# Setting Up an Online Classroom in Office 365

**Setup Time**: 45-60 minutes

**Overview**: This setup document covers how to create and configure an online classroom for a training class from Critical Path Training which requires a trial Office 365 tenant with a user account for each student and a set of SharePoint sites. One valuable aspect of creating a new and isolated Office 365 tenant is that you will have tenant-level administrative permissions allowing you to configure the tenant with multiple user accounts for each student that is attending the class.

Note that **t**his work can be done by the instructor of the class or by the support staff of the hosting training company.

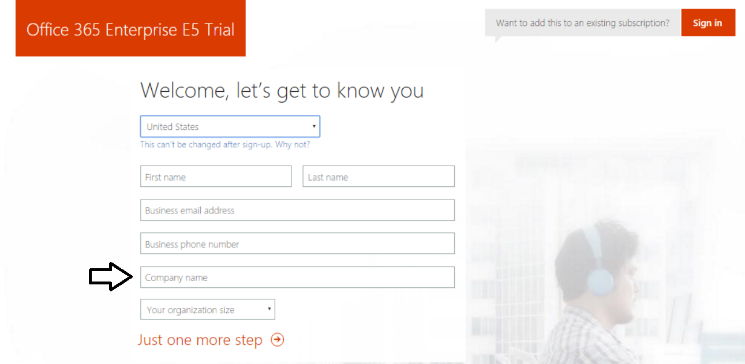
### Task 1: Create a new Office 365 Trial Tenant for the Online Classroom

In this task, you will create a new Office 365 tenant which allows you to create up to 25 user accounts with Enterprise E5 trial licenses.

1. Navigate to the following URL:

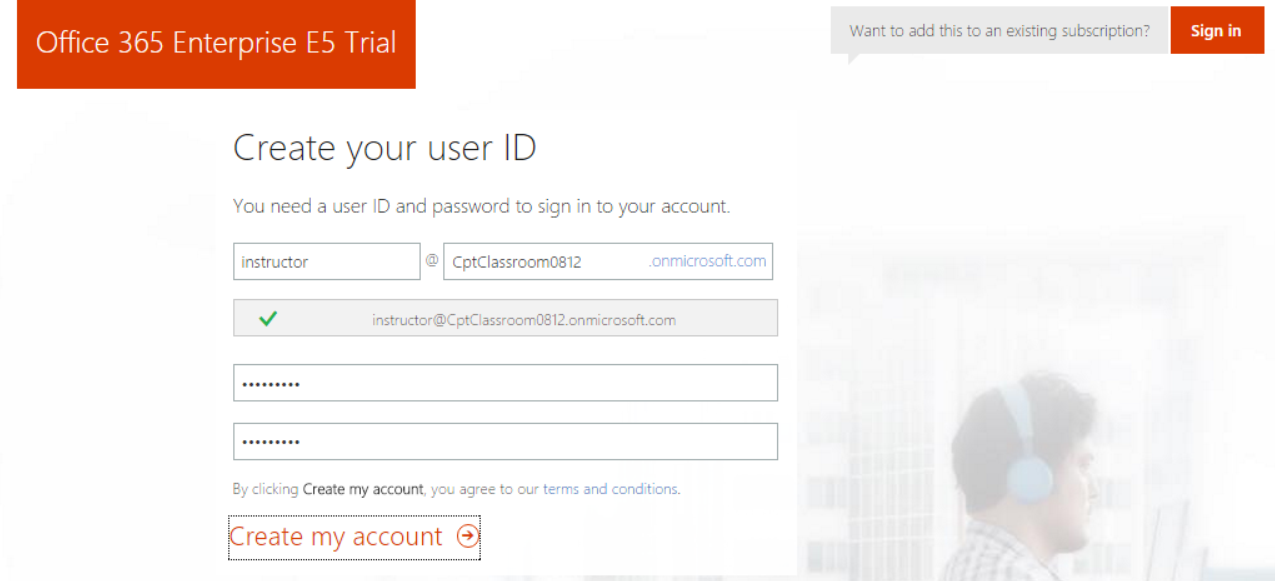
<https://go.microsoft.com/fwlink/p/?LinkID=698279&culture=en-US&country=US>

1. Fill out the form on the first page with requested required information to create a new Office 365 trial account.
   1. You are presented with the following form.



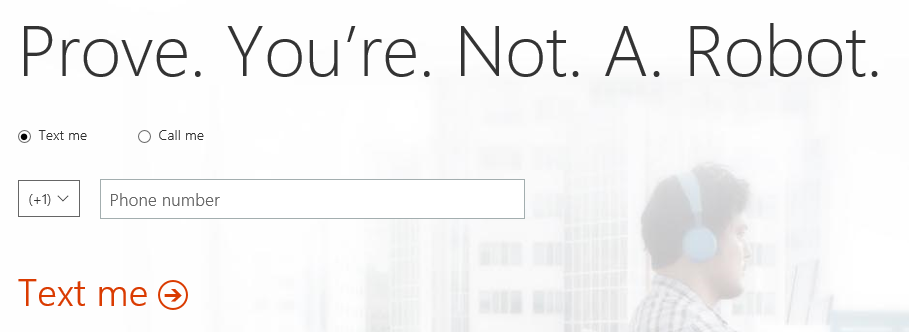
* 1. Use the instructor’s information to fill in **First name**, **Last name** and **Business email address**.
  2. Enter a valid **Business phone number**.
  3. Note that the value you use for **Company name** will be used to name the new Office 365 tenancy and the main SharePoint team site. Therefore, create enter a friendly value for **Company name** such as **CPT Labs for BBS365**.
  4. Once you have filled out the form, click **Next**

