

A photograph of a male teacher with glasses and a red bow tie, and a young female student with curly hair, both smiling and looking at a tablet computer. The teacher is pointing at the screen. The background is a bright window.

A Guide to using Office Online through SharePoint and OneDrive

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A Guide to Using Office Online through SharePoint

The previous guides in this series have introduced you to basic provisioning and setup of Office 365 and to using SharePoint for administration, learning and teaching in your own education institution. Hopefully, you are now a bit more confident and have spent some time exploring your new Office 365 for Education platform. You should now be able to do the following:

- Add new users to Office 365
- Assign different levels of licence and permissions to your users
- Set up login and password details for your users, and reset if necessary
- Set up SharePoint sites for different uses (admin, community, teaching subjects and projects, and personal sites)
- Change the appearance of your sites and edit different parts
- Set up a simple website and make it visible to the public
- Follow other groups, people and documents in your NewsFeed
- Know how to share documents and your calendars
- Select and set up apps for SharePoint sites
- Set up Team sites and assign tasks to team members using SharePoint apps

This next guide will take you through some of the other features of Office 365 that you will use either on their own or within SharePoint. Communication and collaboration are at the heart of everything you do in Office 365, and all of its features are designed to work together to help you do existing tasks better and to discover new things that will enhance learning and teaching in your institution.

1. Using Office Online*

You will probably be quite familiar with the Office applications that are installed on your PC or Laptop (**Word**, **Excel**, **PowerPoint** and **OneNote**). **Office Online** in Office 365 consists of lighter versions of these with fewer of the functions, but they do give you access to everything you will need to work.

And as they are online, you are able to:

- Work on your Office **Word documents**, **Excel spreadsheets**, **PowerPoint presentations** and **OneNote** workbooks anywhere you have internet access
- Sync all changes to existing documents with all your devices and to your laptop or desktop machine
- Share Office files with other Office 365 users
- Work **collaboratively** to **review** and **edit** the same files together
- Create new files and sync them to your desktop machine for the more powerful editing tools in the version of Office you have installed
- Get assistance from the **Help tab** with any difficulties you might encounter
- Work easily others because you can send links to files like **PowerPoint**, **Word** and **OneNote** instead of sending file attachments. That saves on email storage and prevents you from needing to reconcile multiple versions of the same document manually

One of the advantages of using Office 365 for Education is that once your domain has been set up there is hardly anything you need to do because Microsoft takes care of all the software maintenance and operating updates, freeing you to concentrate on your work.

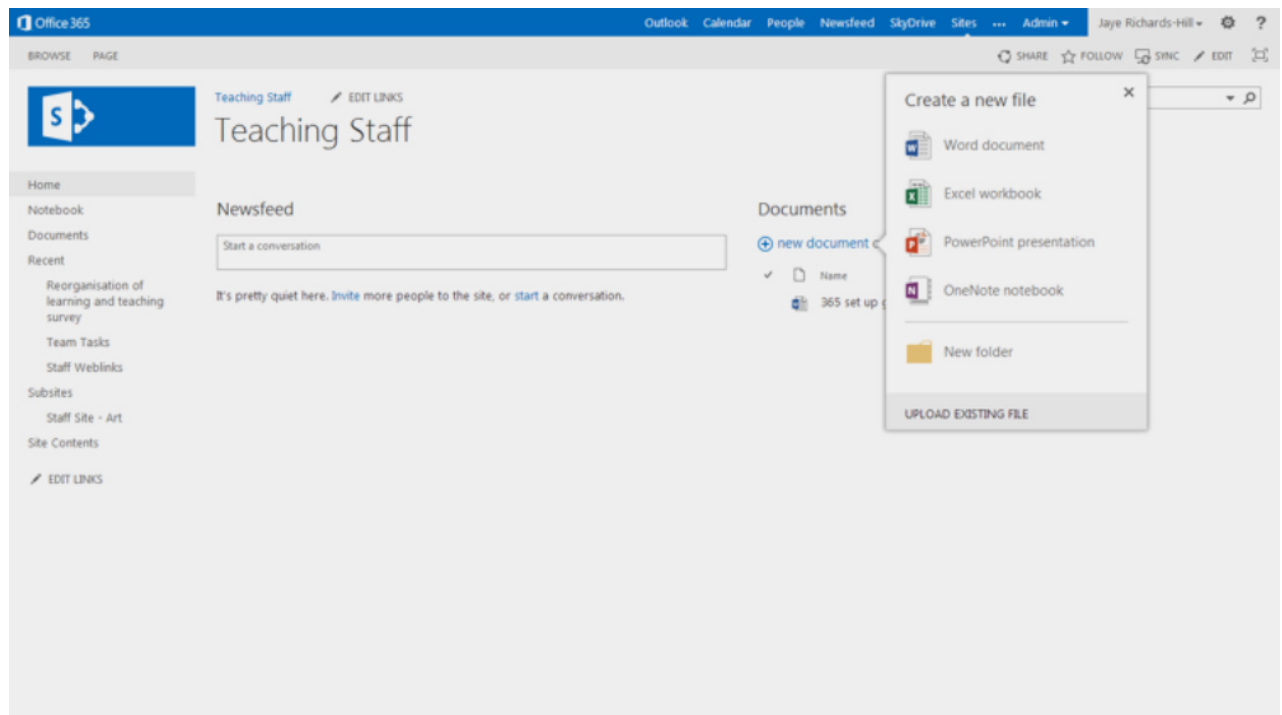
You can access **Office Online** on your Office 365 platform either in any SharePoint site or through **OneDrive****. This guide will help you understand more about accessing the apps through your SharePoint site collections.

