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NORTH LANARKSHIRE

Using Office 365

**How to guides
– Video edition**

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MICROSOFT TEAMS

INTRO TO TEAMS	MANAGING YOUR MICROSOFT TEAM	FORMS IN TEAMS
CREATE AN ANNOUNCEMENT	CREATE AN ASSIGNMENT	SET AN ASSIGNMENT TO MULTIPLE CHANNELS/ CLASSES
CREATING A QUIZ IN TEAMS	MARKING AN ASSIGNMENT – 1	MARKING AN ASSIGNMENT – 2
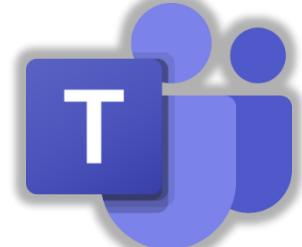
VIDEO GUIDES PART ONE

SKILLS TO START WITH

① 1

TOP TIP – CLICK THE TITLE TO ACCESS A VIDEO STEP BY STEP GUIDE ON THAT SUBJECT

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MICROSOFT TEAMS

INSERT A FORM INTO CONVERSATION	USING INSIGHT ON TEAMS	USING OTHER EDU WEBSITES	STARTING A LIVE MEETING
STUDENT COLLABORATION TIPS	USING A RUBRIC IN TEAMS	SHARE A FLIPGRID IN TEAMS	ENDING A LIVE MEETING
TEAMS BASICS WITH CHANNELS	VIRTUAL OFFICE HOURS	MEETING SETTINGS CALENDAR FUNCTION	ADDING PRAISE ON TEAMS
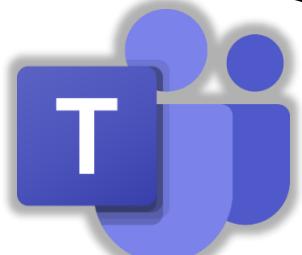
VIDEO GUIDES PART TWO

ADVANCED SKILLS

2

TOP TIP – CLICK THE TITLE TO ACCESS A VIDEO STEP BY STEP GUIDE ON THAT SUBJECT

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MICROSOFT TEAMS
HERE ARE SOME TIPS TO CONSIDER...
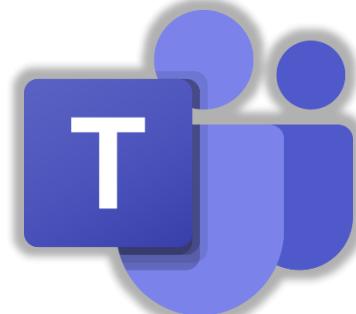
① DID YOU KNOW YOU AND YOUR LEARNERS CAN USE THE OFFICE 365 SUITE TO WORK IN COLLABORATION?

-Pupils can continue to work in collaboration during remote learning. Both Office365 allows users to collaborate and work on documents and presentations at the same time. Teachers can also work with students or groups In the same way. You could even try a co-op group

② DID YOU KNOW YOU CAN TRACK LEARNER ENGAGEMENT?

- Adding the Insights app to your team helps monitor learner engagement. For example, seeing a summary of engagement
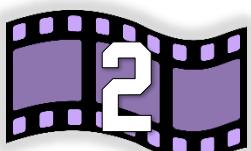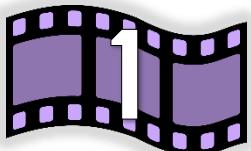
TOP TIP – CLICK THE IMAGE TO ACCESS A VIDEO STEP BY STEP GUIDE ON TIP 1 OR 2

General	Posts Files Class Notebook Assignments Grades Insights ⌄ Fill	Daily Check In 1 more ⌄ +
Insights (Preview) Data collected since 15 March 2020	Export
All students	All time 30 days 7 days Today

Digital activity	Average grade	On-time assignments	Average time for feedback	Commun
85%	102%	41%	6.4 days	462

