


# For Educators

## Using

## OneDrive & OneNote

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# Introduction

As more and more educational spaces get access to Office 365, we are all looking for guidelines and easy ideas for use as educators. Over this series of three classes we will highlight the top tips for getting your Office 365 world humming along with ease.

You will learn how to create, upload, sync and share Word, Excel, OneNote and PowerPoint documents with either students, parents or your peers.

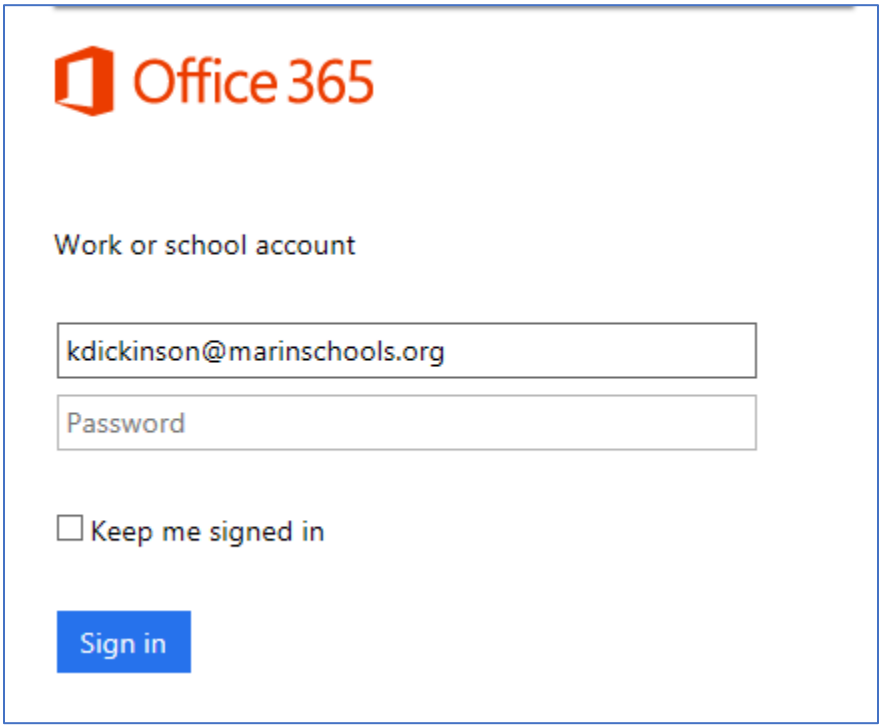
### Here is a Quickstart Video: https://youtu.be/oDCeL2DKl6g

In OneDrive (part of Office 365) you can easily create documents that you might use for:

- Collaborative writing and note taking
- Peer and Teacher led feedback
- Working with teams and committees
- Working in your faculty
- Working with Parents and Students

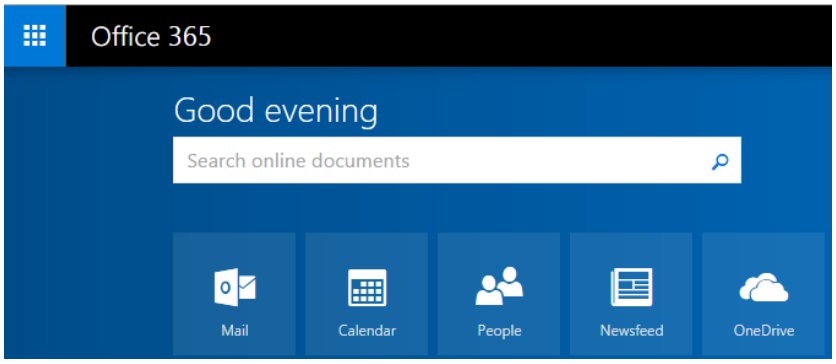
# Getting Started

To sign into Office 365 visit http://office.com and you will be prompted to enter your School account email address and password.




**NOTE: You can access Office 365 anytime, anywhere, from any device with access to the Internet**

When you sign in to Office 365, you'll notice that you are in **the Office 365 Web Apps**. You will see links to the other Apps at the **Apps Icon** . This is your entry point into the various online Apps.



