



LP+365

Teacher Handbook 2021-2022

V2.7

Welcome!

Welcome to v7 of LP+365 our next generation learning and collaboration platform.

Whilst the platform has been designed to be intuitive, we know that many of you will want a handbook covering the tools and tips, so that you can make the most of LP+365 platform.

If you have any questions or comments, please do get in touch: lp365support@lpplus.com.

The Handbook is available online at <https://lpplus.com/support-centre>.

Enjoy 😊

The Learning Possibilities Team

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Overview

Audience

This user guide aims to provide users of the LP+365 learning and collaboration platform with step-by-step guidance on the use of the platform with useful ideas how the platform could be utilised in the classroom.

Overview

The LP+365 learning platform transforms Office365 into a school learning and collaboration platform. LP+365 is an app that sits on top of your school's Office365 tenancy, to transform the Office365 toolset into an easy-to-use learning management solution. The LP+365 solution is developed in partnership with Microsoft and uses all major features of Office 365 driving employment opportunities for students around the world. Teachers and learners can get started with LP+365 after 20 minutes of initial teacher training. The App is flexible and adaptable to suit all pedagogies providing your school with its personalised learning solution.

Key Vocabulary

Learning and Collaboration Platform: LP+365 is a learning and collaboration platform. It integrates six major technologies in Office365 into simple dashboards, and adds tools for provisioning, assignments, assessments and analytics.

Home Dashboard: This is the LP+365 Landing Page for Office365.

Menu: Access to all of the features of LP+365, including Microsoft Office Apps.

Classroom Dashboard: The classroom dashboard which appears when a class is selected. Classes, subject and project sites on LP+365 are set up by your school's tenant admin user. The tenant admin will set up permissions and access to class, subject and project sites based on relationships from your school's database.

Provisioning: The process of taking student and teacher data (from School MIS) and putting them into the correct classes, both initially and at the start of every academic year.

Adoption: The process of adopting LP+365 and Office365 technology into everyday teaching and learning. From supporting good teaching and enhancing positive learning outcomes, to building digital confidence and competence amongst your

school's community there are many ways that your staff, students, and governors will benefit from using LP+365

Further Information

For further information please contact info@lpplus.com

Accessibility

Supported Browsers

It is recommended that LP+365 is used with the latest version of Google Chrome for best possible performance. Other browsers can be used, however there may be limitations or reduction in functionality when using elements of LP+365 or Microsoft Office365.

LP+365 is built on top of Microsoft Office365 which supports several commonly used desktop Web browsers:

- Microsoft Edge version 24 or above.
- Mozilla Firefox version 36 or above.
- Google Chrome version 26 or above.

Supported Mobile Browsers for LP+365

Some mobile browsers or versions may result in reduced functionality over some LP+365 functionality and some tasks. Commonly used mobile browsers include:

- iOS 10.0 or higher.
- Android 8.0 or later version.
- Mobile browsers: Any mobile browser supported by Microsoft may be used.

For further information, please speak with your school's tenant admin.

Mobile Apps

If you are using LP+365 on a mobile device, you will be able to download Office apps onto your device to access certain tools with your LP+365 accounts.

You will be able to work offline on these apps and sync your work back to LP+365 when you are at a location with a secure internet connection.

[Select here for information on downloading and installing Office apps and email.](#)

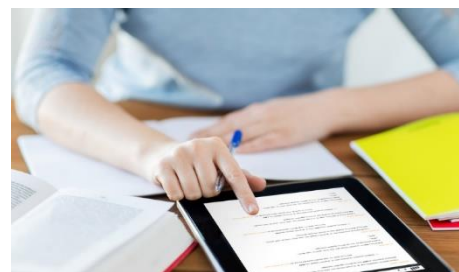


Figure 1 Download Office apps onto your mobile devices.

Logging into LP+365

Accessing via web browser

To access LP+365 via a web browser navigate to <https://learning.lpplus.net>

If your tenant admin has created a custom tile for LP+365, you will be able to access LP+365 via your Office365 dashboard, available at <https://www.office.com>

Logging into LP+365

Once you have navigated to the app, you will be prompted to login.

1. Enter your full school email address and select **Next**.
If you aren't sure what your email address is, you will be able to get this from your school's tenant admin.

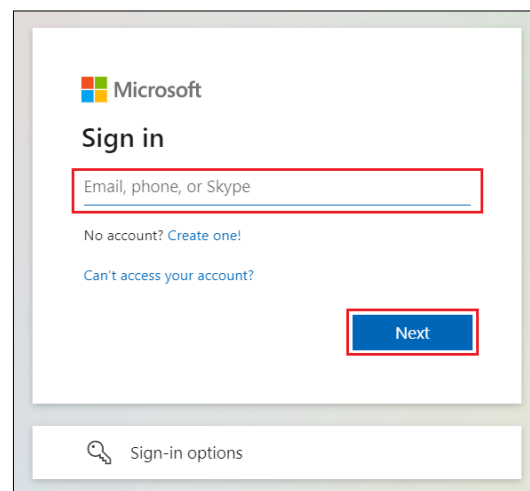


Figure 2 LP+365 login page

2. Enter your password.
3. Select **Sign in**.

You will now be navigated into the LP+365 Home dashboard.

The Home Dashboard

Having logged into LP+365 successfully, you will be taken into the Home dashboard.

You can use this dashboard to:

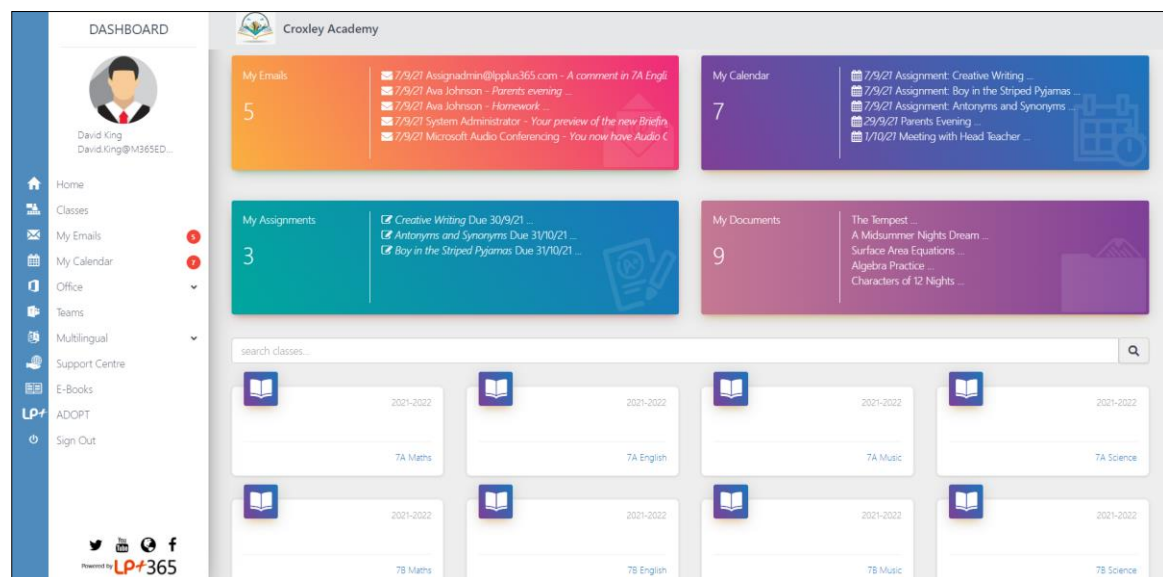
- Keep track of your latest emails.
- View and manage calendar events.
- View and manage files from OneDrive.
- View and manage assignments.
- Navigate to your classes.



The Home Dashboard displays your personal information connected to your school Office365 account.

The information displayed here will be private unless you have already shared it with other colleagues.

Figure 3 The Home Dashboard.



Home Dashboard Tiles

The home dashboard tiles display your most recent items:

- **My Email:** The My Email tile displays your most recent emails. Selecting an email from this view will display the email and selecting the tile title will open your mailbox.

- **My Calendar:** The My Calendar tile displays your upcoming events. Selecting an event will display the details and selecting the tile title will open your calendar.
- **My Assignments:** As a teacher the My Assignments tile will show you a breakdown of any ongoing assignments that you have set your learners and as a student it will display any ongoing assignments that have been set for you.
- **My Documents:** The My Documents displays your recently modified or recently uploaded files hosted in your OneDrive.

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.

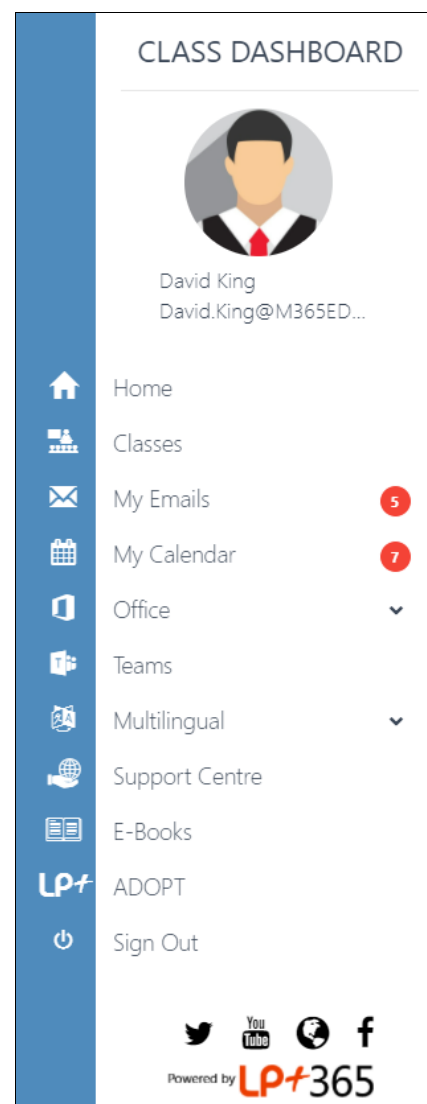


Figure 4 Menu

Tasks:

Now that you have successfully logged into LP+365, it's time for you to start familiarising yourself with the app.

See the instructions available on the next few pages for help with completing the following tasks.

- Change your avatar
- Send an email to a colleague.
- Add an event into your calendar.
- Create a new folder in OneDrive.
- Change languages
- Visit the Support Centre



Changing your Avatar

To change your avatar, you must have an image saved on your machine or device.

Please note that other users will be able to view your avatar.

1. To change your avatar, **select the My Email tile title.**

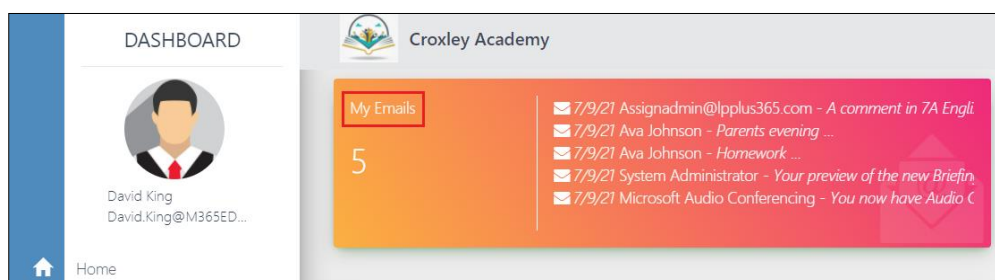


Figure 5 Select the My Email tile title.

You will then be taken into your Office365 email inbox.

2. **Locate the avatar that displays on the top right-hand corner of your inbox. Select the avatar.**



Figure 6 Select the avatar.

3. Select **the circle**.

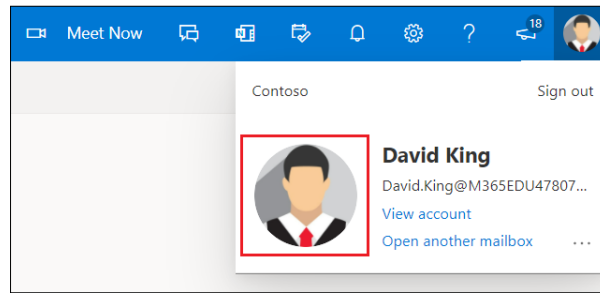


Figure 7 Select the circle.

4. Select **Upload a new photo**.

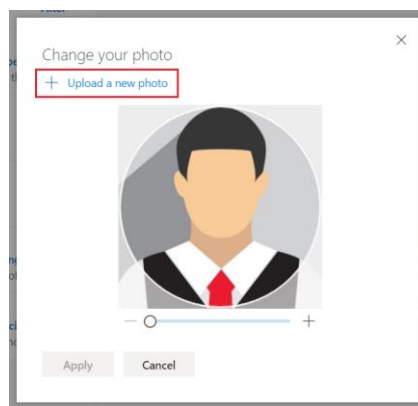


Figure 8 Select upload a new photo.

5. Browse your device and select the image.

6. Crop your image (if needed) and select **apply**.

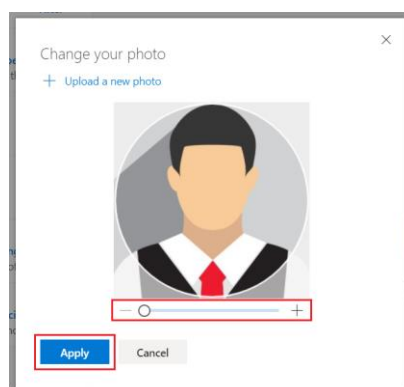


Figure 9 Crop and select apply.

7. Navigate back to the app and refresh your browser. You will see that your avatar has now updated to the image you have uploaded.

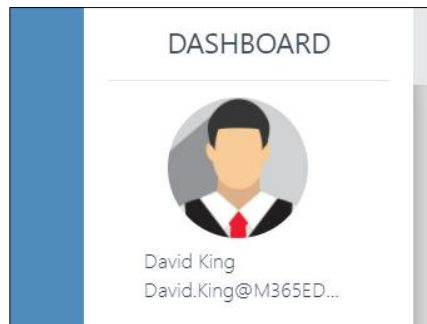


Figure 10 Your avatar has now updated.

Sending an email

1. Select **My Emails** from the menu.

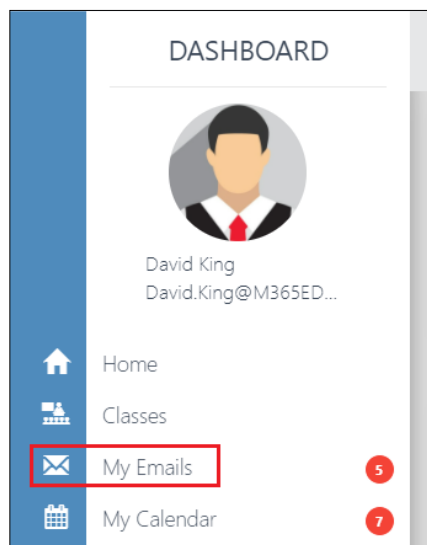


Figure 11 Select My Emails.

2. Select **New Message**.

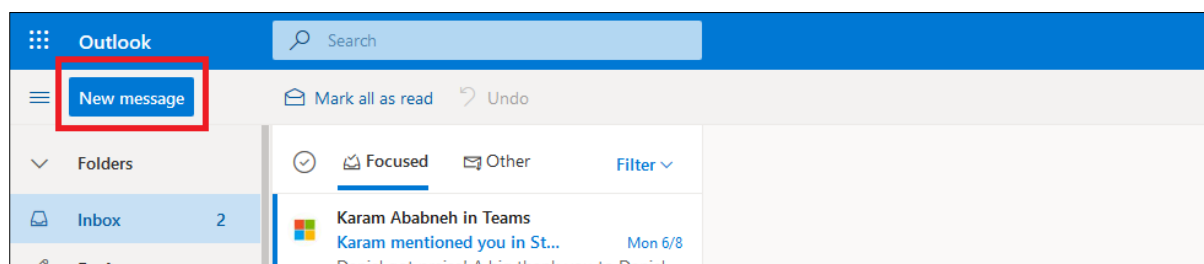


Figure 12 Select New Message.

A new message prompt will pop up on the right-hand side of the window.

3. Fill in the fields with the relevant details.
4. When you are ready to send the email, select **Send**.

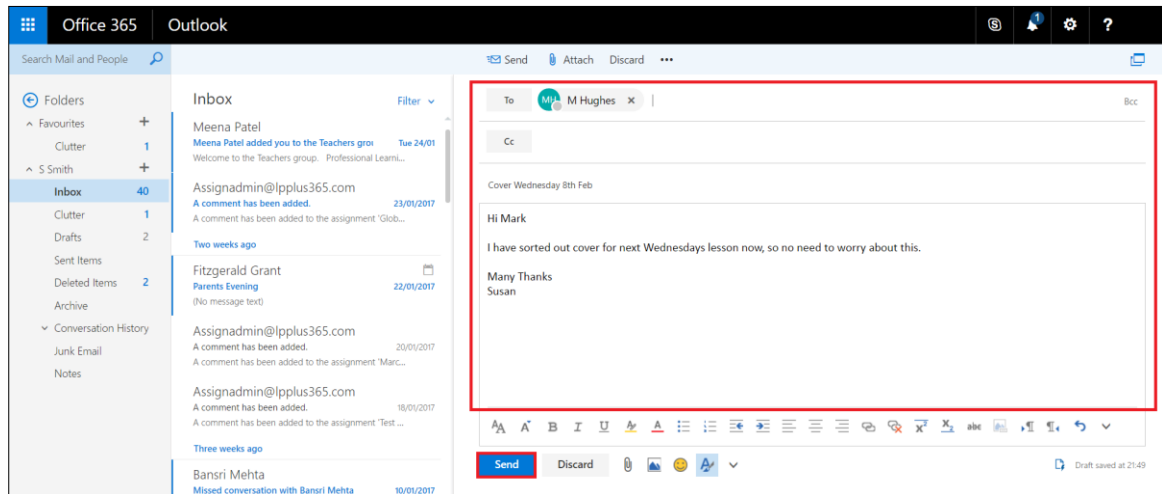


Figure 13 Fill in the fields with the relevant details and select Send.

Adding an event into your calendar

1. Select My Calendar from the menu.

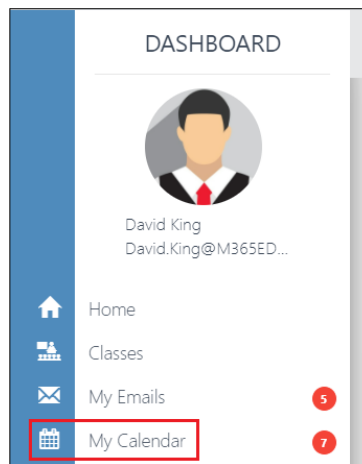


Figure 14 Select My Calendar

2. To create a new event, **Select New event**.

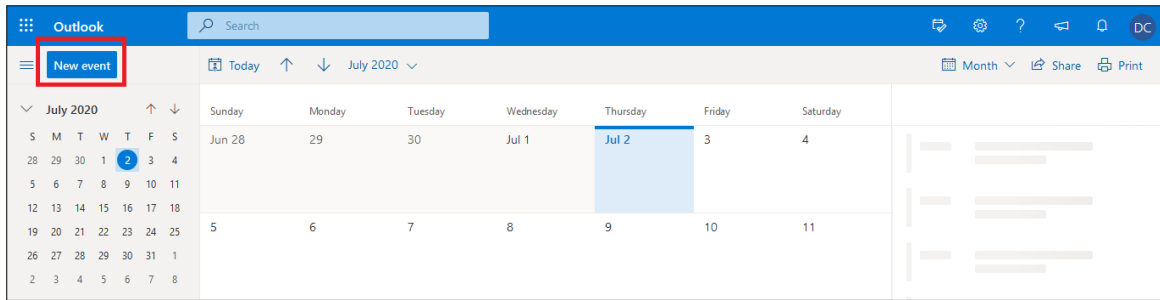


Figure 15 Select New event.

3. Fill in the fields with information regarding your event.

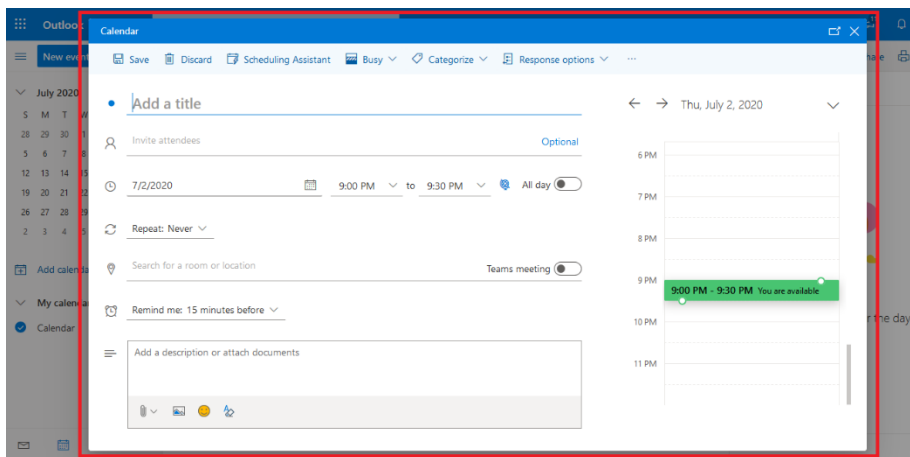


Figure 16 Fill in the fields relevant to your event.

4. **Select Save.** Your event will now display in your calendar, and on the My Calendar Events tile on the Home Dashboard on LP+365.

Creating a new folder in OneDrive.

1. Select the My Document tile title on the Home Dashboard.

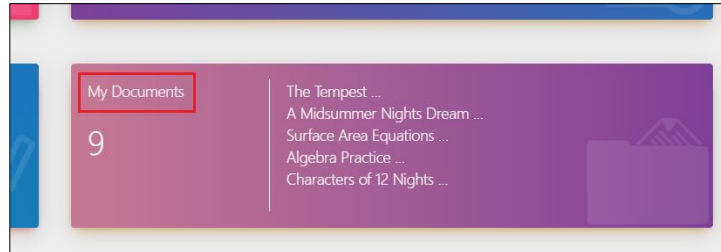


Figure 17 My Documents tile.

2. To create a new folder, **Select + New.**

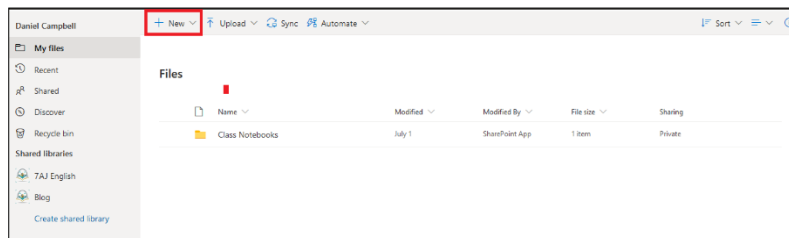


Figure 18 Select + New.

3. **Select Folder** from the dropdown menu that appears.

Please note that if you wanted to create a new file at this stage, you could do so by selecting on the file type

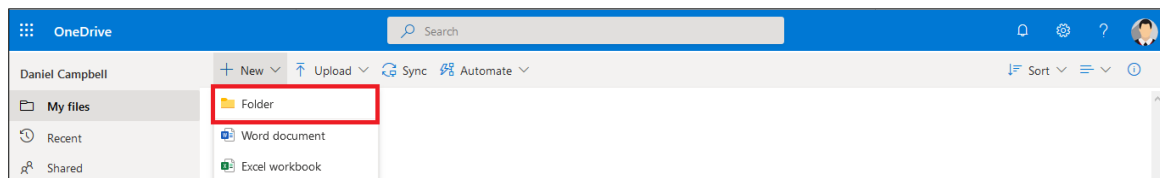


Figure 19 Select Folder.

4. Give the folder a name and **select Create.**

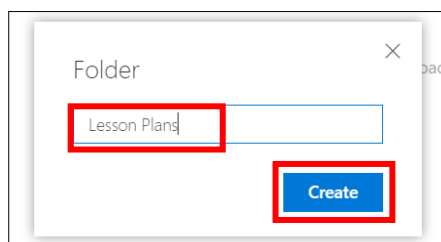


Figure 20 Give the folder a name and select Create.

Creating a New Document

Now that you've created your first folder, you might want to start creating new documents. To begin, you will need to have navigated into your OneDrive area on Office365.

1. To create a new document, select **+ New**.
2. Select the file type from the dropdown menu.

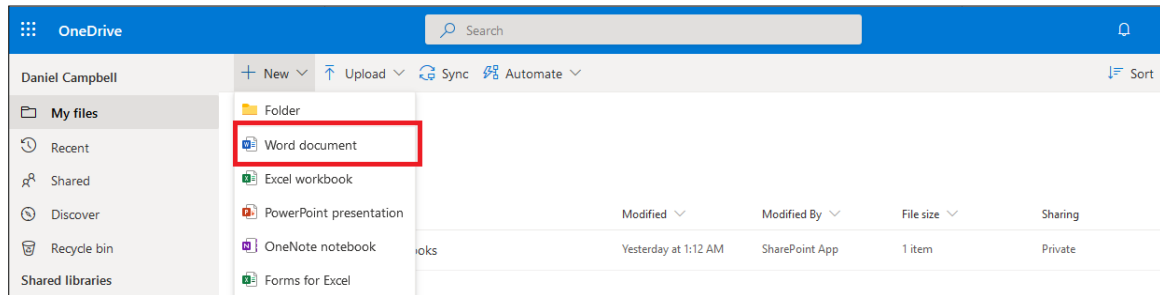


Figure 21 Select + New and select the file type from the dropdown menu.

3. Begin editing your new file in the Office Web app that opens (the office web app will vary depending on your chosen file type).

You will notice that the web app displays a similar editing ribbon as you might have seen before on Microsoft Office Word.

Use this ribbon to format text, insert images and change the page layout where required.

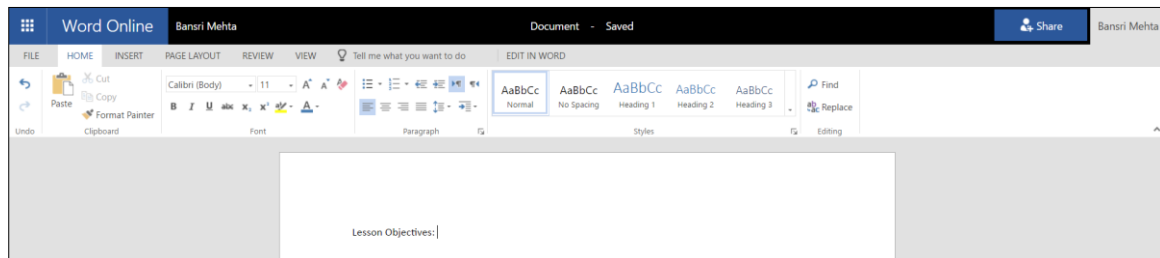


Figure 22. Start editing in browser.



When you are editing a file, you will not need to save your work to keep your changes because it all saves automatically whilst you're working.

Sharing a Document

In Office365 it is possible to share a folder or a file with someone else. To create a shared document:

1. Select the item you want to share, select the ellipsis, and select the share option.

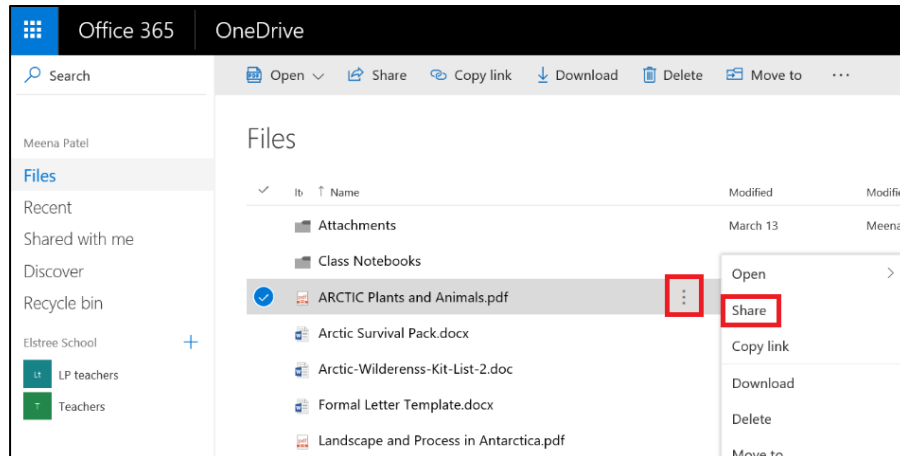


Figure 23. sharing a folder or file

2. Type in the username of the person you wish to share your document with.
3. Add an optional message and select send.
4. The new user will receive an email telling them that a document has been shared with them.
5. This document can also be found in the 'shared with me' section.
6. The new user will now be able to add and make changes to this shared document and work in 'real time' if required.

