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Office 365

Using SharePoint in Education

Microsoft in Education

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Setting up a Personal Site in SharePoint

You will need to read the Setup guide for SharePoint for Education before you can start on this one.

Your **SharePoint** personal site is your online space.

- You can use it as your own private **online office** space and **virtual 'assistant'** for storing important **documents, contacts** and **links**.
- It can be used for setting up and planning your own **workflow** across the year and for your own **calendar** and reminders.
- As with all **SharePoint site collections**, you can invite others to selected parts of your personal site.
- You can also add **apps** if you choose.

As you use SharePoint, you will become a more confident user and be able to try out some of the more advanced functions and features. You will find a complete list of these by going to **Settings,** the wheel-shaped icon at the top right of the screen next to your name. This guide, like the other SharePoint guides, is just to get you set up and working.

- You access your personal site by clicking on your name at the top right of your Office 365 homepage.
- Select **About me** from the options that appear.
- The screen will look similar to this, although at first there will be no activity on your page:
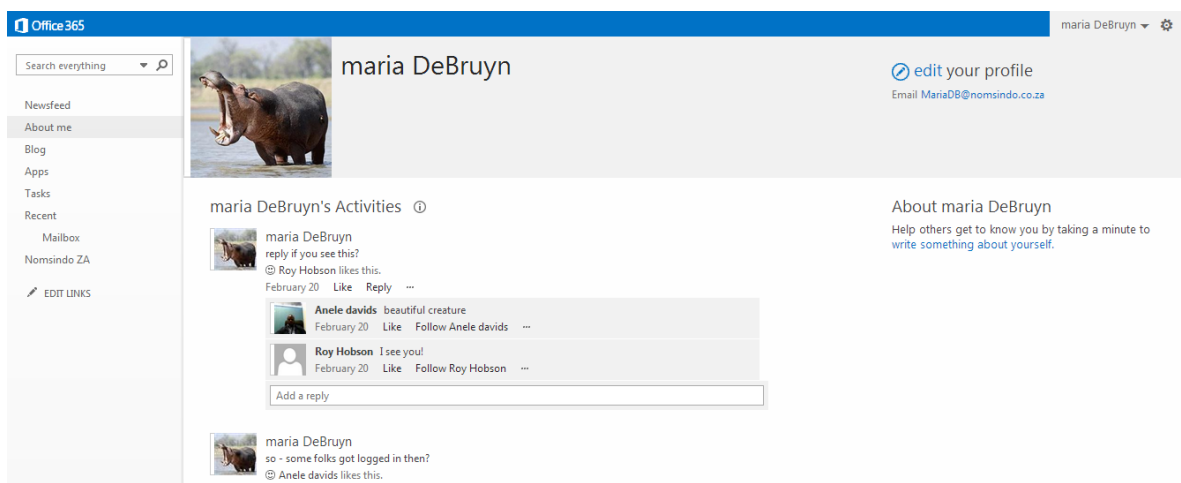

- You can see some posts that this user has made to **Newsfeed** (In future connecting with others will be via **Yammer,** with Newsfeed being for information about any sites you follow). All these appear as an activity stream on your personal page. Updates to SharePoint sites you start to **follow** will also appear here.
- This is your own **personal SharePoint site**. You might use this page to share information about yourself with colleagues, communicate by message and share your thoughts and writings on a **blog** with that same group of colleagues.
- There are several useful functions that you can use on your personal site. You can invite other users to view some of your features, including your **blog** and **tasks**.

- Explore the commands on the left toolbar. The first one is your **Newsfeed**. This is your **communication** and **connection** tool on your **personal site page** where you get update notices about other **SharePoint sites** you are following.
- **Newsfeed** keeps you in touch with what else is going on in your institution's **SharePoint sites,** provided you have chosen to follow them.
- Following other users will soon be done through **Yammer,** which has even more powerful sharing functions. Yammer is covered in another of these guides.
- Clicking **follow** (indicated by the arrow in the below screenshot) on the next screen brings up a list of suggested **SharePoint** sites to follow from your institution's Office 365 platform.
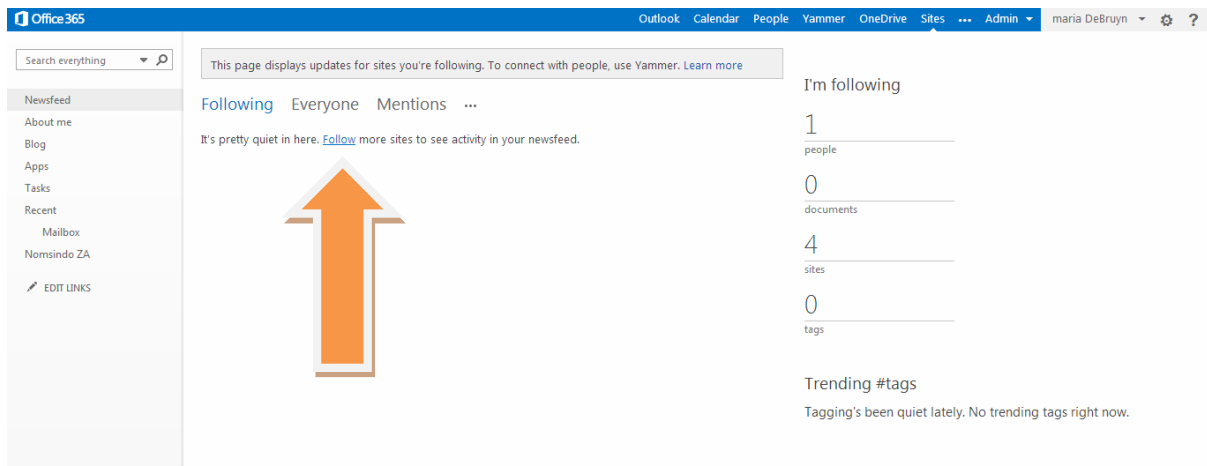

- The next function on the left menu is **About me,** which is where you add your personal details. This is the page you first reach when accessing your personal site. Don't forget to use a nice photo!

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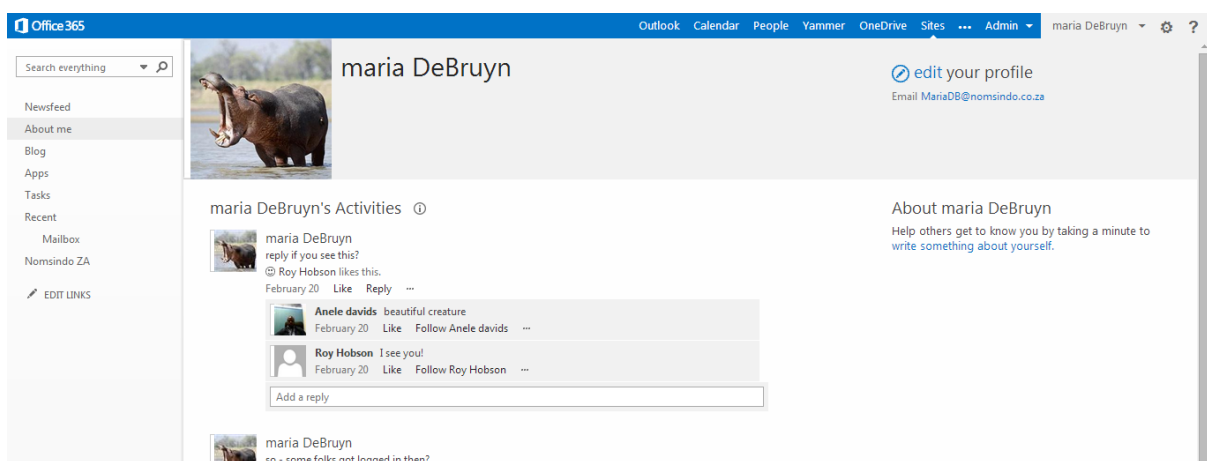
Now let's look at the rest of the features in the left menu of your **SharePoint personal site** in a little more detail.

1. Setting up a blog

- **Blog** is where you can construct your own **blog site**. Using the **share** command at the top right corner of the screen, you can share your blog with everyone in your **institution's Office 365 platform** or make it by invitation only.
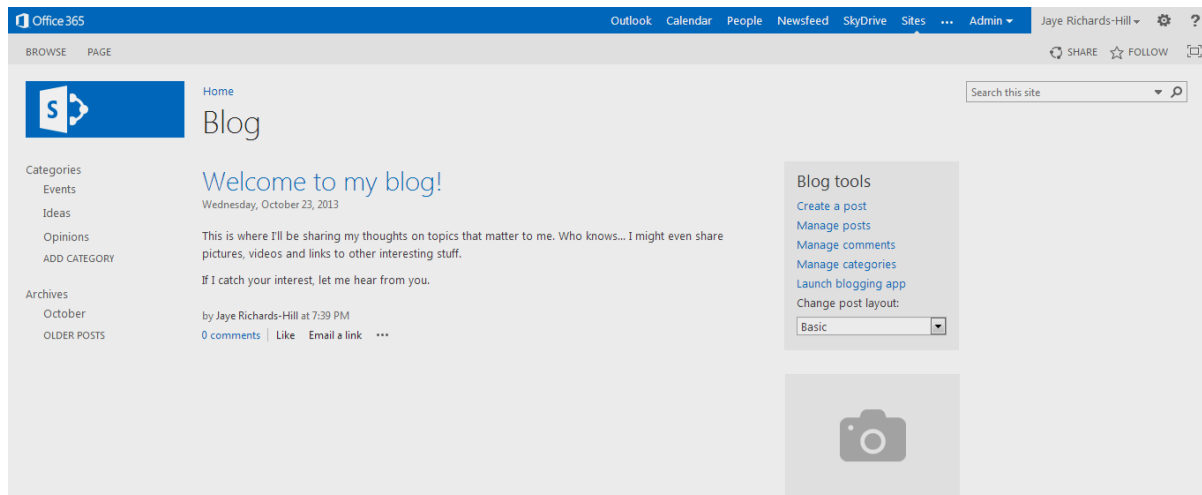
- The **Blog tools** menu on the right of the screen allows you to create and manage **blog posts**, allow **comments** from other users and **categorise** your posts.
- You can also add a picture of yourself underneath this menu.
- The menu on the left of the screen gives you further options for categorising the posts on your blog.
- Clicking on the **Page** command at the top left of the screen brings up a toolbar containing functions that will help you when writing blog posts. It should look like this:
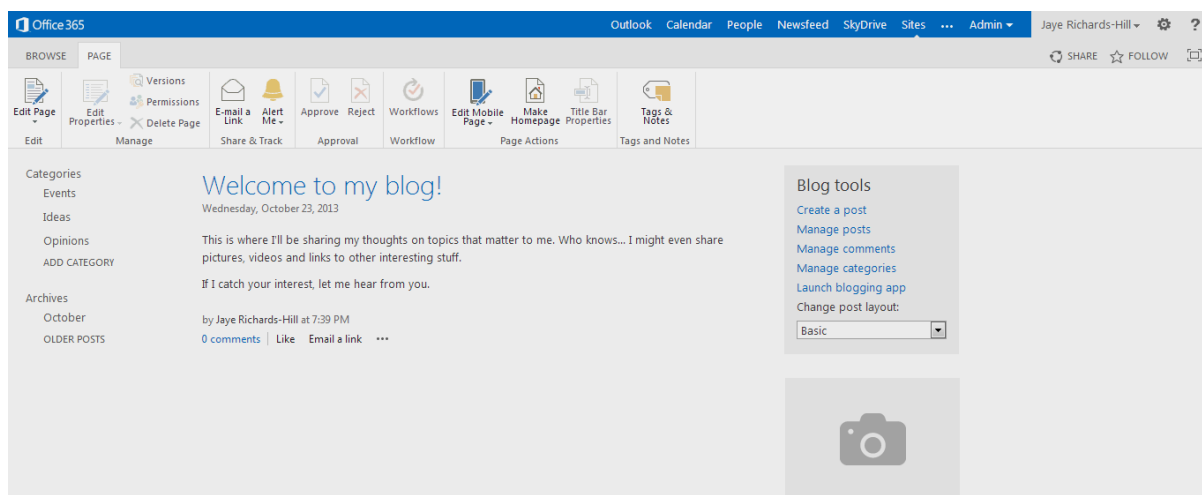
- Take some time to explore the different commands and options for your blog. You will gradually become more familiar and confident, and later use more of the different functions. Writing blog posts is a great way to share your thoughts and views so remember to let others know when you publish a blog post by posting an update and a link to your post on **Yammer**.
- Now go back to your **personal site home page**. You can do this by using the back arrow on your device or by selecting **About me** from the **drop-down menu** under your name.
- You will see four other functions on the menu down the left of your screen - **Apps, Tasks, Recent** and **Edit Links.**

