Goatstown
Educate Together
Secondary School

Digital Guide

to your device, school app, MS 365 suite and more

For Students, Parents, Guardians and Carers.

Goatstown Educate Together Secondary School

2022–23

Contents

Your Device

About/Set up

Wriggle is the supplier of all school devices for Goatstown ETSS. You must purchase your child's device through them. The device for a student to purchase is a **Lenovo 300w with 128GB SSD and 4GB RAM**. This is a versatile and powerful 2-in-1 device. It has all the power of a laptop, with the ability to fold back into a tablet. It also comes with a built-in stylus.

A protective shell case can be purchased to help prevent any damage in the event of the device being dropped or scratched but it is not mandatory.

It is recommended that each student places a sticker/label with their name on the screen lid of their device for quick and easy device identification.

When you receive the device 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. If you lose these details, you will have to contact Wriggle to recover them.

Your device will also come with a guide from Wriggle on how to set-up the device for the first time. As standard, the device should come pre-loaded with all of 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 Microsoft Store, but they are encouraged to contact their subject teacher/Clan Tutor if there is an app that they would like. If the app is appropriate and beneficial for educational use it will be 'pushed' to the device and will appear on the home screen with the other apps.   Please note that this process can take some time for Wriggle to expedite.

eBooks

Students should log in to the eBook supplier's website and enter the validation code for each eBook to load it to their profile. If there is any difficulty in doing this then each teacher will also go through how to do this at the start of the school year. eBooks for option subjects should only be purchased after the taster course when students have selected their subjects for the junior cycle programme. More information will follow before subject choices need to be made.

Technical Issues

Wriggle

In the event you have any technical issues with your child's device please see the help and FAQ's section on the Wriggle website. If your question is not answered on the website then please contact Wriggle directly for assistance.

School IT Helpdesk

There is also an online IT Helpdesk form that students can submit if they are experiencing any tech issues. Students have access to this through either the whole school team in Teams or by scanning a QR code which is available in each classroom.

Goatstown ETSS School App

The school app is developed by Unique Schools and is available for download 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 submit notifications regarding student attendance, late notes and permission slips, while keeping up to date with all events at Goatstown ETSS.

Register for App:

Once you have downloaded the app, you will need to register and verify your account.

Parents: Add name, email and phone number.

Students: Add name, email and parent phone number.

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

My student tab

This section contains all of the relevant information about your child/children. As this section references medical information e.g. allergies/conditions we ask you to fill this out **as soon as possible**. You can also opt in/out of school photo permissions.

School tab

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

- 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 only get a push notification about matters directly related to your child's class, year group or clubs, however you will be able to view all notifications in this section. If the notification appears as a large tile, this means you have not read the notification. If the notification appears as a small tile, this means you have read the notification.

News Archive

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

Submitting a form/note

When filling in these forms please :

- Tap the form that you want
- 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

All school trip and other consent forms operate through the school app only.

Absentee form

If your child will be, or is, absent from school for any reason (e.g., ill, family, medical etc.) then you should fill in the absentee form and set the duration of the absence. The school will update our attendance system (VSware) 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 should fill in this form so that the school knows when to expect your child and that there is a reason for them being late.

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 the remainder of the school day.

General Note

If you would like to send a note to a specific teacher or a 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 school events such as themed events, days off and assessment week.

Gallery

Images from events that the school runs will appear here

Chat Boards

This acts like a messaging app 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. First Year GAA Team. Each group will have a teacher as an admin. The teacher can decide if members are able to message into the group or have 'view only' access.

Study Centre

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

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 for all in mind (e.g. immersive reader).

Login details

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

NOTE: All Microsoft 365 apps use the same login details, once you log into one, you will be logged in to them all.

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. 2022 = 22
- School domain name = **@goatstownetss.ie**

> **Example:**
>
> jbloggs22@goatstownetss.ie

Your **PASSWORD** will be included in the information pack from Wriggle that comes with the device. If you do not receive it then please contact Wriggle. It will start with '**Gs**' followed by a series of numbers. This cannot be changed by the student and should be kept safe.

