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Skills for the Workplace Guides:

Using Office 365 (Staff Guide 2017-2018)

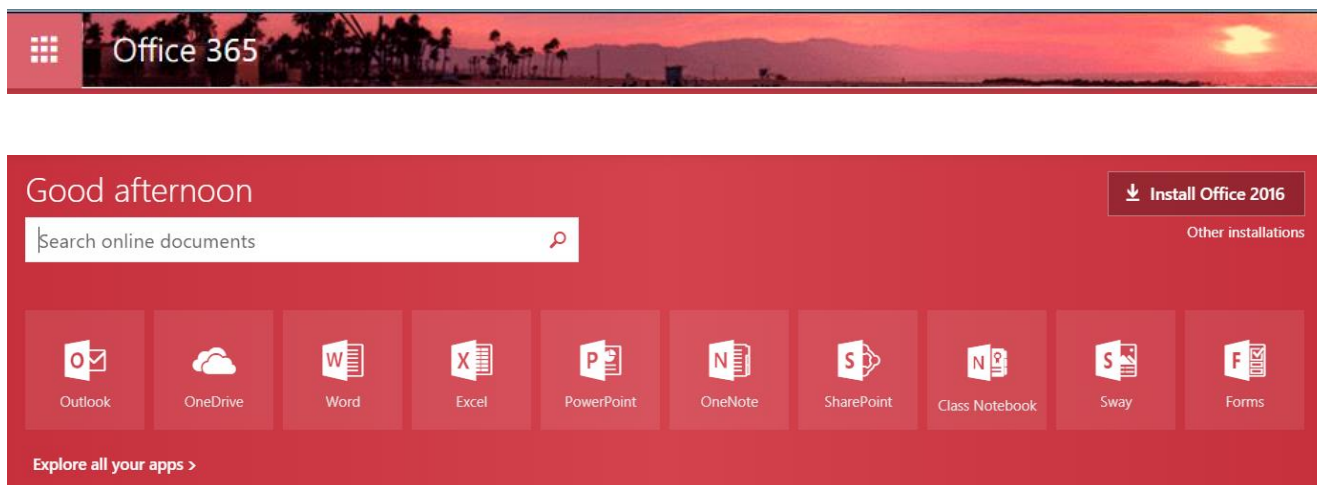


Table of Contents

Using Office 365 (Staff Guide 2017-2018)	1
Accessing Office 365	3
Staff Guide to the SfWP Staff SharePoint Site	6
Adding Documents to Browser Favorites /Bookmarks.....	8
Assessment Records.....	10
Recording Student Marks on Assessment Documents	11

Accessing Office 365

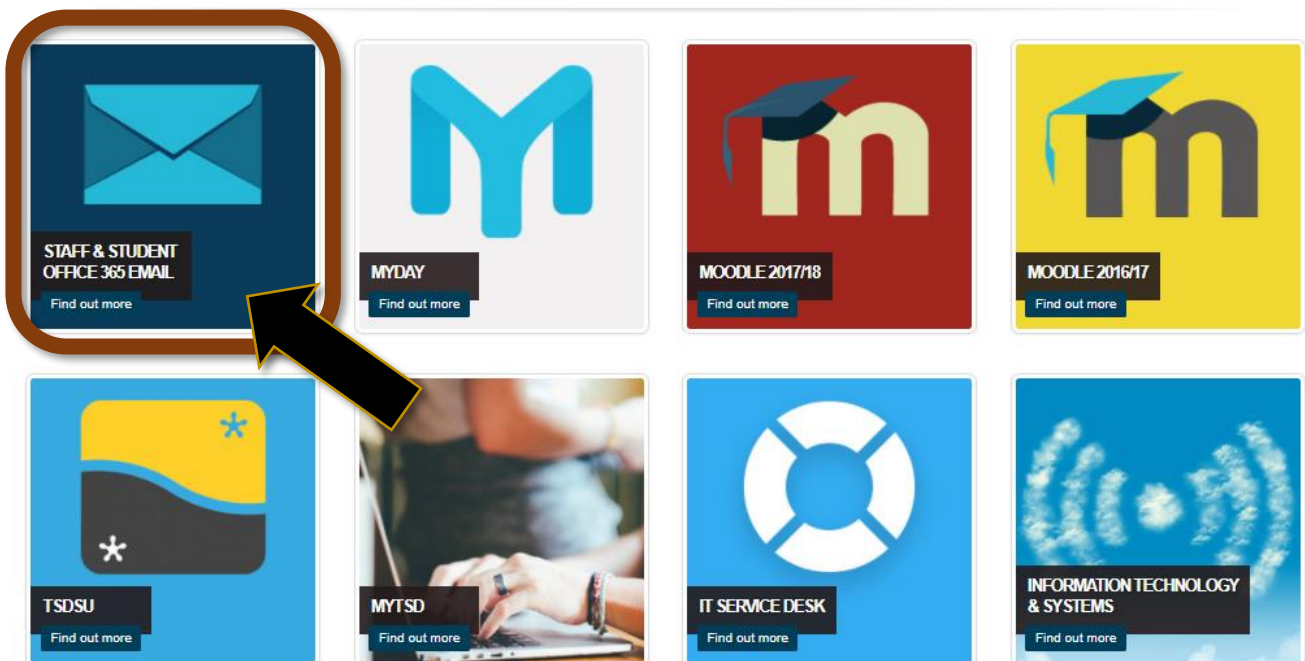
Go to the UWTSD homepage <http://www.uwtsd.ac.uk/> and click on Quick Links in grey at the top of the page.



