Recommendations for working with MS Office 365 for students

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Log in to your corporate account and check corporate mail of NTU "KhPI"

We would like to emphasize that the system has already created all the necessary groups and you do not need to create any additional groups.

In order to access your corporate account, you need to go to https://www.office.com/та and enter your username and password in the Microsoft Office 365 system. If you have not changed your temporary password to one you have created in time and cannot log in to your account, please contact the Microsoft Office 365 administrator of your faculty/institute.
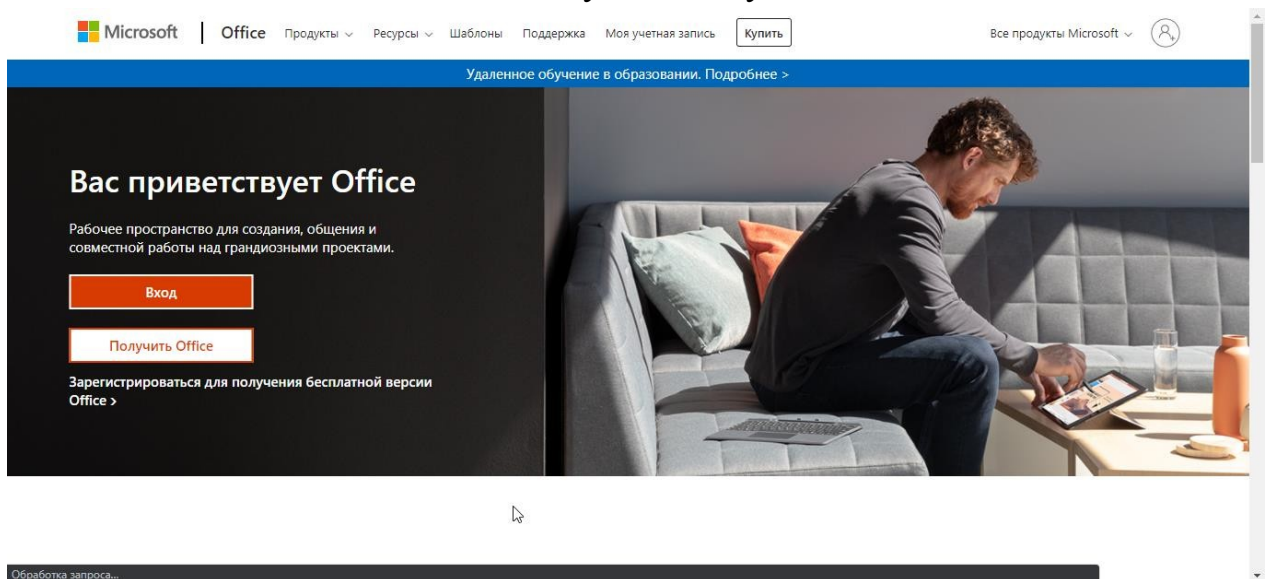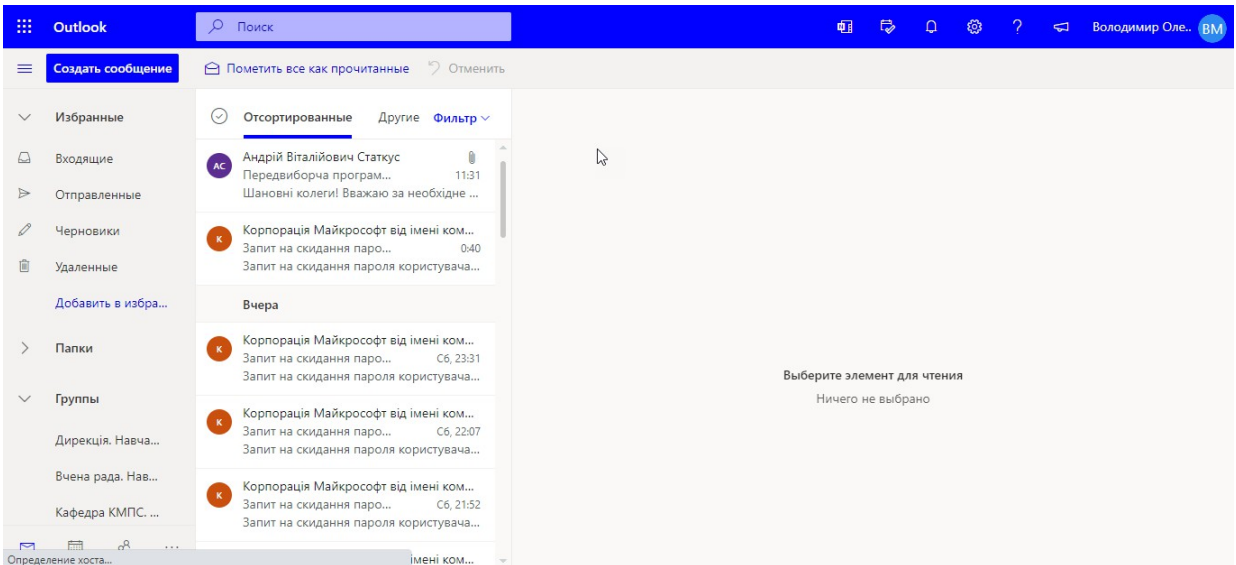

After authorization, you will be redirected to the MS Office 365 home page.
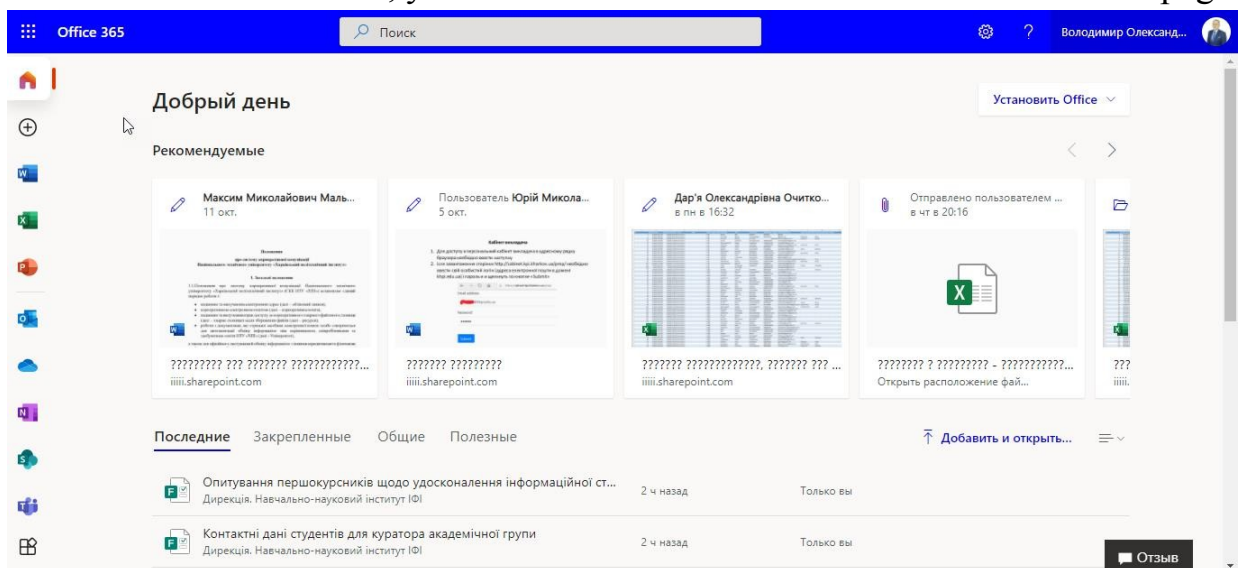
To log in to your corporate email, just select an application from the Outlook list, see the screenshot:
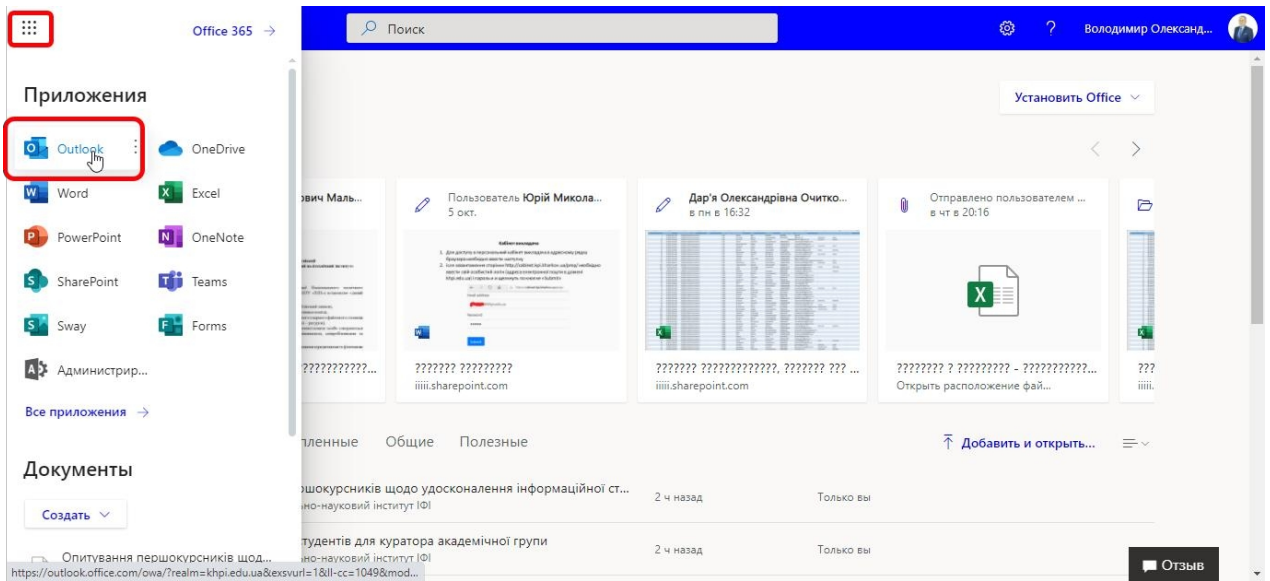
After   after which   you will   immediately   get to   to   your
        inbox   i   you can check/reply/send an email.

