Office 365 Module

9-13 Pupil Instructions

What is the aim of this module?

- To help you become more familiar with the Office 365 applications you will regularly be using at Middleton Grange School.
- To work out any teething problems that you might have using a device for school.

We will be covering:

MGS ~ getting underway

Outlook

OneDrive

Teams

OneNote

You can complete this Microsoft Office Module in any order you like! Try out the areas you're not familiar with first.

YES, YOU CAN KEEP THIS BOOKLET!

Getting underway

~ Accessing your account

If you haven't already, talk to one of the staff members overseeing the module to find out your:

- Middleton Grange School Email Address
- Office 365 Account Username and Password

Make sure you write it down in a place where you can quickly access in the coming days! Chances are, you're probably going to forget it!
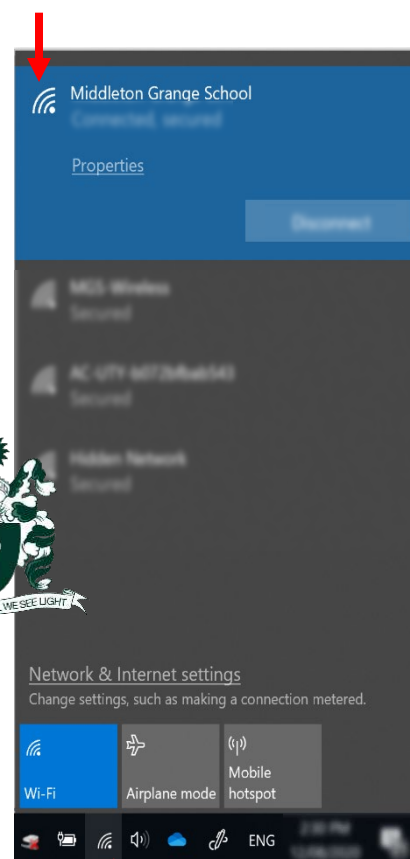
~ Wifi

Today you need to ensure you can sign into the network

1) **Middleton Grange School Wifi**

   Click the wireless button on the bottom right of your screen

   Select the 'Middleton Grange School' Network and click 'connect'

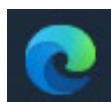   It will ask for your school <u>username</u> and <u>password</u>

Getting underway
~ finding your digital
home.

Open up **Microsoft Edge** (your web browser)
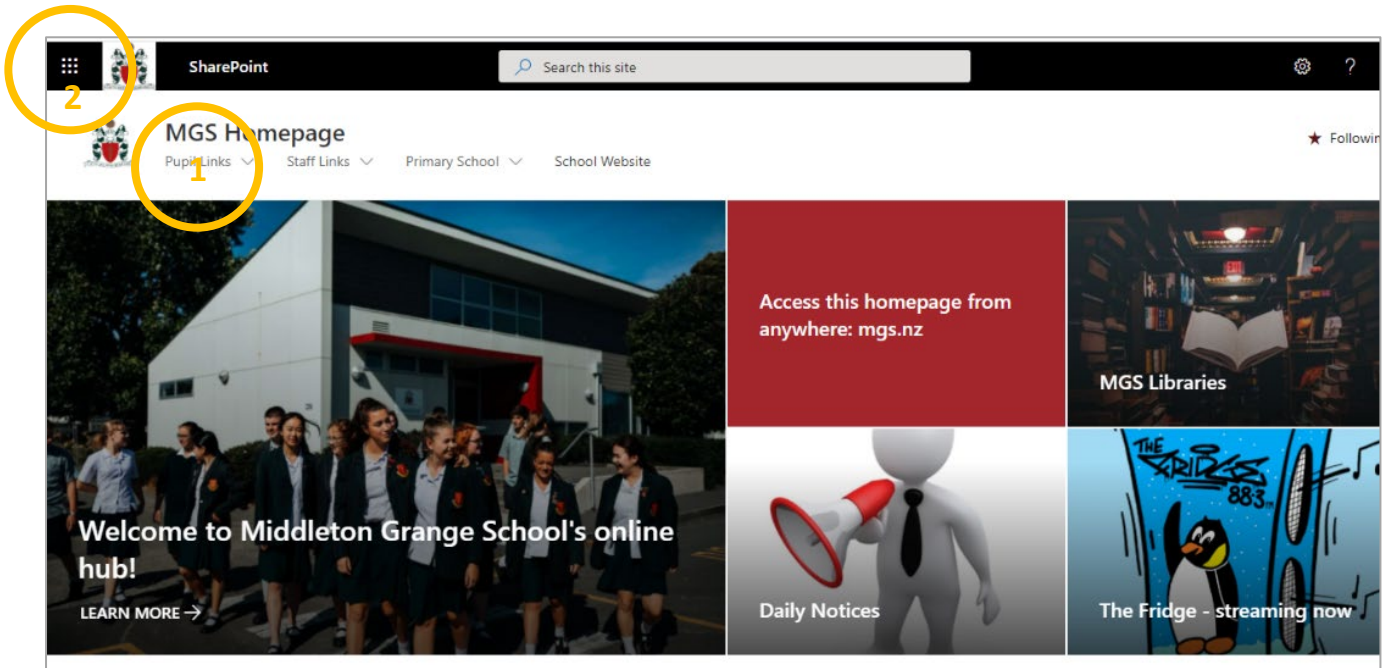
Type into the address bar, the url   mgs.nz