2. Working with Apps

- Your personal site lets you add **apps** just like every other **SharePoint** site. This is a good place to become familiar with apps and practise using their features. You can always delete them if you don't want to keep them, but take some time to explore all of the many different apps and their functions and features.
- Click on **Apps.** This brings up a screen where you can browse and select the **apps** you would like on your **personal page**. The screen will look like this:
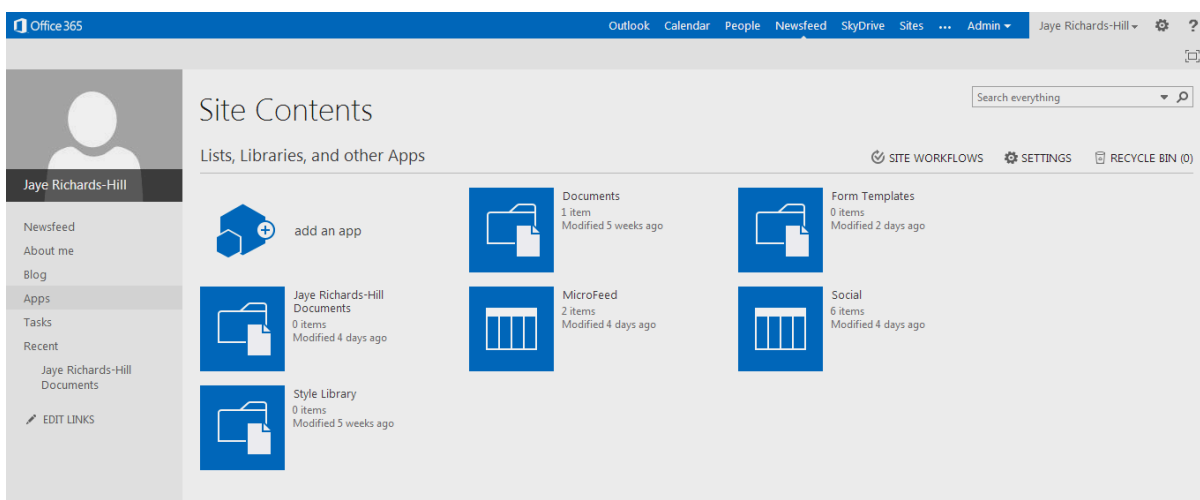

- You can find out more about the apps by hovering over each **app icon** and clicking on the three small dots that appear on the top right of the **app window**. For example, if you try hovering over the **Documents** app it will look like this:

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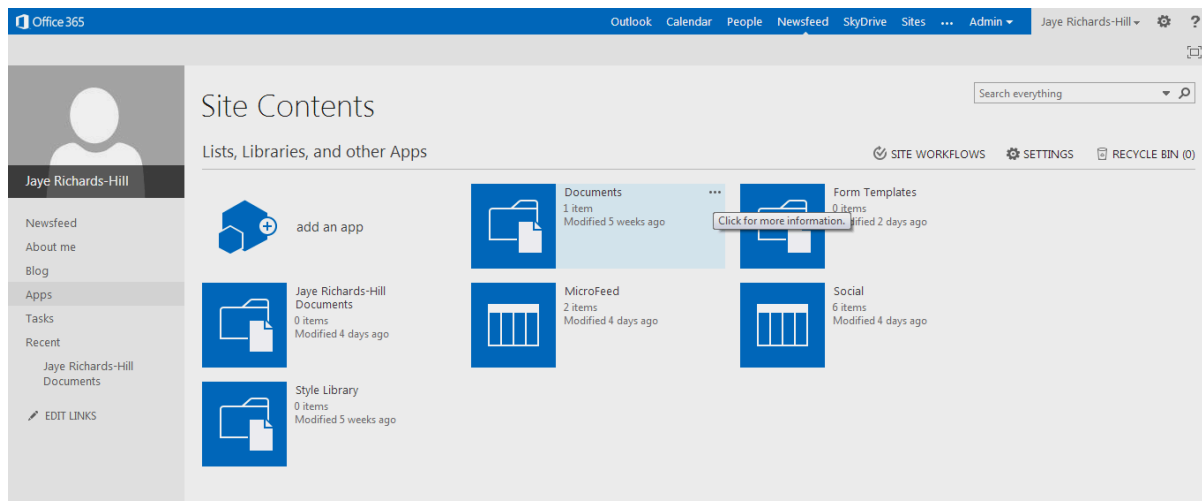
- Clicking on the dots reveals an **information box** that explains a little more about the app. Don't worry if you don't understand what some of the apps are for. You will become more familiar with them after using Office 365 for a while. Other guides will explain how to use particular apps in more detail.
- When you select an app, it will appear in the menu on the left of your screen under the photo box. You can see Documents has been added in the above screenshot. Opening this app will enable you to store documents here.

3. Tasks

- This is an area where you can make your 'to do' list and track your progress.
- You can add a new task to this page by clicking on the **+add new task** command and following the instructions on your screen.
- There are three screen view options listed under the **My Tasks** heading - **Important and Upcoming, Active** and **Completed**. Clicking on any of these reveals a **timeline.**
- The tasks are displayed on this simple timeline at the top of the page. It looks like this:

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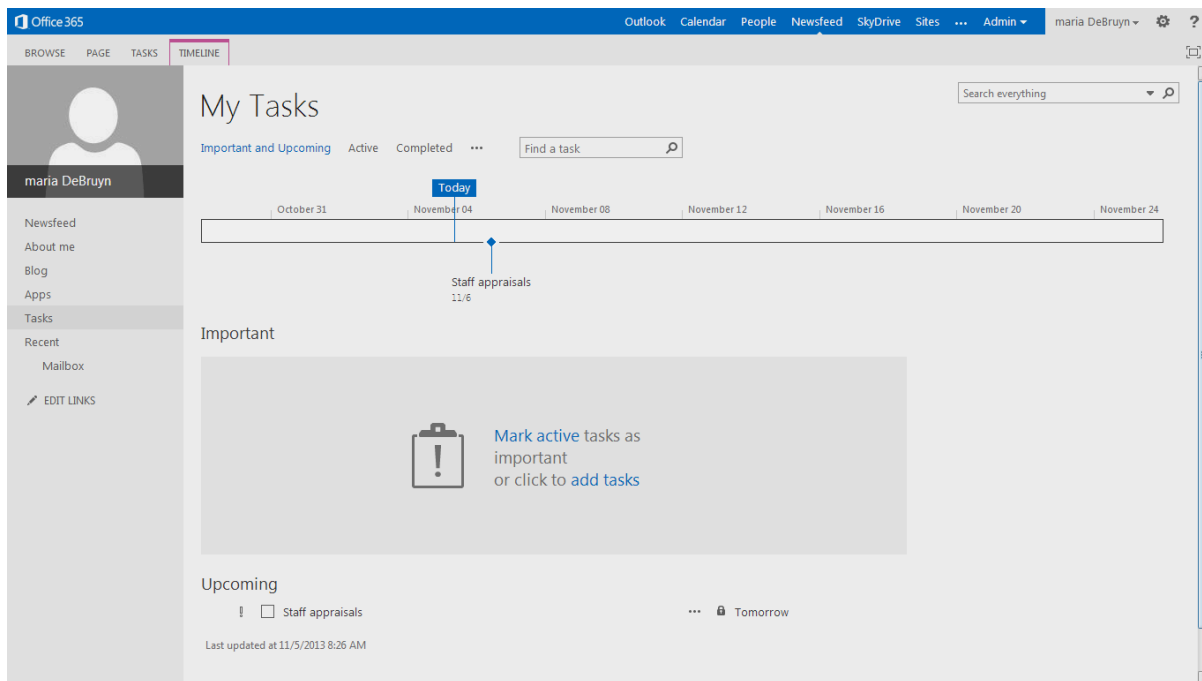
- At the top left of the screen you will see the three commands **Browse, Page** and **Tasks.** Clicking on each of these will reveal a **toolbar** with further options for your tasks page.
- Open these **toolbars** and have a look at some of the things you can do. Hover your cursor over each **icon** to reveal a short explanation of its **functions**.
- It is possible to **sync** your tasks in **Outlook** (the mail and communications part of **Office 365**) so that you can make changes to this part of your site on other devices (including your cell phone), and these changes will also appear on your main computer.

Using **Tasks** is a very good way to plan your workflow for the coming academic session. It enables you to see at a glance how your work is spread out on the timeline. It is also a useful tool for students to use to plan their work and revision at exam time.

4. Recent

- This is the area that shows recent additions to your site. It is a useful reminder of the latest **apps** you have downloaded to your site.
- It is particularly useful if an app you have selected takes some time to be created. When the app is completed you will see it appear in your **recent** list.

5. Edit Links

- This is where you can add new **weblinks** or edit existing ones. You could also add a **Links app** to collect all of your links.
- You can also **drag and drop** links into this space.
- Your new links will be displayed above the **Edit Links** command**.**

As you become more confident in using **SharePoint**, you will discover more advanced functions that further enhance your personal site, such as the **Mailbox** app. This lets you set up a separate email address using **Exchange** for a specific project. Email involving this project can be collected in the **mailbox** and viewed by project team members, and forms a complete communications record. The people in the team simply include this **mailbox** address among the recipients on any mail concerning the project.

You might also wish to set up your own personal **Calendar,** which you can share with others if necessary.

This guide has just given you a brief tour of some of the basic functions. Log into your institution's **Office 365 platform** and try setting up your own **SharePoint personal site** using this guide as a reference.

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# User Scenario – Setting up a student site in SharePoint

Maria de Bruyn is a deputy head teacher at Nomsindo High School. As she is head of pastoral care at the school, the **Office 365 working group** have asked her to set up and moderate a Student Information and Discussion site on SharePoint. There are several types of **SharePoint** sites to choose from, including **Team** and **Community** sites.

The site will be for student-led discussions, to provide information such as school policies and rules, and to make communication between the school and the students much easier. Mrs de Bruyn feels that a community-style site will best suit these needs.

She logs into the school **Office 365** site. She goes to the **Admin** menu and clicks on **SharePoint.** In the site collections list, she sees that a student site has already been set up. There are examples of each the different **SharePoint** site types already created here, including **Team** and **Community** sites. She could set up other community-type sites for parents or staff by clicking on the **New Site** command on the tool ribbon at the top of the page and then selecting **Community** from the site type options that appear.

She clicks on the student site link, and then on the URL in the pop up window that appears. The student site then loads.

