How to Safely Adopt Office 365 into Your School

gaggle

Introduction

Office 365 broadens the capacity for learning, offering on-demand access to documents and projects, and provides students new and creative outlets to learn both inside and outside of the classroom.

Before implementing Office 365, it's important to promote the value that Office 365 will bring to teachers, parents and students. Start by identifying key benefits. For teachers, it might be saving time. For parents, it could be staying in touch with what's going on in school. For students, it might be easy access to important files and easy communication with teachers.

Sharing value is the key first step to successful adoption of Office 365. Without the right strategies in place, most software and web-based tools—whether free or paid—are underused in education. And even when there's adoption, it can take several years to fully implement new technology without laying a proper foundation for success.

Once you're ready to move forward, use the ideas in this ebook to increase adoption and to help ensure that Office 365 will be safe for teachers and students. Perhaps your school has made the switch to Office 365 as a free alternative to a Learning Management System (LMS), or maybe you've turned to Gaggle Safety Management to enhance your existing Office 365 environment with 24/7 content analysis and review of email, OneDrive and Yammer. Either way, this ebook is for you!

After reading *How to Safely Adopt Office 365 into Your School*, we're sure that you'll be able to start tomorrow's school day better prepared to use Office 365 to help students learn, save teachers time and promote the power of digital communication and collaboration.

5 Ways Office 365 Promotes Collaborative Learning

Let's start by exploring some of the many ways that Office 365 can help both students and teachers.

1. On-the-go updates for "just-in-time learning"

Office 365 offers the opportunity for users to make changes and updates to documents from anywhere, at any time. In our uber-socialized culture, students are used to the notion of being connected at all times. With Office 365, this means students can add thoughts to an essay draft or make changes to a PowerPoint slide at the very moment a new idea comes to them.

2. Opening doors to availability

At the K-12 level, there is always concern about the openness and availability of certain technology because all students don't have access to the same types of resources. Office 365 helps bridge the gap by providing an option for students who don't have access to premium versions of Microsoft Office on their home computers.

3. Collaboration at its best

There's just no way to get around assigning group projects because teamwork and collaboration are required student skills. With Office 365's collaborative tools, such as Excel, PowerPoint, Word and especially OneNote, projects will have more structure, allowing small groups to work on their projects at various times throughout the day. Instructors can also participate by adding comments and notes to assignments for added feedback.

4. The perfect ePortfolio

The OneNote app makes it easy to build and track an ePortfolio. The app supports a variety of formats for text, audio, video and even drawing and handwriting. This means teachers can encourage more creativity from their students. Bring ePortfolios to life with Office 365 and the OneNote app.

5. Endless opportunities for communicating and sharing

With everything in our culture on the go, why not have learning function in a similar way? Office 365 allows you to extend communication opportunities for both students and teachers. With instant messaging and video conferencing, learning conversations can be taken to new heights. Students will love the opportunity to use familiar tools for communicating with their peers and teachers.

Quick Tip:
Use OneNote to add comments and notes to group assignments.

Understand the Safety Risks

Taking the digital leap can be a very exciting time. But before taking a deep dive with Office 365, there are some precautions to take to assure student safety. The Children's Internet Protection Act (CIPA) requires schools to have more than just a website filter. CIPA also states that schools must have technology measures in place to protect against visual depictions that are obscene or pornographic.

GAGGLE FAST FACT

⊘ 31%

of all blocked student communications occur on weekends.

There is even an alarming correlation between snow days and "sexting."

Email as well as file stored in OneDrive, including Excel, OneNote, PowerPoint and Word, can contain questionable content, including visual depictions that are obscene and even child pornography. Unfortunately, inappropriate conversations between students and others are not uncommon throughout Office 365. Not only are students having these conversations, they're also sending inappropriate pictures of themselves and deleting them afterwards.

Office 365 offers limited safety controls and support. There are email rules that a school can create to filter certain messages, which are then sent to a moderator within a school or district.