Logging in

When you go to mgs.nz, it will prompt you to log in.

Once you have logged in successfully, it will take you to the **MGS Homepage**!

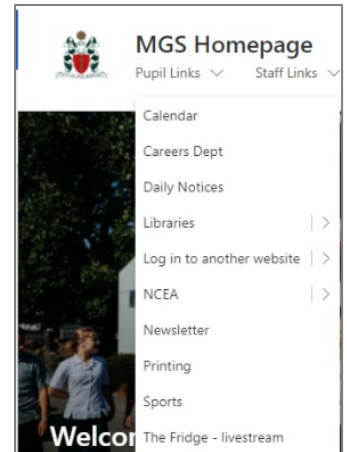
Useful areas on the MGS homepage

1 - Pupil Links: Find and click this tab to see some useful quick links.

This is something you can explore later. You will see that there are many useful options such as a '**Printing**' and '**Daily Notices**'.
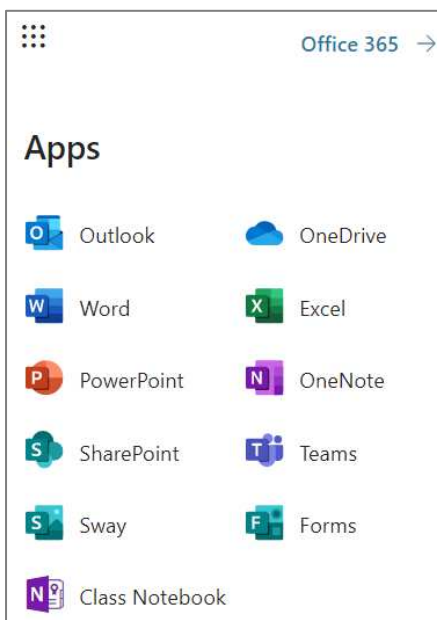
2 - The Waffle: You'll find all the **Microsoft Apps** located in the '**waffle**'.

This

Not This

You'll always find it on the top left-hand side of the MGS page or when you are using an online Microsoft Apps.

When you click the **waffle**, it takes you to the Office 365 apps you can use at school.

When you work through this module, you'll find that you'll be asked to go back to the waffle to find a new app each time.

~ installing the Office Suite

Did you know you can download the Microsoft Office 365 products for FREE?

If you can't find OneNote for Windows 10 when you use the search bar in the bottom left of your screen, then you need to install Office using the following steps.

