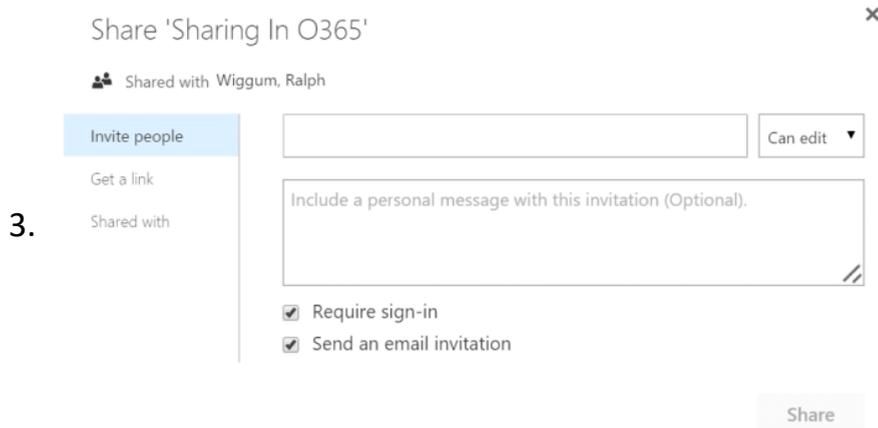


All Students Collaborate to Edit One File

October 16, 2015 2:09 PM

Only one version of the file will be edited by all members of a class.

1. Log in to your OneDrive and find the file. You can only carry out the sharing on a PC online or Mac online.
2. Click on the 3 dots beside the file name and choose "Share".



4. Click on "Invite People".
5. Type in the names of the students for your class one at a time. Click on "Can Edit" to give the group members permission to edit files in the folder. Then click on "Share".
6. The students will find the file in their "Shared With Me" folder in their OneDrive.
7. They will all be able to edit the file simultaneously. Students will need to learn to work together in this setting. Some teachers have experienced slow response as many students using ipads attempt to access the file at the same time.
8. The students can simultaneously edit the file.
9. You can provide feedback directly into the file.

Alternate Strategies - Typing the names of all students in a class is time consuming. Here are a couple of strategies to maximize your time.

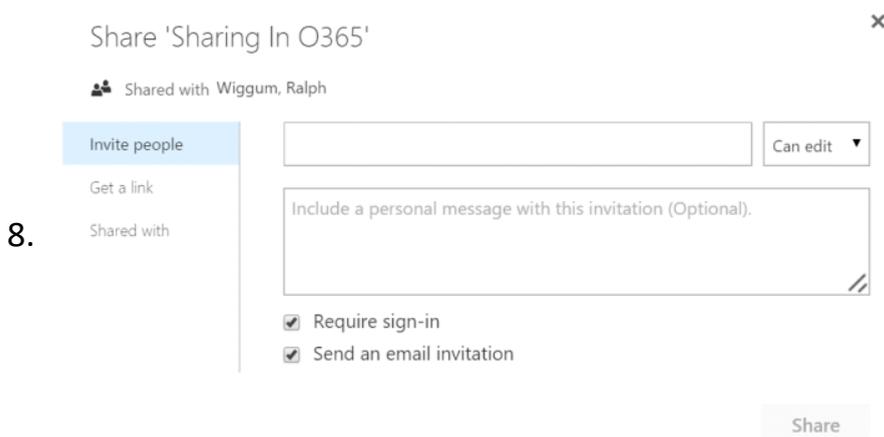
- Create a Group in Office 365 for your class and add all the students to the group. You can then use the group name to share files instead of typing in all the names each time.
- Share a folder for the class, rather than files. Every file you put in the folder will be shared!

Groups Will be Sharing the Same File for Collaboration

October 16, 2015 2:17 PM

Each group will be working on their own file, so you will be making a different copy of the file available to each group.

1. You can only carry out the sharing on a PC online or Mac online.
2. Find the file in your OneDrive. You need to make a separate copy of the file for each group.
3. Click on the 3 dots beside the file name and choose "Copy To".
4. In the dialog box that pops up on the left select the location for the new copy of the file. You might consider a separate folder for each group. Then click on the copy button at the top of the dialog box.
5. Go to the new file you have just created.
6. Click on the 3 dots beside the file name and choose "Rename" if you want a specific name for the file for the group.
7. Click on the 3 dots beside the file name and choose "Share".