1. On the next page, you are prompted to provide a user ID, company name and password.



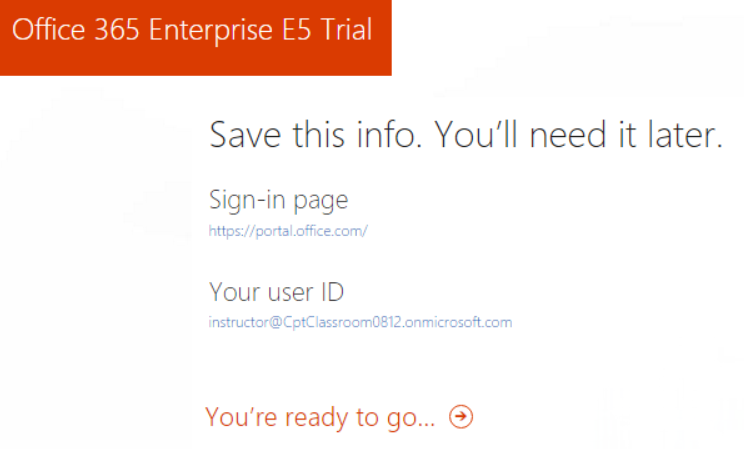
Note that the company name you enter on this page will be used to create the domain name for your new Office 365 trial tenant. For example, if you were to enter a company name of **CptClassroom0812**, it would result in the creation of a new Office 365 tenant within a domain of **CptClassroom0812.onMicrosoft.com**. The user name you enter will be used to create the first user account which will be given administrative rights within the trial tenant. If you enter a user name of **Instructor**, then the email address as well as user principal name for this account will be **Instructor@CptClassroom0812.onMicrosoft.com**.

1. Once you have filled in the required information on the **Create your user ID** page, click the **Create my account** link.
2. Complete the validation form in step 3 by proving you are not a robot.
   1. Select the **Text me** option and then provide the number of your mobile phone and click the **Text me** link.



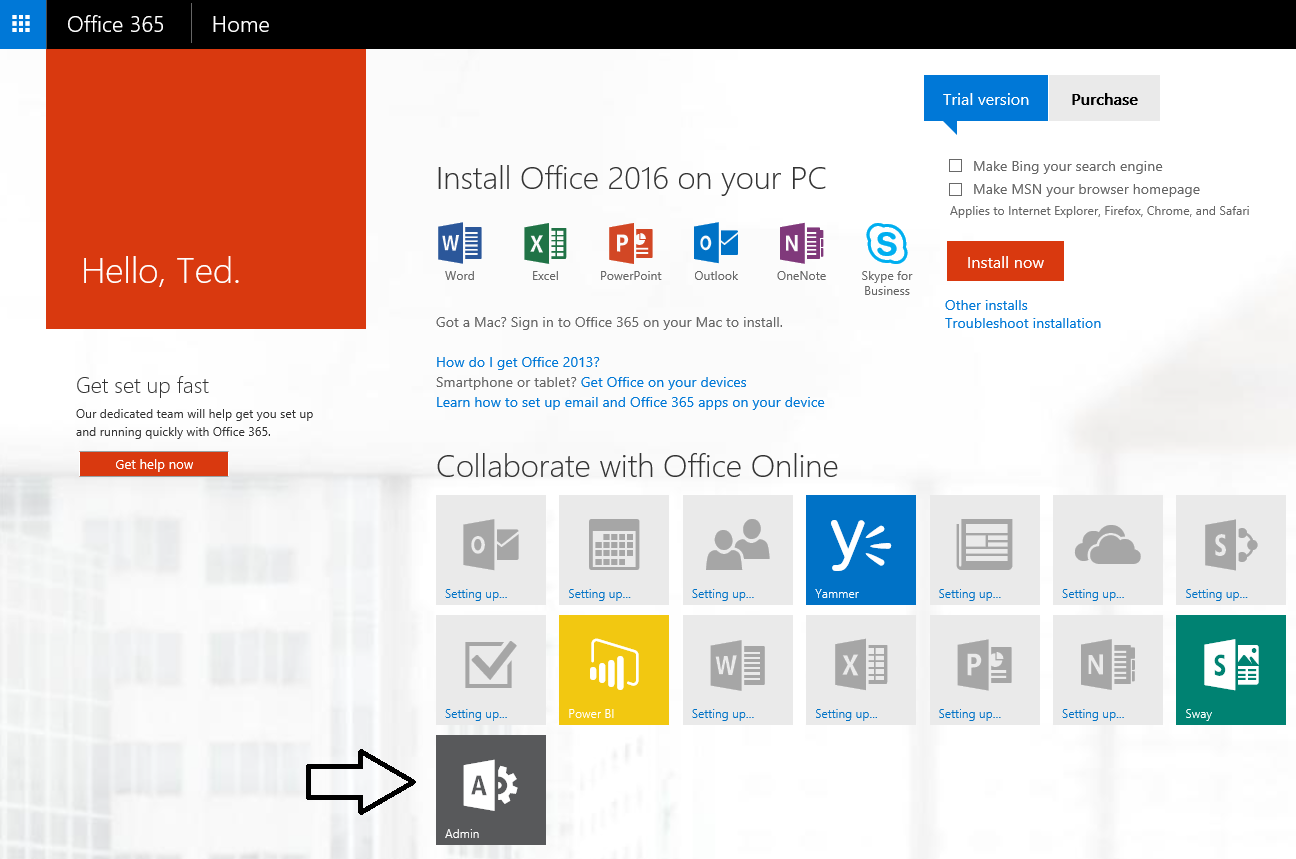
* 1. After you click **Text me**, a Microsoft service will send you a text message that contains an access code.
  2. You retrieve the access code form your mobile device and use it to complete the validation process.

1. Once you have completed the validation process, click the **You’re ready to go…** link to navigate to the portal welcome page for your new Office 365 trial tenant. Note that you should already be logged on using the user account that was created during the sign up process.



