

ROAD TO E-LEARNING WITH MICROSOFT 365

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INTRODUCTION



This guide was created to be your go-to resource on **how to start off creating L&D processes and delivering e-learning to employees** using simple Microsoft 365 tools that you already have (or can easily get).

In the following page you will discover a house that contains of **most important applications** that anyone can utilize to solve a variety of L&D, communicational and organisational problems.

Even though the house covers key learning points, but the full potential can only be fulfilled with LMS365.

Do not be afraid if you are coming here having no understanding of a certain app, or even Microsoft 365 suite as a whole – the descriptions are meant to be introductory and **beginner friendly**, all while referencing some specific **use case examples** and links.

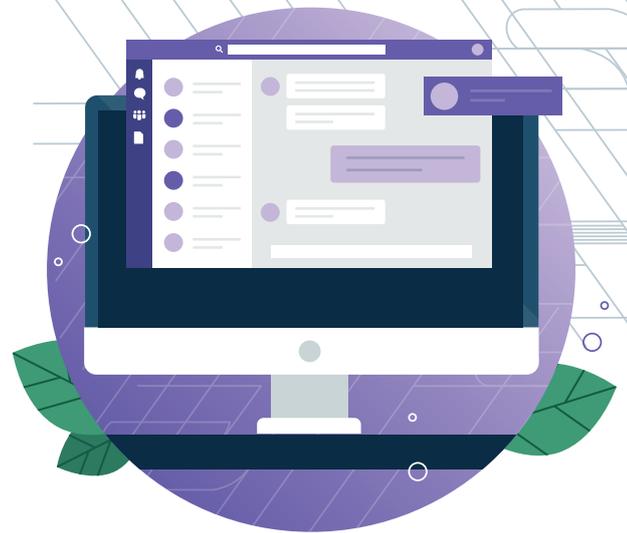
INTRODUCTION



TEAMS



Teams is a tool for smooth inner communication, that enables you to chat, call, meet and collaborate with your colleagues on a day-to-day basis.



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Business Essentials

Business Premium E1

E1

E3

E5

F1

F3

And similar or higher alternatives

CHANNELS

Teams channels can be created for various purposes and organizational needs. Create channels on different learning topics and let your community engage with each other by commenting, praising and reacting to posts.

[Create and manage teams and channels with Microsoft Teams](#)

INTEGRITY

All your posts can include various files from across the Microsoft platform, like Forms, Stream, SharePoint and more. Study files can be shared, accessed and securely co-authored in real time via Teams.

SOCIAL LEARNING

Embrace learning culture in your company, while empowering your colleagues to share their knowledge on meetings and live events for instructor-led trainings.

[Manage team collaboration with Microsoft Teams](#)

TABS

All training material that requires quick access can be added to the tab section, so your co-workers can always find them in the top bar of the channel.



Extra tip: You can pin and unpin most relatable channels, posts, comments for better access and organizational purposes.

SHAREPOINT



SharePoint is a flexible tool to create, organize, share, and access company information, websites, news, documents and other materials.



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SITES

There can be many sites with many different purposes. However, for learning, usually a single central site will suffice. Unless you are a corporate group within the same Microsoft tenant, then you may need one site for each organisation.

[Create a team site in SharePoint](#)

WEBPARTS

Webparts are the building blocks of your page. You can add various dynamic content, media, and much more, to create your perfect e-learning course.

[Using web parts on SharePoint pages](#)

SUBSITES AND PAGES

Sites consist of a hierarchy of subsites, which contain pages. Pages will host your content therefore you can use them to create courses and any other learning materials. There is no need to know a single line of code – you will be utilising webparts to fill pages.

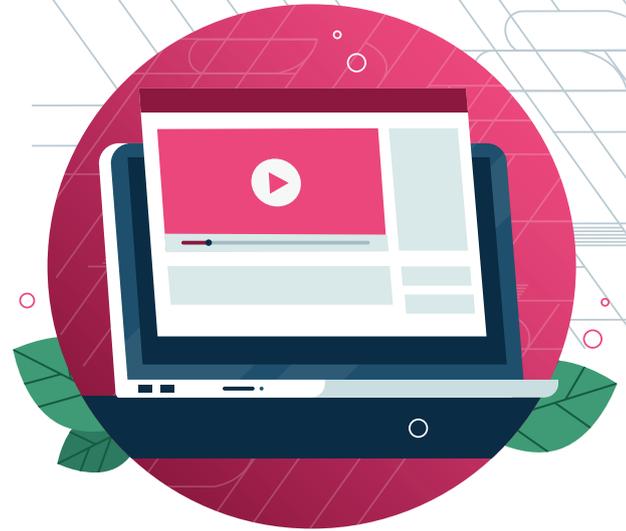
[Create and use modern pages on a SharePoint site](#)

Learn more about SharePoint in this extended course
[Collaborate with SharePoint in Microsoft 365](#)

STREAM



Stream is a video hoarding platform, where people in your organization can upload, view, and share videos securely.



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VIDEO TYPES

You can share recordings of meetings, presentations, training sessions, or other videos that will serve you as a learning resource in the future.

