



LP+365

Master Trainer Handbook
2021-2022

Learning Possibilities

Contents

Introduction	4
Why LP+365?	4
Share the supporting material	4
Preparing for the demonstration	4
Using in-private browsing	4
Preparation is key	4
Do your homework	5
Presenting the Demo	5
FAQS	6
Next Steps	7
Appendix	8

1. Introduction

Why LP+365?

- The easiest learning collaboration platform to adopt Office 365
- The app is developed in partnership with Microsoft and using all major features of Office 365
- Get started with only 20 minutes for initial teacher training
- Flexible and adaptable to suit all pedagogies
- Working globally with Microsoft to drive the adoption of Office 365 in Education
- Built on our award winning Adopt Framework

Share the supporting material

Important documentation can be found on our website through our Partner Portal and Support Centre:

www.lpplus.com

www.lpplus.com/partnerportal

www.lpplus.com/support-centre

<https://lpplus.com/the-adopt-framework>

2. Preparing for the demonstration

Using in-private browsing

Opening a browser in private mode allows users to surf the Web without browsing history, temporary Internet files, form data, cookies, and usernames and passwords being retained by the browser. When switching between teacher and learner accounts during a training/demo session using private browsing prevents issues with switching accounts and the retaining of credentials in the browser history.

Preparation is key

Ensure the demo app has been populated with relevant material and the credentials are functioning correctly.



Adopt framework was published in 2010 and was selected as the UK's National Learning Platform Adoption Model, by the UK Department for Education.

ADOPT is a 5 stage model defining the adoption of Microsoft technologies in the classroom.



Ensure the Assignment tool has an assignment created with different stages of the assignment process being shown.


Email	Surname	Forename	DOB	Status	GRADE
dylanlatibu@lpplus365demo...	Latibu	Dylan	02/04/2010	Marking	
eefansu@lpplus365demo.on...	Su	Ee Fan	22/03/2008	Rework	C
eirinimathias@lpplus365dem...	Mathias	Eirini	04/04/2010	Pending	
elizabethhudson@lpplus365...	Hudson	Elizabeth	06/04/2010	Completed	A

Figure 1: Assignment Process

3. Do your homework

It's important to find out the school's needs to showcase LP+365 as their solution. As a trainer you will be in contact with the school/educational institution. Before your demonstration aim to find out the following questions:

- 1) Does the school have an Office 365 tenancy?
- 2) Do they frequently use Office 365 tools?
- 3) If Office 365 isn't used what tools are they using?
- 4) What are they looking for in a learning platform?
- 5) What is the schools assignment process like?

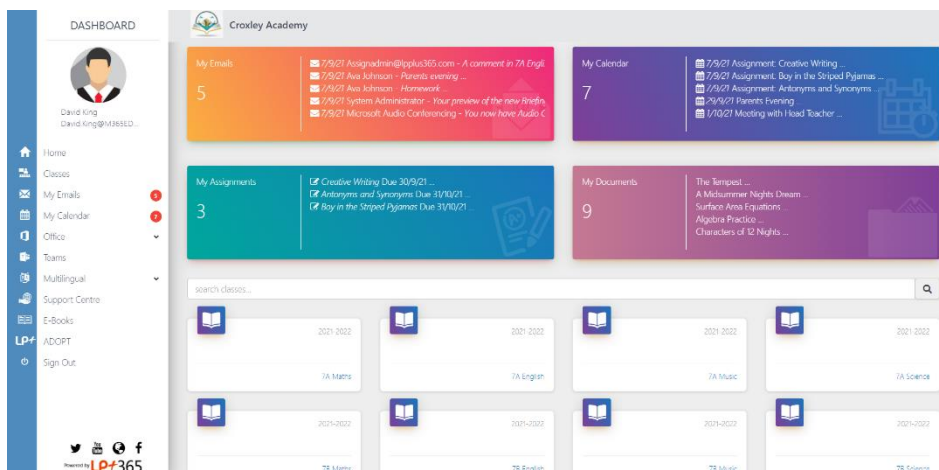


Use Cases
 Discuss the schools top 3 priorities for learning. Such as sharing resources, organising assignment distribution or simply writing blogs. Make these needs 'use cases' and the focus of your training to ensure the quick adoption of LP+365.

4. Presenting the Demo

Providing a full demonstration as you would provide gives the trainer a feel for what the demonstration should feel like, the duration of the demonstration and the speed and tempo of the pitch. Follow the LP+ 365 demo video to provide a demonstration of each of the key features of the application.

Highlight the key points of the demo following the Teacher Handbook, available from the [Support Centre](#).



5. FAQs

Does LP+365 offer offline access?