Work with Outlook calendar

One of the most important aspects of working in an organization is scheduling your time, including meetings and events. You can schedule your time through the Calendar component of Outlook.

Each participant has their own personal calendar. Each group also has a calendar. All members of the group can make entries in the group calendar.
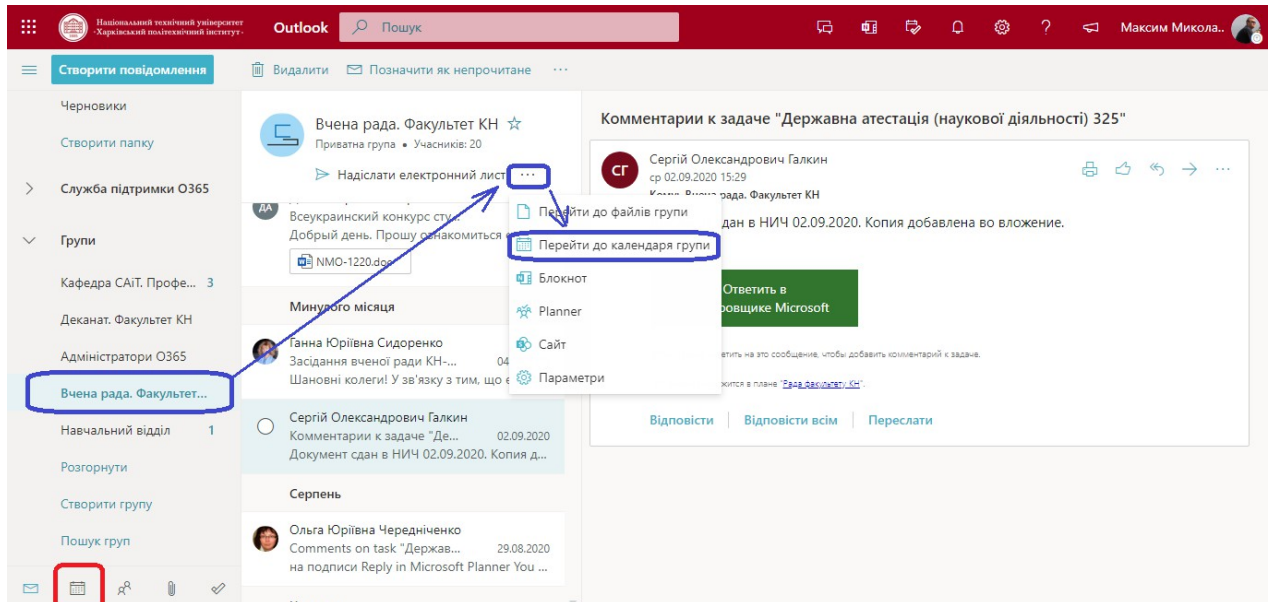

After you go to the Calendar component, you can see the calendar grid. The grid view has four views: day, school week, week, and month.

Each user can have several calendars in addition to the main one.
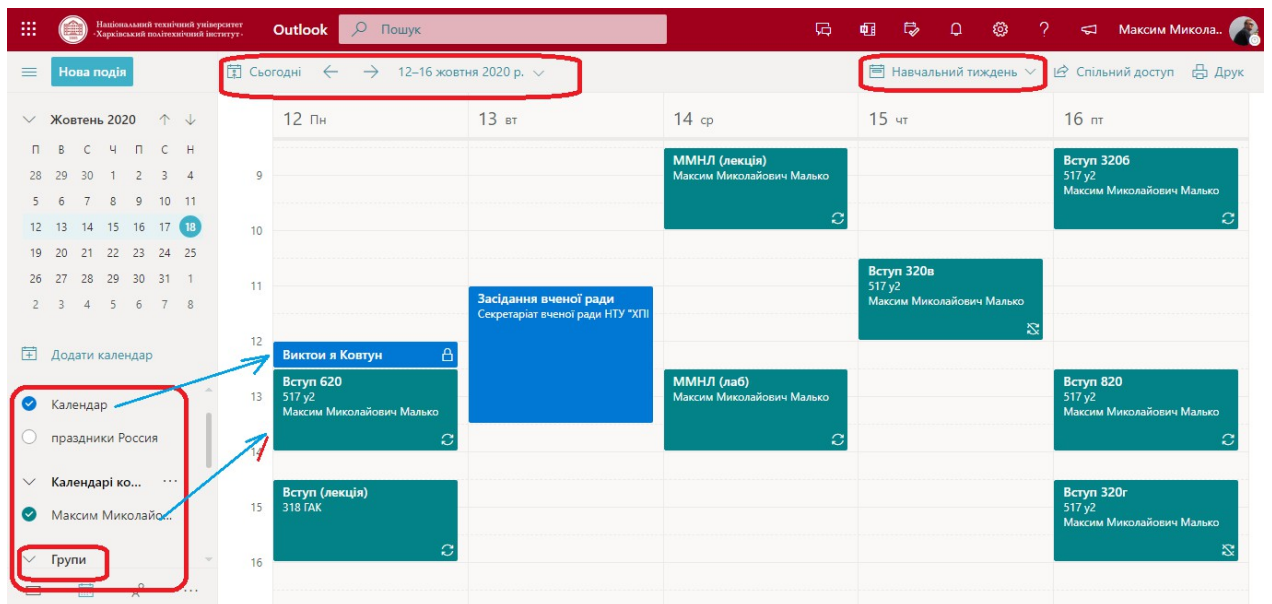
Before creating an event, it is recommended to select the desired calendar in the window at the bottom left (otherwise, the new event will be recorded in every active calendar), and then click on the "New entry" button in the window at the top left. As a result, the event creation window will open.
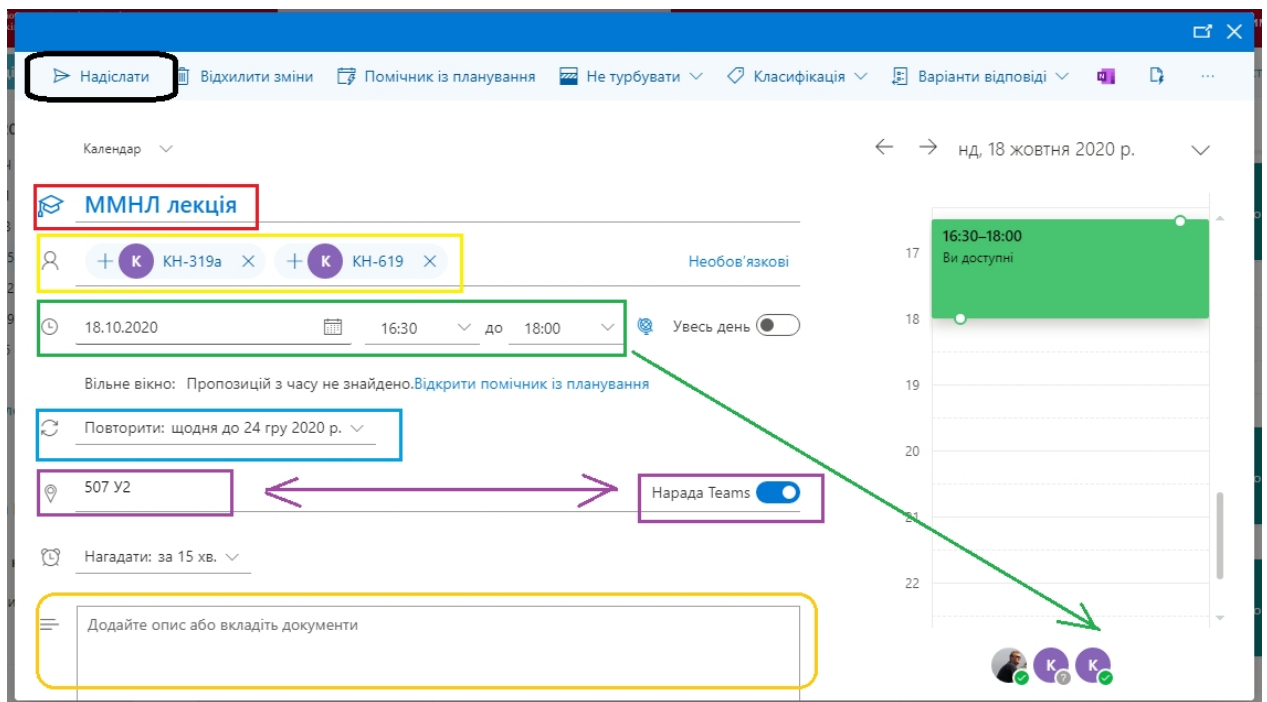
In the event creation window, you need to set a name for the event, add mandatory and optional participants, set the start and end time of the event, set the recurrence period (if necessary), set the audience or set the Teams meeting option (for online events), and enter a description of the event, such as the topic of the lecture, agenda, etc., as well as links to any additional materials.

