



# **MSI MOS QUICK START GUIDE TO INAPP ACTIVITIES & INFORMATION**

# InApp and Simulation Activities: Information

- **Simulation Practice and Quiz activities:** Simulations are web-based and do not require Microsoft Word, PowerPoint or Excel to be present on your machine. Choose this option if you are working on a Chromebook or tablet or if you do not have Microsoft applications installed on your computer.
- **InApp Practice and Quiz activities:** Are performed in the application, the application software must be available on your computer to utilize the activities.
- **InApp Practice activities:** As you work thru the activity there will be step-by-step instructions and animations to guide you. They do not go into your grade assessment report, you will see your score at the end of the activity, but it is to help you determine when you are ready to move on to the graded assessment (Quiz).

## **Step 1: Set up your Download Folder**

- We advise you to set up a folder on your desktop or where your teacher recommends.
- You will be downloading actual Word, Excel and PowerPoint files that you will be working on instead of having them save in random places. It is best for them to save in one location.

## Step 2: Select your Activity

- Choose the Practice or Quiz InApp activity.

 1.4: Practice - Document Properties

 1.4: Quiz - Document Properties

- Then, choose to work in the application (or you can choose the simulation activity).

### 1.4: Practice - Document Properties




#### Practice in Word

Complete an activity with step-by-step instructions



#### Download the file to start working inside the application

Once downloaded open the **MSi Courseware** panel and sign in to begin the step-by-step guided activity

 [Click here to download](#)




#### Practice Simulation


Complete a simulated activity in your browser with step-by-step instructions

## Step 2: Select your Activity (Continued)

- There may be a InApp activity that will only be available in a Simulation. This will be stated in the course.

1.2: Practice - Customize the Status Bar


 **Practice in Word**  
This activity is only available as a simulation

 **Practice Simulation**  
Complete a simulated activity in your browser with step-by-step instructions

**Watch a video tutorial**  
Follow along with the video to learn how to complete the simulation

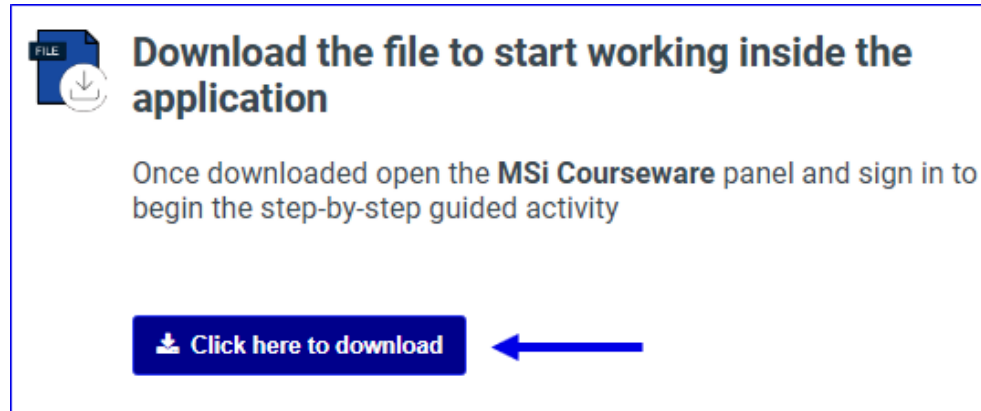
**Practice in a Simulation**  
Launch the simulation to begin the guided activity

[Click here to launch the simulation](#)



