

Microsoft 365 – Guidance for Students (and parents)

What is Microsoft 365?

Wymondham College is a **Microsoft 365** school. This means that anyone who has a school email account (an email issued by the College that ends in **@wymcol.org**) can access Microsoft 365 apps both in school and at home, through any device.



Passwords and Cybersecurity

Please note: you need to log on to a College PC first and change your password to a strong password before you will be able to access Microsoft 365 from your own device.

A strong password must be at least 8 characters long, contain 1 number, and 1 special character and some upper and lower case. It cannot be your name, or anything used in your username, or the word 'password'. A good strategy is to combine three words; for example "BumblingLinkCar99!" Keep your password secret.

If your password is breached, you will be informed by email by the IT Team and will be locked out of your account. If you find yourself locked out of your college account, visit IT Services, on the top floor of the Technology Block, next to the Textiles room.

When leaving a College PC, log out of your machine, even if you think it is just for a few minutes.

File storage at Wymondham College

All files at Wymondham College are stored in 'The Cloud'. Files are not stored on network drives or on College PCs. Students should use **OneDrive** to store their documents. Shared resources from teachers will be made available via **Teams and SharePoint**.

You are advised not to use portable USB storage devices since this presents a cyber security threat.

The benefits of using cloud storage is that documents are available from any device either in or outside College. Microsoft also backs up all our data, meaning data is much more secure and easier to recover.

Accessing 365 from smart phones and tablets



If using a smartphone or tablet, the Microsoft Office app (and all the separate apps listed below) can be downloaded for free from the AppStore or Google Play Store. These apps will ask you for a login – use your College email and password.