- On the right side of the homepage, she sees a box named **Community Tools**. This contains links to a number of functions.
- These tools allow Mrs de Bruyn to manage the discussion posts and to create reward badges that she hopes will encourage students to contribute appropriately to the discussions.
- She works through these tools. **Manage discussions** and **Create Categories** help the administrator to organise the discussions and create different **categories** of discussion or **subject threads**.
- She considers making the school prefects administrators of the site to help with this task.
- She then clicks on **Create badges.** This is where students can be **awarded achievement badges** as an incentive to contribute. She sees that there are only two **achievement levels** (**Expert** and **Professional**) and so she decides to create some more.
- Mrs de Bruyn clicks on the **+ new item** and goes through the step-by-step process of creating a **beginner** and **intermediate** achievement badge. These appear in the list on her **Badges** page. She will award these badges to students who contribute regularly to the site. Her screen looks like this:

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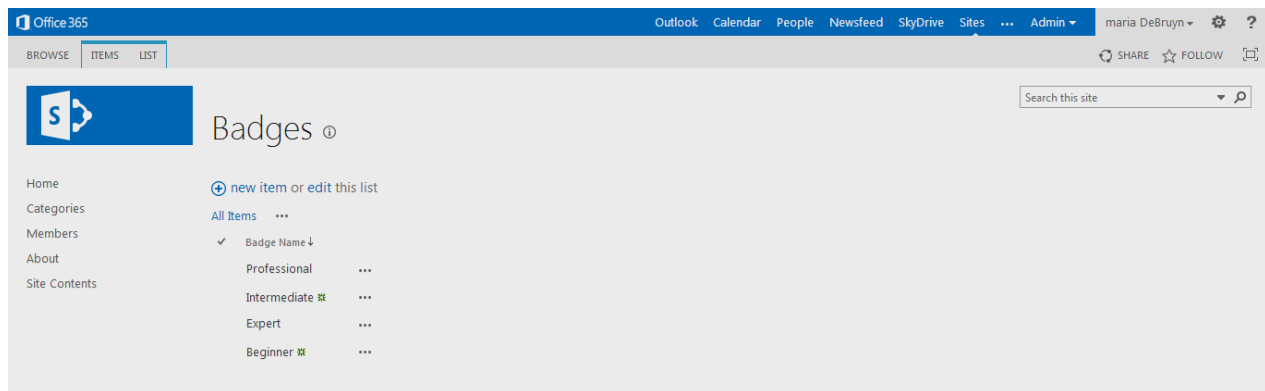
- Mrs de Bruyn returns to her home page by clicking **Home** in the left menu.
- There are two **links** in the **Community tools** menu on the right that she has not looked at yet. **Assign badges to members** lets her award badges to the students based upon their contributions to the site.
- The **Reputation settings** link allows her to set the levels at which the students gain **achievement points** that can count toward their **badges**. She works her way through the information, changing settings where she thinks necessary. She is considering how many **achievement points** or which levels should merit the award of an **achievement badge**. Once she has finished, she clicks **OK**.
- She will need to delegate this job to her school prefects or student representatives.
- She now decides to post a welcome message to her students and clicks on **+ new discussion.**
- She enters her message title and text into the boxes that appear and clicks **Save**. She is taken back to the home page where she sees her new message.
- Mrs de Bruyn now clicks on **Site Contents** from the left side menu.
- She wants to add a **Calendar** to the student page, and so clicks on **add an app** and searches for the **Calendar** app from the choices that appear. She finds the **calendar** app and clicks on it. After giving it a name, she clicks **Create** and is taken back to her home page where she sees the **Calendar** app in the left side menu.
- She decides to go back to the list of apps and have another look at what is available. After browsing, she decides to add the **Picture Gallery** and **Announcements** apps to her student site.
- After doing this, she returns to her site home page. It looks like this:

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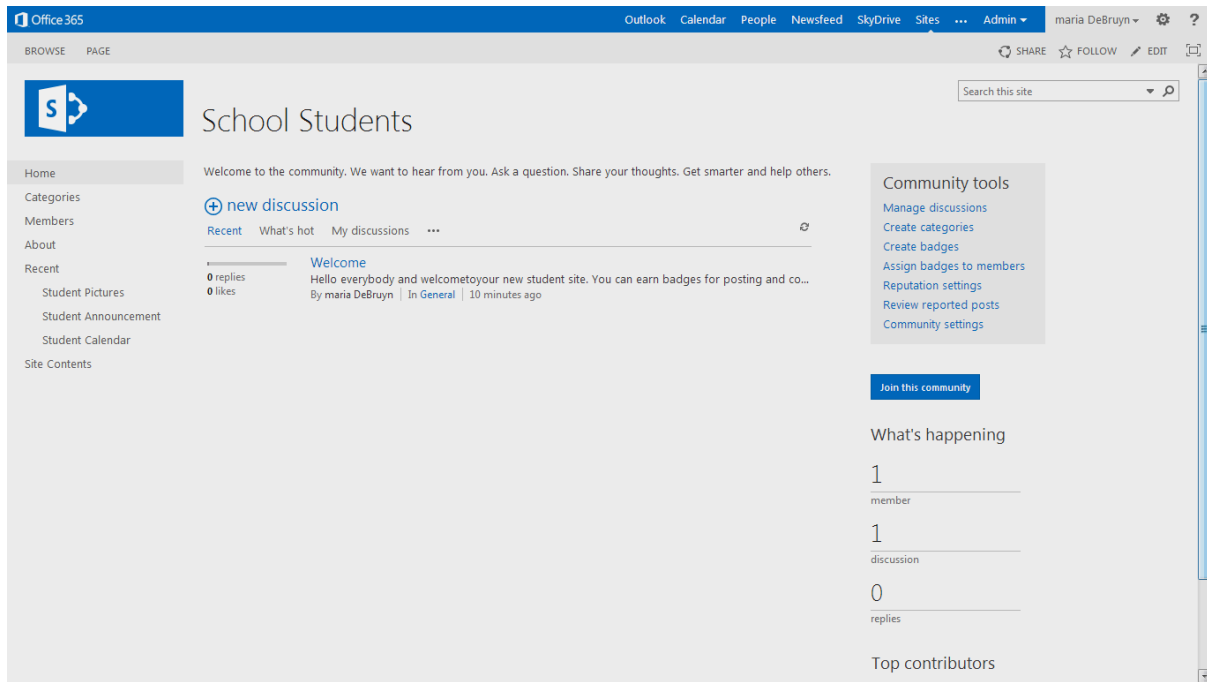
- Mrs de Bruyn is now ready to invite the school students to start using their new site. She clicks on the **Share** tab on the top right of her screen and works her way through the steps for adding users.

- Her school administrator has already set up user groups for teachers, staff, students, classes etc, so all Mrs de Bruyn has to do is select the **Student Members user group**, then choose their **permission level**. She sets this to **Contribute**. Her screen looks like this:
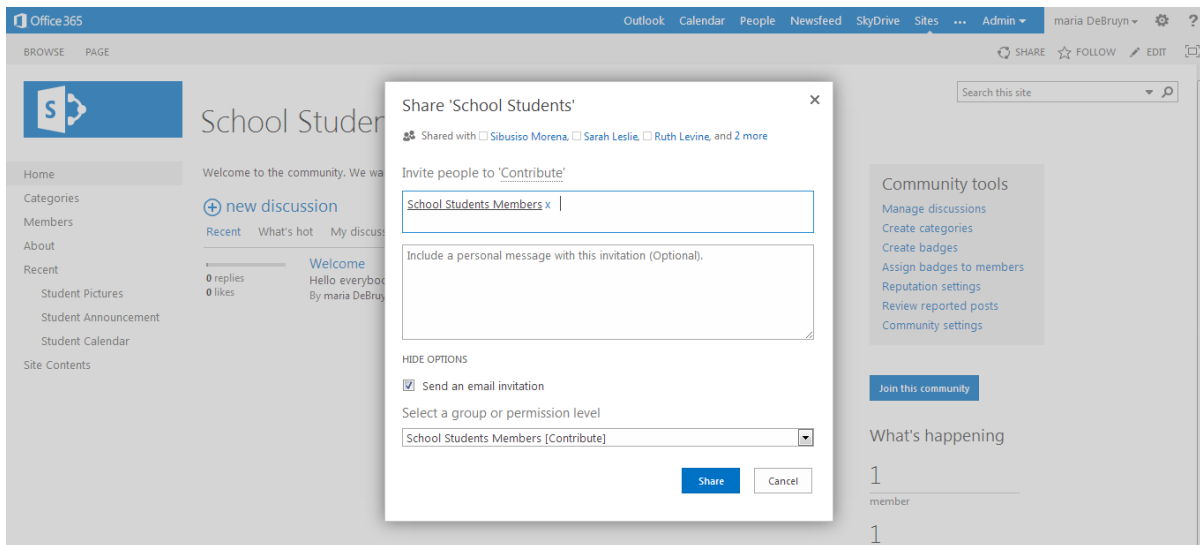
- She also adds some members individually to the site.
- She then clicks on **Share** to return to the site home page and has a look at some of the other things she can do with **SharePoint**.
- Mrs de Bruyn thinks that the page would look more welcoming with a picture of the school. She clicks on the **Edit** tab at the top right of the site home page.
- She can make changes to the appearance of the site in this part of **SharePoint**.
- A toolbar runs along the top of the screen with editing functions. Mrs de Bruyn sees that she can change the way the text on the page looks by using different fonts, colours and styles. She chooses a different style for the header text on the page and then clicks on the **Insert** tab at the top of the page.
- The changes take effect and her screen now looks like this:
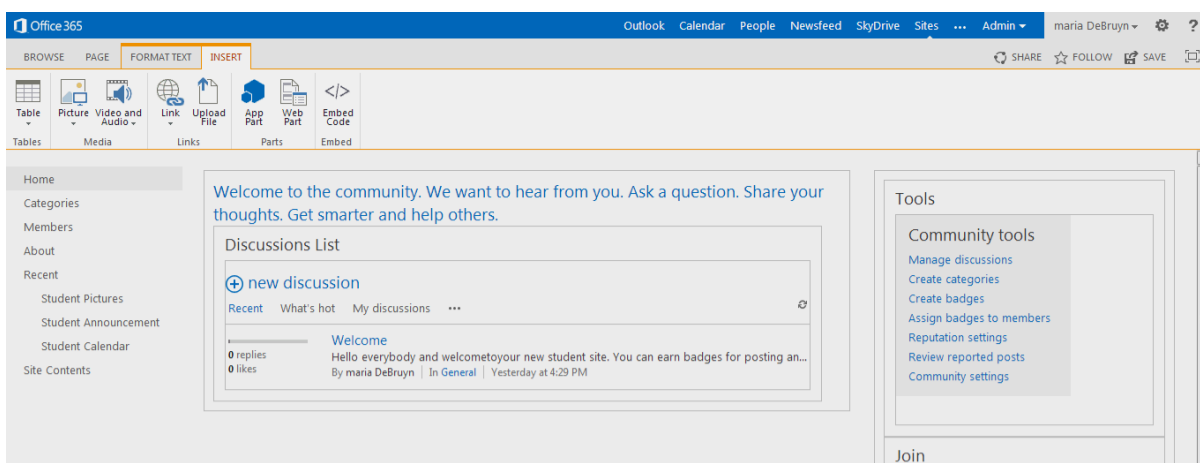
- The new toolbar gives her the options to upload a **table**, **video** or **audio** material, **links** and **pictures.** She selects **Picture** and is given options for selecting the source of her picture. She has an image of the school on her computer and so clicks on this option.
- She locates her image and clicks **OK**. The image now loads to her page. She can change the size by using the functions in the **image toolbar** and decides to reduce the size of her image.
- If she selects different parts of her page by clicking on them, new **toolbar functions** and **tabs** appear to help her change things around. Her screen now looks like this:
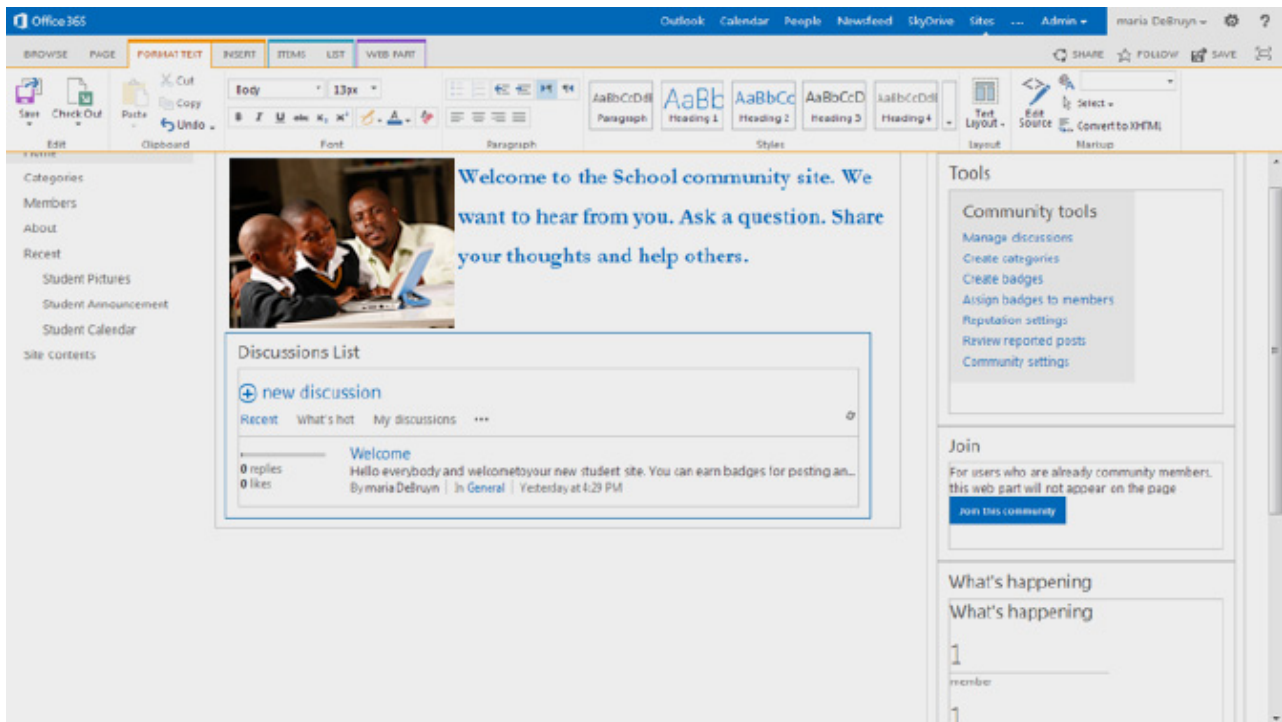
- Once she is happy with the changes, she clicks on **Save** at the top right side of her page. This returns her to the site home page.
- Knowing her students as she does, Mrs de Bruyn is sure they will have plenty of suggestions on how to improve the site by adding more features and making further changes.
- She now posts an update on the site Newsfeed reminding students to follow the site for all news items and changes.

