

Using Microsoft 365 when internet and device access is limited

Images and text from Tablet
Academy – Professional
development Platform

Current Situation	Benefits of Introducing Technology
Students are only learning with 20th century tools	<ul style="list-style-type: none"> Using modern ICT as an additional learning tool builds new skills and keeps learning relevant and engaging
Students do not leave school equipped with digital skills that the workplace demands	<ul style="list-style-type: none"> When students learn using ICT skills they can help advance their future career opportunities
Students mostly learn in isolation. There are few opportunities to meet students in other schools or countries	<ul style="list-style-type: none"> Cloud technology lets students take part in collaborative learning – across a classroom, country or the world
Students can only access resources such as libraries and teacher expertise when inside the school	<ul style="list-style-type: none"> Internet connections provide access to rich resources, people and learning opportunities – inside and outside the classroom
When students need a computer they must go to the computer lab	<ul style="list-style-type: none"> When students are supplied with a device or can bring their own, they can take everything they need to learn with them. This way, technology can intuitively support all kinds of learning – such as recording a science experiment or taking notes
Teachers find it difficult to personalize student learning	<ul style="list-style-type: none"> Technology can allow students to learn in their own style, where and when they like. Students can easily create their own learning spaces and activities
Students must collate a paper-based record of their own achievement over the years	<ul style="list-style-type: none"> Technology enables students to record their work in e-portfolios
If a student is absent they must catch up missed work when they return	<ul style="list-style-type: none"> Technology makes it possible to connect absent, distant and incapacitated students to cutting-edge learning
If a student lives too far from the school or is physically unable to attend, they have no access to education	<ul style="list-style-type: none"> Videoconferencing helps them experience classes as if they are there and online tools help them connect with peers and complete their homework

How will pupils learn if self isolating or due to a closure?

1. If self-isolating – pupils will be sent work directly from their subject staff via their Microsoft email Account using assignments, that has been set up through school.
2. If a year closure has to take place, then all pupils will be sent work via the Microsoft email Account using Assignments. Staff will be giving feedback and deadlines for work will be set. There will be one 20minute group prep session video meeting scheduled each week with pupils.

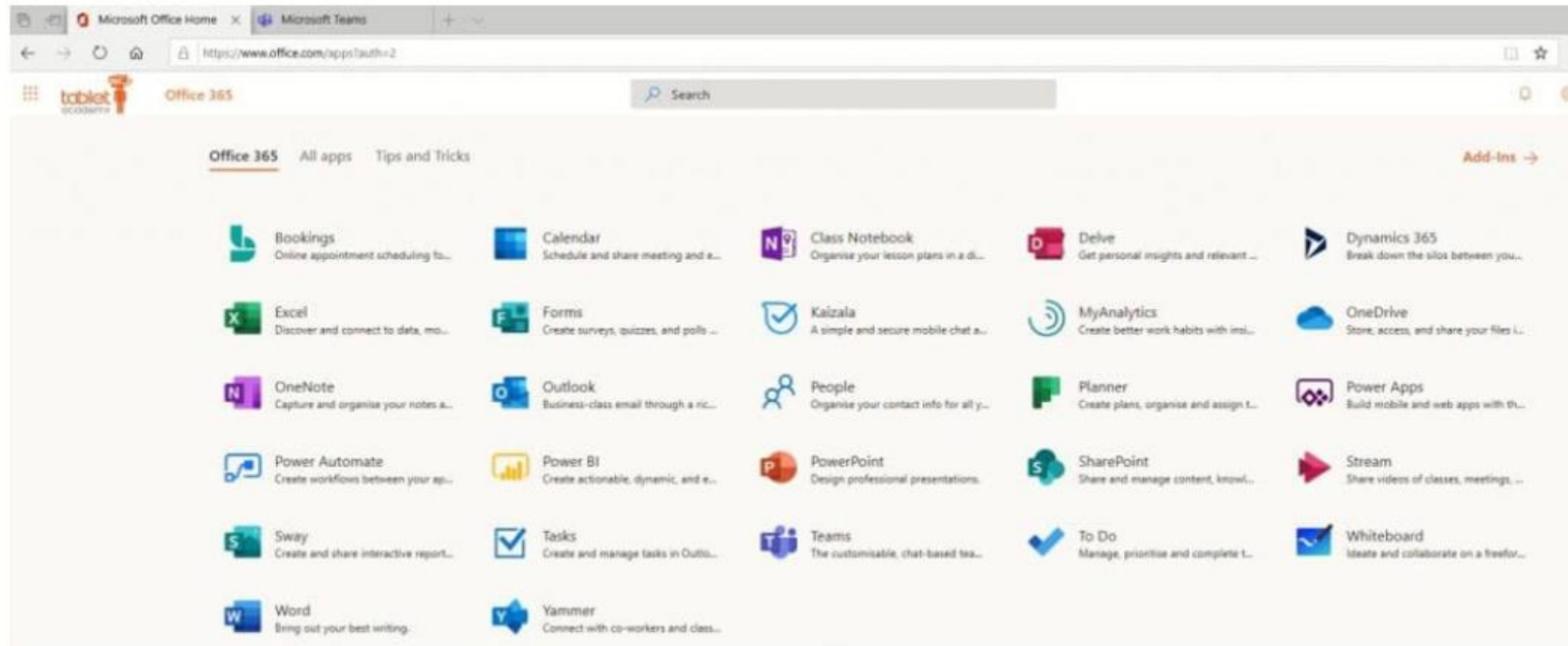
How can you support the home-learning?