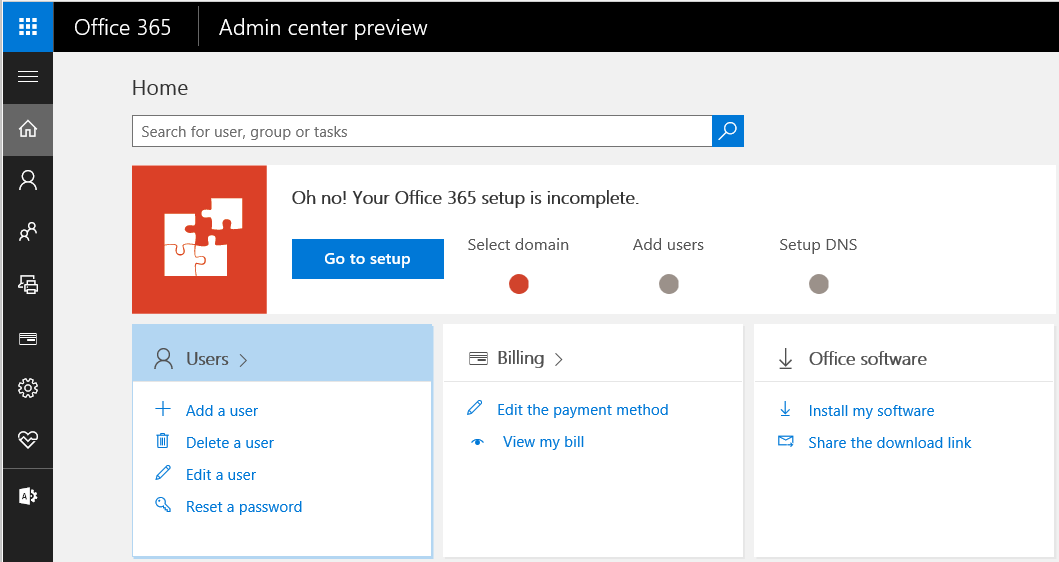
At You have just created your new Office 365 tenant which can support creating up to 25 user accounts with Office 365 Enterprise E5 trial licenses. Note that some Office 365 services within your new Office 365 tenant such as the Office 365 admin center can be accessed immediately. Other services within your Office 365 tenant such as SharePoint Online are not ready immediately and will take some time to provision.

1. At this point, you should be located on the portal welcome page of Office 365. You will notice that this page shows the progress of the Office 365 environment in setting up each of the individual services that make up your new Office 365 tenant.
2. Click the **Admin** tile to proceed to the Office **365 admin center**.

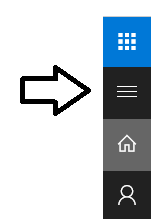


As of April 2016, you will initially be presented with the new user interface experience for the Office 365 Admin center. While it will be possible for you to fall back on the older UI experience for the Office 365 Admin center, we assume you will use the new user experience of the Office 365 admin center so that is what we will show in the screenshots for this document.

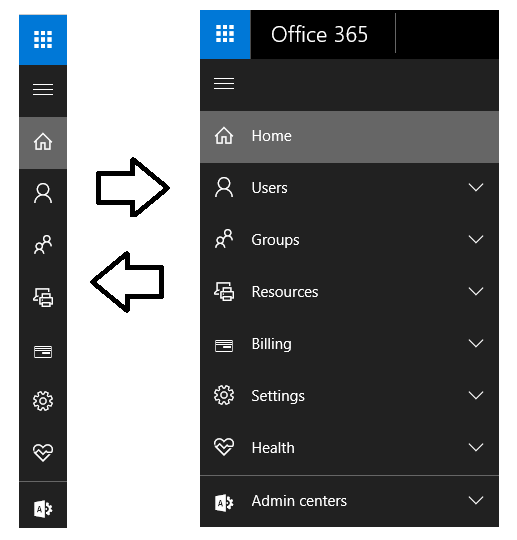
1. Verify that you are able to access the home page of the **Office 365 admin** **center**.
   1. The following screenshot shows what the Office 365 Admin center looks like as of April 2016 with the introduction of the new user interface experience.



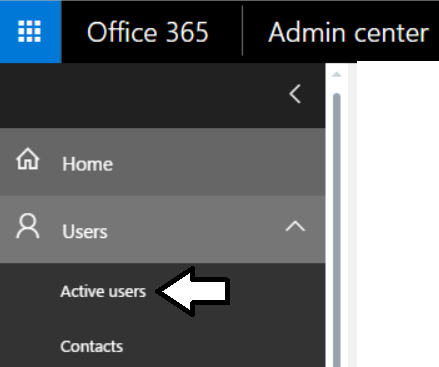
* 1. Locate the top **Menu** button for the left navigation menu. It’s the second button from the top which sites just beneath the Office 365 App Launcher menu button.



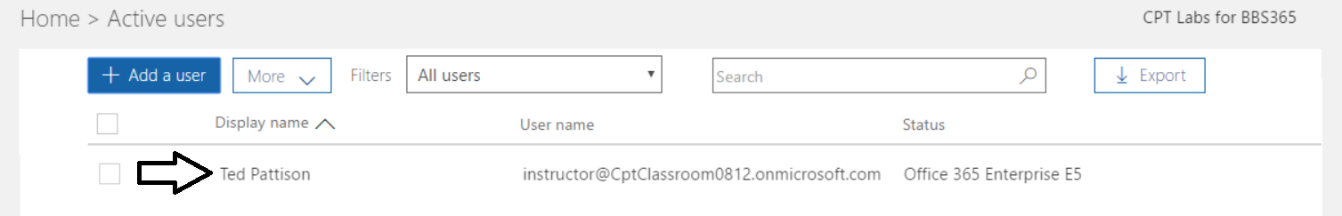
* 1. Click the top **Menu** button several times and see how it toggles the left navigation between a collapsed and expanded mode.



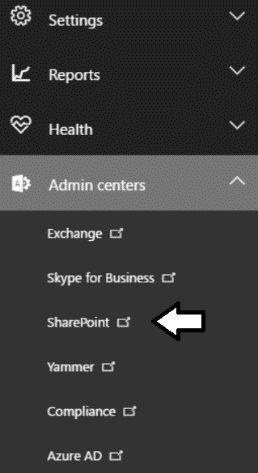
1. Navigate to the **Active users** page.
   1. Click **Users > Active users** in the left navigation menu.



