Lesson Plan: Introducing Students to Office365 Grades 4-12

Below is a list of steps used with one class that you could modify to use with your own students. It was a jr. high class and the material below was all covered in one class period so less than an hour.

-Show this Office365 Introduction video narrated by students from another district explaining email, files, OneDrive, etc.: http://www.chino.k12.ca.us/Page/13161 (posted on the Assessment-Technology Training Specialists website.

 -Go to your school website

> -Have your students mouse over the Students tab and click on Office365 Portal for Students

> -Review Acceptable Use Policy: Remind students that you can see their account as can some of the staff at the district so they need to be responsible. Better behavior = privileges. Violate the AUP = loss of privileges except for state testing. Summary of AUP: Be nice and behave yourselves. No plagiarism, no threatening statements, no inappropriate images, no games unless part of the curriculum, no abusive or obscene language, no downloading music/video/or other files not related to the curriculum, etc.

> -Available resources http://www.chino.k12.ca.us/Page/14866

-Change theme (After the AUP lecture, you can give them 1 minute to do something "fun".) Once logged into the portal, click on the gear in the top right corner and go to Change theme.

-Click on the Tiles(Waffle)   icon. Go to OneDrive and go over the "New" options (folder, Word doc, etc.)

You can also have a discussion of how they could use those things. For example: Excel Survey can be a questionnaire or a quiz to go with a report. OneNote could be used to organize notes, assignments, etc. Ask students about how they might use it like organizing their video game tips, keeping a record of their music/book/game collection, etc. Let them see real-world applications for it, **BUT REMIND THEM you have access to everything as do a number of people at the district and the Acceptable Use Policy applies!**

ALSO, please let them know that Groups (found under the "People" app) are for ACADEMIC purposes only. They are NOT to create a group without direction from a teacher and a purpose. Groups can be used for students working on a project involving multiple files that they need to talk about.

Other ideas for instruction: Write a report in Word. Create a presentation in Sway or PowerPoint. Create a quiz in Excel Survey. Create a homework agenda in OneNote with a tab for each class. You could add a page for notes.

English: Type papers in Word online.

Math: Create Excel spreadsheets. Create a math glossary. Use OneNote for terminology to remember.

History: Use Word for writing a report. Create a presentation on someone in history using Sway.

Science: Add tables and data along with notes for a science experiment in OneNote. Use Excel Survey in OneDrive for science project surveys.

Electives: Track P.E. results in Excel. Use Excel Survey to ask about preferred artists/artwork. Track results of robotics' tests. Save images and links of projects. Make a foreign language picture dictionary of terms by category in OneNote.
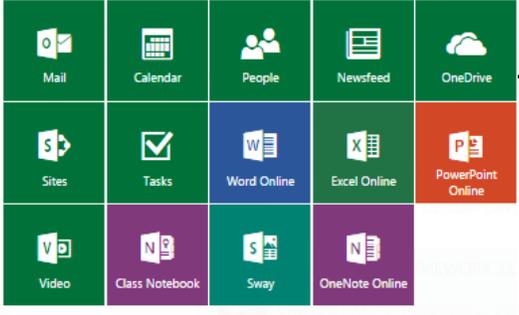
Office 365 Vocabulary/Icons

☰ HAMBURGER ⋯ELLIPSES ⇨open menus | ⚙ GEAR ⇨ open settings

⊞ WAFFLE - opens this ⇨ all Office 365 online apps

Word	Meaning	Where you might see it	Students, too?
share	To make a document or folder available to others to view or edit	OneDrive, Word, Excel, PPT, OneNote	yes
groups	Group of people who share files, calendar, and OneNote Notebook within the group site	Outlook, People, Calendar	Yes, but must be academic only
discard	Throw away; delete	Outlook, Calendar	yes
contact list	Emailing list; formerly "distribution list"; NOT a group	Outlook, People	yes
upload (a copy)	Moving files from your hard drive to OneDrive (online)	OneDrive	yes
download (a copy)	Moving from Office 365 apps (online) to your hard drive	OneDrive, Word, Excel, PPT, OneNote	yes