Office 365 users still need to create their own "words list" that they want filtered and must enter rules for any senders and domains that they want to block. Microsoft does not provide a content filter for OneDrive. Users ar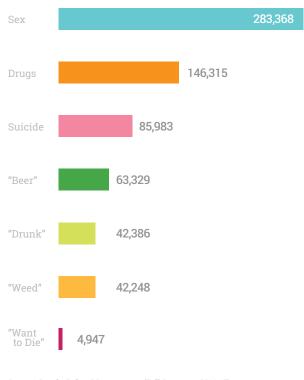e only able to set rules to prevent others from sharing with specific people. Because Office 365 was intended for business and not education, the inherent content filtering was built more for spam, malware and electronic discovery purposes rather than the safety of children using their products.

With Gaggle Safety Management for Office 365, safety controls are already set—and regularly updated—to analyze text and images. Safety Representatives review content and alert emergency contacts and even law enforcement of questionable content or possible student situations, allowing schools to be more proactive and prevent instances of cyberbullying, sexual exploitation, grooming, suicide and more.

Words NOT to Live By

In just one school semester, Gaggle discovered and blocked more than 4.4 million instances of inappropriate words and images in student email, texts, attachments and shared files. Below are the types of content mentioned in student communication.

Category	Count
Sex	283,368
Drugs	146,315
Suicide	85,983
"Beer"	63,329
"Drunk"	42,386
"Weed"	42,248
"Want to Die"	4,947

Source: Gaggle Safety Management (Fall Semester 2014-15)

Challenge:

Faced with a yearlong struggle, Georgetown Independent School District wasn't able to resolve all of its concerns around using Office 365 for student email.

Solution:

Gaggle Safety Management for Office 365 now applies consistent, district-approved policies for the use of student email and removes the need for educators to review questionable communications.

Results:

The school district launched a successful pilot program and plans to roll out safe student email using Office 365 to the entire district.

When Enterprise Email Isn't Good—or Safe—Enough for Students

One year into a plan to provide students with Office 365 email accounts, staff members at Georgetown Independent School District (ISD) were running out of ways to get a pilot program started. What seemed like a natural fit to extend staff email on Office 365 to students had become a project that seemingly had no end.

"I think teachers are always more comfortable with students using the same tools that they're familiar with," said Mary Mitchem, the district's Systems Analyst. "We had been on Office 365 for a couple of years, so when it was finally time to provide students with email, we chose to continue down that path."

To help get things going, Georgetown ISD hired a consultant who specializes in Office 365. While the consultant understood the Microsoft product, the school district wasn't convinced that Office 365 could meet the needs of students.

"We were trying to implement all of these rules; everything from bad language filtering to locking kids down, prohibiting who students could email and who could email them," said Mary. "It's a great product, but it's just not designed for student safety, it's designed for professionals."

Throughout the yearlong process, Kim Garcia, the district's Educational Technology Coordinator, also had concerns about giving email to students without the proper safeguards. That's when she learned about Gaggle Safety Management for Office 365, which provides behind-the-scenes content analysis and review to ensure students can use Office 365 in a safe and appropriate manner.

Marcie Lindsey and Mike Sprinkel, district educational technologists, were tasked with launching the pilot, which included a small number of teachers at all grade levels. "We chose teachers who would be dedicated to making sure the pilot went well," said Marcie.

After waiting a year to get the program off the ground, the school district saw very fast adoption, including the use of email for assignments and teaching lessons in digital citizenship. "Gaggle is a huge plus for the teachers," said Mike. "There's nothing for them to do and they can integrate the use of email knowing that their students are safe."
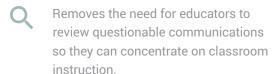
The staff at Georgetown ISD is also quick to point out some additional benefits of working with Gaggle, including the frequent updates to the customizable Block Words List. "Without Gaggle, we'd have to review the bad language words and try to keep up with the new and interesting ways kids say things," said Kim.