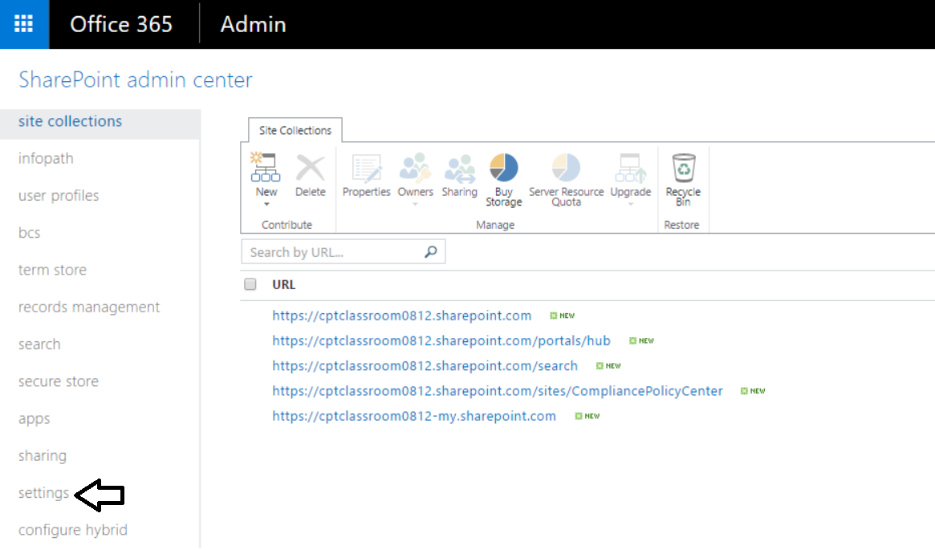
* 1. On the **Active users** page, you should see a single user account which is the account with which you are currently logged in.



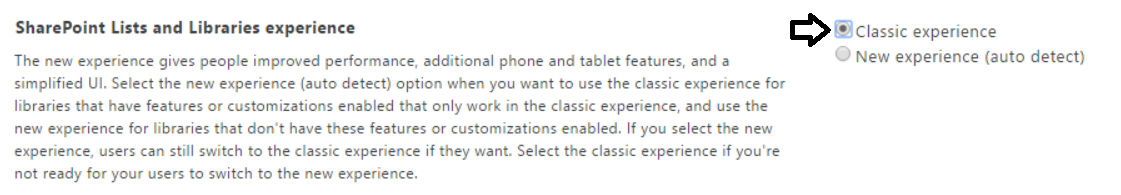
1. Navigate to the SharePoint tenant admin site collection.
   1. Click **Users > Active users** in the left navigation menu.



* 1. You should now be at the **site collections** page of the SharePoint admin center where you can see the default set of SharePoint sites that are automatically added to the Office 365 trial tenant.
  2. Click the **settings** link in the left navigation.



* 1. Scroll down the **settings** page and locate the **SharePoint Lists and Libraries experience**.
  2. Set the **SharePoint Lists and Libraries experience** setting to **Classic experience**.



* 1. Click the **OK** button at the bottom of the bottom of the **settings** page to save your changes.

For each student in your class, you need to create a new user account and also create a set of SharePoint sites that will be used in lab exercises. While you could do all this work by hand in the Office 365 admin center and the SharePoint admin center, it will be much easier to create these user accounts and SharePoint sites using PowerShell scripts.

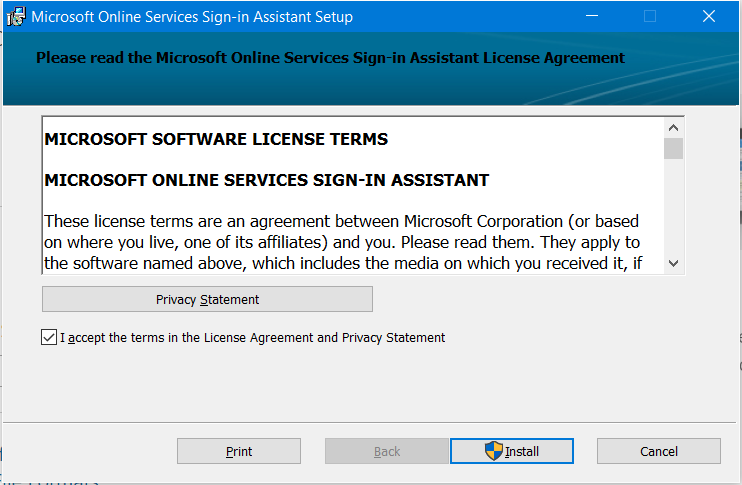
### Task 2: Configure Your Computer to Run Remote PowerShell Scripts

In this task, you will install the software required to run PowerShell scripts that interact with Office 365 and SharePoint Online.

1. Download and Install **Microsoft Online Services Sign-In Assistant**.
   1. Download the installation files from the following URL.

<http://go.microsoft.com/fwlink/?LinkID=286152>

* 1. Run the installation program for **Microsoft Online Services Sign-In Assistant**.

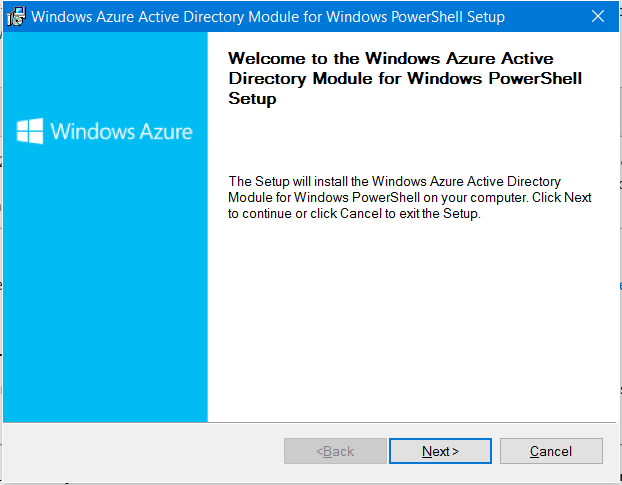


* 1. Follow instructions until the **Microsoft Online Services Sign-In Assistant** has been installed

1. Install **Azure Active Directory Module for Windows PowerShell** (64-bit version).
   1. Download the installation files from the following URL.