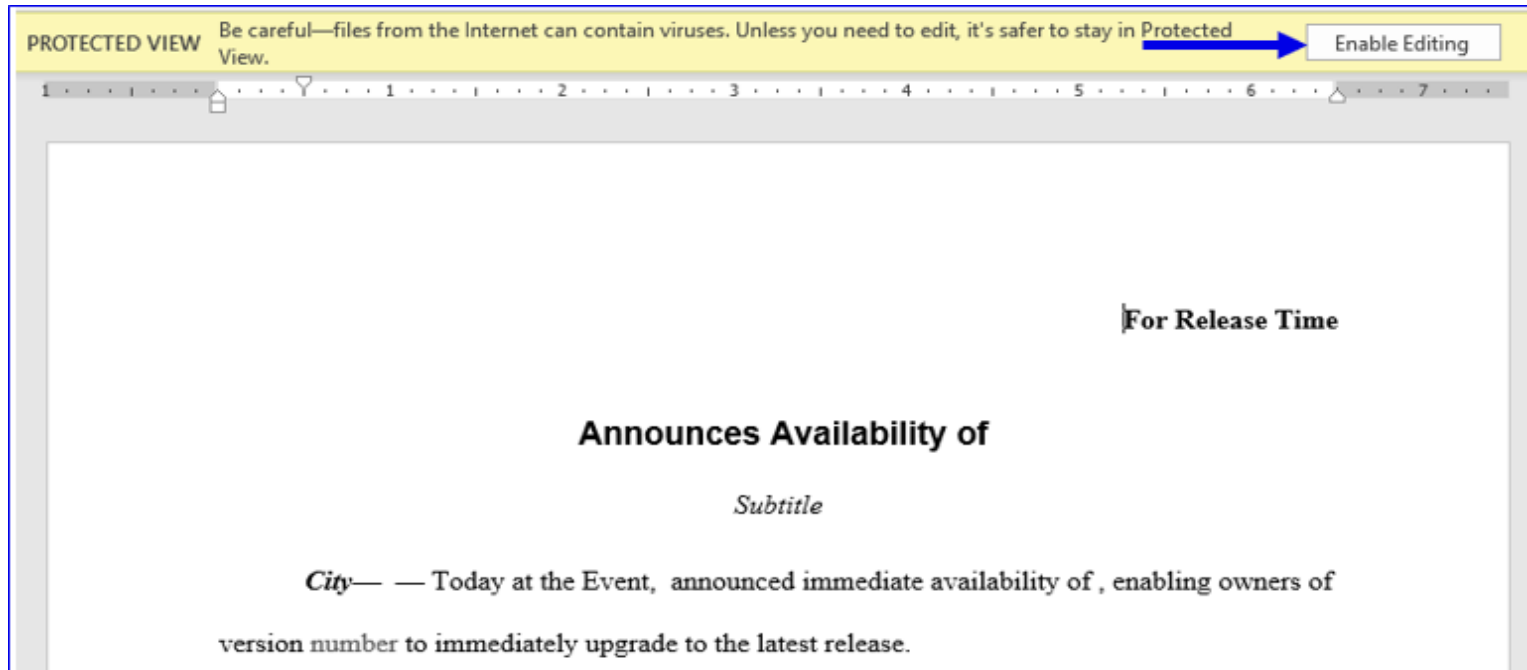
## Step 3: Download the InApp Activity File

- Select the “**Click here to download**” button to download your file. (direct the download to your download folder that you created)



## Step 4: Start Working in the Application

- Once the file opens, you will need to select “Enable Editing” due to working in a live file.

