AN OVERVIEW OF

LP+365

HELP GUIDE

VERSION 0.6

What is LP+365?

LP+365, built in partnership with Microsoft transforms Office 365 into your school's Learning Management System (LMS), adding educational value to your schools Office365 tenancy.

1. Home Dashboard

The Home Dashboard, as shown in Figure 1, provides quick and easy access to educationally relevant tools on LP+365 and Office 365. Tools such as Assignments; Email, Calendars and Documents are organized into simple tiles.
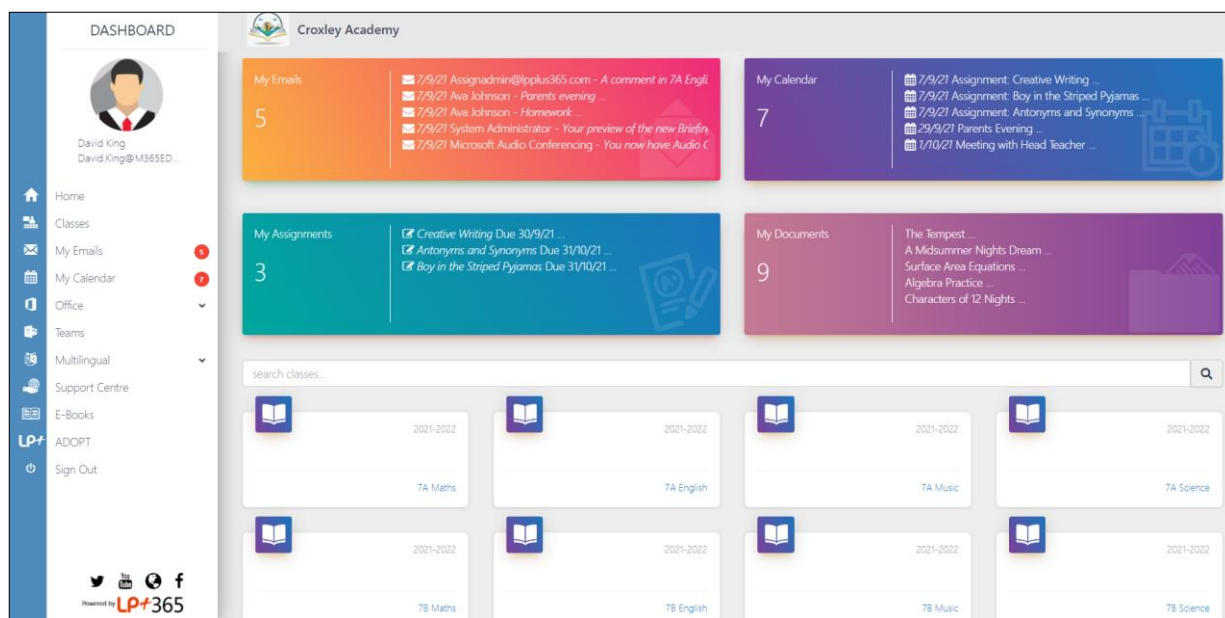

FIGURE 1 HOME DASHBOARD

The tiles provide the latest summary information:

- My Assignments
- My Recent Email
- My Calendars Events
- My Documents

Selecting the tile title will navigate you to the relevant tool in Office 365 presenting a full view of the items and its detail.

2. Menu

The Menu is displayed throughout the App. This means that even when you are working on a shared site, you will still have access to your personal emails and calendar.

The menu includes:
- Avatar, username, and email.
- Home button (this will navigate you back to the Home dashboard from anywhere on the app).
- Classes
- Email access and notification count.
- Calendar access and notification count.
- Access to Office365 web apps.
- Access to Teams.
- Multilingual menu.
- LP+365 Support Centre.
- E-book Library*
- LP+ Adopt*

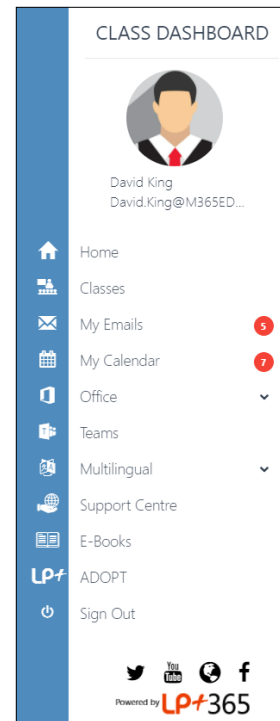*Additional features that are available upon request.

