

QUICK GUIDE TO OFFICE 365



As part of our ongoing improvement to the digital provision at Brampton Village Primary School, we now have Office 365 as an online learning platform.

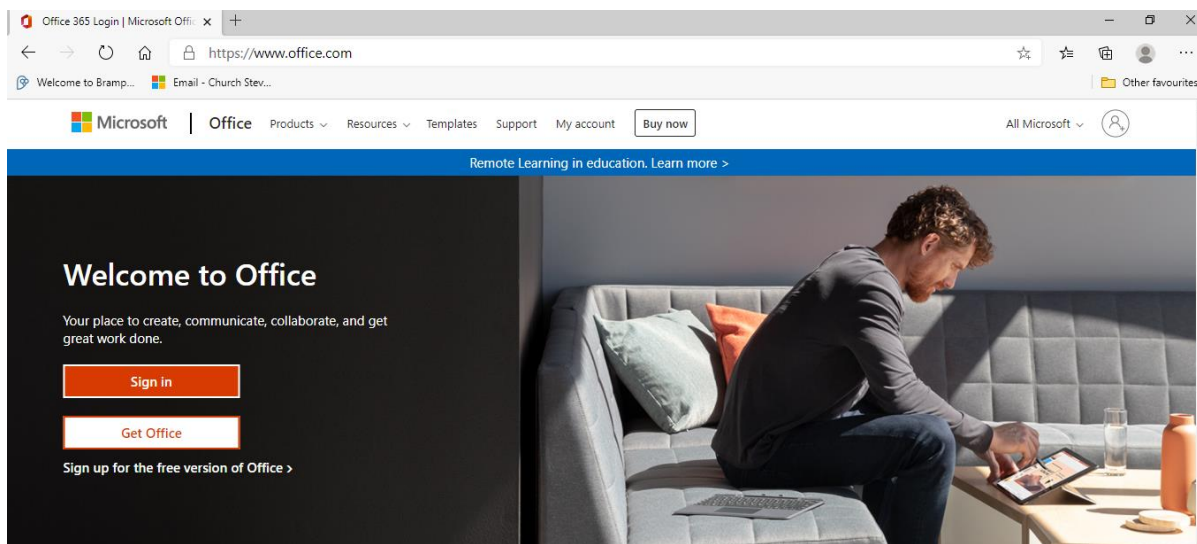
Microsoft 365 is an online version of Microsoft's suite of productivity software.

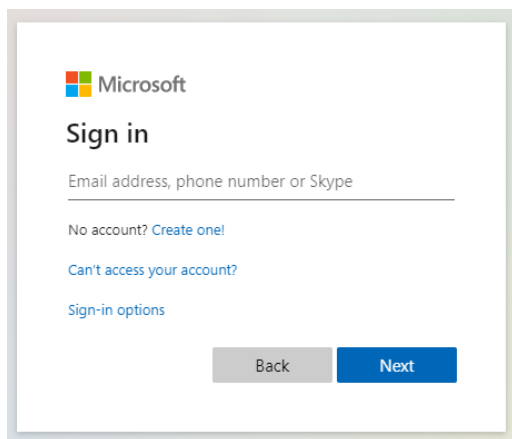
We will be using this both in school, for homework tasks and during any prolonged period of time away from school to provide work and feedback.

The pupils have each been assigned individual log in details which will have been stuck into their Reading Logs. They have been shown how to use the tools they will need at school. This document is a 'Quick Guide' to logging in and where to find the main features they will need to access.

STEP 1 – Logging in.