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User Scenario – Using SharePoint and Office 365 for class projects and returning/marking assignments

Office 365 and **SharePoint** have some great features for **class project sites** that allow teachers and students to share resources and assignment deadlines, set tasks, maintain common calendars and enable the submission, grading and return of assignments. This scenario shows a very simple way in which one teacher might use **SharePoint** for a **class project site** and how one of his students uses **mobile apps** and **OneDrive*** to help with her assignment work.

*Formerly known as SkyDrive Pro.

Sibusiso Morena is a science teacher who has just received his **Office 365** login details. After logging in for the first time and changing his password, he is keen to try and put some of his training into action. He decides to set up a team site for his Grade Nine chemistry class term project.

- He clicks on **Sites** on the top right of his screen. This brings up his home page, which looks like this:

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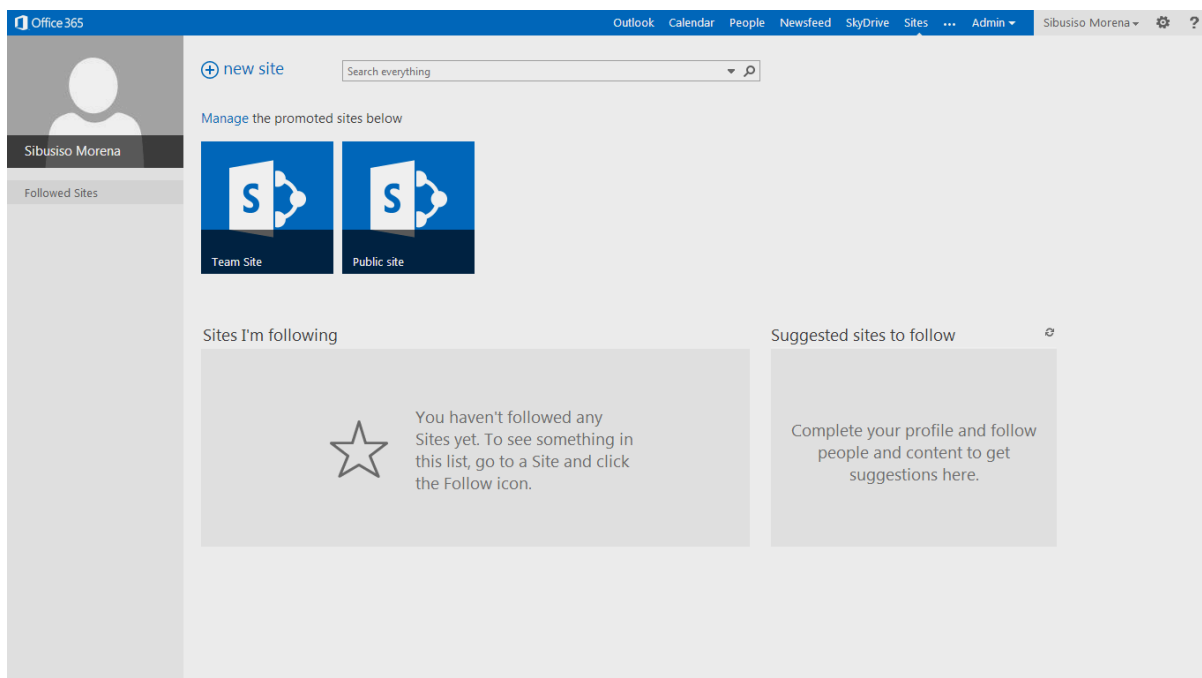
- His **Sites** view is pretty bare!
- Clicking on the **OneDrive** tab at the top of the screen gives him access to the **Office Online** versions of his **Office productivity tools** (**Word Online, PowerPoint Online, Excel Online** and **OneNote Online**) and his own private resource storage area.
- He also recognises **Outlook** and **Calendar** as his email and task scheduling tools, and **Newsfeed** as his personal homepage where all his messages and changes to **documents** and other **SharePoint sites** that he is following appear in an **activity stream**.
- His institution has not set a specific hierarchy for sites, so Sibusiso decides not to make his Chemistry project site a subsite of any other **site collection**. All staff members in his institution have **administrator permissions** so he is able to do this. (Note that you need to be an admin in order to set up new sites, but not subsites.)
- Sibusiso looks at the two suggestions for SharePoint sites but decides to click on **+New Site** to build his Grade 9 Chemistry site collection. He clicks on the link and the new site template loads on his screen. He gives his new project site a name and clicks **Create**. His site is then created by SharePoint and his screen looks like this...
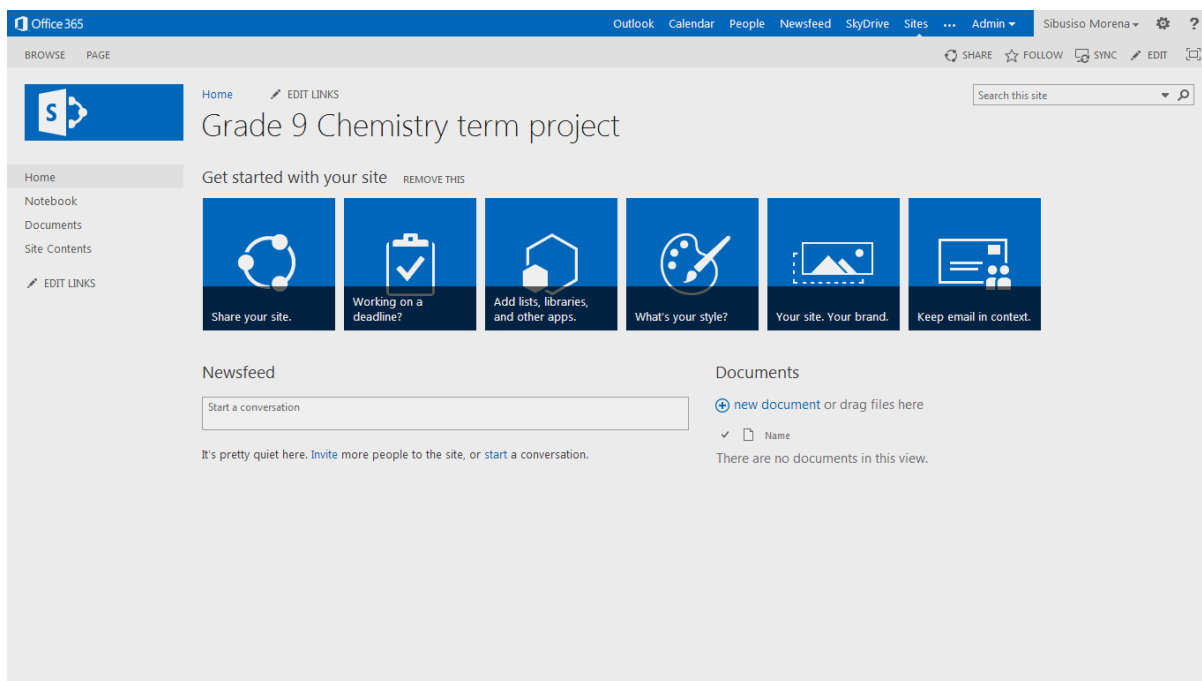

- The blue boxes contain suggestions for the contents. Sibusiso works though them for ideas on how to construct his site.
- By following the instructions after clicking on the blue boxes, he adds a logo and changes the appearance of his site by using a different **design template**.

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- Next, he adds some **apps** that he and his students will use during their project. He adds a **calendar**, a **document store** for student assignment submissions, and a **tasks planner**. His site now looks like this:
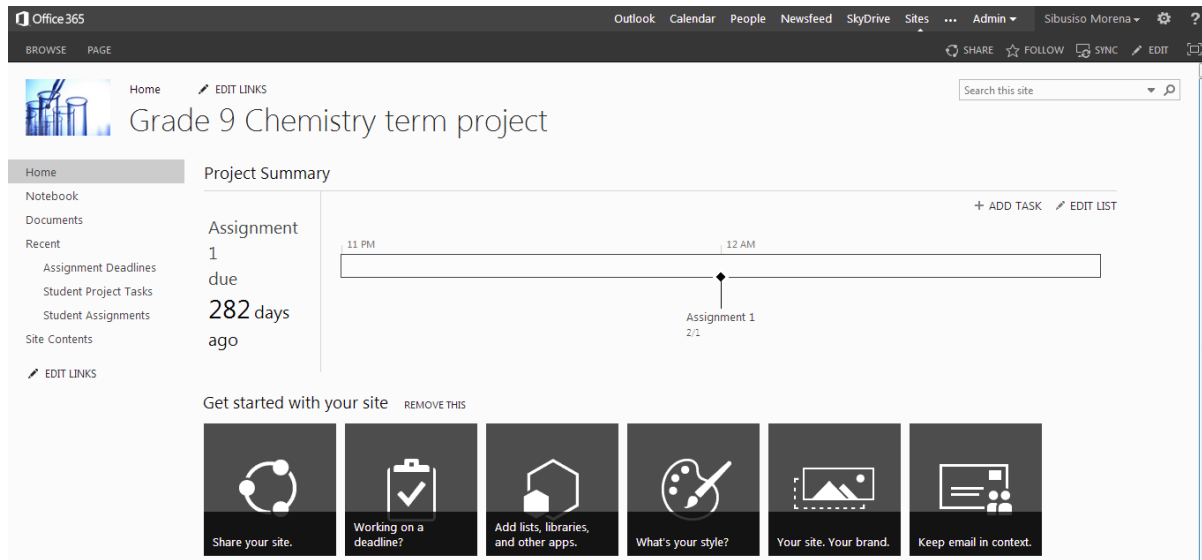

