# A3: Teamwork

## Important:

Getting familiar with the background material is strongly recommended before doing the exercises. If getting ahead feels difficult it is recommended to do the exercises with others in a computer lab.

## Objectives of the assignment

The assignment introduces you to the technicalities of computer assisted teamwork, especially with Office 365 tools. After completing the assignment the student will

- understand basic teamwork techniques in Office365.
- know how an Office 365 group is created and how files and other entries are added to the group.
- know how to share a OneDrive folder with different types of permissions directly with his/her peers.
- know how to use Office 365 calendar and reserve somewhere to meet to discuss group work
- know how to compress and extract files.

## Tasks and Grading of the Assignment

The assignment contains 5 tasks. The maximum total points for the assignment are 10 points.

**Task 1** Sharing Access Rights in Office 365 (1 p)

**Task 2** Office 365 Groups (3 p)

**Task 3** Sharing in OneDrive (2 p)

**Task 4** Calendar (2 p)

**Task 5** Compressing and extracting files (2 p)

## What Needs to be Submitted

2 files (submitted together in Weto):

Tasks 1, 2, 3, 4 and 5 are submitted as a pdf-document A3.pdf

For task 5, also a zip-file A3T4.zip

## At First - Tip

Turn on the computer. In case you're doing the tasks in a computer lab (as we recommend), log in with your tuni username and password. Open Word and type in the beginning of a blank document a sentence containing information of your where-abouts and what kind of computer and operating system you're using. For example:

*This task has been done in computer lab ML8, on a Dell-desktop using Windows 10.*

Save the document as A3.docx.

## Task 1 (1 p): Sharing Access Rights in Office 365

Become familiar with sharing access rights in Office 365. Answer the questions (a) and (b).

(a) Sharing access rights to shared files is a key factor in succesful teamwork. The University's Office 365 offers 4 types of access rights (as far as extent is concerned) when shared via link. What are those types? Which one of them is most suitable for a group of three people? **Tip 1**

(b) In addition, shared access rights can be used to determine which rights users can have. There are 2 types of of access rights. What are they and how are they determined when sharing rights?

**Task 1 solution:** Short (2-5 sentences) answers for both (a) and (b).

**Tip 1.** The extent and different types of access rights are introduced in chapter 6 in the background material (coursepages: Theme 1) as well as in the lecture slides.

## Task 2 (3 p): Office 365 Groups

Log into Office 365 and join the public Tuni Groups -group *TG-TIEY4 – Harjoitteluryhma / Practice group*. **Tip 2**

   **(a)** You will find PDF- documents shared by Aulikki Hyrskykari in the *Files* shared with the group. Download the document *TIEY4-en-TUNI-security-guide.pdf* to your computer. Read it through, and answer the following questions?
- What do you do if you get an email that clearly came into a wrong address?
- What is phising? Have you encountered any phising attempts through your university mail?

   **(b)** Do at least one, if you have time, maybe both of the following bullets
- Open the OneNote notes shared with the group. You will find the instructions of this bullet in the *TIEY4 2019 in English* -section of the notebook, on the page *Assignment 3 Task 2* .**Tip 3**
- Send a group email with a title: "Hi there fellow students", and in the mail tell mail content either tell that you are busy and you made only this easier part of the task A3t2b, or then if made, or tried to do the first part, did you manage to do it, and was it difficult/easy? **Tip4 or**

Take a screenshot of either question 1 or question 2 (or both, if you wish) and attach it as an answer to the question b.

   **(c)** Especially in large groups, your inbox may fill up with unnecessary mail. How do you change the group's email settings to receive only replies to your own messages in your own inbox? What other things (other than your email) can you control in the settings? Mention at least 2 things. **Tip 5**

**Task 2 solution:** in question (a) a short (2-5 sentences) answer, in question (b) a picture(/two pictures), and (c) short (2-5 sentences) answer.

