



# ADMINISTRATING LP+365

# LP+365

HELP GUIDE  
VERSION 0.7

## 1. Overview.

LP+365 brings together the best of LP+ and Office 365 to create an engaging and intuitive learning environment for K-12 teachers and learners. With attractive interfaces, Tools and Apps built specifically for schools, LP+365 enhances Office 365 features to make them easily accessible, educationally relevant and immediately usable in classroom environments.

## 2. Installing LP+365.

1. Only an Office 365 global administrator will be able to download the LP+365 App onto the education tenancy they administrate.
2. Navigate to the LP+365 App from [Office Store](#), and follow the installation instructions to prompt a default Microsoft login page.
3. As a Global Administrator you will be prompted to **Accept** two consent notifications; one for the App which grants delegated permissions as shown in Figure 1 and the other is for the Background



FIGURE 1 & 2. APP PERMISSIONS AND BACKGROUND SERVICES PERMISSIONS

Services which grants application level permissions as shown in Figure 1.

4. Permission types are the same for all LP+365 Applications.

## 3. Registering LP+365.

You will need to register your LP+ Free Classroom App, if you have purchased the Full School App you will need to go through a purchase and approval process before you can start administrating and provisioning your users.

## 4. Administrating LP+365.

As a Global or Tenant Administrator you have the ability to manage the account and licenses, configure application settings, and manage in-app purchases all of which can be done through the Admin Cog located in the Navigation bar as shown in Figure 3.

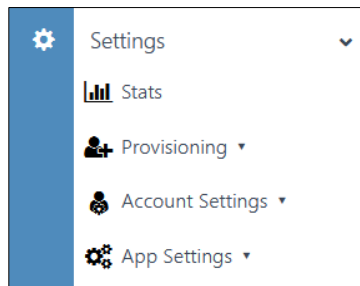


FIGURE 2 ADMINISTRATION COG

The following options are accessible in the dropdown items:

- **Stats** - Links to the Microsoft Office 365 Tenant Reporting Dashboard.
- **Provisioning:**
  - **Provisioning Learning Groups** - Enables you to provision and license Users to the app via CSV files.
  - **Provisioning Logs** – Enables you to see provisioning results and log files.
- **Account Settings:**
  - **Manage User Licenses** – Enables you to view and manage license allocation
  - **Current Plan** – Displays your plan information and any in app purchases summaries.
  - **Registration Details** - Displays the information entered during initial app registration.
  - **Billing Information** - Displays your billing information.
- **App Settings:**
  - **Social Media Links** – Enables you to define links for social media, personalising the App for your school
  - **Manage Grading Criteria** – Enables you to administrate grading descriptions for assignments.

### 4.1 Stats.

This is accessible under the Admin Cog and provides a link to the Microsoft Office 365 Tenant [Portal](#) as shown in Figure 4. To look at detailed Reports that give you a view of how your organization is utilizing Office 365, you can click on the Reports tab in the menu bar circled in red in Figure 4.

On the **Reports** page as shown in Figure 5, you will see a list of reports you can view, the information within these reports can help you identify issues and filter data.

The results within these reports will vary based on the feature usage or activation.