1. Ensure your child/ children have a quiet space to work
2. Encourage them to follow their timetable to allocate time throughout the day to complete the work.
3. Ask them to show you what they have done that day and continue to encourage them.
4. Ensure they have returned work to staff via the Microsoft assignments system, they will get feedback.

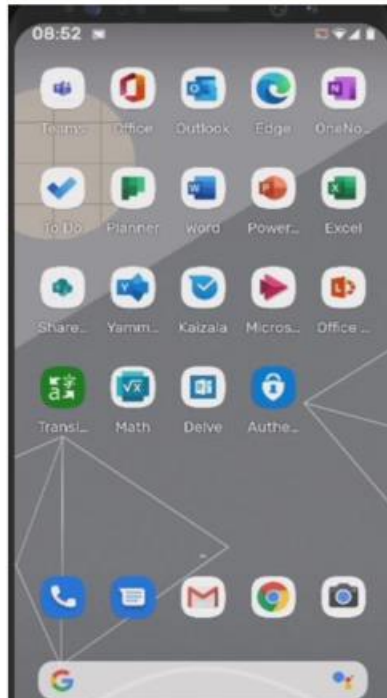
Concerned your child will not have access to the home-learning?

1. Office 365 is accessed online, through Chrome or Edge, you can also add apps on mobile devices; there are free versions!
2. The office app combines Word, Excel and PowerPoint – the mobile apps work by connecting you to the online software and storage – it is free!
3. Using the browser is best on laptops and PCS, apps work better on smartphones and tablets.

On a laptop/ desktop computer view



Office 365 displayed in the Edge browser



Here is an image of apps downloaded onto an Android smartphone. On a mobile phone you will be able to add some of these apps from the **Google Play Store** for Android phones or the **Apple Store** for iPhones (iOS). A slightly different range is available for each and their may be some appearance or function differences. App availability is changing all the time. They are also regularly updated to add new functionality and features.

Of course, there are lots of other educational apps which you may want your students to use. You can find these in the app stores. For example, if you were using the *DuoLingo* app to help students learn a language. You could ask them to add this to the screen.

Notice that amongst the apps shown here is the **Edge browser**. The default browser on an Android phone will be Chrome. You can access Office 365 through either. An advantage of using Edge will be sign in using the school account. This will keep bookmarks synchronised. By keeping the school work in Edge it also helps separate academic use from general use.

Android Apps

Whilst not included in Office 365 two apps are available for Android phones which help you and your students to make good use of the platform.



