

Dear Student,

The Institute for Open Learning (IOL) has transformed and strategically repositioned into a fully-fledged digitalized educational institution. The transition thus enabled all the current student support services to be offered through digital platforms.

IOL endeavors to optimally roll-out the Microsoft 365. The successful roll-out and implementation of Microsoft 365 will enable cross-platform collaboration for remote learning and teaching via email, group collaboration and various chat tools that are offered for free to all IOL students. Students can continue to engage the head office through these digital platforms.

Microsoft 365 (O365) will therefore become the primary communication and collaboration platform for all IOL students effective 15 August 2022. All students will be required to have their accounts activated and functioning before 15 August 2022. The implementation will give every tutor, academic staff and student the power of Microsoft 365 on all their devices, including Word, Excel, PowerPoint, OneNote, Microsoft Teams, and free classroom tools.

Release of assignment and examination results

One of the Microsoft 365 features is Outlook which means when you create and activate your Microsoft 365 account you will have a student email address. As from 15 August 2022, IOL's main correspondence will be via email. All activities and correspondence as per program of activities including the final assignment and examination results will be released via Microsoft 365 as will all other important information. Once your results are available for release, an email will be sent to your student email address.

Email is a powerful communication tool for record keeping and confirmation, thus results will only be released via email within a window specified in the IOL information booklet. Please note that IOL will not be sending SMS messages to students as from 15 August 2022.

You can view your full academic record on your student portal under the academic results tab. On your academic record, your assignment result is indicated by SM (semester mark), the examination result by EM, and the final result by FM.

Please note that Microsoft 365 will not replace or substitute the IOL Student Portal. Microsoft 365 will be a communication tool aimed at improving and facilitating communication channels between IOL staff, tutors, students and the SRC.

Assignments download and upload

All assignments are still available on the student portal and should be downloaded, answered/completed in the spaces provided and then uploaded back onto the student portal in Microsoft Word format (docx.). The answers must be typed in the spaces provided, no scanned or hand-written assignments will be accepted. The use of Microsoft Word will be a great benefit to you as a student to create your assignments.

- Review and read your assignment with ease
- Get real time translation with just a click and check for similarities
- Add more dimension to assignments
- Save all documents to the cloud (One Drive)
- Microsoft Editor goes beyond checking spelling and grammar so you can write with confidence

Activation of Microsoft 365 and key applications

The activation of Microsoft 365 is done via SMS, by sending the keyword **O365** and the student number to **711**(e.g. **O365, MURA5457WE**). The cloud-based service Microsoft 365 is easily available via the IOL website, under the Office 365 tab: <https://www.iol.na/>. By simply entering the email address and password provided by IOL upon registration, you have access to the complete Microsoft 365 suite.

Pre-recorded examination based classes vs Office 365 collaboration

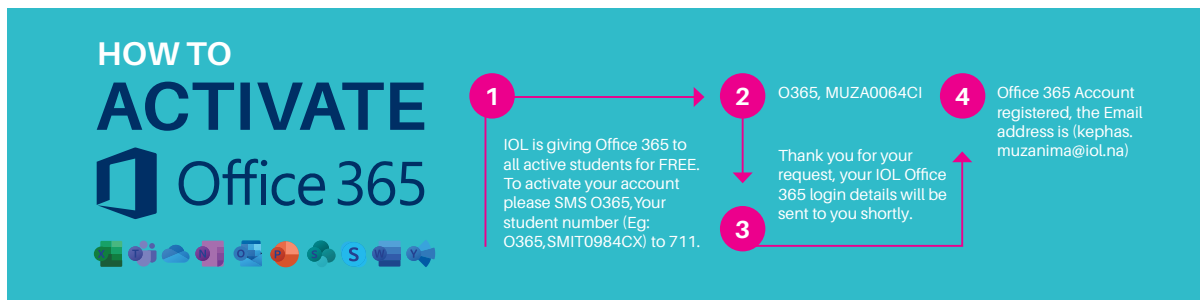
No pre-recorded examination based classes will be loaded on the student portal for the academic year 2023, all tutor and student correspondence will happen via Microsoft Teams. Tutors will still load examination-based recording but this will be done on Teams.