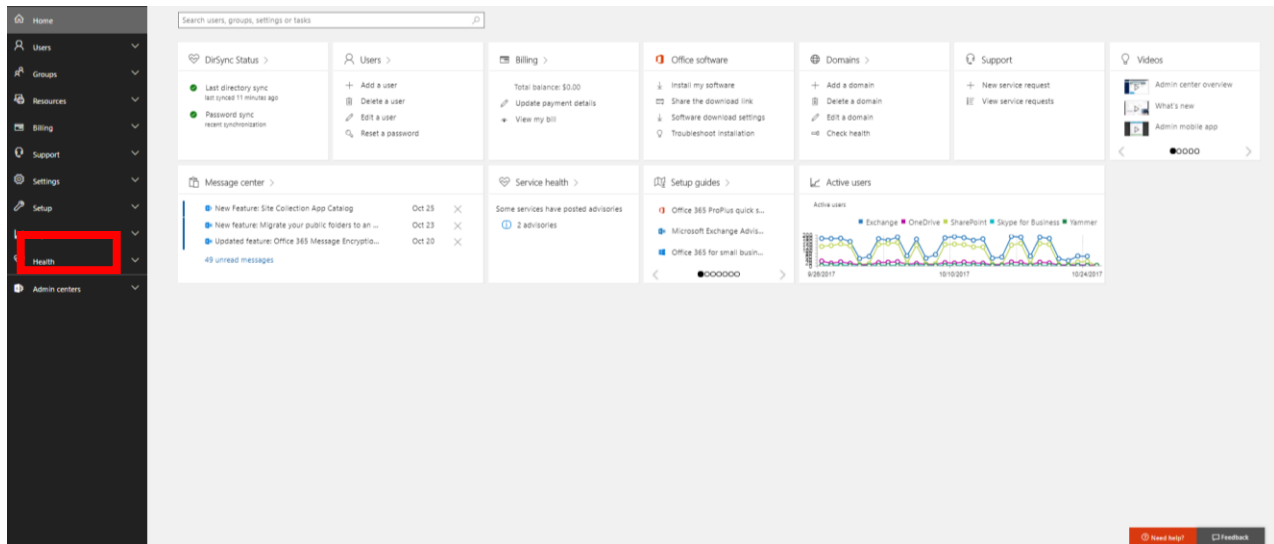


FIGURE 3 MICROSOFT OFFICE 365 PORTAL DASHBOARD

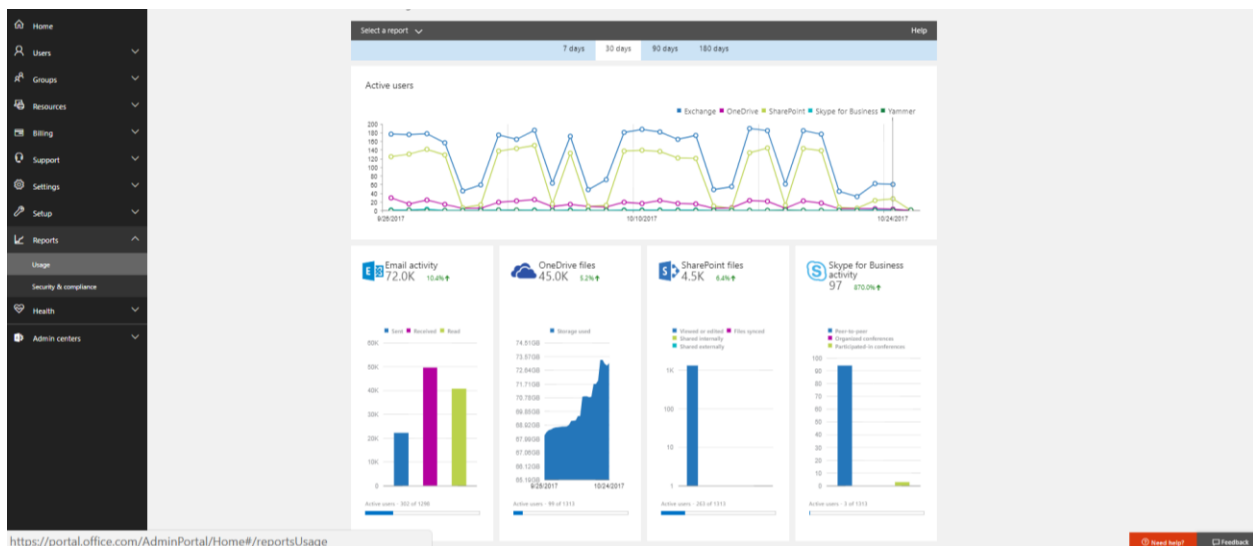


FIGURE 4 REPORTS ON USAGE

## 4.2 Provisioning Learning Groups.

This is accessible under the Admin Cog and links to the **Provision via csv** page as shown in Figure 6, displaying **Purchased Licenses**, **Used Licenses** and **Pending Licenses** information and the ability to upload six csv files for:

- **Staff** - Required to licence Office 365 staff users to the app.
- **Student** – Required to licence Office 365 student users to the app.
- **Class** - Required to create class dashboard sites within the app and a corresponding SharePoint Online team site.
- **Class Teacher Mapping** - Required to relate Staff users to their respective class dashboard sites.

- **Class Pupil Mapping** - Required to relate Students to their respective class dashboard sites.