Navigate to www.office.com (or search for office 365) and select *Sign In*

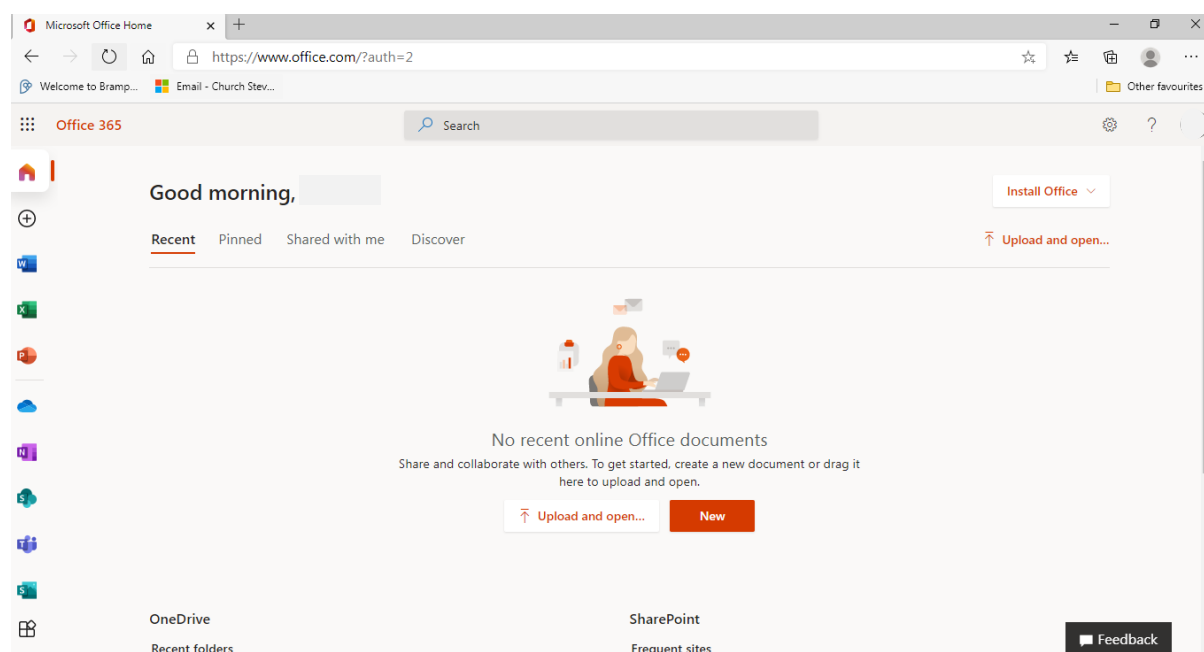




Follow the instructions to add your pupil username and then your password.

STEP 2 – Understanding the workspace

Once you have successfully logged in you will see your online workspace. On the left you will find icons for the main Office tools you have access to.



The *Recent tab* will list any recent files you have worked on.

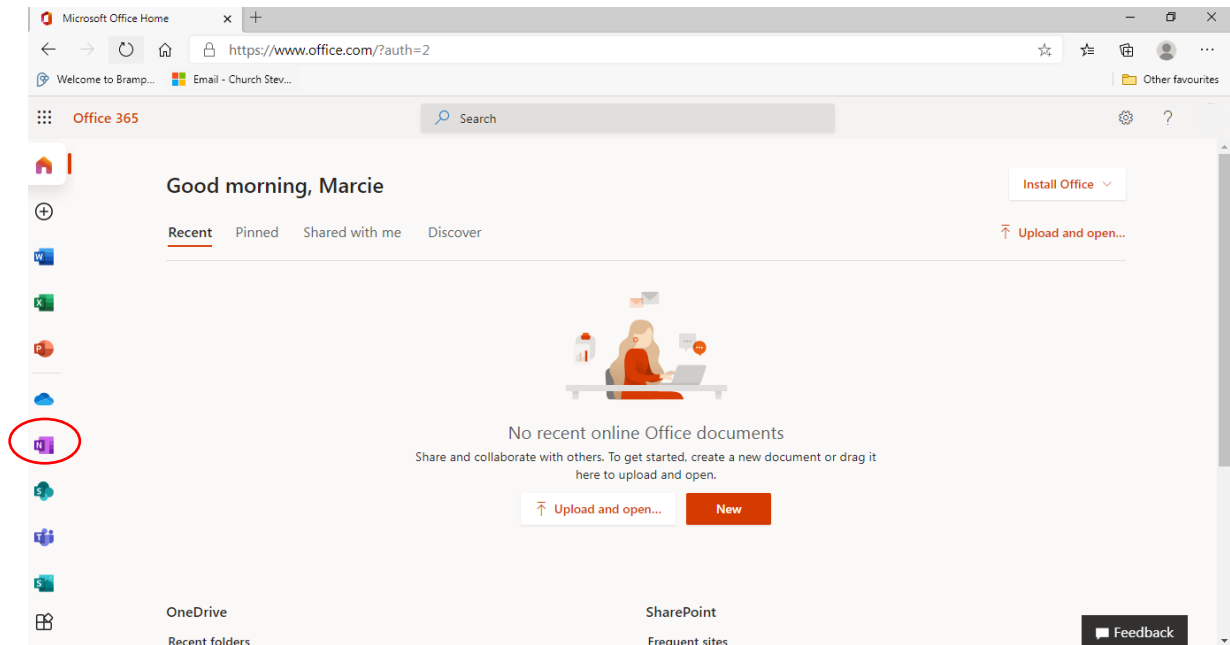
The *Shared with me* tab shows any files that your teacher may have shared.

