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PART ONE - Trainers as a Student

Log on to Office 365

To log onto the platform please go to www.login.microsoftonline.com

Two email addresses have been allocated for each attendees. One is your ‘student’ email address and the other is your ‘teacher’ email address. For the purpose of this workshop we will be using Office 365 with both a student and a teacher perspective.

To start with, please log in the platform using your student credentials. These are provided by your school administrator. Record you username and password here:

When you first log in, you will be directed to OneDrive, this is your online storage (cloud). Please go to Sites and click on Cyp ePortfolios as describe below.
Welcome to the E-portfolio part of O365, please click on Class 1 as this will be our e-class for the day.

The other classes have been added for comparisons. To make sure you are always in the right group, check the top banner, it should always be orange. You can also use the top menu to navigate between classes.

Once you have clicked on Class 1, you will be directed to a page with 6 tiles:

- **Notes & Files**: This is the place where teachers and Students can post their notes or files, everybody has access to it.
- **Useful Sites**: This is a place where teachers can post useful links (Website, e-books, etc.)
- **Class Discussions**: This is a place where teachers and Students can create discussions and interact with each other.
- **Assignment DropBox**: In this place, students can post their assignments to be reviewed by the teacher only. Each student can only see their own assignment but teachers can see everybody’s work.
- **OneDrive**: This is a link to your personal online storage (cloud)
- **Pages**: This is a place where teachers can create new pages with specific content, web parts, apps, etc.
Introduction to OneDrive and OneNote

In this activity we will bring you through the features of OneDrive, OneNote and Class Discussion.

Introduction to OneDrive:
First, direct yourself to OneDrive by clicking on the OneDrive tile. Make sure to have both OneDrive and your class group open in different tabs (right click, open in a new tab).

OneDrive is your online storage (cloud storage). Every user with an O365 subscription has up to 1 terabyte of online storage (1000 Gb.). This is the place where you can store all your documents and share them with other. Of course, because the documents are ‘stored on the cloud’ they are accessible from anywhere; all you need to do is log on to O365 with your credentials using a laptop, a phone or a tablet and you will find all your documents.

To create a document in OneDrive, simply click on NEW. A drop down menu will then appear. You can select one of the different document format from the list (Word, Excel, PowerPoint, OneNote, etc.).
To store an existing document onto OneDrive, simply click on **UPLOAD** or drag the document from your desktop and drop it in the middle of the page.

Each document can be shared with an internal or external user. To share a document, either open the document and click Share or click on the three dots (…) then click SHARE. Enter the email address of the person you would like to share this document with and click on **SHARE**. You can also decide if you would like the other user(s) to edit or view the document.

**Introduction to OneNote**

OneNote is your online notebook. This is the place where you can capture thoughts, ideas, and todos and sync them to all your devices. The Notebooks can also be shared with other users which will allow for simultaneous collaboration. Anyone can download and use the free version of OneNote. With your current O365 subscription you get the online version of OneNote. However it is possible to upgrade the subscription and get a premium version of OneNote, which easily integrates with the other latest Office applications and comes with additional capabilities, including the ability to:

Create notebooks on your PC, insert documents, draw on your notes and record your voice.
FIRST ACTIVITY – In Class activity (Group Task) Using OneDrive, OneNote and Class Discussion

Activity description

Part 1 – Group work in OneNote
Form a group with the people sitting beside you and try to discuss how you would call your group if you had to give yourselves a name. This could be based on something you all have in common or something you can come up with. Once you have decided on the name of your group, write in a few sentences why you came up with this name. Finally find a picture online that describes best your group.

Part 2 – Peer feedback using Class Discussion
Once you have finished part 1, go back to your class page. Go to the class discussion and start a new discussion.

To do so: click on new discussion and fill in the form, The subject line will be your group name, in the ‘body’, copy and paste you answer from OneNote and insert your picture, finally click save.
Once you have finished, look at what other groups came up with and leave feedback on their discussion page. The feedback can be given in any way (formative and informative feedback), but it must only relate to the name of the group and the reason for the name.

SECOND ACTIVITY – At home Assignment (individual task) Using OneNote and the Assignment Dropbox

Activity description

Part 1 – individual essay
In this activity, we would like you to work individually on a short essay using your OneNote notebook in OneDrive as a template and copy and paste into a new OneNote in the assignment drop box when you’re happy with your work. Think about the first Notebook as being your draft and then the second Notebook as being your final essay.

**The essay:** Describe your journey to Cyprus or any trip you have done this year using as many descriptive attributes as you can. You can also use visuals if you want (photos, maps, video, etc.)

**Success Criteria:** The essay needs to include one photo, one map and a narrative that is written like a travel article, so include restaurants, hotels, and other places of interest.

Please log out of your account
PART TWO - Trainers as a Teacher

For the purpose of this part, we would like you to log onto Office 365 using your teacher email address (record your login details here)

Part 2 – Teacher Feedback
Now that you have properly logged in Office 365 with your teacher credentials please go back to Sites and click on Cyp ePorfolios.

Remember before the break you all were asked to do an individual essay reflecting your journey to Cyprus or a trip you have done this year. We will now ask you to go back to the assignment DropBox and open the essay of the person sitting next to you.

Once you have open an essay, please provide some feedback by stating two things that are good about the article and one thing that could be done to improve the article. It needs to give the student some advice on how to improve the work that they have done and focus on the success criteria.

THIRD ACTIVITY – Create and design Pages
Part 1 – Create a Page

Here, you will be able to create personalised pages and add content to it: text, table, web app, web parts, which can be helpful when designing lesson plans. Pages are great to use for external events for example. We will demonstrate in this part how to design a new page.

To add a new page:

1. Click on the Gear button → top right corner
2. Click on ‘Add a page’
3. Give a name to your new page example: “Class project”
4. Copy the URL (page address)
5. Click on Create
6. Click on ‘Save’ on the top right corner of your page and paste the URL somewhere where you will able to find it again in case you lose it.
7. Click on ‘Edit’ on the top right corner of your page

Part 2 – Design/Edit your page

Now that you have clicked on Edit, a menu will appear on the top ribbon:
Under the **Format Text** menu, you will be able to change the font, the colour or the position of your text.

Under the **Insert** menu, you will be able to insert tables, pictures, Video and audio, links, file, app part and Web Part. App parts and Web parts enable users to modify the content, appearance, and behavior of Web pages directly from a browser. An example of a web part would be an image gallery. An example of an app would be the discussion forum.

### Change the layout of the page:

Under the **Format Text** menu, click on the Text Layout box and chose from the various template. This will allow you to separate the different text zone within your page.

### Add an image and a video:

Under the **Insert** menu click on **Picture** and a drop down menu will appear. Here you will have the option to choose between a picture from Computer (Saved on your computer), from Address (online), from SharePoint (Saved on SharePoint).

### Add an app

To add an app onto your page make sure to have saved your page somewhere where you can find it easily.

Go to the gear button again and this time click on add an app as described below.
You will be redirected to the SharePoint app store. Here, you can decide to type the name of an app in the ‘find an app’ box or just chose from the existing list.

Try and download the document library app for example. Click on the app and then give it a name then click Create.
Now go back to your page and click on edit. On the top ribbon click on INSERT then App Part. Find your app and click add.