FIGURE 2 MENU

3. Classes

Classes are accessible from the home dashboard or by selecting the classes icon in the menu.
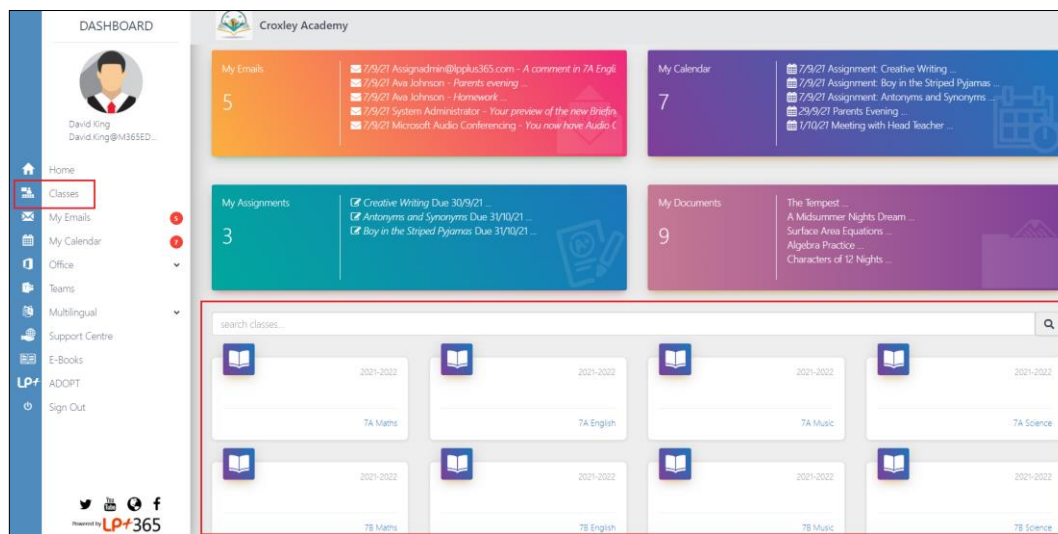

FIGURE 3 CLASSES

4. Administration.

As an Administrator you have the ability to view application specific information and the ability to allocate and manage user licenses for the LP+365 App, furthermore from the Admin Cog located in the Navigation bar as shown in Figure 8.
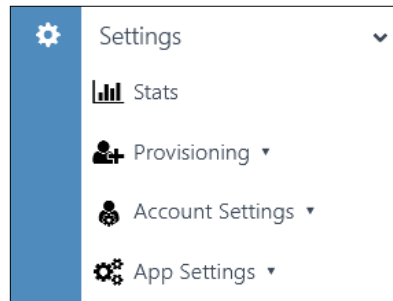

FIGURE 4 SETTINGS

The following settings are accessible by Administrators:
- **Stats** - Links to the Microsoft Office 365 Tenant Reporting Dashboard
- **Provisioning:**
    - o **Provisioning Learning Groups** - Enables you to provision and license Users to the app via CSV files.
    - o **Provisioning Logs** – Enables you to see provisioning results and log files.
- **Account Settings**:
    - o **Manage User Licenses** – Enables you to view and manage license allocation
    - o **Current Plan** – Displays your plan information and any in app purchase summaries.
    - o **Registration Details** - Displays the information entered during initial app registration.
    - o **Billing Information** - Displays your billing information.
- **App Settings**:
    - o **Social Media Links** – Enables you to define links for Social Media and toggle Office Add-ins and Skype functionality on and off.
    - o **Manage Grading Criteria** – Enables you to administrate grading descriptions and criteria for assignments.