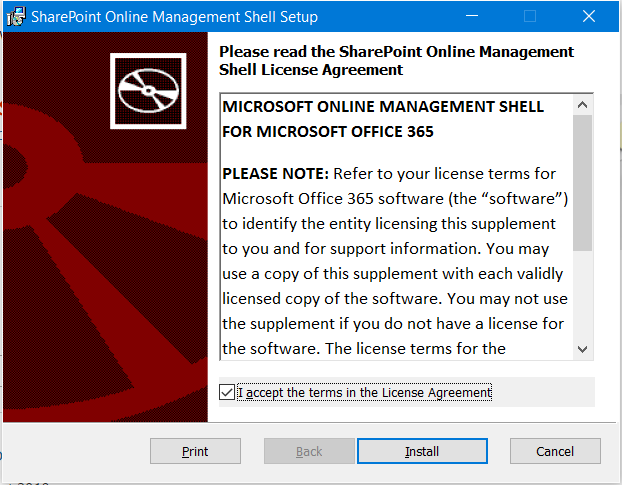
<http://go.microsoft.com/fwlink/p/?linkid=236297>

* 1. Run the installation program for **Azure Active Directory Module for Windows PowerShell**.



* 1. Follow instructions until the **Azure Active Directory Module for Windows PowerShell** has been installed

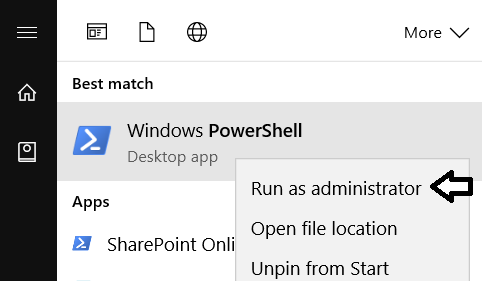
1. Install the **SharePoint Online Management Shell**.
   1. Using the browser, navigate to <https://www.microsoft.com/en-us/download/details.aspx?id=35588>.
   2. Download and install the **SharePoint Online Management Shell**.



* 1. Follow instructions until the **SharePoint Online Management Shell** has been installed.

On windows machines, the execution of PowerShell scripts is disabled by default. In the next step, you will use the PowerShell command line to enable the execution of PowerShell script.

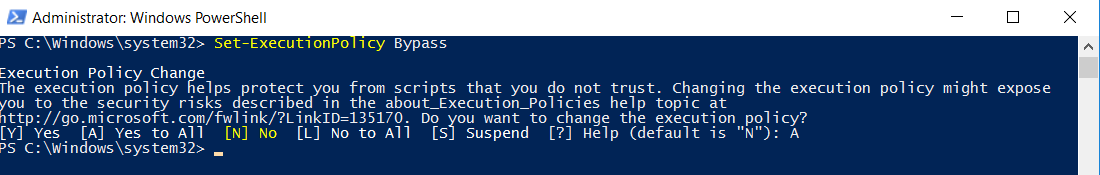
1. Enable PowerShell scripting.
   1. Press the **Windows** key on the keyboard to display the **Start** menu.
   2. Type in **Windows PowerShell**.
   3. Right-click on **Windows PowerShell** and click **Run as administrator**.



* 1. When you see the PowerShell console window, type in the following PowerShell command and then press **ENTER**.

Set-ExecutionPolicy Bypass

* 1. When prompted “Do you want to change the execution policy”, type **A** and press **ENTER**.



* 1. Once the command completes successfully, close the PowerShell console window.

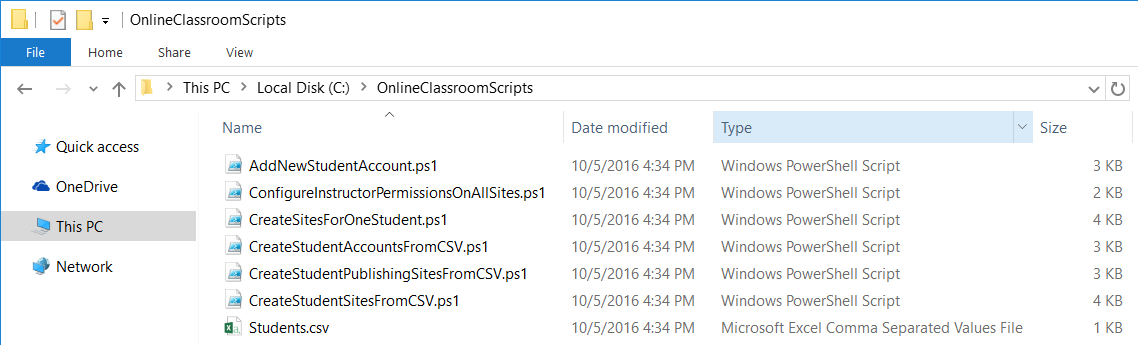
### Task 3: Download and Run the PowerShell Script to Create the Online Classroom

In the final task, you will download a set of PowerShell scripts and run them to create the online classroom for an upcoming class.

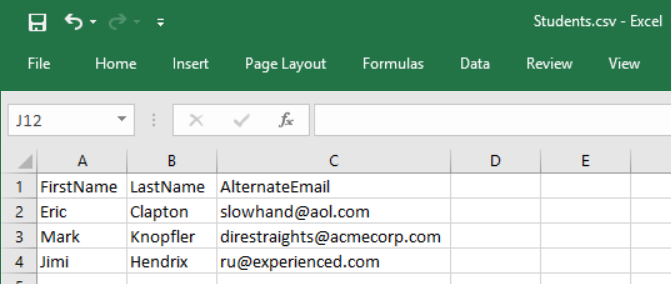
1. Download the zip file with the PowerShell scripts and extract the scripts contents into a local folder.
   1. Download the zip file named **OnlineClassroomScripts.zip** from the following URL.

<https://github.com/CriticalPathTraining/OnlineClassroom/raw/master/OnlineClassroomScripts.zip>

* 1. Once the zip archive has downloaded, extract its contents to a local folder. Once you have extracted the files, you should see a set of PowerShell scripts and a CSV file named **Students.csv**.

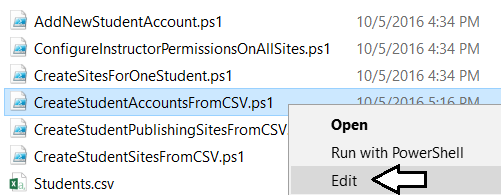


1. Update the **Students.csv** with the data for the students in the class.
   1. Open the file named **Students.csv** in Microsoft Excel. You should see that there are three test students.

