LP+365 Administration & Configuration

School Name: Date:

The activity sequence below lists the process for schools to follow to administer and configure LP+365. The user guides referenced are linked to copies on the Support Centre homepage.

Step Activity	Initials	Date
Step 1 - Register for a Microsoft Office 365 Educational tenancy.		

Step 2 – Enable O365 features:
    1. Sign in to www.office.com with Global Admin credentials.
    2. Select SharePoint.
    3. Site settings from the admin cog.
    4. Select Site Collection Features.
    5. Activate the "Video and Rich Media" feature.
    6. Select Regional Settings.
    7. Change the time zone to your time zone.
    8. Select OK.
    6. Select the menu icon (top left).
    7. Select Outlook and it will open in a new tab.
    8. Select the menu icon (top left).
    9. Select OneDrive and it will open in a new tab.
    10. Select the menu icon (top left).
    11. Select OneNote.
    12.Select the Class Notebook Tab.		

Step 3 - Create office 365 accounts for all Teachers and Students. http://portal.office.com		
Step 4 – Read the pre-requisite document '**H-365-278-LP365-Prerequisites.pdf'.**		
Step 5- Register LP+365. Sign into LP+365 at http://learning.lpplus.net as the Global Administrator and to review accept App consent and complete the registration process **'H-365-312-Registering-the-App.pdf'** LP will assign the licenses and email you to confirm they have been assigned. **Important:** *If a redirect error message is displayed when you accept the second consent screen please close your browser and wait 30 minutes before signing back and returning to https://learning.lpplus.net to complete the registration process. This is due Microsoft's one-off consent taking up to 30 minutes to finish authorising the LP+365 App.*		
Step 6 – Download and prepare the 5 CSV provisioning files. Downloading all the 5 provisioning templates '**AppProvisioning-Template.zip'**. Clear the example data from the provisioning templates in preparation of entering your school's data.		
Step 7 – Populate the CSV provisioning files. Follow '**H-365-280-Preparing-the-Provisioning-Files.pdf**'		
Step 8 -Check the CSV provisioning checklist. Double check the completed CSV files and confirm each CSV file is completed in accordance within the instructions and checklist in '**H-365-280-Preparing-the-Provisioning-Files.pdf**'.		
Step 9 – Upload the CSV files. To upload the CSV files follow the guide '**H-365-281-Uploading-The-Provisioning-Files.pdf**'.		
Step 10 – Check the provisioning logs. Check and confirm the produced logs, by going to Settings/ Provisioning/ Provisioning logs and opening the log. Refresh the browser log page until "finished Provisioning" is displayed at the bottom of the log. Provisioning can take an hour or more depending on the number of classes. *Report any possible errors to LP for investigation.*		

Step 11 – Configure App settings
    1.   Sign in to LP+365 with Global Admin credentials.
    2.   Select Settings/App Settings/Manage App Settings.
    3.   Enter your school's social media details.
    4.   Disable any other settings you do require.
    5. Select save at the bottom of the page.		

The App is now ready to use

Step 12 - All users need to access Office 365 before using the App. Please confirm all users have completed the below before they use the App. They should visit https://portal.office.com and: • Set their email location and regional settings (Select Outlook and complete when prompted). • Activate their personal OneDrive (Select OneDrive). • Activate Class Notebook (Select Class Notebook).		