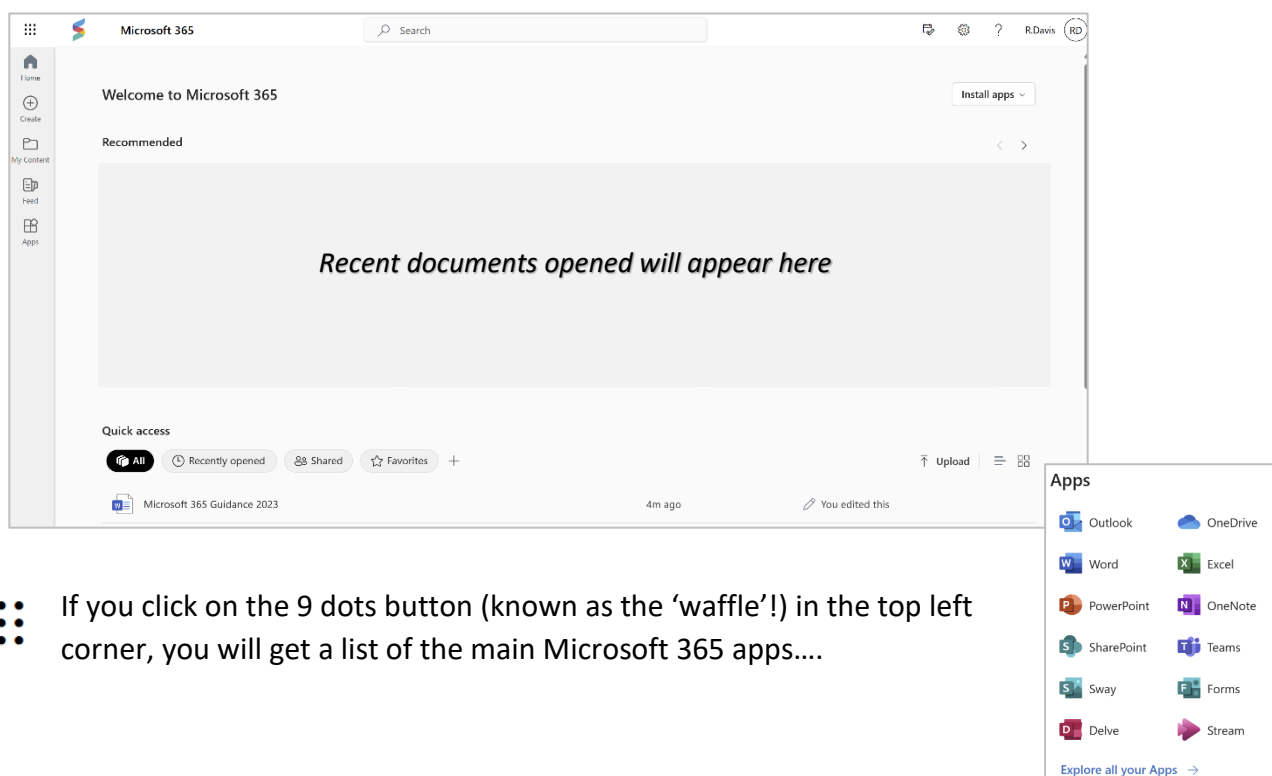
Accessing 365 from home PCs and laptops



If using a PC or laptop, Microsoft 365 can be accessed by typing 'office.com' into an internet browser and then logging in with your College email and password.

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Once logged in to Office 365, you should see a homepage showing recently opened documents (if any).



If you click on the 9 dots button (known as the ‘waffle’!) in the top left corner, you will get a list of the main Microsoft 365 apps....

What are these apps used for?

	Outlook	Email, calendar, appointments/meetings.
	OneDrive	Cloud-based file storage of your files. Allows you to access your documents on any device with internet access.
	Word	Word processing – e.g. essays, reports, speeches.
	Excel	Data entry and analysis – e.g. calculations, accounts, drawing graphs.
	PowerPoint	Slide presentations, but can also be used for word processing tasks where lots of images are used – e.g. posters
	OneNote	Some staff may use this to create online workbooks or digital whiteboards for use in class or for prep (this is called ‘Class Notebook’ on Teams)
	SharePoint	Shared libraries of resources. All Teams have their own SharePoint where the files are stored. Departments also have SharePoints and may share relevant links to SharePoint folders or files with their classes.
	Teams	Communicating with class teachers, accessing some prep assignments.

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Less commonly used apps...

	Sway	A fairly new app, useful for creating image-based reports like newsletters.
	Forms	Questionnaires and quizzes – some staff use Forms to set quizzes for prep, or to gather responses from students.
	Delve	An app which gives you a view of all the documents you have access to and share with others.
	Stream	A video sharing app. Useful for anyone looking for shared videos or wanting subtitles for shared videos.



How to use OneDrive

OneDrive is a cloud-based storage facility for your documents. Only you have access to these documents, although you can choose to share folders and documents with others using shareable links.

Cloud storage means that if you put a document in your OneDrive, you can access that document on any device that has internet. Documents saved on OneDrive are also ‘autosaved’ every few seconds, which means you never lose your work.

OneDrive also stores a history of your document, so if you make a terrible error, you can go back to an earlier version and restore your document.

*In short, **OneDrive is amazing and it is where all your files should be stored.***

To save a file to OneDrive...

With the file open, go to ‘File’, then ‘Save as...’ and then choose OneDrive:

Create folders in your OneDrive just as you would in File Explorer to keep your documents organised.

Save a Copy



Recent

Sapientia Education Trust



OneDrive - Sapientia Education...
r.davis@wymcol.org

To save, copy or move a folder onto OneDrive from a desktop/laptop:

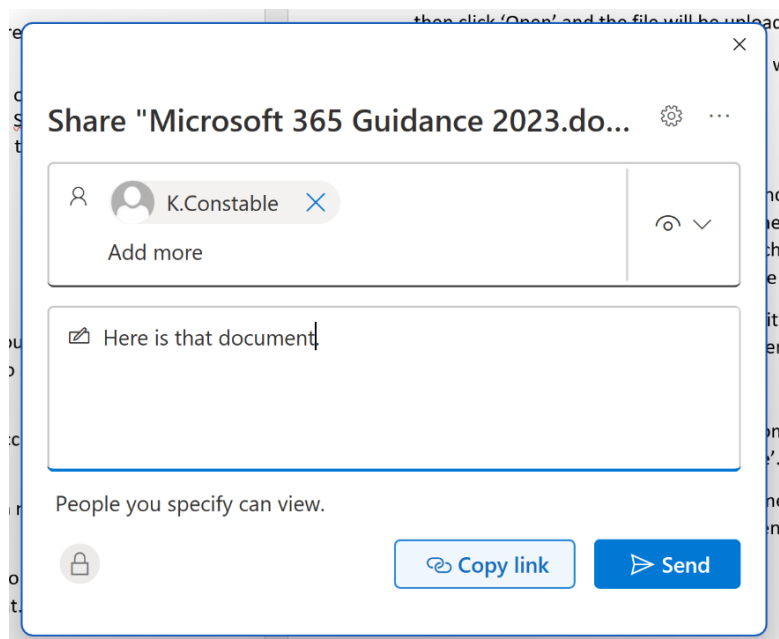
Method 1: Arrange your screen with both OneDrive and File Explorer visible (*TOP TIP – use Windows Key + > or < to put windows quickly on either side of the screen*), then simply drag and drop the file into OneDrive (this also creates a duplicate of the file), OR...

Method 2: Open OneDrive and click on ‘Upload’ and then either ‘Files’ or ‘Folder’ depending on what you want to upload. Navigate to the right file/folder on your computer, click on it, then click ‘Open’ and the file will be uploaded (again this is creating a duplicate of the file).

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To share a OneDrive document:

With the document open in Word/PowerPoint/etc, click on 'File' and then 'Share'.



Type the name of the person into the search bar. If they have an @wymcol.org email, it should find most people after a few letters of their surname are typed.

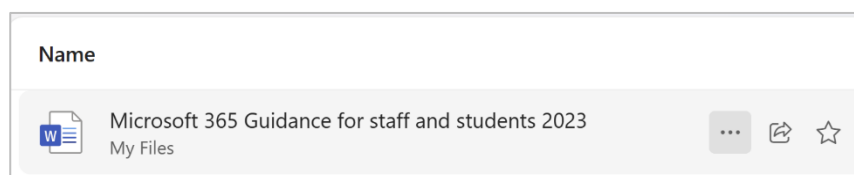
The default is that files are 'View only'. If you want the recipient to be able to edit the document, you need to change that by clicking the eye next to their name.

You can type a short message and then click 'Send' and it will email them a link.

Note that when you send links to documents, the person with access will be able to view any changes made to the document after the link was sent, whereas attaching a copy does not.

From within the OneDrive app...

You can also share documents directly from OneDrive by clicking on the 3 dots to the right of the file name and selecting 'Share' or 'Copy link'.



Changing access permissions for documents:

If you want to add/remove access to a document, you can do this in OneDrive.

First click on the 'My Files' icon to bring up a complete list of files (rather than just quick links to recent files).