After you click the Send button (top left), an email will be sent to all participants of the event with a notification about it, which will contain all the event parameters. For events that have the Teams meeting option set, the email will include a link to the Teams meeting, and the meeting will be recorded in the Teams calendar.

When creating recurring events, you need to set the recurrence parameters, which will start counting from the date of the first event. The recurrence period is day, week, month, year. You can also specify how often the event will occur, for example, once a week, once every 2 weeks, etc. You also need to specify the end date of the recurrence of such events.

After the participant confirms his or her participation in the event, the initiator of the event receives a notification.

Work with OneDrive

The easiest way to use support resources, but probably the most time-consuming, is to interact with students by simply posting notes and learning materials to OneDrive and then providing access to them to groups of students.

These materials can be placed both in your personal storage and in the department's storage, in the form of folders with course names. After that, in the OneDrive application, select the "Share" option, which indicates the groups (or individual students) to whom you want to provide access.

Further, communication is realized by mail (OutLook) through "question and answer" letters, which is why this option is very communication-intensive.

Create a conference in Microsoft Teams.

First of all, it is highly recommended to work on the desktop version, but Microsoft Teams has high technical requirements for users and must be installed on a computer with Windows 10, Windows 8, and Windows 7 operating systems, but with all the latest updates.
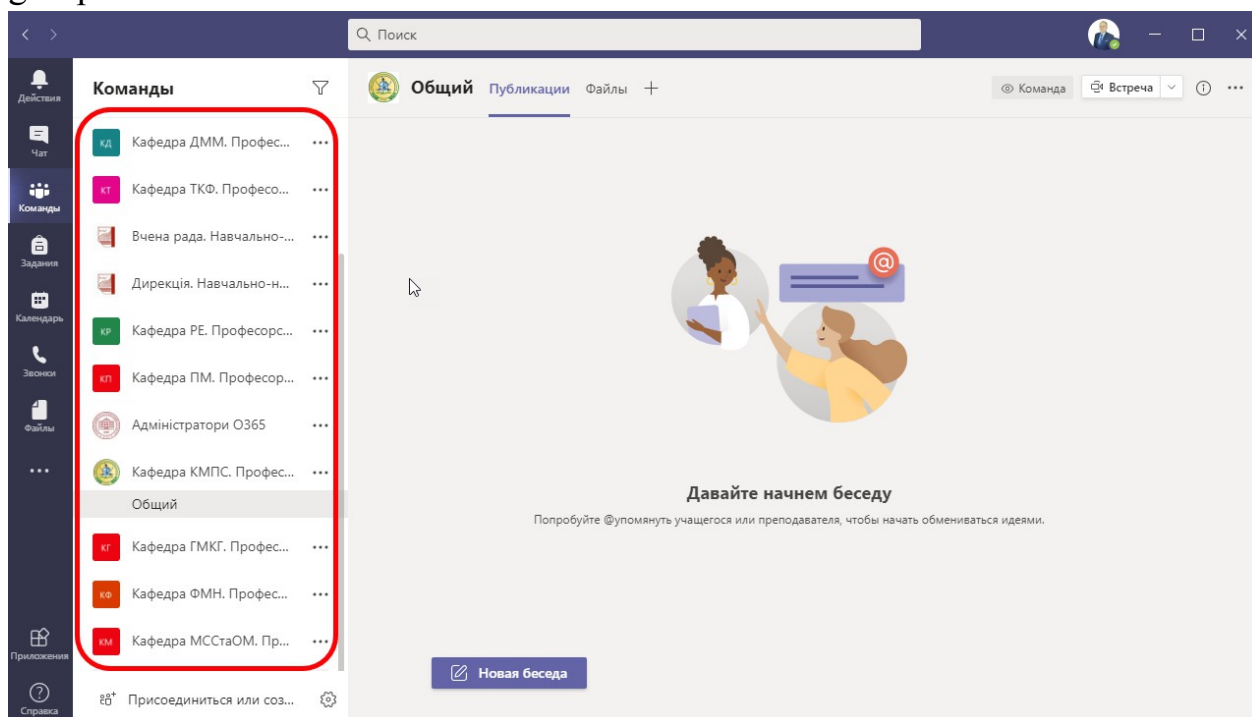
You can download Microsoft Teams here:

https://www.microsoft.com/uk-ua/microsoft-365/microsoft-teams/download-app

After installation, a corresponding shortcut will appear on the desktop:


After logging in, you will be taken to Teams and see all the teams you are included in. Most often, this is a team/group that includes all students in your group:


In each group you are included in, you can write a message by clicking "New conversation", which will be visible to all group members. You can view the group members by clicking the info button in the upper right corner. You can also start or schedule a video conference by clicking

"Meeting" button or the arrow next to the "Meeting" button and schedule the conference at another time.
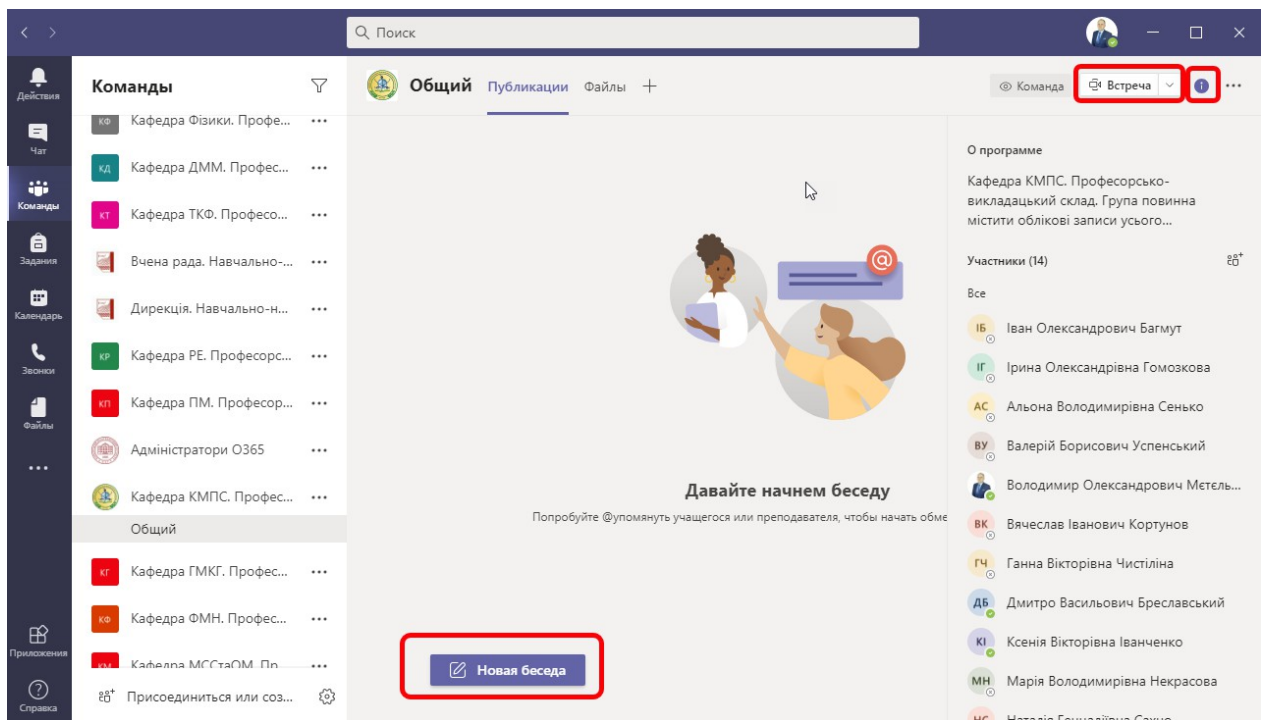
In order to quickly access the video conference to which your teacher has invited you, you should either follow the link you received in your corporate email or select Calendar.
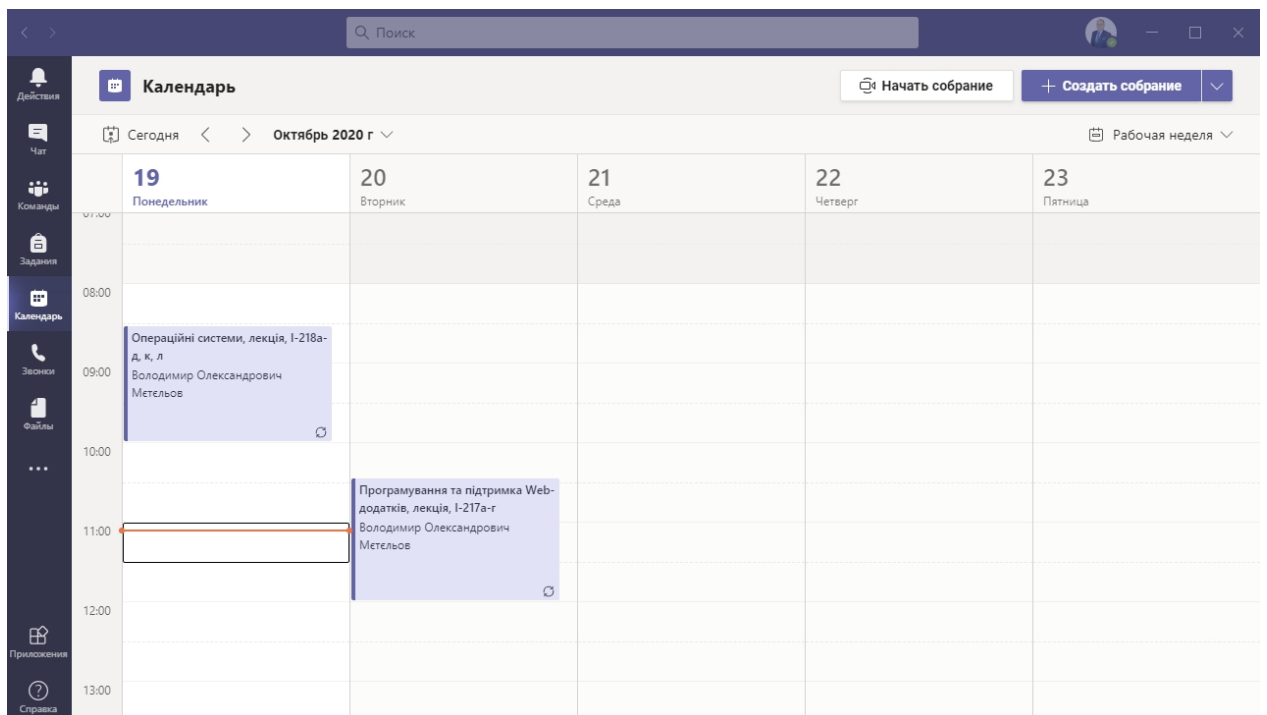