Provision via csv

All csv files should be uploaded below for Staff, Students, Subjects, Class, Class Teacher Mapping, Class Student Mapping and then click on 'Upload Records' button to start provisioning.

Enter the Number of Teachers\* and Number of Students\* records you wish to provision from your Staff and Student csvs. Only unique records will be considered.

If your csv contains already provisioned or duplicate users, these will be ignored.

Purchased Licences : 150  
Used Licences : 15  
Pending Licences : 135

Number of Teachers \*  
Number of Students \*

Upload Records

Staff

Students

Class

Class Teacher Mapping

Class Student Mapping

Choose file

No file chosen

This should include field names in the first row including these fields in any order:  
"Email", "Forename", "Surname", "StaffCode", "Title"

FIGURE 5 PROVISION LEARNING GROUPS

Refer to the **CSV Provisioning files** help guide [here](#) to prepare your CSV files.

### 4.3 Manage User Licences.

Running the CSV **Upload Records** from the **Provision via csv** page you will be prompted to select the **Manage User Licences to Complete Provisioning** button which launches the **Manage User Licenses** page.

This is also accessible under the **Account Settings** tab from the Admin Cog and details the **Purchased Licences, Total No. of Licenced Users** and **Remaining Licenses** as well as allowing you to view and manage any individual user licenses.

Any newly licensed users from provisioning are automatically pre-selected and licensed and are added to either table, **Teachers** or **Students** based on the user type.

**Note:** All users must be on-boarded to your Office 365 tenancy before they can be licenced to the app.

A count of the user type is visible above the table, and any user license can be de-selected and transferred to another alternate user as shown in Figure 7.

## Manage User Licences

This page will allow you to view and manage user licences. Select the users required to licence the user to LP365

Purchased Licences : 100  
 Total No. of Licenced Users : 10  
 Remaining Licences : 90

**Teachers : 4**

	Forename	Surname	Staff Code	Email
<input checked="" type="checkbox"/>	Richard	James	RJ	Richard.James@a...
<input checked="" type="checkbox"/>	Michael	Santos	MS	Michael.Santos@...
<input checked="" type="checkbox"/>	Jon	Brown	JB	Jon.Brown@appst.
<input checked="" type="checkbox"/>	Roberta	Martin	RM	Roberta.Martin@...

**Students : 6**

	Forename	Surname	UPN	Email	Year	Registration
<input checked="" type="checkbox"/>	Daniel	Hopkins	A3174561...	20803@a...	3	3A-Demo
<input checked="" type="checkbox"/>	Danielle	Eastwick	A3174561...	20804@a...	3	3A-Demo
<input checked="" type="checkbox"/>	Rita	Smith	A3174561...	20805@a...	4	4A-Demo
<input checked="" type="checkbox"/>	James	Foster	A3174561...	20806@a...	4	4A-Demo
<input checked="" type="checkbox"/>	Bobby	Thornton	A3174561...	20807@a...	3	3A-Demo
<input checked="" type="checkbox"/>	Sonia	Chapman	A3174561...	20808@a...	4	4A-Demo

FIGURE 6 MANAGE USER LICENCES PAGE

#### 4.4 Current Plan.

This is accessible under the **Account Settings** tab from the Admin Cog and details your Plan details as shown in Figure 8. There are three main sections to this page:

- **Plan details** - the left-hand side of the page details expiry dates, licence status and number of users purchased.
- **Summary** section - the righthand side of the page details total no. of licences or support tickets that have been purchased and the total cost of these items.
- **In-App Purchase List** – the bottom of the page details any additional items that have been purchased including a total cost.

### Current Plan - LPPLUS DEMO

Azure Subscription	LP365
Licence Status	Active
Licence Name	Pay by Invoice
Expiry Date	01/06/2017
Number of Users	100
Amount Paid in GBP	300

### Summary

Details	Quantity
Total No Of Licence	150
Total No Of Support Tickets	20
Total Amount Paid in GBP	1250
Date Renewed	

### In App Purchase List

Details	Purchase Date	Expiry Date	Amount Paid in GBP	Quantity	Status
Pay by Invoice	03/08/2016	01/06/2017	400	10 Tickets	Active
Pay by Invoice	03/08/2016	01/06/2017	400	10 Tickets	Active
Pay by Invoice	03/08/2016	01/06/2017	150	50 Licences	Active