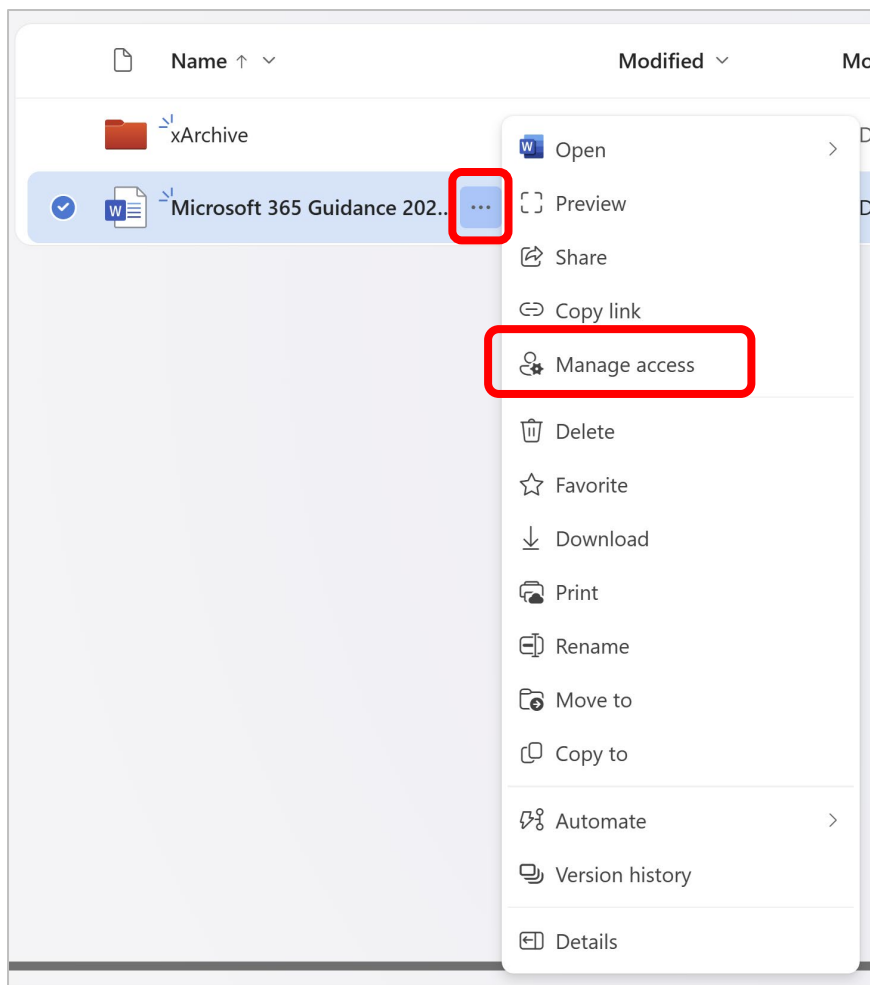
Navigate to the file you wish to change permissions on.

Click on the 3 dots after the file name. Choose 'Manage access'.

(Image on next page)

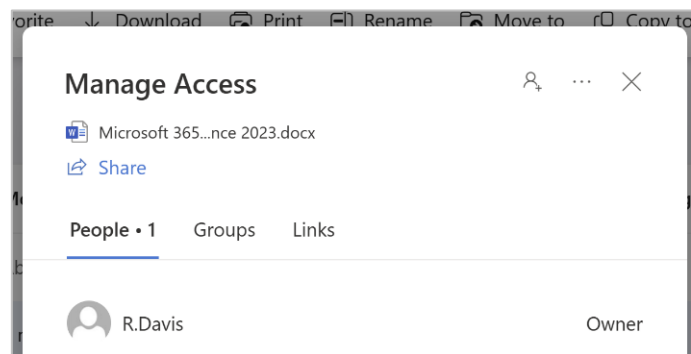


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People and groups you have shared the document with will be displayed.

You can then remove, change permissions and add new people to it.

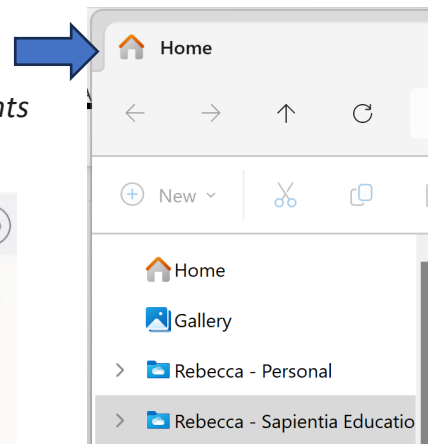
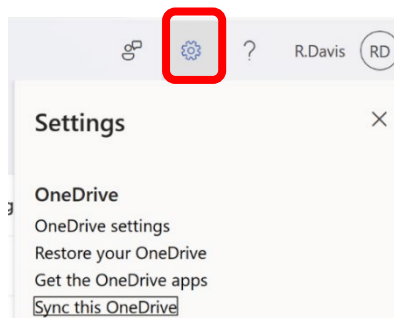