Multilingual

1. Switch between multiple languages or dialects from anywhere within the App by selecting the Multilingual icon.

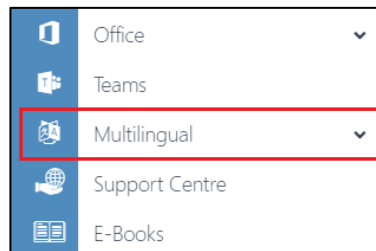


Figure 24 Select Multilingual

2. Select a language or dialect to switch.

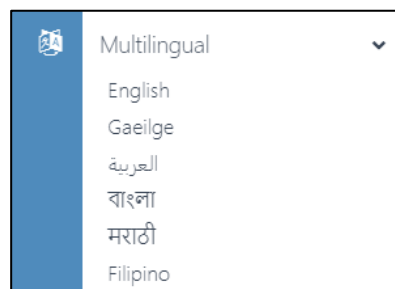


Figure 25 Select a language or dialect.

Support Centre

The Support Centre will open in a new tab. It's packed with support and feature guides, how-to videos, case-studies and tips and tricks to get the most out of your App!

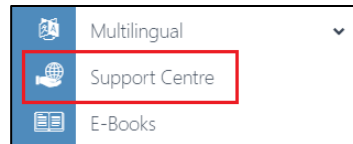


Figure 26 Support centre link.

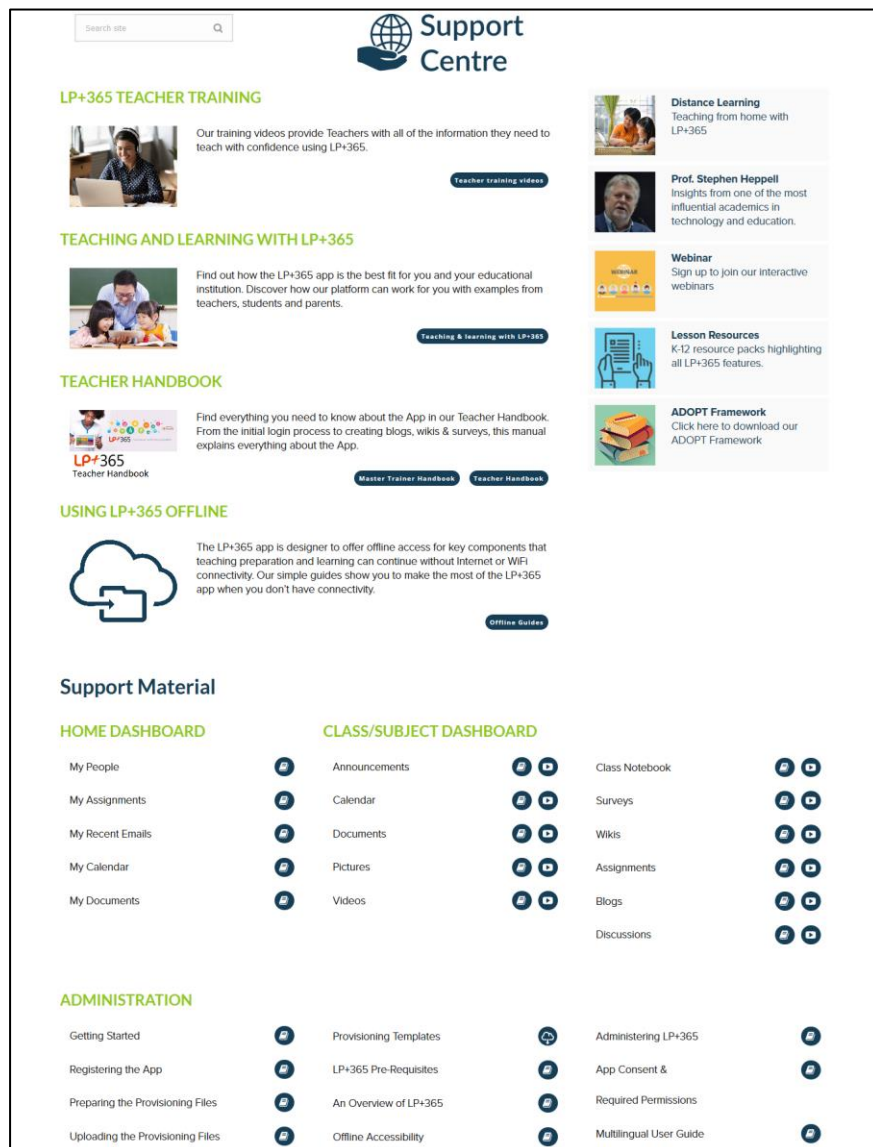


Figure 27 Support Centre

The Class Dashboard

The class dashboard appears on all class, subject or project sites across the whole LP+365 LMS.

You can use this dashboard to:

- Share Resources.
- Communicate with your Students.
- Encourage Collaboration.
- Set Assignments.
- Create a Class Notebook.



Anything you create, upload to, or publish on the class dashboard will be shared straight away with any other teachers or students who have access to this site.

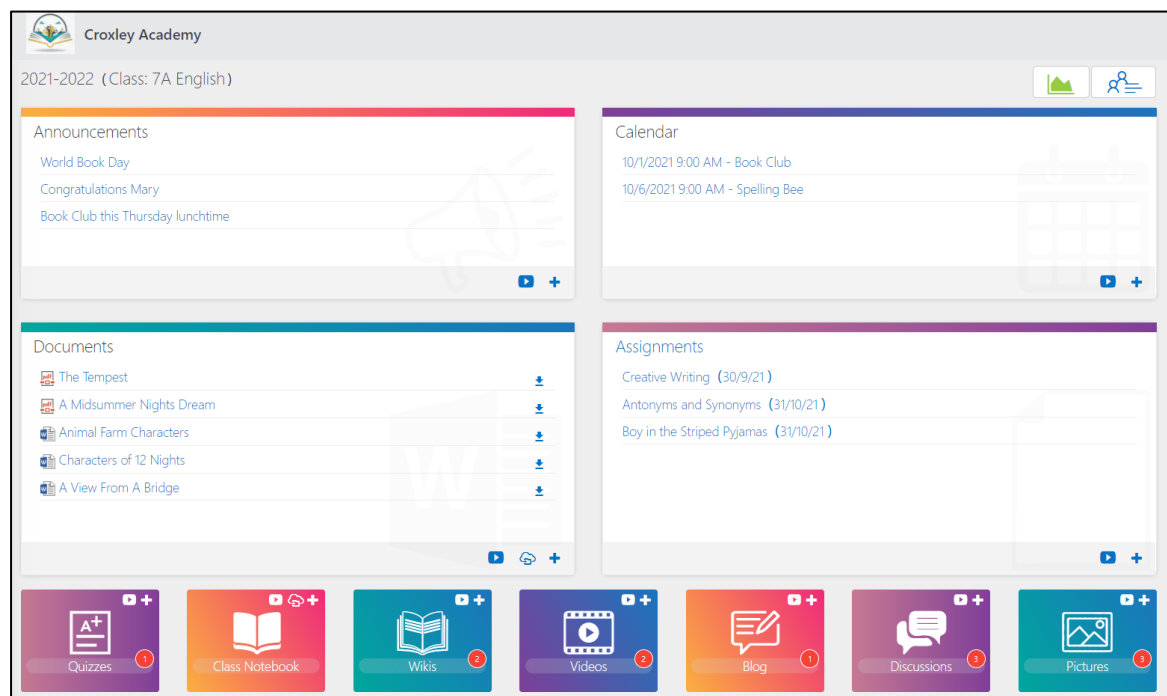


Figure 28 An English class on LP+365 (The Class Dashboard).

The Class Dashboard is made includes features that facilitate communication, sharing of resources, collaboration, as well as homework and assignments.

Default Permissions

Permissions allow a user to view or action something on the site. On LP+365, permissions are set according to 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 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 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 quizzes; set homework or assignments or create a new class notebook.

Video Support guides

Each tile has its own video support guide that can be viewed by selecting its video icon.

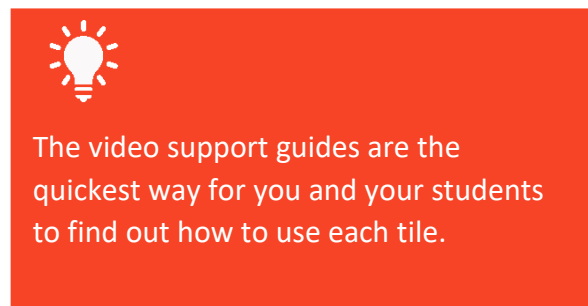
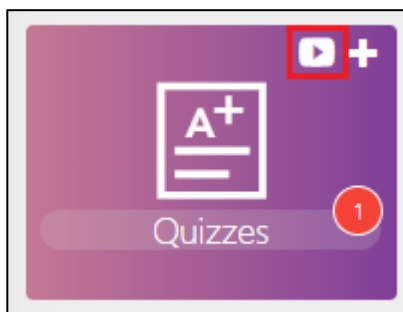


Figure 29 Video Support guide icon.

The video will play in a popup window and can also be viewed full screen. Select the background to return to the App.

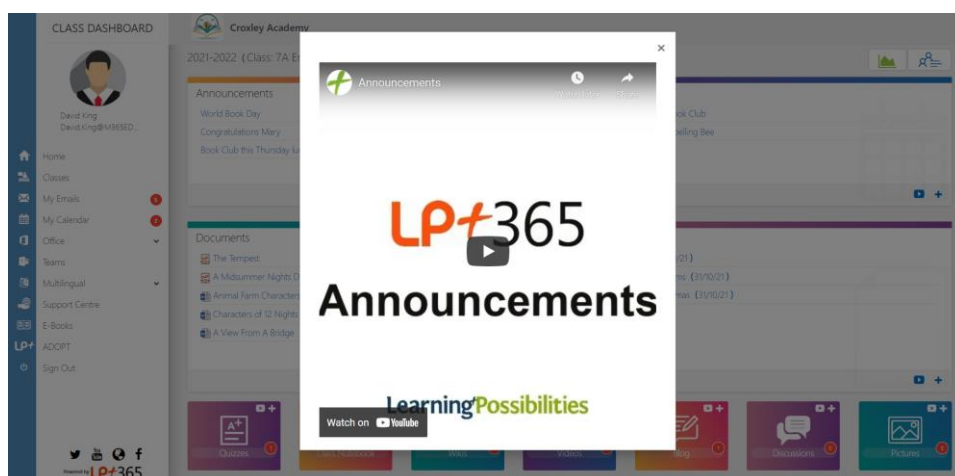


Figure 30 Video Support guide.

Tile Functionality on the Class Dashboard

The table below details what you can expect to see in each of the tiles displayed on the class dashboard.

Table 1 Tile Functionality on the Class Dashboard.

Category	Tile	Functionality
Communication	Announcements	<p>This tile shows a preview of the most recent announcements.</p> <ul style="list-style-type: none"> - Selecting the preview will open the announcement in full. - Selecting the title of this tile will take you into the full announcements list, where you can view and manage any announcement created to date.
Communication	Calendar	<p>This tile shows the next three upcoming events in consecutive order.</p> <ul style="list-style-type: none"> - Selecting the title of an event will take you into the events properties in Office365. - Selecting the title of this tile will take you into the class calendar in Office365, where you can view and manage shared events.
Resources	Documents	<p>This tile shows a breakdown of recent files uploaded to or modified in the class documents library.</p> <ul style="list-style-type: none"> - Selecting the title of a file, if in a compatible format, will open the file in an Office Web App. For this to work, the file format should be

compatible with Microsoft Word, Excel, PowerPoint, or One Note.

- Selecting the icon at the end of the file name will download the file directly to your device.
- Selecting the title of this tile will take you into the class document library in Office365, where you can view and manage resources.

Resources

Pictures

This tile displays a number count of any new items that have been added.

- Selecting the title of this tile will take you into the picture library in Office365, where you can view and manage pictures.

Resources

Videos

This tile displays a number count of any new items that have been added.

- Selecting the title of this tile will take you into the class video library in Office365, where you can view and manage videos.

Collaboration

Blog

This tile displays a number count of any new items that have been added.

- Selecting the title of this tile will take you into the class blog, where you can view and manage any posts or comments created to date.

Collaboration

Class Notebook

- This tile provides access to Class Notebook.

- Selecting the + icon on the top right-hand corner of this tile will enable you to easily create a new class notebook. This will auto-provision any notebooks created through this tile.
- Selecting the title of this tile will take you into the list of class notebooks that you have access to.

Collaboration

Discussions

This tile displays a number count of any new items that have been added.

- Selecting the title of this tile will take you into the class discussion board, where you can view and manage any discussions or replies added to date.

Collaboration

Wikis

This tile displays a number count of any new items that have been added.

- Selecting the title of this tile will take you into the class wiki library, where you can view and manage wiki pages created to date.

Collaboration

Quizzes

This tile displays a number count of any new items that have been added.

- Selecting the Quizzes tile title will open a pop up displaying a list of Quizzes created to date. From here you can take quizzes and teachers can create new ones.

Homework & Assignments

Assignments

The Assignments tile shows a breakdown of any ongoing homework or assignment pieces that you have set within your class or subject site.

- Selecting the title of an assignment will take you into the assignment properties, where you can view and manage submissions; provide feedback and grade work.
- Selecting the title of this tile will take you into the assignment dashboard, where you can view and manage all assignments that you have set within your class or subject to date.

Adding Documents

You can manage resources on LP+365 through document, picture and video libraries.

A document library allows you to store documents that will be beneficial to your learners. You can upload and create new Word documents, Excel spreadsheets, PowerPoint slides and PDFs into a document library on LP+365.

Suggestions for use in the classroom:

A few examples of the types of files you could store in your class document library include:

- Writing templates.
- Class Handouts.
- Revision notes.
- Fact files.

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Upload a file into your class document library.
- Delete a file from your class document library.
- Create a new folder within your class document library called 'Class Handouts'.
- Upload a class handout into your newly created folder within your class document library.



Uploading a file into your class document library

Follow the steps below to upload a file into your class document library. To complete the following steps, you must start the process from within your class.

1. Select the + icon displayed on the top right-hand corner of the tile.

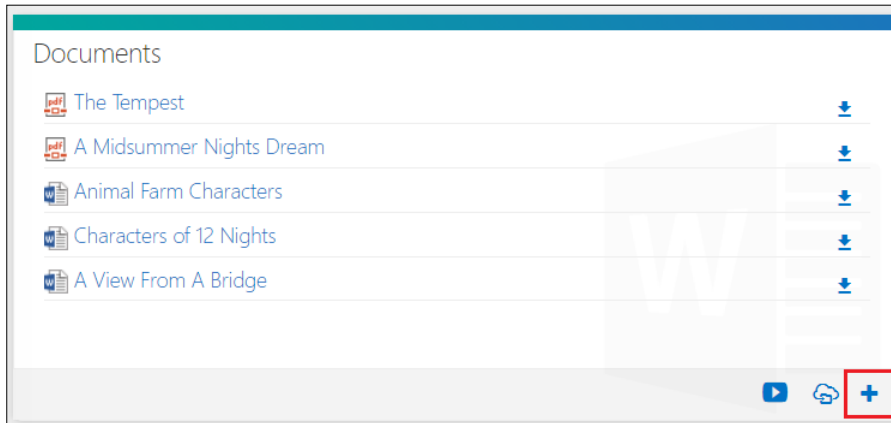


Figure 31 Class document library tile on class dashboard.

This will prompt a small pop-up window to open.

2. Select Browse to browse for a file from your network or device.
Select on Open from OneDrive to browse for a file from your personal OneDrive area.

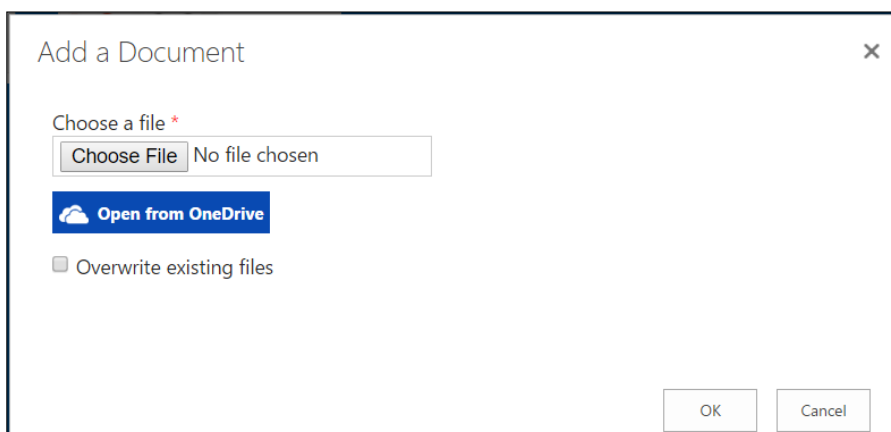


Figure 32 Add a document pop up window.

Selecting Open from OneDrive will launch a pop-up window, which will display all your files from within your personal OneDrive area.

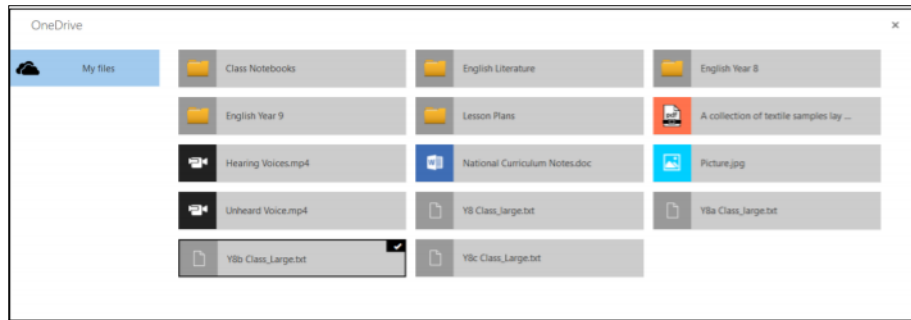


Figure 33 View of documents from OneDrive.

Uploading multiple files into your class document library.

When uploading multiple files into your class document library, you needn't upload them individually.

Follow the steps below to upload multiple files into your class document library. To complete the following steps, you must start the process from within your class.

1. **Select the title** of the Documents tile. You will be taken through to your class document library in Office365.

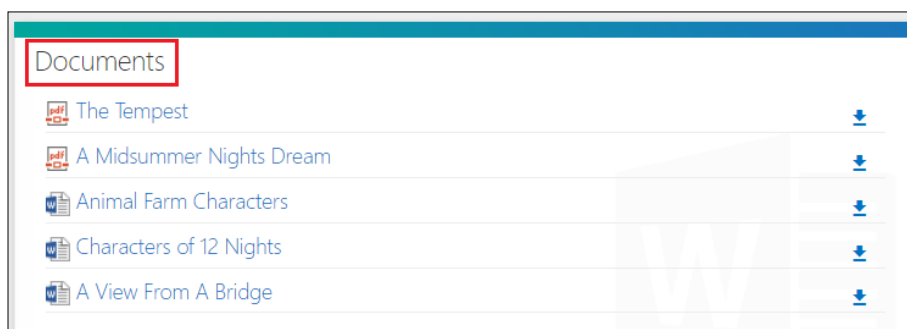


Figure 34 Select the title of the Documents tile.

2. **Select + New**

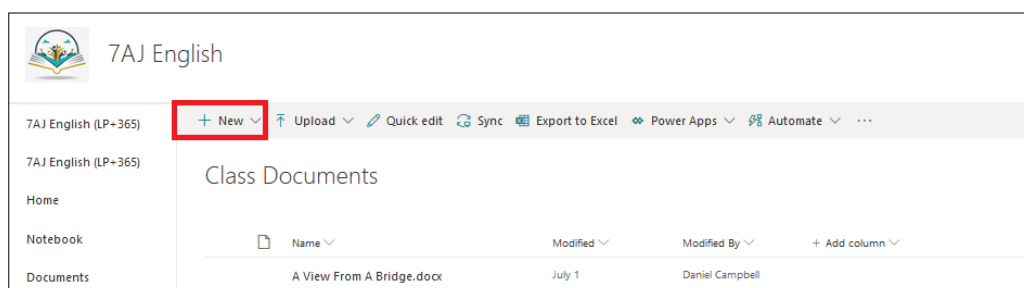


Figure 35 Select + New.

3. Select the files you wish to upload from your desktop, or from file explorer.

To select multiple files, select the first file, then press Ctrl on your keyboard whilst you select the remaining files.

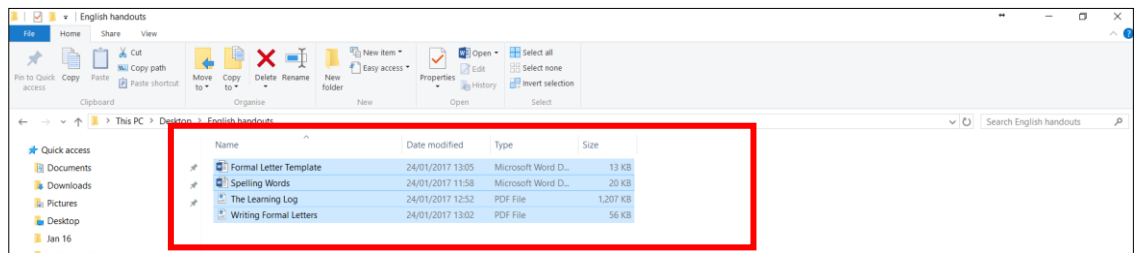


Figure 36 select multiple files.

4. Drag and drop the selected files into your class document library in Office365.

To drag and drop the files, hold down the mouse or trackpad button on the selected files whilst you drag them into your class document library in Office365.

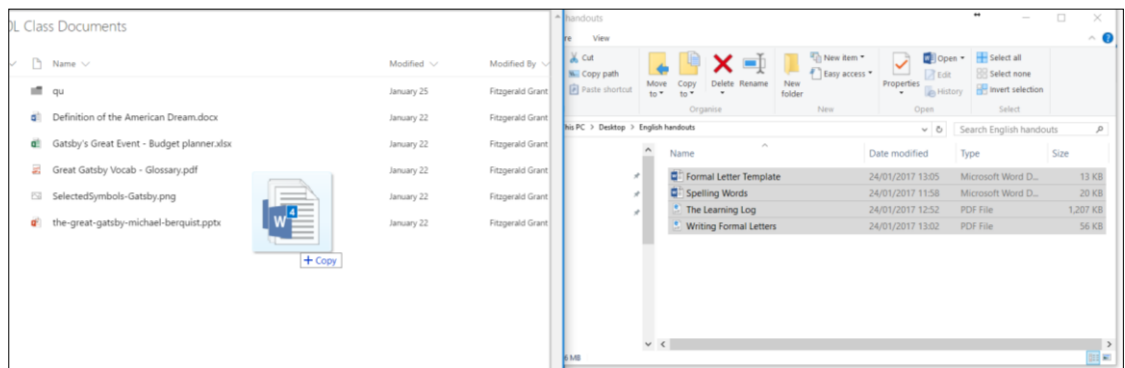


Figure 37 Drag and drop the files into the class document library in Office365.

Deleting files from your class document library

Follow the steps below to delete files from your class document library. To complete the following steps, you must start the process from within your class.

1. **Select the title** of the Documents tile. You will be taken through to your class document library in Office365.

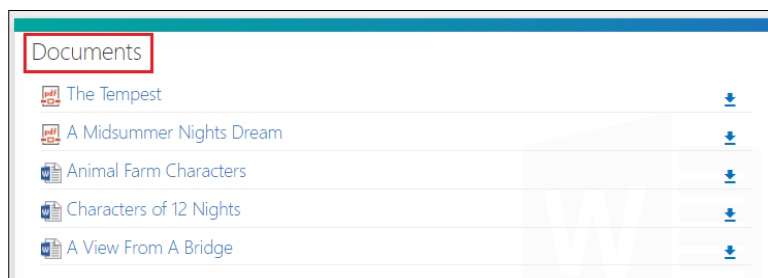


Figure 38 Select the title of the Documents tile.

2. Select the file(s) you wish to delete by selecting on the 'check icons' that appear in the left column of the library when hovering over a title of a file.

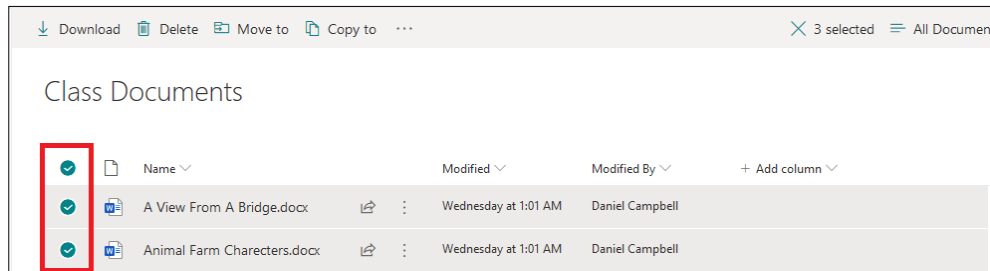


Figure 39 Select the file(s) you wish to delete.

3. Having selected the files you wish to delete, select the Delete button from the menu bar that displays above the document library.

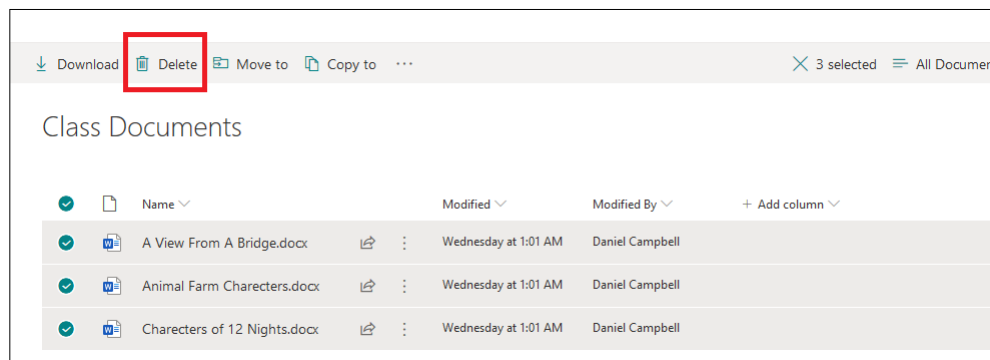


Figure 40 Select the Delete button from the menu bar that displays above the document library.

4. You will be prompted to confirm that you are happy to delete the files. If you are happy to continue, select Delete.

Your chosen file(s) will now be deleted and sent into the recycle bin.

Creating a new folder in your class document library

Using folders can help to organise files uploaded to and created in your class document library. Keeping files organised can help to make document libraries easier for colleagues and students to navigate around.

Follow the steps below to create a new folder within your class document library. To complete the following steps, you must start the process from within your class.

1. **Select the title** of the Documents tile. You will be taken through to your class document library in Office365.

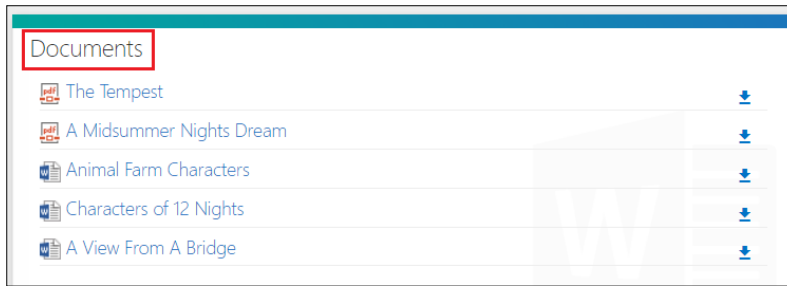


Figure 41 Select the title of the documents tile.

2. **Select + New** and select Folder from the dropdown menu that appears.

