

Using Office 365 for teaching and learning

What is Office 365?

Microsoft Office 365 is a suite of familiar (e.g. Outlook, Excel, PowerPoint etc) and less familiar tools (OneNote, Sway, Teams etc). The entire suite of tools is available to all staff and students at LSE. You can login to www.office.com with your LSE email address and password and download whichever tool you would like to consider.

This guide considers some of these Office 365 tools with regards to using them to enhance teaching and learning.

Are all the tools supported?

Data and Technology Services (DTS) distinguish between 3 service levels definitions: 'managed', 'supported' and 'unsupported'. (See [DTS webpages](#) for more information).

- In the Office 365 suite, **the following tools are MANAGED** (proactively monitored and supported): Word | Excel | PowerPoint | Outlook | SharePoint | Skype for Business | OneDrive for Business | Teams
- The following are **SUPPORTED** (reactively): Access | OneNote | Planner
- The following are **NOT supported**, but you **can use them** if you wish and contact Microsoft directly in case of any problems: Forms | Yammer | Sway | Office Mix | Dynamics 365 | Microsoft Stream | Delve | PowerApps | Flow

Using managed and supported tools allows you to email tech.support@lse.ac.uk to receive helpdesk support in rectifying any problems. This is a great advantage over using external tools like Google Slides or Sheets, especially since these tools have been checked and tested for data security. Further, the [Digital Skills Lab](#) also support students and staff with a range of workshops, advice, and tailored support to use Microsoft Office tools.

Ideas for using Office 365 tools to support teaching and learning

PowerPoint/Excel/Word



Examples of uses in teaching and learning: Peer feedback, Narrated presentations, Problem sets, Students as co-authors...

These familiar tools are primarily helpful for writing, presenting, data collecting and administration. However, as these can now be [shared via OneDrive](#), they can be used for student/peer collaboration, e.g. to write together or create presentations collectively.

To learn how to create narrated presentations in PowerPoint, you can read Microsoft's guide, [Record a slide show with narration and slide timings](#). If you have never used

PowerPoint before, [Basic tasks in PowerPoint for the web](#), on Microsoft support, gives you a quick overview.

Excel can be used to share, analyse and interpret data sets among students, or to illustrate data results, i.e. turn them into charts. The Digital Skills Lab supports students and staff in using Excel well. For more information visit the Digital Skills Lab [Excel support webpage](#).

If you have yet to use Word for peer feedback and collaboration activities, Microsoft's [Share & co-author](#) guide will prove instructive.

OneNote



Examples of uses in teaching and learning: Document sharing and Real-time class collaboration, Group projects, Digital collections...

OneNote is a great way of keeping notes that can be shared, accessed from anywhere (via web browser or desktop app), and used to work collaboratively. Although essentially a notebook, it is one into which you can add audio, video, weblinks and links to shared files. Its best feature for blended (online and offline) learning is that it can be used for real-time collaboration, i.e. editing can be shared. We have collated some more information about [using OneNote on our Eden Wiki](#), including on using OneNote Classroom.

Microsoft's [OneNote: your one-stop resource](#) is a great place to see examples of how it is used in teaching and to further explore its use. Visit [OneNote Teacher Academy](#) to find out how to create assessments, how to create notebooks, or how to use it for student and teacher collaboration.

Whiteboard



Examples of uses in teaching and learning: Brainstorming, Mind maps, Discussion boards (for sharing research, questions), Group Boards/Portfolios...

Please note that this is not a DTS supported app: you can use it, but at your 'own risk'.

Whiteboard allows users to individually or collaboratively draw, type, add images and sticky notes onto one infinite canvas. Collaboration can be done in real time so group members can work on their own device but on a shared whiteboard, exchanging and developing ideas. The resulting 'whiteboard' is automatically saved to be accessed, edited or shared at a later date. For full functionality, users will need to have the app version, which is available for Windows and iOS (iPad and iPhone), though a more limited web version of Whiteboard can be accessed via Office 365 online. The app version contains a 'Note Grid' function where users can post sticky notes and react to each other's notes by way of a

thumbs up. These can be sorted in a number of different ways, including by reaction. This could be a quick way of identifying emerging ideas from within a group.

Unfortunately, this and some other functions will not appear to users accessing a whiteboard through the web version, though they can still use pens, add text and sticky notes.

Microsoft have published a number of useful videos highlighting different ways to use Whiteboard on the dedicated [Whiteboard Youtube Channel](#). If you want to get a quick run through of its features, you will find the [Full Feature Overview video](#) most useful. Further help with Whiteboard is available through the [Microsoft help page](#).

Sway



Examples of uses in teaching and learning: Presentations, Newsletters, Lessons or Digital storytelling...

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Sway is marketed by Microsoft as a 'digital storytelling' tool and can be used to create visually appealing presentations, newsletters or lessons. Where PowerPoint was originally conceived to support a presenter, Sway is designed to be a more interactive experience and is, therefore, less dependent upon the presence of a presenter. Like all Office 365 tools Sways can be created and edited collaboratively, making it ideal for group presentations and curation projects. They are also easily shared, either by link or by embedding them in a Moodle course. Sways can be created from scratch, a template, or from an existing file created in Word and allow customisation and incorporation of various media, such as headings, text, audio, video, and images.

Microsoft has produced a range of guidance for Sway, including [Sway for education: introduction to Sway](#) and [Getting started with Sway](#). For a quick run through of the pros and cons of using Sway, read [this guide by the University of Bath's TEL team](#). For one teacher's explanation of how they've used Sway in their teaching you can watch [Microsoft Office 365 Tutorial - Using Sway in the Classroom](#).

Stream



Examples of uses in teaching and learning: Video sharing, Automatic editable captioning, Training and Seminar delivery, Project presentations...

Please note that this is not a DTS supported app: you can use it, but at your 'own risk'.

Stream, Microsoft's video platform, allows students and teachers to share video content securely. It also contains a rather useful [automatic captioning feature](#). If you have recorded video content, either through Zoom, Echo360 or other means, you can upload the Mp4 file to Stream and it will automatically generate captions. However, technical terms, accent, pronunciation and speed of delivery can all impact on the accuracy of the captioning. Therefore, you should not share a video with automatically generated captions before first checking through and, potentially, [editing the captions](#). You also have the option to download the captions as a VTT file, which includes the text, timings and metadata. This file can be uploaded to create closed captions on the video when shared through another video hosting service, [for example Echo360](#).

Videos hosted on Stream can be easily shared through a link or by embedding them within [other Office 365 apps, including PowerPoint, Sway and OneNote](#), or within a Moodle course.

An overview of Stream's features can be found on the [Microsoft documentation page for Stream](#).