- Sibusiso now adds his students to the **team site** so that they can use all of the functions and tools. He knows that when they **follow** the site they will be able to see the **tasks** and **calendar** entries and he will be able to send messages to their **Newsfeeds**.
- He clicks in the **Share your site** box and searches for his grade 9 students, adding them as he works his way through his class list. Typing just a few letters from their names brings up their details.
- Once he has all the names in the box, he checks through his list and adds them to his site, as well as typing a personal email message to each of them to let them know they have been invited to the Chemistry project site.
- He then clicks on **Remove this** above the suggestion boxes so that they disappear.
- Sibusiso types a welcome message into the **Newsfeed** box, which also sets his students a task. In addition, he knows his message will now appear in their **Outlook email box** when they next log into **Office 365.**
- The **site homepage** now looks like this:
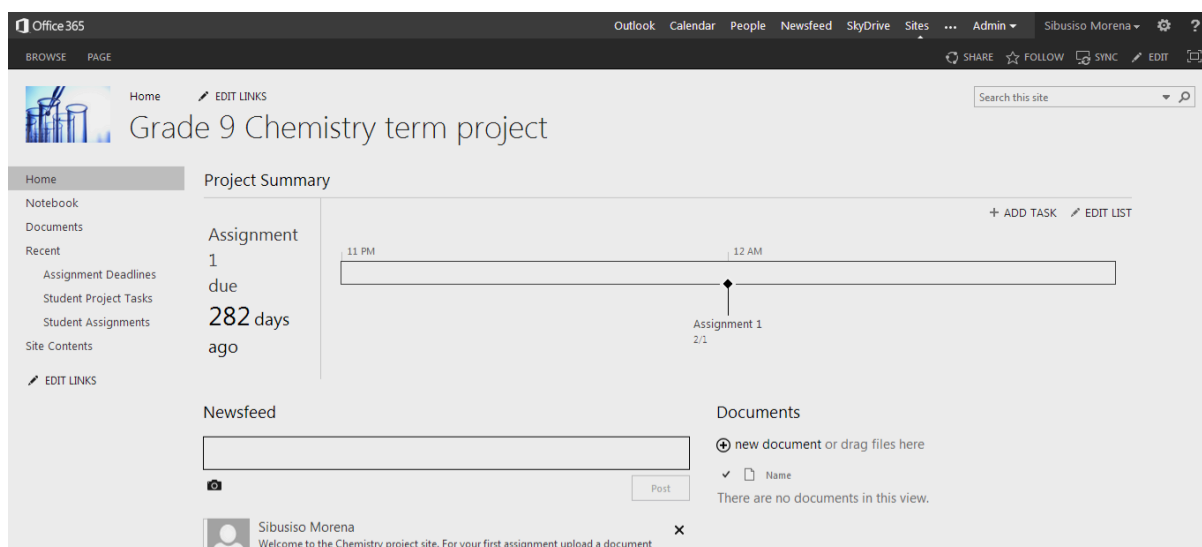
- He will use the **Student Assignment Document Store** to grade the completed assignments and give feedback to his students on how they could improve their work.
- Sibusiso sets other assignment and task details in the **Deadlines** and **Tasks** apps he has placed in the site. These appear in the menu on the left of the page.
- Meanwhile Jayne, one of the Grade 9 Chemistry students, is browsing on her tablet while s on the train going home after school and notices an email in her *Outlook Web App mailbox*.
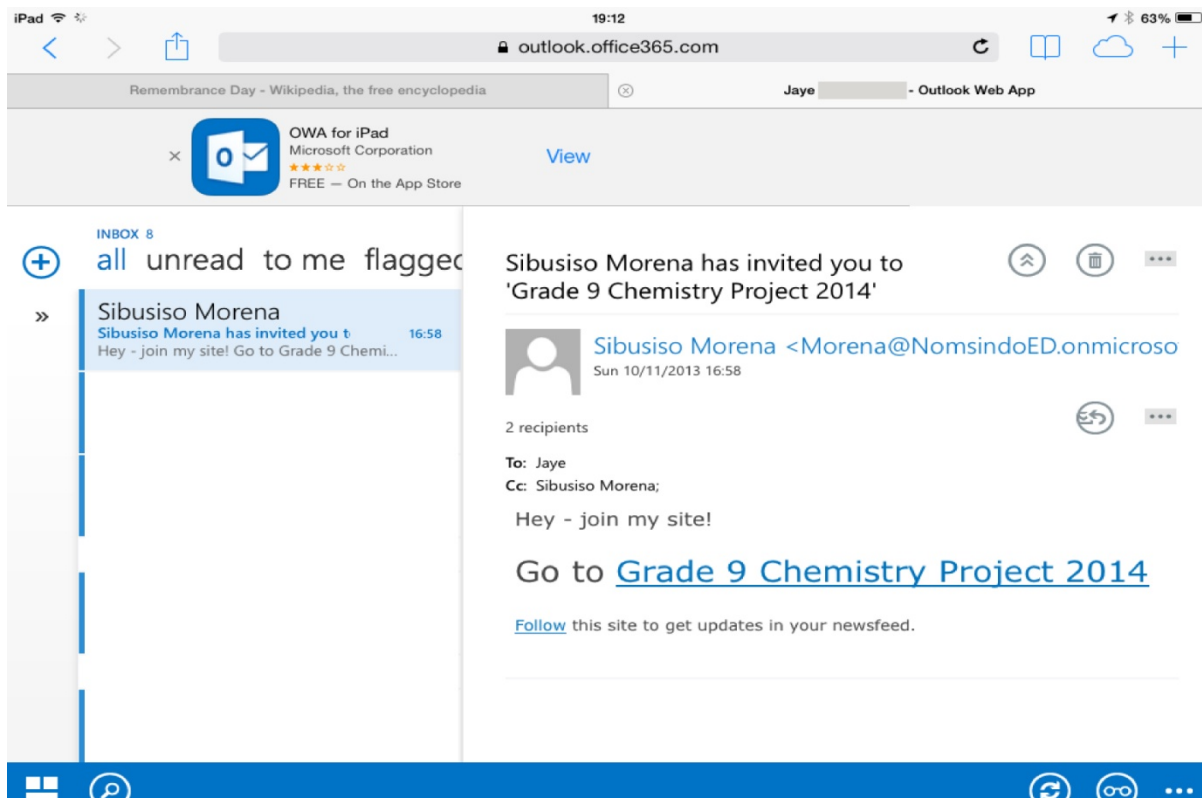
- She reads the message from her Chemistry teacher, Mr Morena, and clicks on the link to the project site which she starts to **follow**. She notices that there is an assignment to complete by the end of the week.

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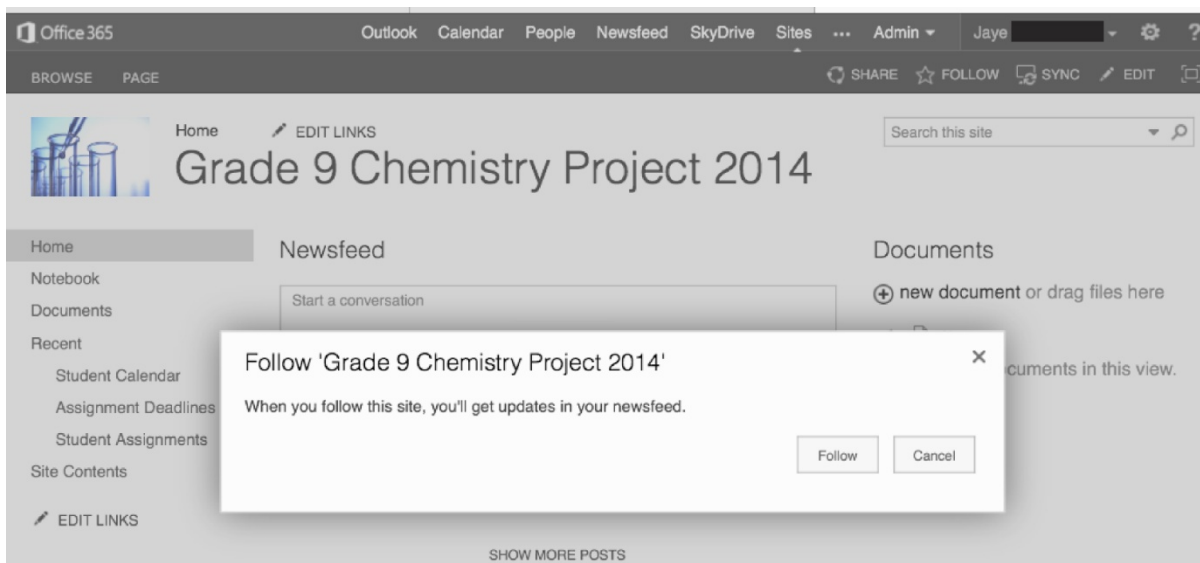
- She goes to the **OneDrive tab** at the top of her **Office 365** screen and clicks on it. She then clicks on the **File** tab at the top of the screen:
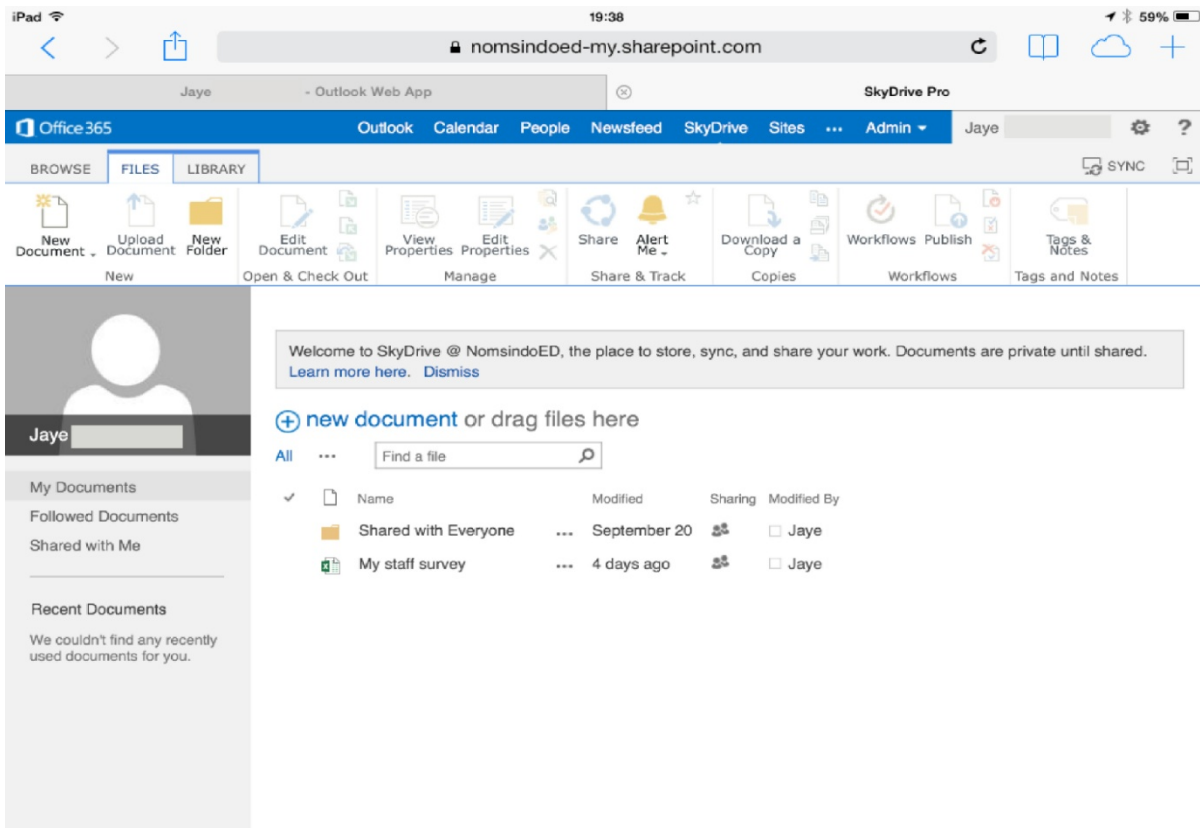
- She clicks on **New Document** on this **toolbar** and types in a name when prompted (Chemistry Assignment – Jayne). This opens up a blank **document** in the **Word Web App**.
- Jayne types up her assignment which is a brief biography of herself and why she wants to study Chemistry.
- Her train reaches her stop and so she saves the document to **OneDrive** and closes down her tablet. She will finish the assignment when she gets home.
- After she has had something to eat and drink, Jayne sits down with her laptop to do her homework. She logs into **Office 365** and opens **OneDrive** to recover her document. She finishes working on it when it has downloaded to her laptop.
- Jayne goes to the Chemistry project site and clicks on **Student Assignments** from the left menu. She drags the finished document from the folder on her laptop into the area on the project site screen that says '**or drag and drop here'.**
- Her assignment is uploaded to the **Student Assignment Document Store**. She can also share it with her teacher Mr Morena directly from her **OneDrive** in **Office 365** by selecting **Share** and typing Mr Morena's name into the box on her screen and completing the **send email box** to notify him.