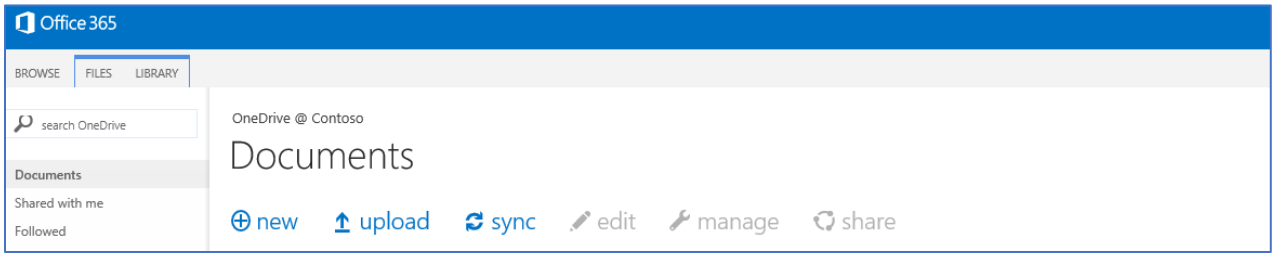

OneDrive is the document storage area of Office 365. A place to keep your documents to tap into wherever you are, and a place to create collaborative workflows for your classroom and workspace. You'll find OneDrive by clicking on the OneDrive App Icon in your Office 365 environment.

# OneDrive

## Create

Click on OneDrive, then New and choose from Word, Excel, PowerPoint, OneNote, Excel Survey or a New folder.

Once you have created your document, change the name by clicking on the 'Document 1' heading in the top black strip bar of your browser and typing in the file name you need.




You can now edit in the browser.

The interface you will see is just like the Microsoft Office Word you are used to using, minus a few technical bits and pieces.

## Share

Just say you want a group of students and/or parents to work together on this document, you want to keep an eye on student work for feedback or you want to plan with another teacher(s), then you will want to share the document with them.

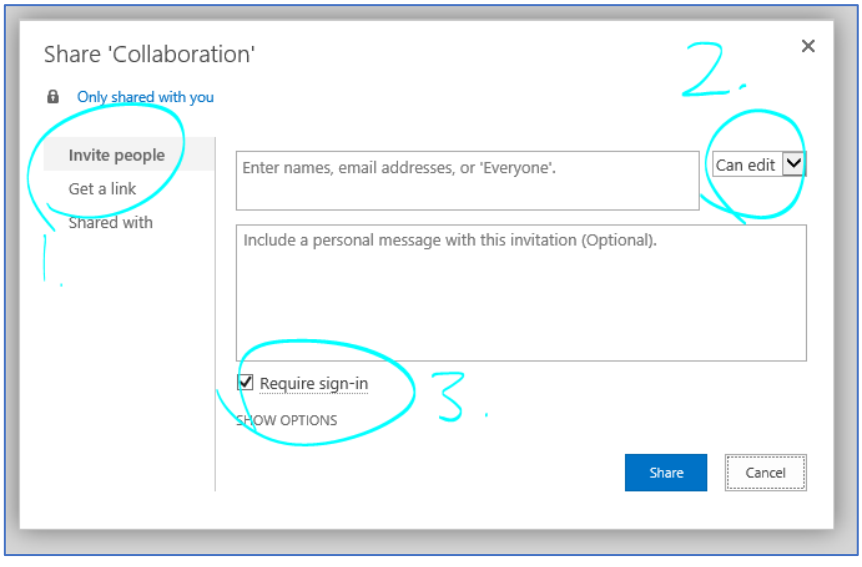
Click on 'file' in the top left, then 'share.' Now choose if you want to **share the document with someone via email or via a weblink**.

Which do I use? Good question. You might use the weblink when the document is hyperlinked in another document you are creating, for sharing with people outside your Office 365 platform, or for linking from a website. Sharing the document via email might be appropriate when working with a small group of people, or specific circle of peers.

Once you have decided the method of sharing, if using the email option add the names of people you are sharing with. By typing in their names, the system should find the people and add a line under that name once found. Add a simple message for your email if you like.

Next choose the **editing rights of collaborators**. What's the difference? Another good question. Read Only / Comments open – hyperlinks will open and they can comment on the document inline with text. This is great for feedback when you do not want formatting or text changed. Full Edit – anyone with this link or email will be able to edit and work together anywhere on the document. This is great when working on a document together. When opening a document up for collaborative editing, it is good to regard the document as 'everyone's document' and understand that the words on the document are not owned by anyone, and thus changes will be made. This is quite different to 'Tracking Changes' in a regular offline work document. It's a wonderful way to work.