Total Items: 3

Total Amount Paid in GBP: 950

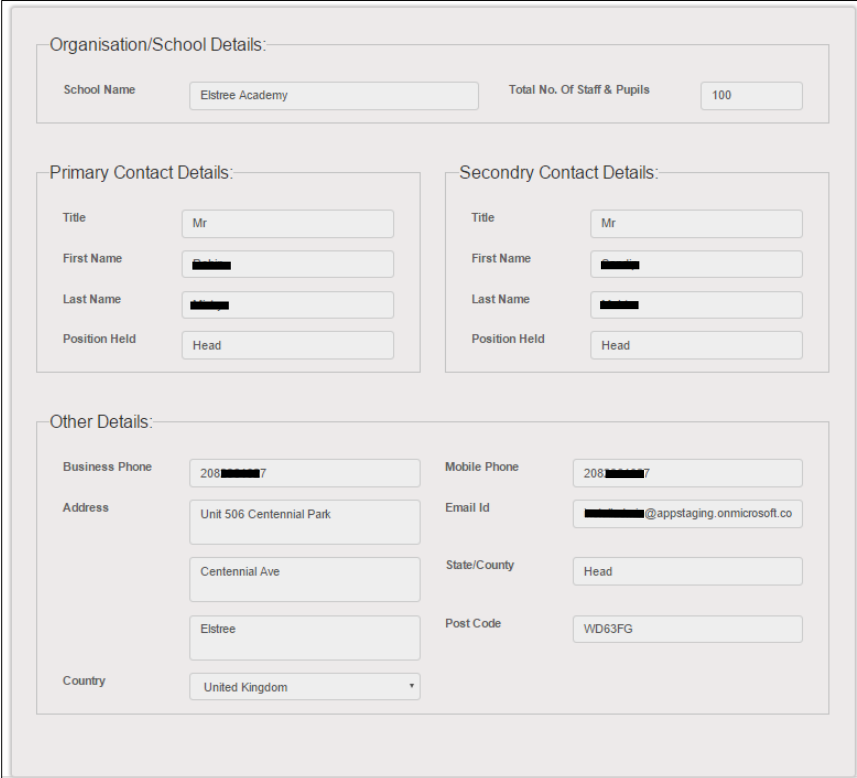
1 : 3 of 3 items

FIGURE 7 CURRENT PLAN

## 4.5 Registration Details.

This is accessible under the **Account Settings** tab from the Admin Cog and details the information the School/Organization entered when initially registering for LP+365 as shown in Figure 9.

Registration details include; School/Organization Name, Primary and Secondary Contact details, Telephone numbers, Email address and School Address.



Organisation/School Details:

School Name:  Total No. Of Staff & Pupils:

Primary Contact Details:

Title:  First Name:  Last Name:  Position Held:

Secondary Contact Details:

Title:  First Name:  Last Name:  Position Held:

Other Details:

Business Phone:  Mobile Phone:

Address:

Email Id:

State/County:

Post Code:

Country:

FIGURE 8 REGISTRATION DETAILS

## 4.6 Billing Information.

This is accessible under the **Account Settings** tab from the Admin Cog and details the billing information the School/Organization entered when initially registering for LP+365 as shown in Figure 10. This includes School/Organization Primary and Secondary Contact details, Telephone numbers, Email address and Address.

Billing Information Contact Details :

Primary Contact Details:

Title: Mr  
 FirstName: [Redacted]  
 LastName: [Redacted]  
 Position Held: Head

Secondary Contact Details:

Title: Mr  
 FirstName: [Redacted]  
 LastName: [Redacted]  
 Position Held: Head

Other Details:

Business Phone: 208[Redacted]7  
 Mobile Phone: 208[Redacted]7  
 Address: Unit 506 Centennial Park  
 Centennial Ave  
 Elstree  
 Country: United Kingdom  
 Email Id: [Redacted]@appstaging.onmicrosoft.c  
 State/Country: Head  
 Post Code: WD63FG

FIGURE 9 BILLING INFORMATION CONTACT DETAILS

## 4.7 Manage App Settings.

### 4.7.1 Social media settings

This is accessible under the **App Settings** tab from the Admin Cog and displays the **Social Media Links** page. You can set specific social media links as shown in Figure 11 for:

- Twitter
- YouTube
- Web Site
- Facebook

Social Media Links

Twitter: https://twitter.com/tweetlplus

YouTube: https://www.youtube.com/user/LPPlusChannel

Web Site: http://www.lpplus.com

Facebook: https://twitter.com/tweetlplus

Save

FIGURE 10 SOCIAL MEDIA LINKS



Selecting **Save**, will display the social media icons across the bottom of the Home and Class/Subject Dashboards as shown in Figure 12 linking to your appropriate personalized sites.