**Tip 2.** Office 365 groups can be accessed, for example, in Outlook's "groups" bar by selecting **Discover**. If you can't see the option **Discover**, try context sensitive menu over "Groups". You can join any of the public groups. One of them is *TG-TIEY4 – Harjoitteluryhma / Practice group*.
You can navigate to the group area in the same way later, either via Outlook or Groups or the Office365 waffle menu's Tuni Groups –application.

**Tip 3.** Group notes can be found on the *Notebook* -tab. All you are required to do in this exercise is to add text to a ready made page. However, sections could be added by selecting *section* at the bottom of the page ( + Osa = + section), and pages by selecting + Sivu = + page. Link sharing is done with the share option in the upper right corner ![Jaa] (= *share*).

**Tip 4.** You can send the group an email, that is, write "conversations" either by direct email from the your own personal email (here an email would be sent to *TG-tiey4-harjoitteluryhmapracticegroup@groups.tuni.fi*) or by sending an email in the chat view using **Send email**-button (see the adjacent picture). It is possible to reply to emails in the chat view.
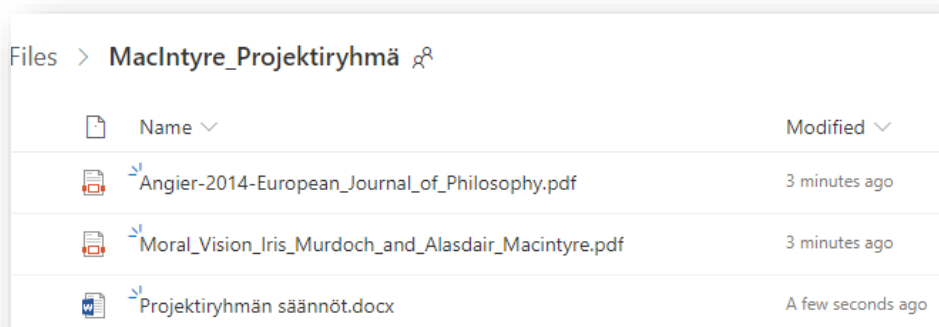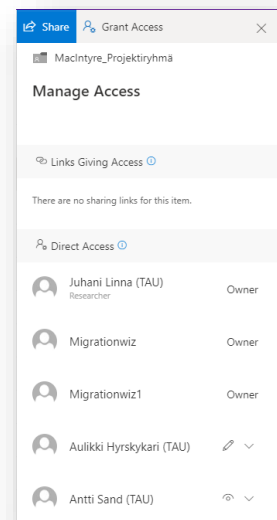
**Tip 5.** Settings are behind the gear icon.
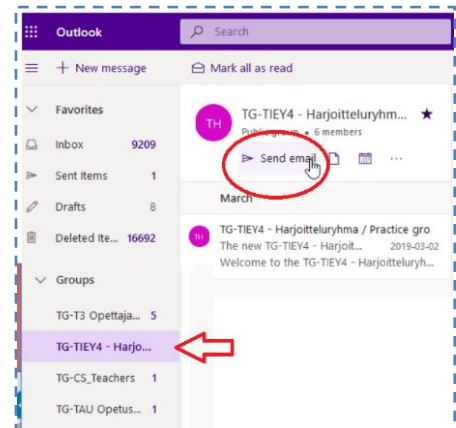
## Tasj 3 (2 p): Sharing in OneDrive

Log into Office 365 and do the following exercises:

**(a)** Create a folder for a group project regarding either an imaginery or real thinker or scientist in OneDrive. Name the folder as *Lastname_Groupproject*, for example, *MacIntyre_Group project*. Save at least two pdf documents having to do with the thinker's production in the folder (it isn't compulsory to look for real documents. Blank or "nonsense" documents will do.). **Tip 6**

**(b)** Share folder editing rights with **one or two** of your course mates as well as reading rights with **one or two** of your course mates. You can choose people you know. If you decide to choose people you don't know use this course's student list in Weto. **Tip 7** Potential *Migrationwiz*-users are "users" of the information management and are related to the organizational change, no need to worry about them.

**(c)** Create one more Word-document in the folder, "the rules of the group project". Take a screenshot of the file view (like the picture below) and paste it as an answer to this section. Make sure that the group name, file and the date modified show in the picture.