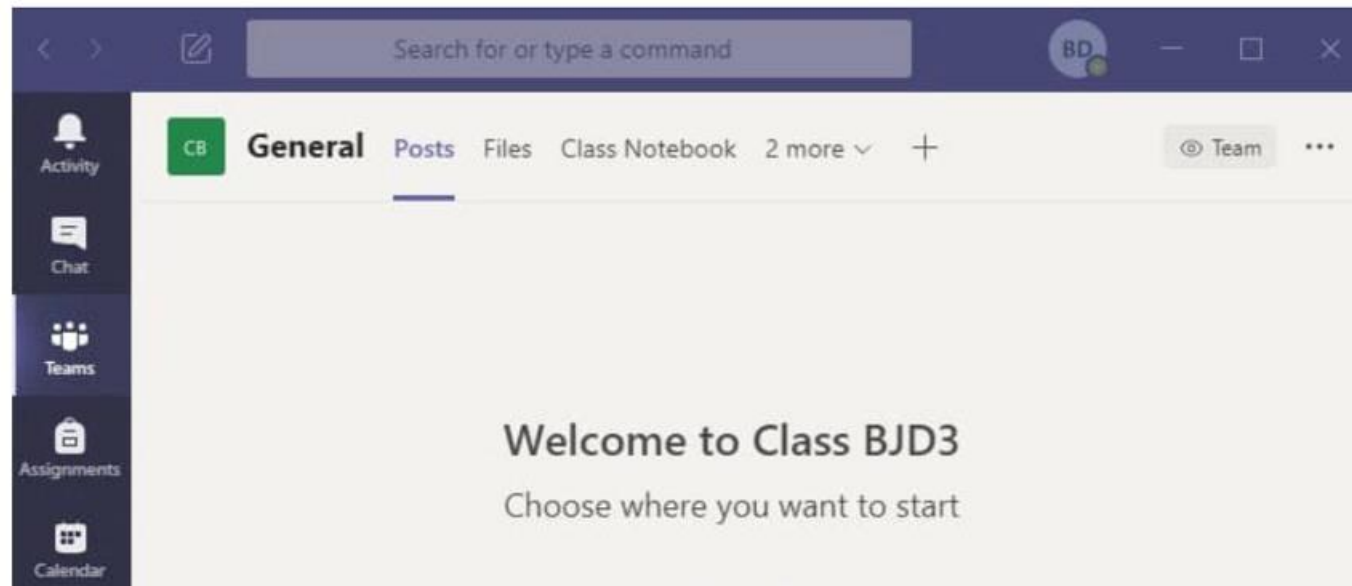
The **Office** app combines the Word, Excel, and PowerPoint apps you know and rely on, with new capabilities that harness the unique strengths of a phone to create a simpler, yet more powerful Office experience on the go. It is worth installing.



Office Lens trims, enhances, and makes pictures of whiteboards and documents readable. You can use Office Lens to convert images to PDF, Word and PowerPoint files, and save to OneNote, OneDrive, or your local device. You can even import images that are already on your device using Gallery. It is a good app for students to use to get work back to their teacher. We will look at this later in the course.

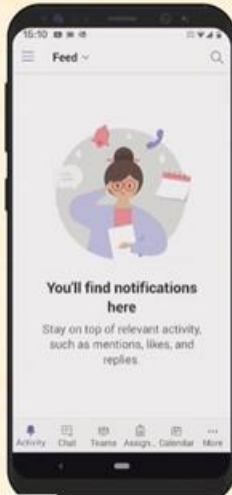
Use Teams with the PC app or use it in your browser.

For the best functionality you would use the **Teams app installed on your desktop or laptop**. Once you sign in to Teams this way, the app will launch automatically when you start up your computer. You will see a side bar with links to your main apps and within a class team you can see **Tabs** along the top which link you to posts, files and the Class Notebook. You can **add other tabs by clicking +**



Using Teams on a Smartphone

When using the Teams app on a tablet or smartphone it will look a little different. This video shows how to navigate Teams on an Android phone. It is similar on an iPhone.



This is **Microsoft Teams** running on an Android smartphone.

Your settings are accessed through the menu bars top left. If you have more than one O365 account, you can add them here and switch between accounts.

Along the bottom are your controls:

Activity – this feeds through any communications or activity which directly relates to you. For example if you are named in a post or if there is change to a team of which you are a member

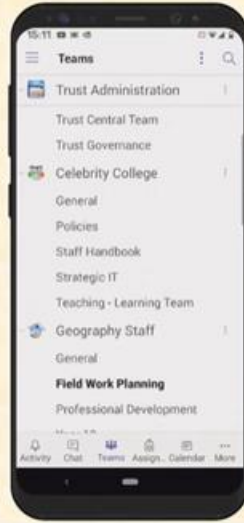
Chat – you can message people here and hold conversations with selected individuals.