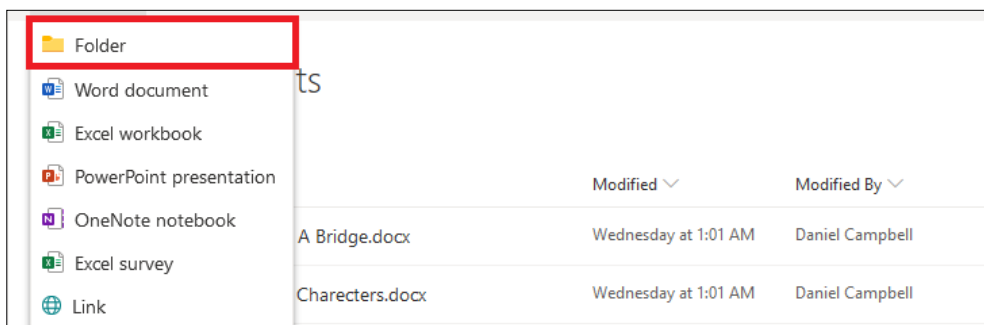


Figure 42 Select + New and select Folder from the dropdown menu.

3. Give the folder a name and select **Create**.

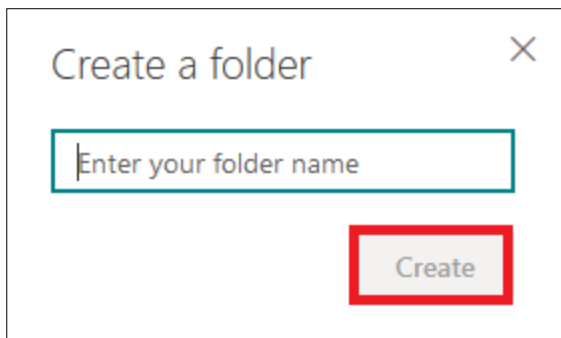


Figure 43 Give the folder a name and select Create.

Your folder will now be created and will be visible in your class document library to all members of your class or subject site.

Creating a new document in your class document library

Follow the steps below to create a new document within your class document library. To complete the following steps, you must start the process from within your class.

Quick Tip:

If you create a new document in your class library, it will be visible to the students in your class whilst you are still working on it.

Whilst this is great for live activities in class like summarising verbal discussion notes, you might want to create new resources in a private area to share with your class once finalised.

To do this, follow the steps as listed below but ignore step one, and start from within your OneDrive area. You can then upload the file from OneDrive into your class document library. When you are happy with the document that you have created, you are ready to share it with your class.

1. Select the title of the Documents tile. You will be taken through to your class document library in Office365.

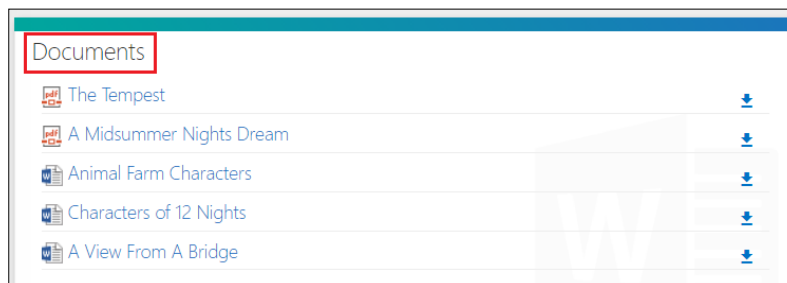


Figure 44 Select the title of the Documents tile.

2. **Select + New** and select Word document from the dropdown menu that appears.

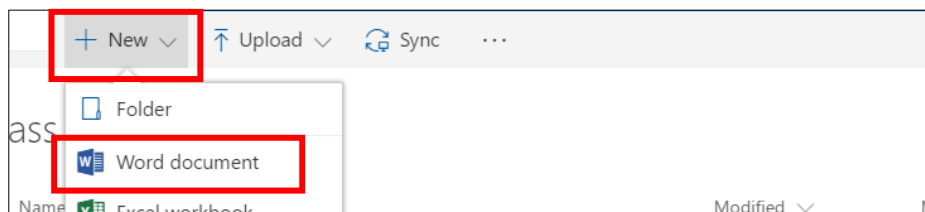


Figure 45 Select + New and select Word document from the dropdown menu.

A new document will then open in your browser in Word Online.

- Though similar to Microsoft Word, Word Online will have a somewhat limited functionality.
- Your new document will save any changes you make back to the document library as you make them, so there is no need to save your work before exiting.

Adding Pictures

A picture library allows you to store pictures applicable to your lesson or topic, or to evidence activities played out in class.

Suggestions for use in the classroom:

A few examples of the types of pictures you could store in your class picture library include pictures of:

- Class assemblies.
- Students taking part in classroom Activities.
- Exemplary pieces of work.
- Science experiments.
- Design and technology work.

Supported picture formats:

Picture file format	Picture file extension
JPEG	.jpeg; .jpg
PNG	.png
GIF	.gif
Bitmap	.bmp
Tag Image File Format	.tiff

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Upload a picture of your class. (If you have no pictures available, download some suitable images from the internet).
- Upload several pictures at once.
- Delete a picture from your class picture library.



Uploading a picture into your class picture library

Follow the steps below to upload a picture into your class picture library. To complete the following steps, you must start the process from within your class.

1. **Select the + icon** displayed on the top right-hand corner of the Pictures tile.

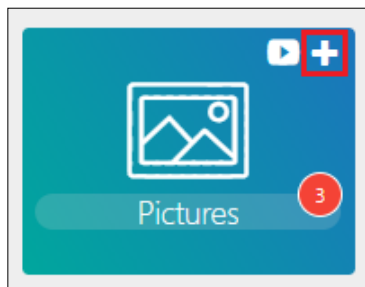


Figure 46 Select the + icon.

This will prompt a small pop-up window to open.

2. **Select Browse** to browse for a picture from your network or device.
Select OneDrive to browse for a picture from your personal OneDrive area.

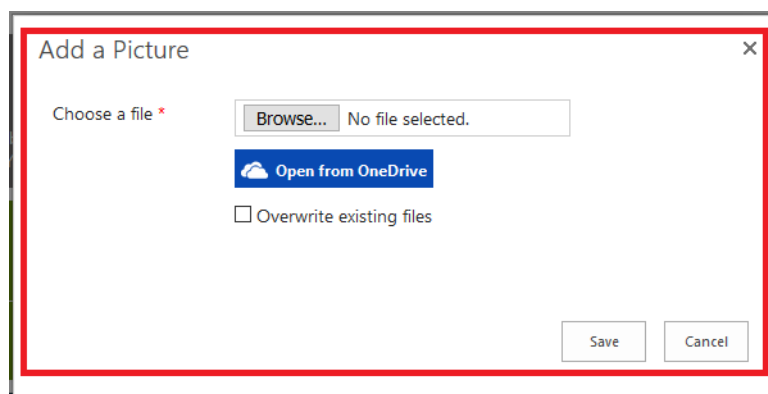


Figure 47 Add a picture pop up window.

Selecting Open from OneDrive will launch a pop-up window, which will display all your files from within your personal OneDrive area.

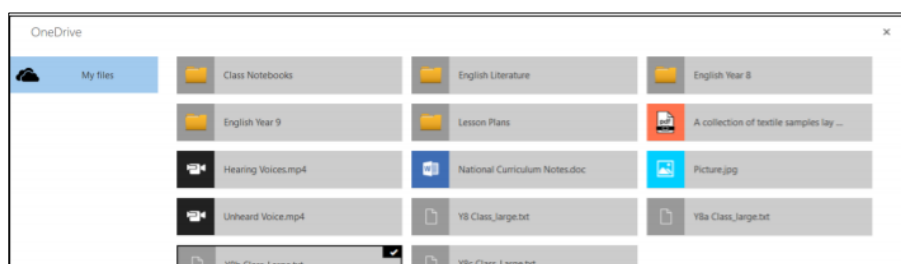


Figure 48 View files to open from OneDrive.

- When you are ready to upload your file, **Select OK**. Please note that when uploading an individual picture, it should not exceed 240MB.

Uploading multiple pictures into your class picture library

You can upload multiple images into your class library. Follow the steps below to upload multiple pictures into your class picture library. To complete the following steps, you must start the process from within your class.

- Select the Picture tile title.** You will be taken through to your class picture library in Office365.
- Select + New.**

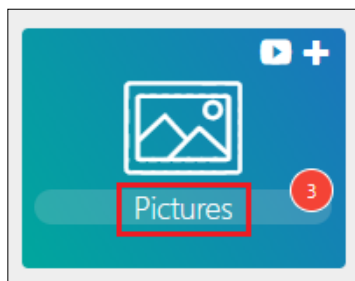


Figure 49 Select the Pictures tile title.

- Select the pictures you wish to upload from your desktop, or from file explorer. To select multiple pictures, select the first picture, then press Ctrl on your keyboard whilst you select the remaining files.

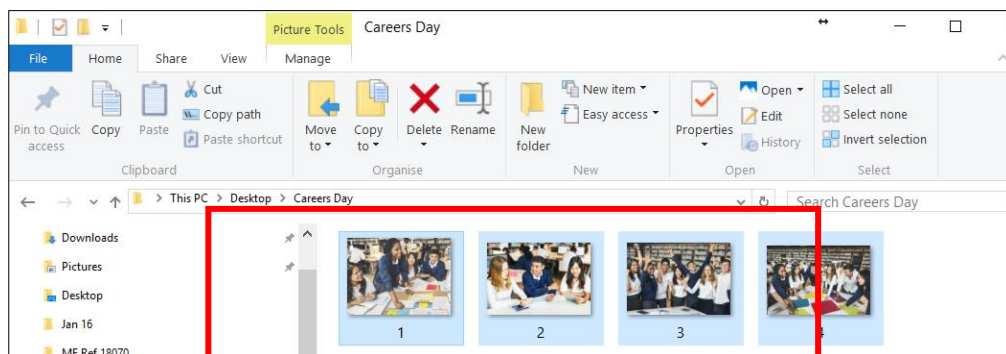


Figure 50 Select multiple pictures from file explorer.

- Drag and drop the selected pictures into your class picture library in Office365.

To drag and drop the files, hold down the mouse or trackpad button on the selected files whilst you drag them into your class document library in Office365.

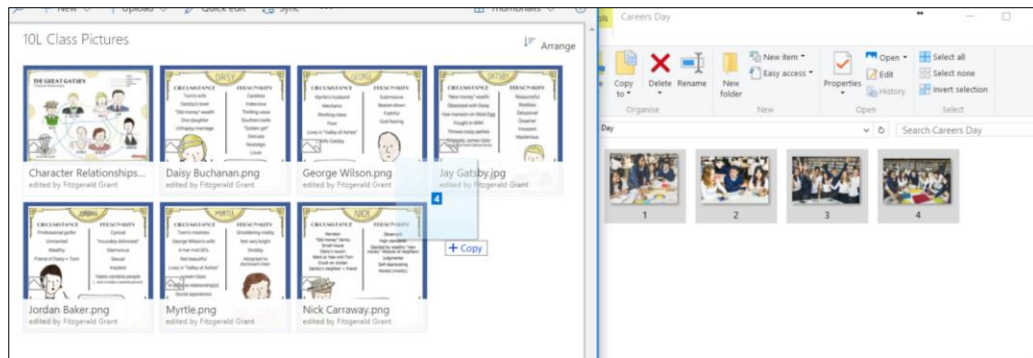


Figure 51 Drag and drop the files into the class picture library in Office365.

Deleting a picture from your class picture library

Follow the steps below to delete pictures from your class picture library. To complete the steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. **Select the title of the Pictures tile.** You will be taken through to your class picture library in Office365.

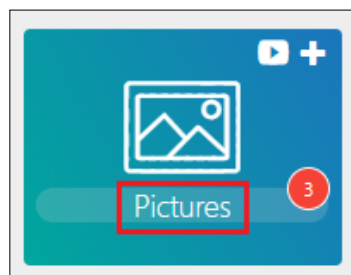


Figure 52 Select the Pictures tile title.

2. Select the picture(s) you wish to delete by **selecting the 'check icons'** that appear at the top right-hand corner of a picture when hovering over each picture.

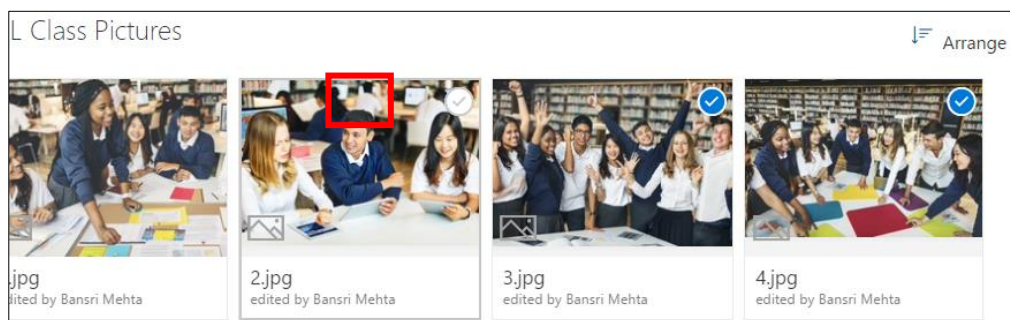


Figure 53 Select the picture(s) you wish to delete.

3. Having selected the pictures you wish to delete, select the Delete button from the menu bar that displays above the picture library.

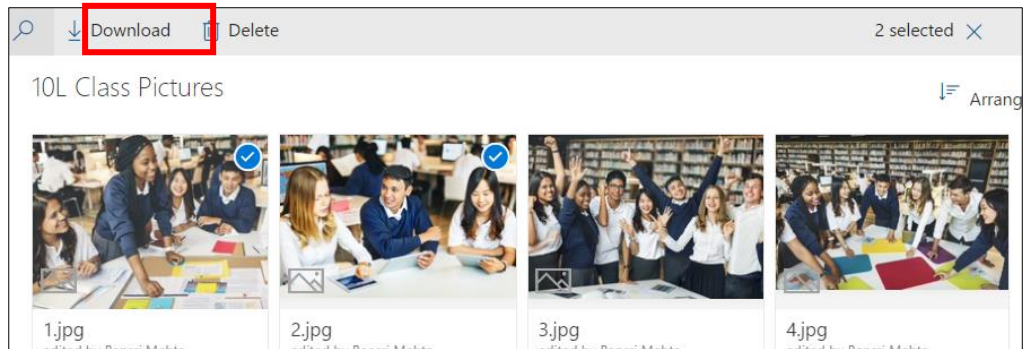


Figure 54 Select the Delete button from the menu bar that displays above the picture library.

4. You will be prompted to confirm that you are happy to delete the files. If you are happy to continue, select Delete.

Your chosen picture(s) will now be deleted and sent into the recycle bin.

Adding Videos

A video library allows you to store videos applicable to your lesson or topic, or to evidence activities played out in class.

Suggestions for use in the classroom:

A few examples of the types of videos you could store in your class video library include videos of:

- Students reciting poetry or reading aloud in class.
- Students participating in lessons.
- Tutorials and presentations created by teachers or learners.
- Science experiments.
- Mathematical problem solving.

Supported video formats:

Video file format	Video file extension
3GPP; 3GPP2	.2gp; .3g2; .3gp2
Advanced Systems Format (ASF)	.asf
Advanced Video Coding High Definition (AVCHD) [MPEG- 2 Transport Stream]	.mts; .mts
Audio-Video Interleaved (AVI)	.avi
Digital Camcorder MPEG- (MOD)	.mod
DVD transport stream (TS) file	.ts
DVD video object (VOB) file	.vob
Expression Encoder Screen Capture Codec file	.xesc
MP4	.MP4
MPEG-1 System Stream	.mpeg; .mpg
MPEG-2 video file	.m2v
Smooth Streaming File Format (PIFF 1.3)	.ismv
Windows Media Video	.wmv

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Upload an individual video.
- Embed a video from YouTube.
- Delete a video from your class video library.



Uploading an individual video into your class video library

Follow the steps below to upload a video into your class video library. To complete the following steps, you must start the process from within your class.

1. **Select the + icon** displayed on the top right-hand corner of the tile.

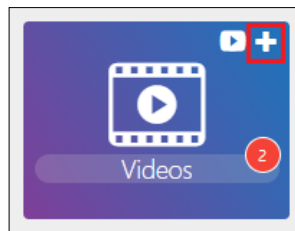


Figure 55 Select the + icon.

This will prompt a small pop-up window to open.

2. **Select Browse** to browse for a video from your network or device or, **Select Open from OneDrive** to browse for a video from your personal OneDrive area.

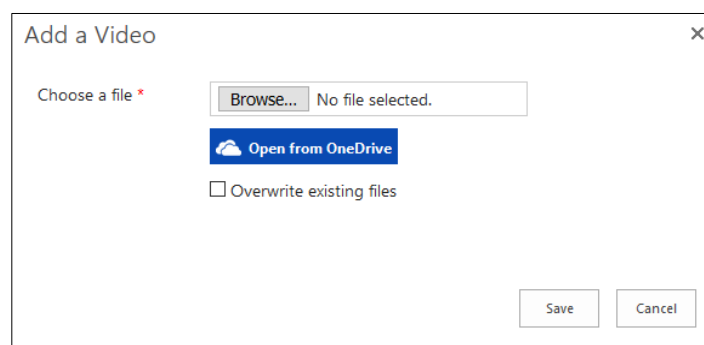


Figure 56 Add a video pop up window.

Selecting Open from OneDrive will launch a pop-up window, which will display all your files from within your personal OneDrive area.

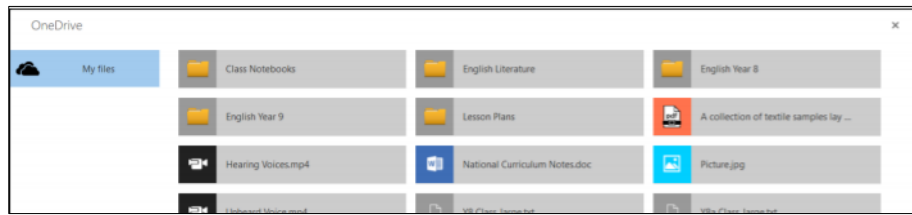


Figure 57 View files to upload from OneDrive.

3. When you are ready to upload your file, **Select OK**. Please note that when uploading an individual video, it should not exceed 240MB.

Embedding a video from YouTube

Follow the steps below to embed a video into your class video library. To complete the following steps, you must start the process from within your class.

1. **Select the Videos tile title.** You will be taken through to your class video library in Office365.

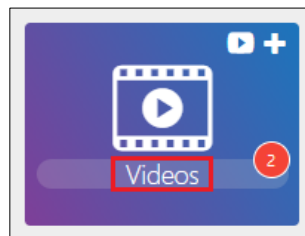


Figure 58 Select the videos tile title.

2. Select **+ New** and select **video** from the dropdown menu that appears.

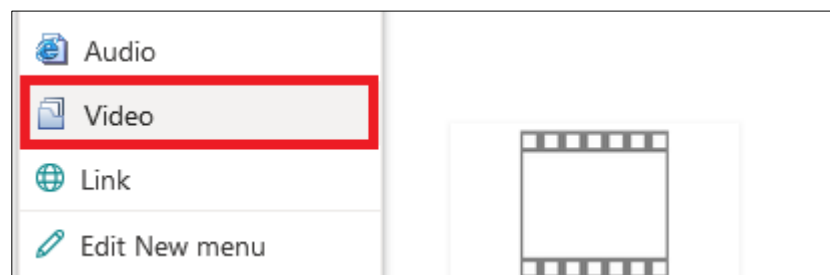


Figure 59 Select + New and select video from the dropdown menu.

3. Select **Provide code to embed a video from the web**.
4. Give your video a title.

- Paste the embed code that has been generated from the internet into the field titled **Paste code to embed a video from the web.**

Figure 60 Provide embed code; Give your video a title; and paste embed code from web.

- Select **OK.**

Once you have Selected OK; you will be taken into the video properties page. From here you can define the video meta data and change the thumbnail.

Figure 61 Video properties page, this figure shows Change thumbnail in red box.

- Select **Change thumbnail**, to choose from two options. Either **from my computer** or **from a web address.**

Figure 62 Change thumbnail.

- Select **Save** to save all your changes, and to add your video to your class video library.

Having selected save, the video will be uploaded into the class video library on Office365 and the LP+365 Class dashboard.

Deleting a video from your class video library

Follow the steps below to delete videos from your class picture library. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. **Select the title** of the Videos tile. You will be taken through to your class video library in Office365.

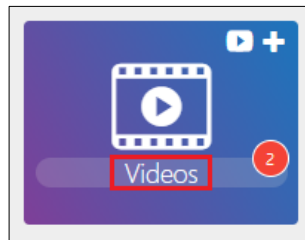


Figure 63 Select the Videos tile title.

2. Select the video(s) you wish to delete by selecting the selection checkbox that appears at the bottom left-hand corner of a video by hovering over the video itself.

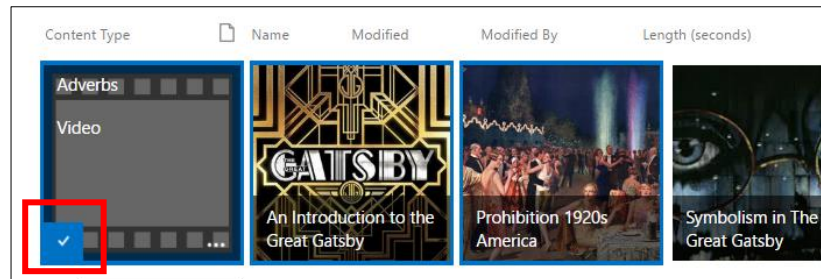


Figure 64 Select the video(s) you wish to delete by selecting the 'check box'.

3. Having selected the files you wish to delete, **select More** from the menu bar that displays above the video library and **select Delete** from the dropdown menu that appears.

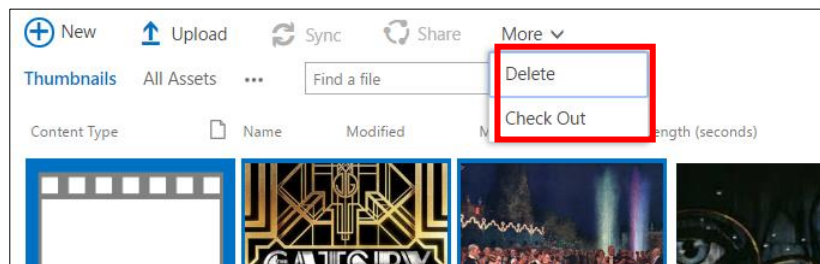


Figure 65 Select More from the menu bar and select Delete from the dropdown menu.

4. You will be prompted to confirm that you are happy to delete the files. If you are happy to continue, select Delete.

Your chosen video(s) will now be deleted and sent into the recycle bin.

Adding an Announcement

The announcements feature is a quick and easy way of sharing news, praise or information with your class or subject group.

Suggestions for use in the classroom:

- A weekly message to students.
- Thought of the day.
- Math problem of the day.
- Upcoming events.
- Class reminders, such as 'Remember your PE Kit on Monday'.
- Praise for celebration of achievements.



Files can be attached to announcements shared on your class dashboard.

Attachments on announcements could include anything from important class handouts to permission slips, depending on what type of announcement you wish to create.

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Add a new announcement.
- Edit an announcement.



Adding a new announcement to the Class Dashboard

Follow the steps below to add a new announcement to your Class Dashboard. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. **Select the + icon** displayed on the bottom right-hand corner of the Announcements tile.

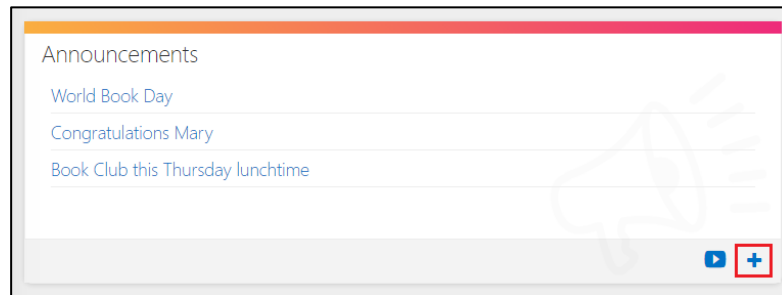


Figure 66 Select the Announcements+ icon.

This will prompt a pop-up window to open where you can create your announcement.

2. Complete the following fields:
 - **Title:** this should be the title you want displayed on the Announcements tile. This is a required field.
 - **Body:** if you wish to expand on your announcement then this field should contain the body text of your announcement.
 - **Expires:** If you wish to set an expiry date for your announcement, then you should specify the expiry date here. Once the announcement has expired it will no longer be displayed.

Figure 67 Enter the relevant fields to create your announcement.

Select **Save** to save your changes.

Your new announcement will now be added onto the Announcements tile, and into the announcements list in Office365.

Editing an announcement

Follow the steps below to edit an existing announcement. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. **Select the title** of the Announcements tile.

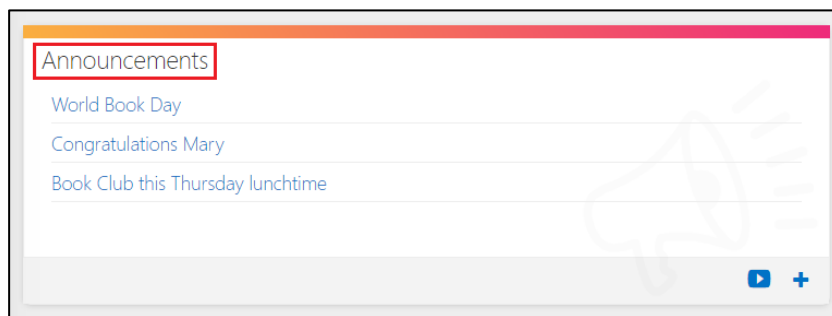


Figure 68 Select the announcements tile title.

This will take you through to the announcements list in Office365.

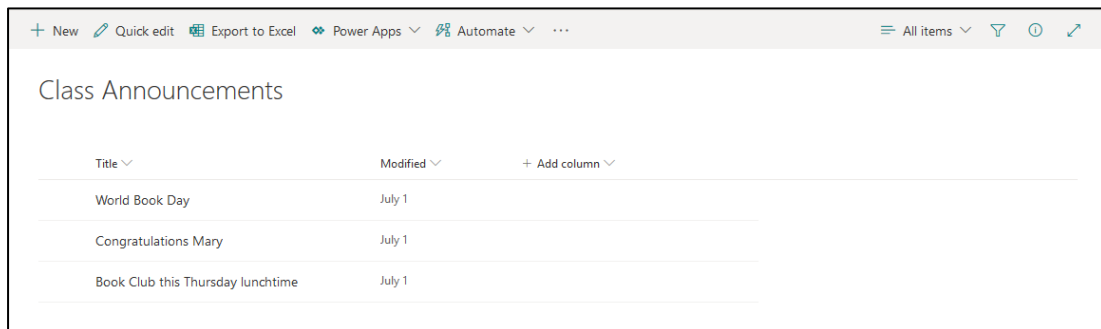


Figure 71 The announcements list.

2. **Select the title** of the announcement you wish to edit.

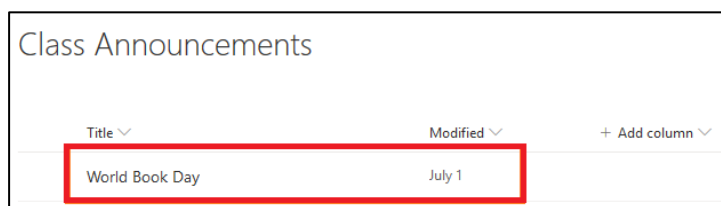


Figure 69 Select the title of the announcement you wish to edit.

3. Select **Edit all** from the editing ribbon.

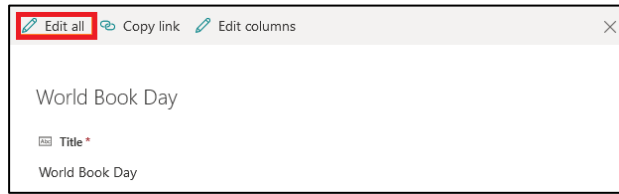


Figure 70 Select Edit all from the editing ribbon.

4. The popup will reload, and you will now be able to edit the announcement.

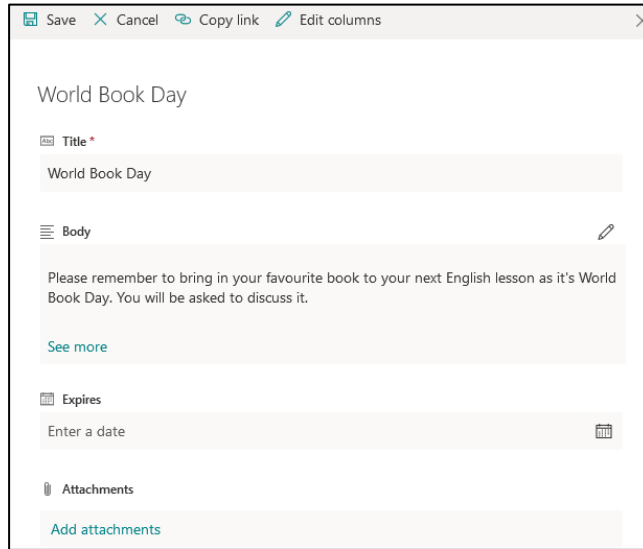


Figure 71 Edit the announcement.

