series of numbers. This cannot be changed by the student and should be kept safe. Students should contact their Clan Tutor should they lose their password.

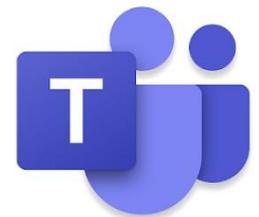
**Example:**

Gs123456



### Teams

Teams acts as our Virtual Learning Environment (VLE). Each subject will have an individual team which includes all that class's students.



When students open the app, they will see a list of all the teams that they are a part of on the left hand side. These will appear once the student has been added to the team during week 1 in August/September.

When you click a team, you will see the posts related to that team in the main space of your screen.

## Goatstown ETSS Digital Guide

The main space in a team allows for students to virtually ask questions, teachers to make announcements to the whole class, set assignments, sharing of resources and it is also the app we use for online learning and video conferencing.

The toolbar along the bottom of the screen will help you navigate the Teams space:



**Activity** – any recent posts or mentions will appear here. Notifications in bold have not been read yet.

**Chat** – This function has been disabled for all students.

**Teams** – brings you to the main space, showing your teams on the left of the screen

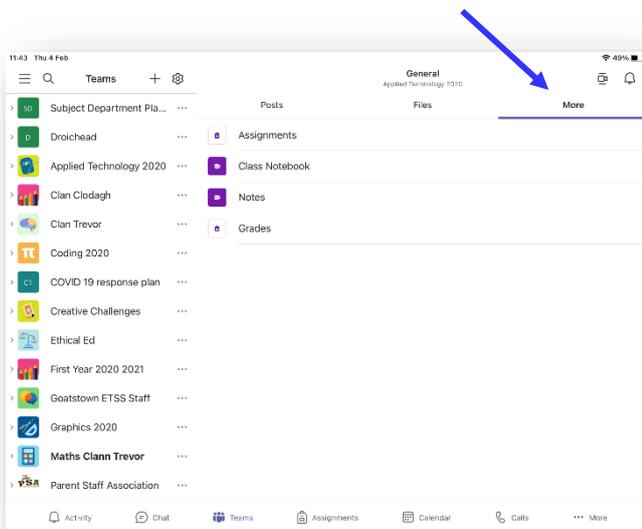
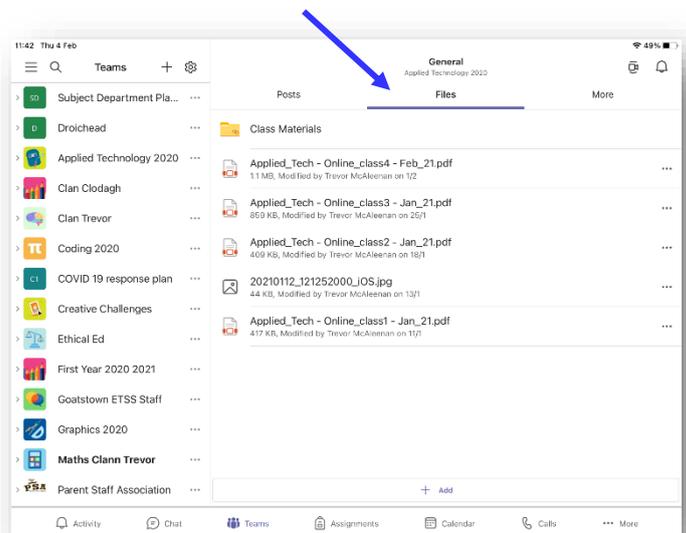
**Assignments** – all assignments created using Teams will appear here.

**Calendar** – any events created in Teams will appear here.

**Calls** – your call history

**More** – any apps you have linked into teams will appear here

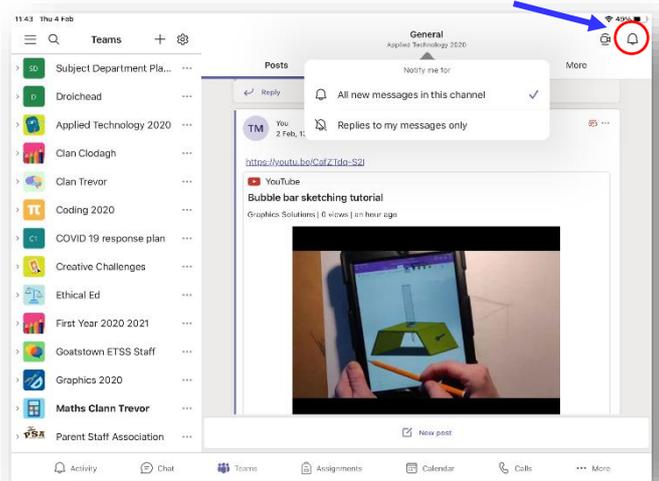
Along the top toolbar in the main area of the screen you will see options for 'Posts', 'Files' and 'More'. If you tap the 'Files' tab, then you will see all the files that have been uploaded into that particular team. Each team will also have a 'class materials' folder.