Teams – you can see all the teams that you are a member of on this screen.

Assignments – manage work for your students here.

Calendar – schedule and join meetings through your calendar app.

... More – reveals more apps that you can use inside Teams, especially access to files and your class notebooks.



This is **Microsoft Teams** running on an Android smartphone.

Your settings are accessed through the menu bars top left. If you have more than one O365 account, you can add them here and switch between accounts.

Along the bottom are your controls:

Activity – this feeds through any communications or activity which directly relates to you. For example if you are named in a post or if there is change to a team of which you are a member

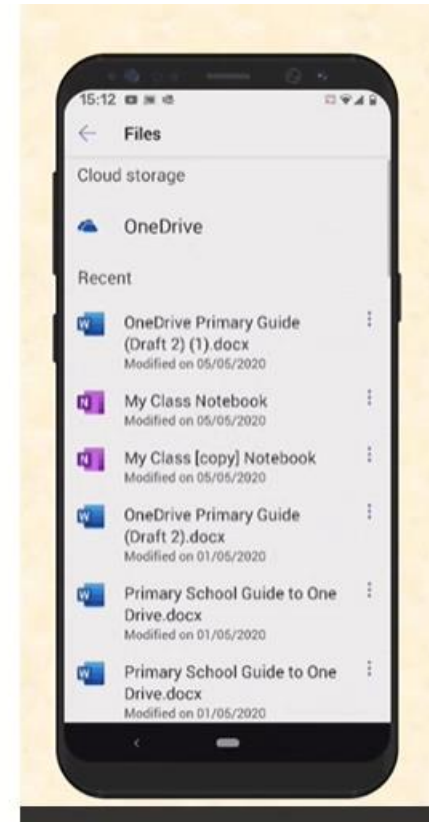
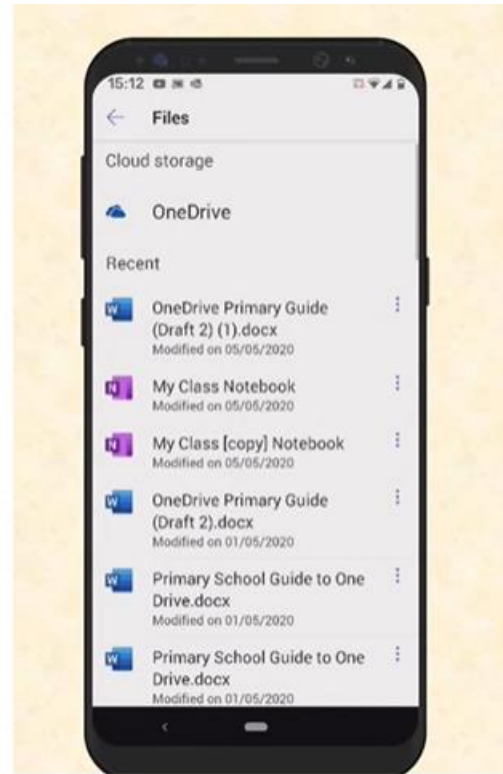
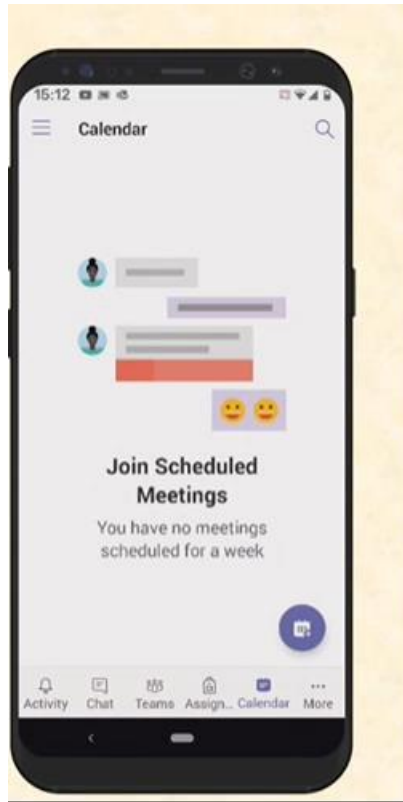
Chat – you can message people here and hold conversations with selected individuals.