5. When you are happy with your changes, Select **Save**.

The announcement you have just made changes to will now display at the top of the list as the most recently modified item.

Title ▾	Modified ▾	+ Add column ▾
World Book Day	July 1	
Congratulations Mary	July 1	
Book Club this Thursday lunchtime	July 1	

Figure 72 Announcements list.

Deleting an announcement

Follow the steps below to delete an announcement from your Class Dashboard. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. Select the Announcements tile title.

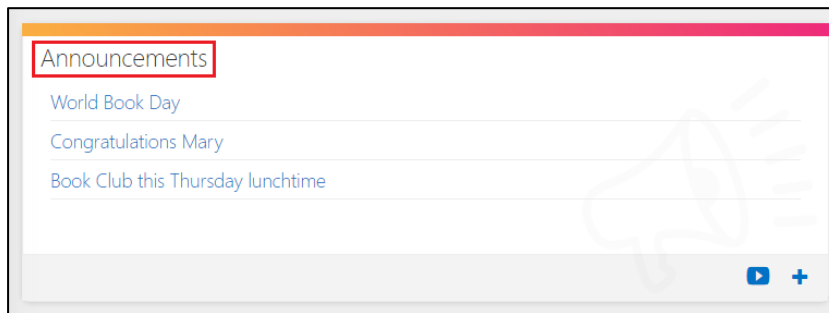


Figure 73 Select the title of the announcement.

This will open the announcement in a popup window.

2. Select the tick next to the Announcement you want to delete.



Figure 74 Select the tick next to the announcement you want to delete.

This will open the announcement in Office365.

3. From this screen, **Select Delete** from the editing ribbon at the top of the page.

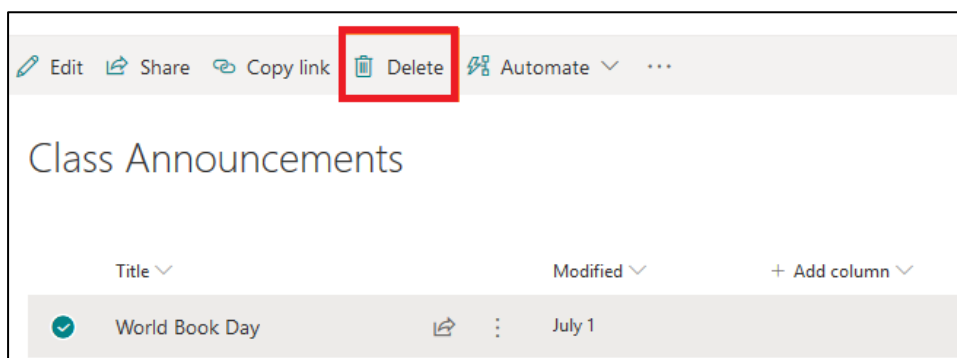


Figure 75 Select Delete.

You will be asked to confirm if you want to delete the announcement. If you are happy to continue, select OK. Your announcement will now be deleted and added into the recycle bin.

Adding Calendar Events

The Calendar on your class or subject site is a quick and easy way to share information with students, allowing you to create and share events relevant to your class or subject group.

When adding calendar events into the class calendar, the event will automatically be shared with students through the class dashboard.

Suggestions for use in the classroom:

- One to one tutoring timeslots.
- Presentation timeslots.
- Field trips and school events.
- Important term dates.
- Important dates from history.
- Exam timetables.



Files can be attached to calendar events. Meaning you can add an agenda for a meeting or a revision sheet for a mock exam.

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Add a new event to your class calendar.
- Delete an event from your class calendar.



Adding a new event into your class calendar

Follow the steps below to add a new calendar event to your Class Dashboard. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. **Select the + icon** displayed on the bottom right-hand corner of the Calendar tile.

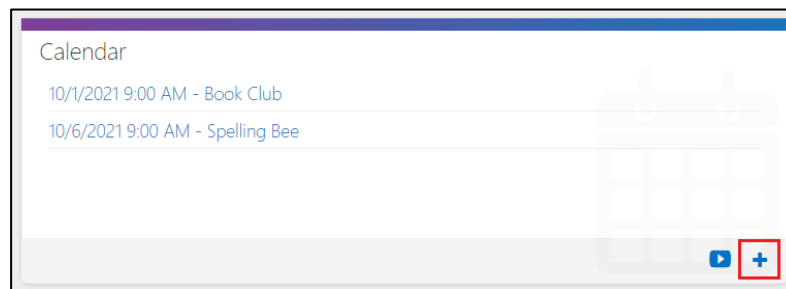


Figure 76 Select the + icon.

This will prompt a pop-up window to open, where you can create your own calendar event.

Figure 77 Pop up window for calendar event.

2. Complete the following fields:
 - **Title:** this should be the title you want displayed on the Calendar tile. This is a required field.
 - **Location:** if you wish to confirm a meeting or event location.
 - **Description:** if you wish to expand on your announcement then this field should contain the body text of your announcement.
 - **Start Time:** this is the start time and date of your event. This is a required field.
 - **End Time:** this is the end time and date of your event. This is a required field.
 - **Category:** select a category or specify your own value.

- **All Day Event:** tick this checkbox if you would like to make this an 'all-day activity'.
 - **Recurrence:** tick this checkbox if you would like to make this a repeating event.
3. When you have finished creating your event, **select Save**. Your event will now be added into your class calendar and will appear on the class calendar tile.

Deleting an event from your class calendar

Follow the steps below to delete an event from your Class Dashboard. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. **Select the event** displayed within the Calendar tile.

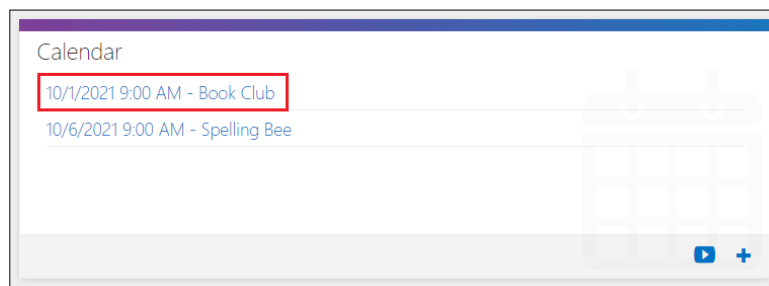


Figure 78 Select the event.

This will open the event in a popup window.

2. Select **Open in Calendar**.

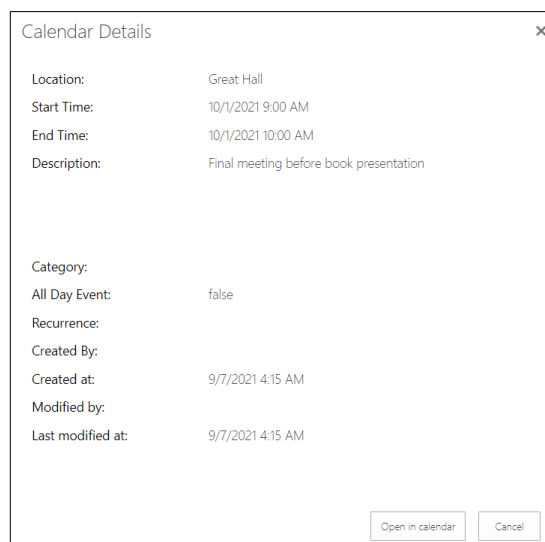


Figure 79 Select Open in Calendar.

This will open the event in Office365.

3. From this screen, **select Delete Item** from the editing ribbon at the top of the page.

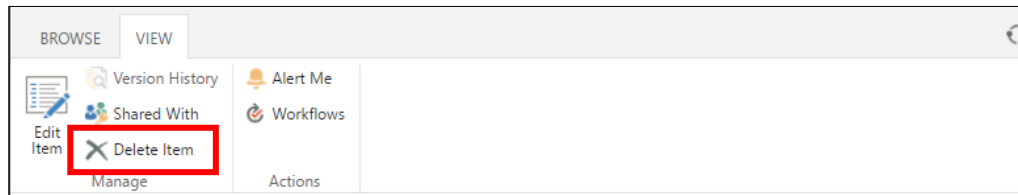


Figure 80 Select Delete Item.

You will be asked to confirm if you want to delete the event. If you are happy to continue, **Select OK**. Your event will now be deleted and added into the recycle bin.

Discussions

The discussions feature on LP+365 is similar to any other discussion forum in functionality. The discussions tool enables teachers and students to create new discussions that other members of the class or subject group can respond to.

Staff and learners can reply to other people's posts in a discussion and images and links can also be added as necessary to complement the written work.

Suggestions for use in the classroom:

- Discuss feelings, thoughts, and concerns about up-and-coming events at school, such as moving into a new year group; field trips; or exam season.
- Set up a discussion to provide help with homework.

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Create a new discussion asking children how they would like to use LP+365 during lessons.
- Respond to a discussion.



Creating a new Discussion

Follow the steps below to create a new discussion forum within your class site. To complete the following steps, you must start the process from within your class.

1. **Select the + icon** displayed on the bottom right-hand corner of the Discussions tile.

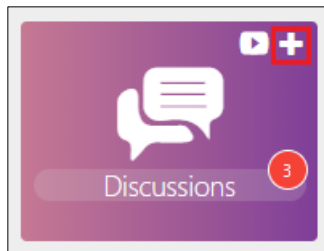


Figure 81 Select the + icon.

This will prompt a pop-up window to open in which you can create your opening statement, question, or paragraph to begin a new discussion thread.

Figure 82 complete the fields.

2. Complete the following fields:
 - **Subject:** this will display as the title of the discussion forum. This is a required field.
 - **Body:** this is where you enter the opening statement, question or paragraph.
 - Tick the checkbox titled Question if you are asking your class or subject group a question that you would like answers for.
3. When you have finished adding the details of your discussion select **Save**.

Quick Tip:

If you would like to add in images, hyperlinks, videos or a table into your discussion, you can do this by creating a new discussion from within Office365.

Selecting the title of the Discussions tile instead of the + icon in step one will navigate you into the Discussions tool on Office365. From here, Select + new discussion to begin.

Responding to a Discussion

Follow the steps below to respond to a discussion. To complete the following steps, you must start the process from within your class.

1. Select the **title** of the Discussions tile.

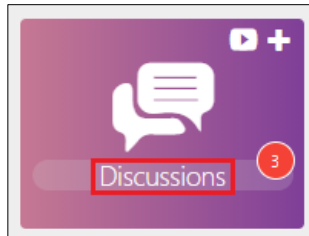


Figure 83 Select the Discussions tile title.

This will take you into the discussions list in Office365.

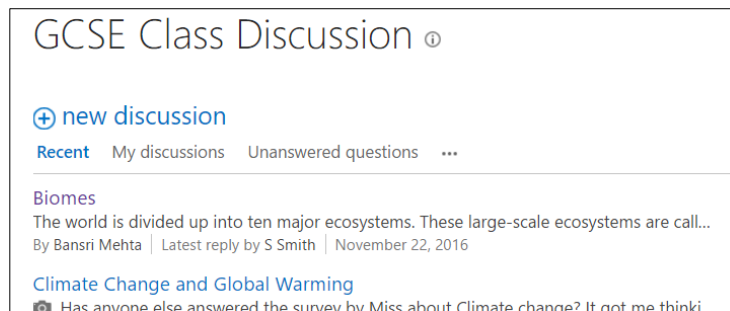


Figure 84 The Discussions list.

2. Select the title of the discussion you would like to reply to.

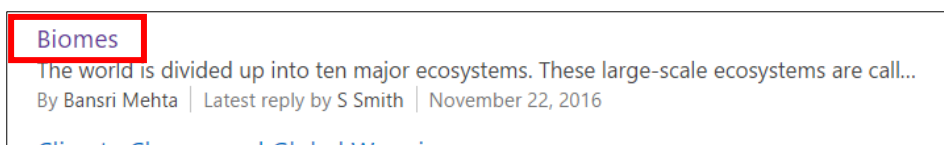


Figure 85 Select the title of the discussion you would like to reply to.

3. To respond to the opening statement, question, or paragraph and select Reply.

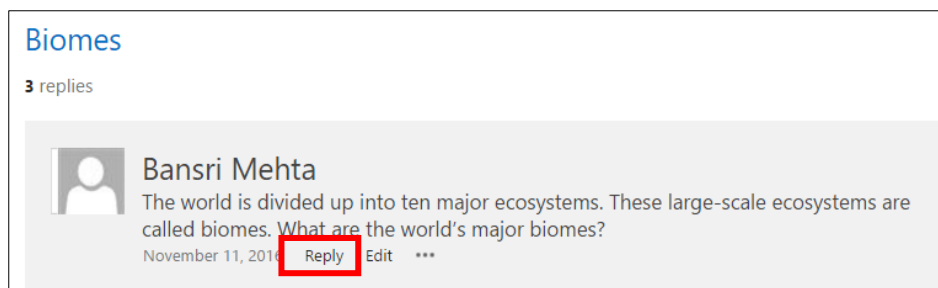


Figure 86 Select Reply.

4. Type your comment and select **Reply**.

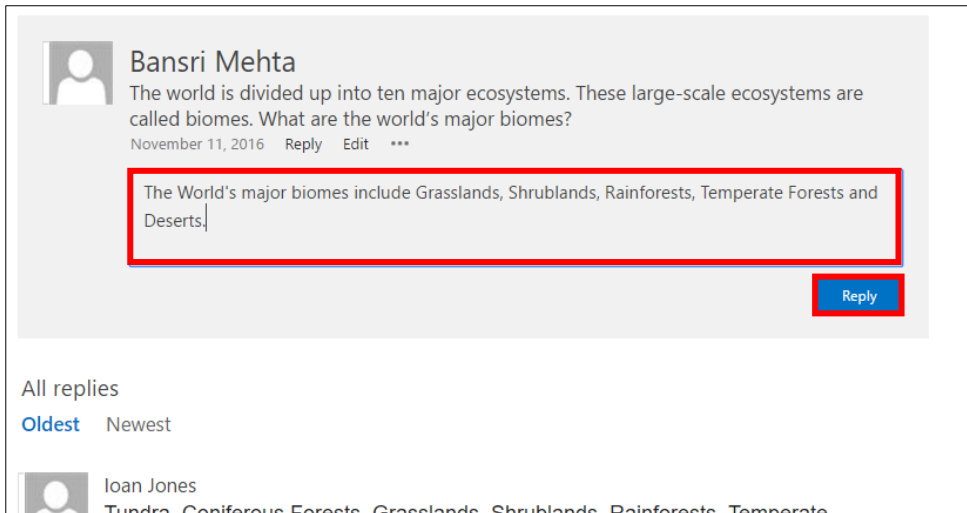


Figure 87 Type your comment and select Reply.

Your reply will now be saved to the thread.

- To reply to another user's comment, **select the Reply button** displayed under the text in their comment.

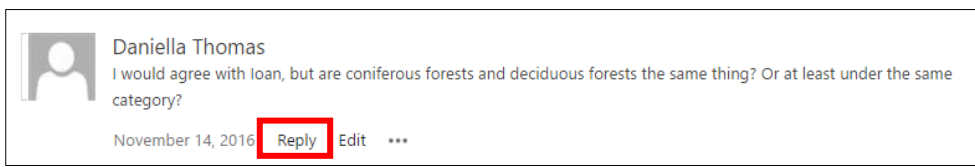


Figure 88 Reply to another user's comment.

Your reply will then appear below the user's comment.

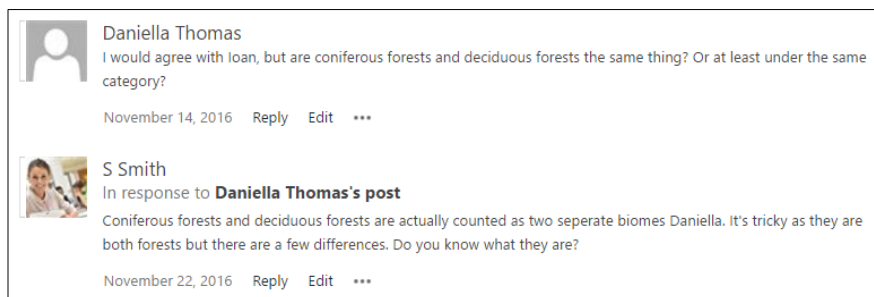


Figure 89 Replies displayed in discussion thread.

Creating a new Quiz

Follow the steps below to create a new Quiz. To complete the following steps, you must start the process from within your class.

1. **Select + icon** on the Quizzes tile.

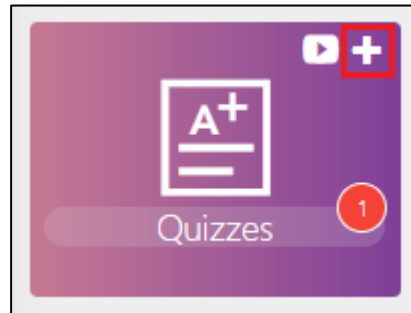


Figure 90 Select the + icon.

2. This will display the quizzes popup, select **Create**.

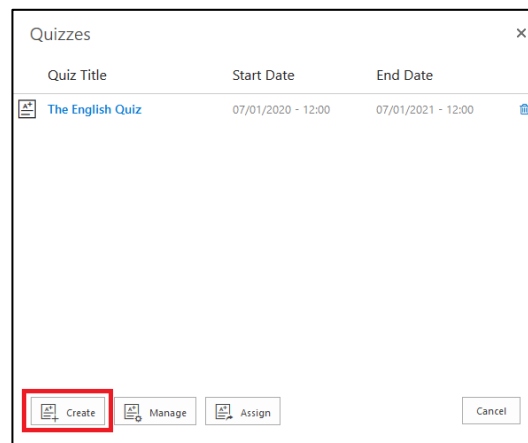


Figure 91 Popup window for Quizzes.

3. **Select New Quiz.**

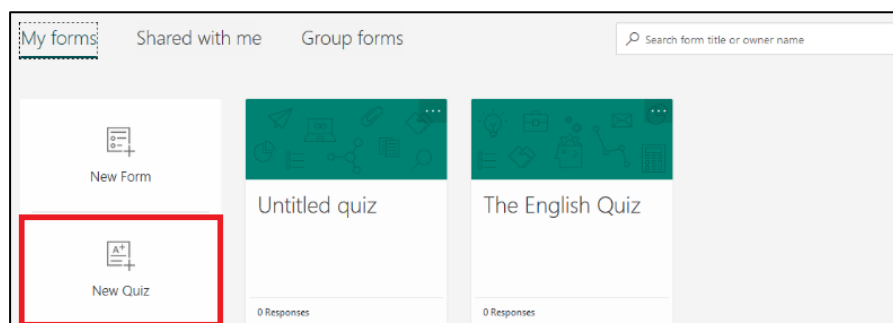


Figure 92 Microsoft forms page.

1. Enter the name the name of your quiz.
2. **Selecting Add New** will show the question types. There are eight question types: **Choose, Text, Rating and Date.**
 - **Choose** will allow you to create a question with multiple choice answers that are pre-written
 - **Text** will allow you to create a question which has to be answered in a written format
 - **Rating** will allow you to create a question were the answer is a number or star on a scale of one to ten
 - **Date** will allow you to create a question where the answer is a date on the calendar
 - **Ranking** will allow you to create a question where the answer is the options in a set order
 - **Likert** will allow you to gauge attitudes and opinions
 - **File Upload** will allow the responder to upload a file which will be saved directly to OneDrive
 - **Net Promoter Score** will allow you to create a question where the answer is a whole number ranging from 1-10

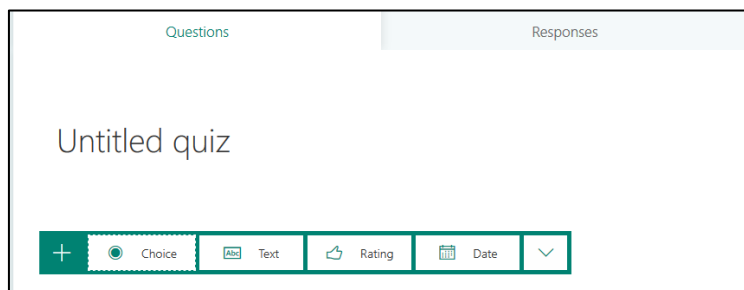
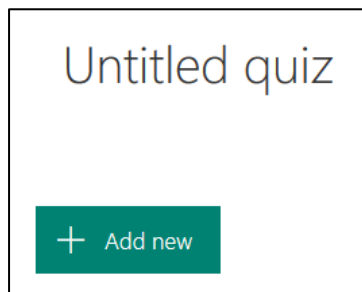


Figure 93 Quiz.

3. **Select choice** question type and input the question and the choice of possible answers. Mark the correct answer by selecting the tick next to it.
4. To create any additional questions, repeat the process for the previous step.
5. Once all questions are created **select the ellipses** at the top of the page and select settings.

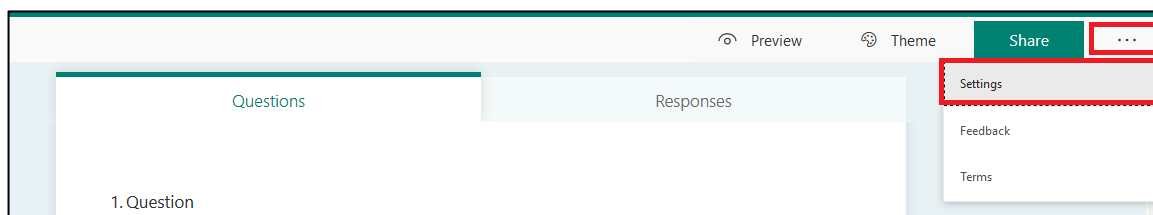


Figure 94 Settings Icon.

The settings popup allows you to set 'Who can fill this form', 'Options for responses' and 'Notifications'.

- In the settings popup tick the **'start date'** and **'end date'** and choose the two dates and times.

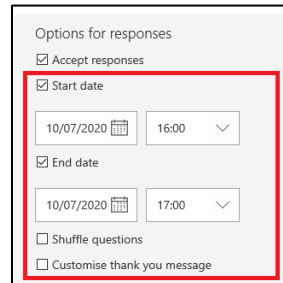


Figure 95 Start and End date.

- Select **Share** and **Copy** to copy the link for the quiz.

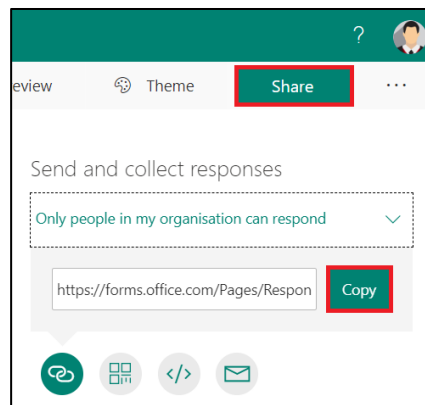


Figure 96 Copy and Share.

- On the Class Dashboard select the Quizzes tile title followed by **Assign**.

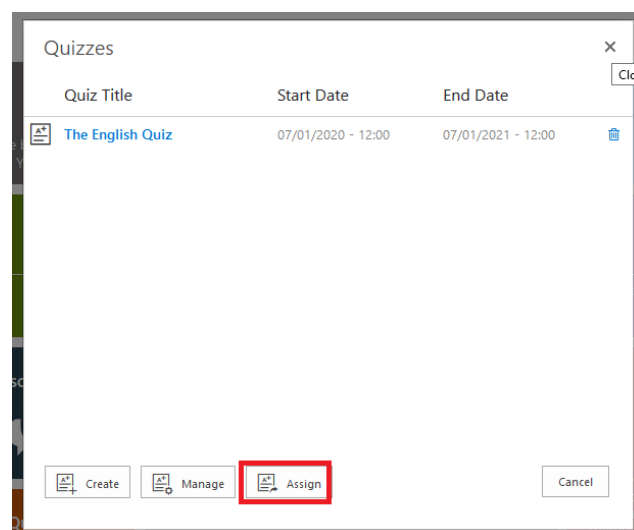


Figure 97 Select Assign.

9. Add the name of the Quiz. Paste in the URL, copied in a previous step. Enter the Start and End **dates** and **times**. **Select Assign.**

Figure 98 Fill in the boxes and select Assign.

Your Quiz will now be added to your class dashboard.

Viewing and Responding to a Quiz

To complete the quiz, you must start the process from within your class.

1. Select the Quizzes tile title.

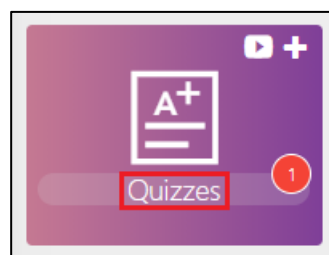


Figure 99 Quizzes tile title.

2. Select the title of the **Quiz** you wish to view or respond to.

Quiz Title	Start Date	End Date
The English Quiz	07/01/2020 - 12:00	07/01/2021 - 12:00

Figure 100 Quizzes available on the class site.

3. You will now be taken to the Quiz.

Figure 101 The Quiz.

4. **Answer the questions** based on the question types defined in the Quiz.

Figure 102 Answer the questions based on the question types.

5. Once you have finished answering your questions **select Submit**.

Figure 103 Select Submit.

Analysing Quiz Responses

Viewing a Graphical Summary of Responses.

1. Select **Manage**.

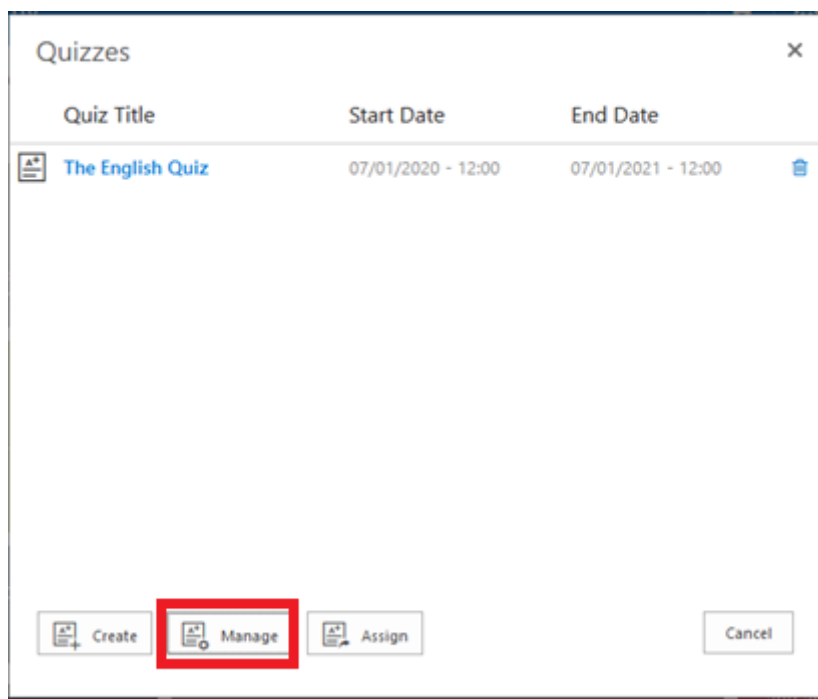


Figure 104 Select Manage.

2. Select the **quiz**.

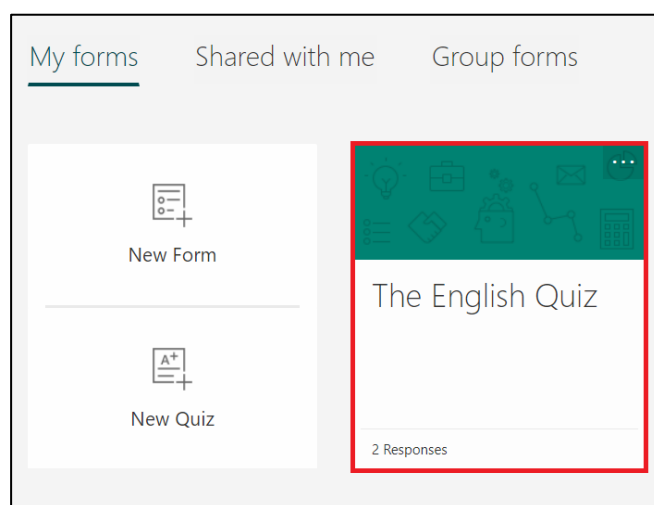


Figure 105 Select the quiz.