You and all other participants can see the meeting in your Microsoft Teams calendar. After you click Join You'll start the conference by clicking
"Chat with participants" You will have the opportunity to communicate and exchange files with students and the teacher.
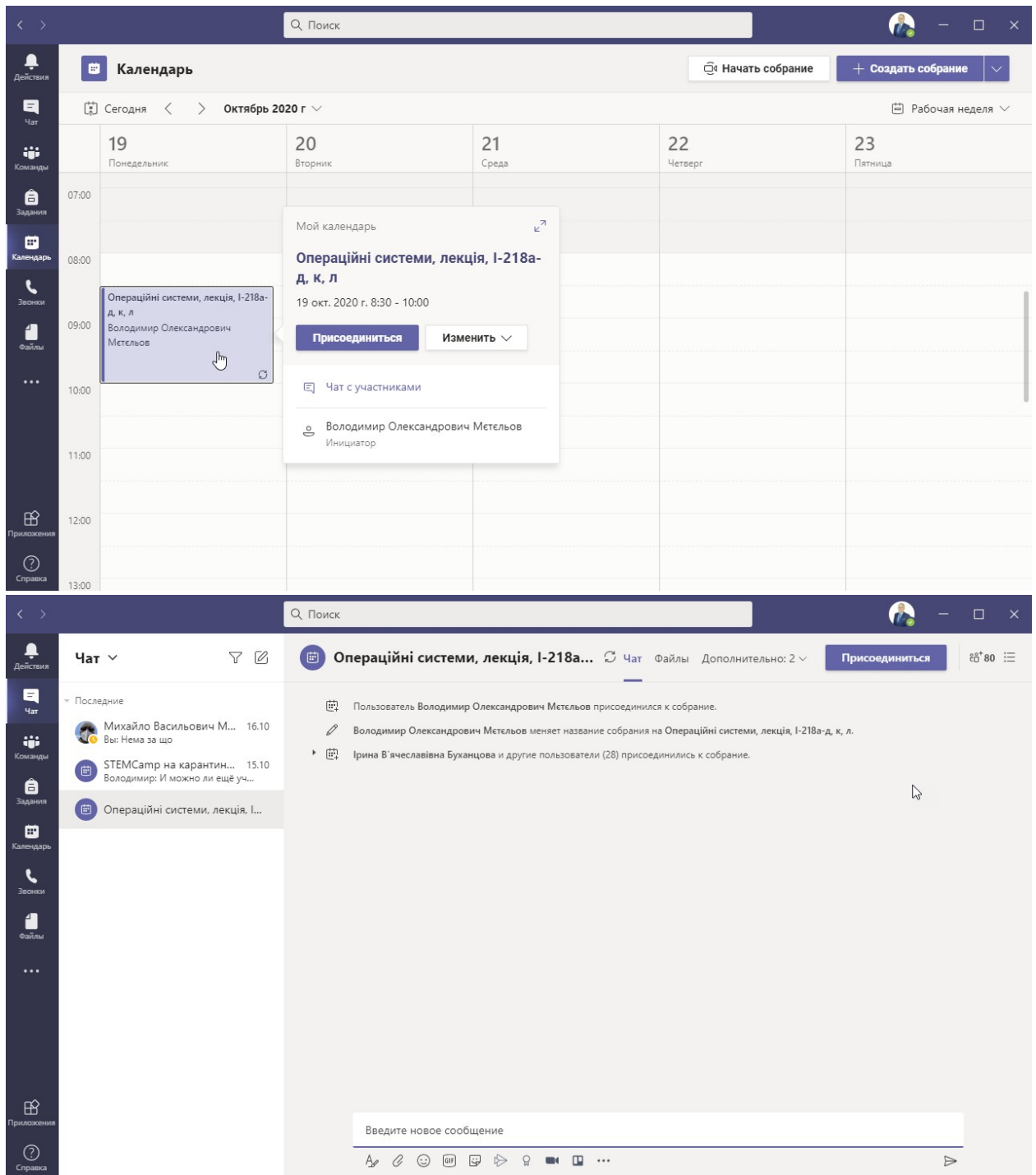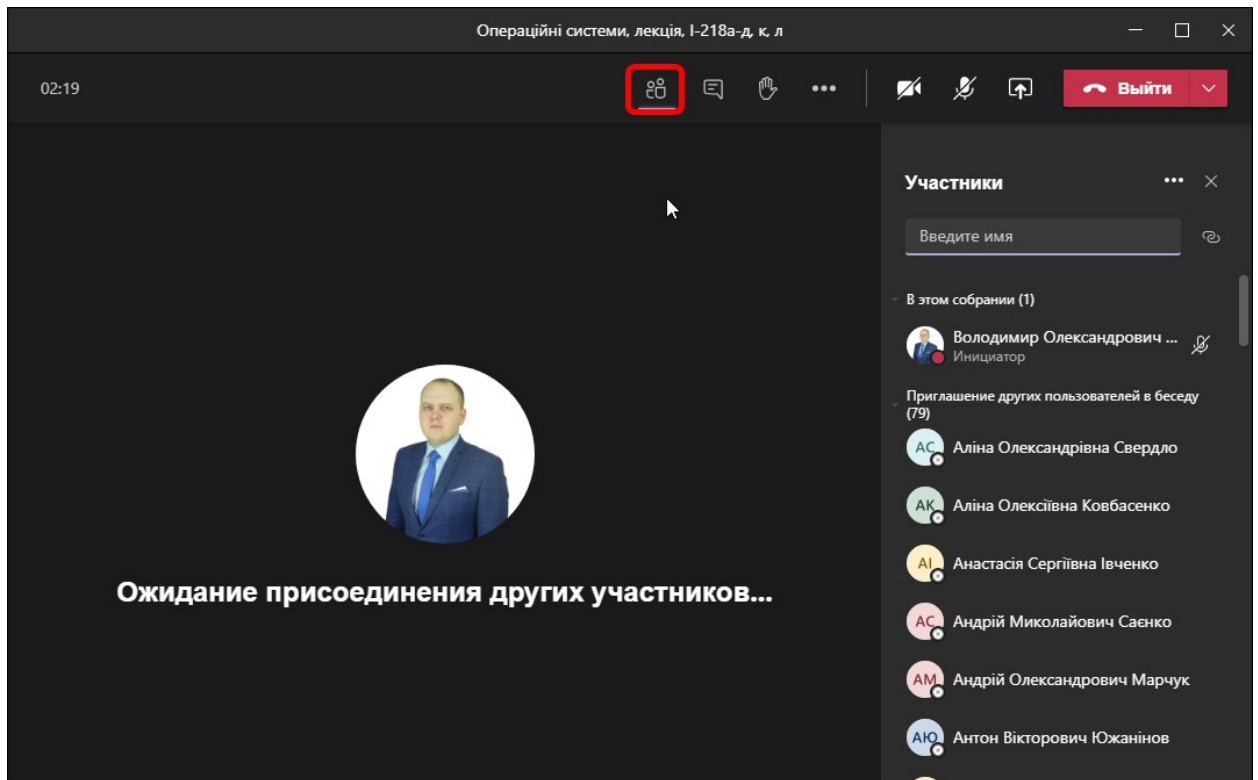
For   in order to   start   the conference,   you need to press
