

# FLOW



## SERVICE DESCRIPTION

Microsoft Flow is a powerful workflow automation tool that can turn repetitive tasks into multi-step workflows and start them on a timer or via a specific event. Flow can be used to automate tasks such as email notification, document approval, quiz submission, or user actions among other things. Multi-step workflows can be used to quickly respond to and process requests with no human intervention.

As an educator or administrator, any existing process can be automated via the Flow interface without the need to learn a complex system or know how to write complex code. The interface is completely graphics driven and with basic knowledge of workflow, and automation great results can be achieved in a very short time.

Flow can also enable secure connection to any on-premises data source and cloud based services from excel spreadsheets, databases and so on, so that as an educator you can make the most of the data you already have.

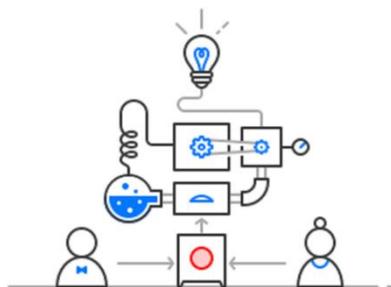
## LEARNLINK ADMINISTRATION

What happens when you turn Flow on?

- Enables staff and students to create and interact with Flows, create from templates and automate day to day tasks.

## USE CASE - STAFF

As an educator you can use Flow to simplify the submission and review process for tests, quizzes, papers, and projects with multi-step Flows that document submission times and can automate your response back to your students. This could be extended to automate the grading process as well, and ultimately this information could be stored and reported on over the school year. A common Flow use is to automate tasks based on emails as they arrive and send a message or complete a task.



Another example of using Flow for staff members would be to optimise email usage by automating the storage of attachments. Rather than manually saving attachments, trying to find them later and losing track a Flow can be created that will automatically save attachments from all emails (filtered on various criteria) to a designated location like OneDrive.

Further to email automation Flow can be used to automate monitoring of important websites, documents or other files and notify yourself of changes. This could be useful for student work but also administration of documents

on the local intranet or other Department documents.

## USE CASE – STUDENTS

Flow use cases for students are more reserved for Year 11 and 12 students as Flow can link many external systems and by design is very simple to configure the automation. Once it is set running it will continue to process, collect data or modify its sources until it is stopped by the user which might present a problem to students.

Another use for students may be the automated collection of data for a research project via Forms (also available in the Department's tenant) which can notify the student of survey responses and complete a set of steps that in the past would have been a manual process.

## RISK ASSESSMENT SUMMARY

Flow is a very power tool that if used incorrectly could automate such things as bullying and online stalking which are real risks with all online services connected and everything located in the cloud. The risk profile for Flow is higher than other services because of its integration with 100's of other services and the processing of data in overseas data centres (Microsoft owned). It would be recommended to only assign Flow to students if there is a clear use case for them and possible a short window of use.

## SCHOOL RESPONSIBILITY

Requesting access to manage this service within the school environment means the school takes on responsibility for ensuring the users of this service within their site are trained appropriately, the service is used within standard Department for Education policies.

## RESOURCES

Where to Access Flow:

<https://flow.microsoft.com/>

Overview Video:

<https://youtu.be/4EKWKJc4b4c>

Templates and Examples for Educators:

<https://flow.microsoft.com/en-us/collections/education/>

Guided Learning Basics:

<https://docs.microsoft.com/en-us/flow/guided-learning/>

Example of using Microsoft Flow to automate common Education tasks:

[https://blogs.msdn.microsoft.com/uk\\_faculty\\_connection/2017/09/13/using-microsoft-flow-to-automate-common-education-tasks-quickly/](https://blogs.msdn.microsoft.com/uk_faculty_connection/2017/09/13/using-microsoft-flow-to-automate-common-education-tasks-quickly/)

Example of optimising emails:

[https://blogs.msdn.microsoft.com/uk\\_faculty\\_connection/2017/01/25/optimizing-your-emails-using-microsoft-flow/](https://blogs.msdn.microsoft.com/uk_faculty_connection/2017/01/25/optimizing-your-emails-using-microsoft-flow/)

Microsoft Examples in Education:

<https://www.youtube.com/watch?v=ZgmlucYKiZM>

Microsoft Education Channel:

[https://www.youtube.com/channel/UCG\\_FV4WjnZqtm6sux2g069Q](https://www.youtube.com/channel/UCG_FV4WjnZqtm6sux2g069Q)

## KNOWN ISSUES / WORKAROUNDS

When saving attachments, by default the files will be overwritten if they have the same file name. Use the random function to overcome this if required.

Contact Service Desk if you would like further assistance using or configuring this product.