Now that student email is gaining traction throughout Georgetown ISD, the goal is to roll out student email to the entire district, which is made easier by the ability to create different settings at both the school and grade level as well as restricting user access to just inside the school domain. The district also hopes to extend its use of Gaggle Safety Management to reviewing files in OneDrive and take advantage of the email archiving options included with Gaggle Safety Management for Office 365.

Serving more than 10,000 students at 10 elementary schools, three middle schools, two high schools and two alternative campuses, Georgetown Independent School District is the school district of choice for children living in Georgetown, Texas. Georgetown is the county seat for Williamson County, which is located about 30 miles north of Austin.

What is Gaggle Safety Management or Office 365?

Gaggle Safety Management consists of a team of Safety Representatives who, along with an extensive content analysis system and a real-time image analizer (Gaggle's Anti-Pornography Scanner), review student communications and files on Office 365 for inappropriate content, including profanity, pornography, drug and alcohol use, abuse and bullying. Other benefits:

Removes the need for educators to review questionable communications so they can concentrate on classroom instruction.
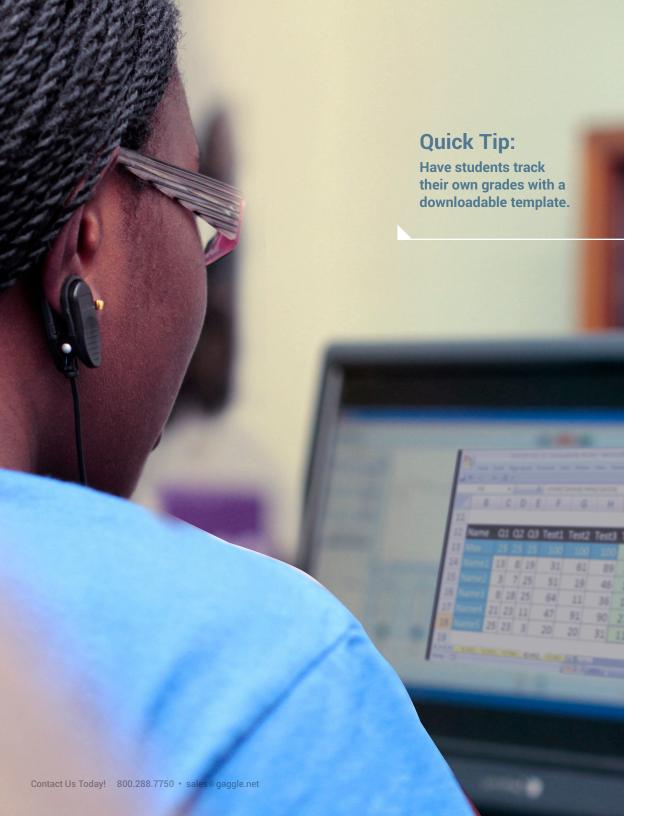
Detects issues early, alerting school district officials at any hour if a threat is imminent, allowing educators and parents to intervene positively.

Contacts local law enforcement if the situation is potentially dangerous.

Allows administrators and law enforcement to review communications that could threaten student health, safety or well-being.

Reports all child pornography incidents and any sexually suggestive messages related to the potential exploitation of children.

Quick Tip:

Have students track their own grades with a downloadable template.

Tips & Tricks to *Excel* with Excel

Students and teachers might not need to know how to create extremely complex formulas using Excel, but here are some little-known tricks that could prove quite helpful.

Track grades

With adaptive and personalized tools taking up more space in the classroom, there's more responsibility on students to keep up with their progress. Empower students to track their grades in Excel. All the work can be done in an Excel GPA template.

Keep the zero

In Excel, if you enter a number that begins with zero, the zero is dropped by default. The most common way to keep the zero is to change the cell formatting. But you can also just enter a quotation mark before the zero and that will do the trick.

● Select all

Ever pay attention to that little box in the left corner of a spreadsheet? It's right on top of Row 1 and to the left of Column A. Click that box to select the entire spreadsheet. Now you can adjust all of the column sizes at once by moving the cursor to the preferred width.