All work is automatically saved to your individual ONE Drive storage area.

STEP 3 – Accessing the CLASS NOTEBOOK

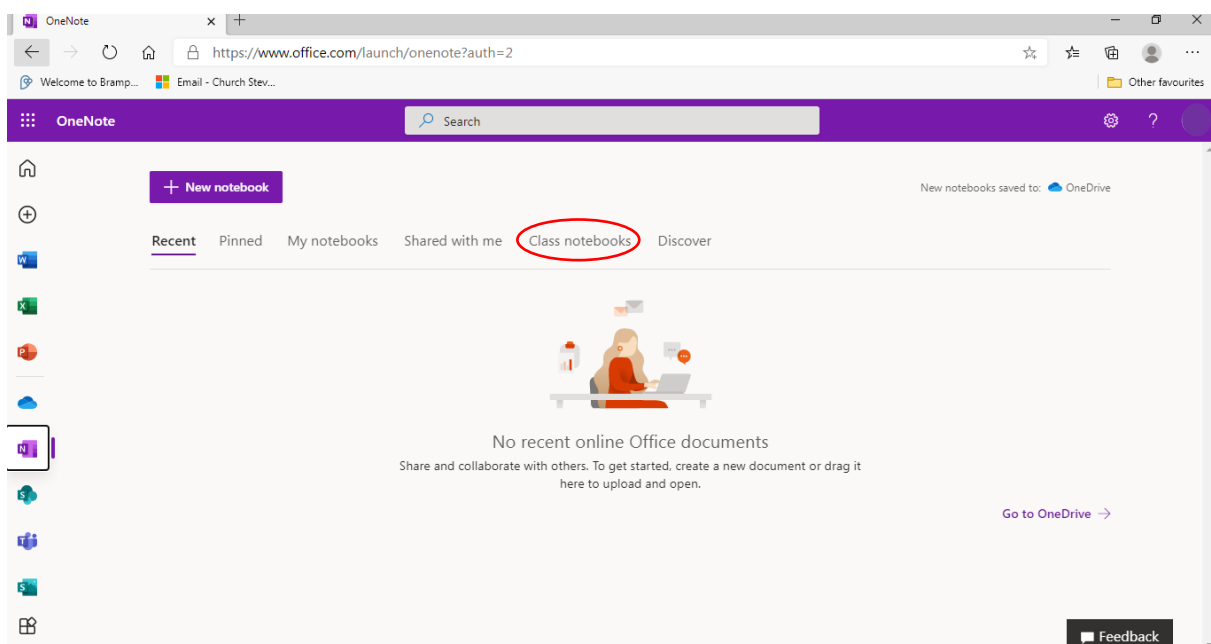
The main area you will use is called CLASS NOTEBOOK. Here you will find work that you have been set and where you will complete it and receive feedback from your teacher. The Class Notebook is opened through **ONENOTE**.

Select the **ONENOTE** icon from the left hand tool bar.



