AN OVERVIEW OF

LP+365

HELP GUIDE

VERSION 2.1

What is LP+365?

LP+365, built in partnership with Microsoft transforms Office 365 into your school's Learning Management System (LMS); adding educational value to your schools Office365 tenancy.

1. Navigating around the Home Dashboard.

The Home Dashboard, as shown in Figure 1, provides quick and easy access to educationally relevant tools on LP+365 and Office 365. Tools such as Assignments; Email, Calendars and Documents are organized into simple tiles.
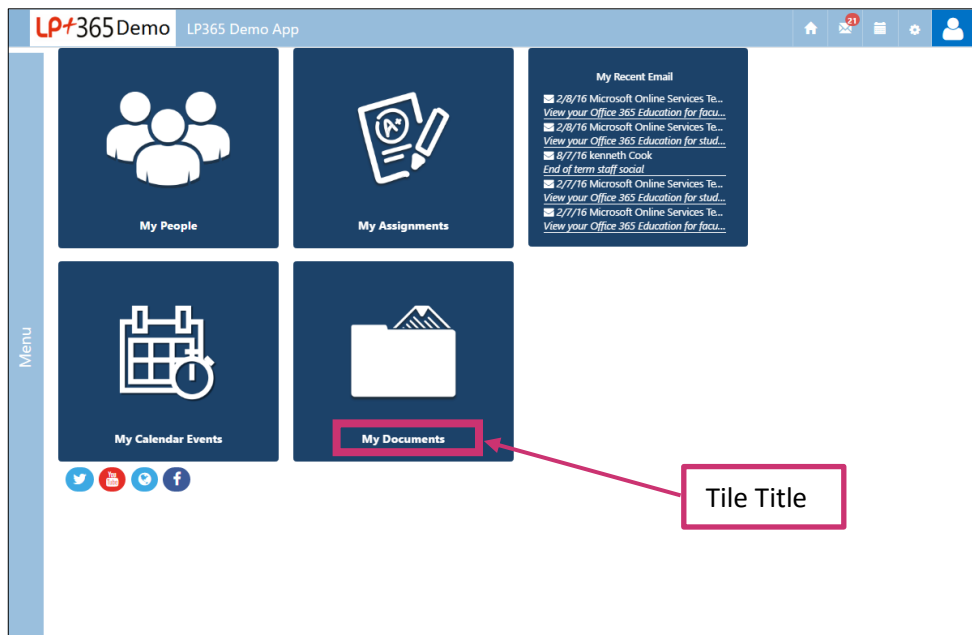

FIGURE 1. THE HOME DASHBOARD

The tiles flip (with the exception of My People) to provide the latest summary information:

- My People (opens the user's contacts in a new tab)
- My Assignments
- My Recent Email
- My Calendars Events
- My Documents

In the summary view, clicking on the tile title will navigate you to the relevant tool in Office 365 presenting a full view of the items and its detail.