Syncing OneDrive with your home computer

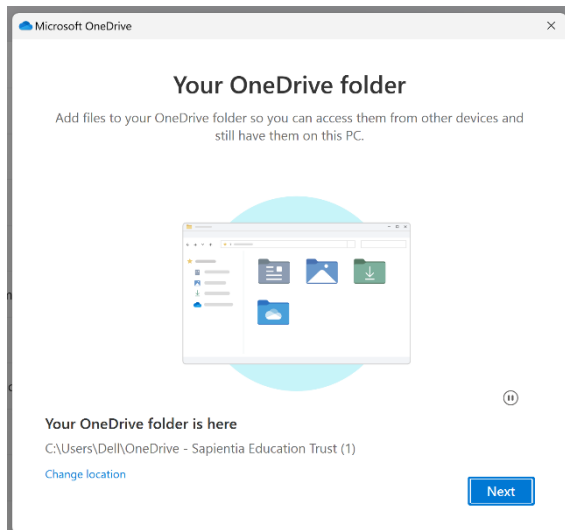
With OneDrive, you can sync your home computer to the cloud, so that it appears on File Explorer. You can then work more easily on home documents and College documents, no matter where you are.

To do this, go to OneDrive on your home computer.

Click on the Settings icon at the top (the cog) and then choose 'Sync this OneDrive'.

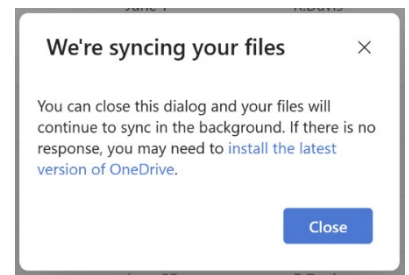


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Click 'Next'. It will ask you to sign into your College account.

You should then get this box:



Depending on how much you are uploading, this may take a while, but you can get on with other tasks.

- > ★ Quick access
- > 📁 OneDrive - Personal
- > 📁 OneDrive - Sapientia Education Trust
- > 🖥️ This PC
- > 🌐 Network

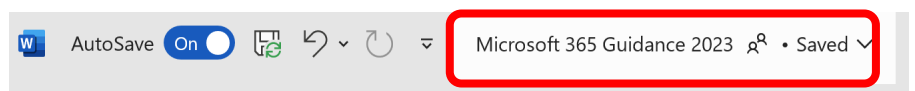
You should now have Sapientia Education Trust OneDrive listed in your computer's File Explorer, and your OneDrive at College should now display all your home computer's folders and files.

Note: If you alter a document stored on your home computer whilst at College, when you get home and boot up your home device, the changes you have made will 'sync'. This ensures you do not end up with multiple copies of files.

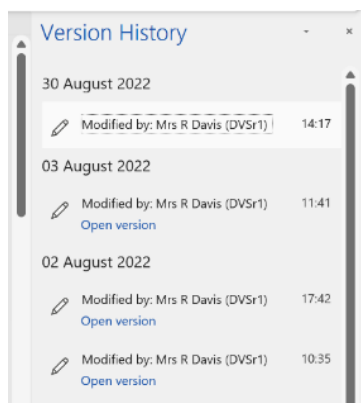
Recovering an earlier version of a document:

It is easy to make mistakes with a document, and with the Autosave function enabled on OneDrive documents, it might seem like they can't be undone. But they can, even if the file has been closed for weeks.

To do this, open the document and click on the file name on the top bar of the screen, where the Autosave function is displayed:

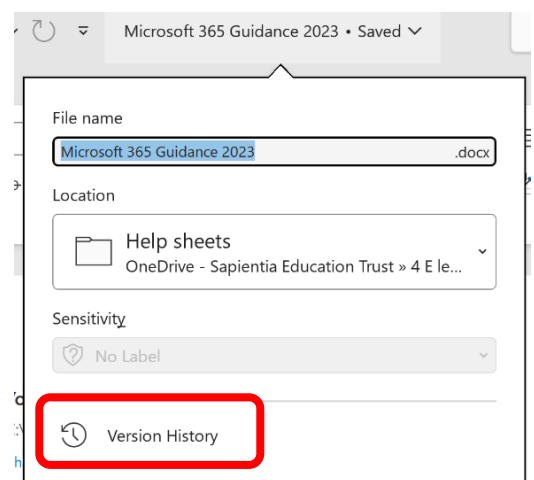


Now click on 'Version history'...