"Join", select the options to turn on the microphone and video camera, if necessary, and
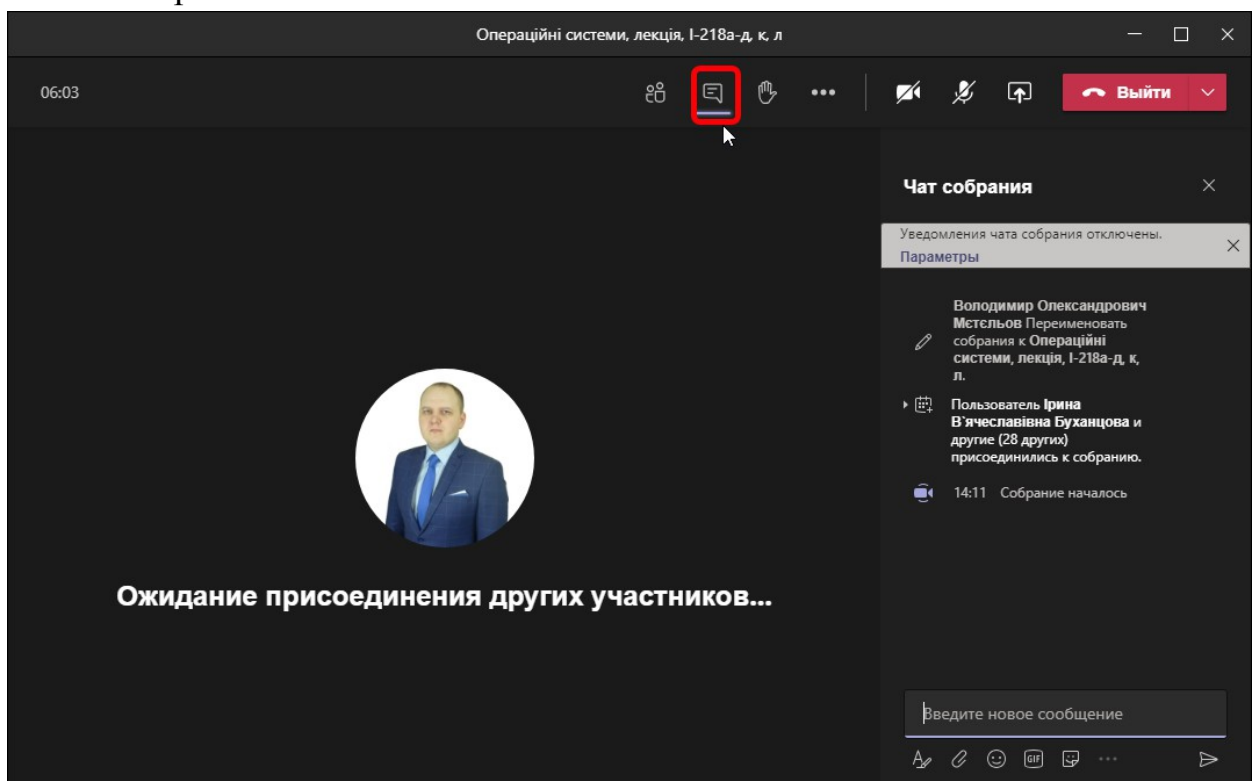click "Join now".
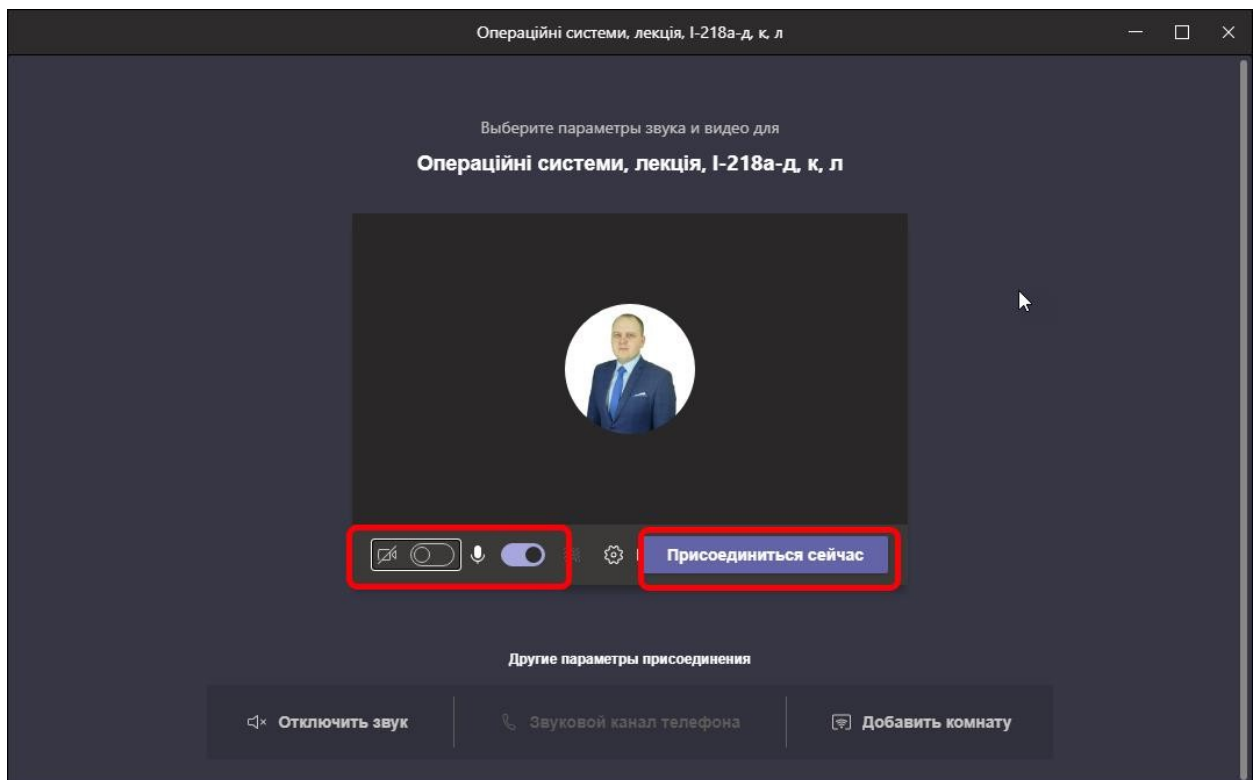
The video conference has started, you can turn on or off the microphone and camera at any time, see the red on the screenshot.
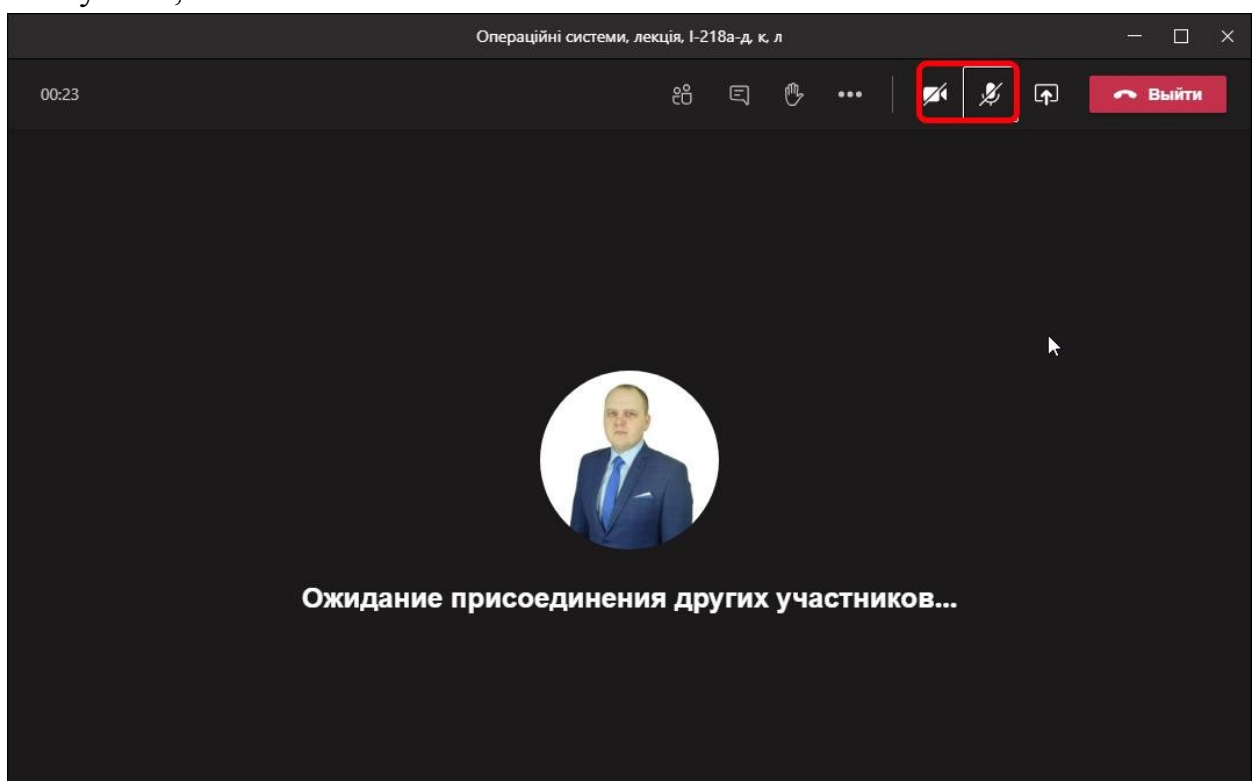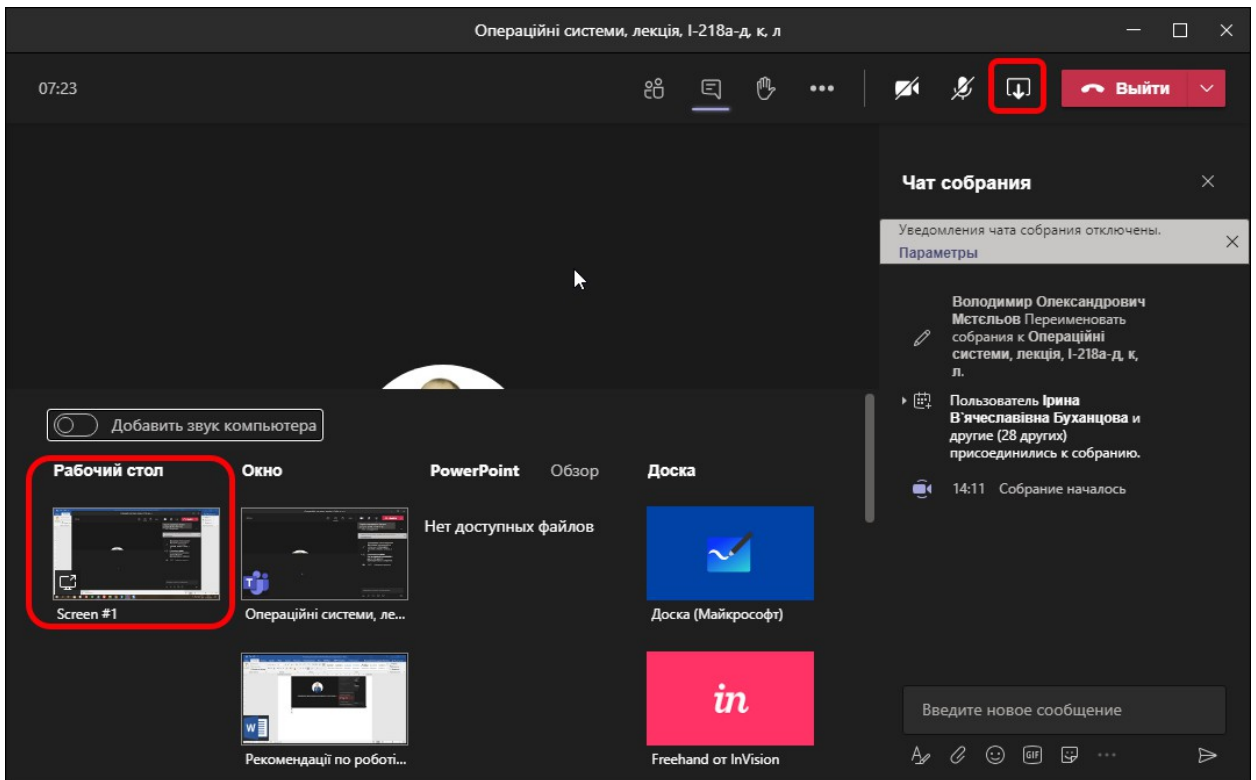