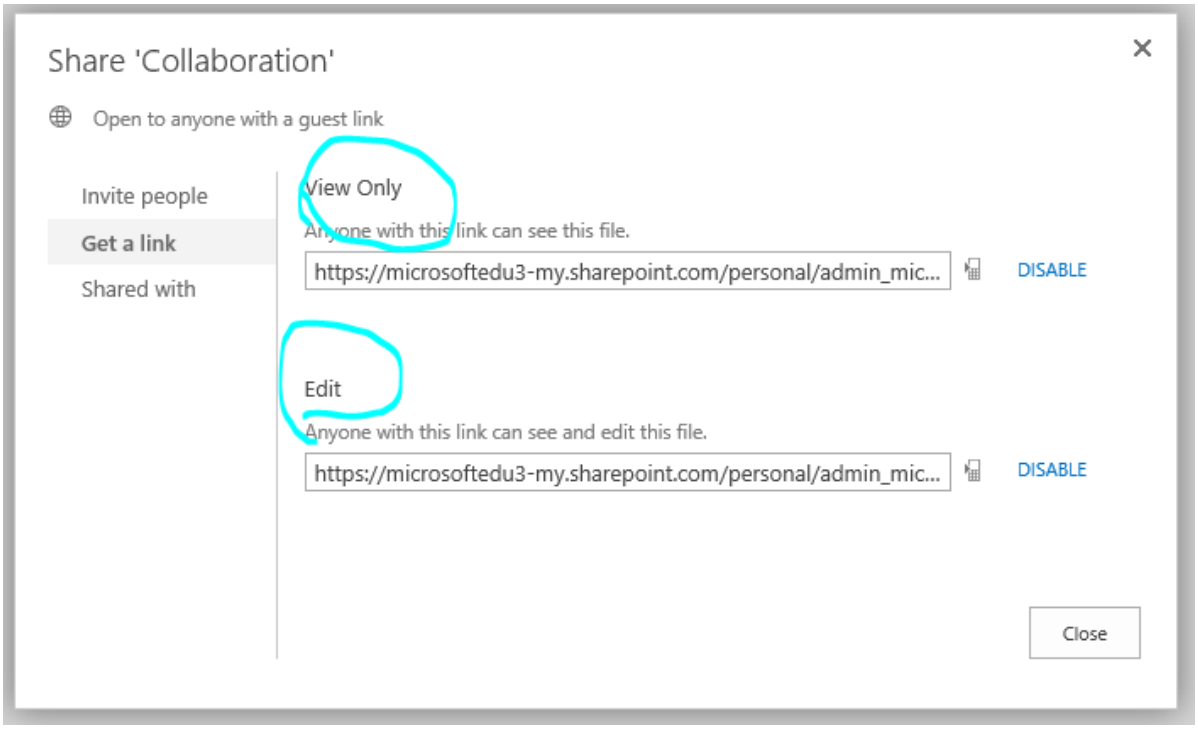
Once you have chosen edit rights, now tick or untick the 'require sign in' box. For younger learners and those new to ICT, unticking the box is a great way to get them into the document without any login needed. Keep the box ticked for maximum security.



If you have chosen just to share the link, then **choose 'Get a Link'** and enable the edit or view only choice that best suits your needs.

The 'Shared with' will let you know who was given access via email invite to this document.

You can always come back in here and remove, change edit rights, or add others to this document.



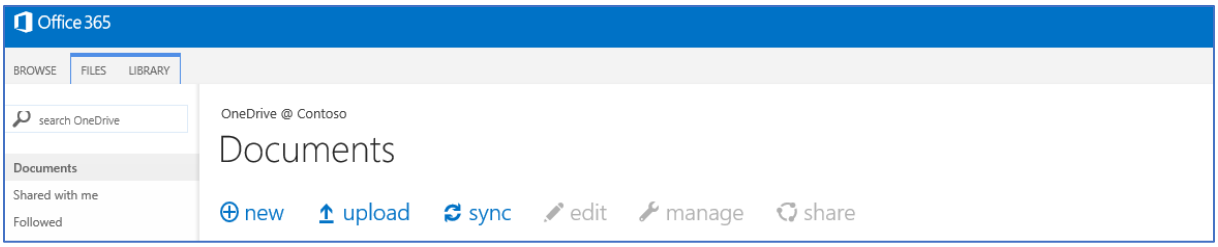

NB – Click on the little Mobile Phone icon to create QR Code for your document. This is great for sharing with mobile users.

## Upload

Sometimes you might want to share a document that you have already created in 'offline' or regular Microsoft Office Word. Using Office 365, this is a very easy process.

Firstly locate the document you want to use on your computer.