5. Navigating around the Class Dashboards.

The **Class Dashboards** are generated based on the provisioned users and learning groups by the Administrator. The dashboards are accessible from the classes tab in the Menu Bar or on the home dashboard and display; upcoming announcements, calendar items or assignments as well as popular collaboration and teaching tools as shown in Figure 9.
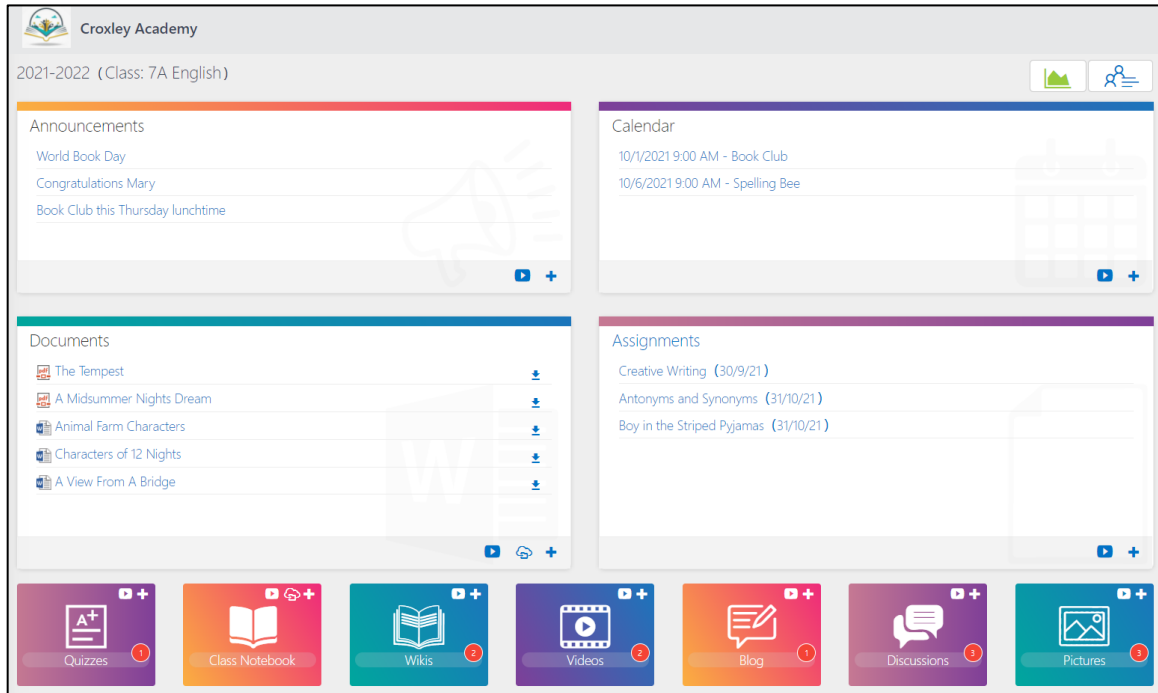

FIGURE 5 CLASS DASHBOARD

The **Class Dashboard** contains the following:

- **Announcements** – Display the latest announcements. Selecting the tile title launches the list of all announcements. Selecting the ⊞ symbol creates a new announcement.

- **Calendar** – Displays recent calendar start date/time and event title. Clicking on the tile title launches the list of all calendar events. Selecting the ⊞ symbol creates a new calendar event.

- **Class Notebook**

    o Clicking on the tile title or icon, a student can launch their OneDrive where Notebooks are stored.
    o Clicking on the tile title or icon, a teacher can launch links to their/Co-owned Notebooks. Selecting the ⊞ symbol launches the auto-provisioning wizard to create new Notebooks with current class/subject students/teacher groups.

- **Discussions** - Clicking on the tile title or icon launches the list of all discussions. Selecting the ➕ symbol creates new Discussions and the red counter displays a count of new/modified items.
  .
- **Wikis** - Clicking on the tile title or icon launches the list of all Wiki pages. Selecting the ➕ symbol creates new Wikis and the red counter displays a count of new/modified pages.

- **Quizzes -** Clicking on the tile title launches Quizzes. The Quizzes menu lists all available quizzes and provides access to create new, and mange existing quizzes. Selecting the ➕ symbol on the tile also opens the quizzes menu.

- **Documents -** Displays the most recently modified or added documents. Selecting the tile title launches the library of all documents. Selecting the down arrow for each document will download a copy of the file to your device so it can be accessed offline. Selecting the ➕ symbol allows you to upload a new document from your local/OneDrive.

- **Assignments** - Displays the latest due assignments for students and teachers ordered by due date.
  - Clicking on the tile title as a Student or teacher launches a new browser tab displaying a list of filterable assignments.
  - Teachers can select the ➕ symbol to create new assignments for a particular class/subject.

- **Pictures** - Selecting on the tile title launches the library of all pictures. Selecting the ➕ symbol allows you to upload a new picture from local/OneDrive.