This will open up a list of every Autosave point from the current session, but also any dates previously where the document was opened:

Open the versions until you find the right one, and then save that document under a different name using 'File' and 'Save as'.



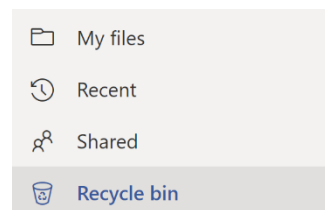
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Recovering a deleted document or folder:

If you delete a file or a folder from OneDrive in error, it should be available to recover from the recycle bin for up to 30 days after the deletion. Beyond this time, you will need to ask one of the IT team if they can recover your document.

From the OneDrive app, click on 'Recycle bin' on the left-hand side of the screen.

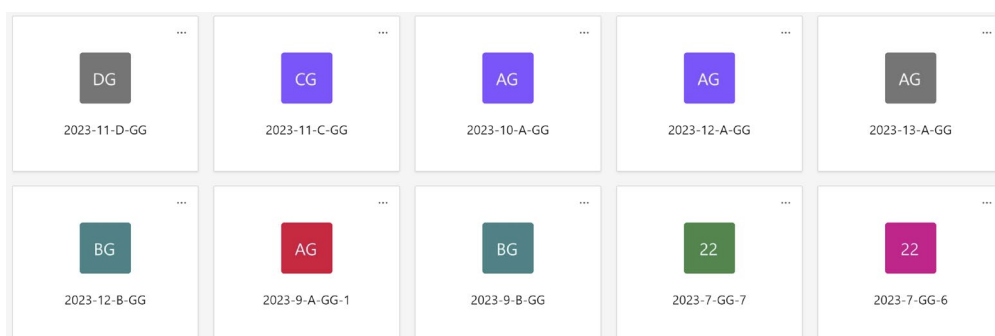
If the document/folder is listed there, click on it and select 'Restore'.



How to use Teams

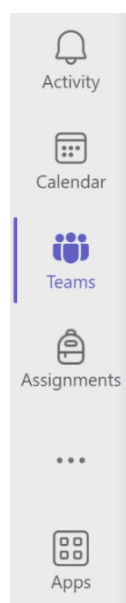
In the first week of term, staff will begin activating and using their Teams to communicate with classes and set prep assignments. This is a short guide to how Teams works.

When you click on Teams, it will bring up a list of all your active Teams...



The codes tell you the year the Team was created, the year group, the subject (GG' is Geography, 'MA' is Maths, 'AR' is Art, etc) and a letter and/or number to indicate which group it is.

If the Team name is in **bold**, it means something new has been added in that Team.



The bar on the left-hand side shows the various functions within Teams...

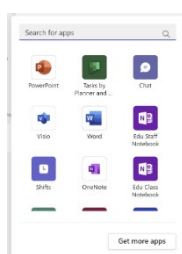
Activity: This will have a red notification if you have been tagged somewhere, or when assignments are posted or updated.

Calendar: This is a link to your Outlook calendar. Any appointments set up will appear here. It isn't linked to Schoolbase so your timetable won't appear here.

Teams: This will take you back to the home screen with the list of Teams.

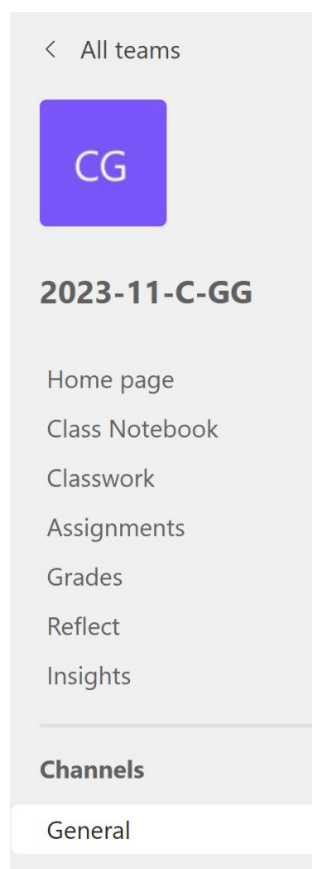
Assignments: This will bring up a list of all your active assignments listed by due date.