3. Select Responses.

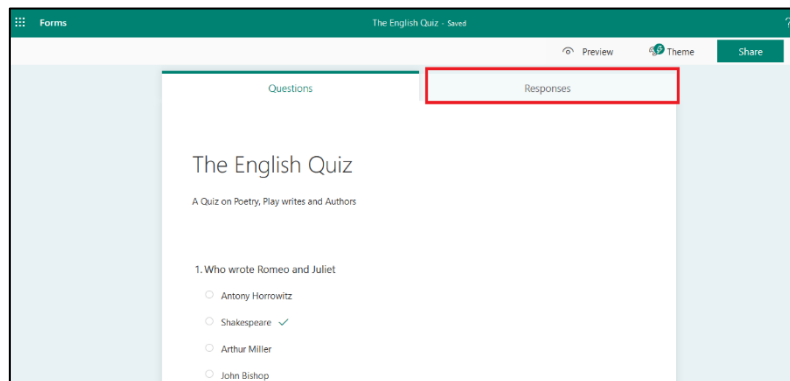


Figure 106 Select responses.

This view displays the Quiz questions; and number of responses; and percentages appear in the graphical view of summary responses. Responses which are complete appear in the graphical summary: A Quiz response is only considered complete after the respondent views every page and then select Finish on the last page. You can also select “open in excel” to analyse and export the results.

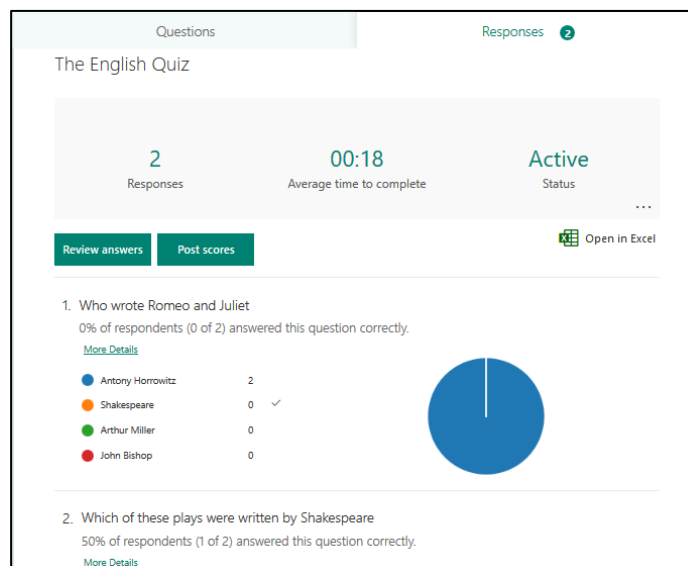


Figure 107 Responses page.

Deleting a Quiz

1. Select **Manage**.

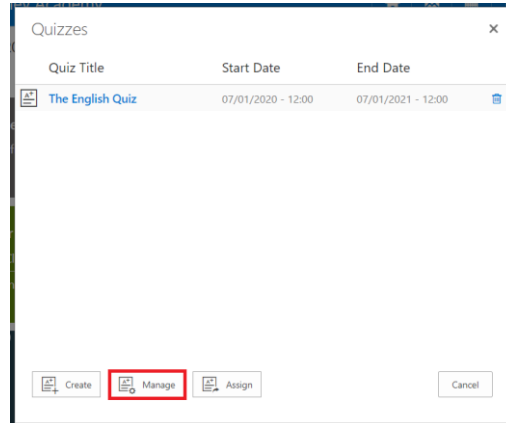


Figure 108 Select Manage.

2. Select the **ellipses** of the quiz you want to delete.

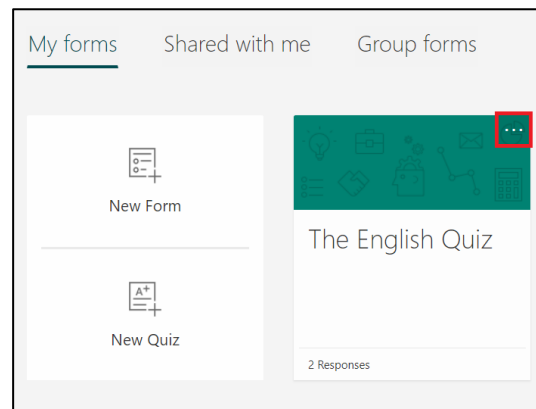


Figure 109 Select the ellipsis.

3. Select **delete**.

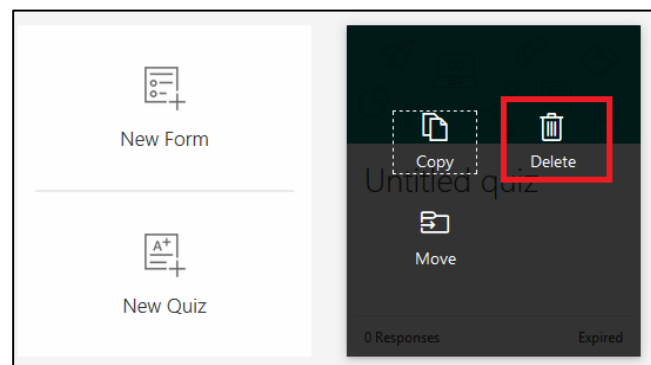


Figure 110 Select Delete.

4. A prompt stating '**This form will be moved to recycle bin**' will appear. **Select to confirm.**
5. The **Quiz** is now deleted from Microsoft forms.
6. Go to the **class dashboard** and select the **Quizzes tile title.**
7. Select the **bin** next to the quiz link that you want to delete.

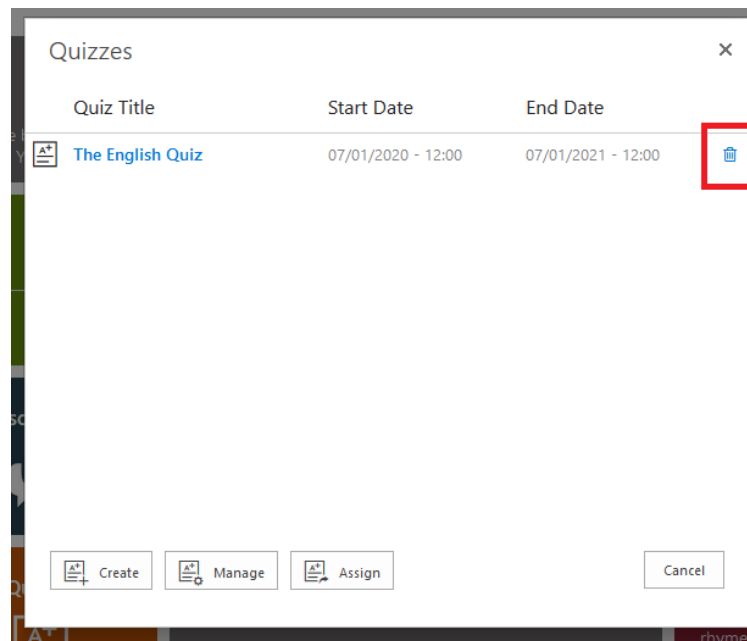


Figure 111 The bin icon.

The quiz link is now deleted.

Using Wikis

Wiki libraries are great tools to use to encourage collaboration; develop literacy skills; and to showcase student knowledge.

A Wiki can contain text, images and video, and students can create new links and new pages from within their wiki page, using a simple double square bracket function.

Suggestions for use in the classroom:

- Student profiles.
- Class newspaper.
- Branching stories.
- Subject or topic glossary.
- Reading lists.
- Schemes of work.
- Summary of a chapter from a book being studied in class.

Quick Tip:

Students should not work on the same wiki page at the same time as this could cause conflict and loss of work.

To avoid conflict and loss of work, make sure that students work within their own spaces in your class wiki library on LP+365.

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Create a new wiki page for a topic you are covering with your class or subject group.
- Edit the wiki page you have just created and insert a picture or embed a video into it.
- Create links to new wiki pages from within your existing page.



Creating a New Wiki Page

Follow the steps below to create a new wiki page. To complete the following steps, you must start the process from within your class.

1. **Select the + icon** on the Wikis tile.

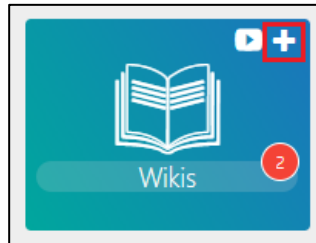


Figure 112 Select the + icon.

You will be navigated into Office 365, where you can create your wiki page.

2. **Specify a page name** for your new wiki page.

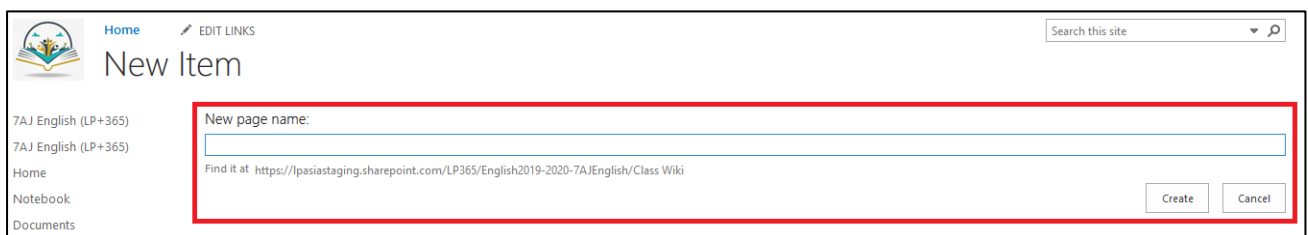


Figure 113 Specify a page name for your new wiki page.

3. **Select Create.**

You will now be navigated into your newly created wiki page, which is ready for you to start work on.

Before you start working on your wiki page you should take a quick look at the instructions on editing wikis that are available on the next page of this guide.

4. For the time being, Select **Save** from the editing ribbon to save your new page.

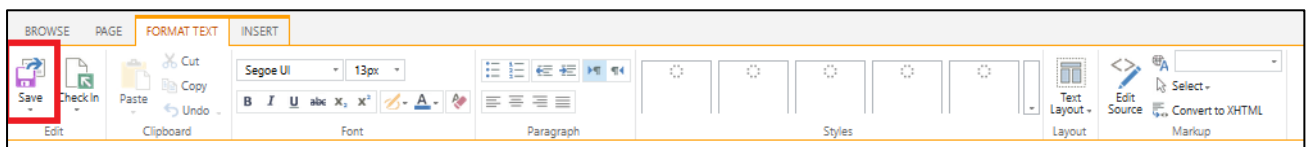


Figure 114 Select Save from the editing ribbon.

Editing a Wiki Page

Follow the steps below to edit a wiki page. To complete the following steps, you must start the process from the wiki you wish to edit.

1. **Select Edit**, displayed on the top right-hand corner of the screen.

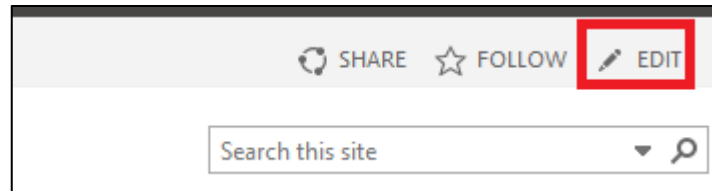


Figure 115 Select Edit.

The page will reload and will now be editable.

2. **Select Check Out** from the editing ribbon.

This will check out the wiki page to your account, so no one can override your changes.

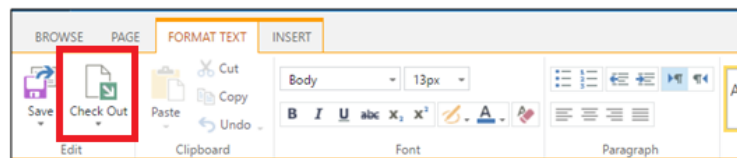


Figure 116 Select Check Out from the editing ribbon.

A Status message will now display on the top of the page, and you will now be ready to start making your changes.



Figure 117 Status message.

Formatting Text: The editing ribbon will enable you to format and amend the layout of text.

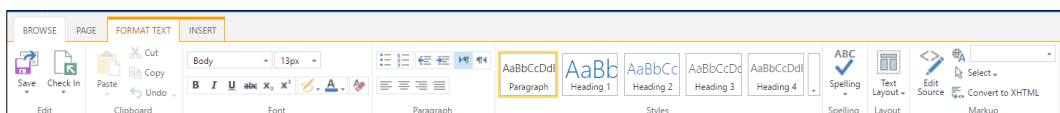


Figure 118 The editing ribbon: formatting text.

Inserting Media and Content: You will also be able to insert tables; pictures; videos; audio; Office365; hyperlinks and content from the web.



Figure 119 The editing ribbon: inserting media and content.

3. **When you have completed your changes**, you should **select Check In** from the editing ribbon.

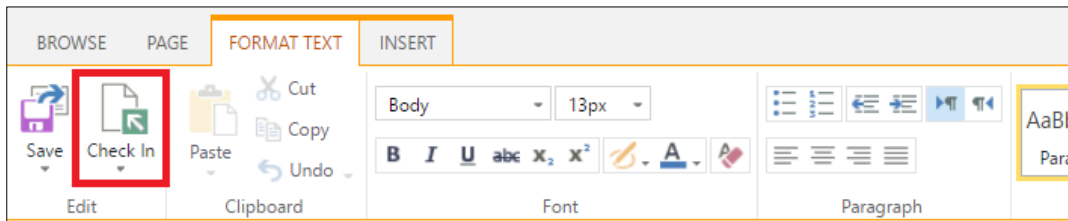


Figure 120 Select Check In.

When you select Check In, you will be prompted to type in comments and confirm that you wish to continue. Here's why:

When you select Check Out, you are checking the wiki page out To edit. Whilst you are doing this, no other users will be able to edit the page or override your changes.

When you select Check In, your changes will save, and a new version of the wiki page will be created. This version will always sit in the background, and you will be able to retrieve it, should you wish to revert to this version after editing later.

At this stage, the comments you add into this box should provide you with a brief description of this version later, should you ever want to review the version history of the wiki page. This is not a required field.

4. Select **Continue**.

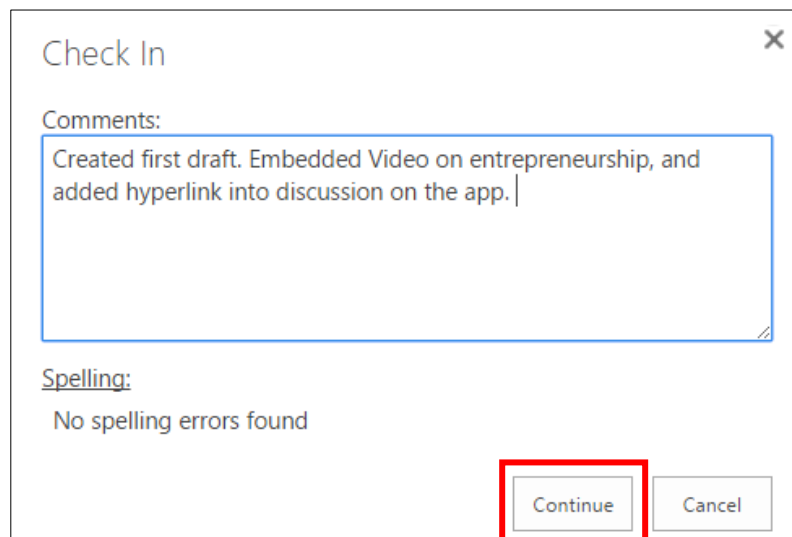


Figure 121 Add in your comment and select Continue.

5. Your changes will now be saved.

There will be no need to publish your work. All members of your class or subject group will be able to see the contents of the wiki page as soon as you have saved your work.

Creating Links to a New Wiki Page

It is possible to create new pages and create links to new wiki pages from within an existing wiki page.

Follow the steps below to create links to a new wiki page. To complete the following steps, you must start the process from the wiki you wish to edit.

1. Select **Edit**, displayed on the top right-hand corner of the screen.



Figure 122 Select edit displayed on the top right-hand corner of the screen.

The page will reload and will now be editable.

2. To create a new wiki page, type two square brackets and the title of the wiki page you wish to create, followed by two square brackets.

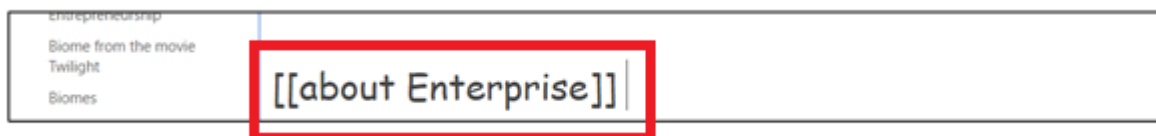


Figure 123 Create a new wiki page with double square brackets.

3. Select **Save** or **Check In** if you have finished editing this wiki page. You will see that the title you have given is now displayed as a link, with a dotted line underneath it.



Figure 124 Page title displayed as a new link.

4. **Select the link** you have just created. You will be prompted by a popup window called Add a page, asking if you would like to create a new wiki page.
5. Select **Create**.

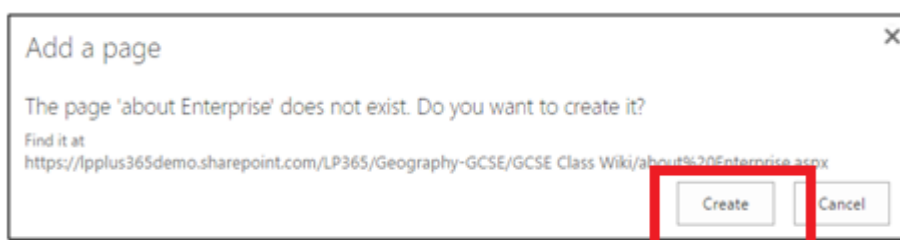


Figure 125 Create wiki page popup window.

You will now be taken into your newly created wiki page, where you will be able to add content and save your work.

Deleting a Wiki page

Follow the steps below to delete a wiki page. To complete the following steps, you must start the process from within your class.

1. Select the Wikis tile title.

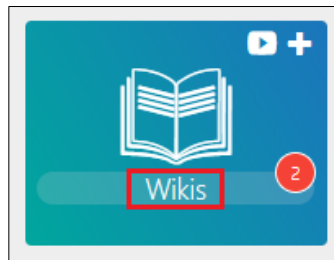


Figure 126 The Wikis tile on the class dashboard.

You will be navigated into the class wiki library in SharePoint Online.

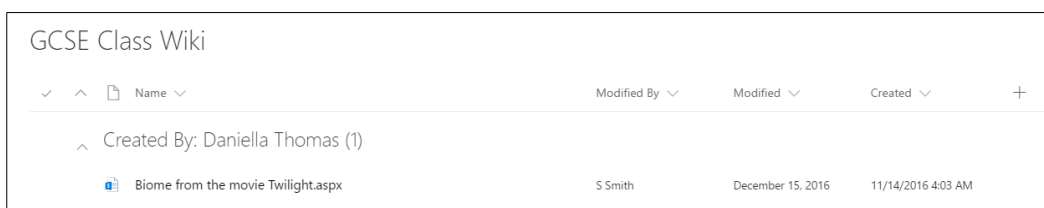


Figure 127 Class wiki library in SharePoint Online.

2. **Select the checkbox** that appears on the left-hand side of the wiki page title when you hover over it.

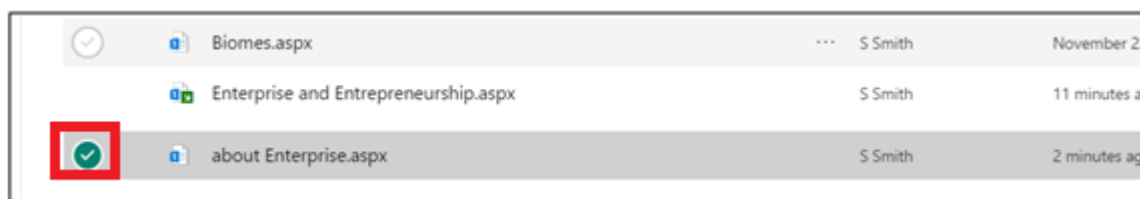


Figure 128 Select the checkbox that appears on the left-hand side of the wiki page title.

3. **Select Delete** from the menu bar that appears above the class wiki library.



Figure 129 Select Delete.

You will be asked to confirm deletion, and the wikis you previously selected in step two, will now be deleted, and sent into the recycle bin.

Using Class Notebook

Class Notebook is becoming an increasingly popular tool, being used by schools globally. Class Notebook is a useful tool to use to display and keep a log of weekly lessons; individual lesson notes and collaborative learning notes.

If you are lucky enough to have an interactive whiteboard set up in your classroom, you could deliver the lesson through this tool, whilst making use of the LP+365 toolset, and traditional teaching tools alike.

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Create a new Class Notebook for a topic you are currently teaching your class or subject group.
- Prepare next week's lesson delivery in the content library section.



Creating a new Class Notebook

Follow the steps below to create a new Class Notebook. To complete the following steps, you must start the process from within your class.

1. **Select the + icon** displayed on the top right-hand corner of the Class Notebook tile.

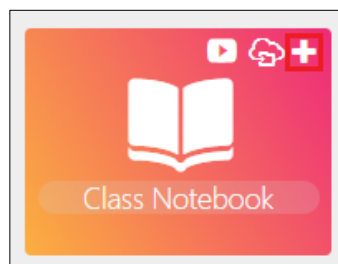


Figure 130 The Class Notebook.

2. Select **Create a Class Notebook**.

3. **Enter a title** for your new Class Notebook and select **Next**.

Figure 131 Enter a title

4. Select **Next**.
5. **Enter the name of, and then select**, all the teachers that have access to your class.
6. **Select Next**.
7. **Enter the class name and select the learner group** for your class.

Figure 131 Enter the class name and select the learner group

8. **Select Next**.
9. Update the sections in each student's private workspace. You can **remove any of the default sections, add your own** or leave the default sections unchanged.
10. **Select Next**.
11. Check the vision preview **and Select Create**. LP+365 will now create your Class Notebook. It may take a short while to load, as the system will be busy creating all the relevant sections and adding in students.
12. **Close** the browser tab.

Accessing your Notebook from the Class Dashboard

Follow the steps below to access a Class Notebook from your Class Dashboard. To complete the following steps, you must start the process from within your class.

1. **Select the Class Notebook tile title.**

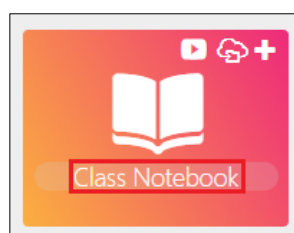


Figure 133 The Class Notebook tile.

You will now be taken into a list of all Class Notebooks that you have either created or are a member of.

2. Select the class notebooks tab and select the class notebook.

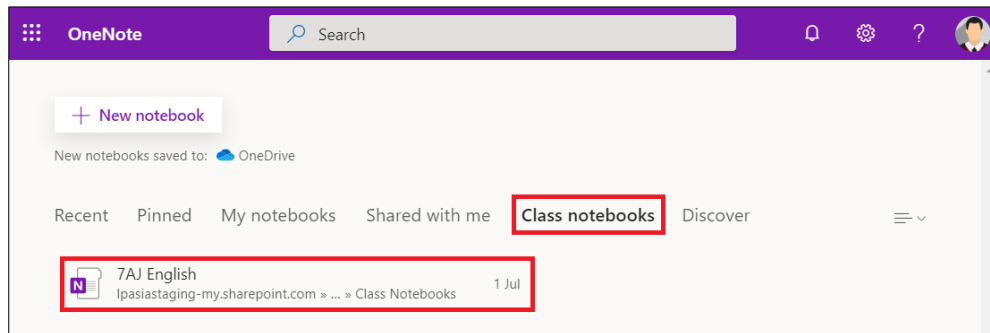


Figure 134 Open in OneNote Online.

Your chosen Class Notebook will now open in OneNote online.

Managing Class Notebook

Once a Class Notebook has been created by a teacher, they may be required to add or remove students or teachers after the initial Notebook is created. **NB. If you create the Notebook by selecting the '+' sign, this will automatically add the students and teachers that are provisioned in that class.** Any manual additions or removals can be done from the Class Notebook management screen available to teachers and administrators.

1. Select the Class Notebook icon.

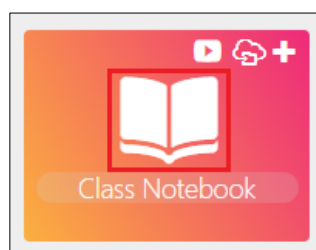


Figure 135 The Class Notebook tile.

2. From here you can manage your Class Notebooks. Select **Add or remove students** or **Add or remove teachers**, depending on whether you are looking to add or remove students or teachers.

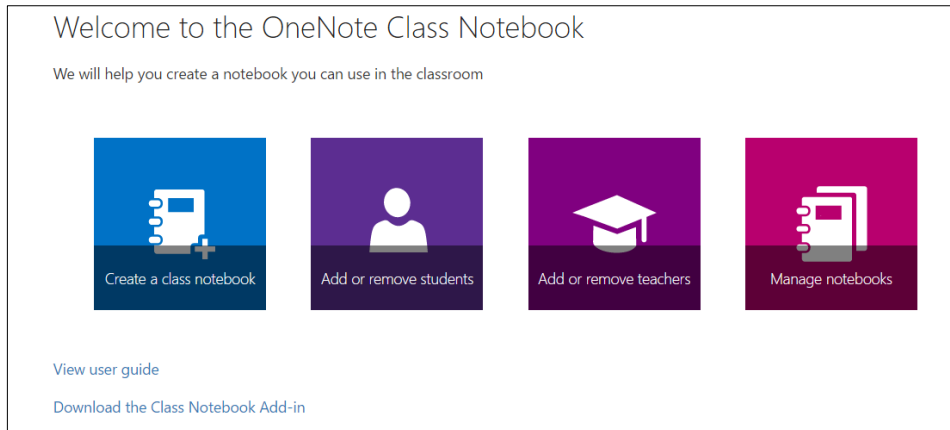


Figure 136 Add or remove students and teachers.

1. Selecting Add or remove students or Add or remove teachers will take you into a new page, where you can **select which notebook you want to amend access to.**

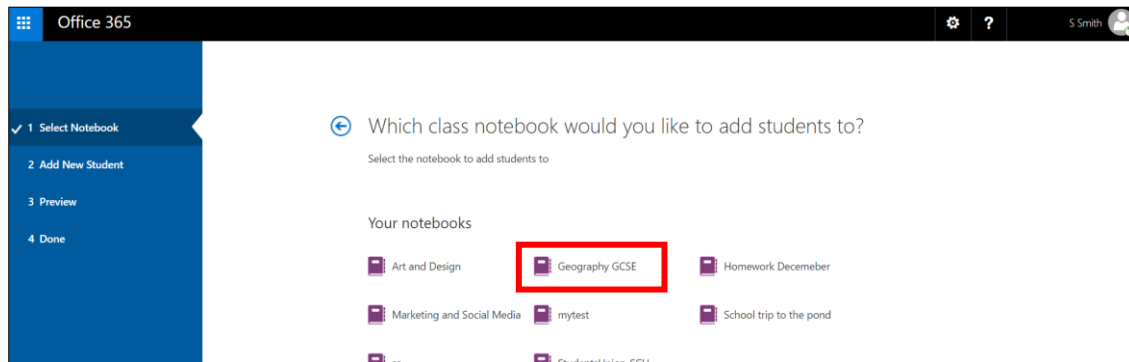


Figure 137 Select which notebook you want to amend access to.

2. **Add the names, or email addresses** belonging to the pupils or students you want to grant access to.
3. Select **Next**.



Figure 138 Add names or email addresses belonging to pupils or students you want to grant access to.

4. In the next window, confirm your changes by selecting **Update**.

The student or teachers will now have been added into the Class Notebook you selected in step four.

Using Blogs

Blogs are perfect tools to use to encourage your students to master different writing styles. From opinion writing; to reporting writing; in creating new blog posts students are challenged to explore new ways of writing in front of a live audience.

Individual blog posts can be filtered by category, making it easy for you and your students to create new blog posts surrounding specific topics and projects.