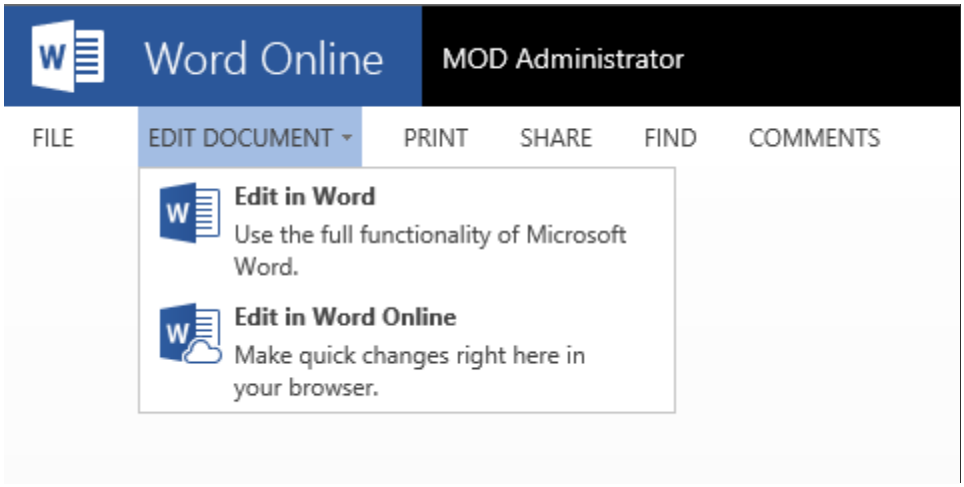
Click on 'Upload' in the documents area and follow the prompts to browse for your file. Alternatively you can just 'drag and drop' the file from your explorer folder into the documents area of Office 365.



## Sync

To edit an earlier document, or one just uploaded, locate the file in your Documents area, then click on the name of the file.

The document will open in your browser. From here you can choose 'edit document' then choose from 'Edit in Word Online' and 'Edit in Word'. What's the difference? Easy, 'Edit in Word Online' is great for when you want instant collaboration, are mobile, or don't have access to the full version of Office, and 'Edit in Word' is for documents you are working on alone or need the full operational potential of Office. 'Edit in Word' opens the document in full office, but still saves up into Office 365. Syncing of an offline doc is not as instant as an online doc, so if you have a group of students or peers working simultaneously, choose 'edit in browser'.




Note: – The process described above is the same for Word, Excel, OneNote and PowerPoint.

Now that you are ready to collaborate in Office 365, what will you collaborate on first?

# OneNote

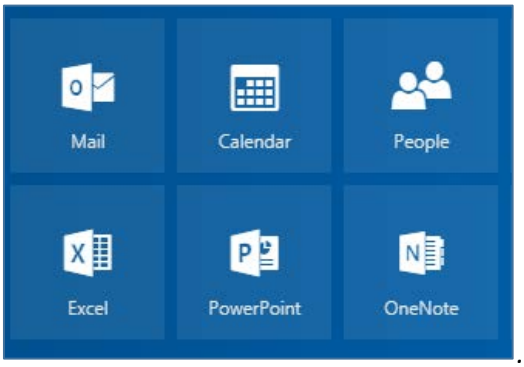
## Here is a Quickstart Video: https://youtu.be/CfaGdjne91Q

Many teachers use OneNote to organize curriculum, including previously used lesson plans, quizzes, and tests. A well-organized OneNote notebook is a springboard you can simply copy and reuse each year when you start new class notebooks, and update as you discover new ideas and lessons. With its organisational features, information can be kept on file and easily retrieved for use when needed.

## Introduction

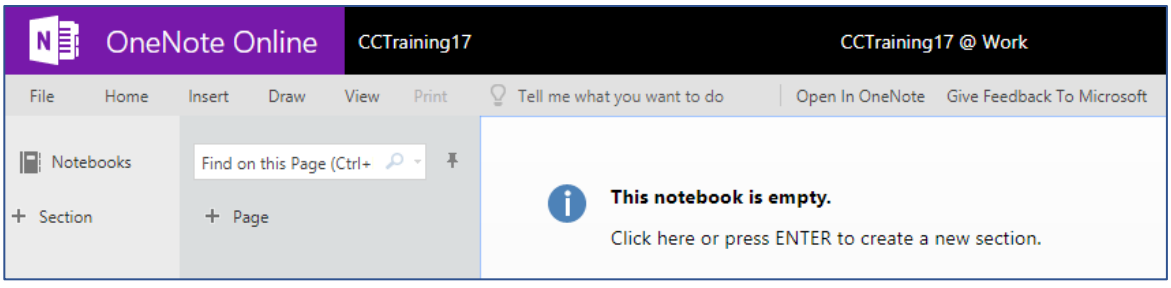
OneNote is a Microsoft Office 2016 application that can be used to take notes and gather information on any device.