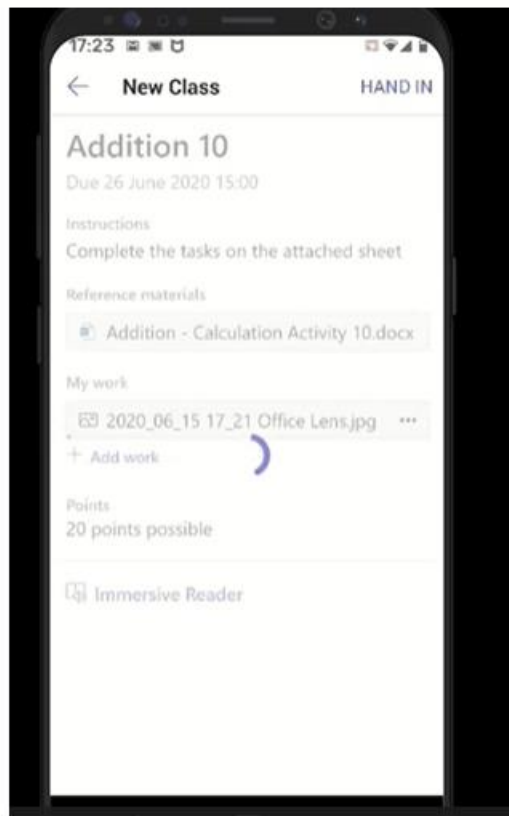
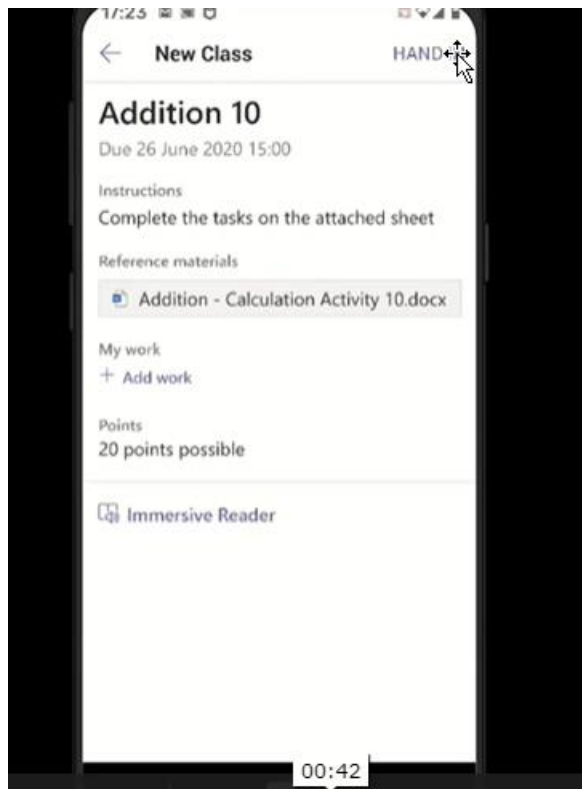
Teams – you can see all the teams that you are a member of on this screen.

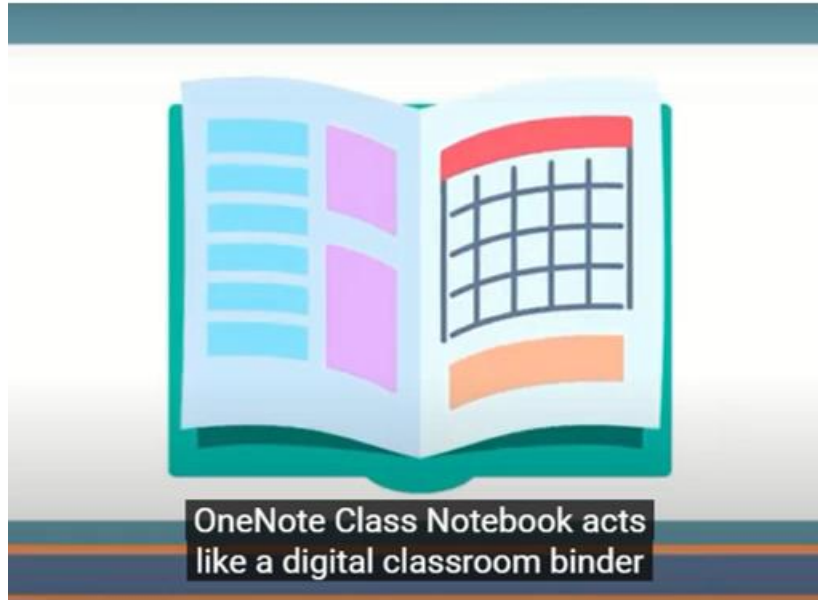
Assignments – manage work for your students here.

