



HIGHLIGHTS OF OFFICE 365 IN THE CLASSROOM

Lisa Litchfield

Our focus:

One Drive

- File sharing
- File collecting
- Collaborating

Class Notebook

- Content Library
- Collaboration Space
- Student Notebooks

Other apps:

- Mail
- Calendar
- People
- Newsfeed
- Sites
- Tasks
- OneNote
- Delve
- Video
- Sway
- Word
- Excel
- PowerPoint

Collaborating with One Drive

- Multiple people
- One file
- Real-time editing
- Continuously saves
- Track changes

Sharing & Collecting Files with One Drive

- Individual files
- Folders
- Setting up your classroom

Class Notebook - Content Library

- Students can only view this information.
- They can copy the pages to their own student notebook.
- They can edit it after it's in their student notebook.

Class Notebook - Student Notebook

- Students can edit their own student notebook section.
- You can access and edit their student notebook.
- When you create the Class Notebook, you need to know what sections you want to put in here.
- You can add to it later, but not to all students at once.

Class Notebook - Collaboration Space

- All students have full access to this section.
- Every student can edit anything in this section.
- Real-time collaboration.
- You can view the changes, edit, and add comments.

Additional Resources:

One Drive

- https://youtu.be/fjV73_rzKPY

Class Notebook

- <http://www.onenoteineducation.com/>
- <http://www.onenoteineducation.com/en-US/Guides/Collaborating%20in%20the%20classroom%20with%20the%20OneNote%20Class%20Notebook>