**Formerly known as Office Web Apps.*

***Formerly known as SkyDrive.*

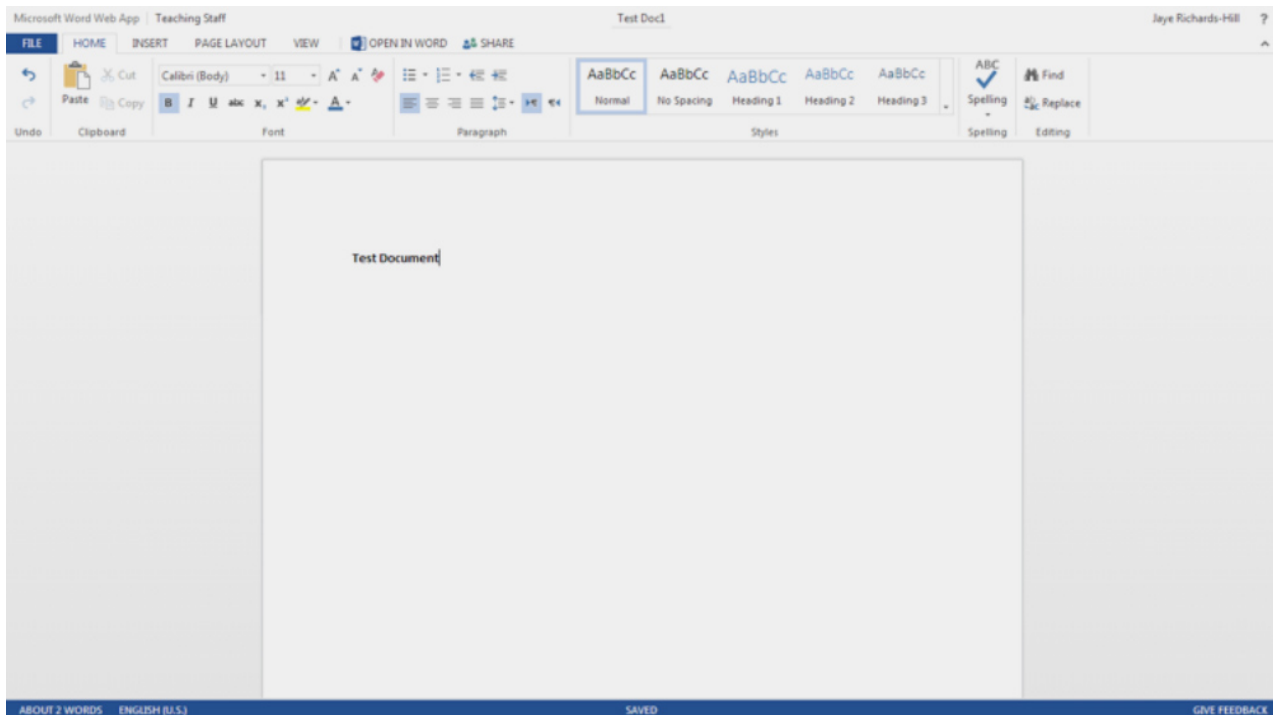
2. Accessing Office Online through SharePoint

- Go to your SharePoint site homepage by clicking on the **Sites** tab at the top of your Office 365 screen.
- You will see the **Documents** heading on the right of the screen.
- Click on **+new document**.
- A drop-down menu will appear, listing the **Office Online** options. It will look like this:

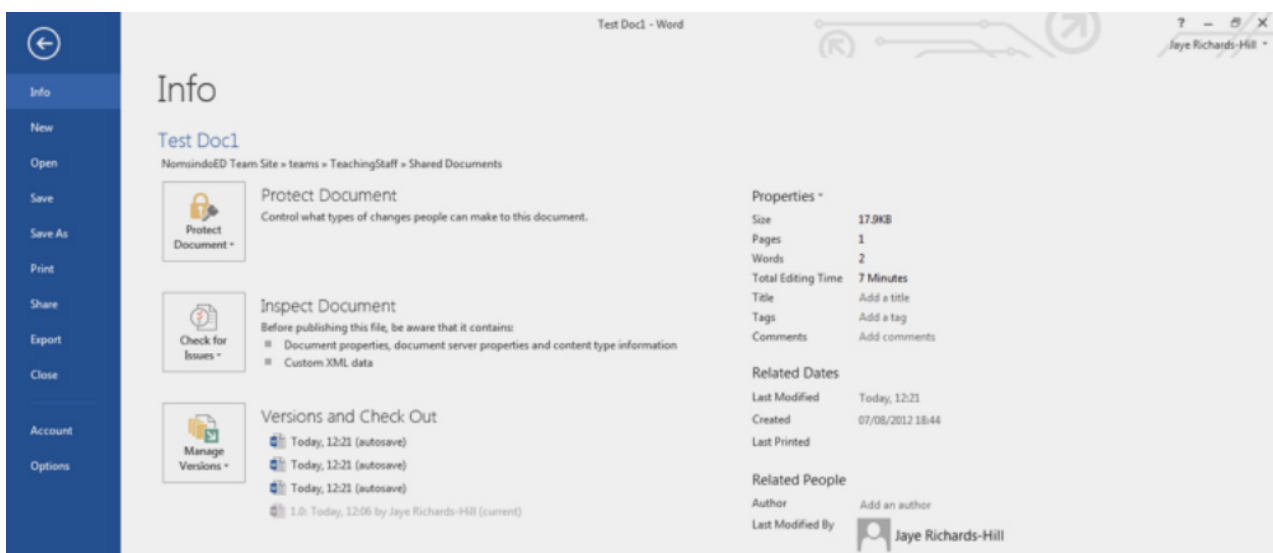


- Select the **file type** you want to create and click.
- Select **Word Document**, for example, and a window will appear that asks you to give your new file a name.
- Enter the document title and click **OK**.

- Your new blank document will then load. You should recognise most of the functions in the **tool bar ribbon** running across the top of the page. It will look like this:

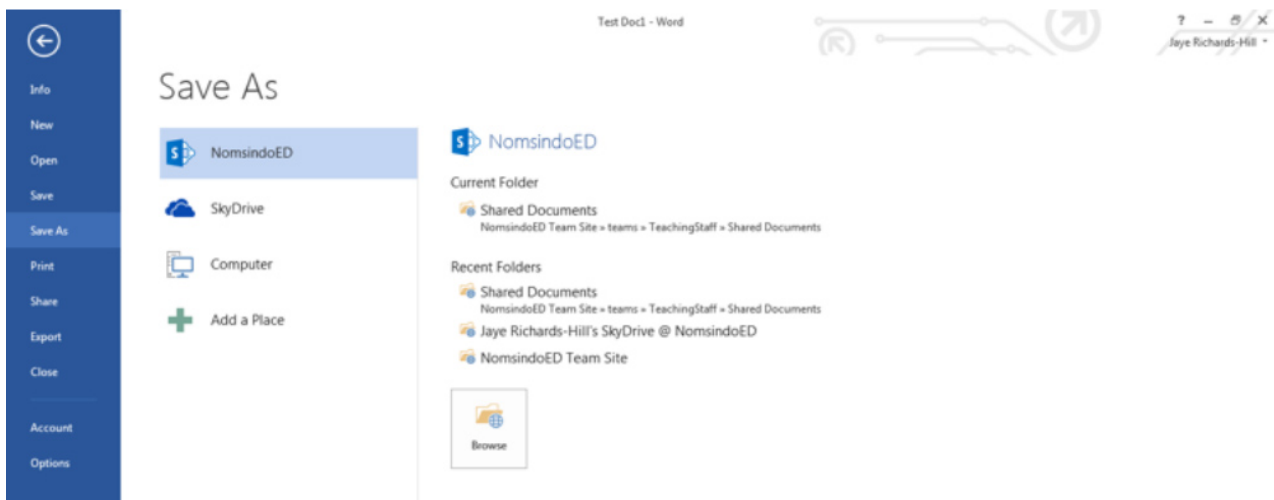


- If you want to use the more powerful editing functions available on your desktop machine or laptop, click on **Open in Word** in the tabs above the ribbon. Your document will then open up in your installed Office **Word** product.
- You can now work on your file using all of the tools available to you from your installed version of Office Word. When you need to save your document, click on the **File** tab at the top left of the screen. Your screen will now look like this:



- Click on **Save As** halfway down the menu on the left side of the screen

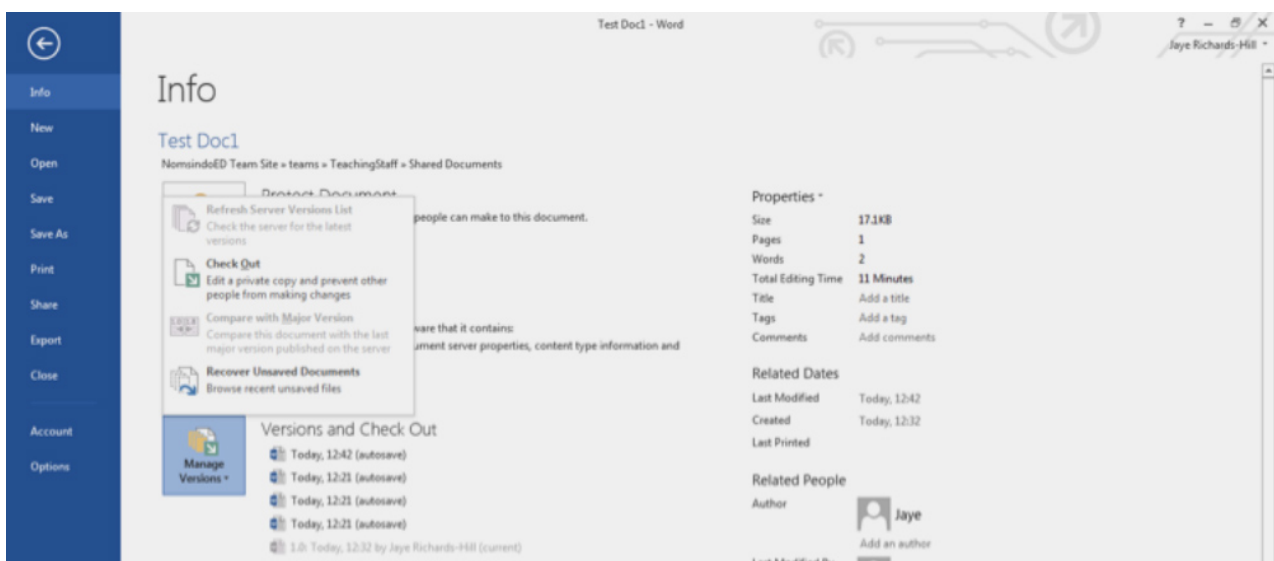
- You will then be given several options for saving your document. The screen will look like this:



- The first option is to save to your **SharePoint sites**. Select the location and your updated file will save to your selected site.
- You also have the option to save to other locations, including your computer and your Office 365 **OneDrive**.

Have a look at the other options on the menu running down the left side of the screen. Take some time to explore these functions by clicking on their tabs.

- The first command is the **Info** tab, which allows you to change some of the **sharing** functions. It gives you information about **edits** to your document and who has made the edits.
- You can make the document **read only**, or by clicking on **Manage Versions** you can **Check Out** the document to prevent others who you have shared it with from making further **edits**. This is what the screen will look like:



- Clicking on the **arrow** at the very top left of your screen will take you back to your Word document in the version installed on your desktop or laptop machine.

Opening other file types such as PowerPoint and Excel in Office Online gives you access to similar 'lite' versions of your desktop or laptop-installed Office products. You can flip between these two versions of each file just as this guide has done with an Office Word file.

- **Office Online** is great when you are away from your desktop and want to work on files you have within Office 365 (in SharePoint or OneDrive).
- You can see how useful they will be when you want to work with colleagues on the same file from different locations.
- When a file is shared or available to everyone in a SharePoint site, then colleagues can work on the file in different locations and at different times (unless the file is **checked out**) with changes made being immediately visible to others.
- **Office Online** tells you who is working on a file at the same time as you are. You can see their changes taking place in **real time** and their names appear on your screen so that you know who is working at the same time as you.
- When you click on **Save** the other users working on the file are notified that the file has been updated.
- When other users save the file they will see your changes, and their changes are available for you to see. By refreshing the file every time you save it, you control when you see the updates. This allows you to work with minimal interruption, even though others are working on the file with you.
- You can also work at the same time as other users in **Excel, PowerPoint** and **OneNote** in exactly the same way as with **Word**.
- Post details of the changes to team documents on **Newsfeed** to keep team members up to date or **follow** documents and files so that the changes appear automatically in your **Newsfeed**.

Now spend some time working through the **Office Online** versions of **PowerPoint, Excel** and **OneNote**. While SharePoint team sites are great for storing files for all of your team to be able to work on, you might want to use **OneDrive** for individual files created with Office Online.