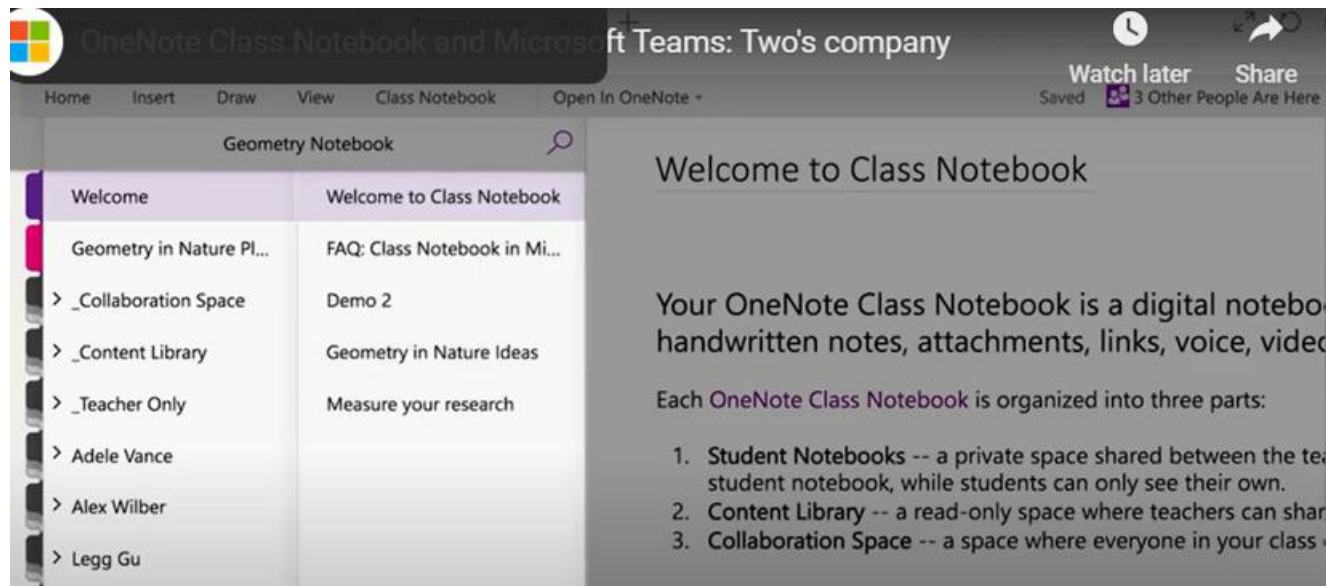
Calendar – schedule and join meetings through your calendar app.

... More – reveals more apps that you can use inside Teams, especially access to files and your class notebooks.









The key features are:

Content library: A 'read-only' space, you can add content here that students can read but cannot edit