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- Sibusiso is working at home in Office 365. He checks the Student Assignment document store and notices that there has been an upload. He opens it and sees that it is from one of his students, Jayne.
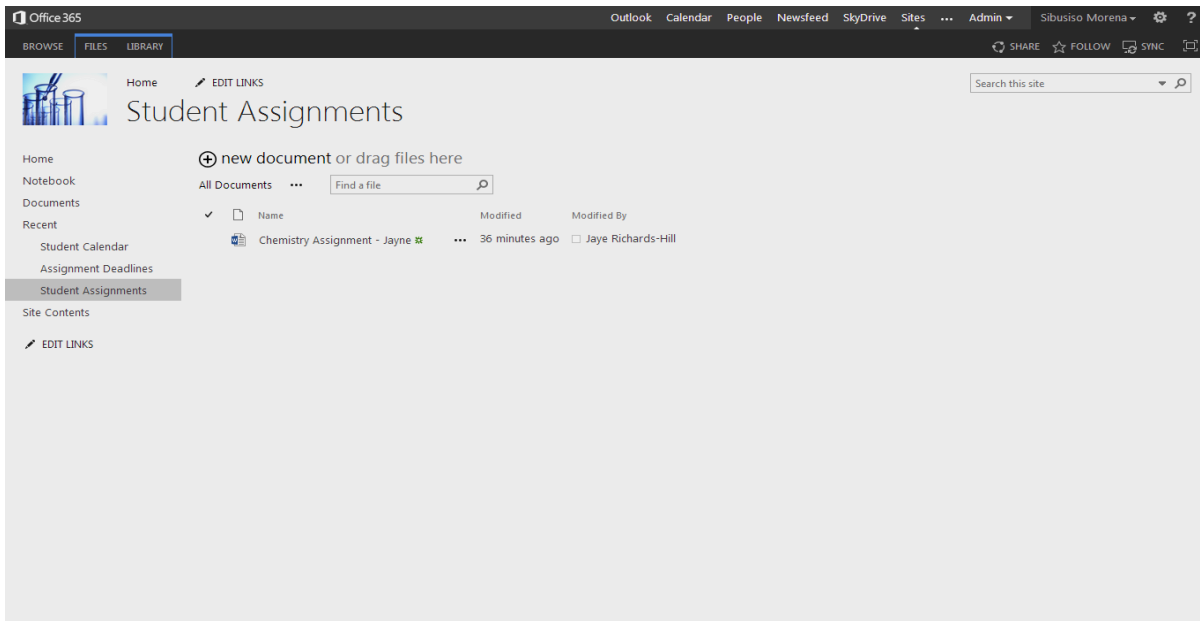
- He clicks the **tick** that appears to the left of Jayne's document when he hovers over it with his cursor. This highlights the document title.
- He then clicks **Check Out** from the **toolbar** functions that are revealed when he clicks on the **Edit** tab at the top of his screen. This stops anyone else from accessing the document while he reviews and grades it.
- When he is finished with Jayne's assignment, he selects **Check In**. In the **changes** box, he types **assignment graded**. Jayne is now able to download her graded assignment and read the feedback.
- Sibusiso records this assignment activity on the **Excel spreadsheet** that he uses to keep student records of achievement for each of his classes. He keeps this spreadsheet in his own **OneDrive**.
- Jayne uploads the graded assignment to a **OneNote** workbook she uses as her ePortfolio record of achievement and for storing notes.

It is often very useful for students to be able to see one another's graded assignments so that they can learn from each other and from the teacher feedback each receives.

Alternative and more private ways of returning assignments would be to use sharing with **OneDrive, email** or **OneNote** between teacher and student. The advantage of doing through a class workspace is that all assignments for the particular subject are managed in one specific place.

User Scenario - Using a Teacher Team Site in SharePoint

Thandi has set up her school Art Department **subsite** in **SharePoint** and invited all her department staff and school leadership team to be members. She now starts work on adding resources and **apps** to her site for her team to use. She logs into **Office 365**, clicks on **Sites** on the menu at the top of the screen and locates the link to her **Art Department site** in her list of followed sites. She clicks on this link and her site opens.

- After look around her site Thandi decides to remove the blue suggestion boxes, which she doesn't need. She clicks on the **Edit** tab at the right of the top toolbar and the **edit page** opens up.
- She clicks on **Remove This** above the blue boxes. The blue suggestion box **Web Part** disappears (a Web Part is just a name for a section or component of a **site collections page**). Thandi then clicks on **Save** at the right of the top toolbar.
- Her site page loads and the blue suggestion boxes have now gone.
- She types a welcome message for her staff into the **Newsfeed** box, encouraging them all to type a message in reply. Thandi hopes that this will become a place for lively discussion!
- Thandi notices that someone has already posted a photograph in the **Newsfeed** and she sees that it is one of the school leadership team. Thandi looks to see how this photo was posted.
- She notices a small **camera icon** underneath the **Newsfeed** box to the left. Clicking on this brings up an option to post an image. Thandi uses this to post her own photograph with a comment in the **Newsfeed**. The Art Department team site now looks like this::

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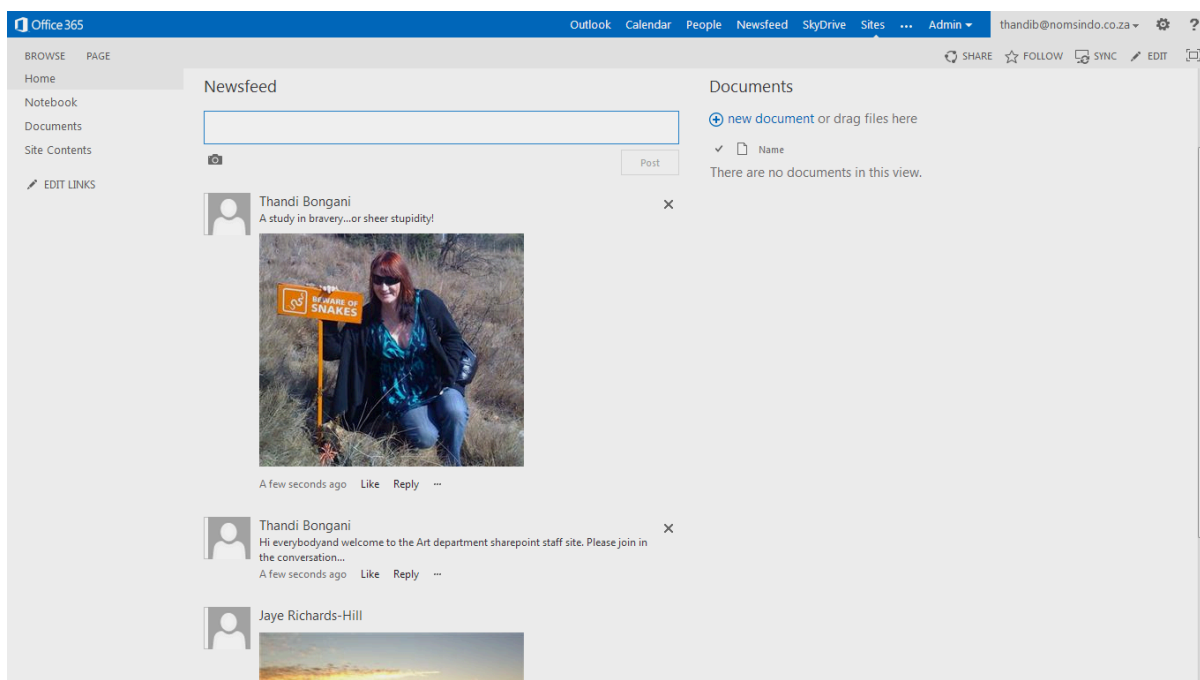
- Thandi decides to explore the **apps** that are available for her site. She goes to the menu running on the left of her page and clicks on **Site Contents.**

- She then clicks on **add an app,** which brings up a choice of available apps for her to select.

- The first app she chooses is a **Picture Gallery**. She clicks on the app and a text box appears where she types the name of the new gallery. She decides to use it to feature student artwork and so she names it **Art Department Student work**.

- The app now appears in the menu on the left of the page. To add images is a simple job of selecting files and uploading them, or dragging and dropping. It should evolve into a nice place to showcase student work to all teachers.

- Thandi then selects the **Calendar** app. She names it and clicks **Create**. This new app appears above the Picture Gallery app in the left menu. Thandi thinks it would be a good idea to use the **Calendar** app for important dates and work deadlines during the school year.