FIGURE 11 SOCIAL MEDIA ICONS

#### 4.7.2 Language setting, Global Navigation and Class Dashboard

Language settings, global navigation and class dashboard settings are also configurable . You can toggle the availability on and off as shown in Figure 13:

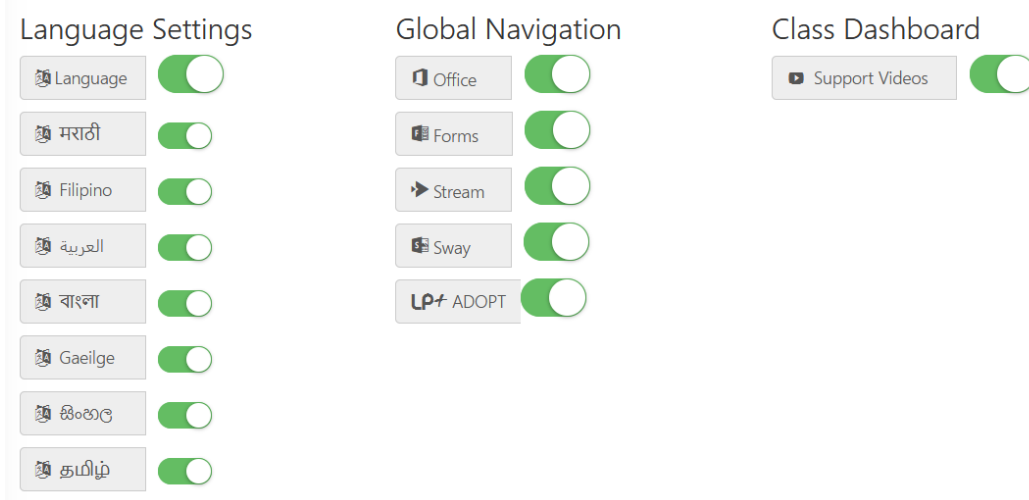


FIGURE 12 OFFICE ADD-INS TOGGLE

Selecting **Save**, when toggled on will Enable Multilingual, global navigation and the class dashboard support videos.

## 4.1 Manage Grading Criteria.

This is accessible under the **App Settings** tab from the Admin Cog and displays the **Manage Grading Criteria** page as shown in Figure 15.

From **Managing Grading Criteria**, you can **Add** a new Grading criterion that defines a Name and description to help ensure your teachers follow a rubric when marking assignments. Existing items can be deleted or edited.

Teachers can add new Grading Criteria from the **Assignment Creation** page from their Class/Subject Dashboards: however, they are unable to delete or edit any existing items.