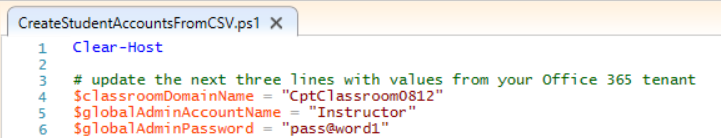


* 1. Replace these three names with the name and email address for each student in the class.
  2. Save and close **Students.csv**.

1. Open, update and execute the PowerShell script named **CreateStudentAccountsFromCSV.ps1**.
   1. Right-click on **CreateStudentAccountsFromCSV.ps1** and click **Edit** top open it in the PowerShell ISE.



* 1. After the script opens, modify the first three lines with the information from your new Office 365 tenant. Specifically, you need to add the domain name for the Office 365 tenancy and the user name and password for the primary user account.

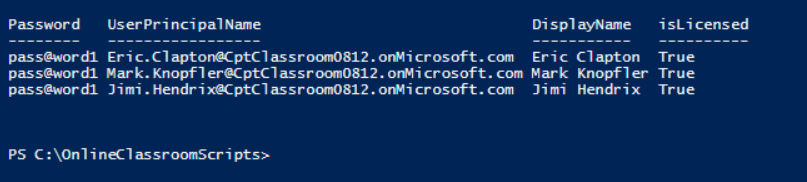


You must be careful if your password contains the dollar sign character **$**. That’s because PowerShell uses **$** as a special character so you must use the tick escape character (**`**) when adding **$** to a literal string in a PowerShell script.

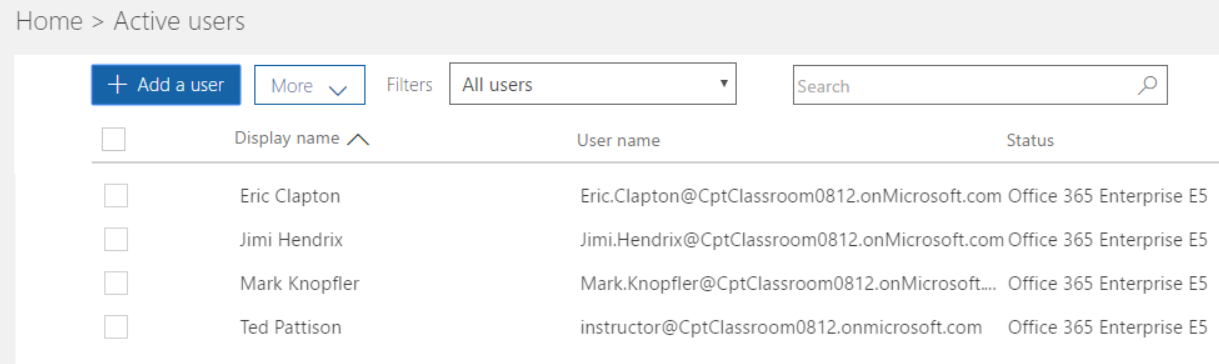
* 1. If your password contains a **$**, you must precede it with a tick escape character. For example, if your password is **Pa$$word!,** then you must type in the password as **Pa`$`$word!**.



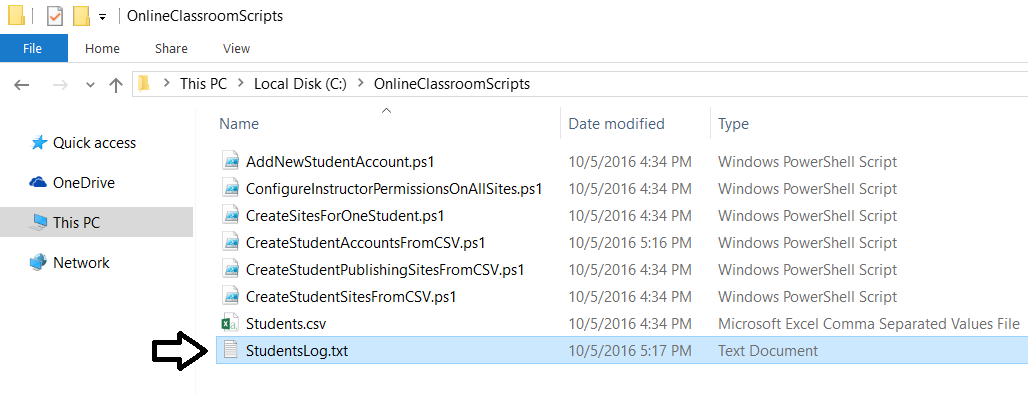
* 1. Save your changes to named **CreateStudentAccountsFromCSV.ps1**.
  2. Execute the script named **CreateStudentAccountsFromCSV.ps1**. When executed, this script should be able to connect to the Office 365 tenant and create the student accounts.



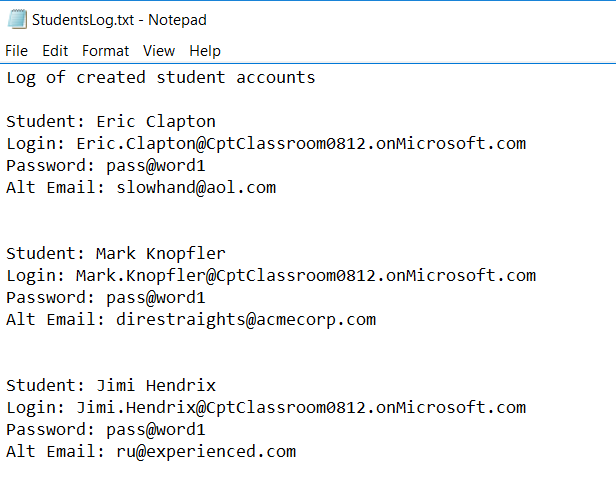
* 1. In the browser, return to the **Active users** page in the **Office 365 admin center**. Refresh the page and you should see a new user account has been created for each student.



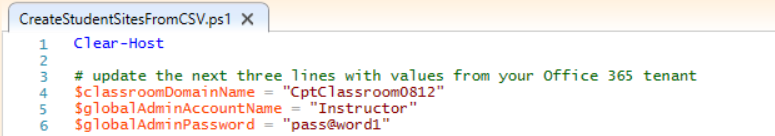
* 1. In Windows Explorer, look inside the folder that contains all the PowerShell scripts. You should see that executing the script named **CreateStudentAccountsFromCSV.ps1** created a new file named **StudentsLog.txt**.