- She also adds a **Links** app. She names the app, clicks **Create** and it also appears in the left menu. Her site page now looks like this:
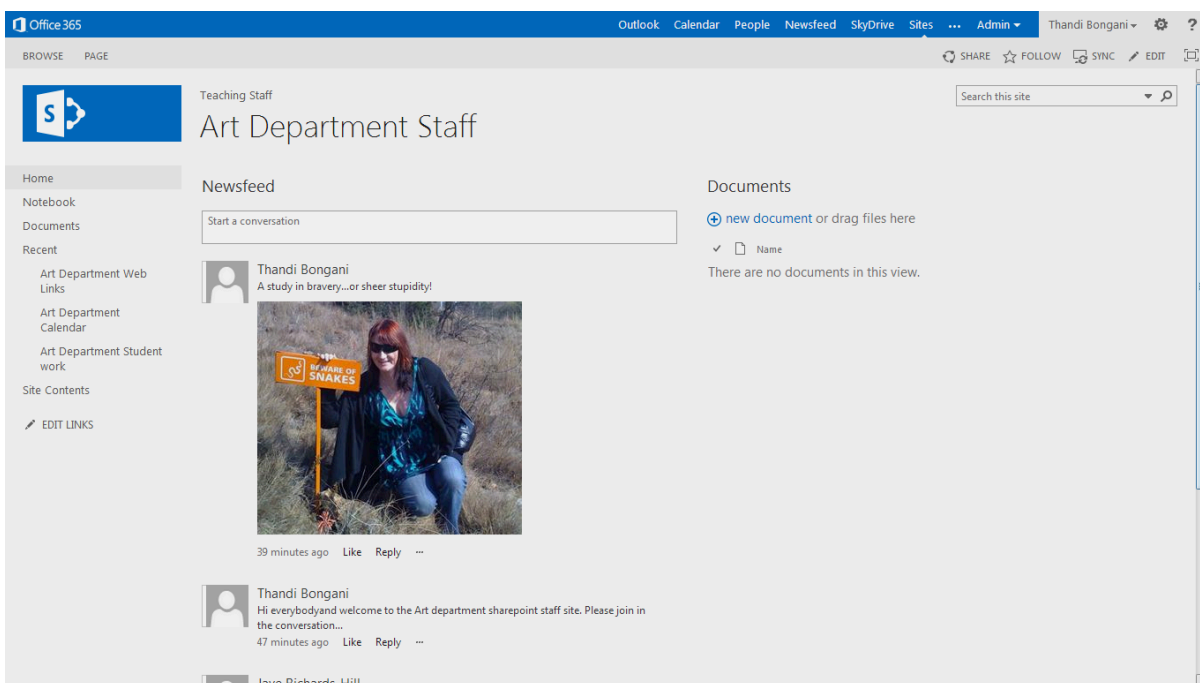

- Thandi adds some important dates to her **Calendar** app. By using the **Events** tab at the top left of the **app** page, she can set reminders for important events. Her staff can receive updates when events are added or changed by clicking the **follow** button at the top right of the **Calendar.**

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- The **Calendar** tab allows her to change the appearance and layout of her calendar and has some more advanced functions that Thandi will learn about as she gains more experience in using **SharePoint**. The **Calendar** app now looks like this:
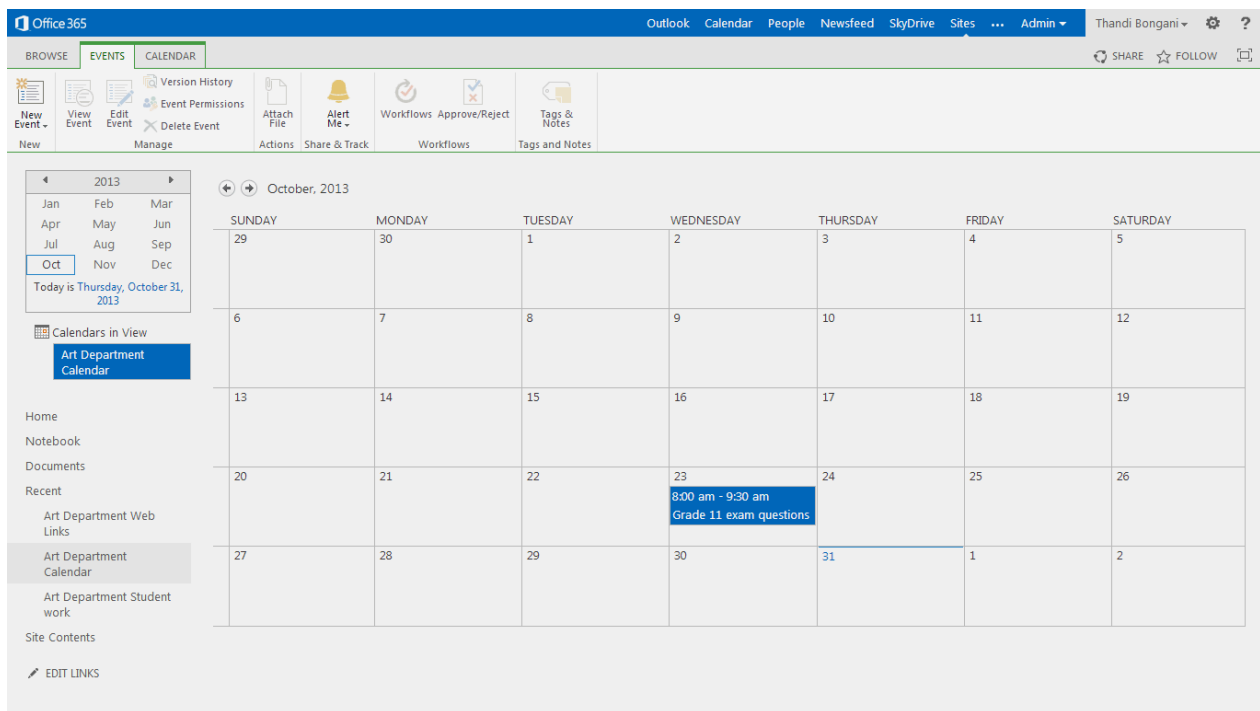
- Next, she opens the **Links** app, which she will use as a list of useful **websites** for her staff. She clicks on **+Add new** in the **Weblinks app page** and fills in the boxes to add a link to a Government Curriculum Statement. Her screen looks like this:
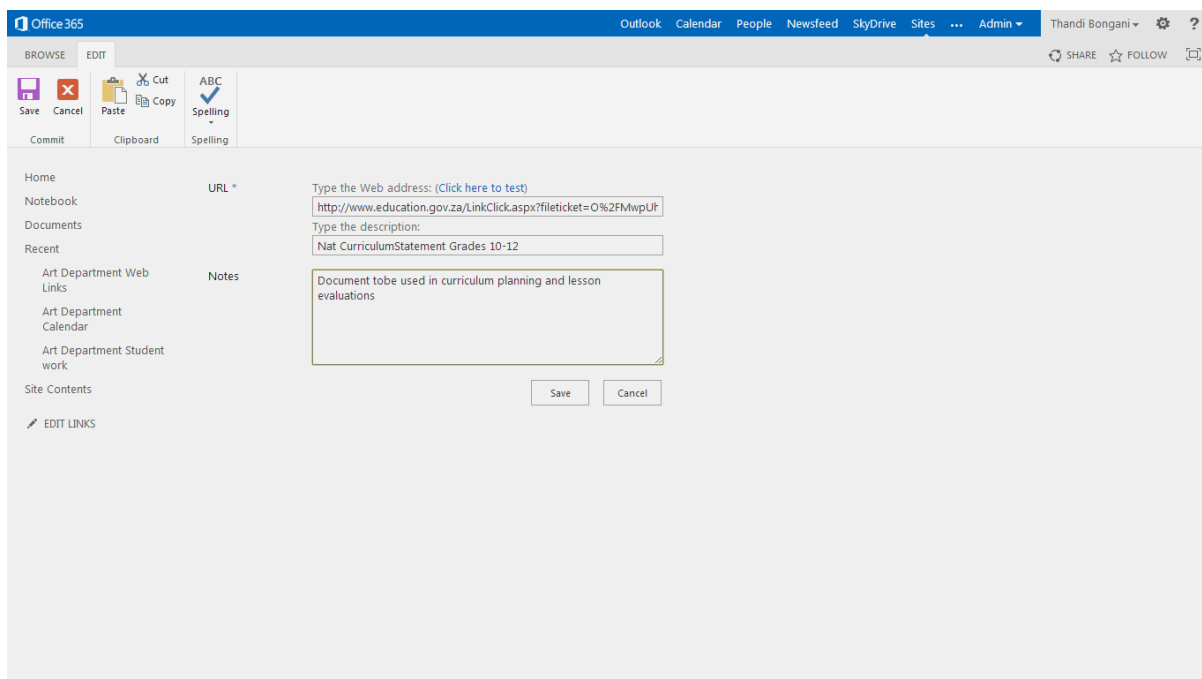
- Clicking **Save** adds this **link** to the list Thandi is building up for her department staff. They can also add **links** and **calendar** items.

- She clicks on the **Items** and **List** tabs at the top left of the page, which reveals **toolbars** with functions for individual **links** and for the complete library of **links**. Thandi sees that some of the toolbar options are self-explanatory and she plans to spend some time exploring these but realises she will need help with many of the more advanced function options.

- Thandi explores some of the other functions. She sees that she can upload important documents that she wishes to store on the site for all her staff. She uploads her administrator's guide to **SharePoint** to kick-start the site library.

- When it appears on her page she clicks on the small dots next to the name, which opens up a sharing and editing summary and menu. She can also access it from the **Documents** on the left menu. She clicks on it and opens up the **Documents** page.

- She hovers the cursor to the left of the document name and then clicks on the **tick** that appears. This allows her to use the functions on the toolbar that appears when she selects the **Files** tab at the top left of her page. She can edit and share the document as well as **checking it out** for editing, which stops others from also working on it at the same time.

- The screen looks like this:
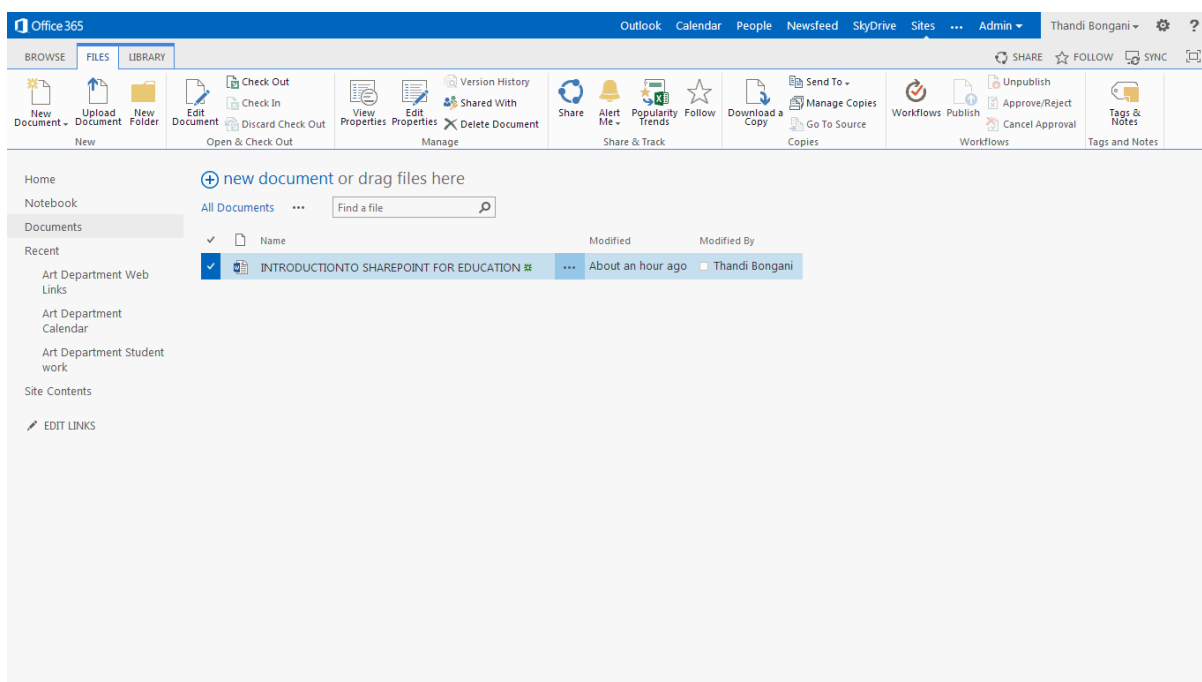
- As the document library grows, Thandi can use the **Library toolbar** (which appears if she clicks on this **tab** at the top of the page) to organise the documents, as well as use some more advanced functions.

- Thandi now returns to her site home page and looks at some more **tab** and **menu** functions.

- She opens **NoteBook** from the left menu and discovers it is **Microsoft OneNote,** which can be used for collaborative projects. She plans to start using this later in the year.

- One of the features of **OneNote** is the way groups of users can edit documents in real time. Thandi knows this will be useful for working with colleagues to develop exam paper questions and course revision notes.

Microsoft

- Thandi will now email her staff (and post an update in **Newsfeed**) to let everybody know about the changes to their team site so that they can **follow** the new **apps** and keep up to date with any future changes.

- Clicking on the **Page** tab at the top left of the **home page** brings up an **edit and management toolbar** for use with documents, images and other resources within the site.

- Selecting the **Edit** tab at the top right side of the **home page** gives Thandi access to tools that can help her redesign her **site pages**.