Or go straight there with this link. <http://www.uwtsd.ac.uk/quick-links/>

Click on the Staff & Student Office 365 email tile.

Access to **email**, **support services**, **information** and **resources** for **UWTSD students** and **staff** made easy.



Sign in with your UWTSD staff or student email address

This is yourstudentnumber@student.uwtsd.ac.uk for students or name@uwtsd.ac.uk for staff.

(example 1234567@student.uwtsd.ac.uk or j.bloggs@uwtsd.ac.uk)) and use the password you created when you made your account.

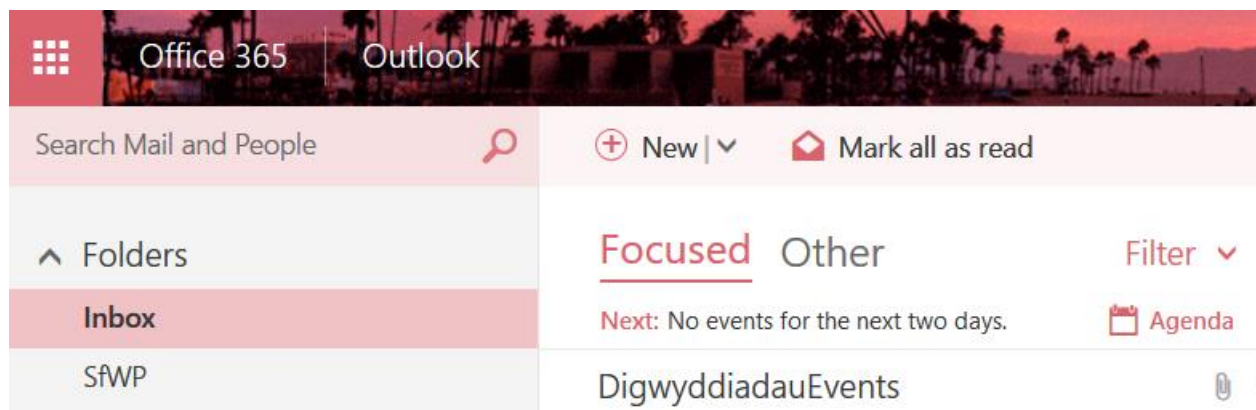


Sign in with your organizational account

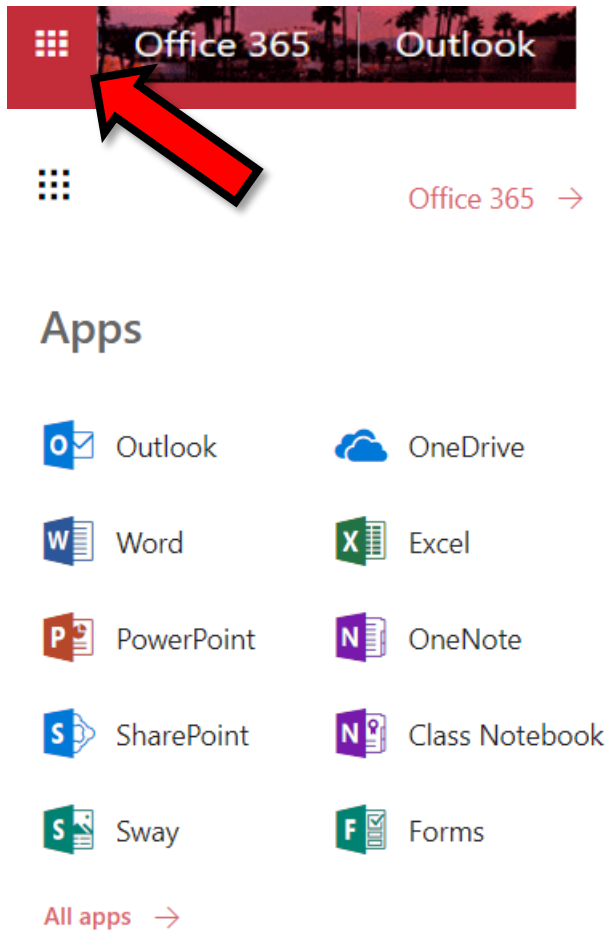
Sign in

Welcome to UWTSD Staff & Student Office 365. Sign-in using your full email address, staff format @uwtsd.ac.uk or student format @student.uwtsd.ac.uk. Click [here](#) for more information about Office 365.

You will arrive on your university email page (Outlook).



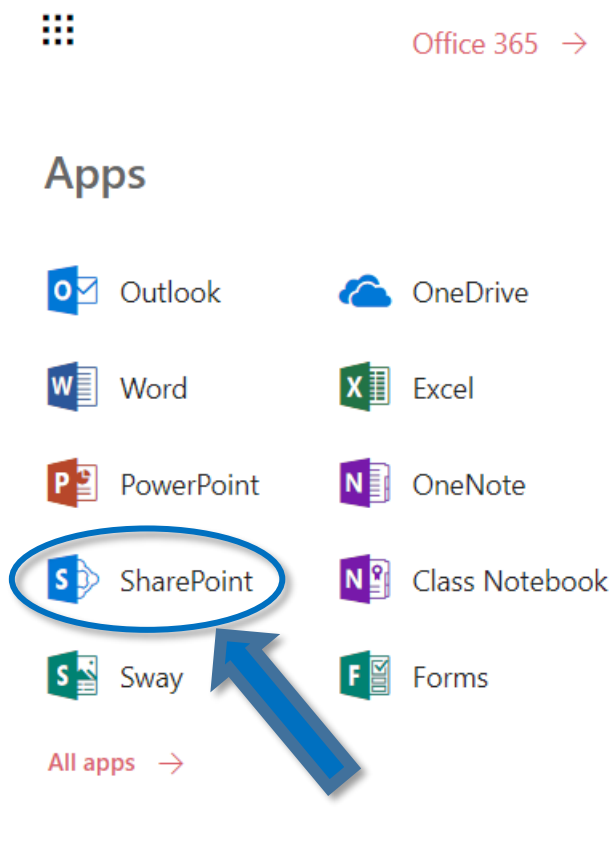
To access other sections of your Office 365 account, click on the white squares in the top left corner of the page and the following sidebar/menu will appear.



