LEARNING OBJECTIVES: Demonstrate how to use OneDrive, to store, organize, access, and share files and folders online as well as the desktop application. Access OneDrive files from home using Learn71.ca -> Office 365.

TECH SKILL:

- Login to access my cloud accounts.
  (Office 365, Portal, MyEducation BC, Destiny, Resource Databases, Read and Write) from anywhere
- Understand how cloud computing is different from using software applications.
- Create, name, save, edit, copy and rename files and folders to organize documents and materials.
- Understand where files are being saved.
- Delete files and folders; recover deleted files and folders; empty trash.
- Retrieve previous file revisions/access revision history for documents located in cloud services.
- Upload/download/retrieve files to and from the cloud.
- Can associate document extensions with appropriate file types.
- Use search tools to locate files and applications.

COMPETENCIES

Applied Skills

Students will develop their skills and add new ones through play and collaborative work.

Applied Technologies

Students will explore the use of simple, available tools and technologies to extend their capabilities.

MATERIALS: Laptops; OneDrive Learn by Icons Teacher Handout; OneDrive Scavenger Hunt PowerPoint; OneDrive Scavenger Hunt Key

INSTRUCTIONS:

Accessing OneDrive

1. Navigate to **OneDrive** using the _OneDrive File Management with Icons_ teacher handout instructions.
2. Take some time to click around to see what the various links within OneDrive access. If the students get "lost" use the phrase, "If you don't know where you are, just go home". Then have them click on the **Home Icon** on the left sidebar to "reset" their location.

> _Note: The first location students land when accessing OneDrive is the Home page._
> _However, this is NOT where ALL their files are located. This is just where the_
> _RECENT files are listed. If a student does not see the file here, click on "My Files" to view ALL the files._

3. Click on "My Files" on the left side bar.
4. Create a new folder the student will save all of the current year's file to. The name of the folder will the grade the student is currently in: grade 4
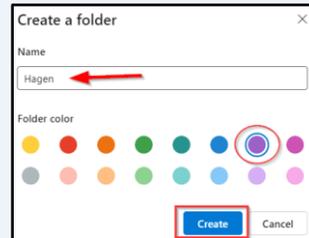
> *Click on "+ Add new" on the far left of window -> Folder.*
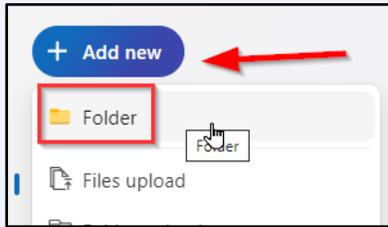
> *Enter the name of the folder. (Grade 4)*
> *Choose a colour. -> Click "Create".*

Note: This may be a time where you could choose to have your students create additional folders for subjects.

Sharing Folder

1. Share the folder that was just created with the teacher. This will allow the teacher to access it from their own OneDrive location under the "Shared" space -> Shared with me.
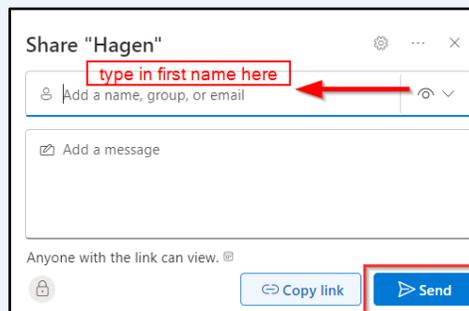
> Locate the new folder in the "My Files" section of OneDrive.
> Hover the mouse to the right of the file name until the "sharing icon" appears. Click on it.

> Type in the teacher's first name in the text box. It will automatically start listing names -> select the correct one. Use the drop down arrow right next to name to change permissions to "Edit".
> Click "Send".

