



## **Getting Started with IFI@Schools:**

### **A Guide for Teachers**

To watch films on IFI@Schools you will need a Teacher Pass with a School Subscription to access all films or a Modern Foreign Language bundle to access 2 films in French, German or Spanish.

#### **To set up an individual teacher account for School Subscription:**

1. Once your School Administrator has subscribed the school and generated teacher passes, you will receive an email asking you accept a 'pass transfer'.
2. When you click on the link in this email, you will be asked to create your individual IFI@Schools account with your own email address and password.
3. Each teacher pass allows for 10 'unlocks' in total. These can be used on different titles or on the same title at different points in the school year.
4. Once you unlock a film, you have 14 days to watch the film in its entirety. If you pause, the film will resume from where you left off the next time you access it.

#### **To Purchase a Modern Foreign Language bundle:**

1. Visit [www.ifischools.ie](http://www.ifischools.ie) and click 'Subscribe'.
2. Choose from the three MFL Bundles on offer: French, German or Spanish.
3. You will be prompted to open an account and complete your payment
4. Once your payment is complete, you'll receive a confirmation email.
5. You're then ready to browse and watch your chosen bundle of films.

#### **Browsing Films (for Subscription)**

- You can browse and view the films in our programme by clicking 'Browse Films' at [www.ifischools.ie](http://www.ifischools.ie).
- Our films are programmed according to level (Primary, Junior Cycle, TY, Senior Cycle) and by subject in some instances. You can read more about how we programme films at [www.ifischools.ie](http://www.ifischools.ie).
- A primary teacher pass enables you access to the Primary Collection only. A post-primary teacher pass enables access to the post-primary collection.
- Titles will be added throughout the school year, so keep checking back to see what's available and for how long, as this may vary.

- By clicking into a film you can view relevant information such as runtime, subject/ curricular links, age classifications and recommendations.

### **‘Unlocking’ and watching films (for Subscription and MFL Bundle)**

**To watch a film, visit [www.ifischools.ie](http://www.ifischools.ie) . Sign in to your account, and click ‘Browse Films’. When you find your chosen film and select ‘Play Now’. This will ‘unlock’ the film and you can then watch the film with your class.**

- Each teacher pass on Subscription allows for 10 ‘unlocks’ in total. These can be used on different titles or on the same title at different points in the school year. An MFL Bundle allows for 5 unlocks on 2 titles of the chosen language bundle.
- Once you unlock a film, you have 14 days to watch the film in its entirety. If you pause, the film will resume from where you left off the next time you access it.
- You can view the film multiple times with different classes within this 14-day window. If the 14-day window expires, you can unlock the film again for another 14 days. This will use a new unlock.
- Trailers can be watched at any time, as many times as you like.
- Where subtitles or captions for audiences who are deaf/hard of hearing are available they will be provided. These will appear automatically on some titles, for others you can click the ‘CC’ button next to the volume bar to toggle them on and off.
- Under the terms and conditions of using IFI@Schools you are required to limit each screening to maximum audience of 30 students unless otherwise indicated.