

# LEVERAGING 365

December 2017 Edition

Leading, learning and collaborating with  
Office 365 cloud based technologies.

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## Welcome to the first edition of Leveraging 365.

The Contemporary Learning Hub, as part of our partnership with DET's Education Systems Engagement branch is proud to launch the Leveraging 365 digital newsletter. This newsletter is designed to provide ideas and inspiration to educators as they explore how they can leverage the new cloud based Microsoft tools that are now available for use in EQ schools. These tools include OneDrive, Office 365 and OneNote Class and Staff Notebooks.

In this edition, we'll share examples of how educators in our schools are embracing these new technologies and how these technologies are enabling them to lead, learn and collaborate in new ways. Working with cloud based solutions provides us with many new opportunities and we hope you will find this newsletter a useful resource to begin or extend your thinking of how they can support you in your own school context. The Contemporary Learning Hub also provides a range of professional development opportunities to upskill educators in the use of these products. To find out about upcoming events visit [www.contemporarylearninghub.com](http://www.contemporarylearninghub.com).

## Every cloud has a silver lining - or in this case it is gold?

The saying might be that every cloud has a silver lining - but in the case of our DET educators having access to the cloud via OneDrive, most would tell you it's more like gold. There are so many awesome new ways we can do things now we have access to the cloud. Here are what educators are saying about their new ways of working.

"I've installed the OneDrive app on my iPad and use it almost every day to capture evidence of student learning for assessment directly into folders I have set up for individual students on OneDrive. I now have digital folios that are easy to manage that contain media I can share easily with parents during parent teacher interviews without having to do any downloading, sorting or organising."

*Lisa Hardy - Year 3 Teacher - Meridan State College*

"Our team is opening the new DET STEM school in Aura on the Sunshine Coast. After visiting the Hub for PD, our team has decided to leverage the features of OneDrive and Staff Notebooks to enable our incoming staff to have access to the documents and resources they need as they take on the challenge of opening a new school. Core school documents will no longer simply reside on our school network but will be accessible to our team from any device both at home and at school."

*Amos Cowling – Deputy Principal - Baringa SS*

"I'm using Staff Notebooks to set up collaborative online spaces where I can share media, resources and ideas with educators and schools in our cluster. The first of these explores the implementation of the Digital Technologies Curriculum and our Makerspace efforts at Maleny i.e. what we have, what we are considering or future planning ideas. It is an effective way to easily share resources and provide updates for everyone whenever new additions are made."

*Adrian Greig – Leader of Innovation – Maleny State School*

## Welcome to the Wonderful World with OneDrive

OneDrive has been rolled out across all EQ schools and every EQ staff member now has access to five terabytes of online storage space in the cloud. This means that we can save our files to the cloud rather than the hard drives of our computers or our school network. Your files will then be accessible from any device you can use to log on to the internet to access your OneDrive account. The best thing is anything on OneDrive is backed up centrally by the department so you will never lose your files. You can save, sync and access files on OneDrive in a number of ways.

One popular way to access OneDrive is to login via [www.owa.eq.edu.au](http://www.owa.eq.edu.au). Once you type in this URL, you can then login using your EQ username and password. Click on the grid app launcher icon in the corner and select OneDrive. You will then be able to upload and share files. You can also setup a folder on your C4T or install the OneDrive app on your device to upload and sync files to the cloud from your device.



With OneDrive you can sync files to the cloud and access them on any device. Edit your files in the cloud using the online versions of Office applications or share the files with your colleagues or students to create shared documents.

## Office applications accessible anywhere 365 days a year

The image below really says it all. We now have access to online versions of our most commonly used Microsoft applications from anywhere using any device that is connected to the web. Login at [www.owa.eq.edu.au](http://www.owa.eq.edu.au) and use the grid app launcher at the top left to open the online applications.



## HOW BIG IS YOUR PART OF THE CLOUD?

Did you know that every DET educator now has 5 terabytes of space in the cloud that they can use to store files and media? This could hold over 1.5 million photos or 2500 hours of video files. This space is the equivalent of five percent of total internet traffic in 1993 or if you think of it in 1GB USB sticks, it's the same as having 5000 of them to save your data to.