Suggestions for use in the classroom:

- Learning goals: short blog on learning goals that a student has set him/herself for the term or year ahead. These blogs can be revisited at the end of the allocated time and reviewed by the learner.
- Review writing: Book reviews; and reviews on lessons; field trips etc.
- Record lesson activity to document learning experiences.
- Debate and editorial writing: debating an issue, backing up their opinion with facts and evidence.
- Role play: Writing a journal or diary entry as a character from a novel that you are reading in class.

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Create a new Category in your class blog.
- Create a new Blog Post welcoming your students to LP+365.
- Write a comment on your blog post.
- Edit your blog post.



Managing categories in your class Blog

Follow the steps below to manage the categories in your class blog. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. Select the Blog tile Title.

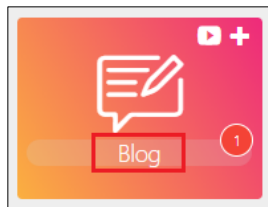


Figure 139 Select the Blog tile title.

This will take you into your class blog in SharePoint online. On the right hand side, you will see a section titled Blog tools.

2. Select Manage categories from within the Blog tools section.

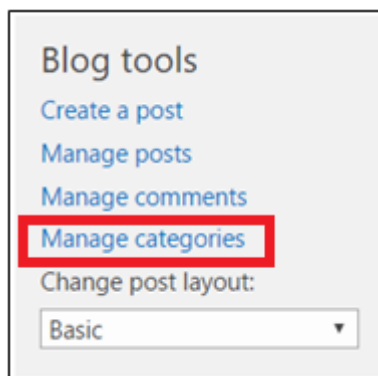


Figure 140 Select Manage categories.

This will take you into the Manage categories list.

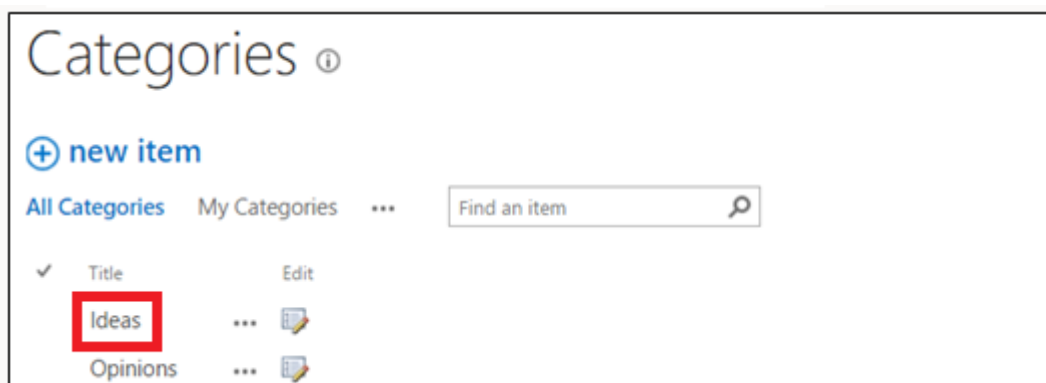


Figure 141 Manage categories list.

From here follow the instructions on the next few pages to add a new category; edit an existing category; and delete a category from the Manage Categories list.

Creating new categories

Follow the steps below to create a new category.

1. To create a new category, **Select + new item.**



Figure 142 Select + new item.

You will be prompted to give your category a title.

2. **Give your category a title and select Save.**

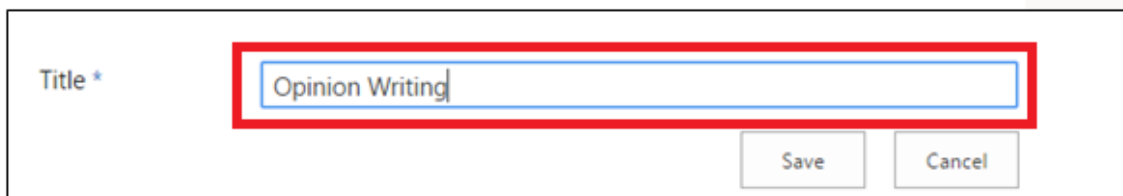


Figure 143 Give your category a title and select Save.

Your category will now appear on the Manage categories list and will be ready for students to use when blogging.

Editing an existing Category

Follow the steps below to edit an existing category.

1. Select the **ellipsis icon** that appears towards the right-hand side of the title of the category you wish to edit.
2. Select **Edit Item** from the dropdown menu that appears.

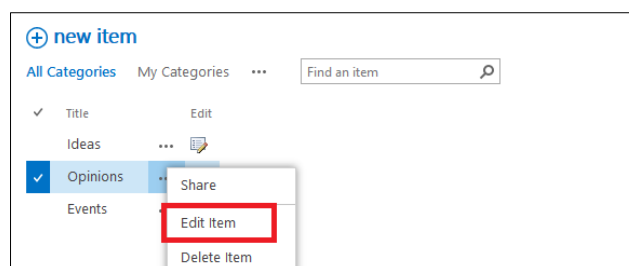


Figure 144 Select Edit Item from the dropdown menu that appears.

3. Make your changes and **Select Save.**

Your edited category will now appear on the Manage categories list and will be ready for students to use when blogging.

Deleting a category

Follow the steps below to delete an existing category.

1. **Select the ellipsis icon** that appears towards the right-hand side of the title of the category you wish to edit.

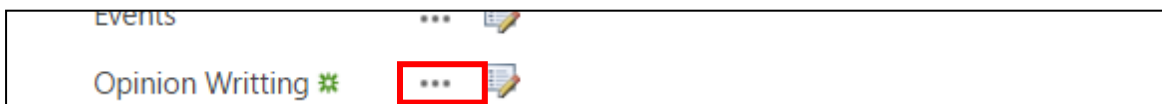


Figure 145 Select the ellipsis icon that appears towards the right-hand side of the title.

2. Select **Delete Item** from the dropdown menu that appears.

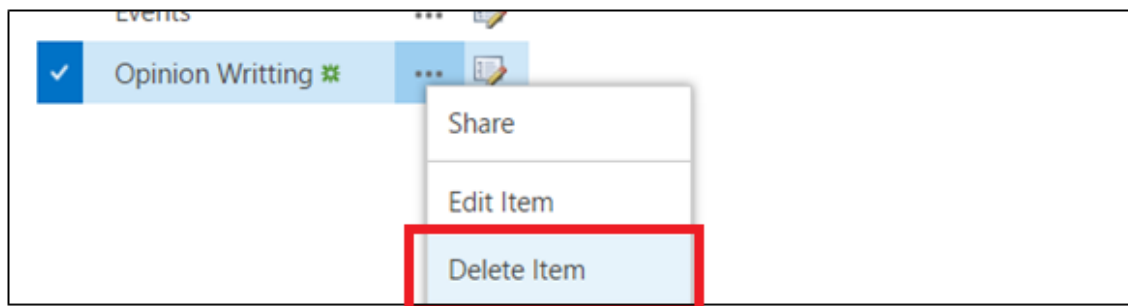


Figure 146 Select Delete Item from the dropdown menu that appears.

You will now be asked to confirm deletion. To confirm, **Select OK.**

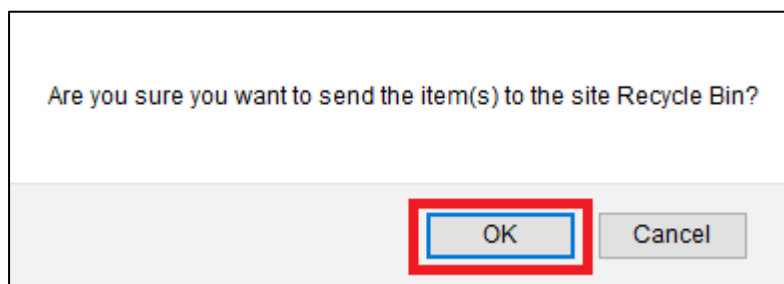


Figure 147 Select OK to confirm deletion.

The category will now be deletion and will be sent into the recycle bin.

Creating a new Blog Post

Follow the steps below to add a new Blog post into your class blog. The latest post will display within the Blog tile on the class dashboard. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

3. **Select the + icon** displayed on the top right-hand corner of the Blog tile.

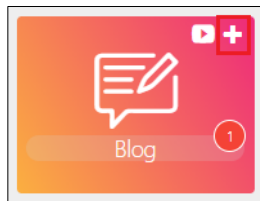


Figure 148 Select the Blog tile + icon

4. A new popup window will open prompting you to add information to create your blog post.

Figure 149 Fill in the relevant fields.

5. Fill in the relevant details as explained below:
 - **Title:** this will be the title of your blog post.
 - **Body:** this will be the main text displayed in the body of your blog post. You should be aware that you will not be able to add in images or other media here, please see the instructions on adding a blog post via Office365 for instructions on how to do this.
 - **Category:** this will allow you to select a Category. These are maintained in the Manage Categories list. Only teachers can add in new Categories.
 - **Publish Date:** you can select today's date, to publish the post straight away, or select a date in the near future, will schedule to post to publish on that date.
 - **Publish time:** you can select the nearest available time to publish your post straight away, or you can select a specific time if you are scheduling your post.
6. **Select Save** to publish or schedule your blog post.

Creating a Blog Post in SharePoint online

Follow the steps below to add a new Blog post into your class blog via SharePoint online. The latest post will display within the Blog tile on the class dashboard. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

Please note that this option will enable you to add images, and other media into your blog post.

1. Select the Blog tile title.

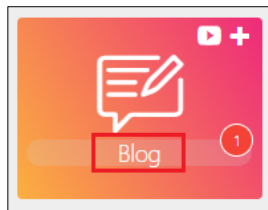


Figure 150 Select the blog tile title.

This will take you into your class blog in SharePoint online. On the right-hand side, you will see a section titled Blog tools.

2. Select Create a post.

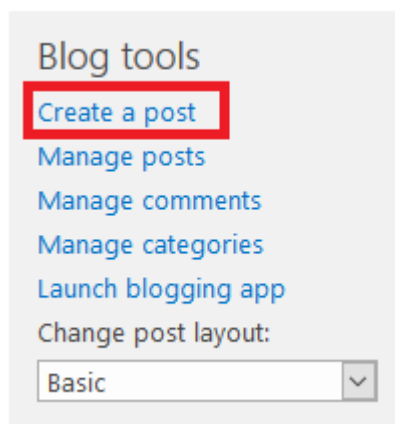


Figure 151 Select Create a post.

Having selected Create a post, you will be navigated into a new page, in which you can create your post.

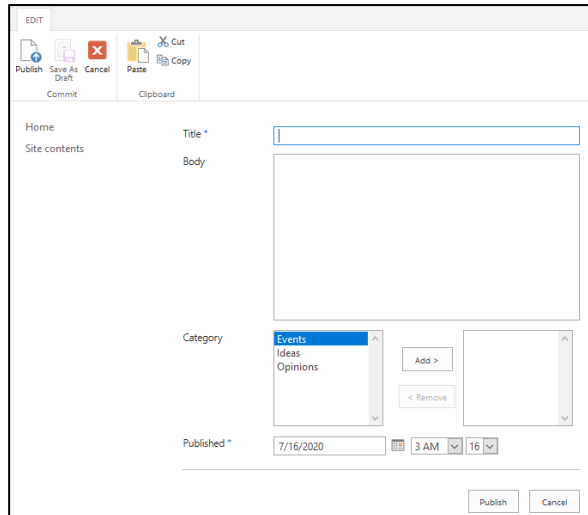


Figure 152 Create a new post.

3. Fill in the relevant details as explained below:

- **Title:** this will be the title of your blog post.
- **Body:** this will be the main text displayed in the body of your blog post. When you start typing within this field you will notice the banner along the top of the site changes to a formatting ribbon. This ribbon will enable you to format text; add in images and other media.

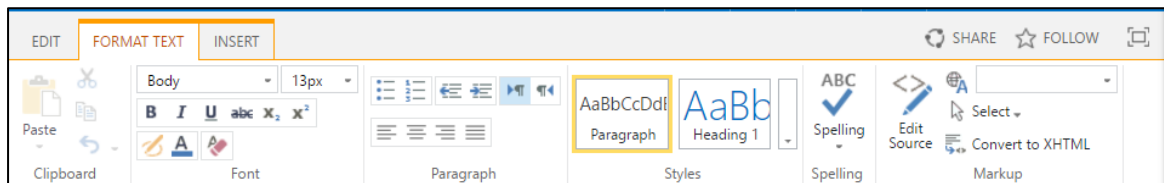


Figure 153 Ribbon to format text, add in images and other media.

- **Category:** this will allow you to select a Category. These are maintained in the Manage Categories list. Only teachers can add in new Categories.
- **Publish Date:** you can select today’s date, to publish the post straight away, or selecting a date in the near future, will schedule to post to publish on that date.
- **Publish time:** you can select the nearest available time to publish your post straight away, or you can select a specific time if you are scheduling your post.

4. **Select Publish** to publish or schedule your blog post.



Figure 154 Select Publish to publish or schedule your blog post.

Editing a Published Blog Post

Once a blog post has been published you can edit the post at a later date. To follow the steps below you will need to have navigated into the blog on your class site.

1. Locate the blog post you wish to make changes to.
2. Scroll towards the bottom of the post and **Select edit**.

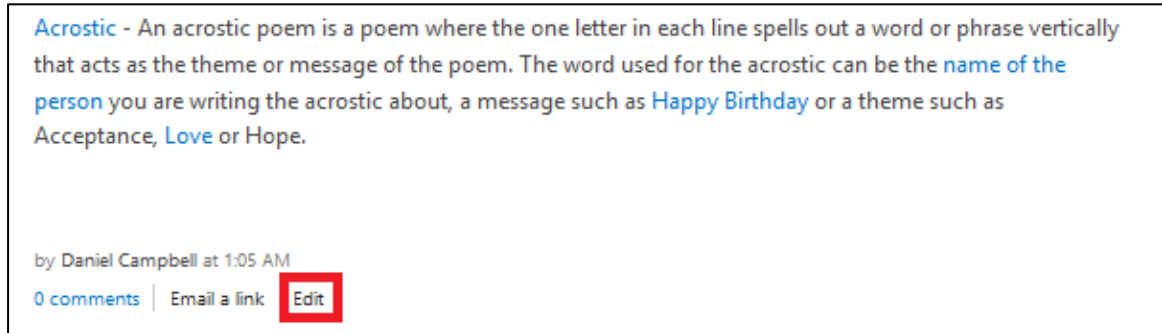


Figure 155 Select edit

Your blog post will now load up in an editable form.

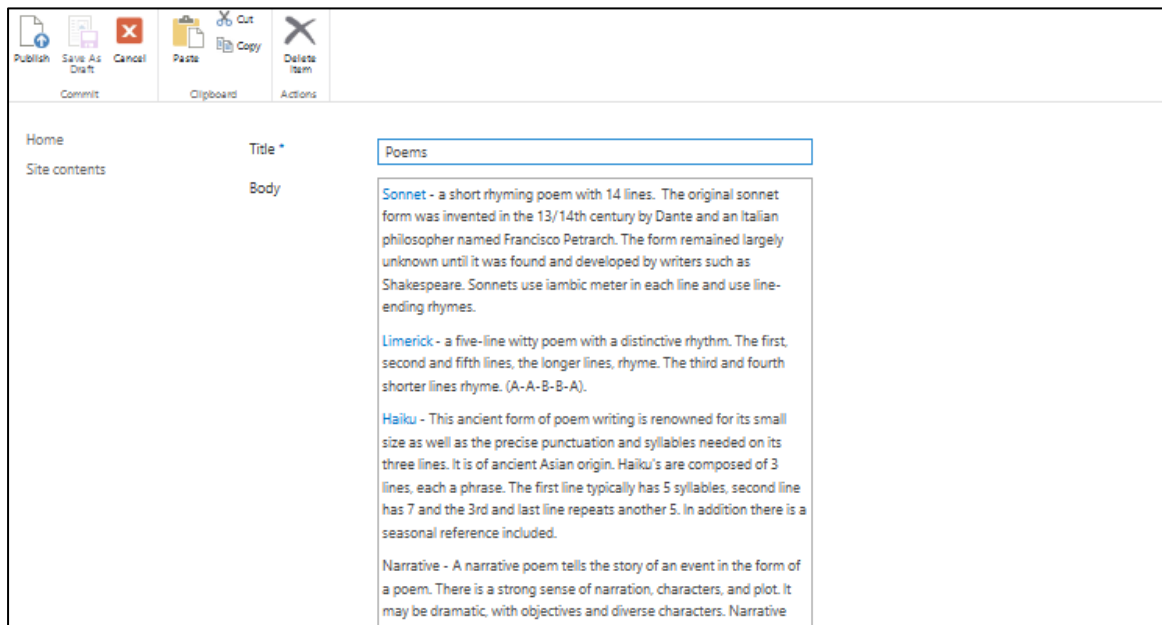


Figure 156 Blog post ready to edit.

3. When you have finished making changes, **Select Publish**.

Commenting on a Blog Post

Once you have published blog posts available to view in your class blog, you will be able to add comments. To follow the steps below you will need to have navigated into the blog on your class site.

1. Locate the blog post you wish to add a comment to.
2. Scroll towards the bottom of the post and **Select Comments**.

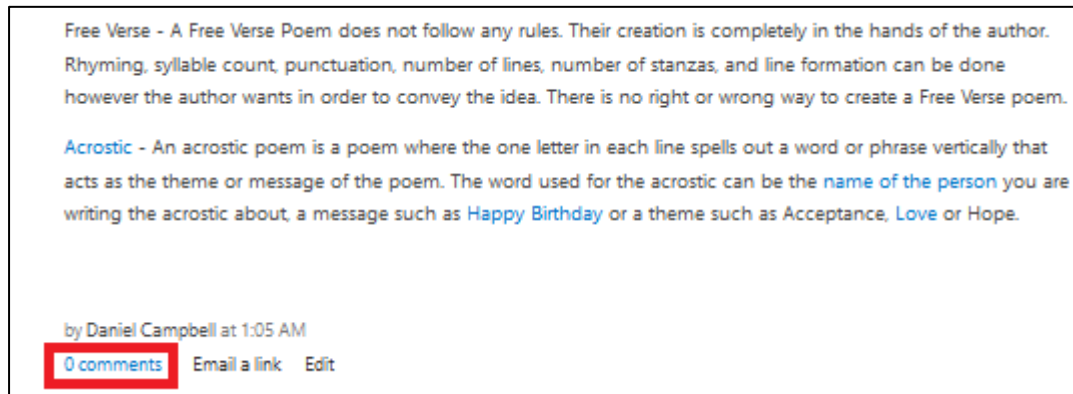


Figure 157 Select Comments.

This will navigate you into a new page, where you can view the blog post and the comments that have been added.

3. To add a comment, **Select Add a comment** and type in what you wish to comment on the blog post.

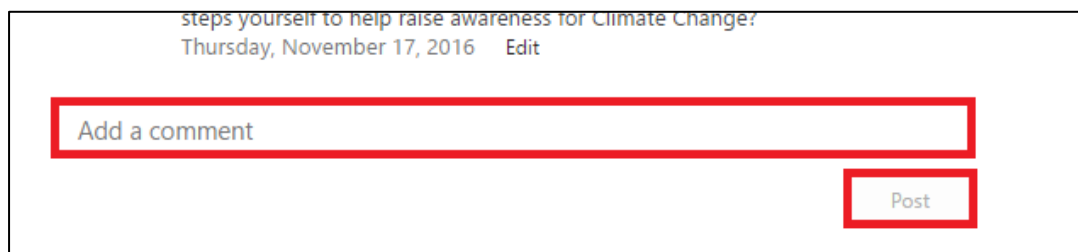


Figure 158 Add a comment.

4. **When you have finished typing your comment, select Post.**

Your comment will now be added to the comments list and will be available for other users to view and respond to.

Managing your class Blog

Follow the steps below to manage your class blog. To complete the following steps, you must start the process from within your class or subject site on the LP+365 LMS.

1. Select the Blog tile title.

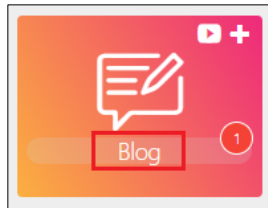


Figure 159 Select the blog tile title.

This will take you into your class blog in SharePoint online. On the right-hand side, you will see a section titled Blog tools.

2. Select Manage Posts from within the Blog tools section.

This will take you into the Manage Posts list.

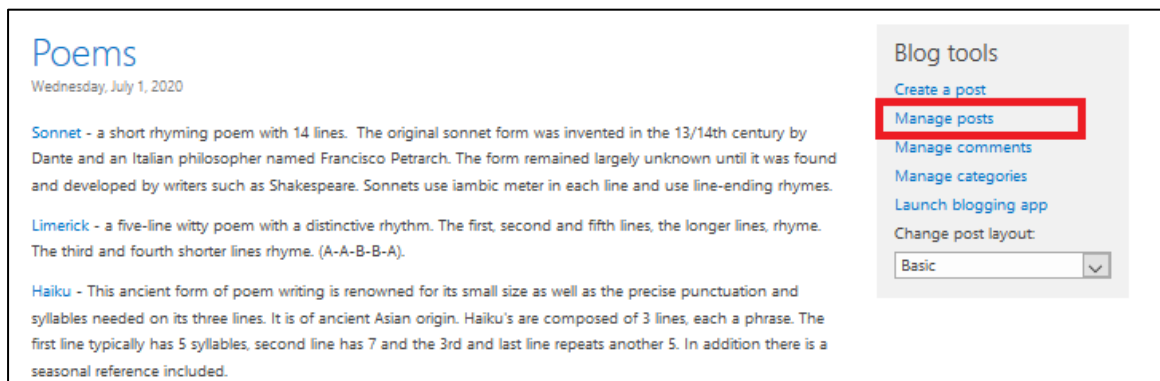


Figure 160 Manage Posts.

Here you can share, edit, delete, and view your blog post

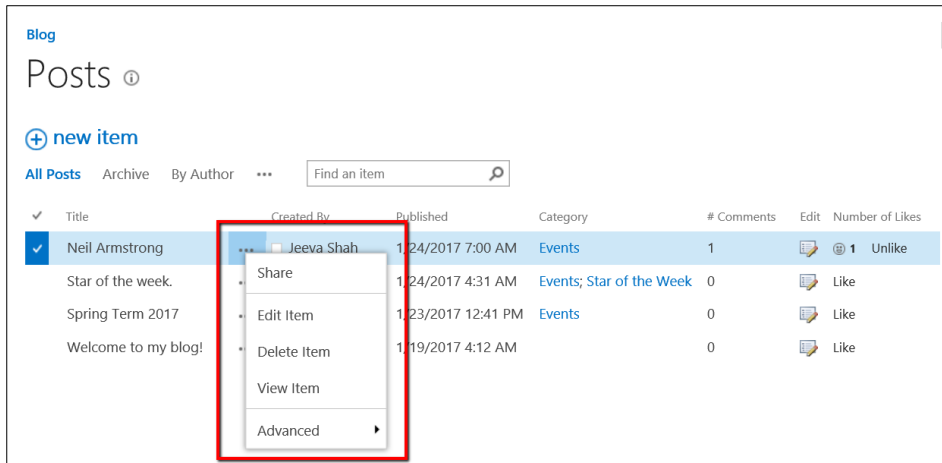


Figure 161 Share, edit, delete, or view your blog post.

Managing the blog comments

It is possible to manage the comments left on your blog post.

1. Select the Blog tile title.

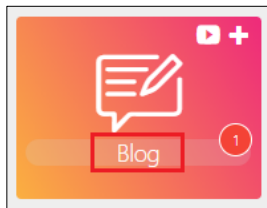


Figure 162 Select the Blog tile title.

This will take you into your class blog in SharePoint online. On the right-hand side, you will see a section titled Blog tools.

2. Select manage comments from within the blog tool section

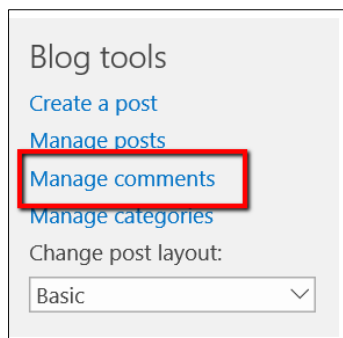


Figure 163 Managing comments.

Here you can share, edit, delete, and view your comments

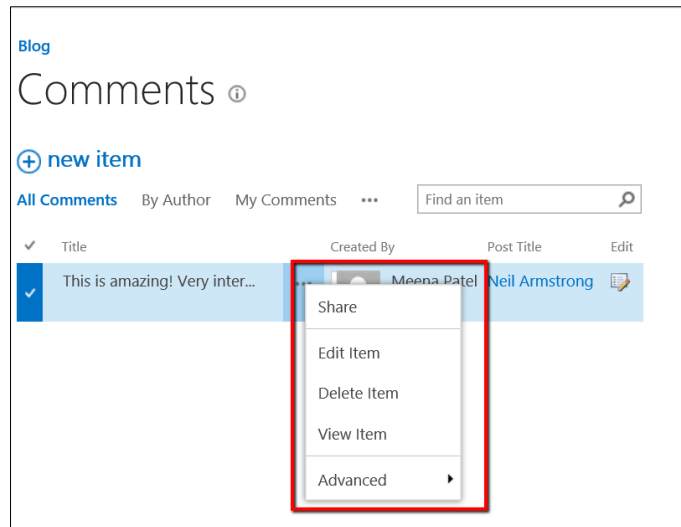


Figure 164 Managing your comments.

Homework and Assignments

The homework and assignments tool on LP+365 is a fully functioning assignments tool that has been added onto the Office365 toolset by Learning Possibilities.

This tool will enable you to set pieces of work to individuals or groups of learners, along with resources and templates.

The following pages will show you how to set and mark assignments. For further detail please speak with your school's tenant admin.

Tasks:

See the instructions available on the next few pages for help with completing the following tasks.

- Set your class an assignment.



Setting a New Assignment

To set an assignment on LP+365 you will need to start within the class dashboard. You will only be able to set assignments on the class or subject sites that you have been allocated to as a teacher.

1. **Select the + icon** on the Assignments tile.

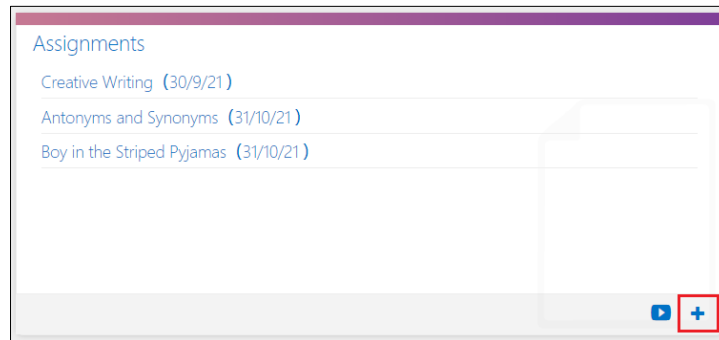


Figure 165 Select the + icon on the Assignments tile.

2. A new popup will open prompting you to add information to create your assignment brief.

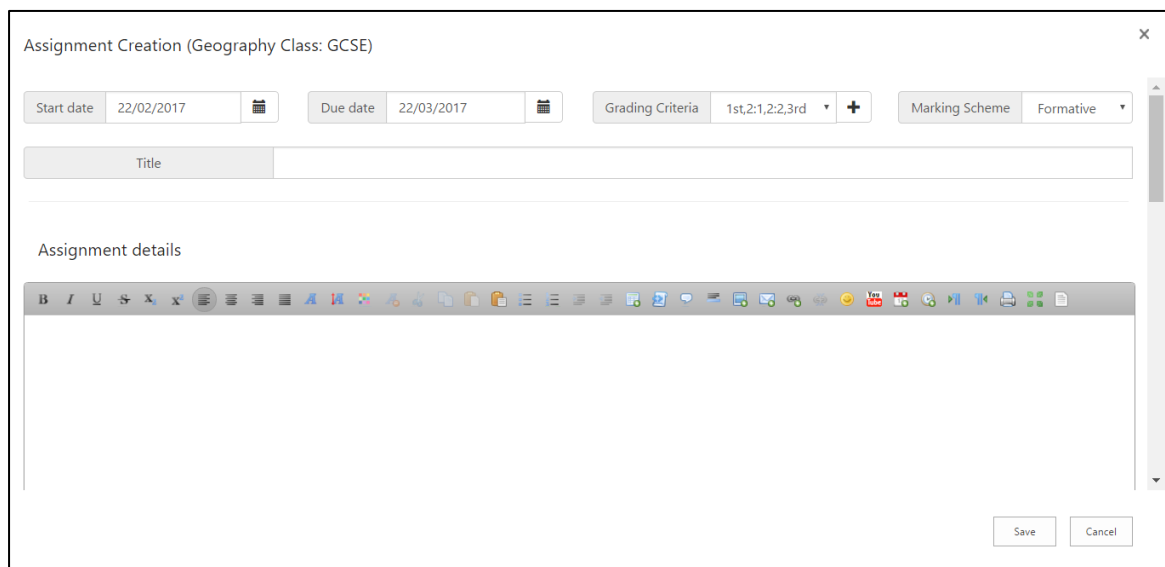


Figure 166 Assignment popup window: create your assignment brief.