A Guide to Using Office Online through OneDrive

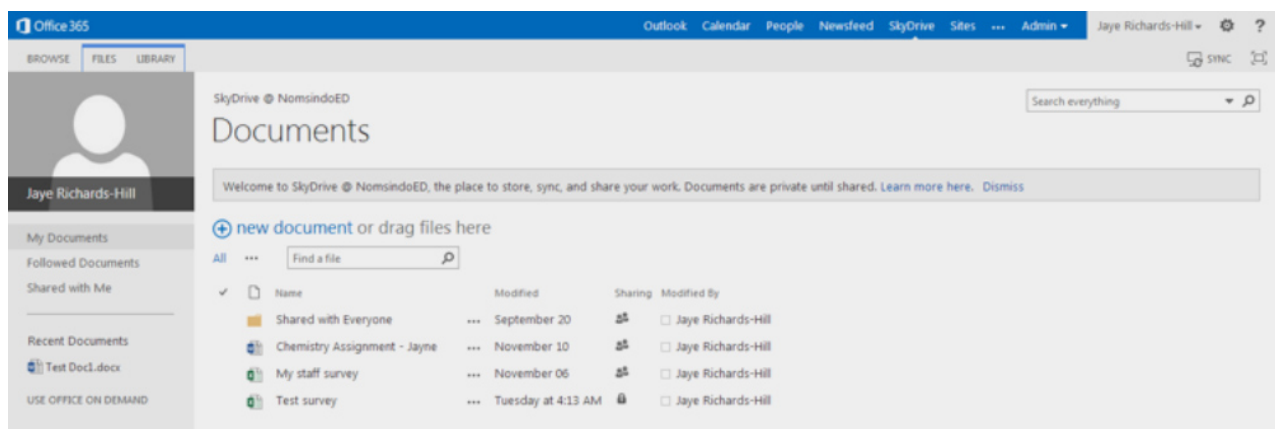
OneDrive is your own personal storage space in Office 365. It is another place where you can work on **Office Online**, as well as share and store files. Here are some uses and features:

- Use it to store documents you are working on individually.
- Set up folders and subfolders to keep your documents and other files organised.
- Use it to store your own private files - there is a large capacity of 25 GB.
- You can **drag and drop** files into OneDrive or use the **upload tool**.
- It can be synced to your computer so that changes to files are uploaded from your desktop and any other device you might be using. You can upload from your computer, or anywhere, to OneDrive.
- Other people, including external users, can be granted access to individual documents and files on OneDrive.

You can store educational resources, group project file copies and even your own photos and video clips, rather like having a virtual office in the cloud. OneDrive can be accessed from anywhere that has an internet connection, and from almost any device.

To use Office Online from OneDrive, log into your Office 365 portal and click on OneDrive from the tabs across the top of the screen in the blue Office 365 toolbar.

- This will take you to your OneDrive homepage, which looks like this:



- You can see all of your stored documents on the homepage.
- If you click on **Followed Documents** you will see the list of files you have chosen to follow from different locations in Office 365.
- If you click on **Shared with Me** you will see a list of files other users have decided to share with you from their own OneDrive storage area.
- The other tabs and functions are the same or similar to ones you have come across before while working through earlier guides in this series.
- Take some time to explore these features of OneDrive.

Clicking on **+new document** brings up a window with Office Online in exactly the same way as if you accessed it from SharePoint, and you use them in the same way too. OneDrive is simply another access point and storage facility within your Office 365.

With its 25GB storage capacity, OneDrive is ideal for use in Education

- Create resource banks of course materials to share with students and colleagues.
- Store and share professional development materials.
- Create professional development courses for new or less experienced colleagues.
- Share and upload photos by simply sending out links rather than needing to use large email attachments.
- Store video materials for use in learning and teaching.
- Think of OneDrive as your virtual briefcase to carry files between machines.
- Use it as a virtual filing cabinet, saving space in your office or classroom.
- OneDrive replaces the need to use pen drives and disks, which can get broken or lost and cost money.
- Access to materials and files at any time and from anywhere makes work appear much more real and dynamic to students.

With OneDrive and Office Online you can work and share from virtually anywhere!

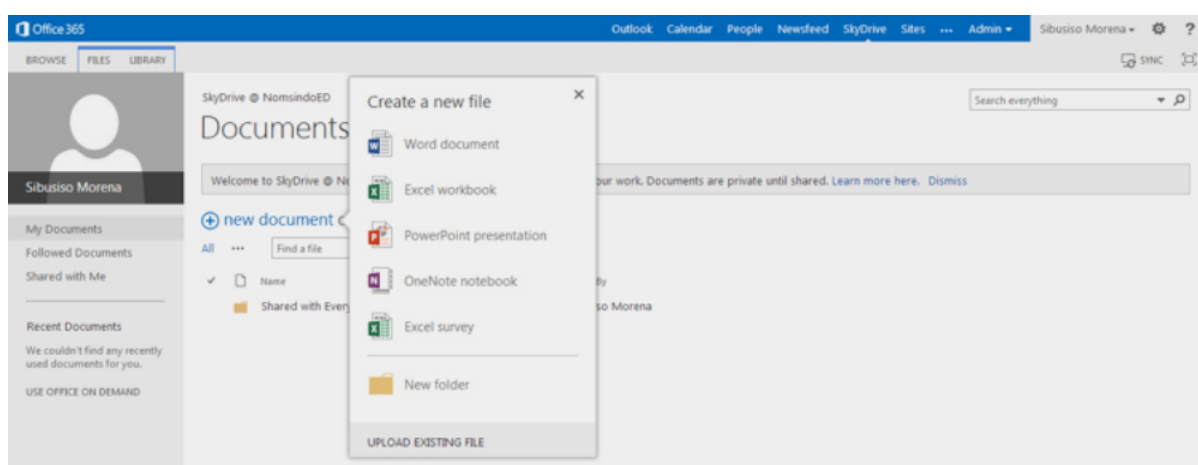
Please note that this OneDrive is completely separate from any other OneDrive account you may have. This is specifically the storage facility within Office 365.*

**The A2 Plan offers OneDrive for Business. Academic institutions are eligible for the Business services. Business services are targeted at organisations and have service level agreements and support. The organisation provides the service to their group of users and have first level support and user administration responsibilities. Examples of commercial services are Office 365, which includes Exchange Online, Office Online, SharePoint Online, OneDrive for Business and Lync Online. Consumer services are targeted at the individuals or end users and there is a direct sign-up between the end user eg a student and Microsoft. Examples of direct-sign up consumer services are Microsoft Accounts, OneDrive Consumer, Skype, Xbox Live and Outlook.com*