3 dots and 'Apps': click on this to access other functions.



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If you click on a class Team, you get a second menu which shows functions within the class Team you have selected:



Homepage: This is a fairly new Teams feature. Some teachers set up links here to take students to resources stored on department Teams.

Class Notebook: Some teachers use this in a lesson as a digital whiteboard, or to create an online workbook for students to use in lessons or during prep.

Classwork: If staff are uploading lesson work onto the Team, this is where they will put it.

Assignments: This is where prep assignments and class work might be set.

Grades: This collates all the marks awarded in assignments. It also keeps a record of whether prep assignments are handed in on time/late.

Reflect: This is a feature which some teachers use to get some feedback about how students feel.

Insights: Only teachers have this app, but you should be aware that it allows us to see when you are on our Teams, and what you have been doing. This allows us to track your activity outside lessons and to target students who need more help.

Channels: These are like folders created within the Team, to keep the Team organised. Some teachers might add extra channels for prep or further reading.

The **General channel** is for announcements by teachers to the class. Don't post on this channel – send you teacher an email instead.

Opening and completing Assignments

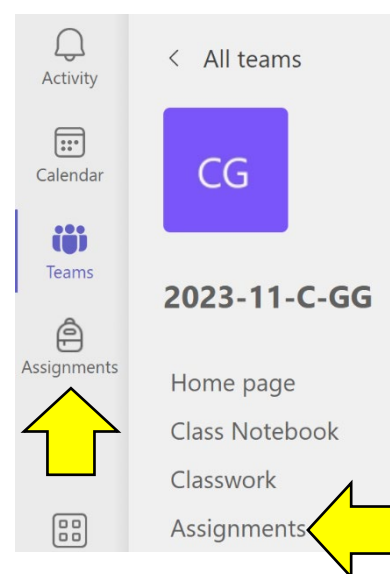
Find the right assignment either through the 'Assignments' list on Teams, or by going into a specific class Team and then clicking on 'Assignments' there.

Read the instructions and complete the task. You might be asked to use paper resources to complete the task, or complete something on the computer (e.g. Seneca quiz, Carousel Learning task). Some staff may attach documents to the assignment that you either complete within Teams (e.g. a Word document) or download/print and complete.

Attaching work and handing in Assignments:

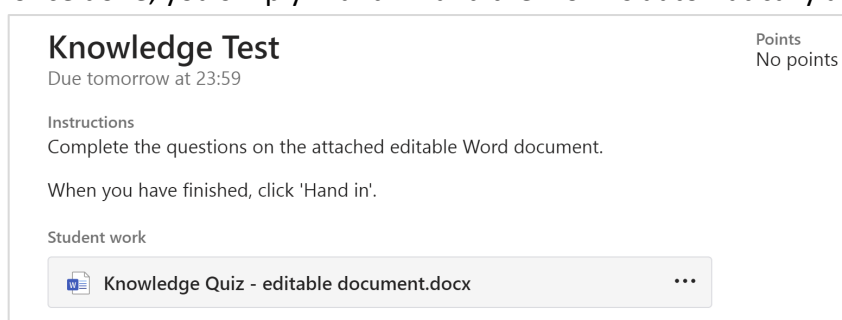
When you have completed the task, it is important to '**Hand in**' the assignment on Teams so that the assignment gets taken off your Assignments list.

If you don't hand them in, then the assignments list will get longer and longer, and it will be difficult to see what tasks still need to be completed.



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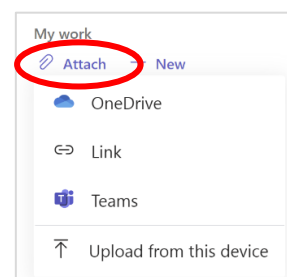
- **If your teacher has attached an editable document to the assignment**, all your changes are saved automatically and once done, you simply 'Hand in' and the work is automatically attached.