Survey the masses

Excel offers a unique survey tool that allows teachers and students to collect data and keep it all organized. The survey tool is only available in Excel Online, but it allows students to add their questions and compile data in real time as people complete the survey.

● Move a column

When you want to reorganize your data, instead of starting from scratch or trying to copy and paste, highlight the entire column and then hover your mouse over it. Once you see the cursor change to the crossed arrow, pick your column up and put it down wherever you like.
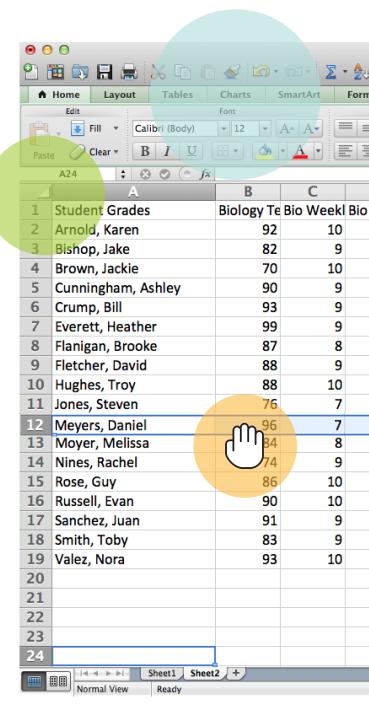
Jump around

When you have a large amount of data, scrolling can become monotonous and even frustrating. If you need to jump from one section of your data to the next, use the Control key and the Arrow key in the direction you want to jump. For example, if you want to get to the very bottom, use Control and the down arrow key.
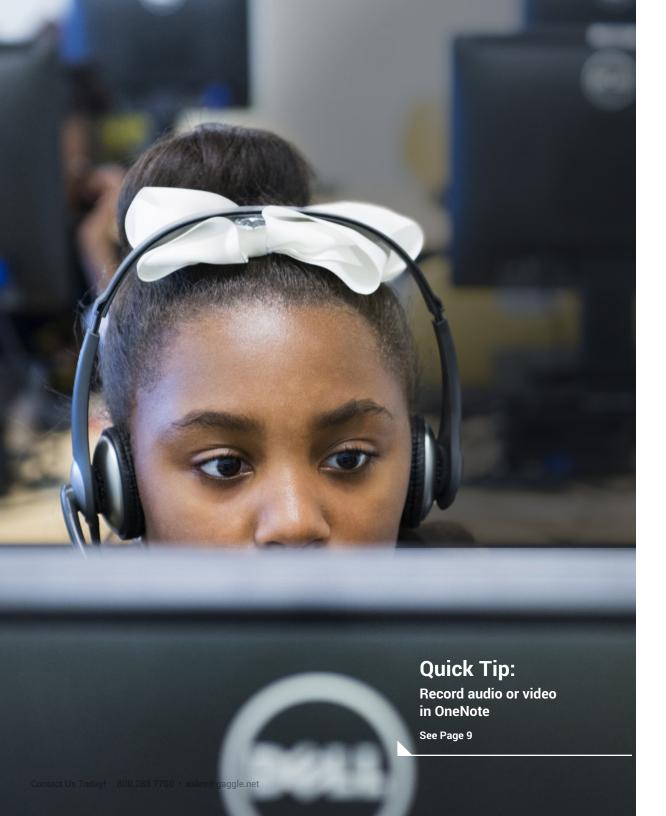
● Create a combo chart

Excel can come in handy when it's time to start charting and graphing, but maybe you want to do more than a basic graph. There's a variety of chart and graph templates already available, including a Combo category that allows you to combine multiple subsets of data.

Freeze panes

Another issue you might run into when you have a large amount of data is losing your headers at the top or on the side or a worksheet. Use the "Freeze Panes" option in the top toolbar to lock rows or columns so you can scroll through your data and still see your headers.

Create an Efficient Classroom with OneNote

Student-Teacher collaboration is easy with OneNote. Follows these tips to be a pro!