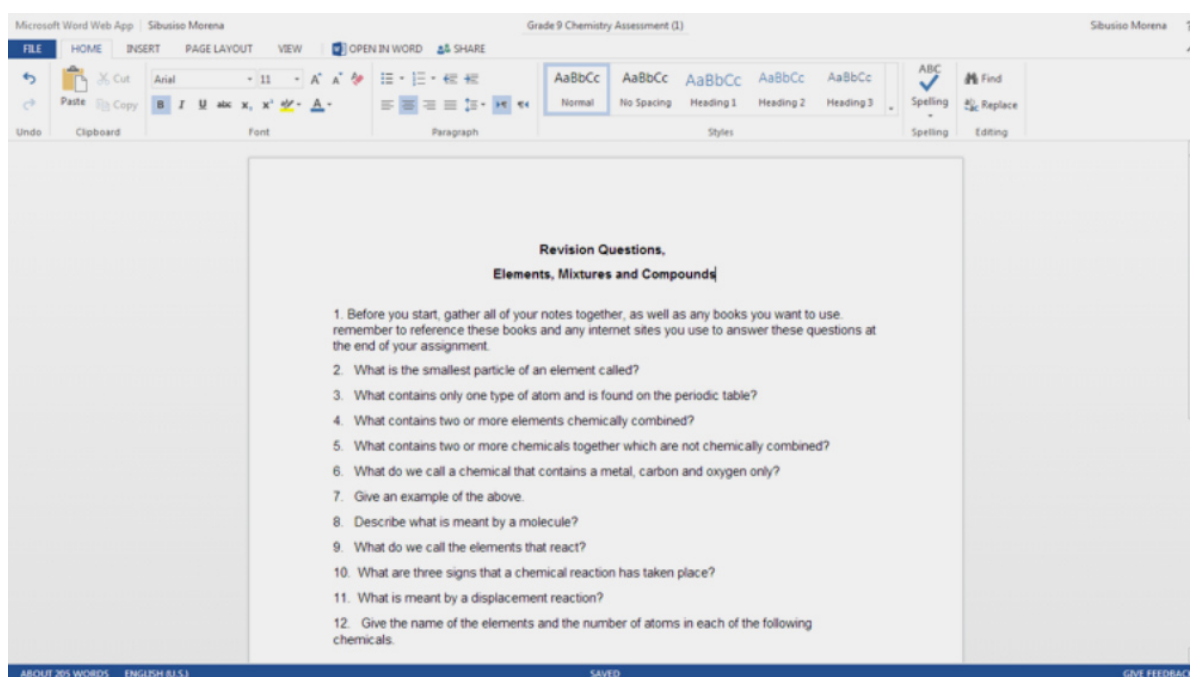
User Scenario - Using Office Online for Assessment and Feedback

Sibusiso Morena, the Chemistry teacher, is going to set his Grade 9 Chemistry class a piece of assessed work using the school's Office 365 platform. He has been using it with his class for a few weeks so they are becoming familiar with how it all works. He is away from the classroom at a teacher conference, but fortunately he is still able to use **Office Online** to create, share and assess the work using his tablet device.

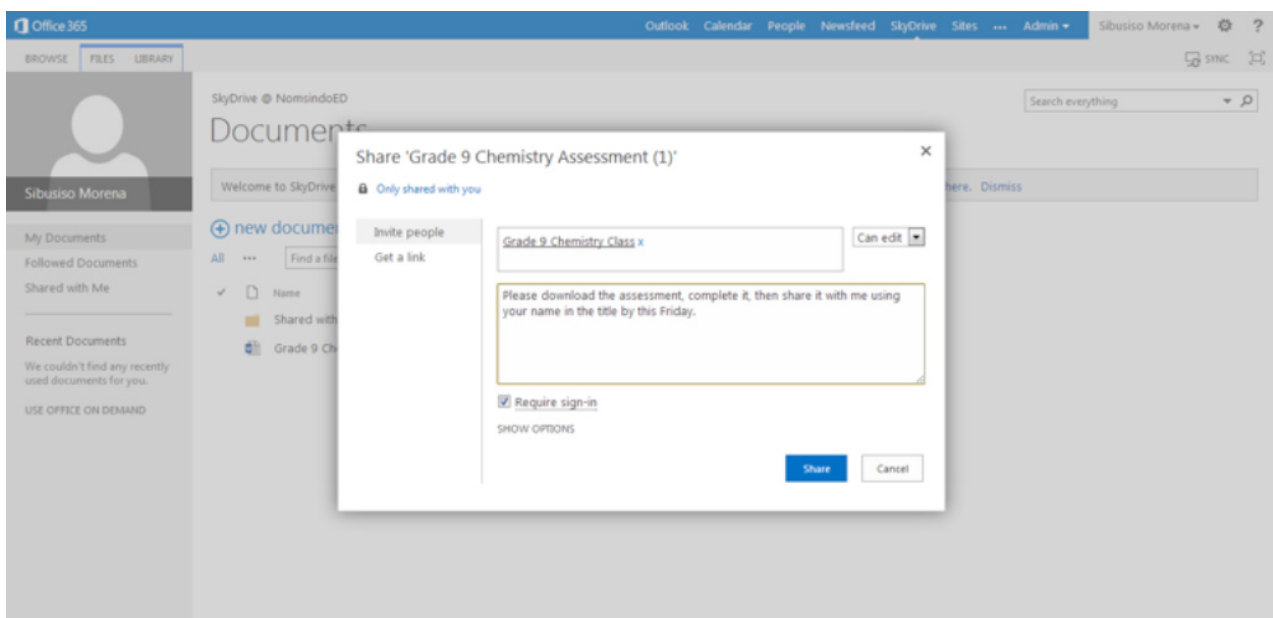
- He logs into Office 365 and clicks on **OneDrive** from his admin page.
- Sibusiso clicks on **+new document**. This opens up the **Create a new file** drop-down menu:



- Sibusiso selects **Word document**. He gives his new document a name and it opens up in **Word Online**.
- He can now type up the assessment he wants to set his class. It looks like this:



- Sibusiso is now ready to send this assessment to his students. He clicks on the **Share** tab at the top of the page above the functions ribbon.
- He is now able to share the assessment with his class. As he is an administrator of his school's Office 365 platform, he has set up a **user group** that includes all of his Grade 9 Chemistry students.
- **User groups** are easy to set up in Office 365. Sibusiso clicked on the **Admin** tab on the Office 365 **tabs menu** and selected **Office 365** from the drop-down menu. This took him to his Office 365 **Admin centre**.
- He clicked on **Users and Groups** on the menu running down the left side of the page and then selected **Security Groups** from the options at the top of the admin screen
- He then set up groups of users by clicking the + sign and following the instructions that guided him through the process.
- The user group makes it much easier to share things with his students. (Alternatively he could load the document into his SharePoint class team site and type a message into the group **Newsfeed**.)
- Sibusiso types in the name of the grade 9 Chemistry group together with an explanatory message. His screen now looks like this:



- He clicks on **Share**. His Grade 9 students will now get an email message telling them about the assignment. When they click on the link in the email, the assessment will open up in **Word Online**.
- They can now download the document and, after working on them offline, upload them to their own **OneDrive** then share them with Mr Morena for feedback on how they have done.
- Sibusiso will then be able to mark their assignments, type in corrections (using different colours), give feedback on how they could improve and share these comments with the student, keeping a copy for his records in a folder he has set up on his **OneDrive**.
- This is a very simple yet effective way of working collaboratively on documents using **Office Online**.