**Note:** *For Marin Count Office of Education users and for the purposes of this class we will be discussing using OneNote as a Web App in the online version of Office 365*




## Getting Started

The first time you use OneNote Online you are placed in a new empty notebook. If you have existing Notebooks you will be asked to choose one.




You can create multiple notebooks that can be broken down into **Sections**, **Pages** and **Sub Pages**.

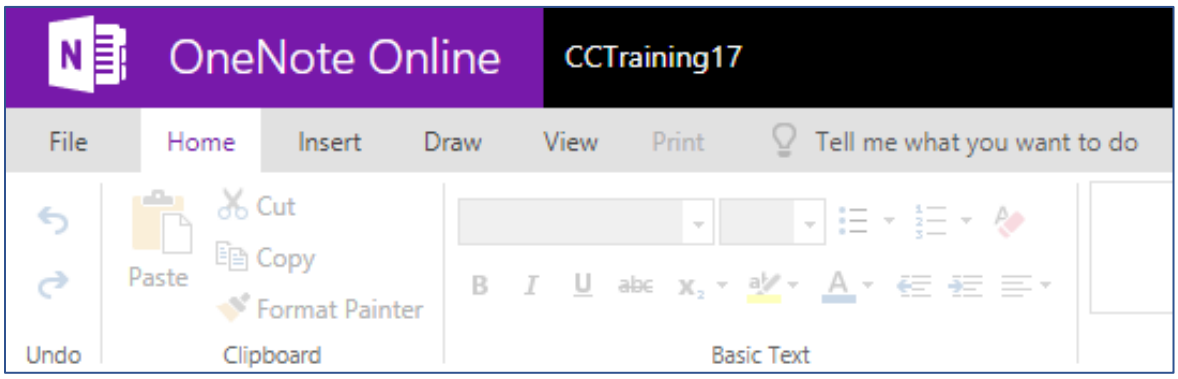
A Notebook file is stored as what we traditionally understand as a **Folder**, with the **Sections** stored as **Files** in the folder.

OneNote works similar to Microsoft Word so it is not difficult to learn.

You can move Sections, Pages and Notes around as you see fit. You can create ToDo items, share and collaborate with others, incorporate pictures, audio and video clips etc.

## The User Interface

At the top you will see the familiar Tabs, **File, Home, Insert**, etc.




The **Tabs, Home, Insert, Draw and View** work similar to other Microsoft Applications

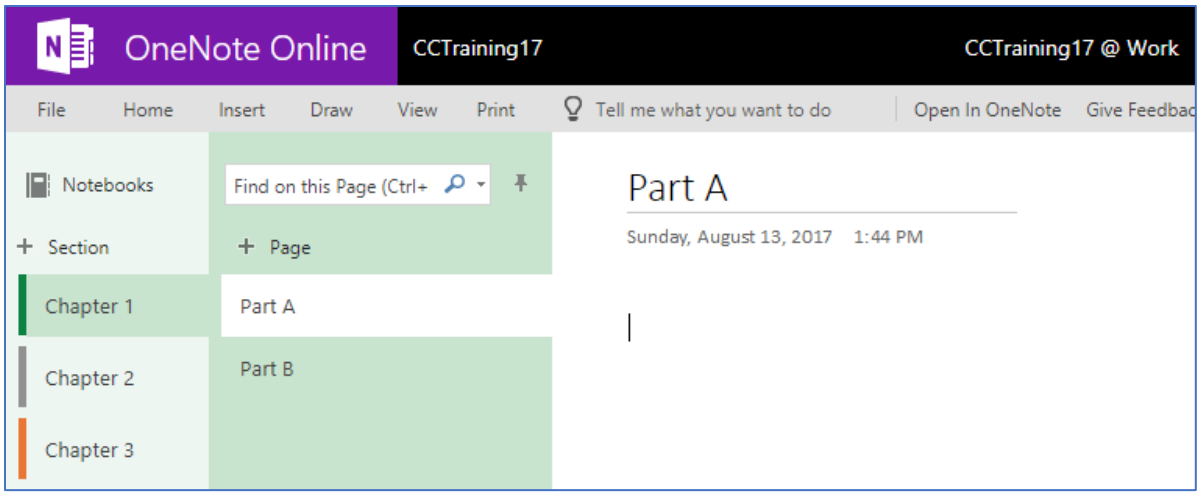
You can **Pin** the **Tab Bar** by selecting the **Pin icon** at the bottom right side of the Tab bar.




Notice also the Saved indicator above the Pin icon that indicates the document has been Saved and is up to date.

## Sections and Pages

Inside a Notebook you create **Sections**. The sections appear as **Tabs** just as they would inside a Three Ring Binder.