Go to the waffle, click Office 365.
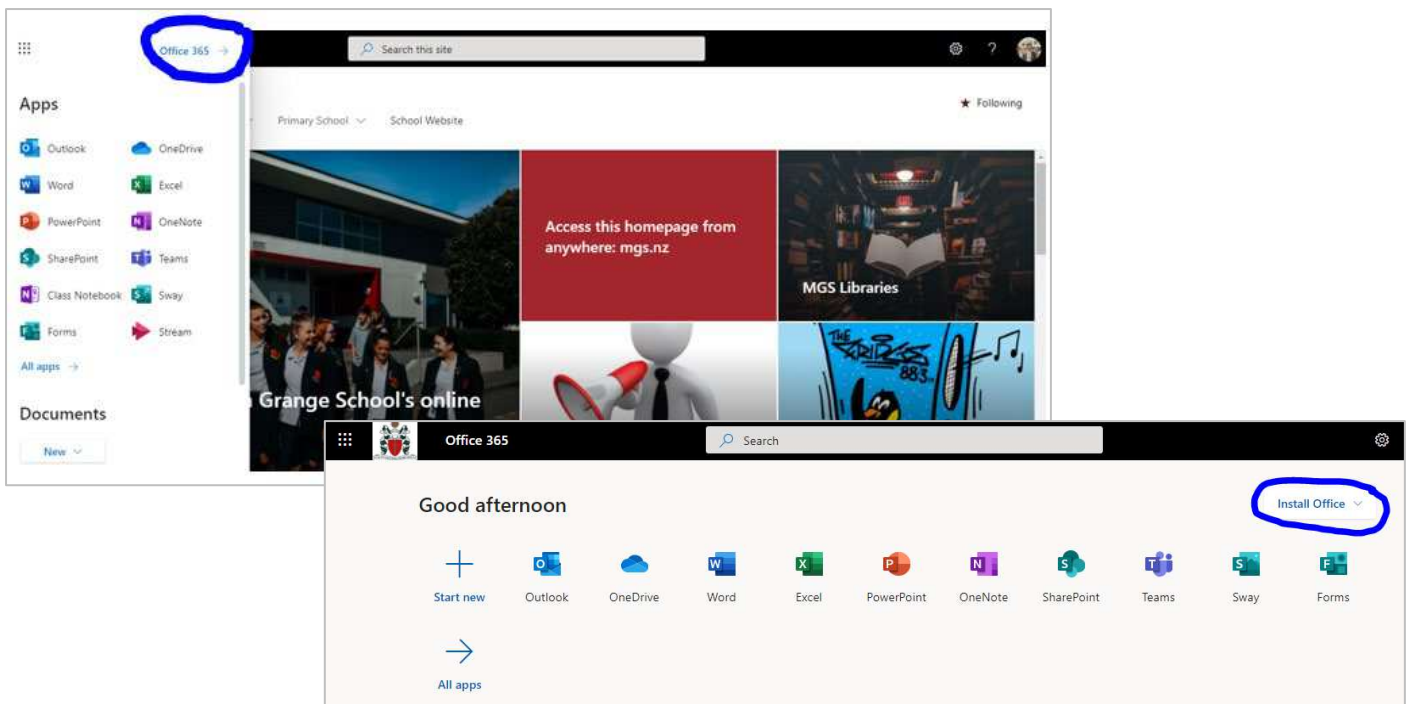
While the office suite is installing in the background, **continue working through the module!**

Microsoft Outlook

You are likely to be familiar with email already so here are some useful tips and tricks about email for school.

Use the waffle and find the **Outlook** app.

Why do I need to use a school email address?

- It helps you keep school separate from home life
- Your **teacher** can email you directly instead of going through your parents.
- **You** can contact your teacher independently, from home or at school.

- You can send **classmates** you might be working with links, ideas, documents etc to do with your school projects.

Some bits and pieces of help …

Email addresses

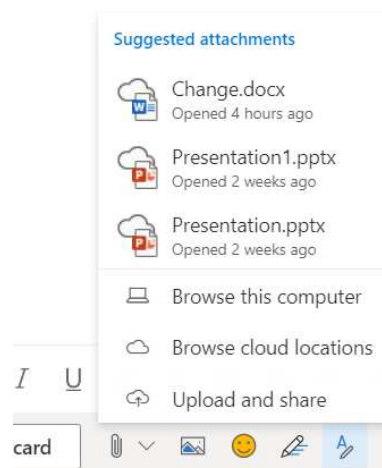All the school email addresses are loaded into Outlook.

Start typing the person name; it will start to offer you options for staff and students at Middleton Grange.

Attach recent files

Outlook keeps a list of your recently used files.

Select the **Attach File** 📎 button when you write a new message ...

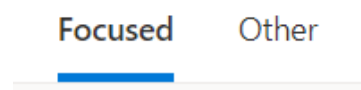… then **click** on the file you want to attach.

Focused vs Other

Your email has two tabs ~ Focused and Other.

Your most important email messages are on the **Focused** tab.

The rest are still handy—but out of the way—on the **Other** tab.

You can drag and drop them over if you want to change their tab.

DID YOU KNOW THAT YOU CAN PIN APPS TO THE TASKBAR AT THE BOTTOM OF YOUR SCREEN!?

We would recommend pinning **Outlook** and **OneNote** to your taskbar as you will be using these apps regularly.
All you have to do is right click the app on the taskbar and click

Microsoft OneDrive

Note: If you have used Google at your previous school, it is very similar to Google's 'My Drive'

Use the waffle and open the **OneDrive** app.

What is OneDrive?

OneDrive is your **personal file storage space** in a 'cloud'.

Storing in a cloud means you can get access to your files anywhere there is a wifi link; at school, at home, or even offline in some cases.

In OneDrive, you can share files with your teachers or classmates. Your teacher can share files with you. You can even let your parents see what you are working on.