User Scenario - Using OneNote Online for student ePortfolios

Neo Nkosi wants to start using **ePortfolios** with his grade 6 English class. He wants them to have a record of their achievements to take with them when they go to high school. He decides to use **OneNote Online** in his institution's **Office 365** platform, as he has seen it used in other schools quite successfully for this purpose.

He knows that OneNote is great for organising resources into workbooks, sections and pages. He wants to see how he can use this structure to organise his students' evidence of progress and achievement in a way that shows evidence of his students being reflective learners who use his feedback and peer assessment as well as their own achievements. He knows it is a useful skill for students to be able to develop and maintain an **ePortfolio** that will:

- Help them acquire self-regulation skills
- Enable them to become autonomous learners
- Equip them with skills to be able to reflect on their learning practices and achievements

As not all of the children in his class have the **full version** of OneNote at home, he knows he will have to use only the features available in **OneNote Online**, although many of them will be able to use the full version to make their ePortfolios even better.

He decides to use the following structure for the sections:

- a) Reading
- b) Writing
- c) Speaking
- d) Listening
- e) Pronunciation
- f) Homework
- g) Exams

He uses the following pages in each of his sections and creates a template for his students to help them set up their own ePortfolios:

- **Prior knowledge / experience**
- **Samples of learning**
- **Learning goals**
Students will perform better if they know what goals they must achieve and should be encouraged to set their own goals too, which will help them become self-regulatory learners
- **Rubrics - assessment criteria**
It is important that the students know exactly what is expected of them
- **Practice for exams tests and quizzes**
- **Teacher evaluation**
Evaluate both formally and informally - feedback doesn't have to be given as grades, but can also be given as descriptive feedback

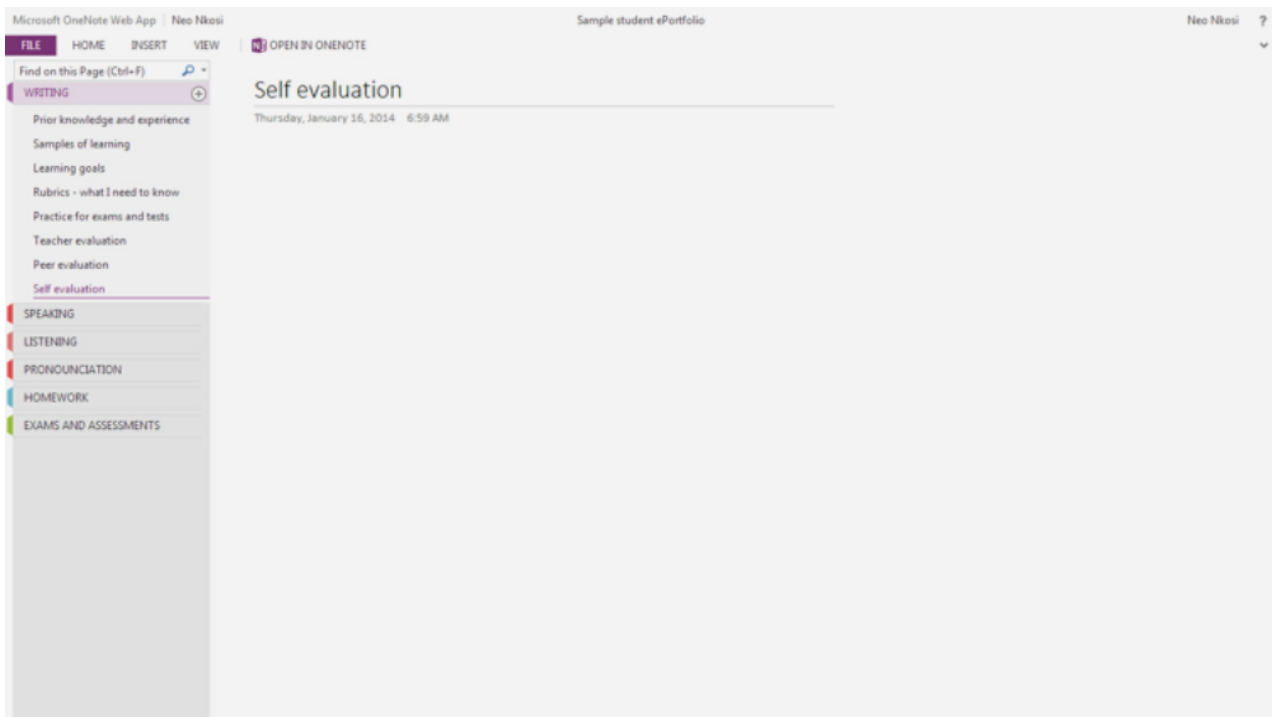
- **Peer evaluation**

Students need to be taught how to express negative remarks with a positive attitude and they need to understand that they're not evaluating the learner but the learning task

- **Self-evaluation**

Students will learn how to objectively assess their work, especially if they're able to compare their work with their peers.

His **template** for his grade 6 class now looks like this:



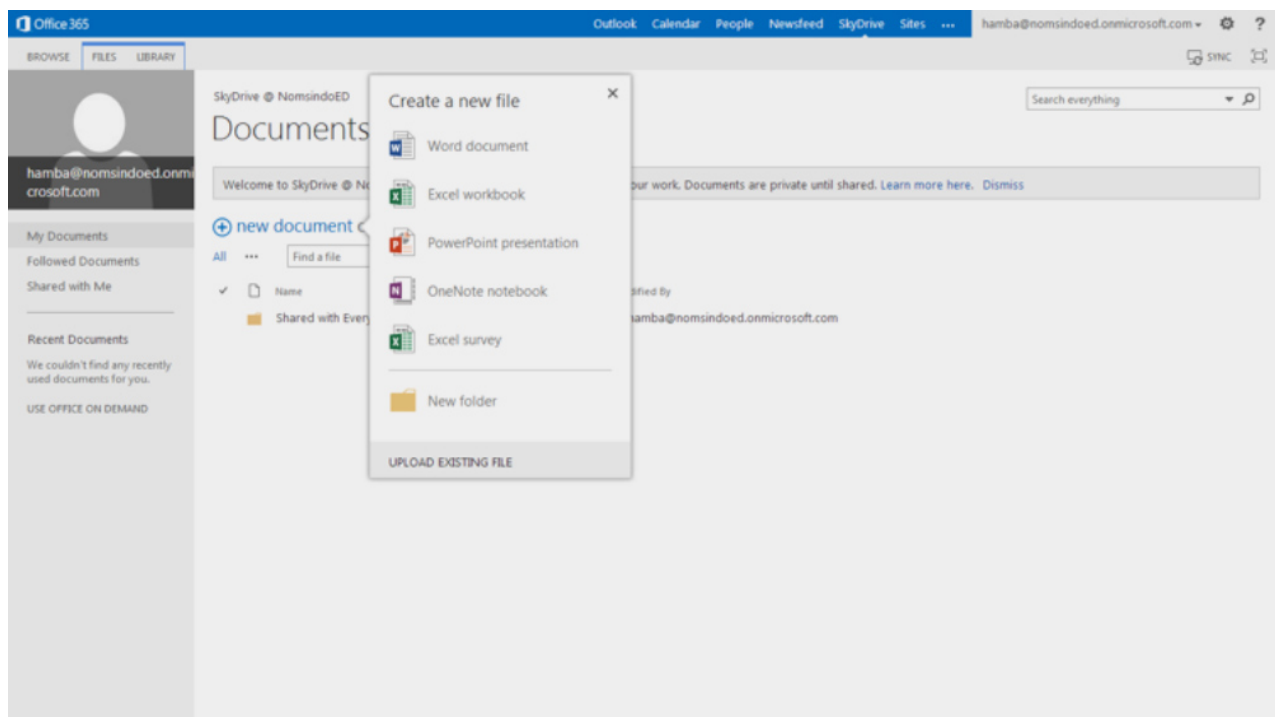
- Now that the template has been created, Neo's students will be able to set up their own ePortfolios, which they can share with him and perhaps their parents or caregivers. This is a great way of sharing information about work done at school, progress and achievement.
- If the students have the full version of OneNote at home then they will also be able to add other media such as video and audio evidence to their ePortfolios. They can collect this evidence and store it on **OneDrive** until they are able to access the full version of OneNote either on a school desktop machine or at home.
- OneNote will sync between OneNote Online and the full version so that all changes and additions are updated, although some media may not be accessible when using the OneNote Online.

User Scenario - Using an Excel Online Survey

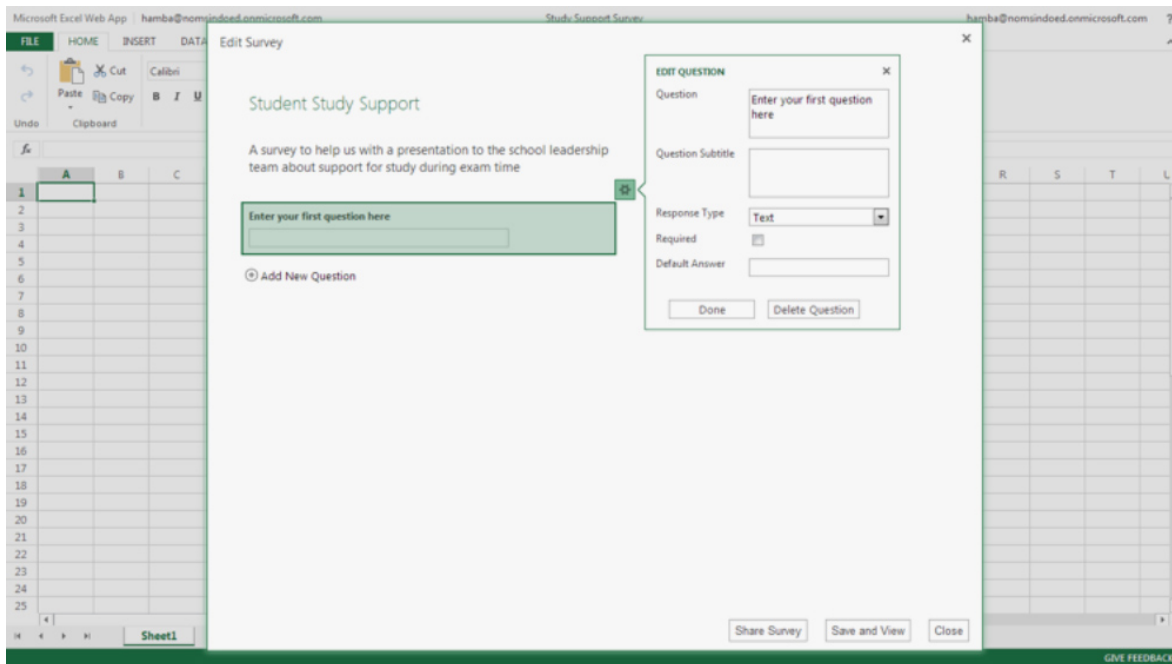
Lebo Tau has just joined the school and has also been elected as a member of the school council. She logs into Office 365 using the login details Mrs de Bruyn gave her, and changes her password when prompted. She checks her email for messages and sees an invite to the school community site, which she accepts by clicking on the link in the email. This takes her to the site.

- She clicks on **Join this Site** and also clicks on the **Follow** button at the top right side of the page. This will ensure that all changes to the site appear in her **Newsfeed**.
- Lebo explores the site contents, opening the **calendar**, **announcement** and **pictures** pages and viewing the contents.
- She sees the **Student Survey** page and opens it on her screen. There are no questions for the site members to answer yet, as it has not been finished by Mrs de Bruyn, the site administrator.
- Lebo decides she would like to construct a survey on study support at exam time, as part of her role as a student council member.
- As she is not a **site administrator**, she will build her survey using **Excel Online**.

She goes to the **OneDrive** tab on the Office 365 toolbar and opens it. She clicks on **+new document** and a drop-down menu with **Office Online** options appears.