When using Windows 10 devices you can access MS Office apps offline. You can work on Word, Excel, PowerPoint and OneNote offline using the auto-save function meaning that any pending changes will sync and update once you are online. Exchange integration means you can access your Outlook mailbox and Outlook Calendar offline, meaning you can still access assignments for example. Changes to the calendar and emails saved to drafts can be published once online.

OneDrive integration means you can download files saved in your OneDrive as long as you have activated the auto-save function, any amendments will be synched when you next go online.



Features Available offline include, Outlook, OneDrive, OneNote, sharepoint and many other Office 365 Applications.

Which Devices is LP+365 Compatible with?

LP+365 works with any device on a modern browser. This includes desktops and laptops, as well as tablets and mobiles with Wi-Fi, 3G/4G.



Parental access?

Currently there is not specific parent portal access at this time but this feature is on our roadmap. However, access to LP+365 data by students logging into their accounts from mobile devices encourages parental involvement and improves education outcomes. Parents are also able to sync their calendars with student calendars which can be accessed via LP+365.



What is the difference between Teachers/pupils view?

Permissions allow a user to view or action something on the site. On LP+365, permissions are set according to a role, for example a teacher will have greater permissions than a student.

Teachers will have full control on the class dashboard: they will be able to see everything created by students, and will have the access to manage work and resources including the creation and deletion of work, as well as the ability to edit work.

Students will have contribute access on the class dashboard: they will be able to respond to work set by the class teacher; and engage with other students through discussions, blogs, and collaboration work within the class notebook. Students will not be able to delete work created by the teacher or other students. Students will not be able to create a new announcement; create a new event; upload or edit resources; create new surveys; set homework or assignments or create a new class notebook.

Is Microsoft Teams integrated?

Yes! Teams is a more mature product and so it's accessible in the staff room of LP+365.



LP+365 is integrated with the Office 365 toolset to drive usage of Microsoft technologies in the classroom and improve employment opportunities.

6. Next Steps

Now it's time to get to try out some of the features on LP+365 using the **demo protocol in the partner portal which can be found at : <https://lpplus.com/partnerportal/>**

- Follow the assignment process. Create an assignment from your teacher demo account then login as a student, complete the assignment and mark it from your teacher account
- Create and reply to a discussion using the discussion tool
- Create a calendar event
- Share a document
- Send an email



Appendix

Training Session for Sample Lesson Plan

1. Home Dashboard

Documents

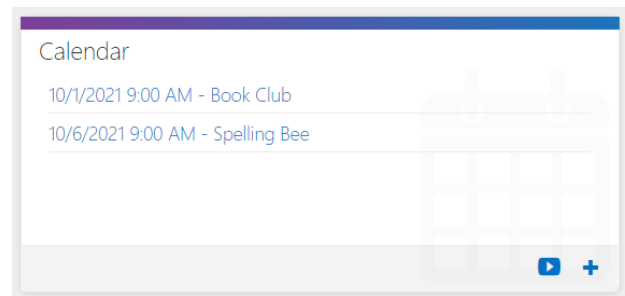
- 1) Look for and open the 'My Documents' library
- 2) Create a new Word assignment and save it to 'My Documents'
- 3) Share a document with your class



2. Class Dashboard

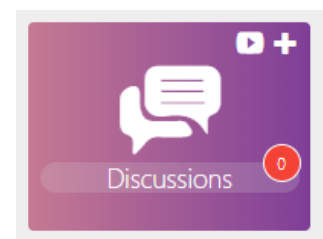
Calendar

- 1) Watch the help video then read the help guide and find how to set a calendar event in the Teacher Handbook
- 2) Set a calendar event



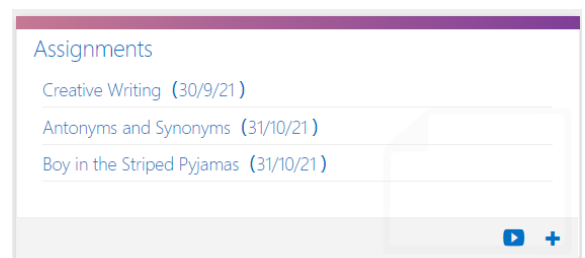
Discussions

- 1) View the support video to learn how to add a Discussion
- 2) Create a Discussion



Assignments

- 1) Set an assignment for the whole class using the document you saved in your My Documents.



Learning Possibilities Limited

506 Centennial Park
Centennial Avenue
Elstree, Herts, WD6 3FG, UK
Company Registration No: 6256264

© LP+365 Mark and Logo are registered trademarks of Learning Possibilities Limited.

© 2019 Learning Possibilities Limited - Company Registered in England and Wales, Registered No. 6256264