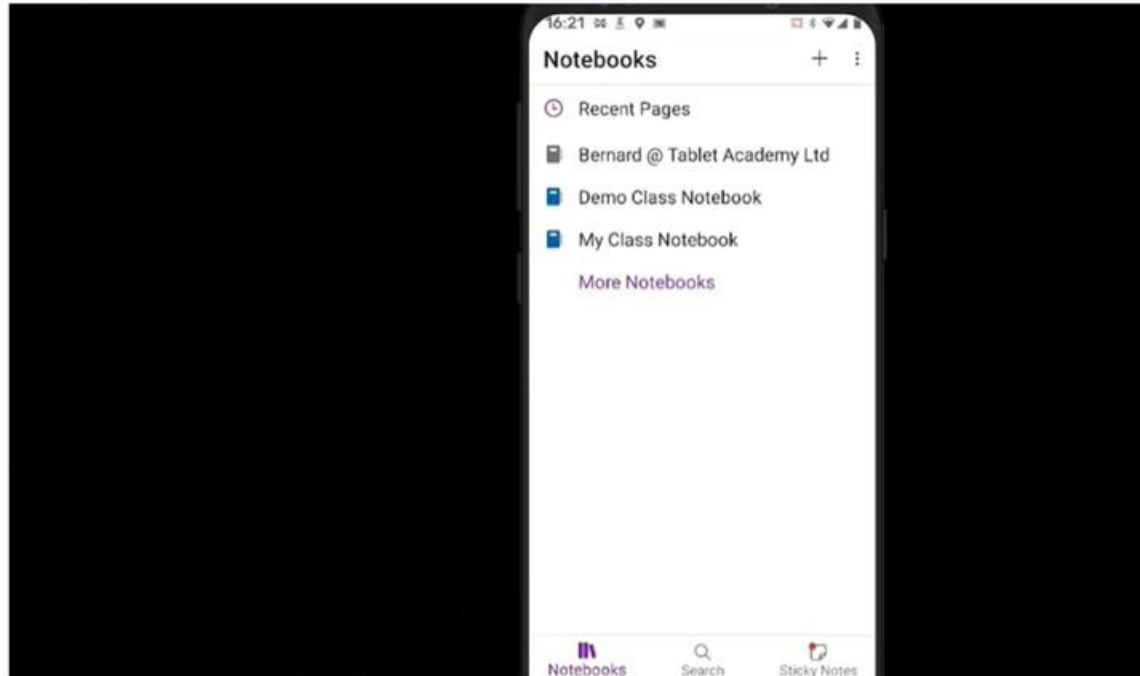
A collaboration space: A space where all students can work together on shared documents

A student notebook: A space for each student to work on their own, which you can see and edit

One Note provides a blank canvas workspace. You can create a 'binder' with different sections. Each section will contain all the pages that you create. Think of these as pieces of paper in the binder. You can type or write onto these pages. You can draw and paste images. You can add web links and embed content. You can even add audio clips.

Class Notebook on Android Phone

This is what **Class Notebook** looks like on an Android phone. Here we are using the **OneNote app**.



Forms

The Gambia - Tourism Quiz

Look at the web site <http://www.visitthegambia.gm>. Study the section called 'About the Gambia' then answer the questions below.

* Required

History

Questions about the history of The Gambia

1

Who first wrote about the regions * (1 Point)

☐ Arab Traders

☐ The Portuguese

☐ The British

2

In which year was the area captured by the British * (1 Point)

This what your form looks like to a student working on a computer

This is the same content when viewed on a mobile phone. Clearly it is easier for students to complete multiple choice questions by clicking the 'radio buttons' than it is to write long answers on a phone.

The Gambia - Tourism Quiz

Look at the web site <http://www.visitthegambia.gm>. Study the section called 'About the Gambia' then answer the questions below.

* Required

History

Questions about the history of The Gambia

1

Who first wrote about the regions * (1 Point)

☐ Arab Traders

☐ The Portuguese

Using Assignments to Hand Out and Collect Work

Working in Teams you can either use **Assignments** or **ClassNotebook** to hand out, collect and mark work.

Along the top of your **Class Team** you will see **Tabs**. By default, in the **general channel**, you will see:

1. **Posts** – covered in the previous lesson
2. **Files** – covered in the previous lesson
3. **Class Notebook** – covered in the next lesson
4. **Assignments** – this is the tool that you use for handing out, collecting, providing feedback and grading work
5. **Grades** – this is an on-line grade book
6. **Insights** – this is a dashboard that provides an overview of your assignments, class progress and performance
7. **+** – you can add tabs to provide access to different resources or apps e.g. a web site

Students Return the Work



In an environment where students return the work via a mobile phone, you should keep things simple. They may not be able to work digitally. As a result they might download the learning resource and complete their answers on paper. They could then use the **Office Lens app** to capture an image of their work and upload it to OneDrive. Office Lens enables you to capture an image and then upload it to **OneDrive**. It will also let you save the file in different formats and to other locations.

Alternatively, students could work digitally on their mobile device, creating the response and saving it in their OneDrive. In Teams Assignments they have the option to **hand in** their work to the teacher. Once they do this their finished work becomes visible to you and you can comment and grade the work online.