Files > **MacIntyre_Projektiryhmä**

| | Name ∨ | Modified ∨ |
|---|---|---|
| | Angier-2014-European_Journal_of_Philosophy.pdf | 3 minutes ago |
| | Moral_Vision_Iris_Murdoch_and_Alasdair_Macintyre.pdf | 3 minutes ago |
| | Projektiryhmän säännöt.docx | A few seconds ago |

**Task 3 solution:** 2 pictures. For questions (a) and (c) a picture according to the picture in question (c), in question (b) a picture according to the picture in question (b).

Tip **7.** When you have clicked on the *Sharing* -setting, you'll be able to add members by selecting *Grant Access*. A search for people in the university's address book will automatically begin when you start typing names.

### Task 4 (2 p): Calendar

Become familiar with the calendar application. Do the exercises (a) and (b).

**(a)** Practice making a meeting reservation in the calendar application (+*New event)*. Select a date by first selecting a library group study room that is available. Then invite the coursemates in question d (2-4 people). Add a suitable title for the meeting, a short agenda and attach a random file. *Don't finish the reservation (don't send it!).* Once you're finished with the exercise's requirements, take a screenshot of the reservation and paste it to the section question a. ***After this, cancel/close the reservation.***
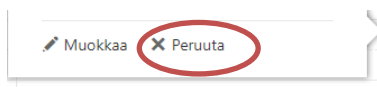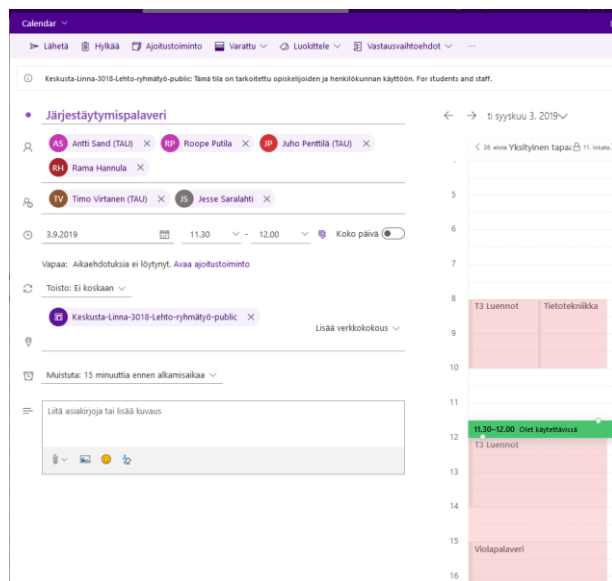
If you accidentally managed to make a reservation, cancel it by clicking it in the calendar and selecting *Cancel* (see picture). This way the room won't be reserved for nothing.
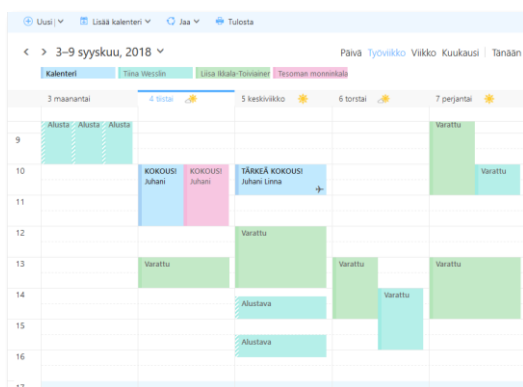
**(b)** Add at least 2 calendars of a member of the University of Tampere who have events for the current week in your calendar view – for example, course teachers. Take a screenshot of the current week view of your calendar showing the additions you made and add it as an answer to question b.

**Task 4 solution**: Pictures according to the examples for questions (a) and (b).

## Task 5 (2 p): Compressing and Extracting

Compress the files you shared with the group in task 2a into a **zip-file** and name it as A3T5. <sup>Tip 8</sup>

**Task 5 solution**: A zip-file A3T5.zip.


**Tip 8.** If you haven't zipped files before, you will find background material useful (Chapter 7). Sorry, that so many of the figures are still in Finnish.