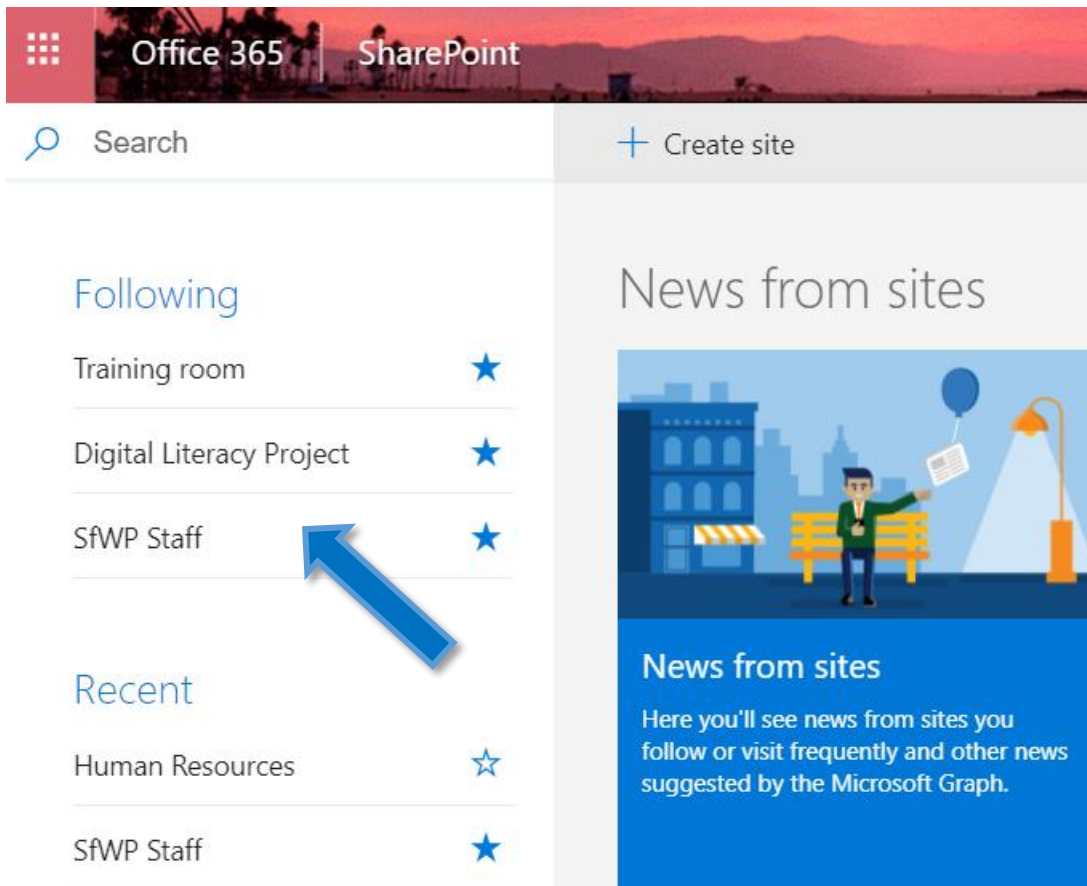
Click on the app you need (Outlook, OneDrive, SharePoint, Word etc.)

Staff Guide to the SfWP Staff SharePoint Site