Word	Meaning	Where You Might See It	Students, too?
version	Each time a change has been made; can only see version history of your own documents	OneDrive, Word, Excel, PPT	yes
link	Clickable text which takes the viewer to a document or folder or site; handy to send info to students	OneDrive, Word, Excel, PPT, OneNote	yes
online	Using the internet	All (NOT Office 2013)	yes
portal	Online Office 365	same	yes
OneDrive for Business	CVUSD's account; you could have a personal OneDrive that is not linked with CVUSD, and it would not read "for Business"		
Offline, local, desktop, full software, full version, Office 2013	Not using the internet; however, SAVE to OneDrive for Business for syncing with Office 365	Word2013, Excel2013, PowerPoint2013, Out-look2013, OneNote2013, etc.	Students may download soft-ware at home
App; webapp	Microsoft online applica-tions; tiles lead to these	All online tiles	yes

Navigating Office 365
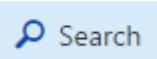
Teacher	Student
LOGGING IN Enter through Office 365 Portal in the Staff Directory (District or school website); username is full district email; password is network password.	**LOGGING IN** Enter through CVUSD Portal in the Student dropdown (link near bottom); username is **network username followed by @stu.chino.k12.ca.us**; password is usual network password. cjames@stu.chino.k12.ca.us

SEARCH

The best way to find emails, documents, or people is to use the "Search" box in the upper left corner 🔍 Search of Outlook, People, OneDrive, etc

NAVIGATING

When moving around Office 365 apps, remember that OneDrive is the central storage for all the other apps; files and folders are stored and can be opened from OneDrive; use the waffle icon to open apps; use ellipses (**…**) to find options; remember everything <u>online</u> is a live/automatic save; click gear icon to change settings; when opening a file to edit you MUST click "Edit Document" in upper right-ish and MAY get a message to choose "online" or not online version of Word, Excel, PPT, or OneNote (if available)
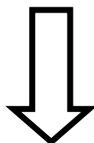
EMAIL Powerful Outlook email has not changed; consider organizing with custom folders, personal signature, Add-ins (My Template).	**EMAIL** Grades K-3 do not have email; grades 4-12 have email to/from "chino.k12.ca.us" accts only.
ONEDRIVE (Cloud/online) **See reverse side** ⬇	**ONE DRIVE (Cloud/online)** Organized same as teachers' OneDrive; where students will find a folder called "Notebooks" in which their first personal OneNote Notebook is found (remember younger students do not have email).

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Teacher | Student

ONE DRIVE (Cloud/online)

"Files" are your documents, photos, videos created in Office 365, as well as what you upload or drag/drop in; "Recent" is the most recent 50 docs/changes in ascending order; "Shared with me" contains the files/folders shared with you; "Recycle bin" keeps everything you delete (restorable).

This is the best place to start a new OneNote Notebook or a doc in Word, Excel, PPT, or Survey. Make folders here to organize Files.

Green star shows most recent documents/changes.

Right click file/folder, or click ellipses, to OPEN, DOWNLOAD, SHARE, GET A LINK, RENAME, DELETE, COPY TO, MOVE TO, or obtain DETAILS. Can also see VERSION HISTORY if applicable.

Teacher	Student
GROUPS Teachers may create groups for collaboration, planning, or any purpose that serves them professionally.	**GROUPS** Students may create groups for academic purposes only (with teachers' directive)

Groups share conversations, documents, a calendar, and a OneNote Notebook. They should always be created as "Private" to protect public viewing of sensitive information.

Teacher	Student
CONTACT LIST (formerly Distribution List) Go to People, click New, choose Contact List, then name the list and add emails (ie. Parent mailing list)	**CONTACT LIST** Students should use Groups since they serve the same academic purpose.
CALENDAR Create events, invite attendees, share your calendar with others, and include notes and attachments with your events.	**CALENDAR** We do not anticipate elementary students using, however secondary students may utilize like Teachers.

Teacher

Student

WEB APPS (Word, Excel, PPT)

Create, edit, share documents and presentations.

Automatically saves (constantly).

Comments column allows for teacher/student discussion (all 3 apps).

Naming conventions important for class use.

REMEMBER must click "Edit Document" to edit (choose online or not).

Rename by clicking in the black ribbon, highlight, type. (or in OneDrive)

ONENOTE Online

Each teacher and student has an initial, blank notebook called "firstname@work" accessed by clicking OneNote Online tile or in OneDrive.

Create new notebooks using OneDrive > New > OneNote Notebook.

Notebooks are very useful and adaptable; can store any content (text, images, links, audio); may be shared (page, notebook); use for teaching plans, presentations, as a white board/store notes, take notes during meetings/class, research, etc.