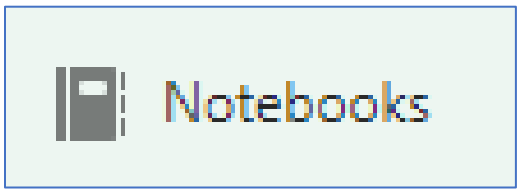



Click on the **Plus Sign +** icon to add and name **Sections** and **Pages**.

OneNote notebooks behave a little differently than files you may be used to working with such as Word documents or Excel files.

Notice for example that there is **No Save feature** in OneNote. **Notes are saved continuously and instantaneously.**

Click on the Notebooks Icon to see a list of open Notebooks



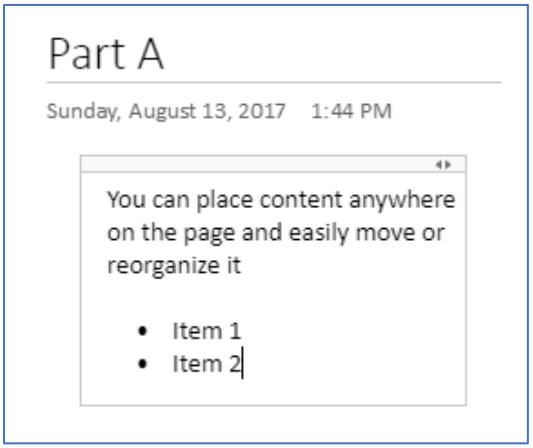

**Right click** the **Section Tab** to **Rename** the section

You can drag the tabs to reorganize the sections and **right click** the tab to **change the section color**.

**Right click a Section Tab** to **Delete** the Tab but be careful as you cannot recover a Tab once you Delete it.

## Page Content

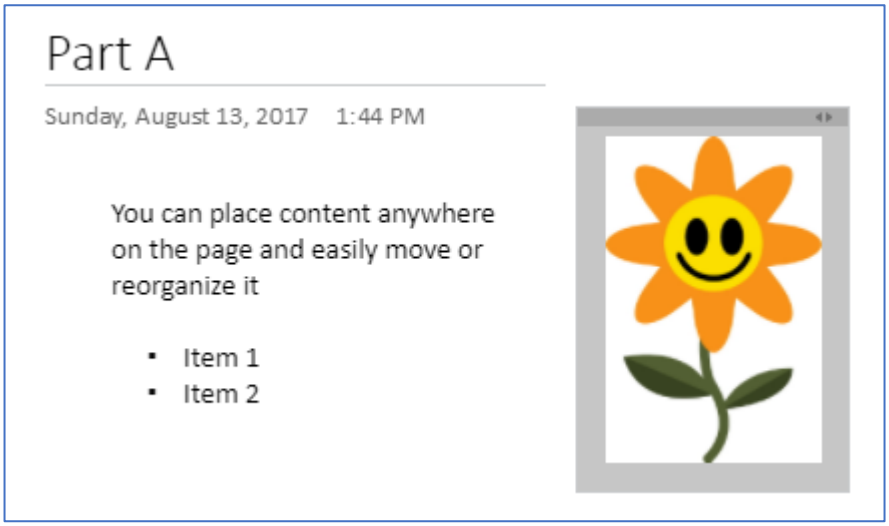
**Click anywhere** on the page to start typing (**a text box is created**) **Type a dash** and a **space** and **bullets** are automatically created.




You can add other types of content but note that all content goes inside a Text Box.

## Graphics

To insert a Picture, click on the page and choose **Insert,**
**Online Pictures** to search for and select a picture.



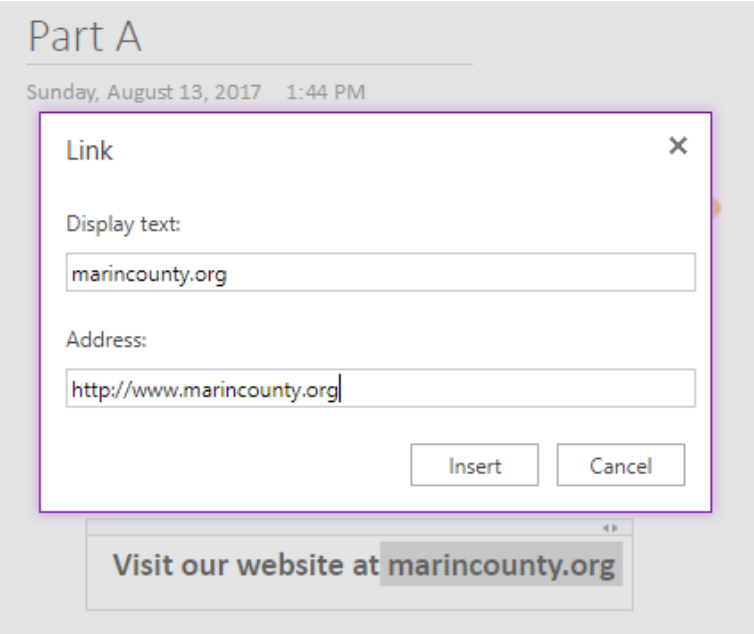

You can resize and position the graphic on the page by resizing, dragging and dropping.