Selecting the 'More' tab, you will have 4 options to choose from. Tapping any of these will bring you directly to the content related to that team only – i.e. tapping class notebook will open your OneNote class notebook for that subject. This makes it easier for students to find notes and keep them organised in one place.

To help stay up to date and not miss any notifications, students should tap the bell icon in the top right of the screen and turn on notifications for “all new messages in this channel”.

Teams highlighted with names in bold mean you have unread posts in that team. You can use the ‘@’ and then type a person’s or the team name to make sure they get a notification about your post e.g. @personsname or @teamname.



### OneNote

This is where teachers will upload copies of class notes, worksheets, and other relevant information. OneNote is a great tool for helping students remain organised and ready as all the information is in one place. OneNote allows students to add text (typed or hand written), pictures, videos, and audio recordings. OneNote also has loads of compatible add-in apps that can be seamlessly linked into a notebook, allowing more a more creative learning experience. Students are able to work independently or collaboratively in OneNote and the teachers is able to see all their work as they do it and provide real time feedback.



The **Collaboration space** is where all users can work together in the same space on their individual devices in real time. The **Content library** is where notes are usually uploaded by the teacher. These are read only for the student. Each student also has their own individual folder in each team only accessible to them and the teacher. This is where individual work can be uploaded or completed and where feedback will be left from teachers.

### PowerPoint

This is one tool that students can use to make powerful, visual presentations to convey information either from scratch or using a themed design template. Students are able to add pictures, charts, videos, audio and text among other things to aid the presentation of their ideas. Again, students can work independently or collaboratively in real time using this app.



## Word

Ms Word is a word processing app that allows student to create documents from scratch or using a template. As with most MS apps, there is a lot of functionality, collaboration and creative features that are available, just like in PowerPoint.



## OneDrive

OneDrive is a cloud-based storage system. Students get 1TB (1000GB) of storage as part of their subscription. By using cloud based file storage students can access their files on any device. It also makes it easier to share files, collaborate with others and use the 'autosave' function within Word and PowerPoint.

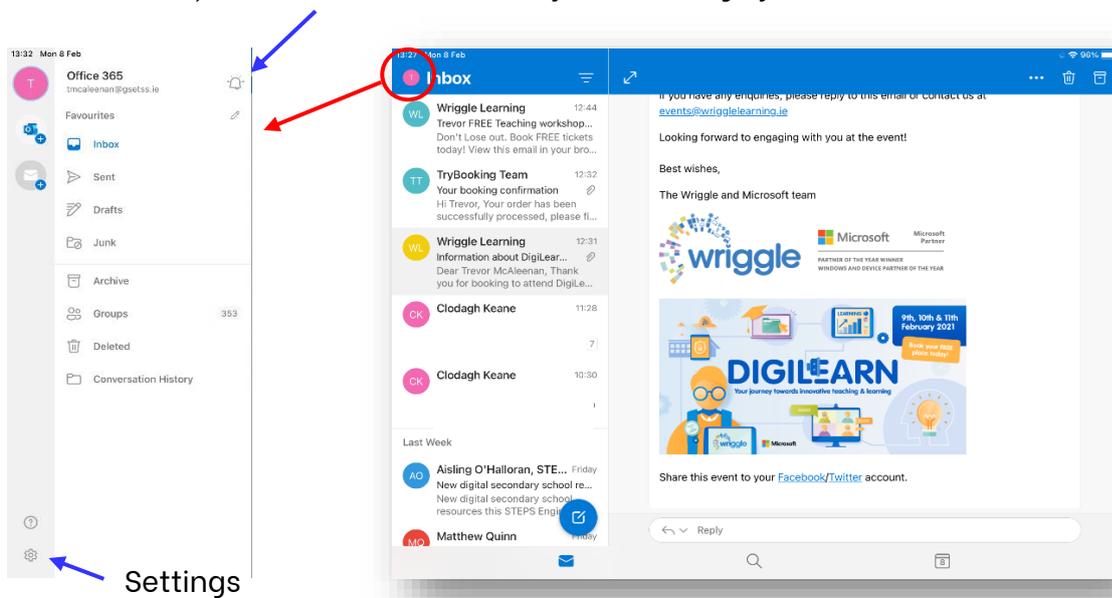


## Outlook

Outlook acts as the student's email client. Any emails they receive will show up in this app once they sign in with their MS O365 username and password.