Use OneDrive in your browser
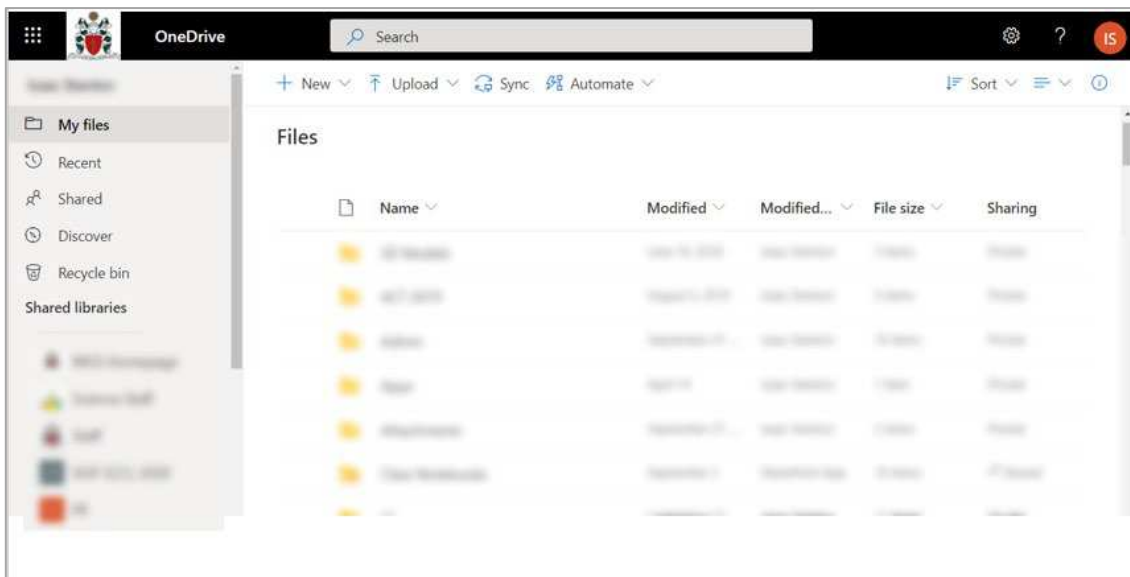
Setting Up Your OneDrive:

It's your space, so you can **organise** it how you want, **BUT,** this is what we suggest: Create a folder for each of your subjects/classes e.g. Science, Maths, English, P.E.

Let's check it out ~

1. Click '**New**'

2. Click '**Folder**'

3. Enter a folder name like '**Whanau Class**'. You can change this later on if you need to.

4. **Open** the folder you just created by **clicking** it.

5. Click on 'New' again, **but this time, click 'Word document'.** This will open up a new tab on your browser with a blank word document. The document will automatically save in this folder as you change it.
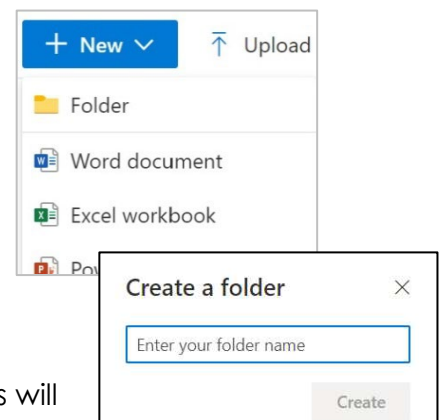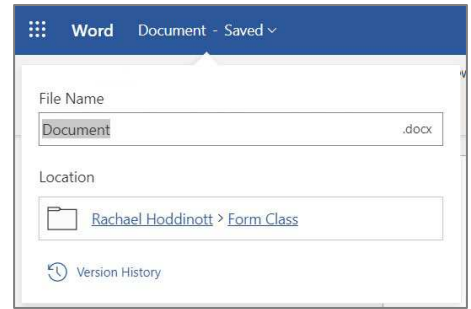
To rename a document

1. Click '**Document – saved**' (on the top left side next to the waffle & **Word**)

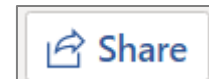You can see the location your document is saved in.

2. **Type** the new document name and click outside the box to close it.

Sharing the File with your teacher (or another student you're working with)

1. Click the '**Share**' button.

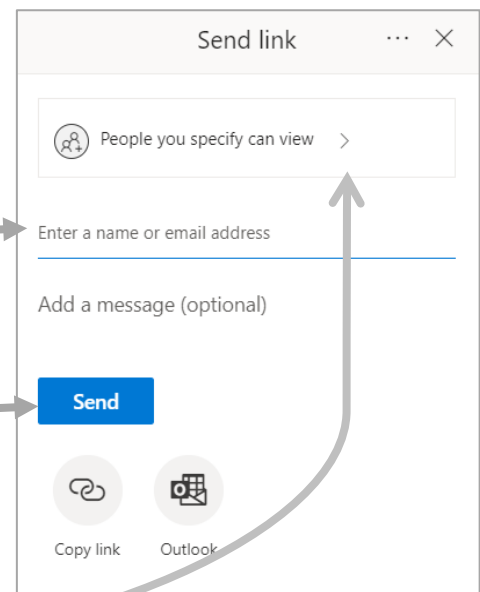You'll find it on the top right of the document … it looks like this.

