

School is going Online @ Horizon

Getting up to speed with Microsoft Office for Education

Horizon has provided every student from 3rd–12th grade with a Microsoft 365 for Education Account. This account provides online access to the full spectrum of Office tools. Using a web browser, students can use Word, Excel, and PowerPoint to create and edit documents, either on their own, or collaborating with other students in real-time. Microsoft Office 365 for Education also includes some tools that students may not be as familiar with, tools specifically designed to facilitate group (i.e., class) communication:



Microsoft OneDrive: Student accounts are provisioned with 1TB of storage for student school work and project files. OneDrive safely stores documents and files in the cloud and can be accessed from any device, and facilitates student collaboration.



Microsoft OneNote: OneNote is a digital notebook, like the classic paper 5 subject notebook but much smarter and more powerful. Students can take typed or handwritten notes, attach documents and pictures, and organize their schoolwork in OneNote. Horizon uses OneNote to deliver class information with students: handouts, syllabi, and lecture notes. Class notebooks can also be a location for students to work together on class projects. OneNote is available on nearly any modern computer or mobile device, and also has a web interface accessible from any browser.

See More at [OneNote for Education](#)

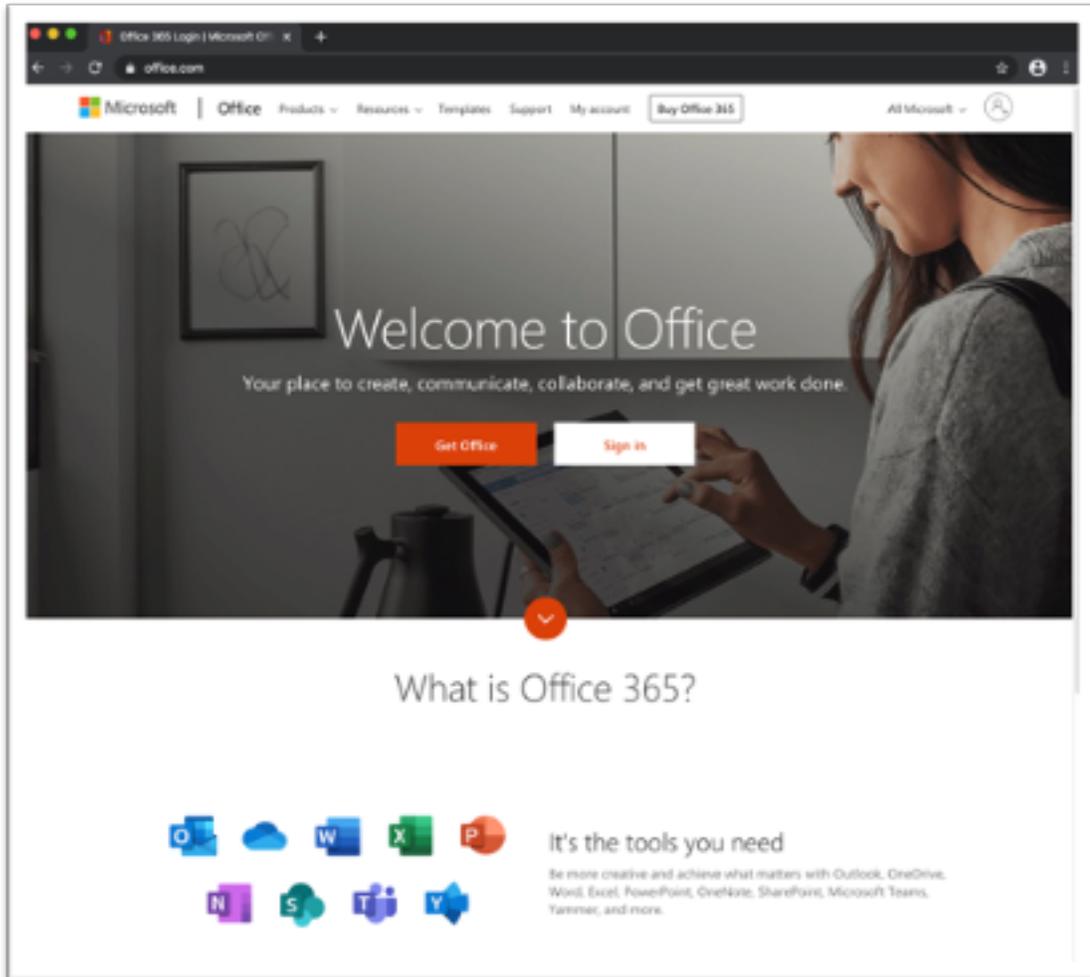


Microsoft Teams: Teams is the group communication app that ties the whole experience together. Classes can participate in online chat sessions, students can ask the teacher questions, share documents with each other and the teacher, teachers can assign work and collect it, and Teams can also host video conferences. A Team has been set up for each class and will be an essential component of our online learning experience.

See More at [Remote Learning Using Teams](#)
[Download Teams on your Device](#)

Logging into your Office365 Account:

1. Go to office.com:



2. Choose "Sign In," and sign in using your Horizon provided email address and password.
3. You will be asked to provide another email address or phone number upon your first sign on. This will allow you to reset or recover your password later, should that become necessary.
4. At this point you should be directed to the office landing page, from which office applications can be launched.
5. Your Horizon email address is configured to allow communication with teachers and other students, but is not configured to allow access outside Horizon Christian School.



Using Teams

Microsoft Teams is a flexible *group communication* application, that allows users to communicate with the different groups of which they are a part. In Teams, each group is called a “Team.” Horizon has created a team for each class and populated each team with students in that class.