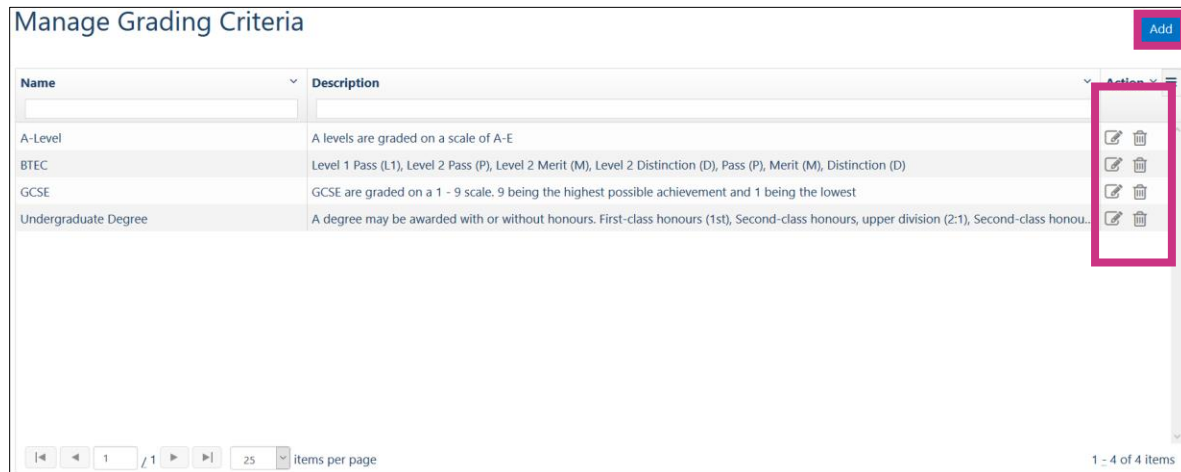


FIGURE 14 MANAGE GRADING CRITERIA

## 5. Customizing LP+365.

As a Global or Tenant Administrator there are some tasks you will need to perform directly through your Microsoft Office 365 tenant, these include changing the color and adding an app logo.

### 5.1 Changing the Color.

To change the color of the Home Dashboard tiles, app background and the left banner in LP+365:

1. Navigate to your root SharePoint Online Team Site. Typically this is in the format of <https://<tenantname>.sharepoint.com>, replacing <tenant name> with the name of your tenant.

FIGURE 13 IN-APP PURCHASES

2. Select the Admin Cog on the top right-hand side and select Change the Look as shown in Figure 17.

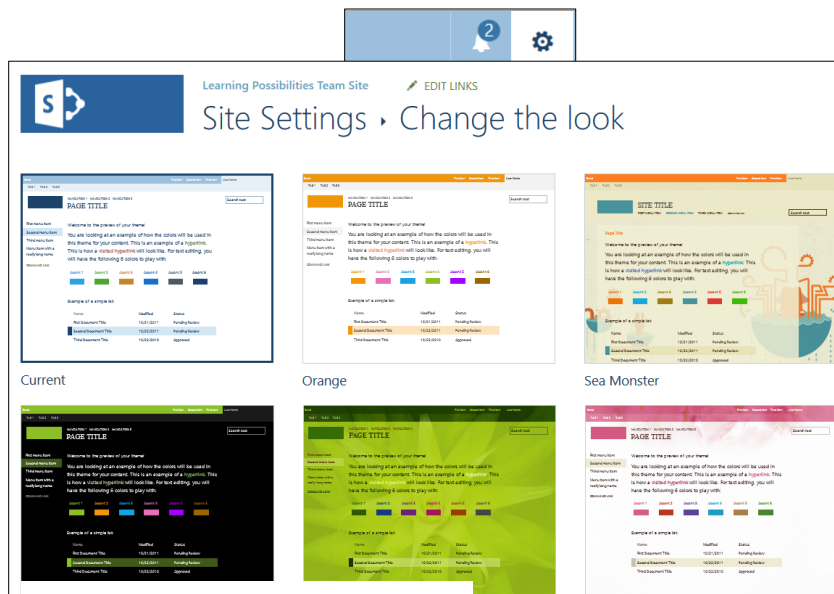


FIGURE 14 CHANGE THE LOOK

FIGURE 15 CHANGE THE LOOK

3. Pick a colour scheme that suits your establishment as shown in Figure 18.
4. Selecting a look will allow you to customise various combination of **colours**, Site layout, fonts and pallet and add an image as shown in Figure 19.

**Note:** Only by changing the Team Site **Colours** and **look** will the look be reflected on LP+365. Any other change will only affect the look of your SharePoint Online sites.