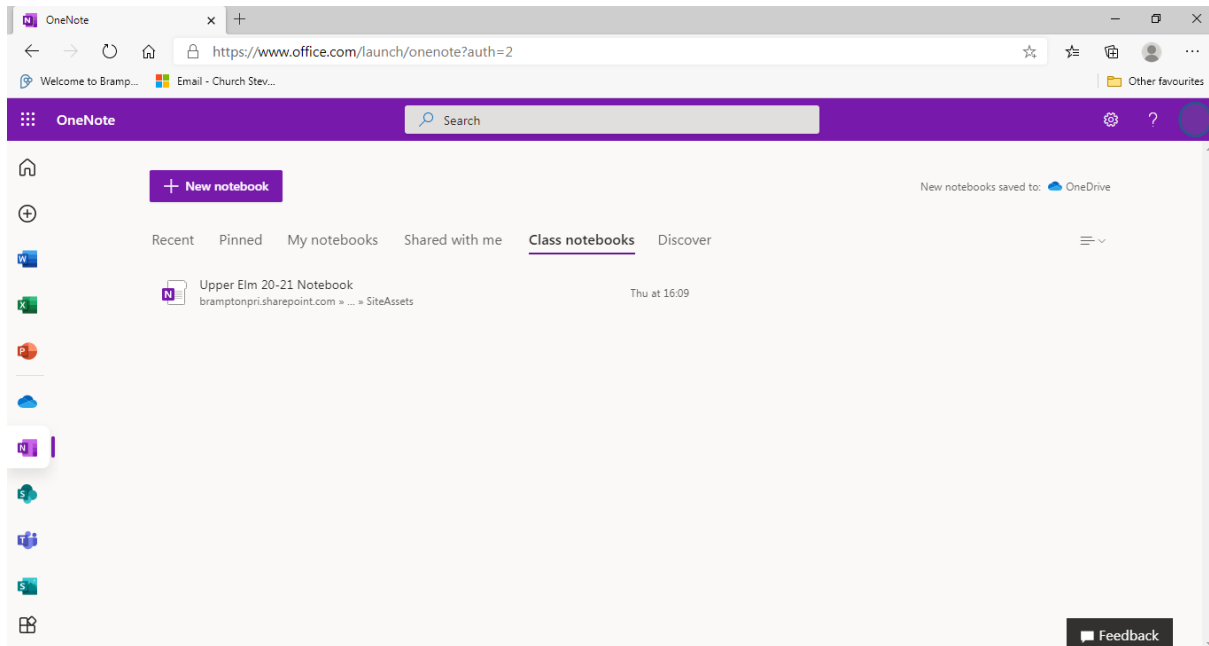
This will open a new workspace.

Select the **CLASS NOTEBOOK** icon from the top tool bar.

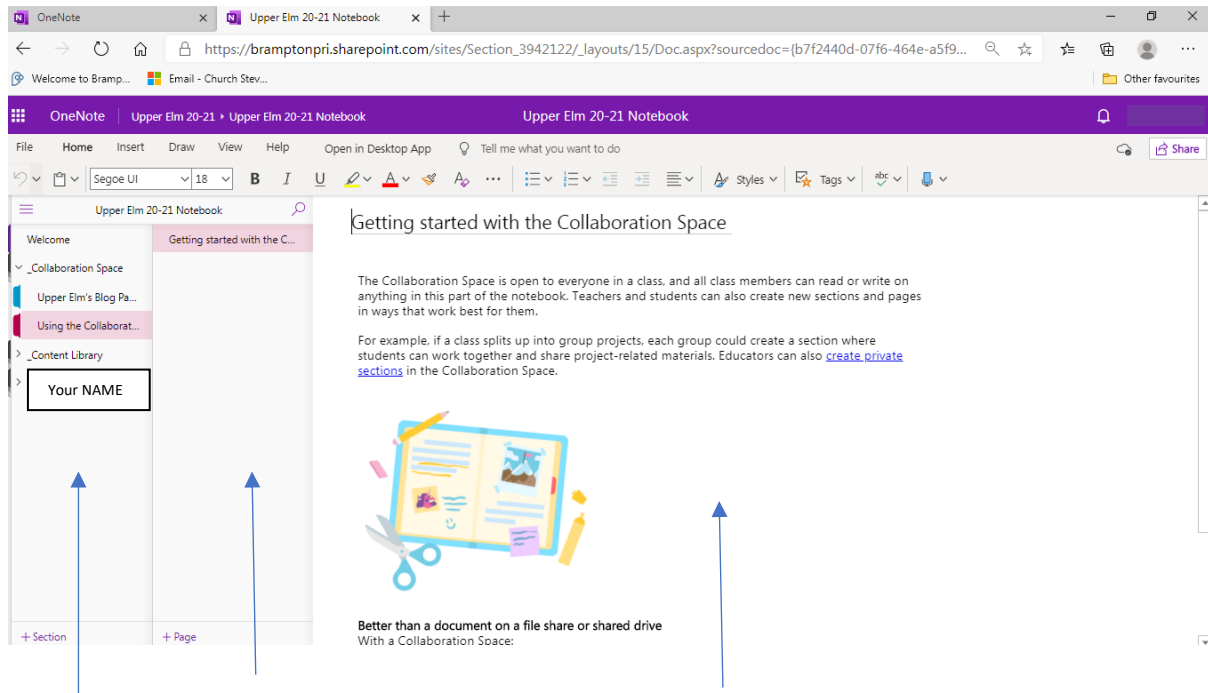


STEP 4 – Understanding the CLASS NOTEBOOK

Select the **CLASS NOTEBOOK** from the list that appears. For example, the link to *Upper Elm's* notebook appears as shown below.