9. Click on "Invite People".
10. Type in the names of the students for the group one at a time. Click on "Can Edit" to give the group members permission to edit files in the folder. Then click on "Share".
11. The students will find the file in their "Shared With Me" folder in their OneDrive.
12. They will all be able to edit the file simultaneously. Students will need to learn to work together in this setting. Some teachers have experienced slow response as many students using ipads attempt to access the file at the same time.
13. Create files for the rest of the files for the groups in the same way.
14. Your students will now find the folder in their "Shared with me" folder:

15. The students within each group can simultaneously edit only their file.
16. You can provide feedback directly into the file.

Alternate Strategies - If you are going to use the same groups in the future, create a folder for each group and share a folder for the group, rather than files. Every file you put in the folder will be shared!

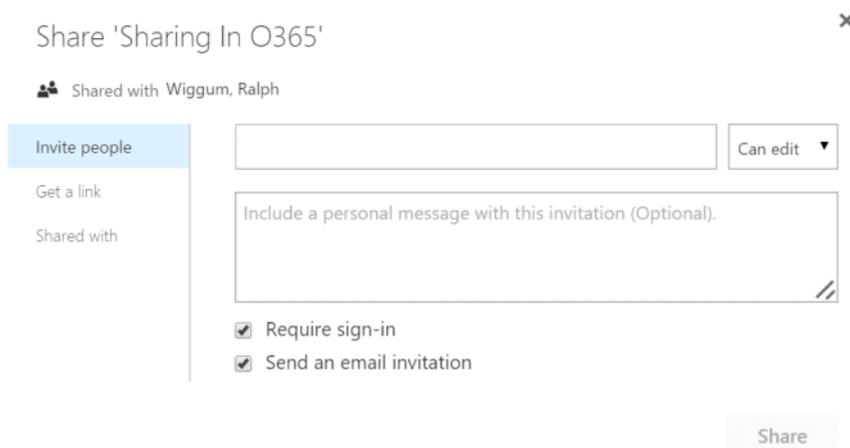
Students Will Work on Individual Files

October 19, 2015 10:10 AM

Sharing a file where individual students will be working on their own file. You must make a copy of the file for each student. In this example, you will create a folder for each student so that you can copy files to be shared to that folder. This will save time in the long term and help to organize your OneDrive. While it might be faster to email the file to students, this method allows you to provide feedback as you have access to the student folder and file.

First create the folders:

1. Create a new folder for your class in OneDrive, using the "New" button at the top of the OneDrive screen.
2. Open this folder.
3. Create a folder for the first student, by clicking on the "New" button at the top of the OneDrive screen.
4. Click on the 3 dots beside the file name and choose "Share".



The screenshot shows the 'Share' dialog for a folder named 'Sharing In O365'. At the top right is a close button (X). Below the title, it says 'Shared with Wiggum, Ralph'. On the left is a sidebar with three options: 'Invite people' (highlighted in blue), 'Get a link', and 'Shared with'. The main area contains a text input field for the recipient's name, a 'Can edit' dropdown menu, and a larger text area for a personal message with the placeholder text 'Include a personal message with this invitation (Optional)'. At the bottom, there are two checked checkboxes: 'Require sign-in' and 'Send an email invitation'. A 'Share' button is located at the bottom right of the dialog.

5. Click on "Invite People".
6. Type in the name of the students. Click on "Can Edit" to give the student permission to edit files in the folder. Then click on "Share".
7. The student will find the file in their "Shared With Me" folder in their OneDrive.
8. Repeat this process for the remaining students. Now you will have folders for each student. Any file you place in that folder will be available for the student to edit. You can provide feedback as well.

Placing files in the folders:

1. Find the file on your OneDrive.
2. Click on the 3 dots beside the file name and choose "Copy To".
3. In the dialog box that pops up on the left select the location for the new copy of the file. In this case it is the student folder. Then click on the copy button at the top of the dialog box.
4. The student now has an individual copy of the file to work on. You can provide feedback directly into the student file.
5. Repeat the process for the rest of the students.

Emailing Files to Students

October 19, 2015 10:38 AM

Sharing a file through email is also an option. You do not have easy access for feedback, however.

1. Go to the Mail program in O365 and start a new email.
2. Click on "Attach" and find the file.
3. Make sure that you choose "Attach as Copy" so that each student gets their own version of the file.
4. Add all the names to the email for the class. It is time consuming to type names in here. To save you time, create a Mail List in the People App or create a Group for your class. You can use either of these to mail to a number of people at one time.

1. Students will receive the email and see the attachment.
2. By clicking on the small down arrow on the right of the attachment, they can save the file to their OneDrive. It will be saved to a folder called "Email Attachments".