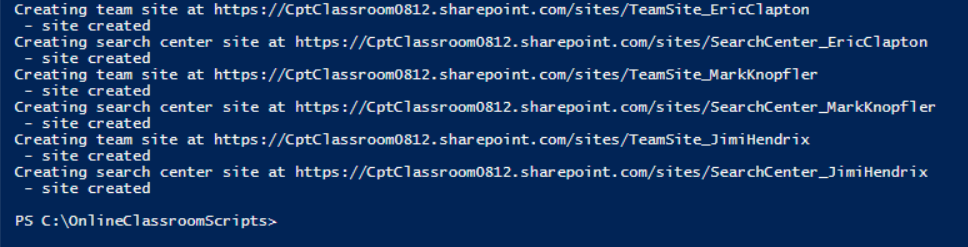
* 1. Double-click on **StudentsLog.txt** to open it and see what’s inside. You should see that there is information for each student account including the student name, login, password and alt email address. Note that this information must be passed along to each student.



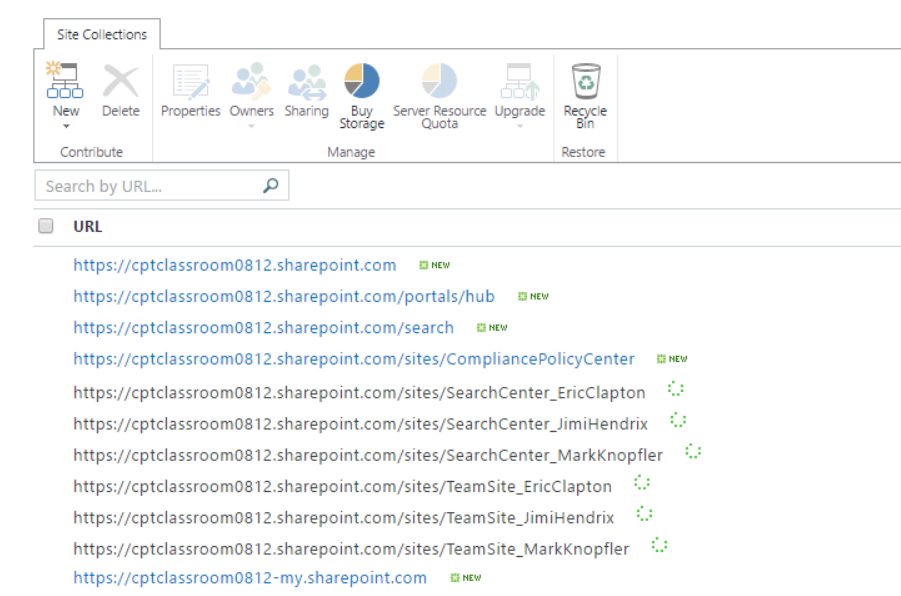
1. Open, update and execute the PowerShell script named **CreateStudentSitesFromCSV.ps1**.
   1. Right-click on **CreateStudentSitesFromCSV.ps1** and click **Edit** top open it in the PowerShell ISE.
   2. After the script opens, modify the first three lines with the information from your new Office 365 tenant. Specifically, you need to add the domain name for the Office 365 tenancy and the user name and password for the primary user account.



* 1. Save your changes to named **CreateStudentSitesFromCSV.ps1**.
  2. Execute the script named **CreateStudentSitesFromCSV.ps1**. When executed, this script should be able to connect to SharePoint Online in the Office 365 tenant and create two SharePoint sites for each student.

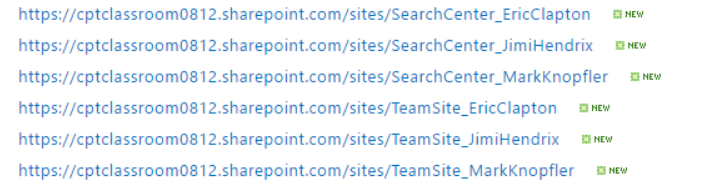


* 1. After the script completes, return to the **site collections** page in the **SharePoint admin center** site collection.
  2. Refresh the page. You should see a new set of SharePoint sites that are currently being provisioned.



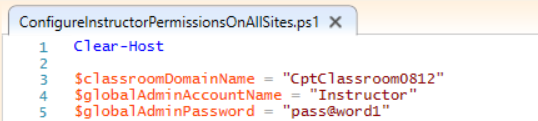
At this point, you need to wait until all the sites have been completely provisioned. That will likely take between 5 and 10 minutes.

* 1. When you see that all sites have been provisioned, move on to the next step.

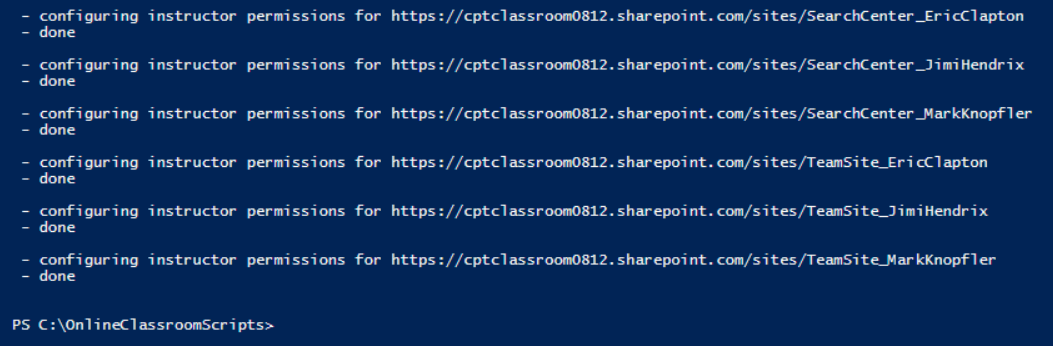


At this point, you have created a set of SharePoint sites for each student. However, the instructor account has no permission to access any of those sites. You will now run one more PowerShell script named **ConfigureInstructorPermissionsOnAllSites.ps1** to configure permissions in all sites so you can access them with the instructor account.