3. Fill in the relevant fields as detailed below:

Start date: the start date will automatically set to today's date, meaning when you save the assignment brief, it will be emailed to your students straight away. If you would like to schedule this assignment for a future date, select the relevant date by selecting the calendar icon and then selecting the date you wish to schedule the assignment in for.

Due date: this allows you to specify the due date for your assignment. Students will not be able to work on the assignment after the due date.

Grading Criteria: this field allows you to type in your own grading criteria. To select a grading criteria, select the dropdown menu and select the criteria you wish to apply to

this assignment. To add a new grading criteria, select the + icon, and type in the grading criteria you wish to apply to this assignment.

Marking scheme: this field allows you to select a marking scheme for your assignment. You will be able to choose from:

- **Summative:** The goal of a **summative** assessment is to evaluate learning at the end of a lesson; project; or unit of work by comparing it against a benchmark. Summative assignments will allow students to submit one piece of work that the teacher will then grade and does not offer scope for feedback.
- **Formative:** The goal of a **formative** assessment is to monitor and develop learning as part of an ongoing project; or unit of work by providing ongoing feedback that can be used by students to improve their work and understanding of topics.

Title: this field will allow you to add a title for your assignment.

Assignment details: this field facilitates rich text (formatting of text; inclusion of images, and other media; links; event details; tables; quotes and coding) and allows you to input details on the assignment you are setting your learners.

Resources: this section allows you to upload resources relevant to the assignment you are creating. Students who are set this assignment will have access to view and download these resources to use as reference when completing their work.

Templates: this section allows you to upload templates that your students will be able to use to complete their assignment in. Templates created in Microsoft Word are perfect to attach, as students will be able to work within these templates in Word Online.

Quick Tip:

When uploading resources and templates, you can attach files straight from OneDrive.

This means that if you have been creating and storing resources and teaching materials in OneDrive, you can keep it all online without having to download anything to your network or device.

Once you have filled in the relevant fields and have attached resources and templates you will be able to set the assignment.

The next section within the assignment popup window will display a list of students within your class or subject group.

Please select which learners are required to complete this assignment

<input type="checkbox"/> Email	Surname	Forename
<input type="checkbox"/> charlottecollins@lpplus365demo.onmicro...	Collins	Charlotte
<input type="checkbox"/> jamesevans@lpplus365demo.onmicrosoft...	Evans	James
<input type="checkbox"/> ioanjones@lpplus365demo.onmicrosoft.c...	Jones	Ioan
<input type="checkbox"/> sophiamarchand@lpplus365demo.onmicr...	Marchand	Sophia

Figure 167 Select which learners are required to complete this assignment.

- To select all learners, select the check box that appears at the top of this section.

<input checked="" type="checkbox"/> Email	Surname	Forename
<input checked="" type="checkbox"/> charlottecollins@lpplus365demo.onmicro...	Collins	Charlotte
<input checked="" type="checkbox"/> jamesevans@lpplus365demo.onmicrosoft...	Evans	James
<input checked="" type="checkbox"/> ioanjones@lpplus365demo.onmicrosoft.c...	Jones	Ioan

Figure 168 Select learners in bulk.

- To select individual learners, or smaller groups of students select the check box that appears to the left-hand side of their email address.

<input type="checkbox"/> Email	Surname	Forename
<input type="checkbox"/> charlottecollins@lpplus365demo.onmicro...	Collins	Charlotte
<input checked="" type="checkbox"/> jamesevans@lpplus365demo.onmicrosoft...	Evans	James
<input checked="" type="checkbox"/> ioanjones@lpplus365demo.onmicrosoft.c...	Jones	Ioan
<input type="checkbox"/> sophiamarchand@lpplus365demo.onmicr...	Marchand	Sophia

Figure 169 Select individual learners.

- Once you have selected the learners you wish to set this assignment for, review the assignment details and **select Save** to send the brief to your students.

What happens next?

Now that you have set your assignment:

- Students will receive an email letting them know that they have been set a new assignment.
- The assignment will be pushed into the student's personal calendar, to help them manage deadlines.
- The assignment will display on the My Assignments tile for every student who has been set the work.
- The assignment will display on the Assignments tile on the class dashboard.

Viewing Assignments

Once an assignment has been created, a student or teacher can view the Assignment Overview by selecting an assignment from the tile on the Home Dashboard or class dashboard.

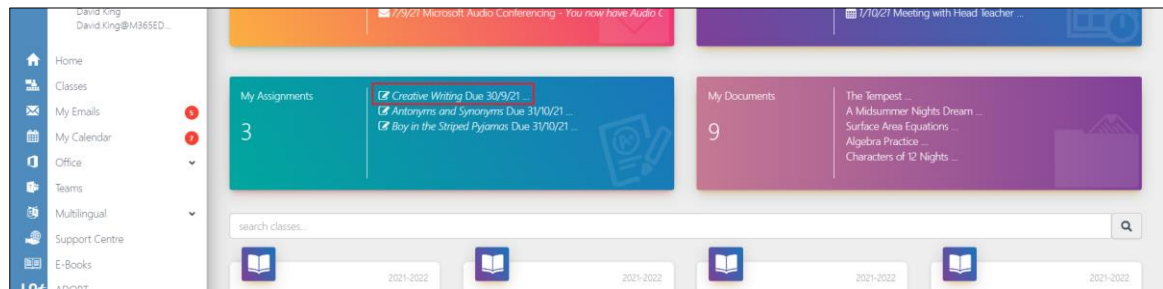


Figure 170 Selecting an assignment from the My Assignments tile on the Home Dashboard.

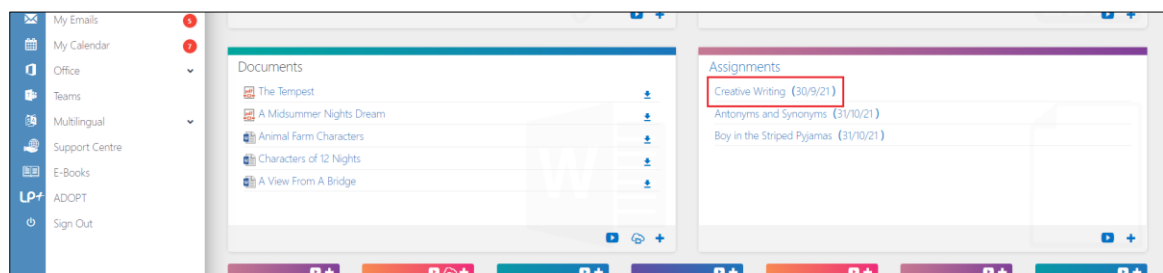


Figure 171 Selecting an assignment from the My Assignments tile on the class dashboard.

Selecting the assignment will open the assignment in a new popup window. Students will be able to submit work from here, and staff will be able to view and mark individual assignments submitted by students.

Submitting Assignments

Once an assignment has been assigned to students, they will be able to submit their work for the teachers review.

1. On viewing an assignment, the student will see: The **Learner Assignment Overview**; which displays the assignment details; and any resources and templates attached by the teacher.

Learner Assignment Overview (Jones, Ioan) Comments

Assignment: Fictional Biomes
 Teacher: Susan Smith
 Status: Pending

Assignment details

Five Factors (15 pts-3 pts each)	Based on the description on your fictional biome, relate it to one of the six biome mentioned in your notes. 2 of them need to be abiotic factors , 2 of them need to be biotic factors , and the last one is your choice. You must be able to relate <u>five factors</u> !
Fun Facts (2 pt)	Also include some fun facts about your fiction biome ☺
Picture (3 pts)	Include 2 or more pictures of your fictional biome. They can be printed images or drawings, but they must show the majority of the factors you mentioned above.

Total: 25 pts (Your entire work needs to be TYPED)

Figure 172 The Learner Assignment Overview window displaying the assignment brief. Scroll down to view resources and templates attached by the teacher.

1. The student will also be able to see any previous work they have submitted within this assignment along with any feedback from the teacher.

Submissions					
Completed	Learner Com...	Marked	Tutor Feedb...	Grade	Final
2/22/2017 9...	😊 finished!	2/22/2017 9...	This is a good first effort		false

Figure 173 Students will see previous work submitted and teacher feedback.

Below previous submissions, there will be a section titled **Produced Work**.

2. If this is the first time that the student is submitting a piece of work to this assignment, then they will need to upload their work from the network or device or attach their work from OneDrive.
 - **Select Choose Files** to open from network or device.
 - **Select Open from OneDrive** to attach a file from OneDrive.



Figure 174 Uploading work for first submission.

3. Before submitting, the student can add in comments to send over to the teacher with their piece of work.

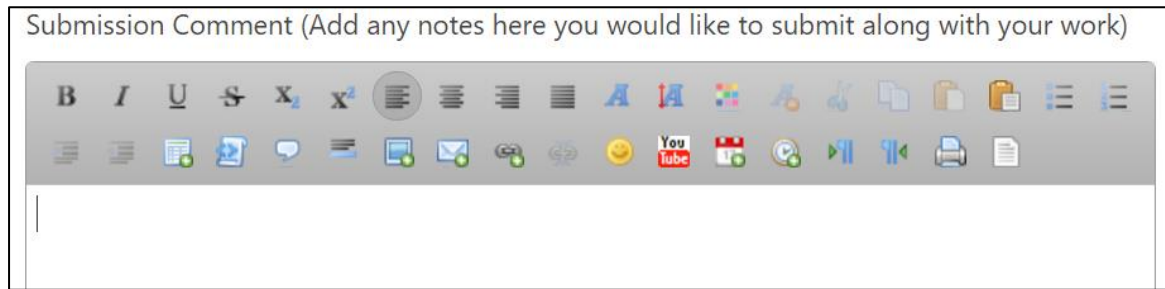


Figure 175 The student can add in comments to send over to the teacher with their piece of work.

4. After uploading their work, and adding comments, the student should select **Submit** to submit their work to the teacher.

The teacher will now receive an email to say that the student has submitted their work.

Marking Assignments

Once an assignment has been submitted by a student, the teacher will receive an email notification.

1. On viewing an assignment, the teacher will see the assignment brief; any resources and templates previously attached to the assignment; and Learner work statuses.
2. **The Learner work statuses section will display a status for each student who has been set the assignment.**
 - **Pending:** Pending means that the student has not yet submitted a piece of work.
 - **Marking:** Marking means that the student has submitted a piece of work, and that it is ready for marking.
 - **Rework:** Rework means that the student has been given feedback and is currently working on another draft.
 - **Completed:** Completed means that the student has completed the assignment and has been allocated a grade.

Learner work statuses						
Email	Surname	Forename	DOB	Status	Grade	
ioanjones@lpplus365dem...	Jones	Ioan	25/08/2006	Marking		
sophiamarchand@lpplus36...	Marchand	Sophia	15/08/2006	Rework		
daniellathomas@lpplus36...	Thomas	Daniella	10/09/2005	Completed	B	
joshhughes@lpplus365de...	Hughes	Josh	12/09/2005	Rework		

Figure 176 the Learner work statuses tells the teacher who has submitted their homework/assignment.

3. Double clicking on a student's status from the Learner work statuses section will open a Learner Assignment Overview for that student.

Learner work statuses					
Email	Surname	Forename	DOB	Status	Grade
ioanjones@lpplus365dem...	Jones	Ioan	25/08/2006	Marking	
sophiamarchand@lpplus3...	Marchand	Sophia	15/08/2006	Rework	

Figure 177 Select a student's status from the Learner work statuses section.

Learner Assignment Overview (Jones, Ioan)					
Assignment:		Fictional Biomes			
Learner:		Jones, Ioan			
Status:		Marking			
Submissions					
Completed	Learner Comment	Marked	Tutor Feedback	Grade	Final
2/22/2017 9:15 PM	😊 finished!	2/22/2017 9:19 PM	This is a good first effort. Please		false
2/22/2017 9:34 PM	Ok I have added in animals.	2/22/2017 9:39 PM	Hi Ioan, Please remember to		false
2/22/2017 9:41 PM	Hi I have attached the work				false

Figure 178 Learner Assignment Overview for a student.

- To view the latest submission, select the most recent learner comment.

Learner Assignment Overview (Jones, Ioan)					
Assignment:		Fictional Biomes			
Learner:		Jones, Ioan			
Status:		Marking			
Submissions					
Completed	Learner Comment	Marked	Tutor Feedback	Grade	Final
2/22/2017 9:15 PM	😊 finished!	2/22/2017 9:19 PM	This is a good first effort. Please		false
2/22/2017 9:34 PM	Ok I have added in animals.	2/22/2017 9:39 PM	Hi Ioan, Please remember to		false
2/22/2017 9:41 PM	Hi I have attached the work				false

Figure 179 Select view the most recent submission.

This will take you into the submission details surrounding the piece of work submitted by the student.

- Scroll down to **Produced Work**.
- Select the URL to open the file in the Office web app (if compatible).

Produced Work					
Title	Description	URI	Version	Type	Feedback
twilightbiom...		https://lpplu...	1	.docx	

Figure 180 Select the URL to open the file in an Office Web app.

Homework & Assignments

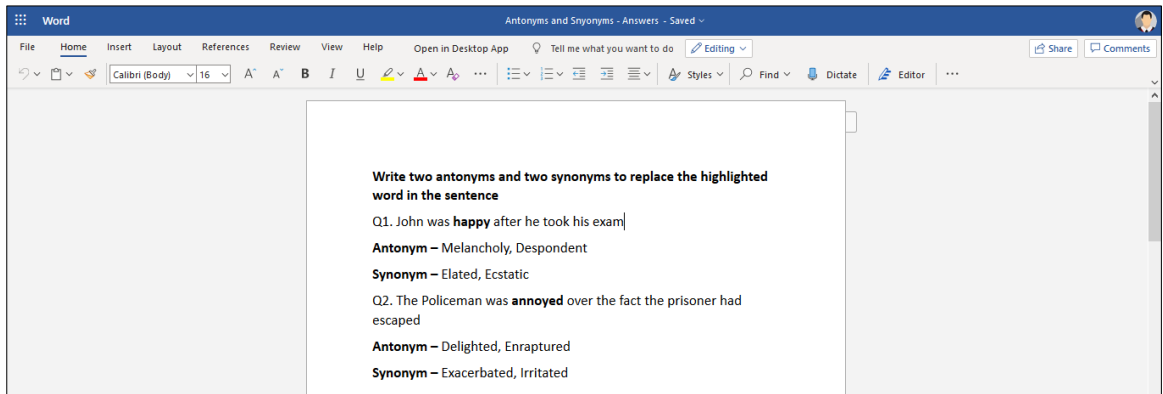


Figure 181 Students Work.

The page will reload, and you will now be able to make changes to the students work; adding in feedback and comments using the toolbar that appears across the top of the page.

Working on Word Online saves your work automatically, so you don't need to worry about saving your changes before exiting. Your changes will be saved back into the document.

Having exited Word Online, you will see that you are back in the Assignment Submission window.

7. **Scroll down to the section titled Upload Feedback.** Here you can upload feedback from your network, device or from OneDrive.

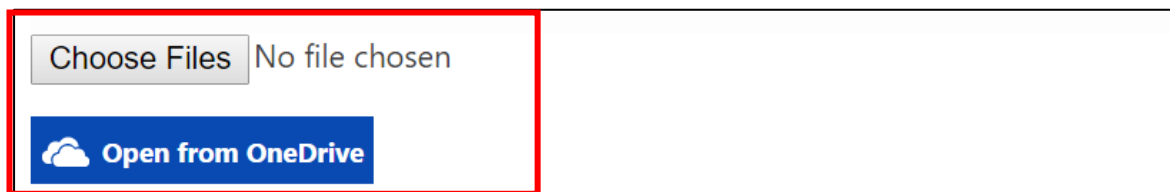


Figure 182 Upload feedback from your network, device or from OneDrive.

8. **If you are ready to grade this piece of work**, type the grade into the field titled Grade.
9. **Otherwise**, if you want to send the work back to the learner with your comments, and would like them to continue working on the document, **Select the check box** that appears next to **Requires Rework**.

A screenshot of the grading form. It has a title 'Mark' and two input fields. The first field is labeled 'Grade:' and is empty. The second field is labeled 'Requires Rework:' and contains a small square checkbox. Both fields are highlighted with a red rectangular border.

Figure 183 Grade the work or select the check box that appears next to Requires Rework to allow the student to work on another draft.

10. Before sending the work back to the learner, you have the option to add further feedback, or comments to send to the student with their marked work.

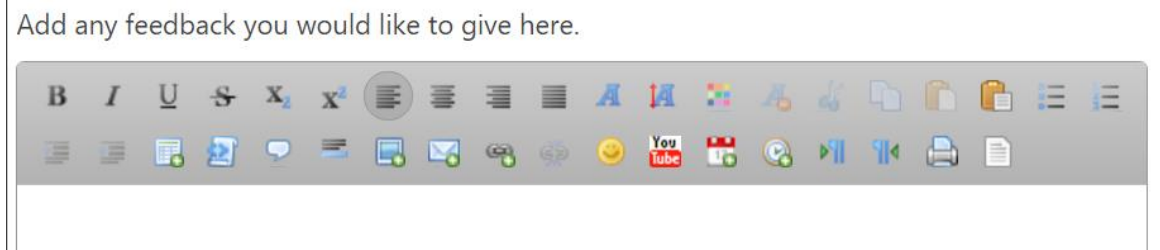


Figure 184 Add further feedback.

11. When you are happy with the feedback that you have provided the learner, **Select Submit**. This will send an email to the student, letting them know that their work has been marked and that feedback is available.

The student will now be able to resubmit their work, and you will be able to remark, and continue this process until you are ready to grade the student's submission or final entry.

Student Centre

The student centre includes Class Membership and Class Analytics.

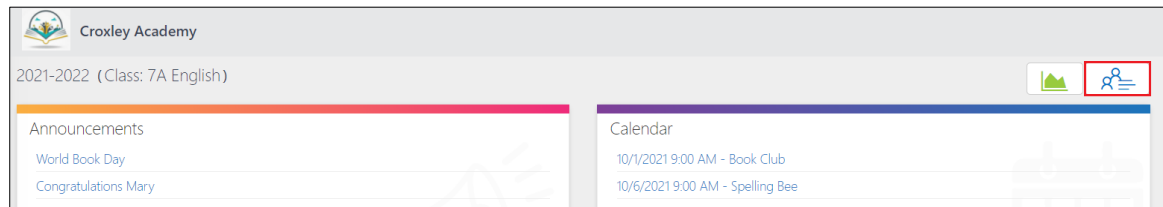


Figure 185 Class Membership icon.

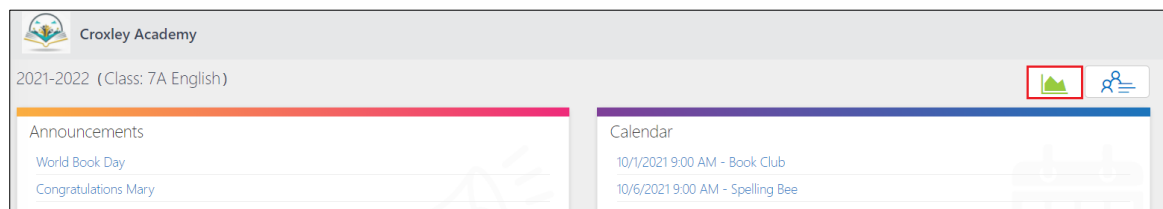


Figure 186 Class Analytics icon.

Class Membership

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

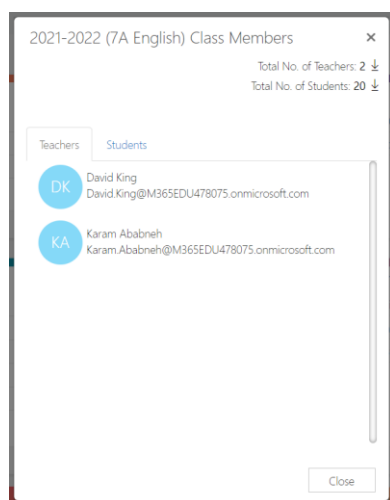


Figure 187 Class Membership.

Class Analytics

Teachers have always had to analyse data about how their students are learning, but data **analytics** 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; that is what **LP+365** Analytics delivers.

Class Analytics allows Admins and Teachers to access a class analytics grid displaying a RAG (Red, Amber, Green) status for each Student's recorded Sentiment and Engagement.

Student Emoji

Students are presented with an option to select from six available Emoji's via their Navigation tool bar, to reflect their current overall sentiment. They are prompted to select an emoji every 7 days from when they last selected a sentiment, via a pop-up message at the bottom of the screen as they login to the LP+365 app, asking 'How are you feeling?'. The most recently selected emoji is stored and displayed in the navigation bar.

Once a student emoji selection is captured, the following information is recorded and reflected on the analytics grid and an appropriately identified RAG status is allocated:

User ID, Forename, Surname, Year, Class Name, date/time of selected emoji, emoji state selected.

There are **6 available emoji** sets:

- Default – Question mark if never selected/first time user
- Delighted
- Happy
- No Complaints
- Worried
- Stressed
- Sad

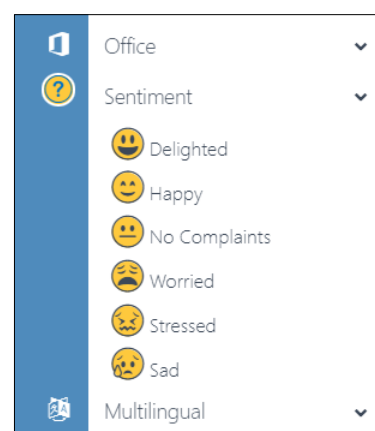


Figure 188 student Emoji selection.

Class Analytics Grid

1. Select the Class Analytics icon in the Student Centre.

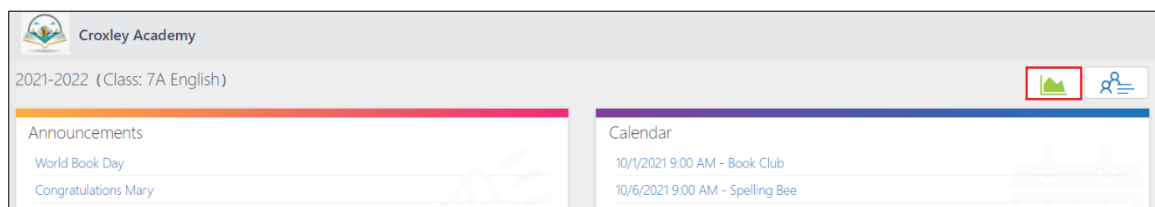


Figure 189 Class Analytics icon.

The Analytics Grid is launched in a new browser tab and displays the students from the class the feature has been selected from. It displays students' Forename, Surname, their user profile from your school's Office365 tenant and a RAG (Red, Amber, and Green) status of Sentiment (S), Engagement (E). The Sentiment and Engagement can be arranged by order of RAG by selecting the Red, Amber or Green 'S' or 'E'.

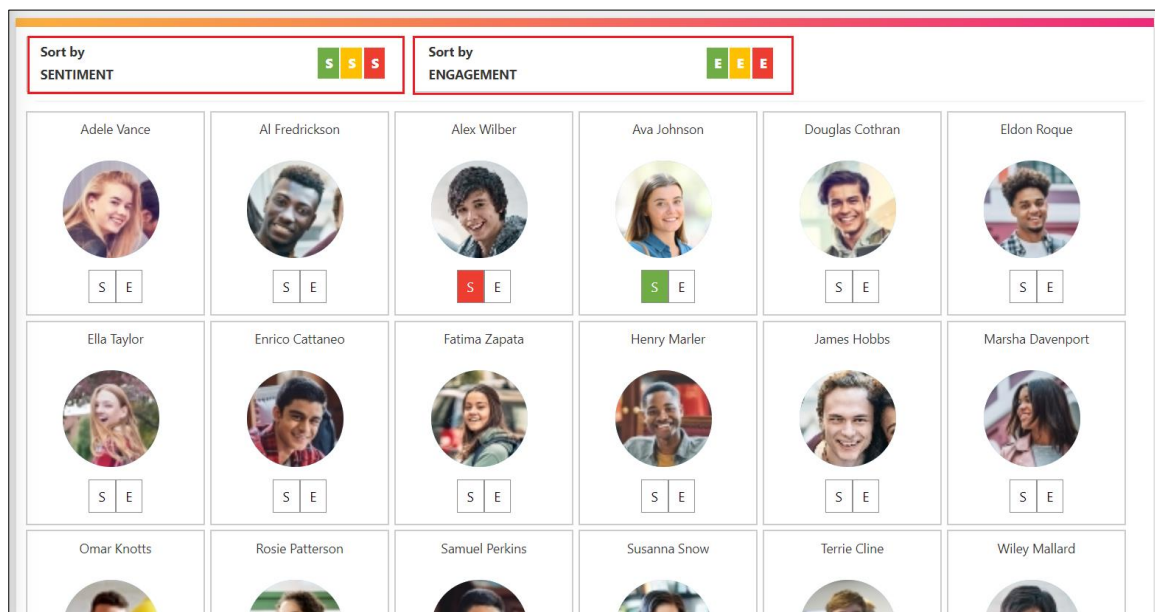


Figure 190 student Emoji selection.

Sentiment

The 'S' icon present in the Student user profile body represents the overall student Sentiment and is assigned a **RAG** status calculated by taking the average trend of previously recorded Sentiments; this excludes the most recently selected sentiment. **Tooltip** appears when you hover over 'S'. The Current Status displays in real-time the most recently selected sentiment and will display 'none' if an emoji is not chosen. If there is no recorded trend, then there is no **RAG** represented on the 'S' icon and is left blank (white).

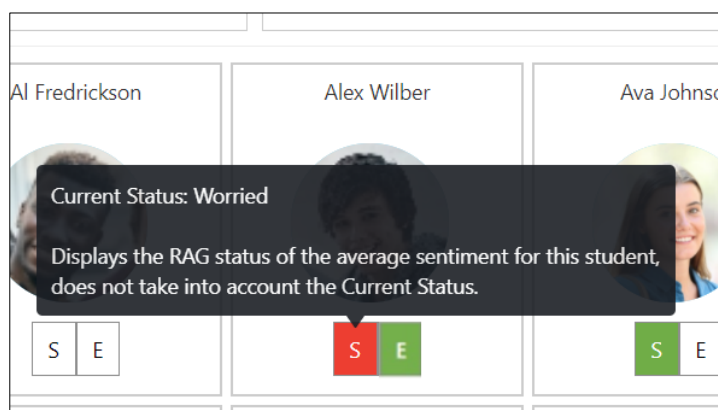


Figure 191 Sentiment. The average trend is calculated by taking the average of previous recorded sentiments and does not include the last chosen sentiment.

Sentiment RAG Calculation

The RAG status of the Sentiment is calculated based on the weighted score shown in Table 1 and is given to each student when a sentiment is selected. The score is used to calculate the average trend RAG.

State	Current RAG
Default	White
Delighted	Green
Happy	Green
No Complaints	Amber
Worried	Amber
Stressed	Red
Sad	Red

Figure 192 RAG Table.

Engagement

The 'E' icon present in the Student user profile body represents the student's Engagement in the specific class and is assigned a RAG status calculated using a relative score and ranked based on number of peers in class. **Tooltip** appears when you hover over 'E'.

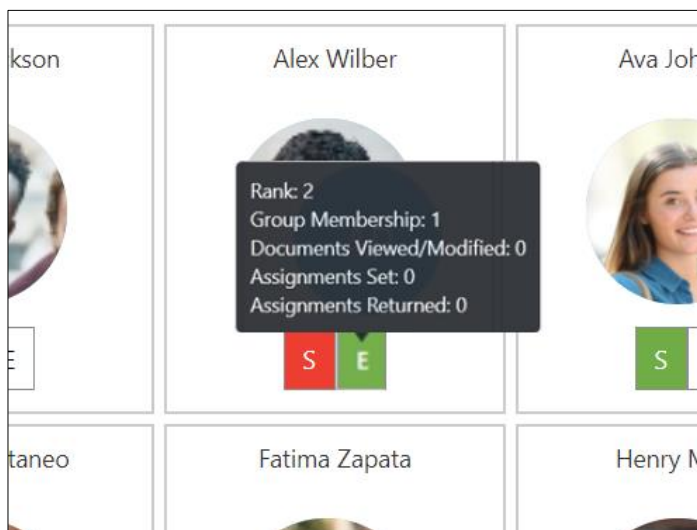


Figure 193 Engagement.