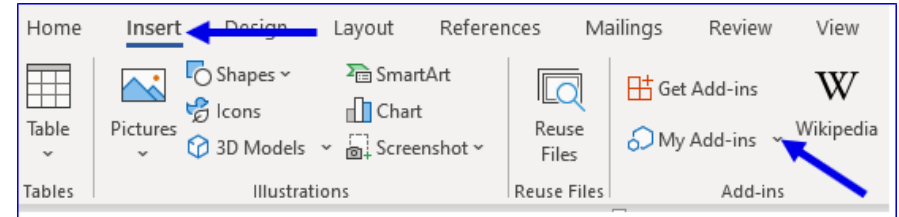


- Note:** Make sure **Autosave** is turned **Off**

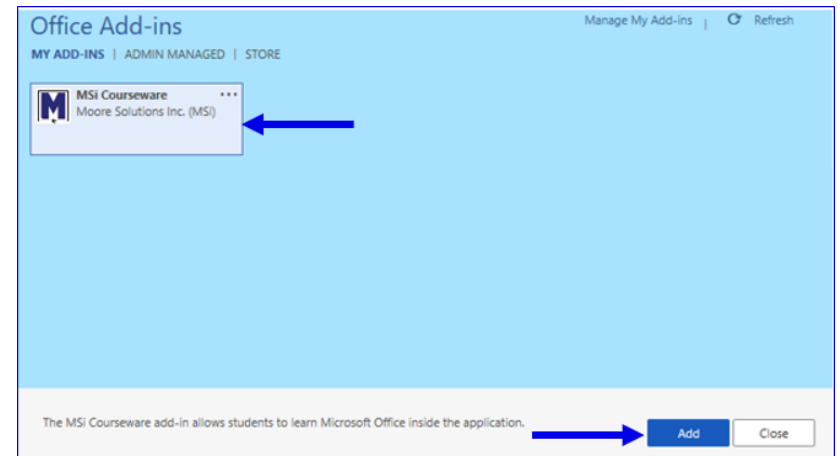


## Step 5: Open the MSi Courseware Instruction Panel

- On the Ribbon, select the **Insert** tab
- In the Add-ins subgroup, select **Get Add ins**



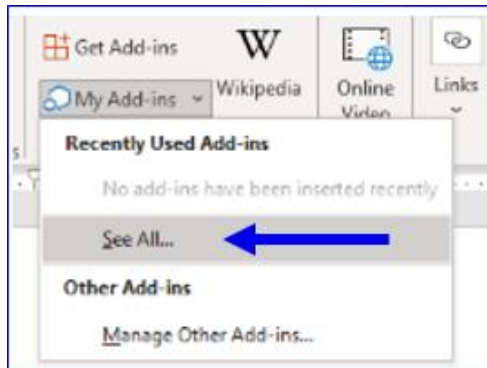
- In the Office Add-ins dialog box, go to the search bar and type MSi
- Select the **Add** button to install the Add-in
- Select **Continue**





## Step 6 : Open the MSi Courseware Instruction Panel

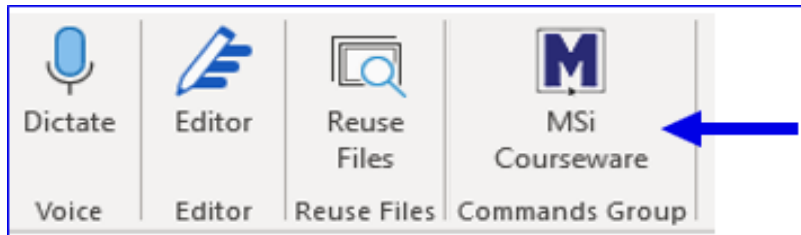
- Once you have added the MSi Courseware Add-in, if it is not in your document, here is where to find it:
- Select the **Insert** tab. In the Add-ins subgroup, select the “My Add-ins” dropdown arrow. Select “**See All...**”



- Select **MSi Courseware** and Select **Add**.

## Step 6: Open the MSi Courseware Instruction Panel (Continued)

- After adding the Add-in, Select the **Home** tab.
- The MSi Courseware Icon will be in the **Commands Group** subgroup.



## Step 7: Sign into the MSi Courseware Instruction Panel

- Once you have your MSi Courseware Instruction Panel opened, log in.
- Sign in using the same log on credentials that you log into your course with.
- **Note:** Please note when working in the MSi InApp all other application windows should be closed.



The image shows a login interface for MSi MOS Courseware. It features a dark blue header with the MSi logo and the text 'MOS Courseware'. Below the header, the text 'Sign In' is displayed, followed by instructions: 'Sign in using your MSi username and password to start the activity.' There are two input fields: 'Username' and 'Password'. A blue 'Login' button is located at the bottom of the form.

MSi MOS Courseware

Sign In

Sign in using your MSi username and password to start the activity.

