 **Office 365 Agenda**

**Descriptor:** Use Office 365 for instruction, collaboration, assignments, communication, and more. This session will give you best practices for utilizing Office 365's collaborative features and help you to integrate them to increase the effectiveness of PLCs as well as classroom instruction. One Drive provides users with unlimited cloud based storage so there is no need of CDs or thumb drives.

**Bell work: (5 min)**

* Log into your Office 365 Account
* Click on the following link and complete the task. [Bell work Assignment](https://rcschools-my.sharepoint.com/personal/horvathl_rcschools_net/_layouts/15/guestaccess.aspx?guestaccesstoken=Bd8vL5DC%2bkHN6ZfiWzDwaCqgeDSg%2fgVHlwurwxG5M6Y%3d&docid=2_1034378e4cb184ed0bd7f9ba572b62dd2)

**Objectives:**

* Review Office 365 features such as Email, People, Groups, and Calendar
* Explore how to create, upload, and share files in One Drive
* Explore how to utilize One Drive to organize and increase productivity for classroom activities and PLC’s

**Success Criteria:**

* Participants know the difference between a student account and teacher account
* Participants can create a distribution list and example how it is different than a group
* Participants can create a calendar event with the correct time and send an invitation to contacts
* Participants can navigate between shared with me and files
* Participants can create a folder and file
* Participants can upload a folder and file
* Participants can share a file with contacts
* Participants can determine how they can use this with contacts, PLC, and students

|  |  |
| --- | --- |
| TEAM Rubric | Activities & Materials / Motivating Students |
| TN Standards | Varies |
| NETS | Design and Develop Digital Age Learning Experiences and Assessments |
| PLC | 1. What is it we want our students to learn?  2. How will we know if each student has learned it?  3. How will we respond when some students do not learn it?  4. How can we extend and enrich the learning for students who have demonstrated proficiency? |
| Digital Citizenship | Professionalism, Password, Privacy |

**Introduction: The Why and What? (10 min)**

What do you already know? Visit <http://kahoot.it> and take the pre-test (The Game PIN is on the screen)

Why use One Drive? Share/discuss

**Part 1: Let’s Review (10 min)**

* Overview Outlook, Office 365, One Drive – what is the difference?
* Outlook – email – setting and features
* Calendar – events, sharing, permissions
* People – contacts, groups, distribution group

**Part 2: One Drive (30 min)**

* What is cloud computing?
* Creating and uploading documents/folders

**Task 1: Create a folder, Upload an existing file, Create a new OneDrive file**

1. Create a new folder
2. Upload an existing file into that folder (or drag-and-drop a file into the folder)
3. Create a new file in that folder

* Sharing documents and folders -- GREAT FOR SHARING RESOURCES WITH YOUR STUDENTS and your PLC Teams!
  + Get link / Invite others/ Shared with

**Task 2: OneDrive Collaboration and Sharing**

1. Select a OneDrive file or create a new OneDrive file
2. Share the document with a partner and select **Can Edit**
3. Open your email and look for the shared email from your partner
4. Open the file and edit
5. Open OneDrive and the file shared with your partner (in Shared with Me file)

* Version history
* Attaching One Drive Files to email

**Task 3: Attach OneDrive files in email**

1. Open your email - create a new message - attach a OneDrive file

Notice: default share settings to **Can Edit.** You can change to **"Can View”** by clicking **Change Permissions**

1. Email to a partner
2. Open email and access the shared document

**Closure/ Overview (5 min)**

* Visit <https://padlet.com/hunterh/office365begin>
  + What did you learn?
  + How will you use this with your classes, PLC Teams, etc.?
* How can your Tech Coach assist you?
  + Schedule time for One Drive lessons with students, or for PLC or individual assistance.
* Please complete the in-service evaluation survey! <http://bit.ly/hhpd1617>

**Resources**

RCS Resource Page [**http://www.rcschools.net/education/components/scrapbook/default.php?sectiondetailid=17452**](http://www.rcschools.net/education/components/scrapbook/default.php?sectiondetailid=17452)

Student One Drive Information - <http://www.bhs.rcschools.net/bhs/html/office365.html>