You can see the participants:

Students also sometimes write in the chat room because they don't always have microphones or video cameras:
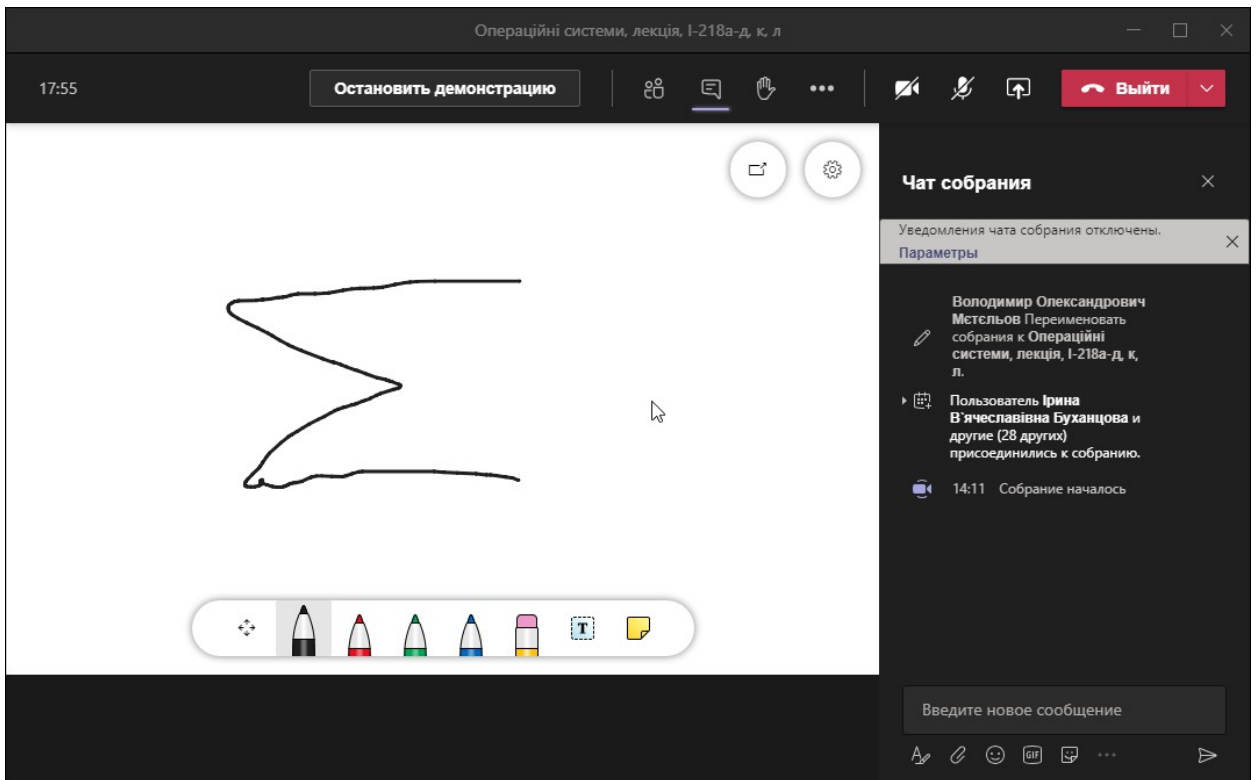