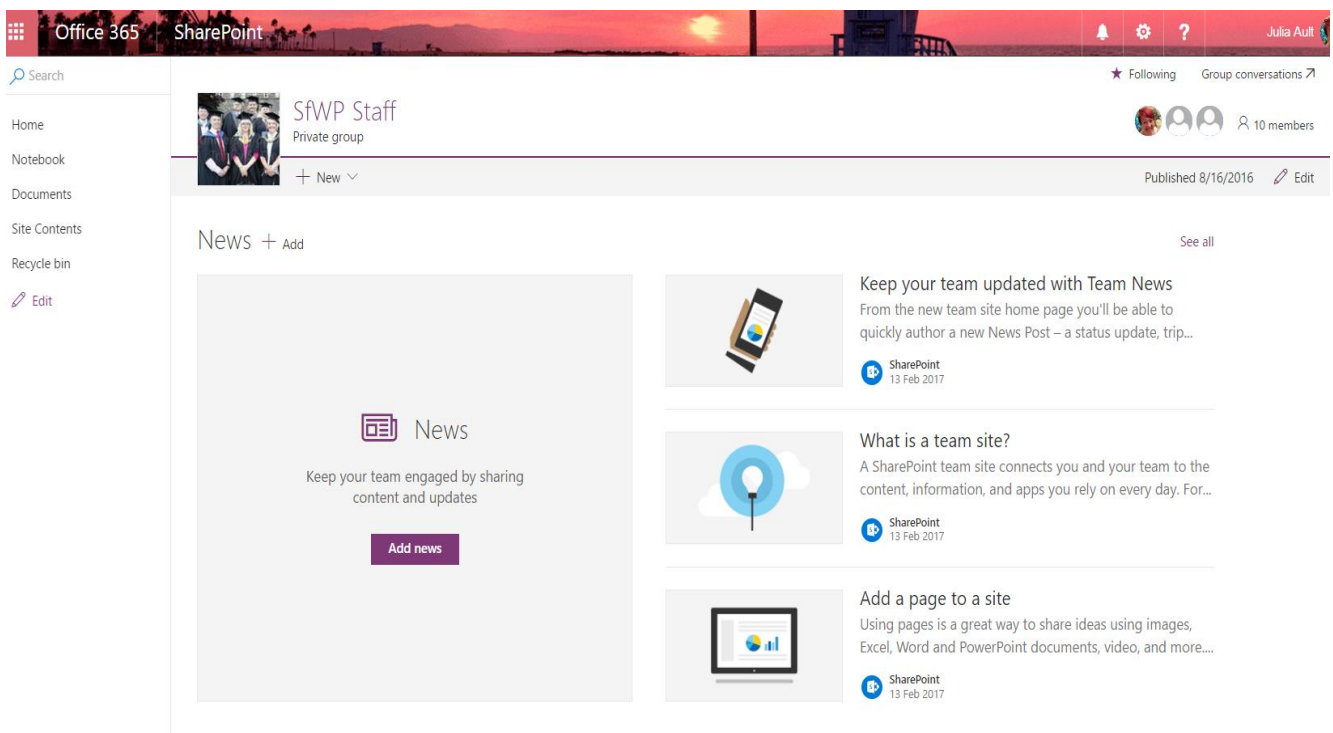
Click on the white squares next to Office 365 and then click on **SharePoint** App.