It will come up with this!

2. **Type** in your teacher's name or their email address here!

3. Normally you would click '**Send**'!

But in this case, don't worry about it!

Note: This would give your teacher access to the document, but they cannot edit it.

We won't be looking at how to share it with editing rights in this module but others will be able to edit this document if you change the settings here too.

Microsoft Teams

This application is changing the way we do e-Learning at Middleton Grange School! This is how it works:

Head back to the **waffle** and open **Teams**.

What is Microsoft Teams?

Teams is a place to create, share ideas, and work together using Office 365.

You will be in more than one team if you have different teachers for some of your learning / school activities.

What can we use Microsoft Teams for at MGS?

- Reading 'posts' from your teacher/classmates
- Chat instead of email ~ posting stuff (commenting feedback, asking questions etc)
- Working on, and handing in assignments
- Work on any Office 365 app, without having to change from the Team itself

Check it out ~

When you open **Teams**, you'll see that you have been added to at least one team, your Cohort Team.

When you click on the Team, you'll see a **conversation.**

Keep in mind, your conversations can be read by anyone in your team. **NOTE//** Your teacher controls the level of active participation the class can have.

Start a new conversation …

To start a new conversation, all you need to do is to click the 'start a new conversation bar' at the bottom, start typing and then click the arrow ▷. The awesome thing about teams (just like on Facebook) is that you can reply to comments to keep the space tidy, just like in the example below where you see the teacher has started a new conversation, and there has been 11 replies underneath it.
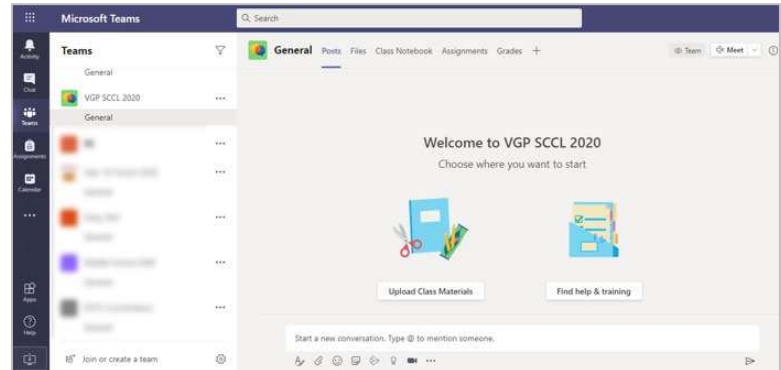
When replying to a conversation …

Keep in mind, when you reply, everyone sees what you've written.

Remember, if you want to get someone's attention, for example, you are replying to someone's post, you need to **tag** them in the reply comment e.g. **@stanton** is the answer an alpaca?

@mention

@mention is like a tap on the shoulder.

Every person you @mention gets a notification in their **Activity** 🔔 feed. Check for a red circle next to Activity 🔔 right now (on the left hand side of your teams screen) to see if someone has @mentioned you.

If you didn't need the basics about using teams, try these …

Share a file

Sometimes you'll need to post a file to a conversation.