To share your screen, just click the share button and select what you want to share:
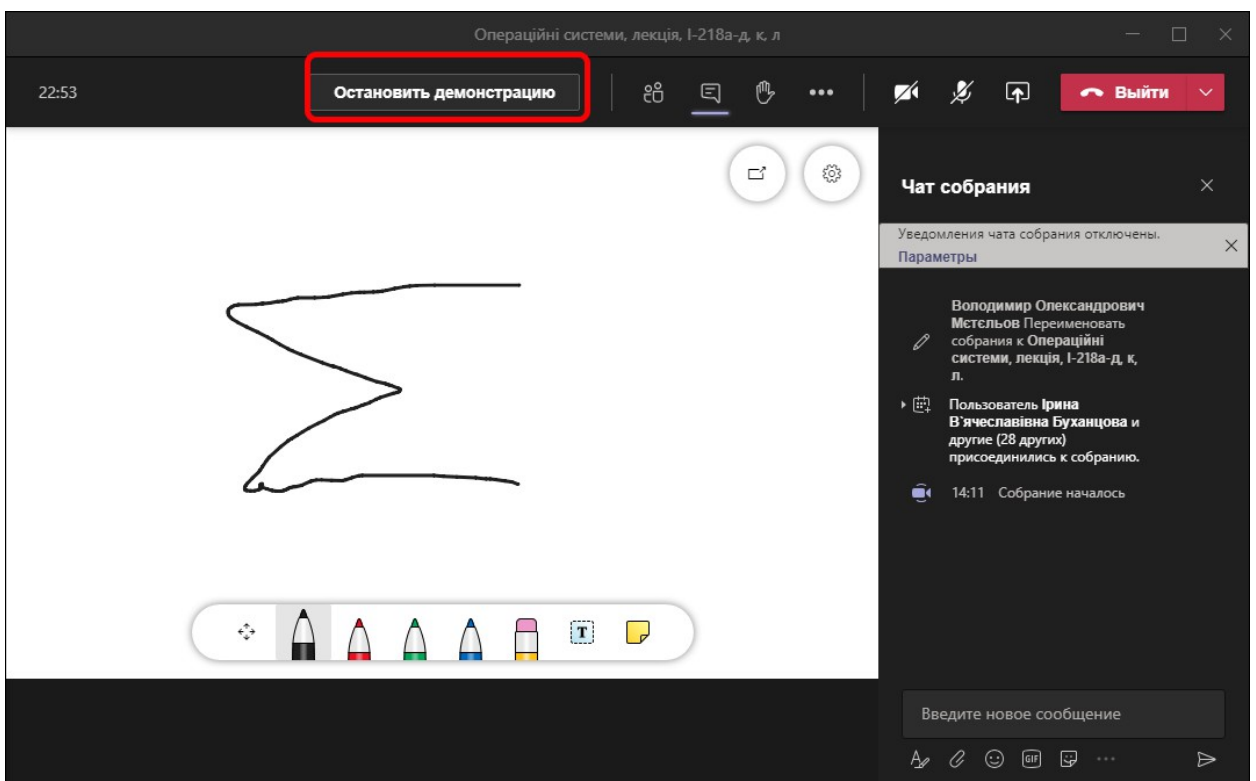
You can choose Screen 1, so participants can see everything that's happening on the screen. By selecting a window, all participants can see everything that is happening in that window only, such as a presentation. You may also find it useful to use Microsoft's Whiteboard:
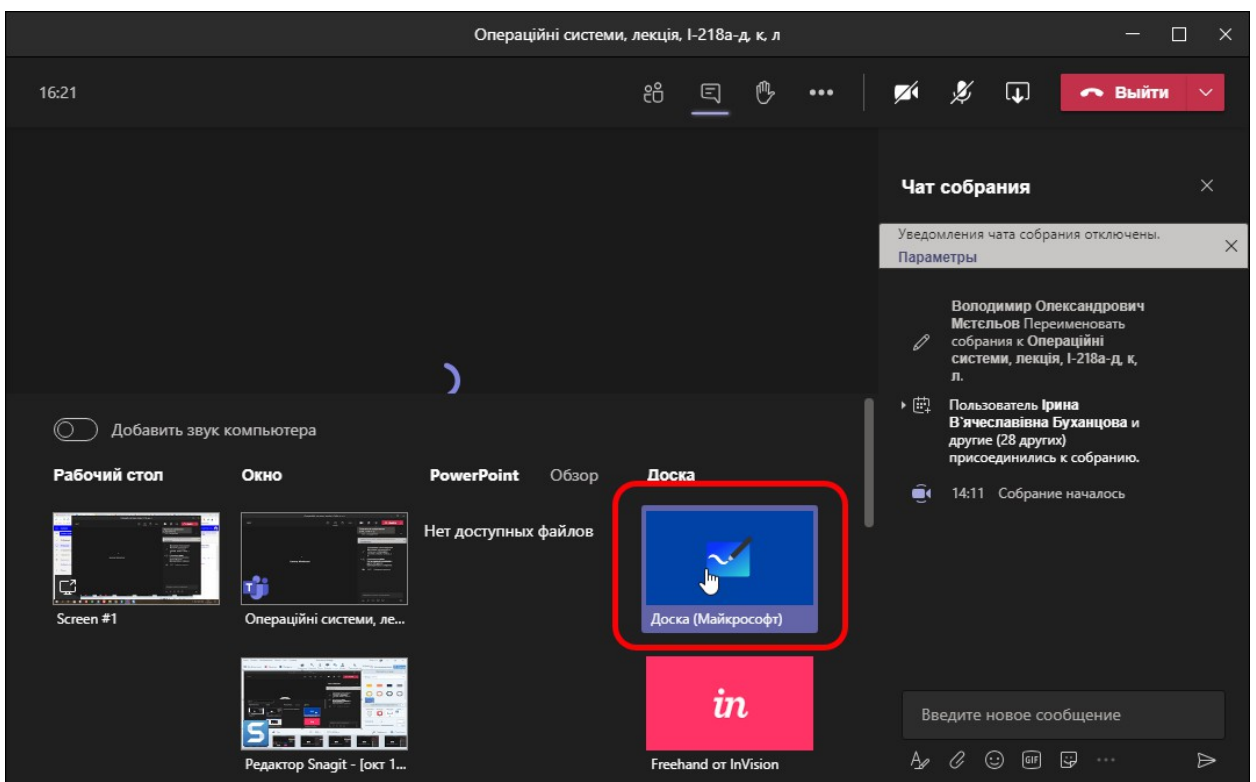
Stop demonstration possibly by clicking "Stop demo" button.
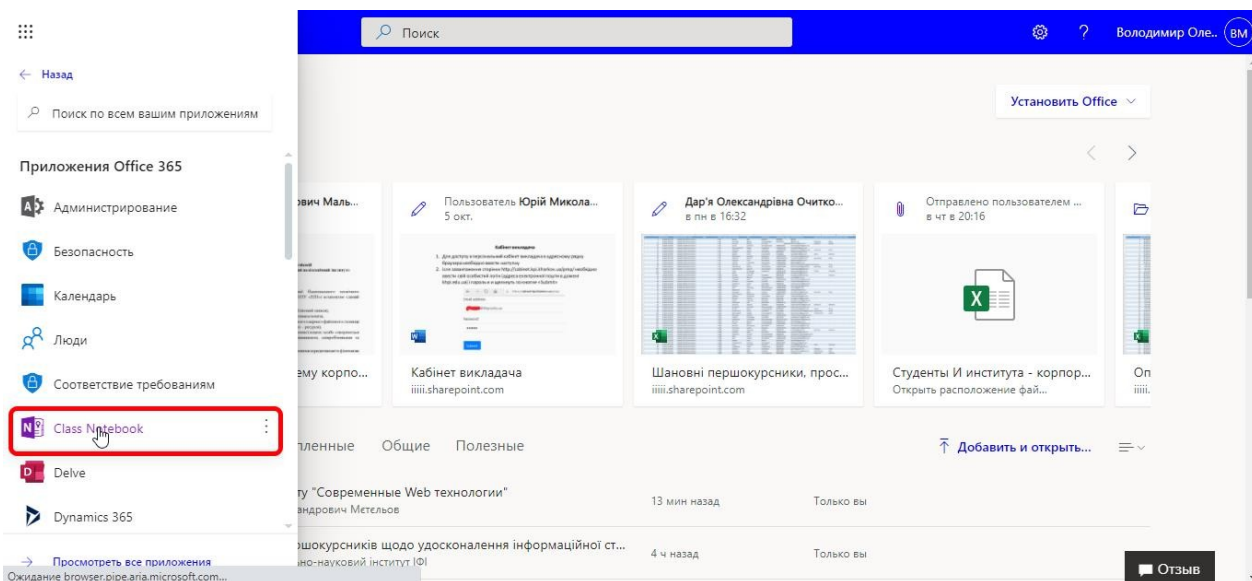

End the conference by clicking "Exit":

Пользователь **Ірина В'ячеславівна Буханцова** и другие (28 других) присоединились к собранию.

14:11 Собрание началось

Waiting for other participants to join...