All activities

! 4 out of 26 not active

	9 AM	10 AM	11 AM
View:	Files tab		
Visit channel:	27th April -1stMay		
Edit file:	Metals pupil notes week 2 .docx		
Open file:	Metals week2 .pptx		
Download file:	Metals week2 .pptx		
Visit channel:	General		
View assignment:	Metals week 2 quiz		
Turn in assignment:	Metals week 2 quiz		
Turn in assignment:	Metals topic week 2		

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MICROSOFT WORD

| IMMERSIVE READER	MICROSOFT EDITOR REPLACES 'SPELL CHECK'	RESEARCHER ON WORD
ADD AND EDIT TEXT	INSERT A TABLE	SAVE A DOCUMENT
CHECK GRAMMAR, SPELLING AND CLARITY	INSERT PICTURES	APPLY A THEME

VIDEO GUIDES

SKILLS TO START WITH
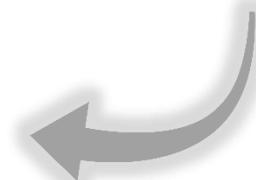
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MICROSOFT EXCEL

SELECT CELLS	HOW TO COPY CELLS	FORMAT NUMBERS IN CELLS
APPLY STYLES	CREATING FORMULAS AND FUNCTIONS	HOW TO USE THE SUM FUNCTION
MULTIPLICATION IN EXCEL	SUBTRACTION IN EXCEL	HOW TO USE THE IF FUNCTION

VIDEO GUIDES
SKILLS TO START WITH
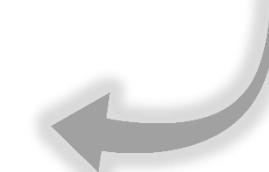
TOP TIP – CLICK THE TITLE TO ACCESS A VIDEO STEP BY STEP GUIDE ON THAT SUBJECT

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MICROSOFT POWERPOINT

THE BEGINNERS GUIDE	CREATE A SCREEN RECORDING	ROTATE AND FLIP OBJECTS
NARRATE A POWERPOINT	ADD A HYPERLINK	USING TABLES
PRESENTER COACH	STUDENT COLLABORATION IN OFFICE 365	REMOVE BACKGROUNDS
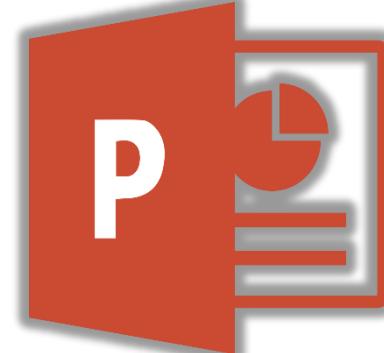
VIDEO GUIDES

SKILLS TO START WITH
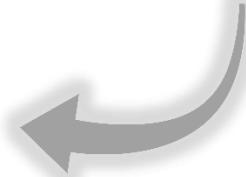
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MICROSOFT FORMS

CREATE A FORM	SHARING A FORM	ASSIGNING FORMS THROUGH GLOW
CREATE A QUIZ - 1	CREATE A QUIZ - 2	CREATING AND USING SECTIONS
QUIZ	FORM	BRANCHING

VIDEO GUIDES

SKILLS TO START WITH

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MICROSOFT SWAY

WHAT IS SWAY?	HOW TO SWAY
CREATE A SWAY	EMBEDDING VIDEOS
CREATE A SWAY FROM TEMPLATE	CREATE A SWAY FROM A WORD DOCUMENT

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MICROSOFT ONE NOTE

| OVERVIEW	SETTING UP A CLASS NOTEBOOK IN TEAMS	SET ITEMS TO BACKGROUND
CREATE A BLANK ONE NOTE	COLLABORATION SPACE	TEACHER ONLY SPACE
ADDING SECTIONS AND PAGES	DISTRIBUTING PAGES	INCLUSIVE ONE NOTE FEATURES

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MICROSOFT OFFICE APPS

USING ONE DRIVE	MICROSOFT TRANSLATOR	IMMERSIVE READER
MICROSOFT WHITEBOARD	OFFICE LENS	IMMERSIVE READER IN OTHER EDU APPS
NAVIGATING OFFICE	INCLUSIVE CLASSROOM	MICROSOFT STREAM

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