The link will take you to the screen shown below.



SECTIONS – You will find a section for each main subject area.

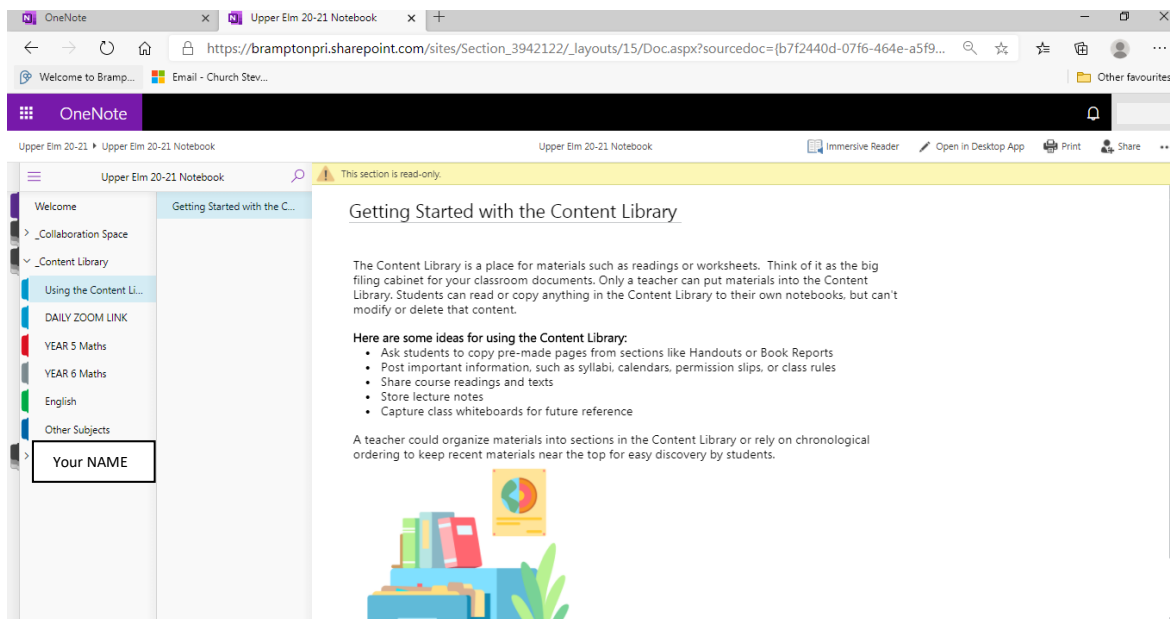
PAGES – Where your work will be set

WORKSPACE – Works like a giant exercise book and is where you will complete your work.

There are 3 main areas;

- 1) **The Collaboration Space** – an area open to everyone to work on together.
- 2) **The Content Library** – Where your teacher may put resources for you to use to help you complete your work.
- 3) **Your OWN SECTION** – This is where you will complete all of your work.