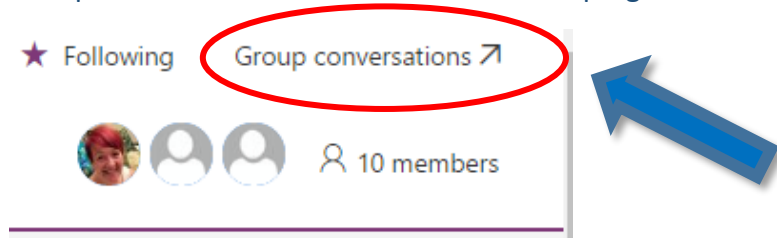
You will arrive at the SharePoint sites home page and the SfWP Staff Site should be visible on this page or you can use the Search box at the top left.



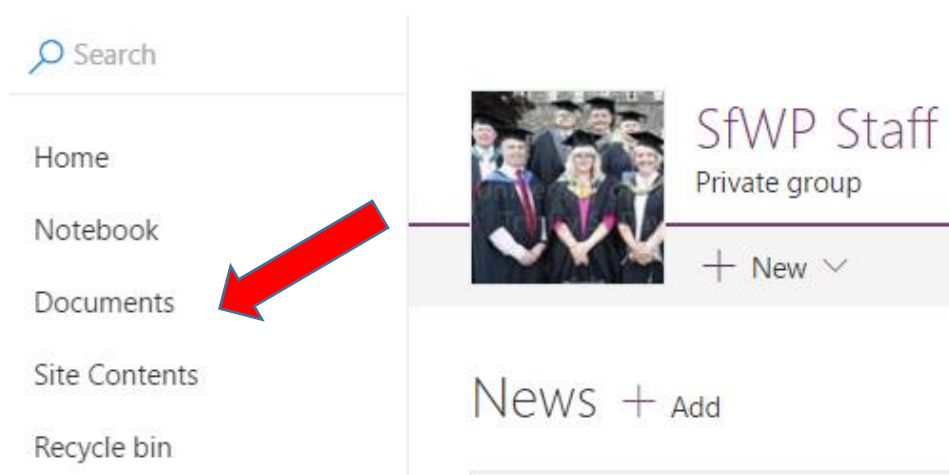
You will arrive on the SfWP Staff Group Home Page. This is now called a **Team Site**.



Group conversations can be found on the top right of the screen.



Documents can be accessed from the link on the left hand menu bar.



Adding Documents to Browser Favorites /Bookmarks.

You may find it easier to '*bookmark*' (add to your browser favorites) the Documents page for quicker future access.

Google Chrome 

How do I add a page to my favorites on Google Chrome?