- **Videos -** Selecting the tile title launches the library of all videos. Selecting the ➕ symbol allows you to upload a new video from local/OneDrive.

- **Blog -** Selecting the tile title launches the Blog site. Selecting the ➕ symbol allows you add a new blog post.
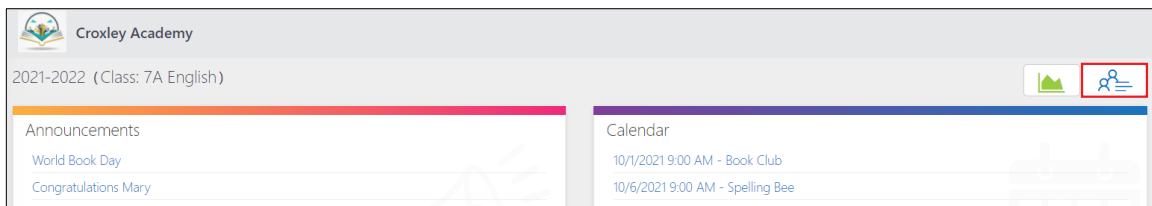
6. The Student Centre

Class Membership.

FIGURE 6 CLASS MEMBERSHIP ICON

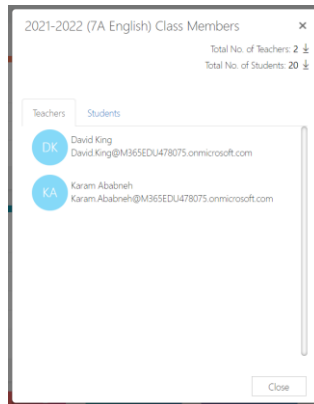Class Membership includes details of all teachers and students that have access to the class.

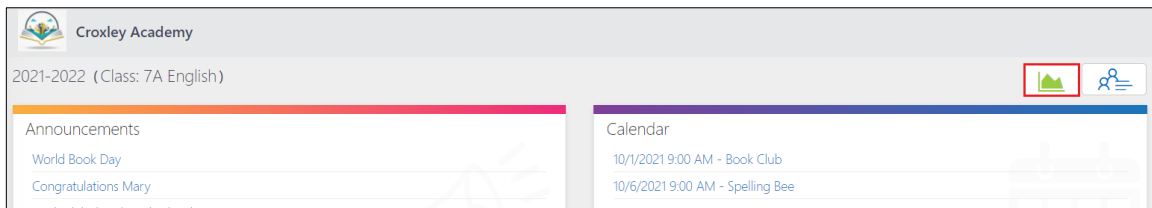**FIGURE 7 CLASS MEMBERSHIP**

Class Analytics.

FIGURE 8 ANALYTICS ICON

Teachers have always had to analyze data about how their students are learning, but **class analytics** is tailored to their needs offers the promise of supporting and automating much of that work, allowing them to spend less effort administering and more effort teaching.
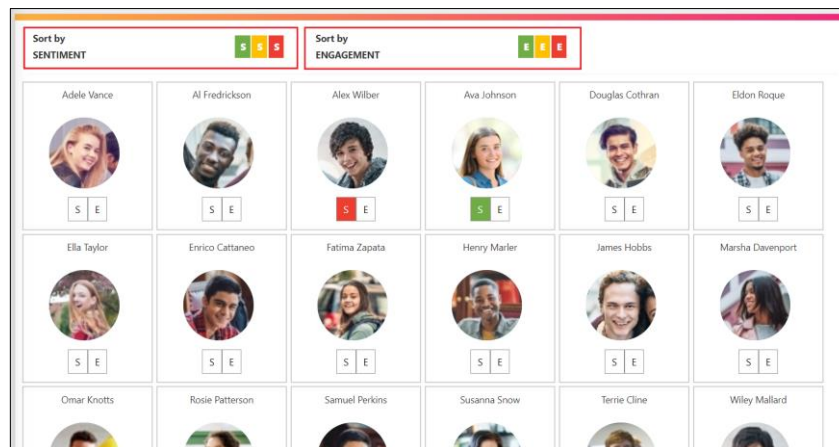

FIGURE 9 ANALYTICS

For more information, please see guides on administration of the LP+365 App here, and features of the LP+365 App here.

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Get in touch by email: lp365support@lpplus.com