1. In your conversation, click **Attach** 📎 under the box where you type your message.

2. You will get to **choose** from these options

3. Choose either Upload from my computer or OneDrive,

   a. select a file,

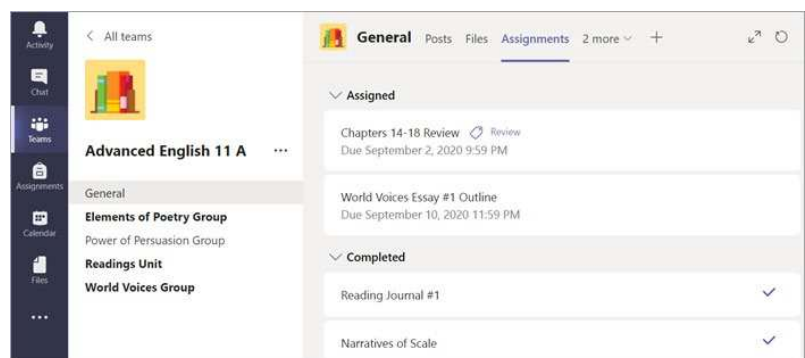   b. click **Open**,

   c. then **Send** ▷ .
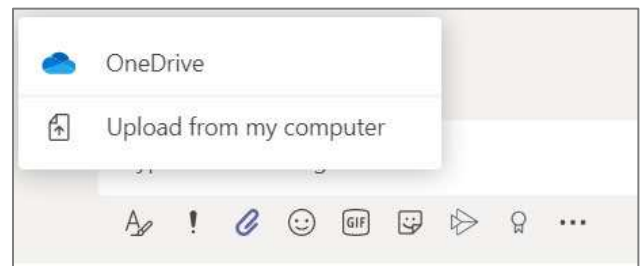
You can see all the files you post to a channel by going to the **Files tab**.
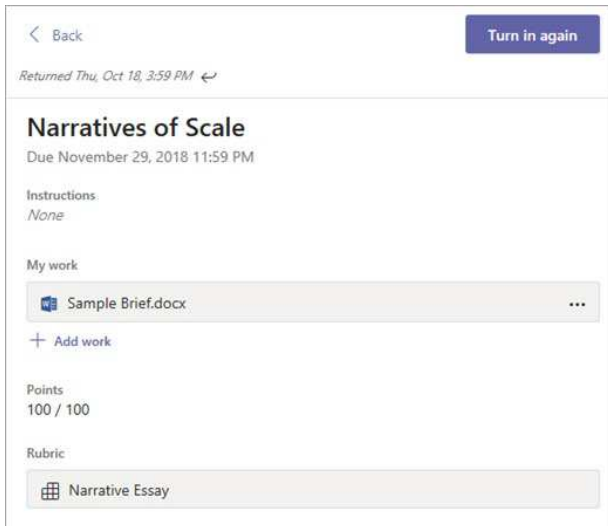
Assignments

Your teacher will post assignments using Teams.

Click on the **General** tab in your class, then select **Assignments**.

It shows your assignments for that class (listed by due date).

Assignments you've turned in will have a tick.

Open an assignment to view feedback and scores after your teacher has returned it.
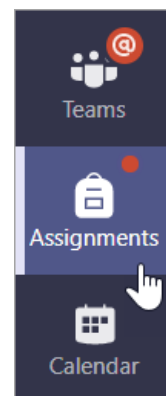
In some classes, you can also click on an attached rubric to see more details on your score.

To view assignments across all your classes ...

Select **Assignments** from your app bar on the left hand side of the screen.

Select an assignment to open it or hand in work.

Select **Assigned** to view work you haven't turned in yet and **Completed** to view work that you have.

Microsoft OneNote

OneNote to rule them all! This application allows you to keep all of your digital note books from all your subjects in one place. You'll never lose your homework again!

Use the waffle and find the **OneNote** app.

What is Microsoft OneNote?

OneNote is a digital notebook that automatically saves and 'syncs' your notes as you work.

You can:
- Type information in your notebook or insert it from other apps and web pages.
- Take hand typed **notes,** draw your ideas or upload pictures of any work you have done practically.
- Use **highlighting** and **tags** for easy follow-up.
- **Collaborate** (work in groups) with your peers in the collaboration space.
- **Access** your notebooks from any device.

OneNote works the same on Windows, Mac, iOS, and Android so you can save things on your computer and check it out on your phone, or at home.

Class OneNote

Teams includes a special OneNote notebook that is shared by your class that includes a **content library** for handouts and resources, a **collaboration space** for lessons and creative activities and your own named **personal workspace** that only you and your teacher can see.

Try it out!