## Collaborative Brainstorming in Staff Meetings

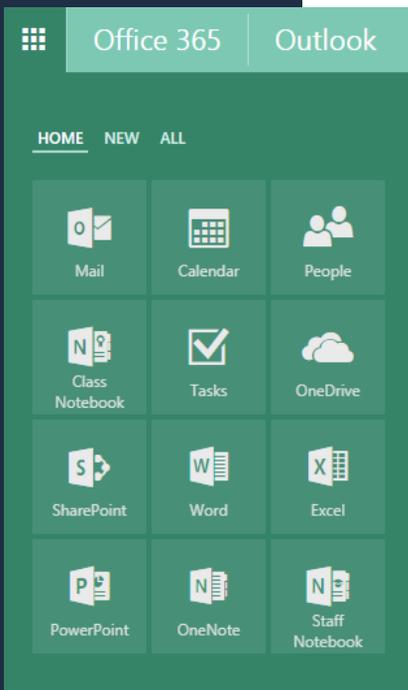
These new applications also provide us with a range of options to collaboratively create documents and brainstorm with staff and students. We can set up Office 365 documents and share them with our colleagues or students so that they can contribute to them.

Many schools have begun using this functionality as a means of capturing ideas during staff meetings or to work collaboratively during planning days. The organiser of the meeting or planning day creates the document, selects share and enters the email addresses of the staff or students they want to have access to view or edit the document.

The great thing is that those that you have been given access can contribute to the document live during the meeting or at any time asynchronously. When brainstorming ideas within a meeting, you can have the document open on the device connected to the projector. Your team can see the contributions that staff are making as they are added. You can also see initials beside each contribution so you know who has added what. It is an easy and effective way to brainstorm and collaborate and this feature is also being leveraged for learning in our classrooms.



Login at [www.owa.eq.edu.au](http://www.owa.eq.edu.au) to access your Office 365 applications. Click on the grid in the top left hand corner to open the application launcher and start using your Office 365 apps.



## WIN A WACOM INTUOS TABLET FOR DIGITAL INKING

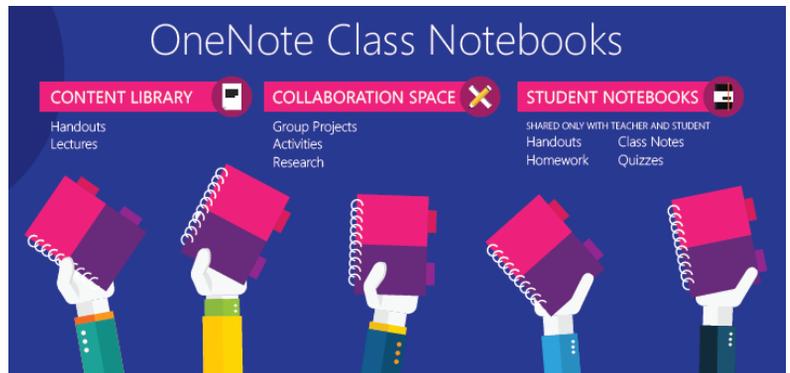
We're trying to unearth all of the creative ways that DET educators are leveraging these tools to improve learning outcomes, increase productivity and collaborate.

Send us a paragraph or piece of media that shows how you're using OneDrive, Office 365 or OneNote Staff or Class Notebooks to go into the draw to win a Wacom Intuos Tablet that you can use for inking your thinking with digital ink. Email your entry to [clh@meridansc.eq.edu.au](mailto:clh@meridansc.eq.edu.au) in December or January to go into our two monthly prize draws.



## Class Notebook – A Complete Game Changer

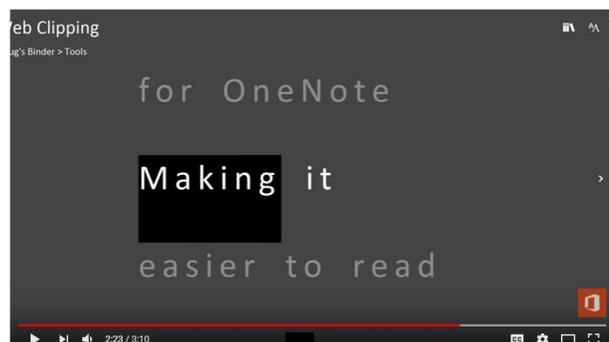
Class Notebooks are a new feature of OneNote and are a piece of cake to set up. They allow you to easily add students and create and distribute content, activities and assessment to students. Notebooks feature Content Libraries where teachers add read-only content for students, Collaboration Spaces where students can work collaboratively on projects and Student Notebooks where students can privately complete their work and assessment items. Only the teacher and student can view and edit the student's notebook. Once you've mastered how to use them and set them up, you're armed with a powerful set of tools that you can use to easily differentiate learning, quickly provide multimodal feedback and set up collaborative brainstorming and project spaces for your class.