Communicating with Teams:

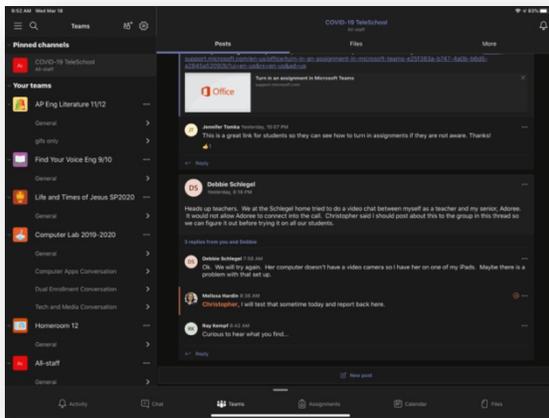


Figure 1: Teams on an iPad. The location of user interface items may change depending on your device.

Along the bottom edge of the screen are several icons that represent tabs:

- **Activity:** Shows the most recent notifications, ordered chronologically. Each channel has a bell icon in the upper right hand corner of the screen to enable notifications, and notifications have to be enabled individually for each channel.
- **Chat:** Individual or group chats are found (or initiated) here. Chats can be text-based, audio, or video. A list of chats populates the left column
- **Teams:** Available teams (classes)

are listed in the left column. Each team can be expanded to show the team’s channels, or collapsed by clicking on the team’s name or icon. Each channel (for example, “general” in the screenshot) is a distinct conversation thread related to that Team. When a channel is selected, the window to the right shows the all-team conversation. Across the top of the window, users can choose to see files and documents that have been shared to that channel, or go to any number of resources that have been attached to that channel (for example, the class’s OneNote class notebook).

- **Assignments:** Teachers can create, deliver, collect and give feedback on assignments in Teams in conjunction with OneNote class notebooks. Students will find assignments delivered to them here.
- **Calendar:** Meetings in Teams are online events: scheduled text, audio, or video conversations. Students can view and join upcoming meetings with their classes in the calendar tab.



Using OneNote

Microsoft OneNote is a flexible notebook that can be used individually or by groups. Unlike a traditional notebook, which is limited to pen and pencil input and limited by the number of pages included: OneNote offers unlimited pages and a wide variety of media can be included, side by side, on each page. A single page can include text, charts, pictures, audio files, and hand-writing (or drawings). A pdf can be inserted, then annotated using the handwriting capabilities, for example. OneNote gains even more power when used in a classroom setting. Horizon has deployed OneNote class notebooks for each of class.

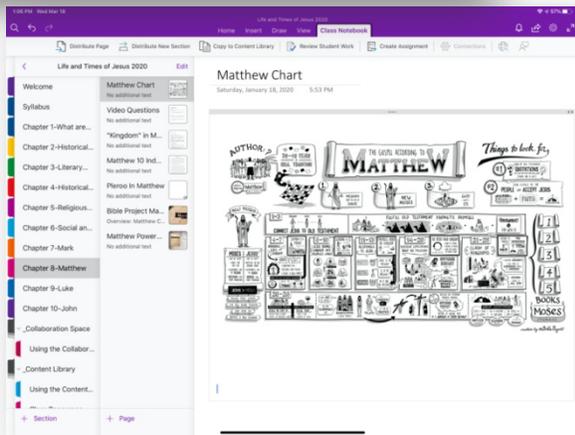
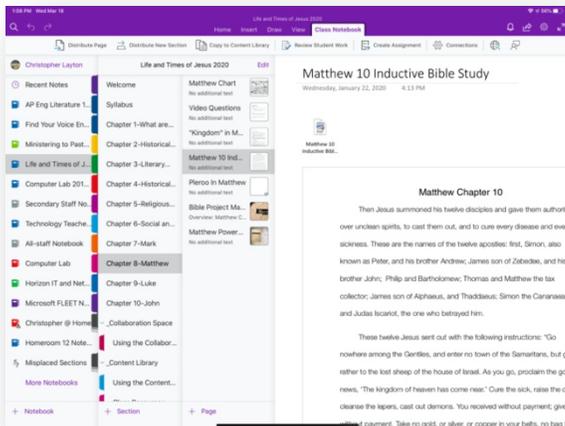
Navigating OneNote:

Students can see their notebooks along the left-hand side of the screen. This list will include any notebooks that students have created as well as class notebooks they have been included in.

The second column contains the list of sections within the chosen notebook: just like a traditional 5 subject paper notebook, each of these sections can include a number of individual pages. Unlike the traditional paper notebook, a OneNote notebook can include as many sections and pages as you desire!

OneNote Class Notebooks:

Horizon has created special notebooks called “Class Notebooks” that allow teachers to distribute class materials to students, gives students places to work on class material, and allows teachers to distribute assignments.



Each Class Notebook is divided into several sections. Teachers will be using Class Notebooks to deliver content: assignments, reading material, and links to outside resources. Teachers will also expect that students will be using their class notebooks for taking notes and creating documents.

INSIDE A ONENOTE CLASS NOTEBOOK

-  **Collaboration Space**
Teachers and students can create content in this space, and all students have access.
-  **Content Library**
Only teachers can upload and create content in this space, and all students have access.
-  **Student Notebooks**
Each student has an individual notebook. Teacher has access to all student notebooks, but students only have access to their own.

Horizon Online: We're in this Together.

During this unprecedented time, Horizon remains committed to our core values and to partnering with each family as we pursue cultivating Academic Excellence, Biblical Truth, and Christian Character in the life of each and every student. We encourage you to reach out to Horizon with any comments or concerns as we embark on doing Horizon Online together.

Through collaborative communication and open dialogue, we will continue to provide excellent Christian education that maintains the progress of our curriculum and core values via on-line delivery. We will support our Horizon community with high-value educational activities, both on screen and off, to prevent isolation while being sensitive to students' time, needs, and learning styles.