Open Microsoft Teams and click your cohort team. Find the tab called 'Class Notebook'. The school digital diary will start to appear (we are using this as the example because your class notebooks may not be created yet by your teachers)
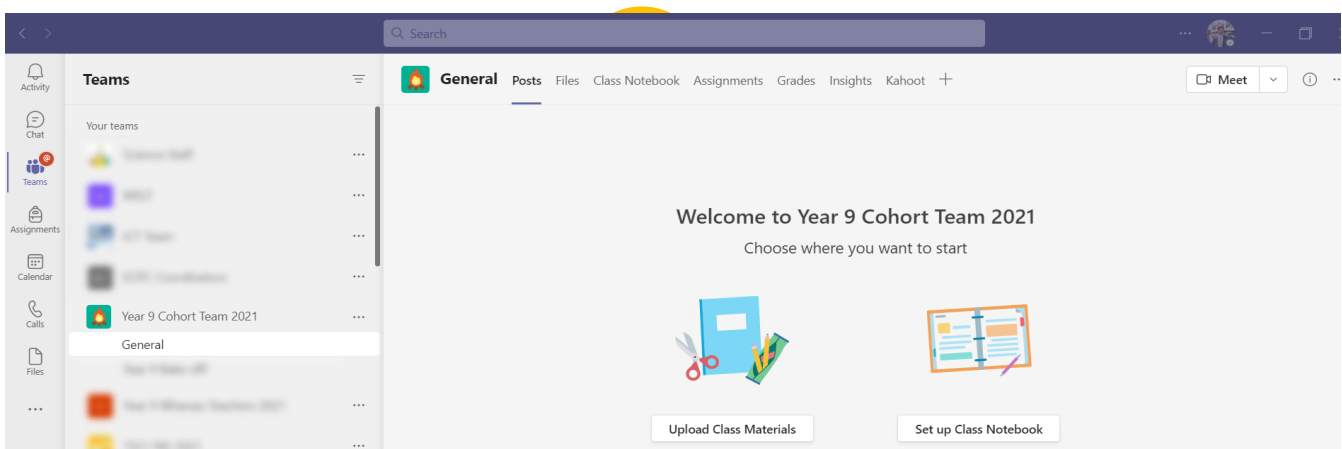
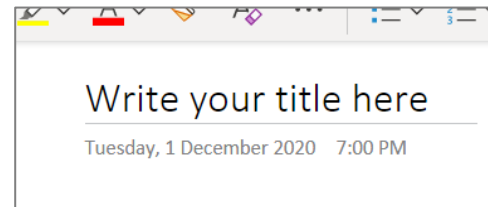Open 'OneNote in App', making sure you use the latest OneNote, 'Microsoft for Windows 10'
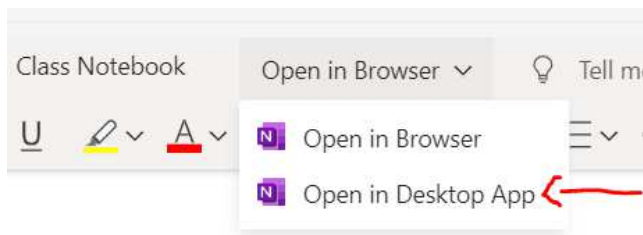
Have a look through the diary. While there is no sections called 'collaboration space' and 'content library', every section you see is 'view only' apart from your own 'named section'. In your own section see if you can try a few of these ...
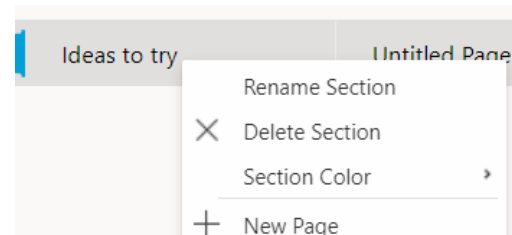
|		
Add a new page or section	Select **+ Add page** or **+ Add section** in the left-hand navigation pane.	
Name / Rename a page	Give the page a title ... it will change the page title in the navigation pane. Choose '**Rename Section**' and type a new name.	
Rename a section	Right-click the section in the left-hand navigation pane Choose '**Rename Section**' and type a new name.	
Open a different notebook	Select the **bookcase**, and choose the OneNote you want to open.	
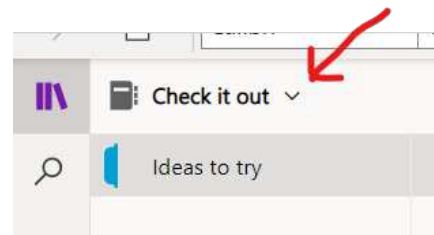
Taking notes is easy …

You can type notes, write notes, convert handwritten notes to text, and even record audio notes. All of your work is saved automatically.

**Type a note**   Click or tap anywhere on the page and start typing.

Just click anywhere to type …
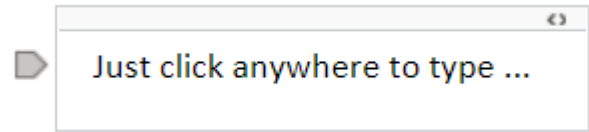
You can

- **move it** ~ using the top of the content box,
- **resize it** ~ drag the side of the content box,
- **handwrite it** ~ using 'Draw' … select a pen and start writing (with a mouse, stylus, or your finger)
- **record it** ~ select **Insert** > **Audio** and OneNote immediately starts recording.