You will know this file is editable because the Autosave feature will be on (check the top left of the screen)...  *If it is not toggled on, you are on a 'view only' version and will need to save a copy of the file to your OneDrive or computer before changes are saved, and then 'Attach' the document to the assignment before you hand in.*

- **If your teacher has set you a Forms quiz to complete** then when you finish the Form and click 'Submit' at the end, it automatically hands in your assignment on Teams for you. Careful before you submit it though... once done it cannot be undone, and quizzes often can't be assigned to the same person twice!

- **If you have completed your work on a document** in Word or PowerPoint etc, you need to click on 'Attach' and find the right file to attach before you 'Hand in'. This uploads a copy of your document to the assignment. Some teachers may prefer you to print a copy and hand in in the lesson. *(NB: Do not just copy and paste a link to a OneDrive document since teachers will not have permission to view files in your OneDrive).*



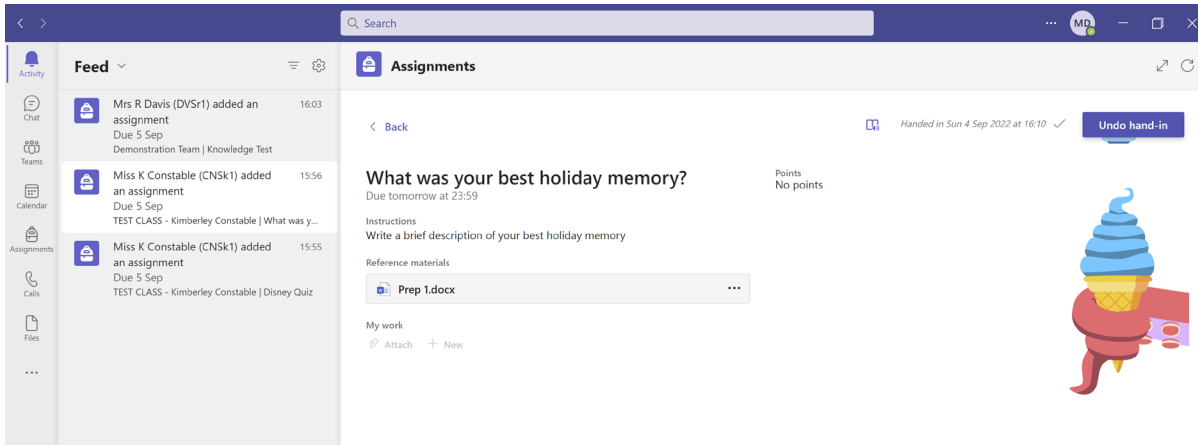
- **If your prep is Seneca or Carousel Learning or another online task**, you don't need to attach any work, but you should still go back to the assignment on Teams and click 'Hand in' so the assignment comes off your 'Assignments' list.
- **If you have completed your work on paper**, you can take a picture of your work and attach the picture file, so the teacher can see you have done it. Some teachers mark all prep on Teams itself and if you don't attach anything, this is difficult to do! This is easily done using a phone or tablet because the 'Attach' button gives you a 'Take a photo' or a 'scan to pdf' option. If you are working on desktop/laptop, you either need to take a photo with a phone and save the file and then attach that,

NB: Some teachers will be happy with just a physical copy brought to a lesson, but it is important that you still click on 'Hand in' in Teams and then have that work ready to physically hand in in the lesson!

Follow instructions from your teacher about how they want you to submit your preps.

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You can tell you have successfully handed in an assignment because something fun happens to the right of the screen:



If you realise you need to change something you have already handed in, you can 'Undo Hand in' and make your changes and then hand in again.

Further support:

If you have any questions about **Teams**, speak to your tutor or class teacher, you can also email **Mrs Williams** k.williams@wymcol.org, or come to T13.

To watch a video about Teams and prep, click this link: <https://youtu.be/IHIfnWrvDBg>

If you have any technical issues concerning **logins** or apps not working, please contact the **IT Support Team**, visit them in T11 in the Tech Block.