## Hyperlinks

You can add in a **hyperlink** to a Web Location. Select the text to hyperlink on the page, select **Insert** and click on the **Link Icon**.

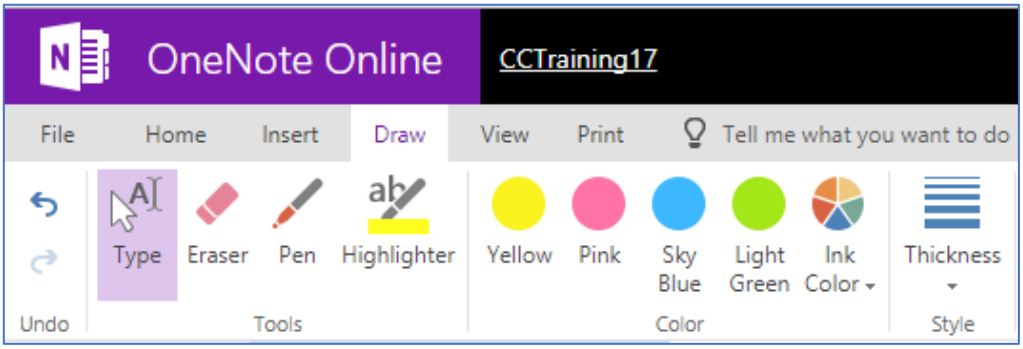



Enter the web address and select **Insert**

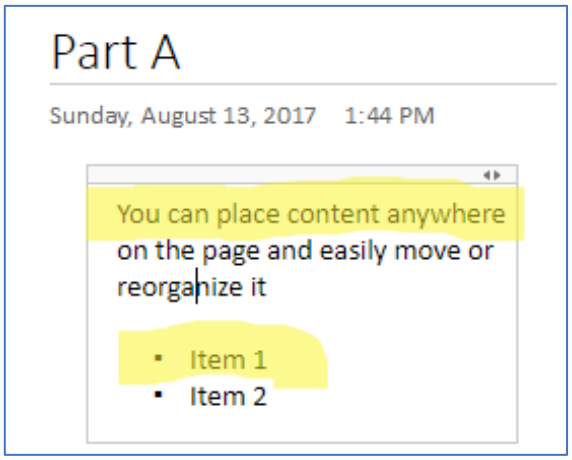



## The Draw Tab

You can use the tools on the **Draw Tab** to annotate your Notebook, for example the **Yellow Highlighter.**



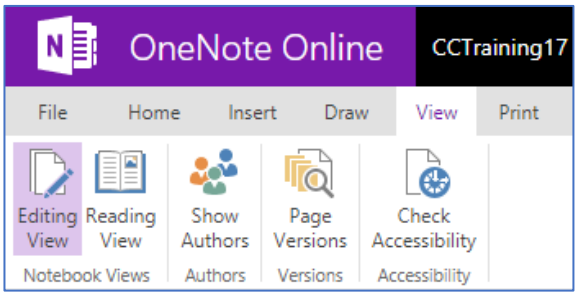
Highlight the text or items on your page




You can change **Color** and **Line Thickness** using the Draw Tab Tools

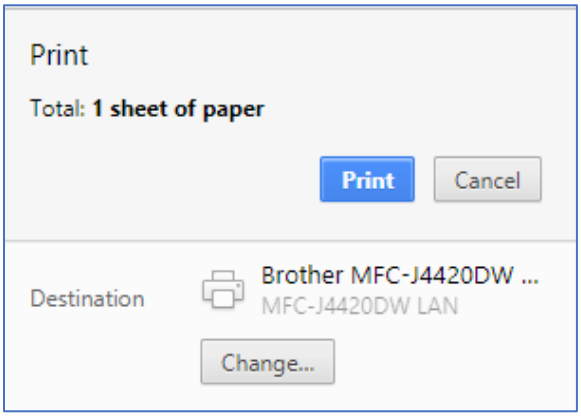
## The View Tab

On the **View Tab** you will notice that you are in the **Editing View**. You will find tools that let you change to a **Reading View** and also to show **Authors** and a history of different **Page Versions**.