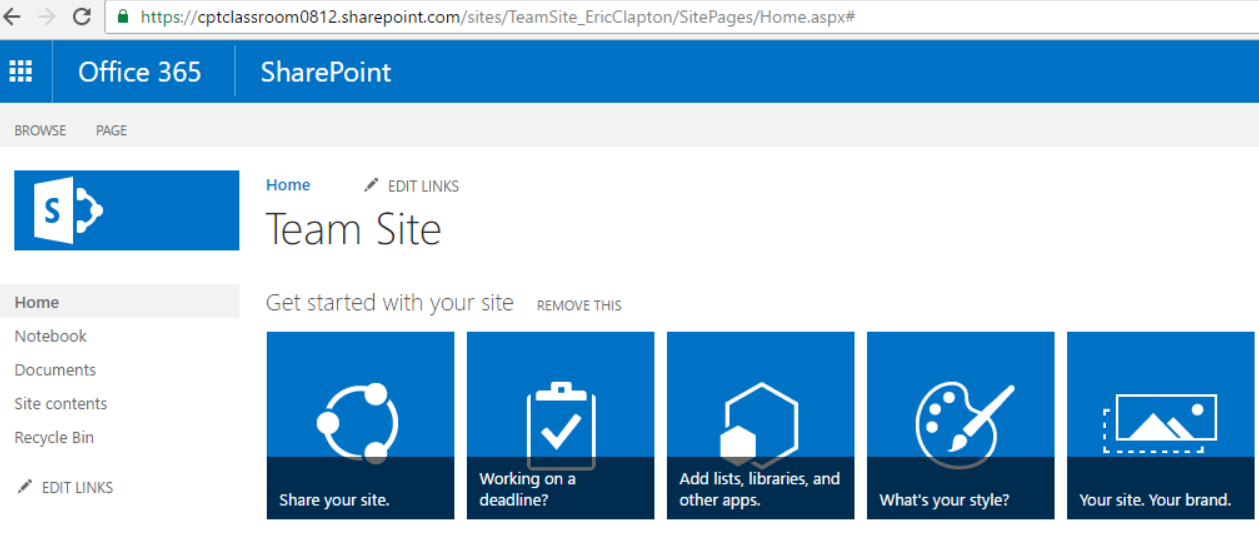
1. Open, update and execute the PowerShell script named **ConfigureInstructorPermissionsOnAllSites.ps1**.
   1. Right-click on **ConfigureInstructorPermissionsOnAllSites.ps1** and click **Edit** top open it in the PowerShell ISE.
   2. After the script opens, modify the first three lines with the information from your new Office 365 tenant. Specifically, you need to add the domain name for the Office 365 tenancy and the user name and password for the primary user account.



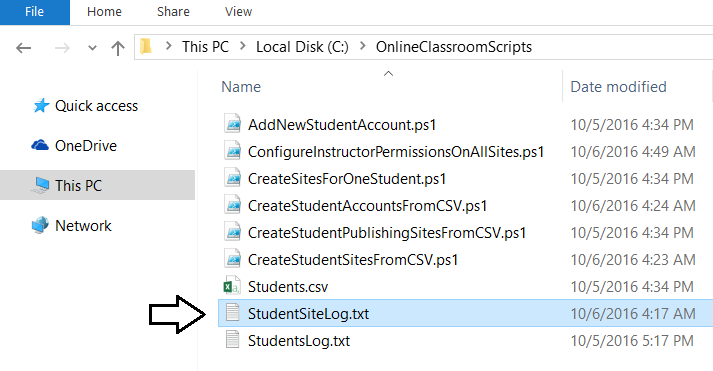
* 1. Save your changes to named **ConfigureInstructorPermissionsOnAllSites.ps1**.
  2. Execute the script named **ConfigureInstructorPermissionsOnAllSites.ps1**. When executed, this script should be able to connect to SharePoint Online in the Office 365 tenant and configure permissions in all sites so you can access them with the instructor account.



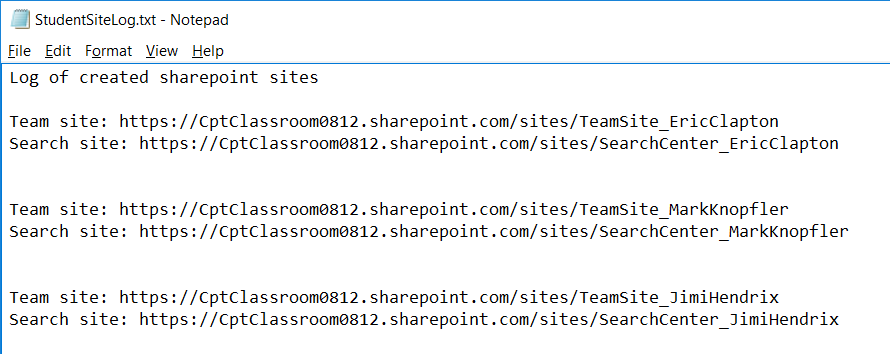
* 1. After the script completes, try and access one of the student Team sites.



1. In Windows Explorer, look inside the folder that contains all the PowerShell scripts. You should see a new file named **StudentSiteLog.txt** that was created when you executed the script named **CreateStudentSitesFromCSV.ps1**.



* 1. Double-click on **StudentSiteLog.txt** to open it and see what’s inside. You should see that there is information for each student account including the student name, login, password and alt email address. Note that this information must be passed along to each student so that they know the URLs of the sites they will be using in the lab exercises.



***Here are a few more notes about setting up an Online Classroom with these PowerShell scripts****.*

Each student requires their user account information from **StudentsLog.txt** including their login name and password. Each student requires their SharePoint site information from **StudentSiteLog.txt** including their site URLs. You must have some way to convey this information to each student. This can be done via email or the instructor can provide this information on the first day of class.

There will always be students that register at the last minute after you have already setup the classroom. You can use the script named **CreateUserAccountForOneStudent.ps1** to quickly create a user account for one student. You can use the script named **CreateSitesForOneStudent.ps1** to quickly create the sites for one student.