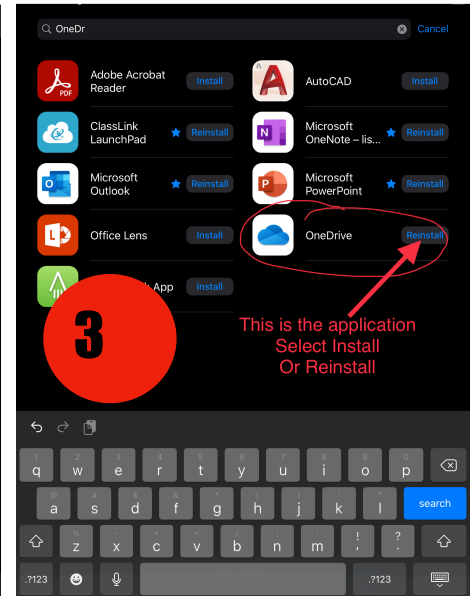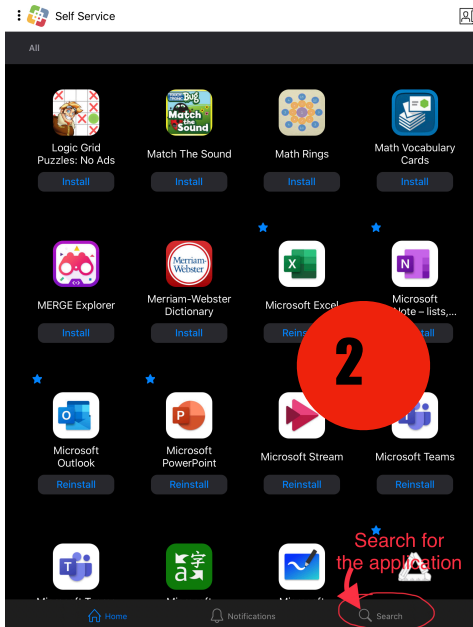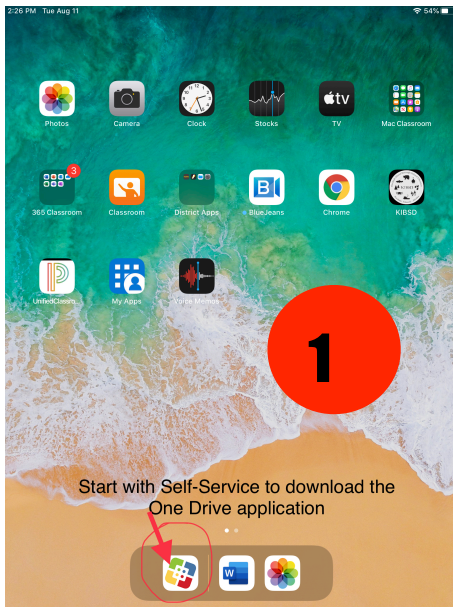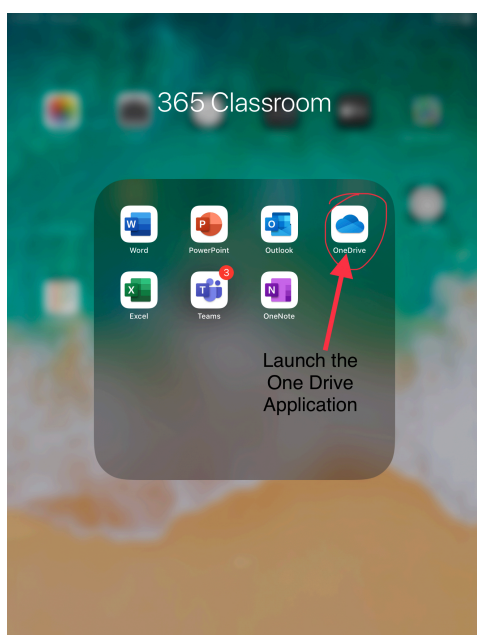# Using One Drive STUDENTS

What is One Drive? One Drive is the organizational and storage application for your student work. It's also a place for collaboration work with teachers and classmates. You'll save your work there and share and turn in work from there.

**Be sure the app is downloaded to your device.** Go to Self-Service and Install "One Drive".

Start with Self-Service to download the One Drive application

Search for the application

This is the application Select Install Or Reinstall

Once installed on your iPad, tap the "One Drive" application to open the application.

365 Classroom

Launch the One Drive Application

When you open the application you may be prompted to log into the application, if you haven't logged in before, or it's been awhile since you logged in.