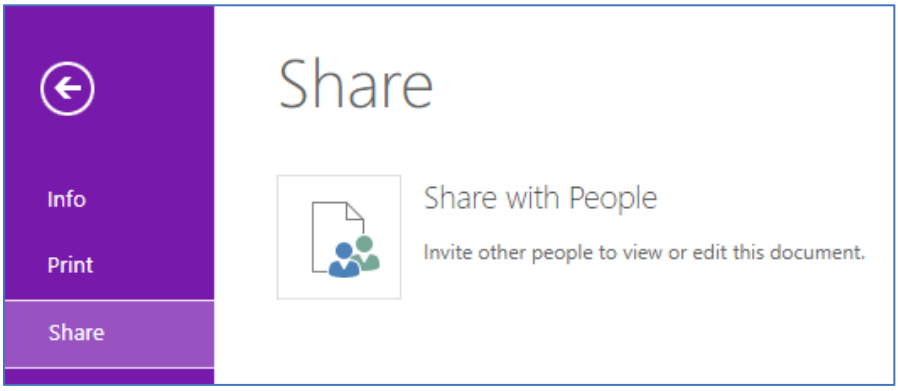

## The Print Tab

The Print Tab brings up different Print options for your installed printer.

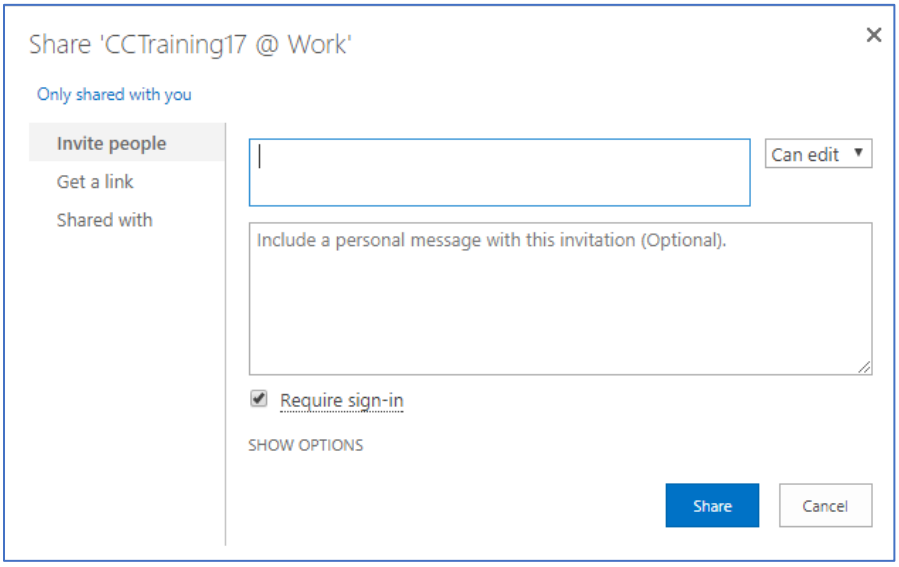


## The File Tab

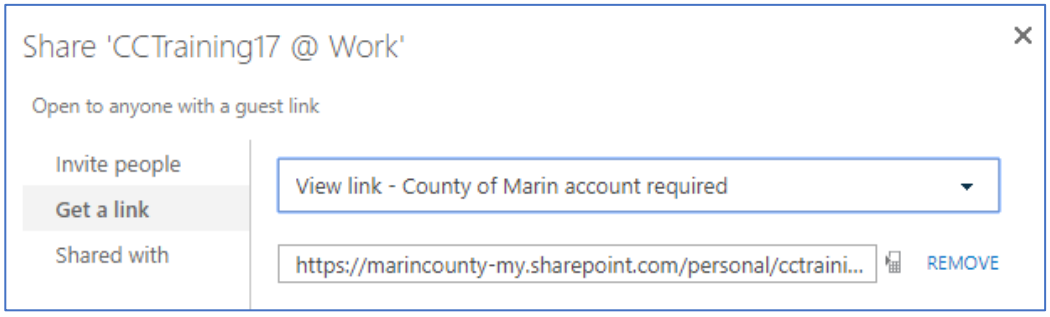
The File Tab also lets you **Print** and **Share** the Notebook with other people




You can **Invite people**, and designate their editing privileges




You can also just **Get a Link** to share with others




The OneNote Application doesn't support **Delete a Notebook**. You will have to close the Notebook and then find its location on your OneDrive and **physically delete it** from there.