In the Outlook app, all your emails will appear on the left of the screen and the main space will be the selected email's content. Clicking on the icon in the top left of the screen showing your first initial, 'T' in this case, will open a toolbar showing your email folders and allow you access the app settings (Gear icon in bottom left). The bell icon will allow you to change your email notification settings.



**NOTE:** Each of these apps have a built in HELP section, similarly you can also visit the [MS365 Support site](#) for more specific info.

## Accessibility Features

### iPad

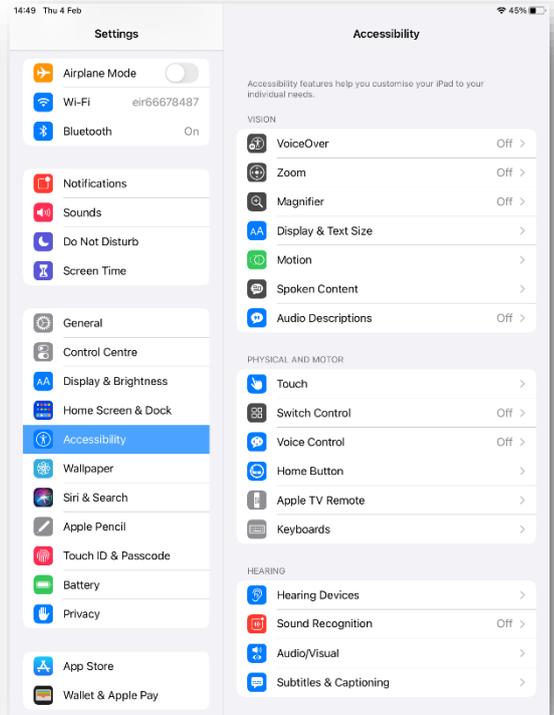


Open the iPad settings. On the list on the left hand side of the screen, scroll down to the third group of settings and tap 'Accessibility'. Here you can tailor your device to best suit your needs.

**Vision** – turn on a voiceover to read out on-screen options, adjust on screen text size (can adjust in 'Display and Brightness' settings too, as well as set a light/dark theme for high contrast) or add a magnifier to your screen.

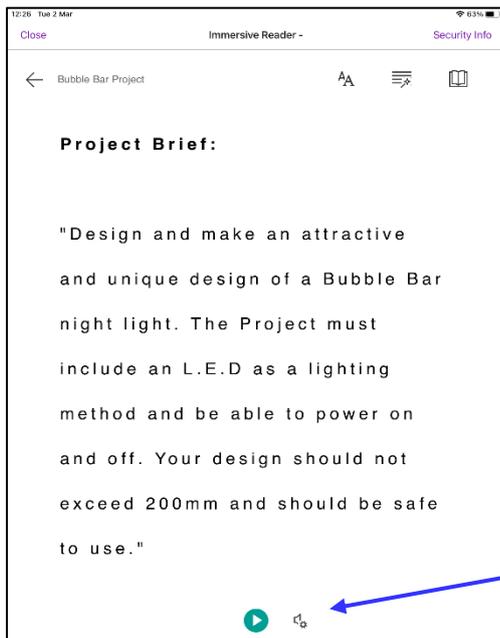
**Physical and motor** – change the click speed add voice control and change the keyboard options (external keyboards).

**Hearing** – connect to a hearing device, change the L/R balance, add subtitles/captioning.



### MS365 Immersive Reader

The Immersive Reader allows for the on screen text to be read aloud to the user.



This is a great feature especially for learners with Dyslexia or learning English as a second language. Immersive reader is accessible by simply clicking on it in the 'view' tab in any MS365 app. This example is in OneNote. The reader will open, and you can choose the setting that suit you best. When you press the green play button along the bottom of the screen, the reader will begin to read out the text and highlight each word as it reads it.

Play button to start reading aloud and voice settings to change voice speed and gender.

## Goatstown ETSS Digital Guide



Line focus and translate settings.

Syllables – add spacing to words to make it easier to sound them out. Highlight to reader which words are nouns, verbs, adjectives, or adverbs. Each type is highted a different colour and can be toggled on/off individually.

Change the text size, word spacing, font and background theme (high contrast or inverted colours)