

Digital work from home – Check list

To ensure you have the ability to liaise with your teacher while working at home you must be able to:

1.	Log on to Office 365 - https://www.office.com/ Sign in using your school email address and associated password	
2.	Open outlook and access to access your school emails	
3.	Log on to Schoolwise - https://pbc.myschoolwise.com Click 'LOGIN WITH OFFICE 365' Sign in using your school email address and associated password Note: If you receive an error message when you login. Just try to reopen the page again by clicking on the schoolwise link above. If it fails again, contact Mr. Lehane	
4.	Check that all your classes are correctly listed in 'My Groups' If you are missing classes or have classes incorrectly assigned, contact Mr. Lehane	
A video tutorial showing how to do steps 1-4 is available at: https://pbccork-my.sharepoint.com/:v:/g/personal/ian_lehane_pbc-cork_ie/EXOD7PFzGn5DkPXhV9NGjRUBiVOXvM1espOroTra2AhEFQ?e=xzkLhx		
5.	Access a class group Click on the My Groups icon to see all your classes	
6.	Access assignments Click on the assignments tab in your class group	
7.	Upload a file and submit to assignment.	
A video tutorial showing how to do steps 5-7 is available at: https://pbccork-my.sharepoint.com/:v:/g/personal/ian_lehane_pbc-cork_ie/EUFmirzZjsBNpL2X-m1aBT8BQG9FEcB2cJ9MXzqhI7Ya6w?e=dBJzwI & https://pbccork-my.sharepoint.com/:v:/g/personal/ian_lehane_pbc-cork_ie/EX48aM7PiOBDrwxrmlLKM5EBTN--arVLCW0G0BBvLAKOCQ?e=uvdDQO		

Extras

9.	Make vsware and schoolwise your default homepages Microsoft edge users: https://pbccork-my.sharepoint.com/:v:/g/personal/ian_lehane_pbc-cork_ie/EROyzFXrStFKm9qSgE6OSJ0BU_60npwLqGQbz7cFdGMXgg?e=0i7Jck Chrome users: https://pbccork-my.sharepoint.com/:v:/g/personal/ian_lehane_pbc-cork_ie/EROyzFXrStFKm9qSgE6OSJ0BU_60npwLqGQbz7cFdGMXgg?e=0i7Jck	
10.	Create a shortcut for schoolwise on your iPad homescreen https://pbccork-my.sharepoint.com/:v:/g/personal/ian_lehane_pbc-cork_ie/ER_Y6QLyMBNjMx3ipuA9LSwBd_bl6fRqb6N2JxA1y_yfIQ?e=MtF6G4	
11.	Use onedrive app to scan documents and make a pdf. https://pbccork-my.sharepoint.com/:v:/g/personal/ian_lehane_pbc-cork_ie/ETQ8K8zuSctGuwT--0mDOiEBzt8UCmM78nvLbCR4iPSxGw?e=yjMur0	