CHANNELS AND GROUPS

Stream is structured into channels and groups so it's easier to find grouped information on different topics.

SECURITY

You can manage who views your video content and determine how widely to share it within your organization in order to protect sensitive corporate content and know-how.

LEARNING

Enable everyone from your company to contribute with peer-to-peer information sharing.

[Drive engagement and productivity with video](#)

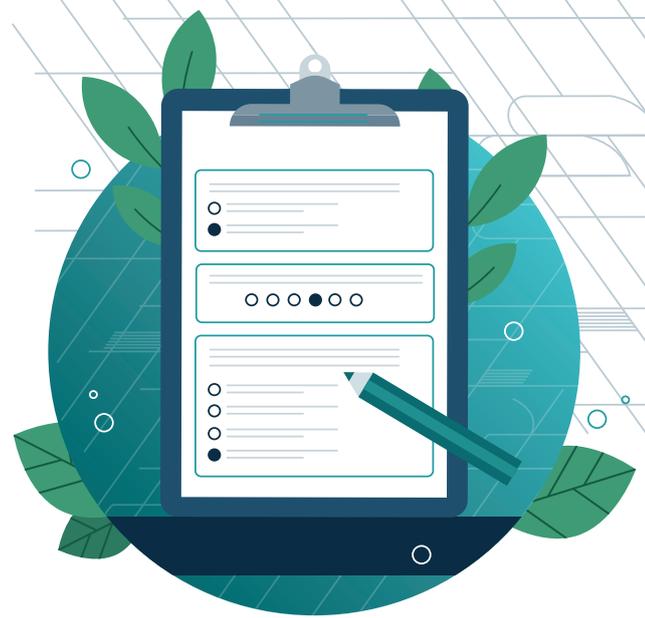


Extra tip: To make training video more interactive, add a question Forms in the timeline of the video.

FORMS



Forms is a tool for creating various forms, questionnaires and quizzes meant for feedback, surveying, knowledge checks, business inquiries, and anything else.



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QUESTION TYPES

Forms have many different question types, each helpful in some way to receive a perfect kind of response. Diverse questions are also proved to be a good method for knowledge check. Don't forget you can add images to the questions.

MULTILANGUAGE

One form supports many languages. That way it's easier to work with a varied audience, while keeping all the results under a single form.

SHARING CAPABILITIES

You can share a form with members of your organisation, and track who responded what. You can also share a form anonymously – it's a perfect way to get feedback after trainings.

BRANCHING

Forms may branch out and provide different questions based on previous responses given. Use this to avoid unnecessary questions.

Extra tip: You can customize the design of your form. Colors and backgrounds can be matched to fit your company branding.

SWAY



Sway is a tool for designing creative presentations, interactive reports, learning material, personal stories and more, without the need of any design skill.



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EASY TO DESIGN

Sway automatically provides best design layouts for your uploaded text and images, so there is no need to use boring templates. If the design doesn't quite match your expectations, you can fully customize your layout to make it your own.

Getting Started with Sway

SHARING CAPABILITIES

It's very easy to share your finished Sway trainings with colleagues, who can see your creations on the Web without signing in or downloading anything.

INTERACTIVITY

Many additional functions will help you make interactive, modern and attention-getting learning material. Vertical scrolling instead of horizontal one will be very intuitive for your end-users, since it reminds website navigation.

Extra tip: If you are looking for an inspiration, what your e-learning course should look like, you can always find some design examples in the bottom bar, called "Get inspired by a featured Sway."

ONENOTE



OneNote is a tool meant for taking personal or shared notes and making it easier to keep track of it all.

It's free, anyone can start using it.



NOTEBOOKS

You can have one, or you can have many. If you work with multiple products or segments of the company, it might be more clear to separate all the information into appropriate personalized notebooks.

SECTIONS & PAGES

You can create an easy to navigate structure using sections, pages and even subpages. Consider sections the folders, themes or chapters of your notebook. Pages will host all the information, but even they can have subpages, so you can have an easier time understanding the hierarchy of your learning content.

VARIED CONTENT

Feel free to explore not only text, but various other media options, like images, video, drawings, you can even make a short recording if typing is a bit tedious at that moment.