2. The Notifications Bar.

The Notifications Bar, as shown in Figure 2; informs the user of new emails and new assignments appearing in the calendar. The push notifications display a red counter for each new unread item. Clicking on the notification icon provides a drop down containing summary information about the new items with the ability to navigate directly to the item or **View Mailbox/All**.
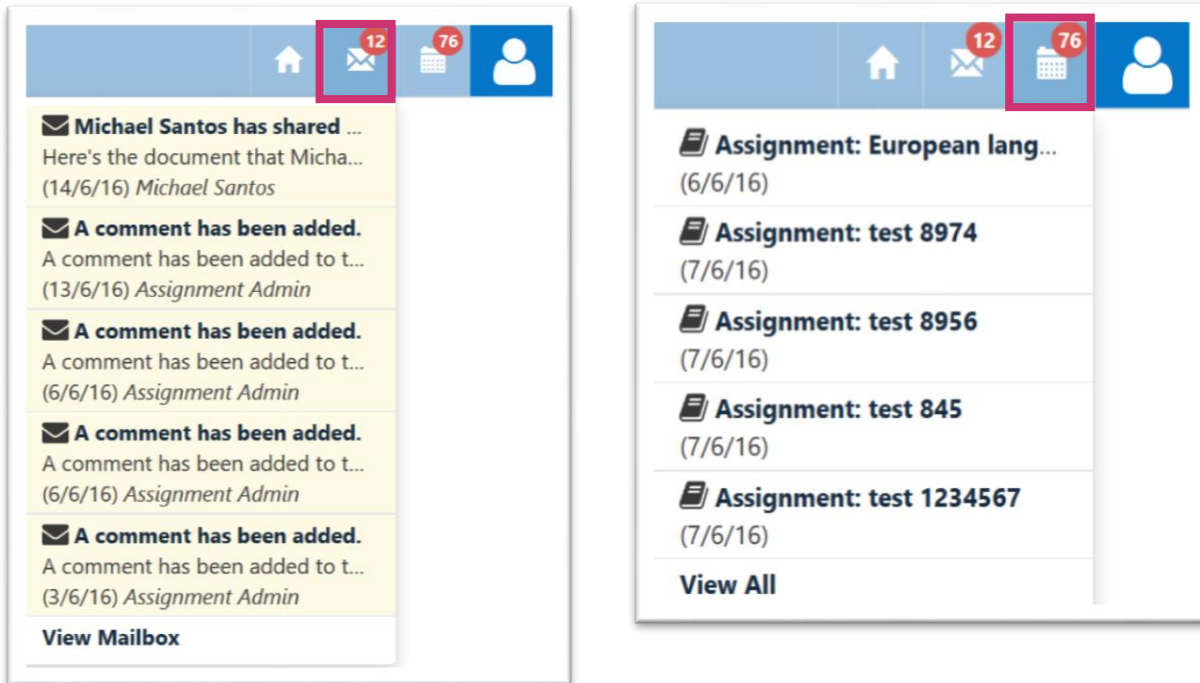

FIGURE 2. THE NOTIFICATIONS BAR

The Notifications Bar also contains the following elements:
- Home icon - navigates the user back to the Home Dashboard
- Avatar - displays username and email address and allows the user to Sign Out.
- Administration cog - available to Administrators only. (See Section 5.)

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3. The Menu Bar.

The Menu bar displays a **Subjects** tab that provides access to a list of Class/Subject Dashboards based on permissions; and a **Support** tab which provides links to areas on the LP+ ADOPT (support and professional development site) site. Both the items within these tabs are searchable.

Hovering over the Menu title text on the left hand side of the app opens up the sidebar.

The menu will auto-hide when not selected but users are able to pin it to the page to ensure the **Class/Subject Dashboards** and **Support** tabs are immediately visible as shown in Figure 3.
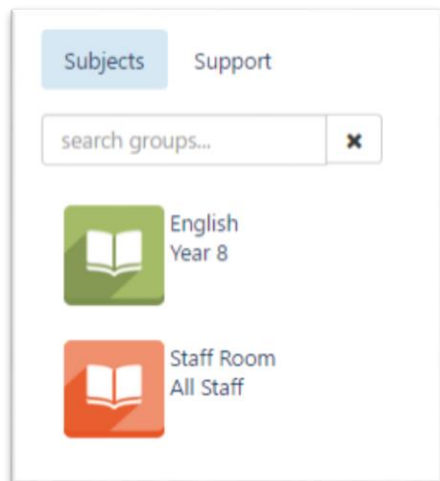

FIGURE 3. SIDE MENU BAR

4. Social Media Links.

The social media icons as shown in Figure 4, are displayed across the **Home** and **Class/Subject Dashboards**. They provide users with links to the Schools' Twitter, Facebook and YouTube accounts as well as the school Website. These icons will only appear if they have been configured by the Administrator (See Section 5).
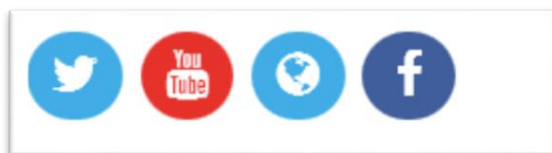