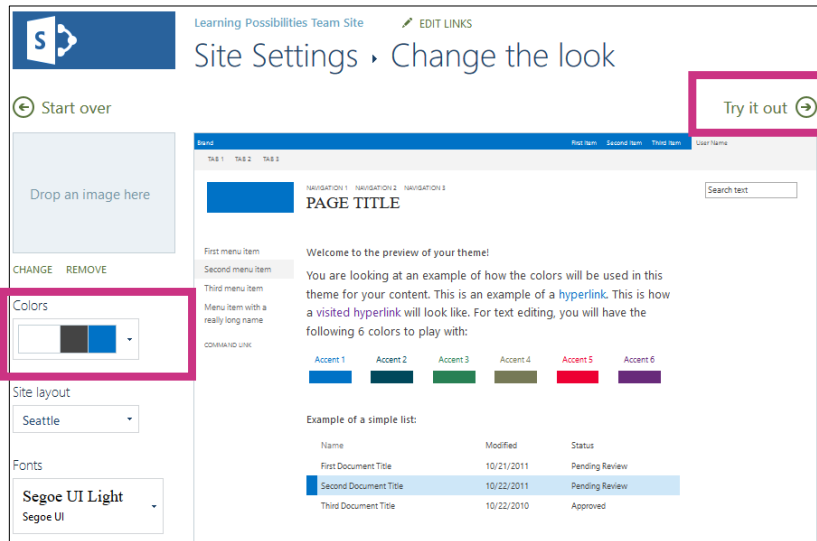


FIGURE 16 CHANGE THE LOOK

5. **Try it out** will allow you to preview your changes at which point you can either discard the change or **Yes, Keep it**.

## 5.2 Changing the Logo.

To change the logo in the top banner in LP+365:

1. Navigate to your root SharePoint Online Team Site. Typically this is in the format of <https://<tenantname>.sharepoint.com>, replacing <tenant name> with the name of your tenant.
2. Select the Admin Cog on the top right-hand side and select **Site Settings** as shown in Figure 20.

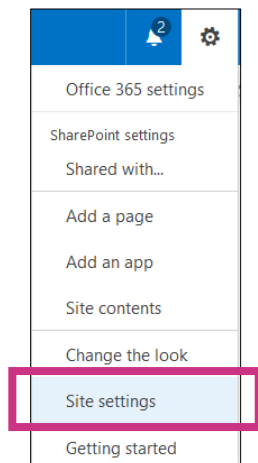


FIGURE 17 SITE SETTINGS

3. Select **Title, description, and logo** under the **Look and Feel** section as shown in Figure 21.

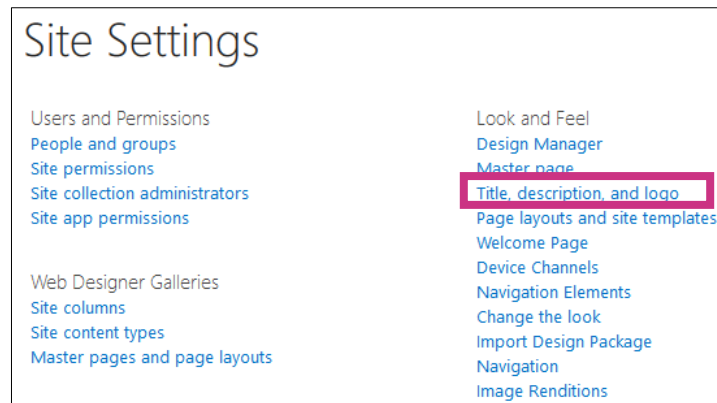


FIGURE 18 TITLE, DESCRIPTION AND LOGO

4. Under the **Logo and Description** section, insert logo by selecting either **from Computer** or **from SharePoint** and select **OK** as shown in Figure 22.

**Note:** Optimum logo size is 60 pixels high.



5. Once saved the logo will be displayed on the top left of your LP+365 App as shown in Figure 23.

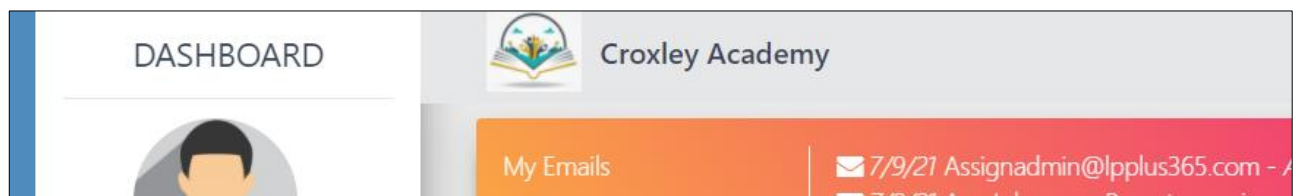


FIGURE 19 APP LOGO

**Free Online Support - <http://lpplus.com/support-home>**

**Get in touch by email: [lp365support@lpplus.com](mailto:lp365support@lpplus.com)**