> **Example:**
>
> Gs123456

Students should contact their Clan Tutor should they lose their password.

Teams

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

When students open the app, they will see a grid of all the teams that they belong to. These will appear once the student has been added to the team during week one of the school year.

When you click a team, you will see the posts related to that team in the main space of your screen.
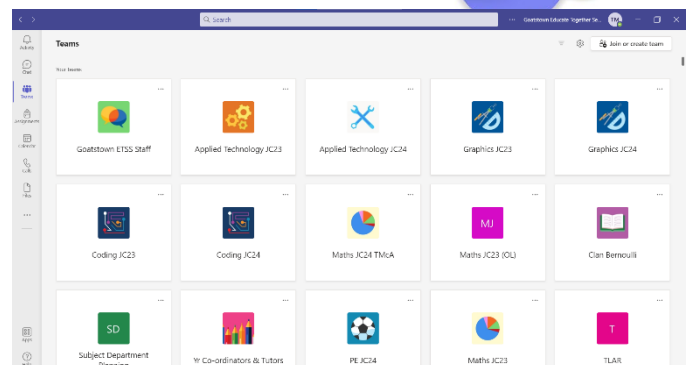
The main space in a team allows students to *virtually* ask questions; teachers to make announcements to the whole class and to set assignments and share resources. We also use the app for online learning and video conferencing.

The toolbar along the left 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

**Files** – recent files you have accessed

3 dots – 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', and 'Files'. 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.

In the tab along the left hand side, you will have 4 options to choose from. Clicking on any of these will bring you directly to the content related to that team only – i.e. clicking on the 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 click the 3 dots in the top right of the screen, then 'channel notifications' 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**.
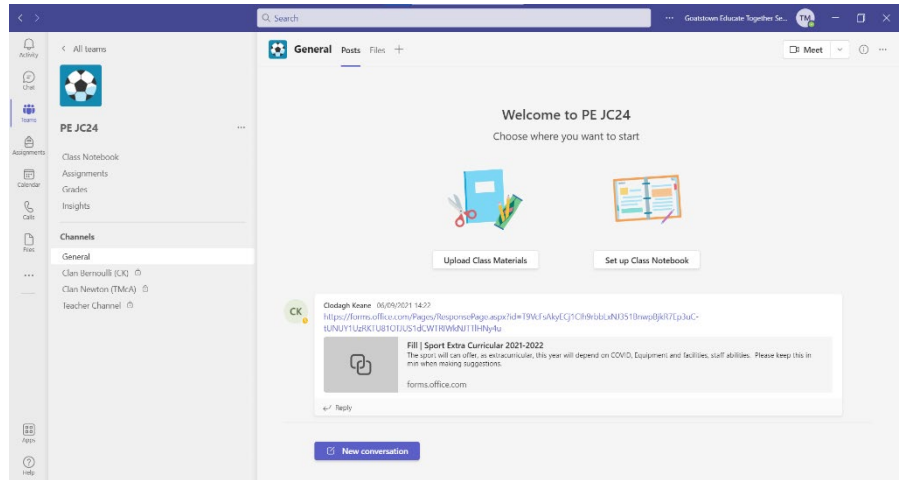
OneNote

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 handwritten), pictures, videos, and audio recordings. OneNote also has loads of compatible add-in apps that can be seamlessly linked into a notebook, allowing a more creative learning experience. Students are able to work independently or collaboratively in OneNote and the teacher is able to see all of their work as they do it and to 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 students to create documents from scratch or to use a template. As with most MS apps, there is excellent functionality, the potential for collaboration as well as numerous creative features.