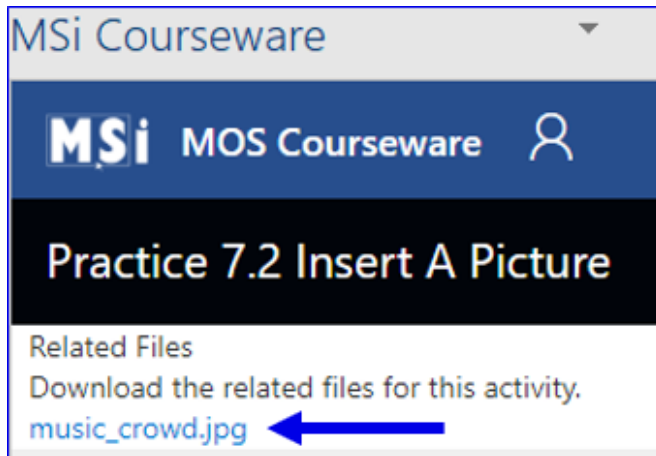
Username

Password

Login

## Step 8: MSi Courseware Instruction Panel – Related Files

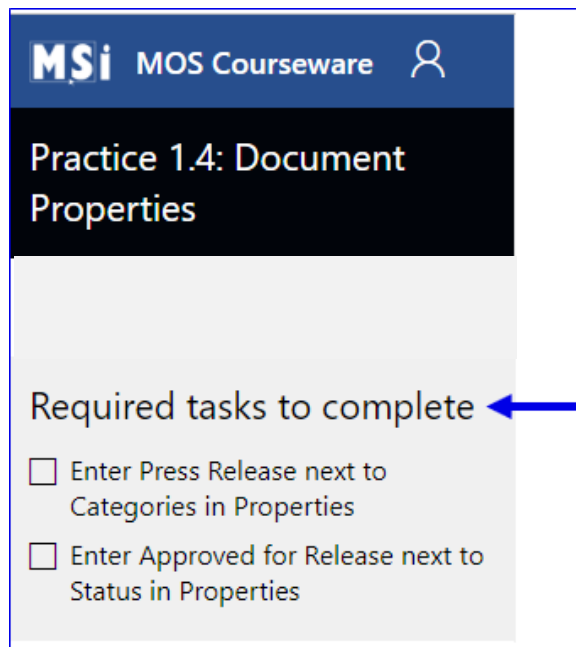
- Any additional files that are required for an activity or quiz will be located here.



- Note:** If a Related File is a .jpg or a .png file, select to open graphic, then right click to save.







## Step 9: MSi Courseware Instruction Panel – Required Tasks to Complete

- In each InApp Practice activity, there will be a **Required tasks to complete** area.



## Step 10: Begin the Activity

- Each step in the Practice InApp activities will include a Gif. This will show the instruction step in detail.

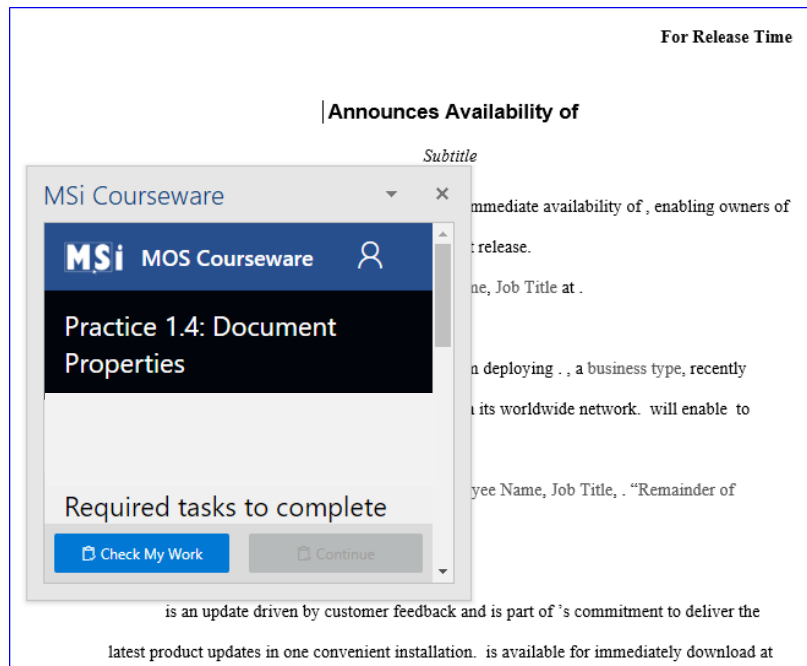
Steps to Follow	
1	Select <b>File</b> tab 
2	Select <b>Info</b> 
3	Select <b>Show All Properties</b> 
4	Next to <b>Categories</b> type <b>Press Release</b> 
5	Next to <b>Status</b> type <b>Approved for Release</b> 
6	Select the back arrow to exit the <b>Backstage View</b> 

## Step 11: Dialog Boxes in Activity

- Please note once you open a dialog box you will not be able to scroll in the dynamic window nor will you be able to view animated instructions. We suggest you watch the instruction gifs before you open up any dialogue boxes.