- She decides that she needs some more help before using these advanced functions and makes a note to include some training on **SharePoint** in her **Professional Development plan** for the year, both for herself and for her staff.

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# User Scenario – Using the Survey App in SharePoint

Cobus van der Graf is a member of the senior leadership team at his college. They have been discussing possible changes to the timetable including increasing the number of classes each day by shortening the length of each class, introducing study periods, and other changes to the way the working week is structured.

Cobus is tasked with putting together a detailed staff consultation process so that all of the staff members can give their opinions and views on the proposed changes. He thinks a good way to do this would be to use **SharePoint** in the new **Office 365** platform they have just rolled out, as it would encourage his staff to participate in the consultation as well as giving them some confidence in using SharePoint and maybe some ideas for using it with their students and classes.

Cobus logs into **Office 365,** goes to **SharePoint** from his **Admin Dashboard** and opens the **Teaching Staff site collection**.

Cobus logs into **Office 365** and from his **Admin Dashboard**, he goes to **Sites** and opens the **Teaching Staff Site** (he sees this site in his list when he opens **Sites** because he is already following it).

- He sees that his staff members are already using **SharePoint** as there is an Art Department **subsite** that has been set up. The link to the site is in the menu on the left side of the screen. Clicking on the link, Cobus remembers that he has had an email letting him know about this.
- He has a quick look around the Art Staff subsite and then returns to the **Teaching Staff site collections** homepage. He clicks on **Site Contents** on the left side menu. From the contents screen, he clicks on **add an app.**
- He can then choose an **app** to add to **site collection** he is working in. The screen looks like this:

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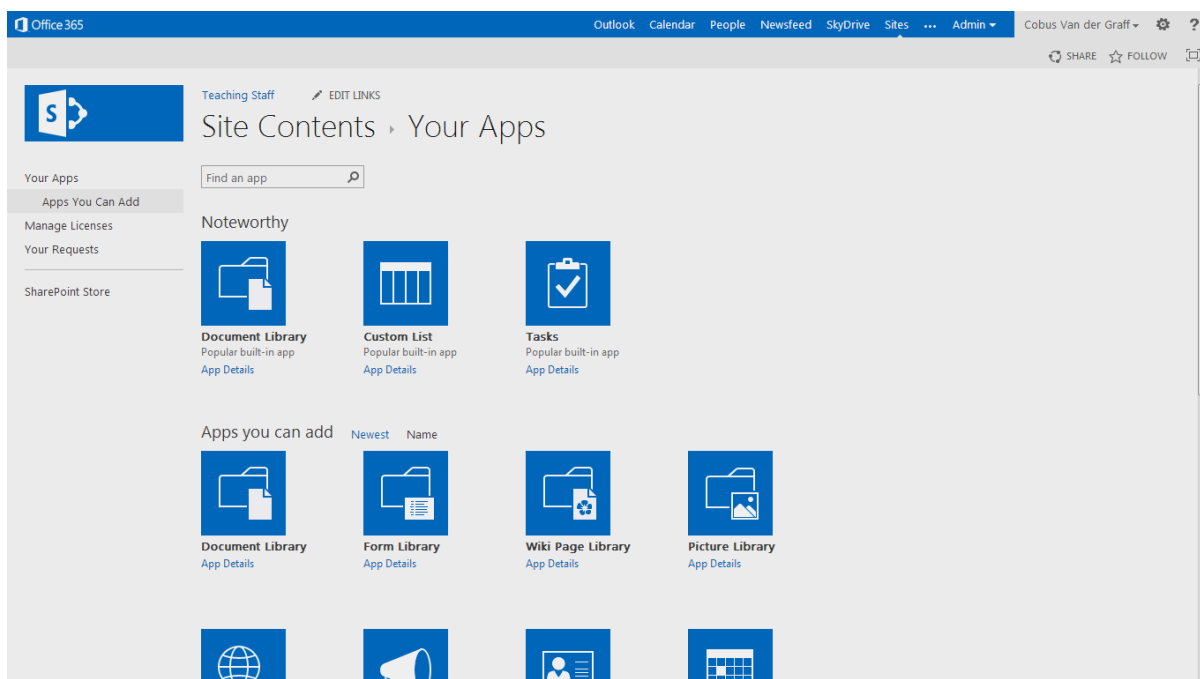
- Cobus scrolls down the page, browsing through the available **SharePoint apps**. He is thinking about how he might use some of them in the future with his classes and across the institution.
- He spots the **Survey** app and clicks on the **app details text** below the **app icon**. It brings up a description of the **app functions**. Cobus decides to use this app for his **staff survey**.
- He double-clicks on the **app** and he is then asked to enter a name for his survey. He completes the box with the name and clicks on **create**.
- The new **survey app** now appears in the drop-down menu on the left of the screen. Cobus clicks on **Home** to return to the front page of the **site collection**.
- He clicks on the **app** to open it up and start to enter his survey questions. The screen looks like this:
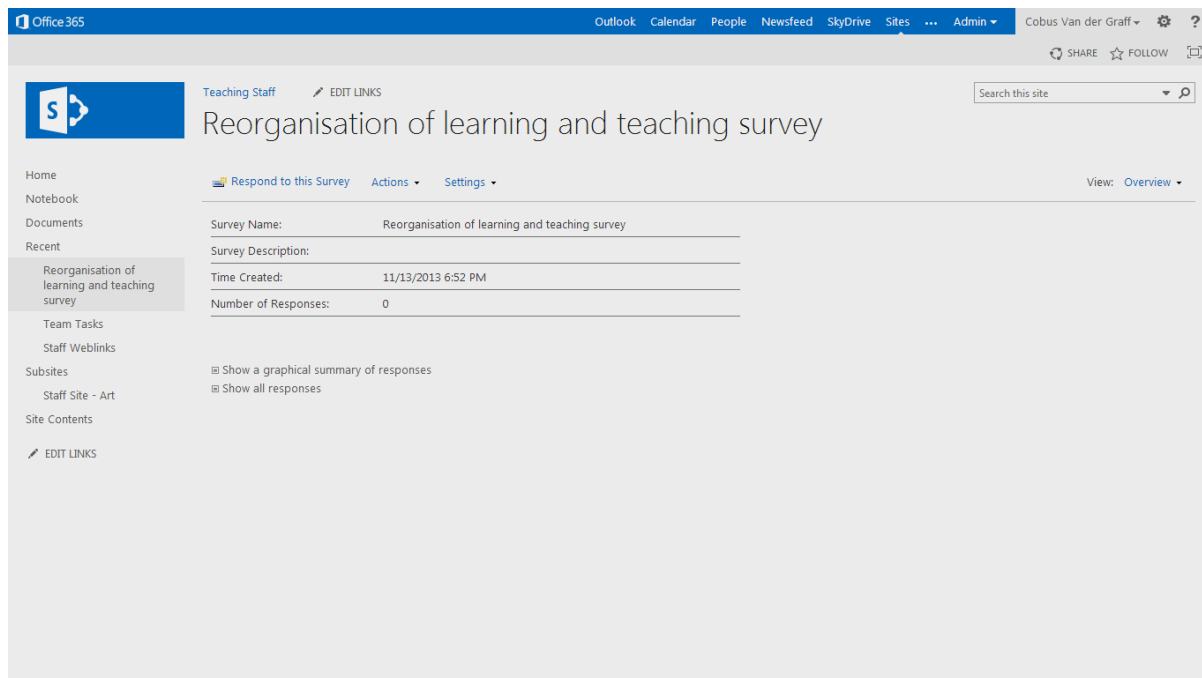
- Cobus is now on the main page of his **survey app**. He explores some of the **commands** and **functions**. The three functions in blue just underneath the survey title are the main ones he will need to know.
- Clicking on **Settings** reveals two functions. The first one is **Add Questions**. This is where Cobus will construct his staff survey questions. Selecting this option, a **New Question** page loads onto the screen. Cobus sees that there are many different types of response formats to questions he might choose to ask, such as **multiple choice, yes/no** and **extended answer**.
- Cobus discovers that adding questions is simply a matter of making choices, following the instructions and filling in boxes.
- He can even use the **branching logic** function, which enables his survey to divert respondents to different subsequent questions depending on their answers.
- Once he has set his question and specified the type and format of the required response, he clicks on either **Next Question** or **Finish** at the bottom right of the screen.

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- Clicking on **Settings** again, Cobus selects the second option, **Survey Settings.** The following screen looks like this:
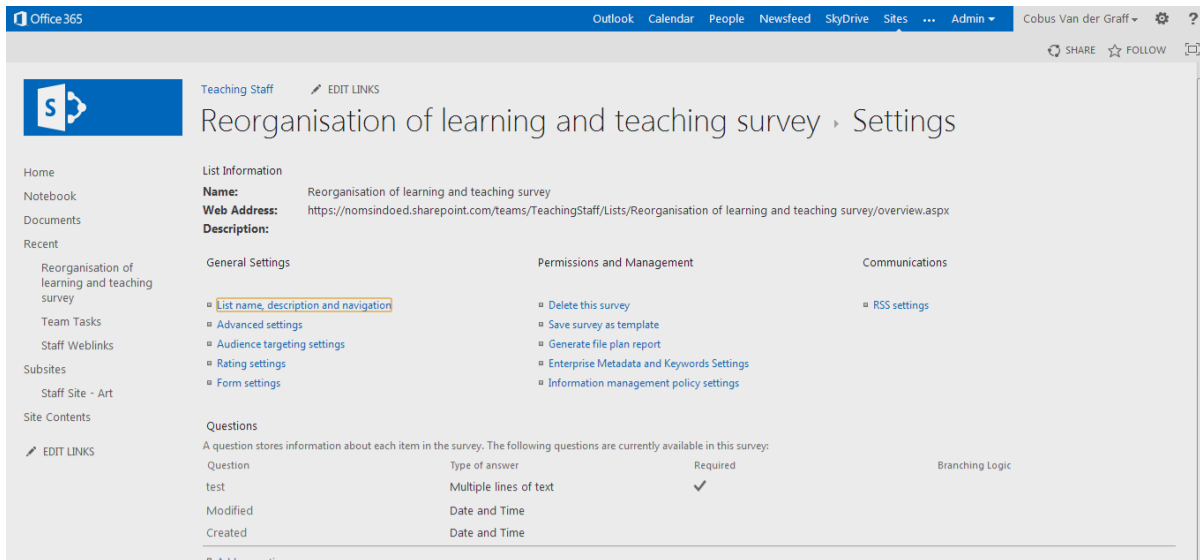
- This is where Cobus can make changes to any of his questions, re-order them and make other changes to this survey. As he gains more confidence and experience he will try out some of the more advanced features he sees on this screen.
- Using the **Newsfeed** on the **Teaching Staff site,** or by email, he can let all of the staff know about the new survey. They go to the **site**, open the **app** and click on **Respond to this Survey**.
- As his colleagues complete the survey, the responses start to register on the Survey app page. Cobus is able to see the responses either individually or displayed on a graph. He can also set up **notifications** to let him know when a new response is received.
- Using the drop-down **Actions** menu, he can export the survey response data from the app into an **Excel spreadsheet,** provided that the responses are numerical or quantitative. This would let him apply more sophisticated forms of data analysis to advanced or complex surveys.
- **Excel** also has other display and graph/table options for him to use with the exported **raw data** from the survey app.

Cobus can think of many uses for surveys in his institution and for learning and teaching including the following:

- Quizzes and tests for **formative assessment** (i.e. before and after individual classes)
- Capturing data for statistics problems in Maths classes
- Capturing data for science classes
- Parent/caregiver surveys
- To help gauge opinion about changes to policy and procedure

Surveys are a quick and easy way to consult with staff and students to help education institutions like Cobus' college make more informed decisions and better choices.

The **Survey** app is just one of the many useful apps available for use in **SharePoint site collections**.

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