Quick Tip:

Record audio or video in OneNote

Promote Better Note Taking

When it comes to taking notes, students are no longer limited to pen and paper or even a keyboard and screen. With the OneNote Office 365 app, students can take their note taking to new heights. But OneNote is more than what you might expect from a typical notes app and can create new opportunities for students. Here's how OneNote lends itself to a variety of learning and note taking styles.

Record audio or video

For students who prefer to hear a lecture over again or to replay classroom moments, OneNote offers the option to use audio and video. This can be particularly helpful in classes with complex concepts. Replaying the explanation or even watching the teacher at the board a subsequent time can add context to students' notes. It can also help them recall their learning moments much easier.

Use existing templates

The key to good note taking is organization, but if students aren't sure where to start, they might not be seeing much benefit from their notes once they leave the classroom. OneNote offers pre-built templates and outlines for students. Having an outline can add more structure to students' notes, which means more effective note taking.

Insert links

During class, teachers are sure to reference resources other than what's found in a textbook. If students don't have access to those resources outside of the classroom, they could lose valuable information. OneNote allows students to insert links to other materials in their notes.

Add highlights and tags

Highlighting is not new to the note-taking process. But with OneNote, a teacher's highlights become more than just yellow and green lines across the paper. In addition to the highlighting feature, students can also add tags to their notes. The tags can help students find information more quickly and can help identify notes that are more important than others.
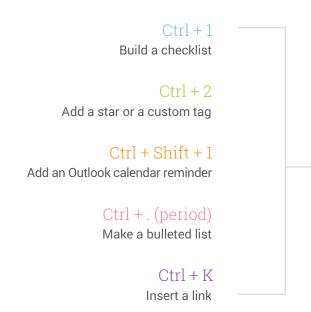
Use the dictionary

During a lecture, teachers can use words that are unfamiliar to students. Students might not know what a word means or even how to spell it. The dictionary and spell checker inside of OneNote can ease some of the tensions with unfamiliar vocabulary.

Learn the shortcuts

Teachers and school faculty typically frown on shortcuts. But there are some very valuable shortcuts that students can use in OneNote so tasks like formatting don't slow them down while they are taking notes. Page 10 lists some helpful shortcuts:

Ctrl + 1
Build a checklist

Ctrl + 2
Add a star or a custom tag

Ctrl + Shift + 1
Add an Outlook calendar reminder

Ctrl + . (period)
Make a bulleted list

Ctrl + K
Insert a link

Common Key Commands for Efficient Note-Taking in OneNote

Open New Window . . . . CTRL+M
Create Side Note . . . . CTRL+SHIFT+M
Undo . . . . CTRL+Z
Redo . . . . CTRL+Y
Select All . . . . CTRL+A
Cut Selection . . . . CTRL+X
Copy . . . . CTRL+C
Paste . . . . CTRL+V

Insert Soft Line Break . . . . SHIFT+ENTER
Check Spelling F7
Thesaurus . . . . SHIFT+F7
Highlight Text . . . . .CTRL+SHIFT+H
Insert Link . . . . CTRL+K
Open a Link . . . . Hover + ENTER
Bold/UnBold . . . . CTRL+B
Underline/Remove Underline . . . . CTRL+U

Bulleted List . . . . CTRL + . (period)
Numbered list . . . . CTRL+SLASH
Apply Heading Style . . . . CTRL+ALT+Syle#
Insert Date . . . . .ALT+SHIFT+D
Enable/Disable full page view F11
Print Page . . . . CTRL+P
Add a New page . . . . CTRL+N
Save Changes . . . . CTRL+S

Make Digital Lesson-Planning Easy

Teachers who use Office 365 often rave about the great ways that OneNote takes note taking to new heights. And while the note-taking functionality is quite "noteworthy," OneNote is also useful for creating digital lesson plans.

Content flexibility

Itching to use a video to demonstrate the scientific method? Upload it right into a lesson plan. Want to share recorded audio of an opera singer with a music class? Drop it right in. Links to websites, photos, embedded files and even handwritten notes also work.