Google Chrome on Windows & Macintosh

1. Open up Google Chrome in your usual manner.
2. Navigate to the web site you want to add to your Bookmarks Bar (e.g. google.com)
3. Macintosh: Click on the Bookmarks menu and choose Bookmark this Page...
Windows: Click on the star to the right of the address bar.



How do I add to Favorites in Microsoft edge?

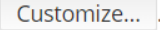
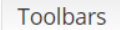
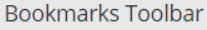
To add the currently viewed page to your Favorites list, follow these steps:

1. Click the Favorites icon (the little star) near Microsoft Edge's top-right edge. Then choose either Favorites or Reading List from the drop-down menu. ...
2. Click the Add button.

Firefox

Show or hide the Bookmarks toolbar

The Bookmarks toolbar is hidden by default. To turn it on or back off:

1. Click the menu button  and choose .
2. Click the  button at the bottom of the screen.
3. Click  to select it. To turn off the toolbar, remove the check mark next to it.

Add bookmarks to the Bookmarks toolbar

1. Go to the page you want to add to the Bookmarks toolbar.
2. In the address bar, click the site icon and drag it onto the Bookmarks toolbar.



All SfWP Team files can be found in this section in various folders.

Assessment Records

The **Assessment Records** section is where SfWP Tutors upload student assignments and marksheets and record marks on Tracking documents to make it easier for the Program Director and ILM Director to access everything for External Examiners and Exam Boards.



SfWP Staff

Private group

 New

 Upload

 Sync

 Flow



Documents

 Name

 1.Promotion_Recruitment 2017-2018

 Amazon Referrals

 Assessment Examples

 Assessment Records

 Assignment Writing Guides

 Delivery Schedules

 Email attachments

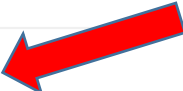
 Extenuating Circumstances

 ILM and IQA



Once inside this section you can find the documents for the year you are looking for (records from earlier years have now been archived into one folder but are still easily accessible).

Documents > Assessment Records

 Name ▾	
 All SfWP Archives 2012-2017	
 L4 2016-2017	
 L4 2017-2018	
 L5 Feb 2017	
 L5 Feb 2018	
 L6 Feb 2017	
 L6 Feb 2018	

Recording Student Marks on Assessment Documents.

This example below is from a few years ago, but the basic principle is the same for any year.

Going into Level 4 for 2015-2016, there are folders for each module where assignments and marksheets have been uploaded.

Only the module code has been used and not the name as OneDrive has technical problems with the folder structure when the file-path gets too long. Please note this when naming files and folders and use codes or abbreviations when possible.

Each module has a standard folder structure containing separate folders for each cohort as can be seen in the example below.

Documents > SfWP Assessment > L4 2015-2016

✓	Name
	EMPL4001
	EMPL4003
	EMPL4004
	EMPL4007
	EMPL4008
	EMPL4009
	EMPL4010
	EMPL4011
	EMPL4012
	EMPL4013
	L4 Marking 2015-2016



Inside each cohort folder there are sub-folders for student assignments, marksheets and moderated marksheets.

Documents > SfWP Assessment > L4 2015-2016 > EMPL4007

✓	Name	Modified	Modified By
	Bridgend 03	... October 18, 2015	Julia Ault
	Carmarthen03	... October 18, 2015	Julia Ault
	Llanelli 04	... October 18, 2015	Julia Ault
	Swansea 04	... October 18, 2015	Julia Ault
	Tidworth 02	... October 18, 2015	Julia Ault
	TSD-EMPL4007 Marksheet template	... October 18, 2015	Julia Ault

... SfWP Assessment > L4 2015-2016 > EMPL4007 > Llanelli 04

✓	Name	Modified
	 Student Final Assignment	... October 18, 2015
	 TSD Marksheet	... October 18, 2015
	 TSD Moderated Marksheet	... October 18, 2015

There is also a folder for recording marks for all cohorts and a plan for second marking for each module.

 L4 Marking 2015-2016

Documents > SfWP Assessment > L4 2015-2016 > L4 Marking 2015-2016

✓	Name	Modified
	 L4 Marking_IV Plan 2015-16.xlsx	... April 25
	 L4 Tracking SFWP 2016.xlsx	... Yesterday at 1:51 PM

Clicking on the name of a file will open it up in a new tab in your browser and enable you to make changes there and then. In this example we are going to make an edit to the L4 Tracking SFWP 2016 file.