FIGURE 4. SOCIAL MEDIA ICONS

5. Administration Cog.

As an Administrator you have the ability to view application specific information and the ability to allocate and manage user licenses for the LP+365 App, furthermore from the Admin Cog located in the Navigation bar as shown in Figure 5.
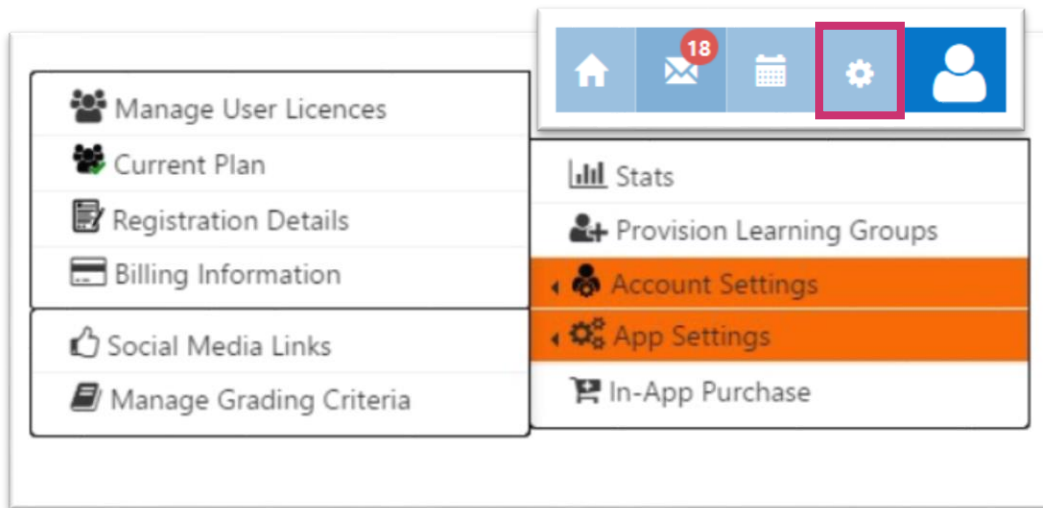

FIGURE 5. ADMINISTRATION COG

The following settings are accessible by Administrators in the drop down items:

- **Stats** - Links to the Microsoft Office 365 Tenant Reporting Dashboard
- **Provision Learning Groups** – Enables you to provision and license Users to the app via CSV files.
- **Account Settings**:
  - **Manage User Licenses** – Enables you to view and manage license allocation
  - **Current Plan** – Displays your plan information and any in app purchase summaries.
  - **Registration Details** - Displays the information entered during initial app registration.
  - **Billing Information** - Displays your billing information.
- **App Settings**:
  - **Social Media Links** – Enables you to define links for Social Media.
  - **Manage Grading Criteria** – Enables you to administrate grading descriptions and criteria for assignments.
- **In-App Purchase** – Enables you to make In-App purchases for additional support or additional licenses.

6. Navigating around the Class/Subject Dashboards.

The **Class/Subject Dashboards** are generated based on the provisioned users and learning groups by the Administrator. The dashboards are accessible from the Subjects tab in the Menu Bar and display; upcoming announcements, calendar items or assignments as well as popular collaboration and teaching tools as shown in Figure 6.
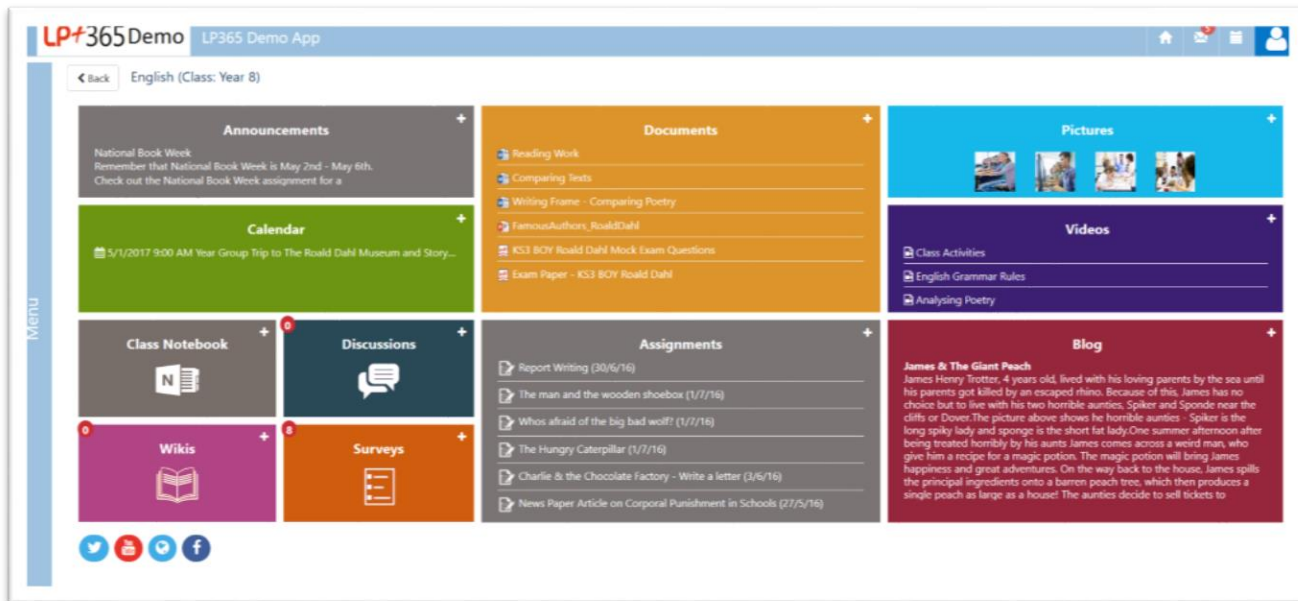
FIGURE 6. CLASS/SUBJECT DASHBOARD