Tags and highlights

As teachers add content to their lesson plans, it could become difficult to find what they need in the moments they need it. The tagging feature allows them to navigate to any content. Highlighting can add emphasis to important information included in lesson plans.

Embedded audio cues

Teachers can share certain portions of their lesson plans for even more efficient instruction. They also can embed audio cues in the student version of lesson plans to help guide them through the content. This can be helpful when flipping classrooms so students have some audio instruction at home.

Shared notebooks

Teachers can collaborate with each other when creating lesson plans by sharing notebooks. Working with other teachers improves creativity and innovation and is a great way to spark new ideas.

The World Wide Web

Bring websites and all of the many resources into lesson plans to make them accessible to students. Include blogs, wikis and even online journals and add even more to a resource library for students. The more resources that are available, the more places students have to explore concepts outside of the classroom during their study time.

4 Ways to Use OneNote for Better Student Collaboration

Collaboration is a typical core competency found in curricula across the country. Teamwork and collective thinking are not only useful skills, but are required for students to learn how to interact with each other and work towards a common goal.
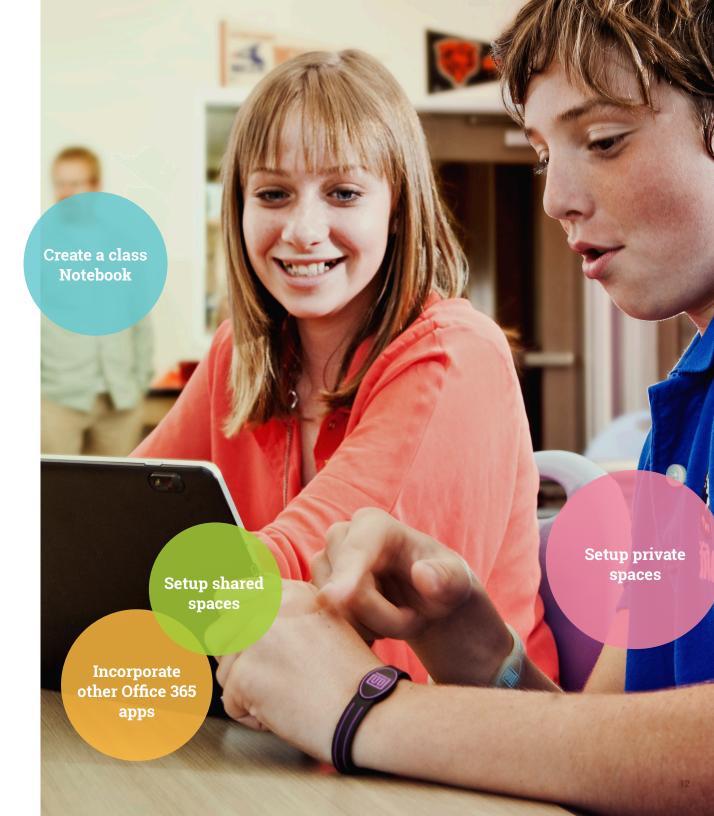
The typical scenario for collaboration is simply grouping students into teams and telling them to complete a group project. But successful collaboration actually takes a bit of scaffolding to ensure the experience is useful and effective. Here's how to use OneNote in yet another way— this time to incorporate collaboration in the classroom that encourages interaction from all students.

When encouraging collaboration, students need to understand expectations. Giving them guidelines helps set the stage for what's required of them in interactions with their peers. With OneNote, teachers can create a Class Notebook with read-only pages that provide the necessary information and announcements for students.

While collaboration is mainly about working with others, there's also an aspect of self-reflection and contribution that is very important. Students need to understand that their individual contributions can have a big impact on the larger group task. Allow students to work through their own personal learning path in a private space, which can add further value to their group contributions.

In addition to the read-only pages, teachers can use OneNote for group-work opportunities. In shared spaces, students can contribute to group assignments and projects separately or at the same time. The benefit of using OneNote is that teachers can monitor the contributions made by each student.