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 MS365 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

NOTE: Each of these apps have a built in HELP section, similarly you can also visit the MS365 Support site for more specific information.
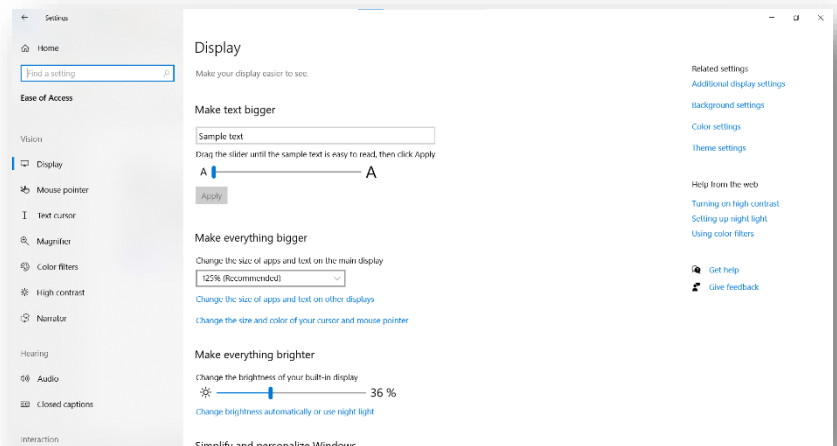
Accessibility Features

Windows

Pressing the 'windows key' + 'U' together will bring up the built in windows accessibility features for the device.

Settings include:

- Change font/Text size
- Screen magnifier
- Brightness settings
- Adjust mouse pointer and text cursor
- Apply colour filters/high contrast screen
- Turn on narrator

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 students with dyslexia or who are 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. When the reader is opened, you can choose the setting that suits 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.
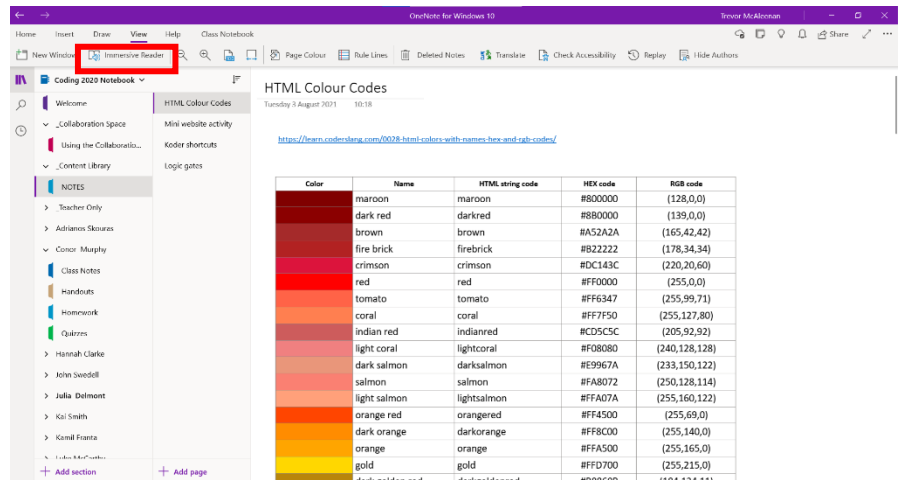
Click on the play button to start reading aloud and voice settings to change voice speed and gender.
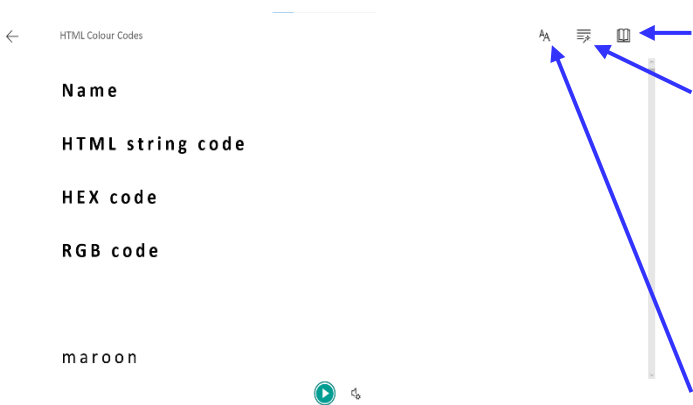
Line focus and translate settings.

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 highlighted in 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)