Engagement RAG Calculation

The relative score rating is based on the following metrics; overall **Group Membership**, overall **Documents Viewed/Modified**, **Assignments Set** and **Assignments returned** which is particular to each **Class Dashboard**. These metrics then contribute to a final consolidated score to calculate the displayed Rank, which in turn is used to assign a RAG status.

RAG	Weighting Rule
Red	Bottom 40% of users
Amber	Mid 40% of users
Green	Top 20% of users

Figure 194 Weighting Rule table.

Teaching Remotely

Teachers can create an online class that students can join from home. Online class features include:

- Full access to LP+365
- Sharing of desktops
- Turn on/off your own microphone and webcam
- Record the online class to share with any absences

There are two options to create an online class; **Invite now**, if you and your students are ready to join the class or **Schedule an online class**, if you want to schedule it for a future date or time.

Invite now

1. Select the teams icon from the menu.

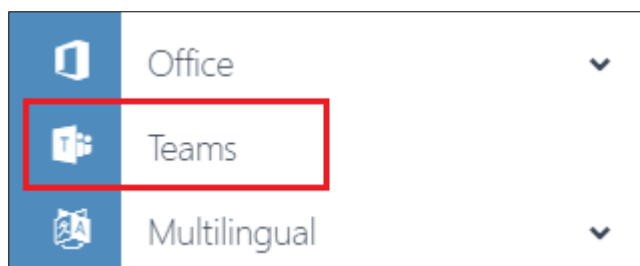


Figure 195 Select the teams Icon.

2. Select calendar, located on the left-hand side of the screen.

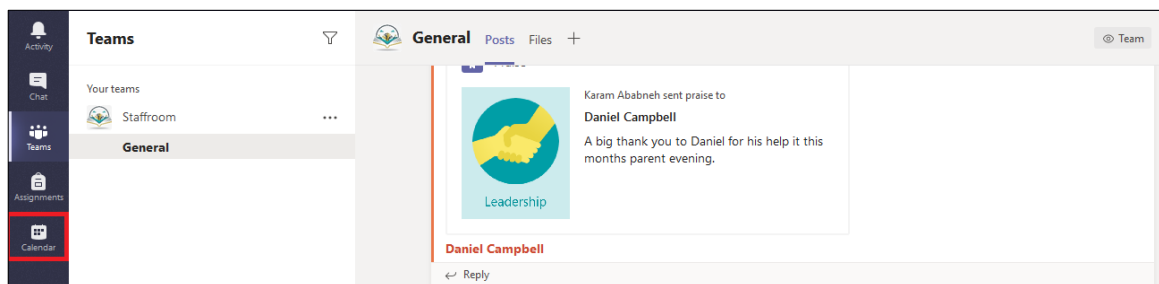


Figure 196 Select the calendar Icon.

3. Select meet now and Start Meeting

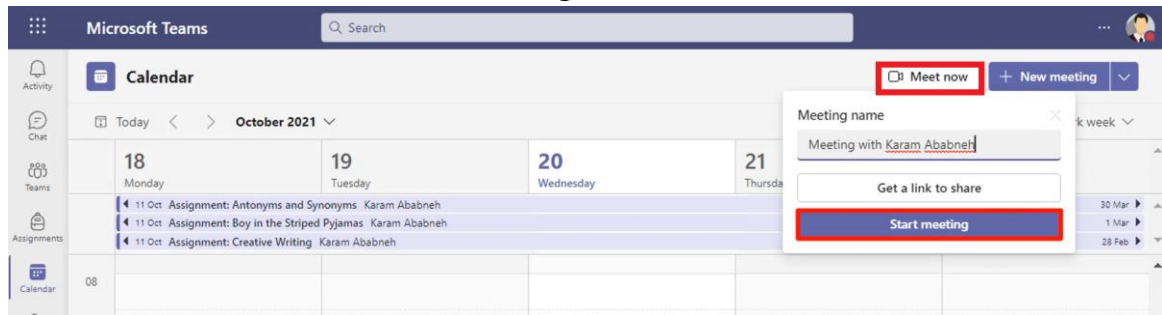


Figure 197 Select Meet Now.

4. In the textbox change 'meeting' to 'class'.

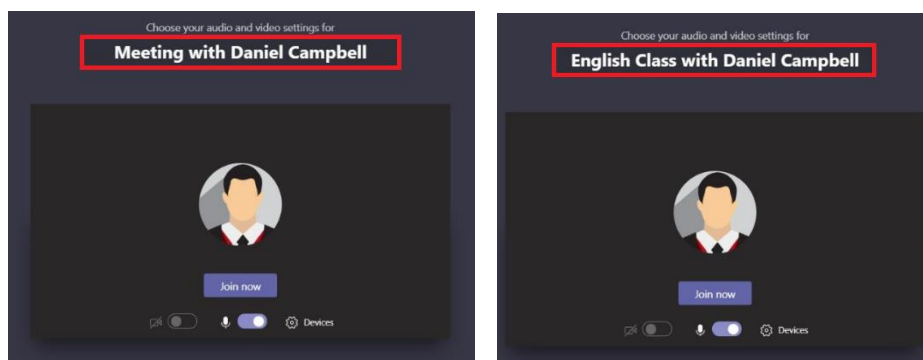


Figure 198 Change Meeting to Class.

5. Select 'Join Now'.

6. Select Show participants.

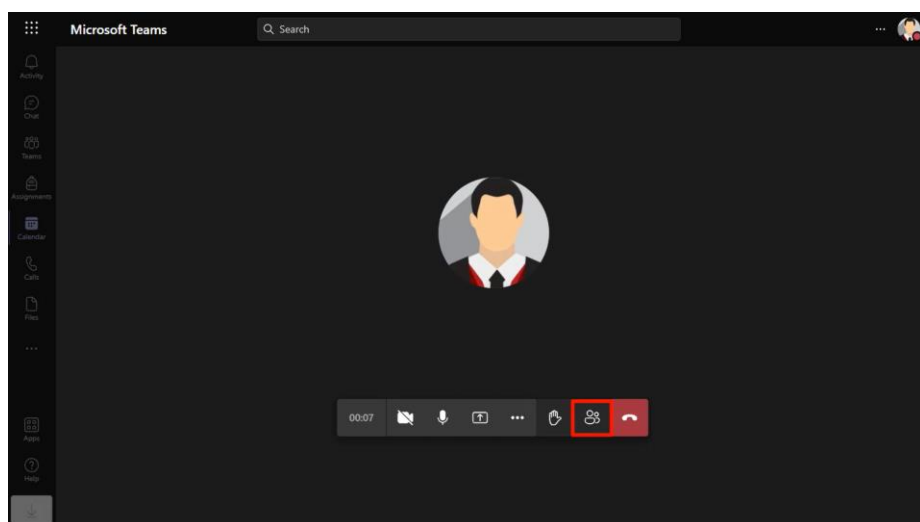


Figure 199 Show participants.

7. Select share invite.

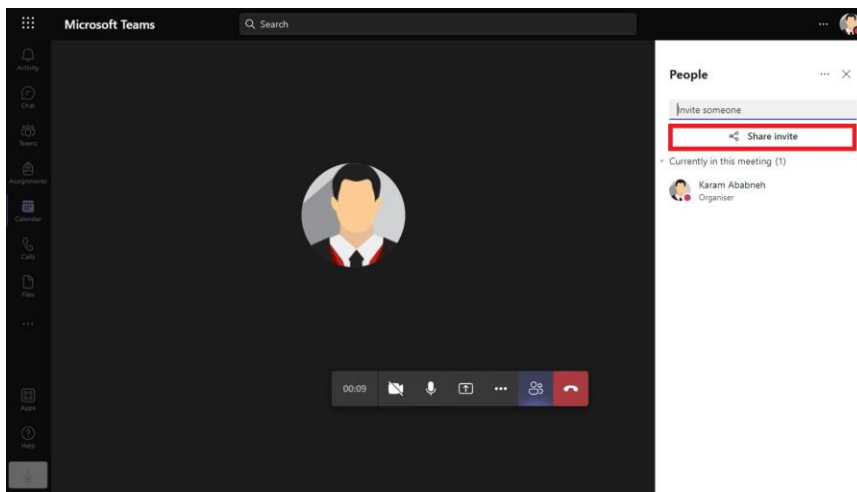


Figure 200 share invite.

8. Select Copy Meeting link.

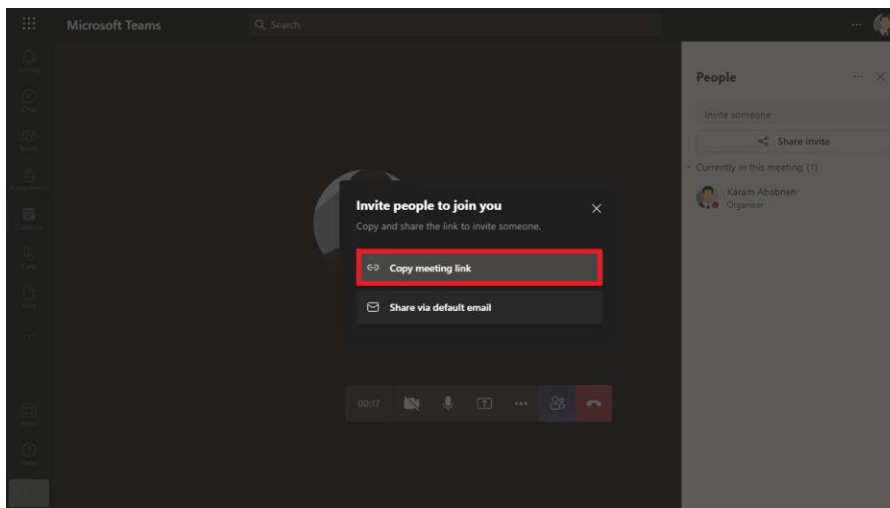


Figure 201 copy meeting link.

9. Return to your class.

10. Select the plus icon on the announcement tile.

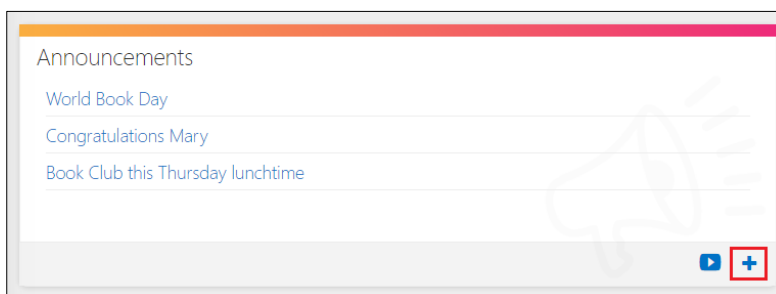


Figure 202 Select the + symbol on the Announcement tile.

11. Enter the **title**. E.g. Join todays virtual class from home.
12. Select the **link icon** and paste the URL.
13. Enter '**Join here**' in the description.
14. Select **Insert**.
15. Select **Save**.

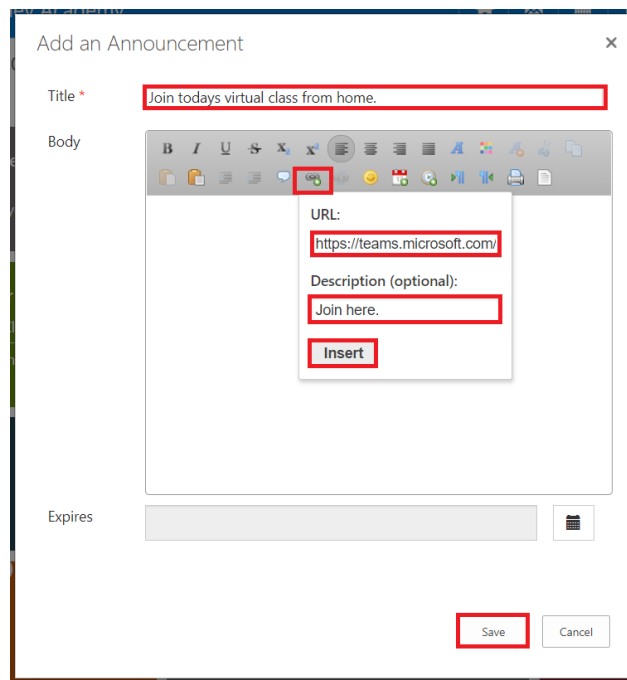


Figure 203 Complete the announcement.

Students can now join the link by selecting the URL in the announcement tile. Teachers can join the class by returning to the Team's tab they opened.

Schedule an online class

1. **Select My Calendar from the menu.**

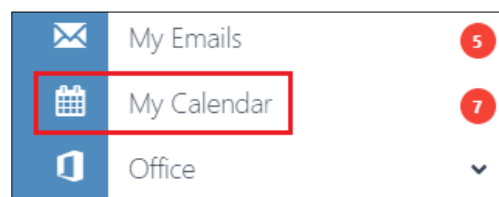


Figure 204 Select My Calendar.

2. **Select New event.**

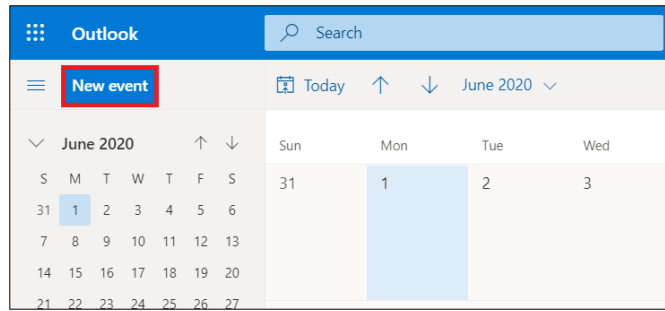


Figure 205 Select New event.

3. Enter a **title**. E.g., English class with Daniel Campbell.
4. Enter a **Date and times**.
5. Toggle **Teams Meeting** too on.
6. Select **Save**.

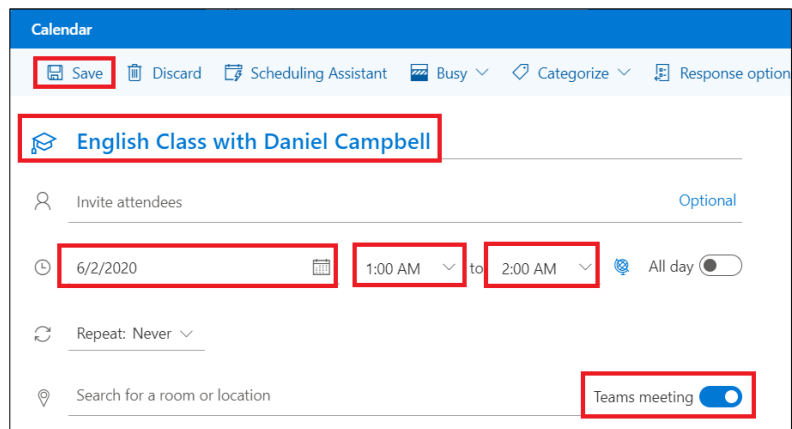


Figure 206 Complete the calendar entry.

7. Double click the new calendar entry

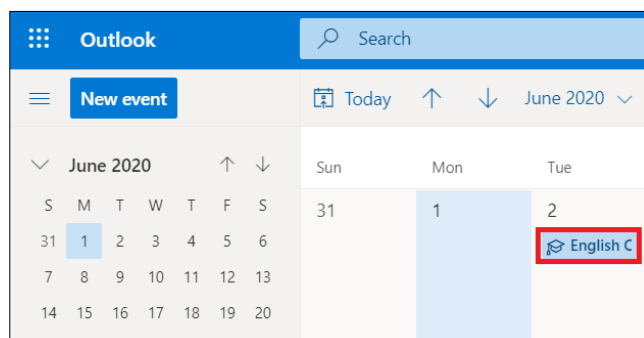


Figure 207 Double click the calendar entry.

8. Right click **Join Microsoft Teams Meeting** and click **copy link**.

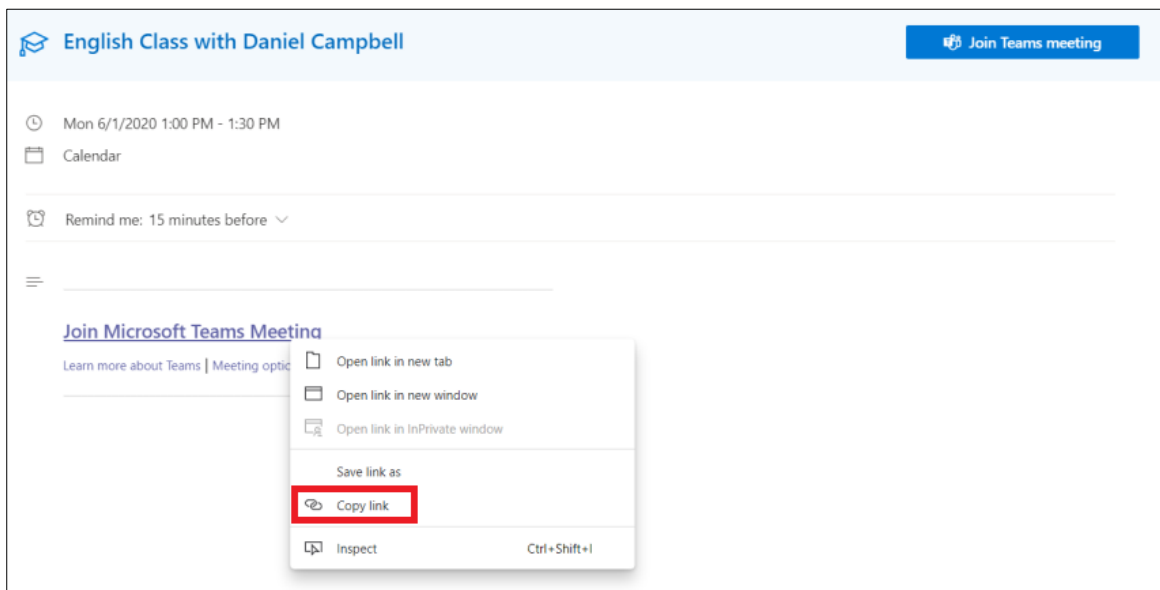


Figure 208 Copy link.

9. Return to your class.

10. Select the **+** icon on the announcement tile.

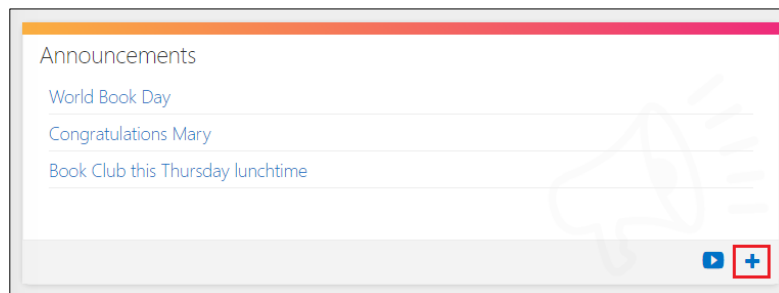


Figure 209 Select the + icon on the Announcement tile.

11. Enter the **title**. E.g. Join todays virtual class from home.
12. Select the **link icon** and paste the URL.
13. Enter '**Join here**' in the description.
14. Select **Insert**.
15. Select **Save**.

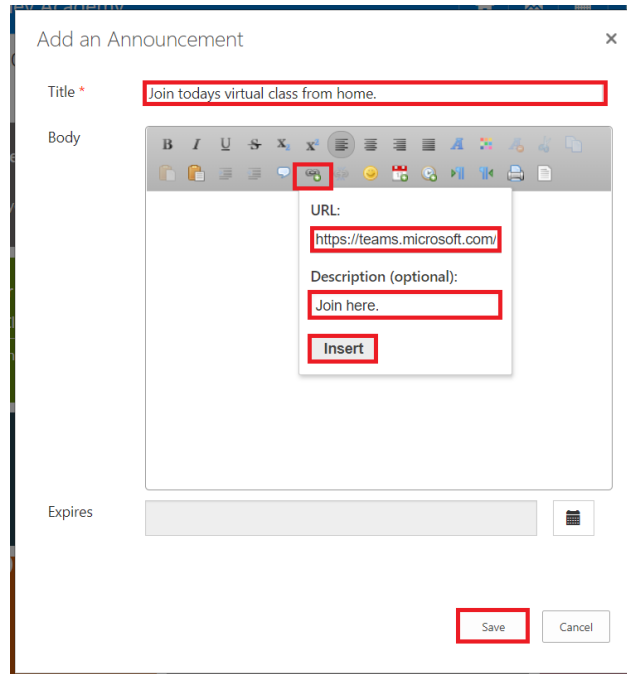


Figure 208 Complete the announcement.

Students can now join the link by selecting the URL in the announcement tile. Teachers can join the class by returning to the Team's tab they opened.

Attendance

Attendance allows a teacher to record which students have attended school that day.

Attendance can be configured by your school Admin for all teachers to be able to take the attendance, once or twice a day.

1. Select the **Attendance icon** on the class dashboard.

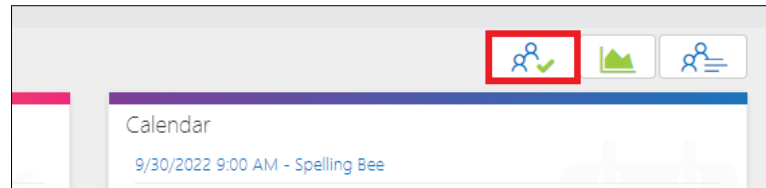


Figure 209 Attendance icon

The days attendance record is displayed. The example below shows both AM and PM attendance. Ask your Admin to change from the default setting of once a day to AM and PM if needed. *Note: When your Admin chooses between once a day or AM and PM, it will be applied to all classes across the school.*

Attendance							
<input type="button" value="New"/> <input type="button" value="All"/> <input type="button" value="By Student"/>							
Daily Register - 2022-05-24							
Name	Email	<input type="checkbox"/> Present AM	Other AM	<input type="checkbox"/> Present PM	Other PM	Comments	Attach
Ava Johnson	Ava.Johnson@learning.lpplus.com	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Attach"/>
Emily Jones	Emily.Jones@learning.lpplus.com	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Attach"/>

Figure 210 Daily register

2. Select the **present box** for each student if applicable.

Attendance							
<input type="button" value="New"/> <input type="button" value="All"/> <input type="button" value="By Student"/>							
Daily Register - 2022-05-24							
Name	Email	<input type="checkbox"/> Present AM	Other AM	<input type="checkbox"/> Present PM	Other PM	Comments	Attach
Ava Johnson	Ava.Johnson@learning.lpplus.com	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Attach"/>
Emily Jones	Emily.Jones@learning.lpplus.com	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Attach"/>

Figure 211 Present box

OR

Select the **present box at the top of the column** to select all students.

The screenshot shows the 'Attendance' page with a 'Daily Register - 2022-05-24'. The table has the following columns: Name, Email, Present AM (checkbox), Other AM (dropdown), Present PM (checkbox), Other PM (dropdown), Comments (text area), and Attach (paperclip icon). The 'Present AM' column has a checked checkbox for all students listed.

Name	Email	<input checked="" type="checkbox"/> Present AM	Other AM	<input type="checkbox"/> Present PM	Other PM	Comments	Attach
Ava Johnson	Ava.Johnson@learning.lpplus.com	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
Emily Jones	Emily.Jones@learning.lpplus.com	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	

Figure 212 Select all

3. Select a **drop-down box** to choose an alternative option (if applicable).

The screenshot shows the 'Attendance' page with a 'Daily Register - 2022-05-24'. The table has the following columns: Name, Email, Present AM (checkbox), Other AM (dropdown), Present PM (checkbox), Other PM (dropdown), Comments (text area), and Attach (paperclip icon). The 'Other AM' column has a dropdown menu open for Mia Kelly, showing options: Absent, Absent Approved, Absent Unapproved, Attending From Home, Excused, and Late.

Name	Email	<input checked="" type="checkbox"/> Present AM	Other AM	<input type="checkbox"/> Present PM	Other PM	Comments	Attach
Ava Johnson	Ava.Johnson@learning.lpplus.com	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
Emily Jones	Emily.Jones@learning.lpplus.com	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
Mia Kelly	Mia.Kelly@learning.lpplus.com	<input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
Besan Khader	Besan.Khader@learning.lpplus.com	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	
Farah Khaled	Farah.Khaled@learning.lpplus.com	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	

Figure 213 Drop-down box

4. Select the **paperclip** to attach any related documentation for each student.

5. Select **Save** at the bottom of the page when you have finished.

If you take a PM attendance, return to attendance in the afternoon to repeat the same process for the afternoon attendance.

The **All tab** displays read only records of all previous day's attendances which can be viewed, searched, and exported.

6. Select a **date** to view that dates attendance.

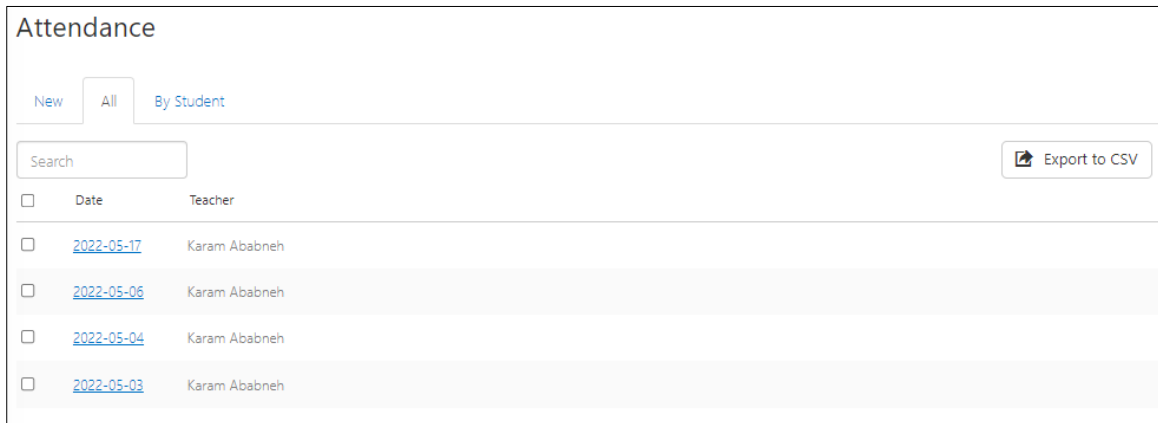
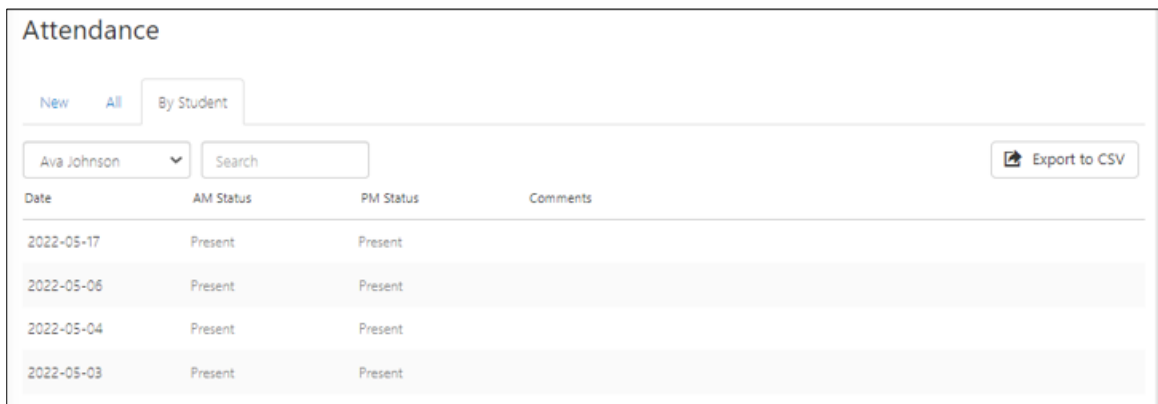


Figure 213 All attendances

The **By student** tab allows you to view the attendance record of individual students.

7. Select the **drop-down box** to switch between students.



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