There are separate worksheets in the L4 Tracking SFWP 2016 spreadsheet for each cohort.

	Bridgend03	Cardiff03	Carmarthen 03	Llanelli04	Swansea04	Tidworth02		

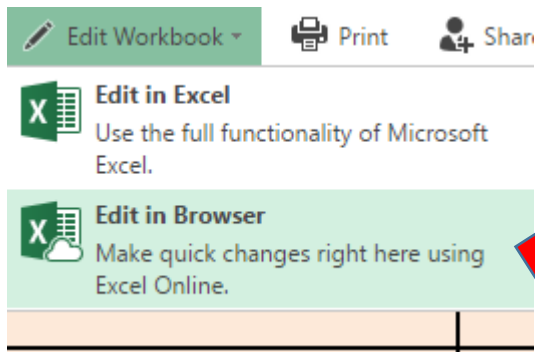
Click on the worksheet tab for the cohort for which you wish to enter marks, then click on Edit Workbook at the top towards the right of the workbook.

L4 Tracking SFWP 2016

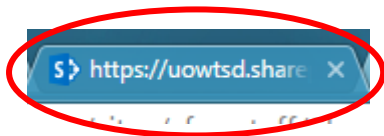
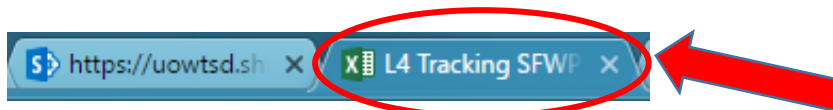
 Edit Workbook ▾

In the dropdown, choose Edit in Browser to make quick changes. If you choose Edit in Excel, the file will be downloaded and opened in Excel on your computer to allow you to work offline.

However, you will have to remember to **upload the file again to OneDrive** when you have finished or these changes will not be saved.



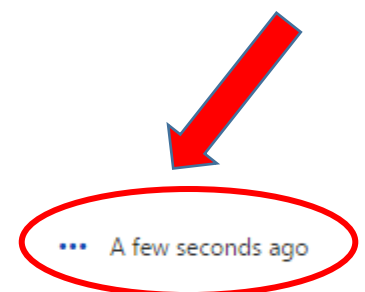
If you have made changes in the browser, click on the X at the end of the tab containing the open file (shown on the right below) when you have finished editing and this will close the editing tab. The tab on the left is where you originally clicked on the file. You are then automatically taken back to the first tab.



You can now refresh/reload this tab to check that your changes have been saved as the time and date modified will have changed.



 L4 Tracking SFWP 2016.xlsx



You can also click on a file to open it in the browser for you to read without making any changes.

Now we are going to click on the other file in that folder – the L4 Marking IV Plan 2015-16

This opens in a new tab as before and we could make changes as described above or we can simply read the document, note which students we are going to be second marking by referring to the key to colour coding and close the tab as before. **No changes will have been made to the document.**

		Bridgend		Swansea		Llanelli	
Module code	Module Name	1ST	IV	1ST	IV	1ST	IV
EMPL4001	Personal Development for Employment/ Developing yourself & others	MS	Michelle Sutton Paul Malone	MS	Kelly Watkins Lauren Phillips	JA	Chris Griffiths Russell Clacy
EMPL4003	Working in Teams/ Understanding how to establish effective teams	MS	Michelle Sutton Nicole Park	MS	Kelly Watkins Adriana Garaba	JA	Chris Griffiths Jayne Dennis
EMPL4011	Smart Technology in the Workplace	MS	Michelle Sutton Kevin Parhouse	MS	Kelly Watkins Lauren Phillips	JA	Chris Griffiths Nicola Jones
EMPL4004	Communication Skills/ Management Communication	MS	Michelle Sutton Chloe Goldsworthy	MS	Kelly Watkins Lisa Jarret-Jones	JA	Chris Griffiths Chris Williams

MS - Michaela Schriek

JA - Julia Ault

BT - Brian Taylor

PT - Paul Tinkler