## Step 12: Detach the InApp MSi Instruction Panel

- The panel can be detached and moved to any place on your screen. Hold your mouse cursor at the top of the panel for 2 seconds. Then drag the panel anywhere you would like it to be and can also resize it. To return it to its original location double click it to dock.



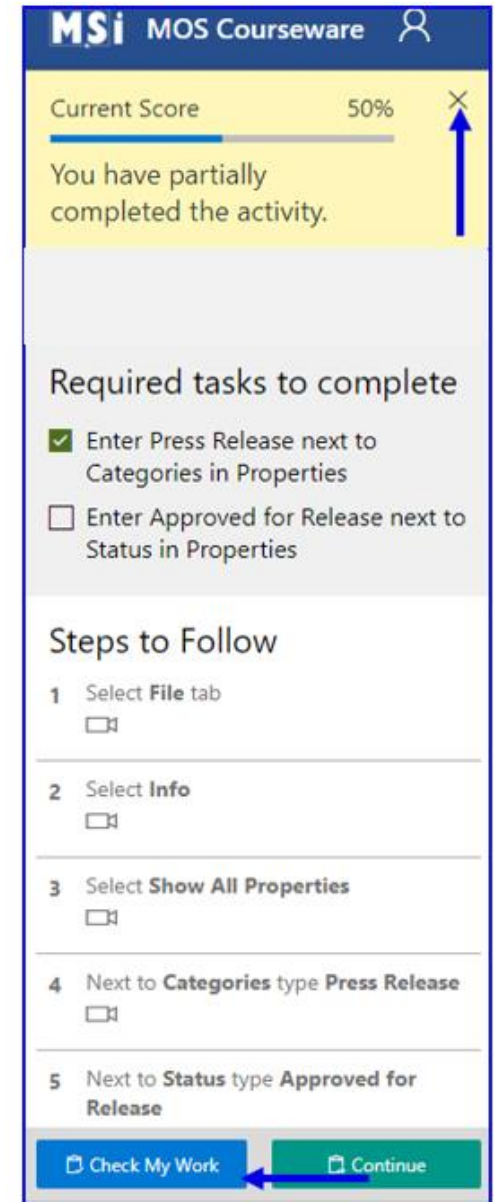


## Step 13: How to Restart an InApp Lesson

- If you are working through an activity and at any point you would like to restart it, simply close the application and reopen a fresh file from the MSi Learning Management System course page.

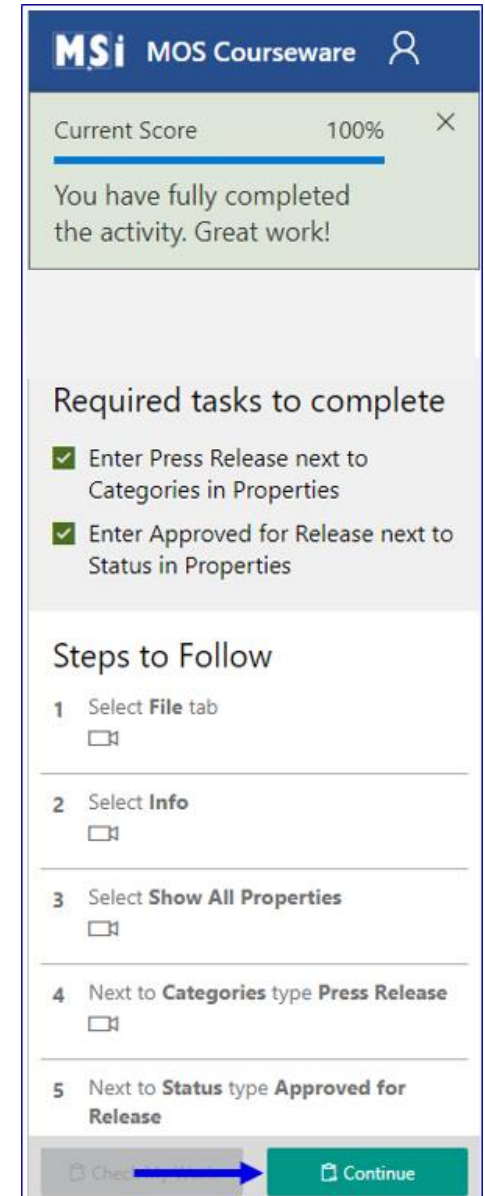
## Step 14: Practice InApp Activities - Check My Work