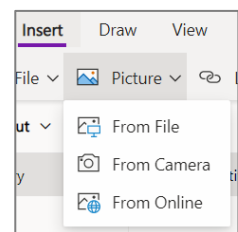   To end the recording, select **Stop**.
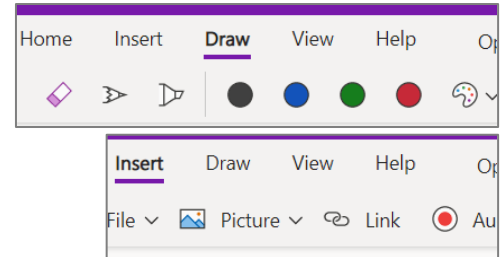
You can add pictures, files, and videos to your notes to create interactive notebooks.
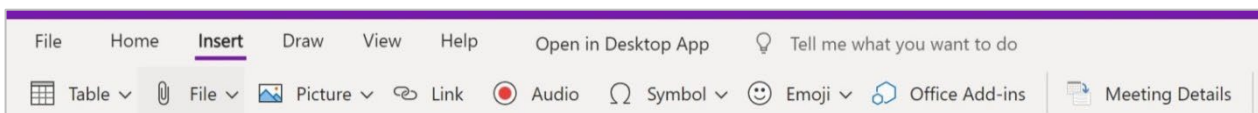
Insert a picture   Click where you want to add a picture on the page.

Select **Insert > Pictures** and select From File.

Find the picture you want and select **Open**.

Insert a copy of a file   This is like **paper-clipping a file** to your screen.

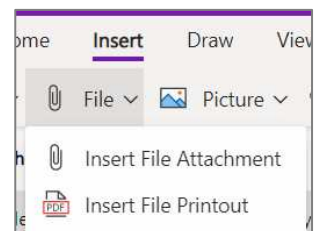Select **Insert > File.**

Select **Insert as Attachment**.

Select the file and select **Open**.

Insert a PDF Printout   This is like putting a **photocopy of the file** on your page.

Select **Insert** > **File.**
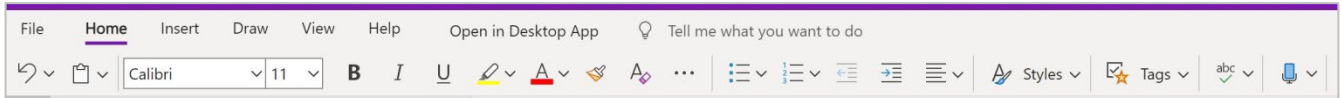
Select **Insert PDF Printout**.

Select the file and select **Open**.

If you knew all this already, try these out …

Format Notes

Format your notes to get them to look just the way you want. It works pretty much like 'Word'. Normal Microsoft shortcuts also work on OneNote e.g. Ctrl-C is still 'copy'.
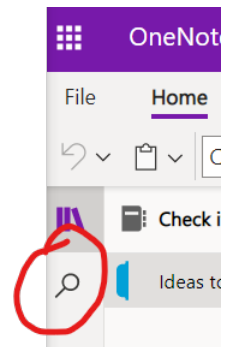

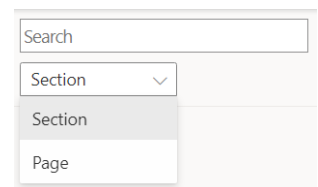|	
Format notes	Select the **Home** tab then select the formatting you want like font, font size, **Bold**, *Italic*, or **Underline**.
Highlight text	Select **Highlight** and select a colour you want.
Create lists	Select **Bullets** or **Numbering** to create a list.
Insert Link	Type the address you want into your page to automatically create a link, or select **Insert** > **Link**.

Stay Organised

OneNote can help you find notes no matter where they are.

|	
Search for notes	Select the magnifying glass or press Ctrl+F.
	Type a search word or phrase.
	OneNote highlights search words in typed text, handwritten notes, and even words shown in pictures.
Narrow the search	Select the search drop-down arrow.
	Select an option.
	Select one of the results.
Close the search results	Click on the magnifying glass again to close.
	Clicking on the bookcase will bring back your sections.

CONGRATULATIONS!

You now know you know the basics of:

 Outlook   Teams

 OneDrive   OneNote
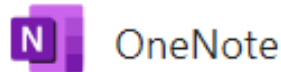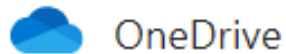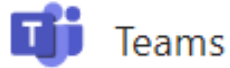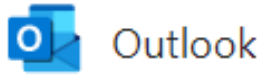
You'll be using each of these programmes, along with some others, in your learning this year.

If you need help with any programmes you'll use at school, ask a friend or teacher and they will be able to point you in the right direction.

If you're wanting to upskill further, try out this help from Microsoft.

Microsoft 365 Training (https://support.microsoft.com/en-nz/training)