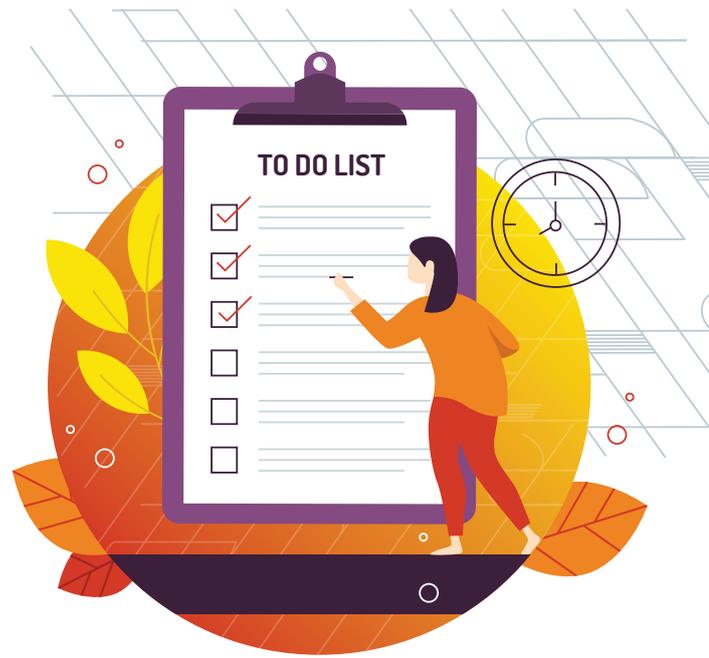


Extra tip: The desktop version of OneNote for Windows 10 has an awesome feature, that will allow you to easily link terms to their linked topics or explanations. Simply write a name of another page like `[[this]]` and it will automatically create a link to it.

LISTS



Microsoft Lists is an app that allows you to track information and organize work. The information is presented in tables, and literal „lists“ of data. Usecase examples include issue tracking, asset managing, marketing content scheduling, event itineraries and employee onboarding plans.



Any license that provides SharePoint

TEMPLATES

Lists comes prepared with several templates that you can use. You can even reuse existing lists as templates. A template will set up columns for you. All that is left is to populate the table with data, or edit the columns to your liking.

EMPLOYEE ONBOARDING

One of the templates is called „Employee onboarding“. Feel free to experiment with this – it’s useful for various onboarding tasks related or not related to training. However, for each new hire you should create a new List, otherwise they will see each other’s tasks.

RULES

Under „Automate“ in the top menu of a list, you will find Rules. Rules allow you to send notifications when something changes. You can, for example, e-mail a specific manager once the user changes a task to complete.

Extra tip: Your IT or an IT partner can customize and automate lists using a different tool called Power Automate. With it, you can create more complex processes, e.g. when a task is completed by the user, create a following task and assign it to them automatically. The possibilities are almost limitless.



LMS365 is a cloud-based platform built into Microsoft 365 to enable organizations to manage learning and training. With its seamless integration with the host of Microsoft's modern workplace tools, LMS365 becomes more than just a platform for employee learning and training management.

[Increase adoption and get the full benefit of your Microsoft 365 investment.](#)

Requires a separate LMS365 license

BUILT INTO MICROSOFT TEAMS

LMS365 is fully integrated in Microsoft Teams. Build a collaborative learning culture where people interact, help and learn from each other. Access your dashboard, share courses in chats, channels or tabs. The possibilities are endless!

MULTIPLE COURSE TYPES

LMS365 offers various course types such as e-learning or classroom courses, blended training and webinars. This makes it easier to customize your training to fit your organization and different learning styles.

TRACKING & REPORTING

Track learner progress and transform your data into vibrant, comprehensible visuals with Microsoft Power BI. Analyze your data to improve learner experience or ensure employees are compliant with the most recent rules and regulations.

COURSE & CONTENT MANAGEMENT

With the LMS365 course creator and learning module builder, creating content becomes an easy and simple task. Drag and drop elements from PowerPoint, Word, Microsoft Stream when creating courses, or add your premade SCORM and AICC packages.

ENGAGING USER EXPERIENCE

Engaging your learners is a key element in an effective learning strategy. With a personalized dashboard, leaderboards and certificates, LMS365 helps you make learning an engaging experience for all learners in your organization.





MOBILE APP

Being able to take learning on the go is no longer just nice to have but a necessity for most organizations. With the intuitive LMS365 app accessing learning activities have never been more convenient - learn from anywhere, at anytime on any device.



TRAINING PLANS

Organize your courses into training plans that includes prerequisites to help learners follow the correct learning path. This ensures that learners have completed and understood the necessary training before moving on.



CERTIFICATIONS & COMPLIANCE

With LMS365, your organization can easily adapt any compliance courses or practices and deliver the training to specific individuals and/or groups. Certifications created and managed inside the LMS can also give learners a sense of accomplishment after completing their training.



INTEGRATION

LMS365 is built into Microsoft 365 making it the perfect fit for organizations using SharePoint Online and Microsoft Teams on a daily basis. No reason to change platforms, a single sign-on for all your needs and easy access to employee data with Azure AD.



WHAT'S NEXT?

We hope this e-book gives you a good headstart in your journey to employee learning and development with Microsoft. However, there is so much more to e-learning and the values it provides.

Talentator team of professionals can offer you:



LMS365 IMPLEMENTATION AND LICENCES

Creating an effective educational process in the digital space with this leading learning management system for Microsoft 365.



MICROSOFT ENVIRONMENT CONFIGURATION FOR LEARNING

Adopt best practices and templates for Microsoft 365 to improve your learning and development processes.



BESPOKE E-LEARNING CONTENT

Interactive digital learning courses tailored to the company's needs, available at the right time and place.



OFF-THE-SHELF E-LEARNING LIBRARY

Relevant for all companies and already prepared e-learning courses to help develop the desired competencies.



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