The **Class/Subject Dashboard** contains the following:

- **Announcements** – Display the latest title and body of an announcement. Clicking on the tile title launches the list of all announcements. Selecting the ⊞ symbol creates a new announcement.

- **Calendar** – Displays recent calendar start date/time and event title. Clicking on the tile title launches the list of all calendar events. Selecting the ⊞ symbol creates a new calendar event.

- **Class Notebook**

   o Clicking on the tile title or icon, a student can launch their OneDrive where Notebooks are stored.
   o Clicking on the tile title or icon, a teacher can launch links to their/Co-owned Notebooks. Selecting the ⊞ symbol launches the auto-provisioning wizard to create new Notebooks with current class/subject students/teacher groups.

- **Discussions** - Clicking on the tile title or icon launches the list of all discussions. Selecting the ⊞ symbol creates new Discussions and the red counter displays a count of new/modified items.
   .
- **Wikis** - Clicking on the tile title or icon launches the list of all Wiki pages. Selecting the ⊞ symbol creates new Wikis and the red counter displays a count of new/modified pages.

- **Surveys -** Clicking on the tile title launches the class Survey. Clicking on the Survey Icon launches a pop up window of all available Surveys. Selecting the ⊞ symbol creates new Surveys and the red counter displays a count of the total number of Surveys.

- **Documents -** Displays the most recently modified or added documents. Clicking on the tile title launches the library of all documents. Selecting the ⊞ symbol allows you to upload a new document from your local/OneDrive.

- **Assignments** - Displays the latest due assignments for students and teachers ordered by due date.
  - Clicking on the tile title as a Student or teacher launches a new browser tab displaying a list of filterable assignments.
  - Teachers can select the ➕ symbol to create new assignments for a particular class/subject.

- **Pictures** - Displays the most recently modified or added picture thumbnail. Clicking on the tile title launches the library of all pictures. Selecting the ➕ symbol allows you to upload a new picture from local/OneDrive.

- **Videos -** Displays the most recently modified or added videos. Clicking on the tile title launches the library of all videos. Selecting the ➕ symbol allows you to upload a new video from local/OneDrive.

- **Blog -** Displays the most recent blog post title and body. Clicking on the tile title launches the Blog site. Selecting the ➕ symbol allows you add a new blog post.

7. Additional Guides.

For more information, please see below guides:
- H-365-283 Administrating LP+365
- H-365-284 My People_SchoolDashboard
- H-365-285 My Assignments_SchoolDashboard
- H-365-286 My Recent Email_SchoolDashboard
- H-365-287 My Calendar Events_SchoolDashboard
- H-365-288 My Documents_SchoolDashboard
- H-365-289 Announcements_ClassDashboard
- H-365-290 Calendar_ClassDashboard
- H-365-291 Class NoteBook_ClassDashboard
- H-365-292 Wikis_ClassDashboard
- H-365-293 Discussions_ClassDashboard
- H-365-294 Surveys_ClassDashboard
- H-365-295 Documents_ClassDashboard
- H-365-296 Assignments_ClassDashboard
- H-365-297 Pictures_ClassDashboard
- H-365-298 Videos_ClassDashboard
- H-365-299 Blog_ClassDashboard

Purchased Support? Log a call: https://tigeronline.lpplus.net
Free Online Support - https://adopt.lpplus.net/lp365/Pages
Get in touch by email: lp365@lpplus.com