- She selects **Excel survey** and gives her survey a name - 'Study Support Survey' - and clicks on **Ok. Excel Online** then creates her survey.
- Following the prompts on her screen, Lebo gives her survey a **title** and **description**.
- She is then able to start making up the questions. Her screen now looks like this:

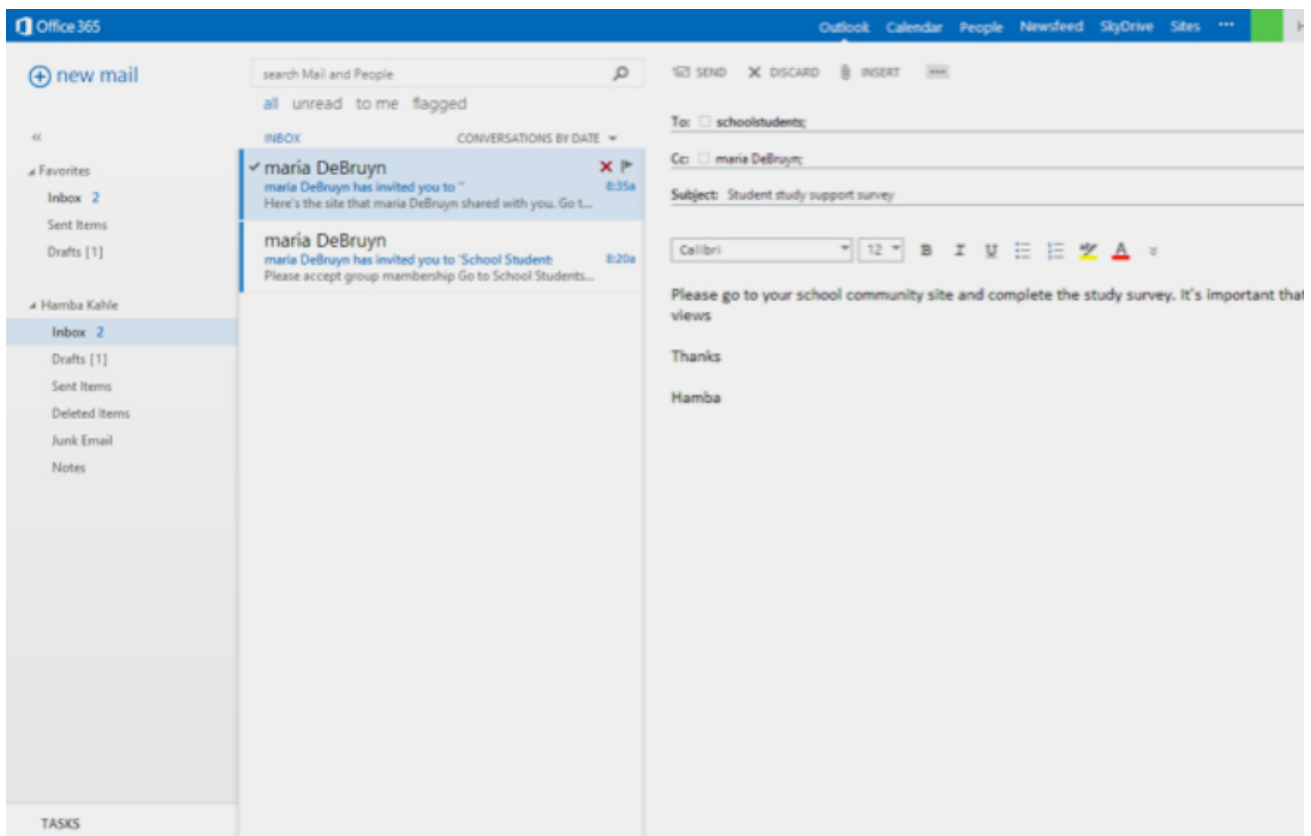


- The Excel survey tool gives several options for the format of the questions. Lebo sees that these can be selected by clicking on the **Response Type** drop-down menu.
- There can be **yes/no**, **multiple choice**, **extended paragraph** or **short sentence** type responses to the survey questions.
- She adds her survey questions, using a variety of responses, by clicking on + **Add New Question** underneath the question text box.
- Lebo sees that she can tick the **Required** box to make it compulsory for each question to be answered by the survey respondents.
- Once she has finished, she clicks **Close**. The survey now appears on her **OneDrive** files list.

- Lebo sees that she can either **Share** the survey or **Edit** it. When she clicks on the file, it opens up in an **Excel Online** spreadsheet. The survey now looks like this:

- Lebo is used to working with Excel spreadsheets in Maths, and so she is familiar with all of the functions. The **survey tool** is new to her, so she takes some time to explore.
- She opens up the **editing ribbon** by clicking on the **down arrow** at the top right of her screen.
- She can now use all of the usual Excel editing functions to work on her survey. This will be useful when the completed responses start to come in. (She can also open the survey spreadsheet in her laptop installed version of **Office Excel** if she wants more powerful and extensive editing tools and functions.)
- Lebo clicks on the **Insert** tab at the top left of her screen and a list of functions opens up in the **toolbar ribbon**.
- She selects **Survey** and a drop-down menu opens up, giving her some editing and sharing options. If she clicks on **Edit survey**, the same survey construction page she used previously opens up for her to edit or add questions.
- She also has a **Share survey** option and decides to send out her survey to all the school students. Office 365 generates a link for her, but it is very long so she uses www.tinyurl.com to reduce the length of the URL.
- Lebo closes the survey and goes back to the **Student Community** site.
- She types up a message by selecting the **+new discussion** text. Pasting the link to her survey into this message, she posts her message. Everybody in the group will see this in their own **Newsfeed**.
- Just to be sure they all get the survey link, Lebo decides to send an email to all students. She goes to the Office 365 toolbar and opens **Outlook.com**.*
- Clicking on **+new mail** she types in her message and searches for the school students email group that was set up by her school administrator using **Office 365 Exchange**).

- Her screen looks like this:



- She clicks **send** and checks to see if the email has gone. When she receives her copy, the small envelope icon appears on her Office 365 tabs bar to alert her to the new email in her inbox. She closes down Outlook by returning to her **Newsfeed** page.
- Lebo now waits for survey responses to come in.

When Lebo gets responses to her survey she can work on the data in Excel. This makes it easy for her to analyse the survey responses by using graphs or charts to display the data.

She will export these into **PowerPoint** (either with **Office Online** or working offline for more powerful editing and creative functions) and make up a presentation for the Head Teacher when the school council meets with him to discuss study support.

This is a short example of how **educators** and **students** can use **Excel Online** in Office 365 for Education. Some simple or even quite complex surveys can be made using either the **Survey App** in **SharePoint** or the **Survey tool** in **Excel Online**. Office 365 **communication tools** make it easy to connect with other users and share the surveys. **Analysing** the data and **presenting** survey findings using **PowerPoint** can all be done with Office Online in Office 365.

**Formerly known as Outlook Web App.*