Teams from an IOL perspective refers to groups of students, tutors and academic staff brought together for assignments, contact classes, study guides or common IOL interest (student portals and links to resourceful websites). It is a collaboration app that helps students, tutors and academic staff to stay organized and have conversations all in one place.

- 📌 Teams - Find subject channels students belong to, to hold on-the-spot contact classes, have conversations, and share assignments, presentations and notes.
- 📌 Meetings - See everything you've got lined up for the day or week, such as assignment due-date, contact classes and exam timetables. This calendar syncs with your Outlook calendar.
- 📌 Calls - Students can call anyone from Teams, including tutors and course coordinators

Teams channel are built around a subject for example **EACS** (English and Academic Communication Skills) is where you hold contact classes, have conversations with tutors and course-coordinators and work on files together for all students registered to EACS. Notices and bookings on contact classes will be scheduled and shared via Teams for the specific group.

How to activate your Microsoft 365 account

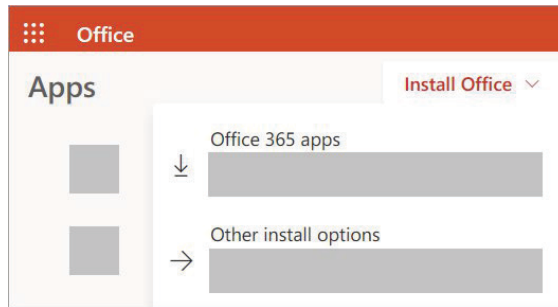


Downloading and installing Microsoft 365 on a PC

Sign in to download Office

1. Go to <https://www.iol.na/office-365-suite/> and if you're not already signed in, select Sign in.
2. Sign in with the IOL account provided to you via SMS e.g. hipa.murangji@iol.na

3. After signing in, follow the steps.
 - a. From the home page select **Install Office**,



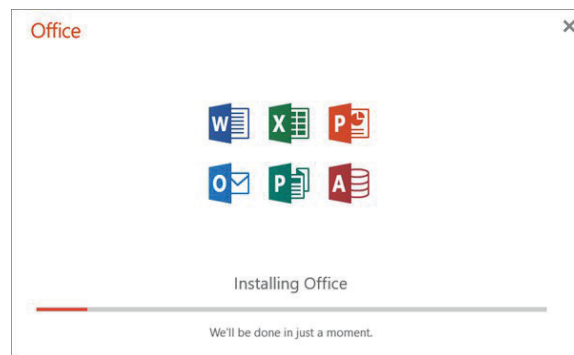
- b. Select **Office 365 apps** to begin the installation.
4. This completes the download of Office to your device. To complete the installation, follow the prompts in the “Install Office” section.

Install Office

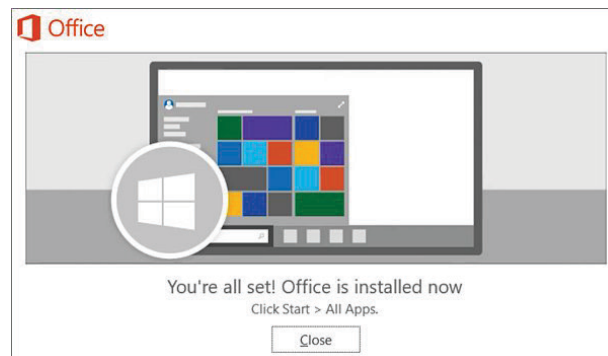
1. Depending on your browser, select **Run** (in Edge or Internet Explorer), **Setup** (in Chrome), or Save **File** (in Firefox).

If you see the User Account Control prompt that says, do you want to allow this app to make changes to your device? select Yes.

The install begins.



2. Your install is finished when you see the phrase, **“You’re all set! Office is installed now”** and an animation plays to show you where to find Office applications on your computer. Select **Close**.



Microsoft 365 apps now available for Amazon Fire tablets

Combined with the Outlook and OneDrive apps already available for Amazon Fire tablets, these apps extend your Microsoft 365 benefits across even more devices.

Need assistance on Microsoft 365

If you're having trouble, please contact;

Email: IOLCallCenter@tgh.na

Call Center: 061270 9100

WhatsApp: 085 715 4864