

Standard Operating Procedure (SOP): Using Microsoft Viva Engage (Formerly called Yammer) for AI Writers Guild Course

By: Log Cabin Schoolhouse

Objective: This SOP provides instructions for middle school students to register for their course, access their Log Cabin Schoolhouse Microsoft 365 license, and use Microsoft Viva Engage for collaboration and discussion in the AI Writers Guild Course.

Prerequisites:

- Registration for AI Writers Guild with Log Cabin Schoolhouse.
- Basic familiarity with a computer or device with internet connectivity.
- Access to Microsoft Viva Engage through a Log Cabin Schoolhouse Microsoft 365 account.

Procedure:

1. Course Registration and License Acquisition:

- Register for AI Writers Guild course through Log Cabin Schoolhouse.
- Email the provided contact with the student's details (first name, last name) to receive a Microsoft license.
- Receive an email from Microsoft with login information (check junk mail if not received).
- Change the password for security purposes.

2. Logging into Microsoft 365 and accessing Microsoft Viva Engage:

- Open a web browser and go to teams.microsoft.com.
- Enter your Log Cabin Schoolhouse Microsoft 365 email address and password.
- Once logged in, click on the nine dots called the waffle in the upper left-hand corner. Then click on the Viva Engage application.

3. Joining the AI Writers Guild Group:

- Search for the "AI Writers Guild" group in the Viva Engage search bar.
- Request to join the group. A moderator will approve your request.

4. Navigating and Participating in Discussions:

- Familiarize yourself with the group interface: posts, files, and members.
- Create new posts to ask questions, share ideas, or start discussions.
- Respond to classmates' posts for collaboration and feedback.

5. Sharing Your Work and Receiving Feedback:

- Share excerpts of your writing in posts for peer review.
- Participate in feedback threads to offer constructive critiques to others.

6. Staying Updated and Engaged:

- Regularly check the group for new discussions, assignments, or announcements.
- Enable notifications for important updates.

7. Tips and Resources:

- Utilize Viva Engage's 'Help' feature for specific queries.
- Refer to online resources or tutorials for additional guidance on using Viva Engage effectively.
- [Viva Engage: How to Use \(youtube.com\)](#)

Conclusion: This SOP will guide middle school students in using Microsoft Viva Engage for collaborative and supportive engagement in the AI Writers Guild Course, enhancing their learning experience and writing skills.