- While you are going through the activity, you are able to select the **Check My Work** button at any time to see your progress. To continue with the lesson, close out the **Current Score** section by selecting the **X**.



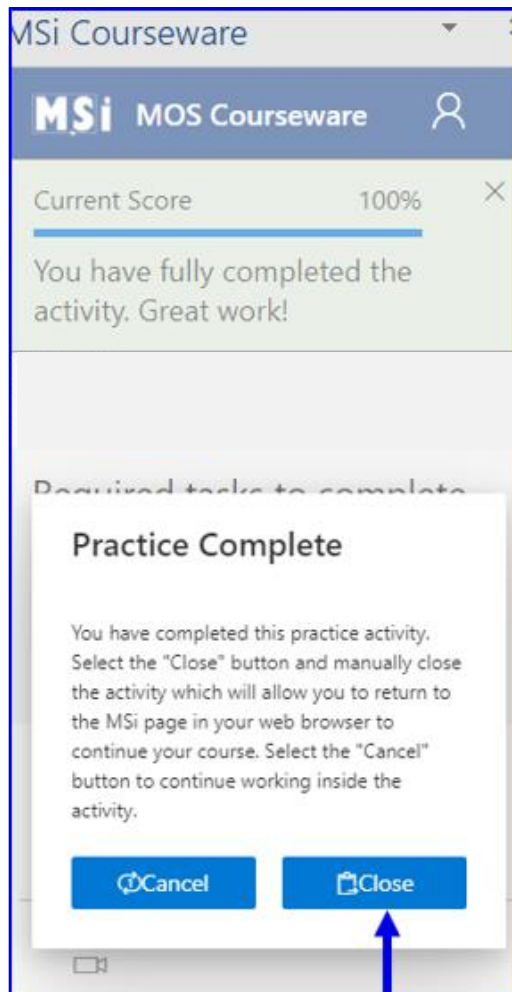
## Step 15: Practice InApp Activities - Check My Work – Continue Button

- When the lesson is completed, select the **Continue** button.



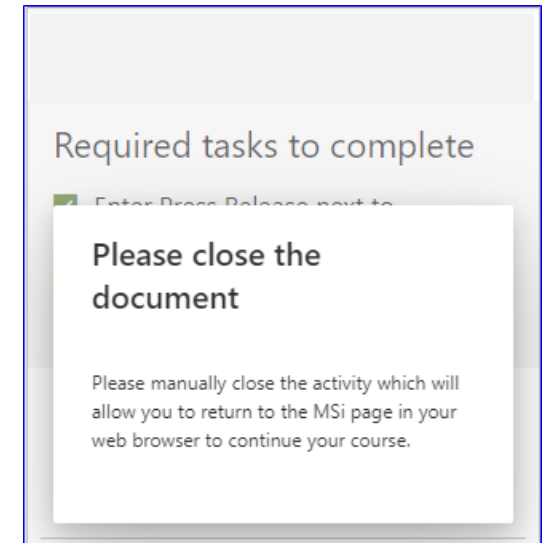
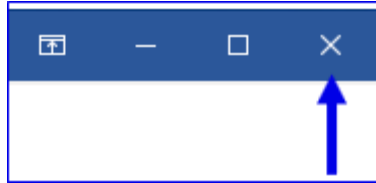
## Step 16: Practice InApp Activities - Check My Work – Close Button

- In the Practice Complete box, select **Close**.



## Step 17: Practice InApp Activities - Check My Work – Close application

- In the Please close the document box, close out the application. At the top of the document, select the **X**.



- When it asks you if you would like to save changes, select **Don't Save**.