Time management is a huge piece of collaboration. It's something all students need to learn. Office 365 makes OneNote and other Office 365 tools accessible to students at any time, in any place. This makes collaboration outside of the classroom much more realistic.

Create a class Notebook

Setup private spaces

Setup shared spaces

Incorporate other Office 365 apps

Put More Focus on Teaching and Learning

Adding multiple layers of technology won't necessarily have a positive impact on knowledge acquisition and retention. It's actually easier for students to learn when the number of products being used is minimized. Here's how a tool like OneNote can do the job of multiple products or platforms while putting even more focus on teaching and learning.

Collaboration

Learning thrives on teamwork. There's no getting around the need for collaboration. Without technology, collaboration usually is limited to the classroom. OneNote fosters a collaborative environment that allows feedback to escape the walls of school desks and chalkboards.

Assessment

The tagging feature in OneNote is especially useful for formative assessment. Teachers can use the tags to identify how far each student is progressing on a particular topic. When teachers know the subjects that students are struggling with, they can address individual student needs more efficiently. In addition to the benefits for teachers, students can also use the tags in OneNote to perform some self-assessment.

Students often are unaware of the topics they don't know, which causes them to focus most of their time reviewing what's familiar to them. When students know where they're not doing well, they have a better idea of where to focus their study time.

Organization

Both students and teachers can always benefit from better organization. In addition to the note-taking functionality in OneNote, everything is stored in one place. Students can store all of their study guides and other resources and let OneNote act as a sort of virtual trapper keeper.

Not only does OneNote integrate with other Microsoft Office tools, but it's accessible from anywhere as long as there's an Internet connection. Even when not connected, work within the app and any changes are uploaded once the connection returns.

Collaborate more with OneNote

Share lesson plans with endless opportunities for teachers to make adjustments and provide feedback.

Use collective workspaces that administrators and teachers can update with curriculum ideas.

Create personal workspaces in OneNote Class Notebooks for students to complete group assignments and projects anywhere and at any time.

Make a private workspace for teachers to give parents updates and feedback.

How to Use Office Mix in the Classroom

Office Mix allows teachers to make presentations interactive with quizzes and labs.

FILE HOME INSERT DESIGN TRANSITIONS ANIMATIONS SLIDE SHOW REVIEW VIEW DEVELOPER MIX STORYBOARDING

Slide Recording | Quizzes Videos Apps | Screen Recording | Screenshot | Insert Video | Insert Audio | Hack | Preview | Upload to Mix | My Mixes | Export to Video | Export to SCORM | Publish to O365 Video | Using Mix | Send Feedback | Help | Office Mix Update

Record | Insert | Mix | Video | Tutorials | Support | Update

Office Mix is already considered to be a possible game changer in the classroom. There are teachers who quickly are becoming super users.

A free "add-in" for PowerPoint, Office Mix allows teachers to make presentations interactive with quizzes and labs. Office Mix simplifies the task of integrating online content into lesson plans. Some teachers have identified notable ways, such as the eight here, to use Office Mix in the classroom.

Explore the mix

Use the public gallery to create, upload and share mixes with other teachers. View existing mixes to come up with new ways to do old tricks.

Capture lectures

Record classroom sessions and upload them to a Learning Management System for students who miss class, or as a resource for future study time.

Share the fun

Allow students to create their own mixes to share with other students and to complete projects and group assignments.

Chunk content

Keep mixes to five minutes or less so they only cover individual concepts. Doing so makes the content more palatable for students to grasp.

Assess and provide feedback

Offer formative assessments at the end of the instructional mixes and then give students feedback on where and how to improve.

Flip the classroom

Use mixes for self-directed study and practice to free up classroom time for more cognitive learning experiences.

Repurpose existing PowerPoint slides

Save time by building mixes from existing PowerPoint slides for student-directed content.

Analyze the data

Incorporate the reporting and analytics into grading and feedback loop to offer more personalized direction to students.

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