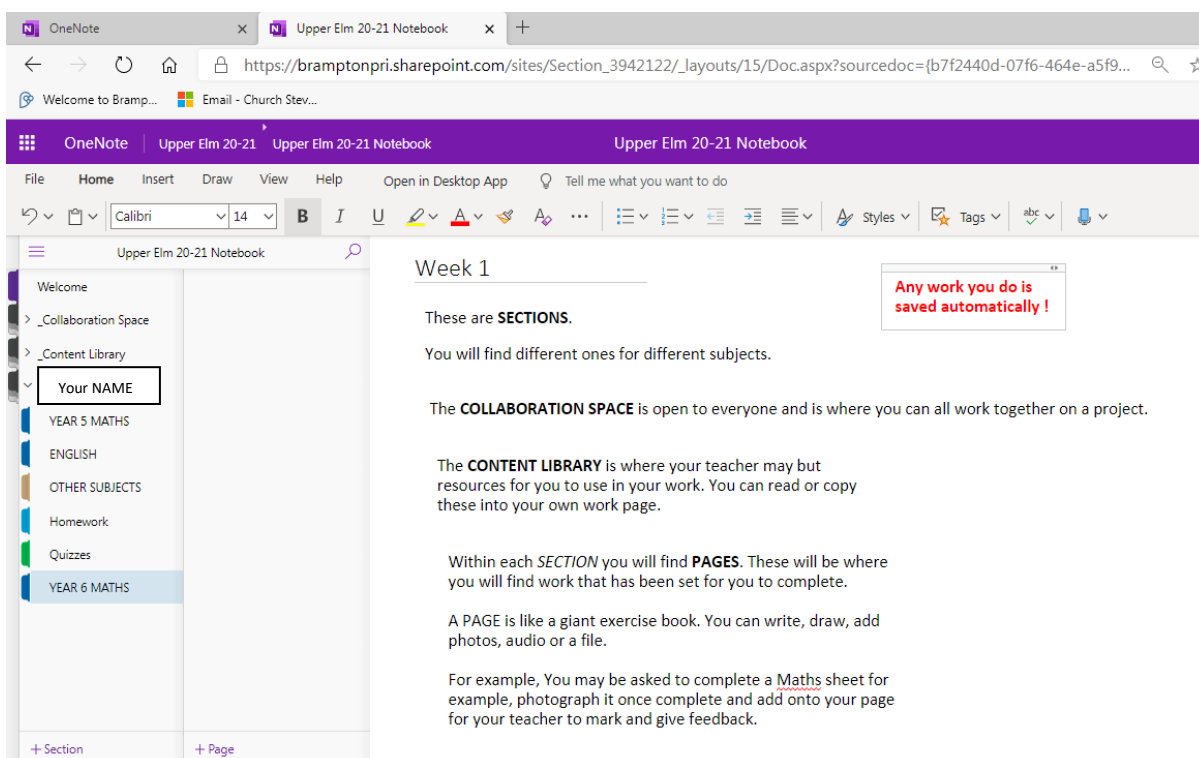
Each area has a page giving you a brief overview of what the area is used for.



STEP 5 – Understanding the YOUR OWN AREA IN THE CLASS NOTEBOOK

When you click on your name you will see several SECTIONS (with coloured tabs). When you click on a section any pages will appear that are stored within that section.

For example if there is a page called 'Week 1' within a YEAR 6 MATHS section; Notes have been added to give an overview about each part of the Notebook.



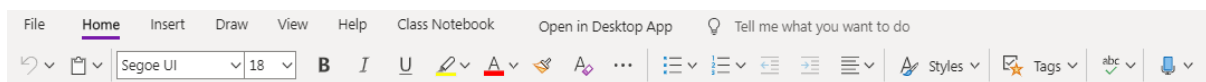
SAVING WORK

Any work added to a page is **SAVED AUTOMATICALLY** and will be available for your teacher to review and to add feedback.

You will find further information about this at the end of this document.

STEP 6 – Completing and submitting work

The great thing about Office 365 is that you are already familiar with all the tools required to create Word and PowerPoint documents, such as writing in documents and adding images, audio etc.



As an added bonus all your work is automatically saved so you don't need to worry about saving it yourself.

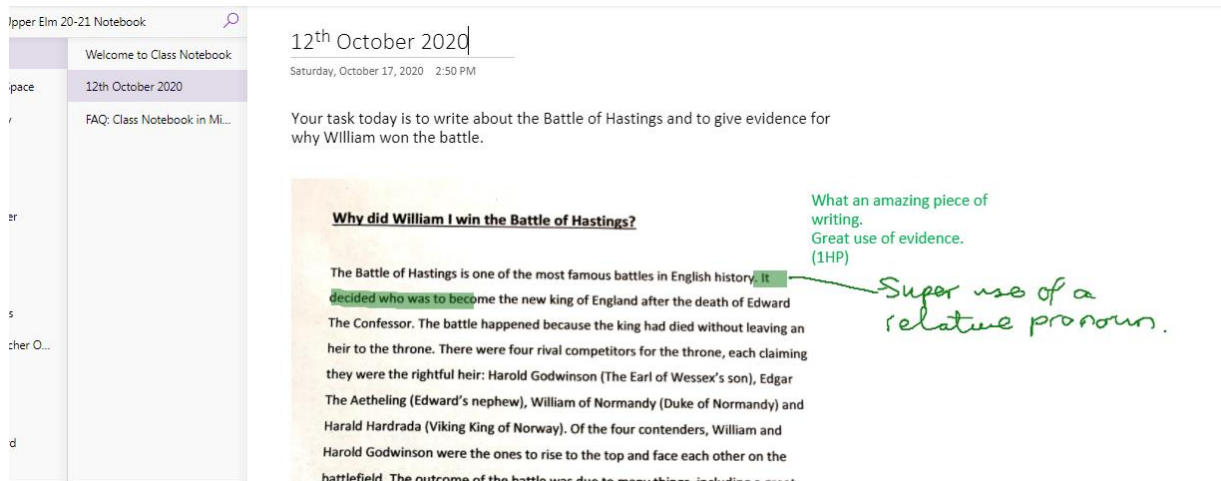
You will have had time to practice these skills again in class but if you are ever unsure ask your teacher.