Work in Class Notebook

In order to open Class Notebook, you need to open it from https://www.office.com/
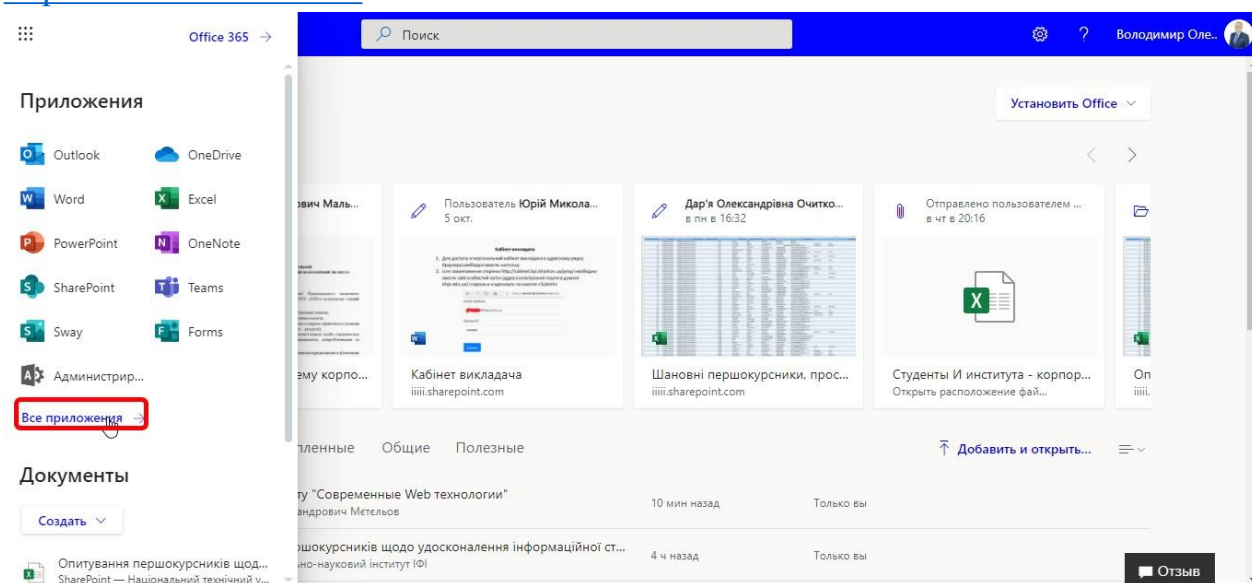
All created classes can be found in the Class Notebook in Notebook Management or by following the link that you received to your corporate email after the class was created by the teacher.

Welcome to OneNote Classroom Notebook

Мы поможем вам создать записную книжку, которую вы сможете использовать на занятиях

Создать записную книжку для занятий

Добавить или удалить преподавателей

Управление записными книжками
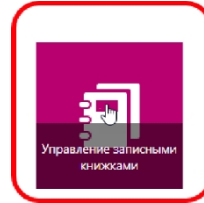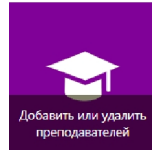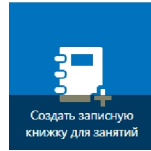
The newly created

Скачать надстройки записной книжки для занятий

Select a notebook to manage

and students   Group of sections for teachers only

g Laboratoryornir , g   Including supplication

▌ Лекції   Blocking the space for collaborative @work.
                                work
▌ Тести

➕ Добавить раздел

                                Permits for joint

                                Дать конкретным учащимся разрешение на просмотр и
                                редактирование этих разделов

                                Links for parents and guardians

   Создавайте гостевые ссылки для родителей и управляйте
                                ими

                                Ссылка на записную книжку

                                onenote:https://iiiii-my.sharepoint.com/person Копировать

In the system, the teacher has the opportunity to create a class and a separate office for each student in the group automatically, through which he or she can communicate with students and assign homework. It is recommended that you continue to work in OneNote, not the online version, as this office tool is installed by default when you install Microsoft Office. But it is possible to work in the online version:

In fact, the tool is very interesting and requires additional study, but in short, it is a "Content Library" where a teacher can publish lectures, formulas, drawings, anything, the set of tools is very extensive and all these materials will be seen by students. For example, I just published a file with a laboratory work for students of all groups by creating a page in the "Content Library" section:
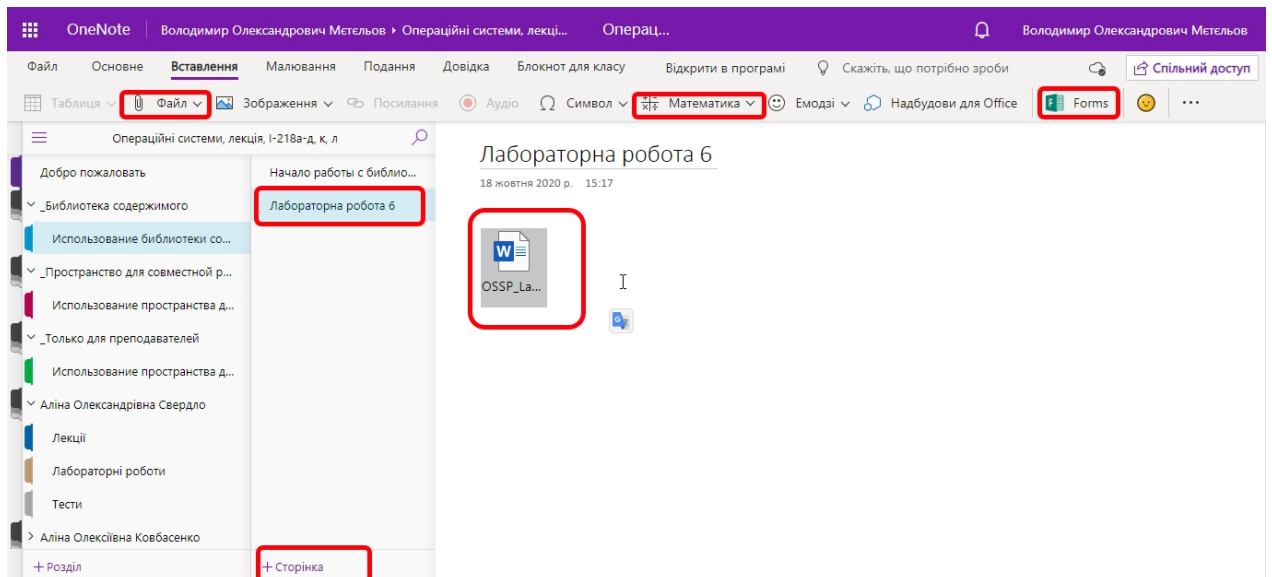
There is a "Collaboration Space" where both students and teachers can work, and I have also created a page for collaboration:
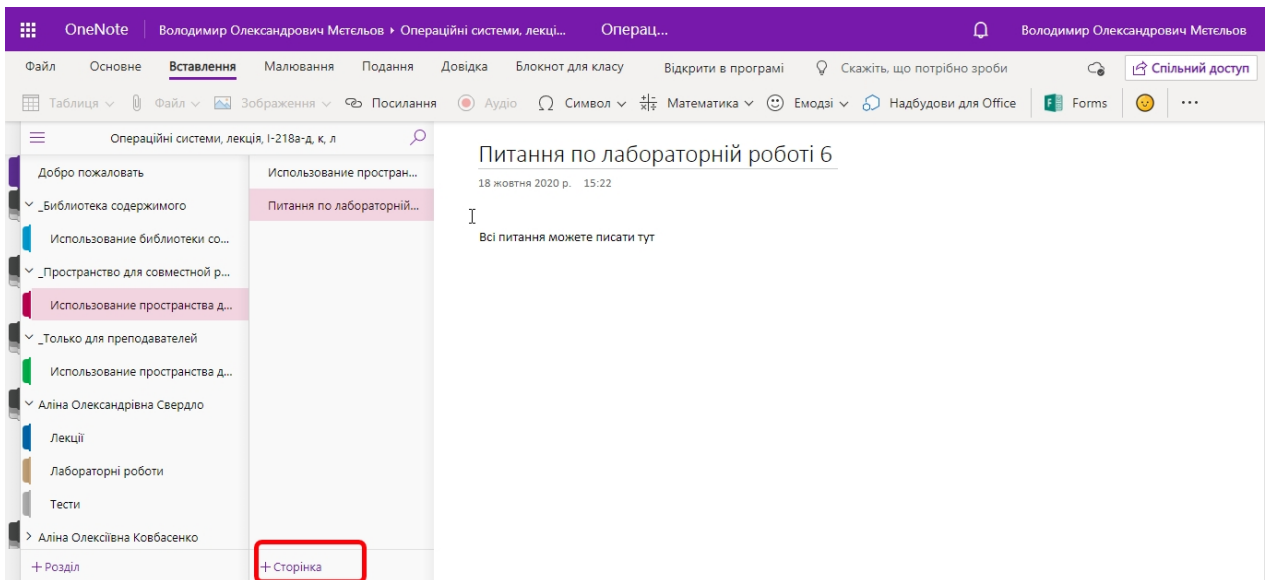
There are pages for each student individually, and a page that only the teacher can see for his or her notes. Through the personal page, a student can submit homework and receive comments from the teacher after it is checked.