> This will now be shared with the teacher. It can be access from the "Shared" location in OneDrive-> Shared "By with"
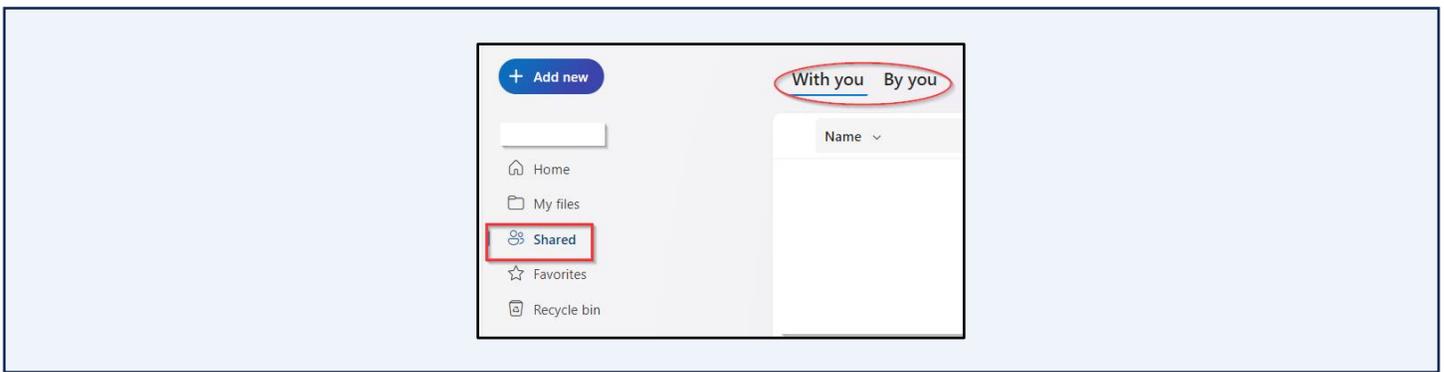
2. Create a new Word document in the Grade 4 folder to type in a question for the teacher to answer.

Navigate to the Grade 4 shared folder.
Click "+ Add new" -> Word Document.
Rename it -> *decide as a teacher what you'd like it to be named.*
Click drop down arrow next to "Document Name". Type in new name.
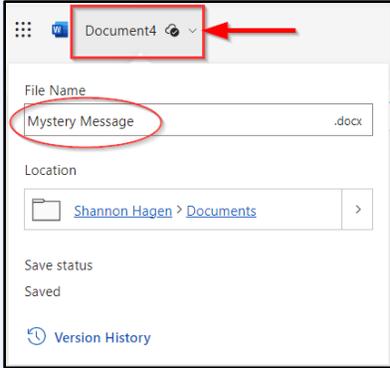
Note: To make it easier for students to name their files appropriately, have a dedicated spot on the board where this will always be referenced – naming; saving and retrieving. It might even be an idea to have them add their initials at the beginning of the file name so you can easily identify the author of file.

3. Have the students type in a question for the teacher to answer (something simple and appropriate to answer). *Teachers can then access these word documents from their shared space in OneDrive and answer the students' questions.*

OneDrive Scavenger Hunt

1. Go to https://learn71.ca/integrating-technology/cybersafety/grade-4-digital-literacy/onedrive/
2. Locate the "OneDrive Scavenger Hunt" under the Resource section. Click on the OneDrive Scavenger Hunt (ppt version) to download it.

Students can also download it to their own computer so they can complete the scavenger hunt on their own or in partners.

3. Open the PowerPoint.

If doing this as a whole class, have the students open the PowerPoint from the website and navigate to slide #2 so that they can see the list of items they need to find in OneDrive.

4. Click and drag the numbers located on slides 3 to the corresponding OneDrive location on the slide. Some may require a bit of help as they are "hidden". These are indicated with ***
5. Open the OneDrive 101 Scavenger Hunt Key to double check answers. Explore these features more if there is time.
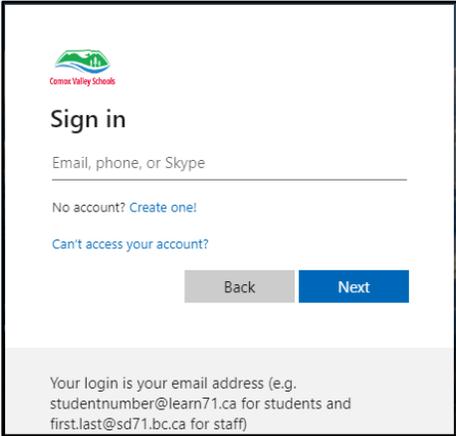
Accessing OneDrive from Home or BYOD Devices

OneDrive can easily be accessed *anywhere* as long as there is internet. This makes it convenient for students to be able to access this from home.

This is done through comoxvalleyschools.ca -> Office 365.

Students use their student#@learn71.ca and network password to log in.

Students can also download a copy of Office 365 to their own local device.

Navigate to office.com as instructed above. One the landing page, click on "Install and more".

Select "Install Microsoft 365 apps". Follow the prompts to install.