You may be asked to complete work directly on a page within the relevant section – in that case you will just work on your page. Sometimes you will have to work in a physical book; in that case you will be asked to take a photo and insert /paste it into the appropriate page - you will be shown how to do this in class.

STEP 7 – Teacher marking and feedback

When you have completed your work your teacher will be able to see it. They will mark it and then either type, or write, a comment about your work **in green** on the page in your notebook.

Please do not write in green yourself!

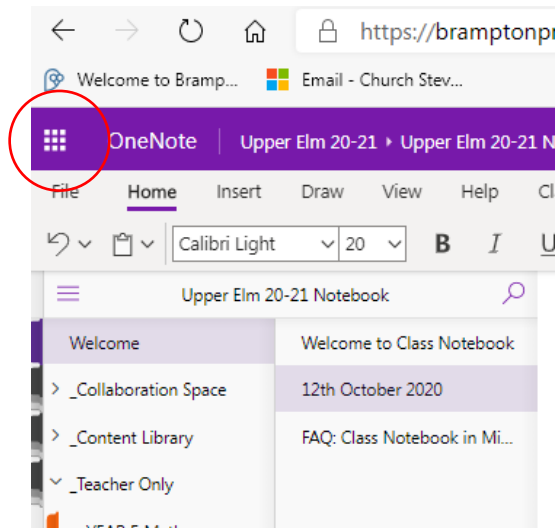


The screenshot shows a OneNote page titled "Upper Elm 20-21 Notebook" with a date entry for "12th October 2020". The page content includes a task instruction: "Your task today is to write about the Battle of Hastings and to give evidence for why William won the battle." Below this is a student's handwritten text: "Why did William I win the Battle of Hastings? The Battle of Hastings is one of the most famous battles in English history. It decided who was to become the new king of England after the death of Edward The Confessor. The battle happened because the king had died without leaving an heir to the throne. There were four rival competitors for the throne, each claiming they were the rightful heir: Harold Godwinson (The Earl of Wessex's son), Edgar The Aetheling (Edward's nephew), William of Normandy (Duke of Normandy) and Harold Hardrada (Viking King of Norway). Of the four contenders, William and Harold Godwinson were the ones to rise to the top and face each other on the battlefield. The outcome of the battle was due to many things, including a great".

Teacher feedback in green is visible on the right side of the page:

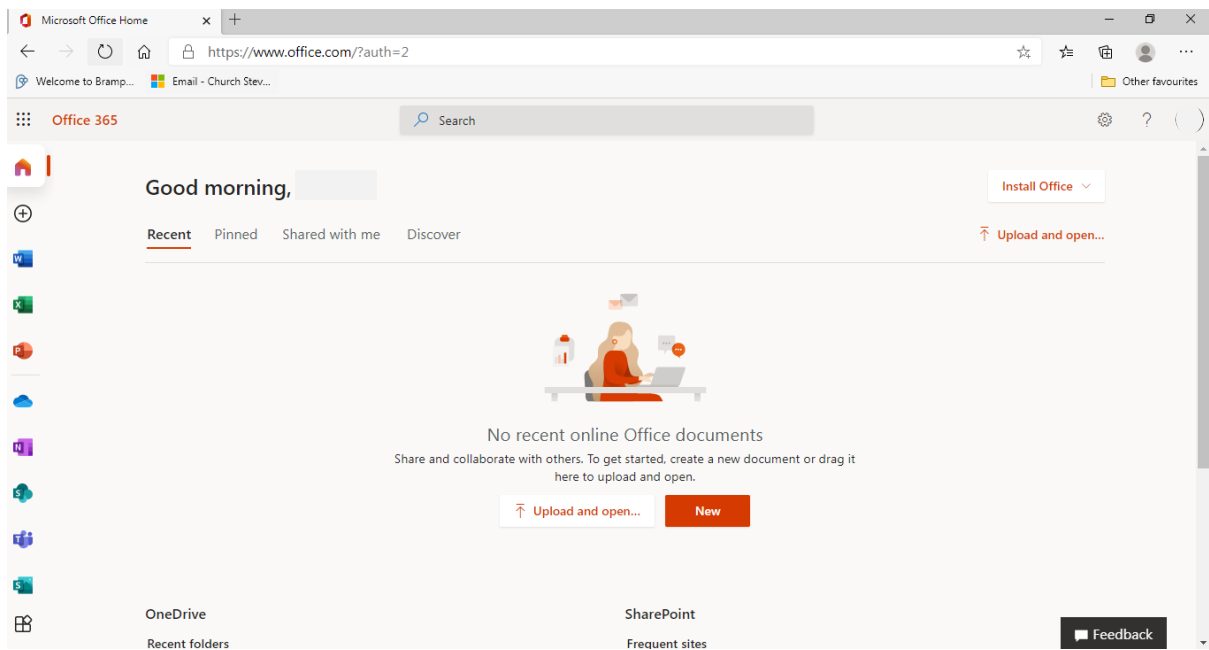
- "What an amazing piece of writing. Great use of evidence. (1HP)"
- "Super use of a relative pronoun."

STEP 8– Returning to the homepage

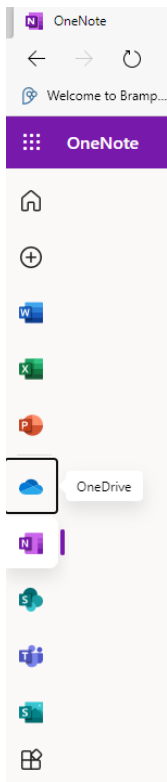


When you want to return to the Office 365 home page **click on the 9 squares** in the top left of the page.

This will take you back to the homepage



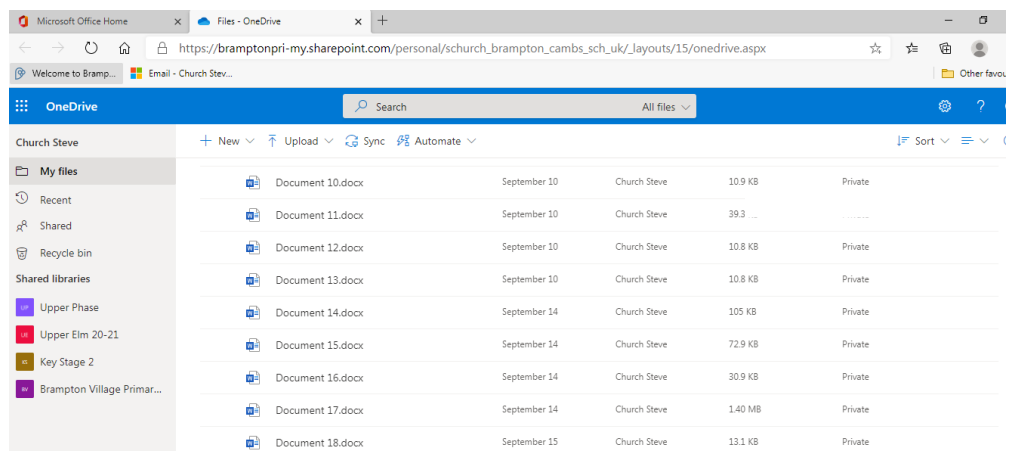
Further information on saving work – Where are my files?



Any work added to a page is **SAVED AUTOMATICALLY** and will be available for your teacher to review and to add feedback.

If you use any of the other apps in Office 365, the files are saved to your own **OneDRIVE** account. This is a secure, online storage space for all of your files should you need to find them.

To access your **OneDRIVE** click the cloud icon in the left hand toolbar.



These may also appear on the main home screen as outlined earlier within the 'Recent' or 'Shared with Me' tabs.