## Learning Tools Unleashed

There are so many things to love about Class Notebook but a standout would have to be the Learning Tools add-in. Once installed, it appears as an extra ribbon at the top of OneNote. The Learning Tools include the Immersive Reader which you can use to listen to text being read back to you and the Dictate tool. The quality and accuracy with both of these tools is fantastic and our students are using them daily to record their ideas and to also hear their own writing being read back to them.

Watch the YouTube clip on the Learning Tools add-in by clicking on the link below.



“My teacher set up a Class Notebook for our class and it meant the end of our homework books. She would add activities to the content library for use to do and we would work on tasks in our groups in the collaboration space.

Sometimes at night I'd be at home working on my homework or assessment and I'd see my teacher marking it while I was working. My Dad could hardly believe it.

My favourite feature is the Immersive Reader tool because I can use it to hear my writing being read back to me. When I listen to it, I work out where I have made mistakes and I can fix them by myself.”

*Anna - Year 6 Student  
Meridan State College*

## Level Up your skills at the Hub in 2018

The Contemporary Learning Hub at Meridan State College on the Sunshine Coast has partnered with DET's Education Systems Engagement team to deliver face-to-face professional development for DET educators on these new technologies. The following professional development programs to be held in Term 1 in 2018 are now open for registration.

### Collaborating 365 Workshop Programs

*Friday 16th Feb or Monday 5th Mar 2018*

[View the Flyer](#) | [Register for the February 16<sup>th</sup> Workshop](#) | [Register for March 5th Workshop](#)

Our Collaborating 365 full day workshop programs provide an opportunity for participants to develop the skills and understandings they need to use OneDrive, Office 365 and Class and Staff Notebooks to create real time collaborative spaces for your planning processes, curriculum, unit or work program development. The program also explores how you can use these tools to manage shared projects and moderation processes within and beyond your own school context.

### Learning 365 Practicum Program

*Monday 19th and Tuesday 20th February 2018*

[View the Flyer](#) | [Register for the Practicum Program](#)

These Learning 365 two day programs provide an unprecedented opportunity for educators to immerse in a professional learning experience where they can explore effective and innovative pedagogies that can be used to engage, support and challenge learners within 1:1 or BYOx learning contexts.

The core focus of the program will be developing an understanding of how Office 365 and cloud based technologies can be used to enable students to engage with learning anytime, anywhere. Participants will build and extend their skills in using a range of digital tools and technologies including Office 365, OneNote, Class Notebook and Office Mix. This will include developing the skills they need to use digital ink and multimodal tools for student feedback and assessment. Participants will explore how they can use digital tools and technologies to increase productivity and to create digital assessment tasks that enable students to demonstrate their knowledge and understanding in multimodal ways.



The Contemporary Learning Hub provides high quality professional development programs for educators.

In addition to our Collaborating and Learning 365 Programs, the Hub has many fantastic PD opportunities coming up in 2018. These include our Numerate Futures Conference with Adam Spencer and Professor Peter Sullivan and our annual Augmented Libraries Summit.

Programs are delivered face-to-face at our Hub at Meridan State College on the Sunshine Coast or online as part of our popular Online Festival programs.

Find out about all our upcoming events or subscribe to our mailing list at:

[www.contemporarylearninghub.com](http://www.contemporarylearninghub.com)



**CONTEMPORARY LEARNING HUB**

[www.contemporarylearninghub.com](http://www.contemporarylearninghub.com)

Meridan State College - 214 Parklands Boulevard,  
Meridan Plains - Sunshine Coast

E: [clh@meridansc.eq.edu.au](mailto:clh@meridansc.eq.edu.au) P: 0476 837 405 T: @clhmeridan