Using One Drive STUDENTS

To save something to One Drive
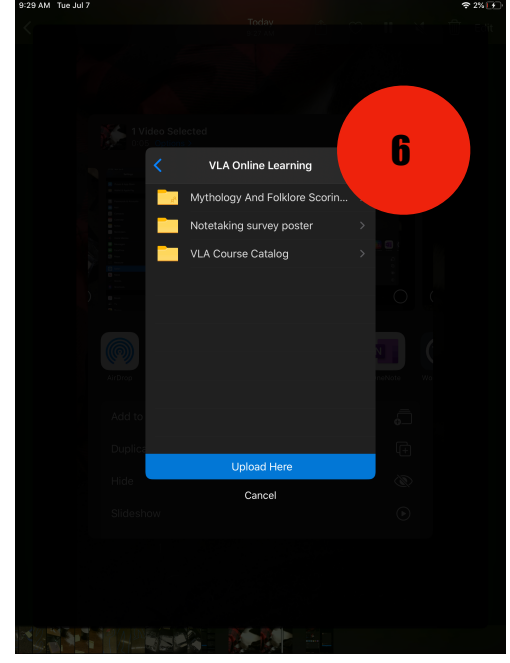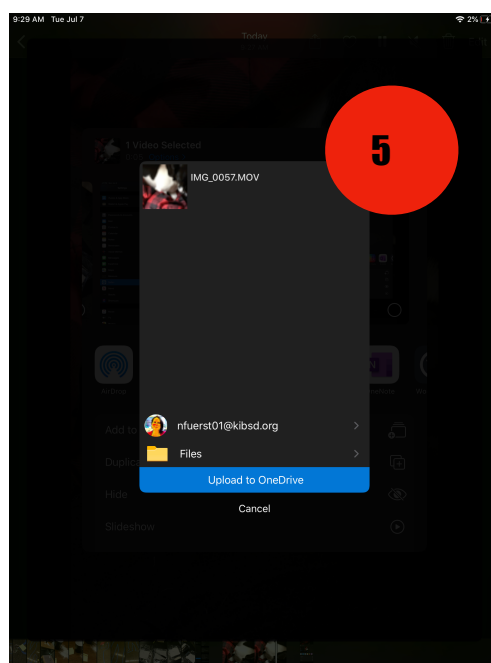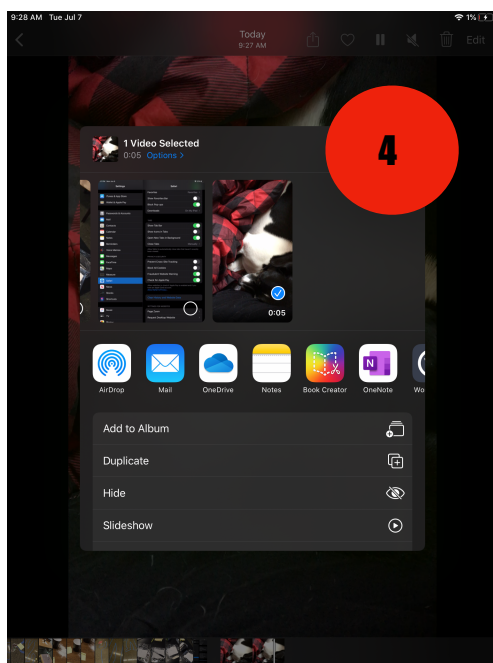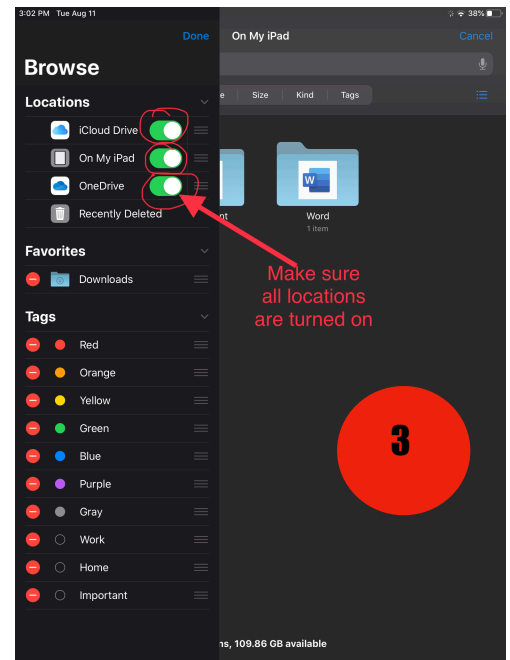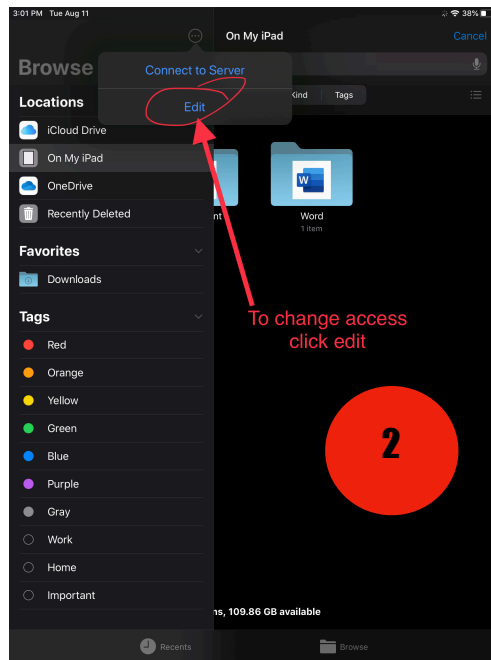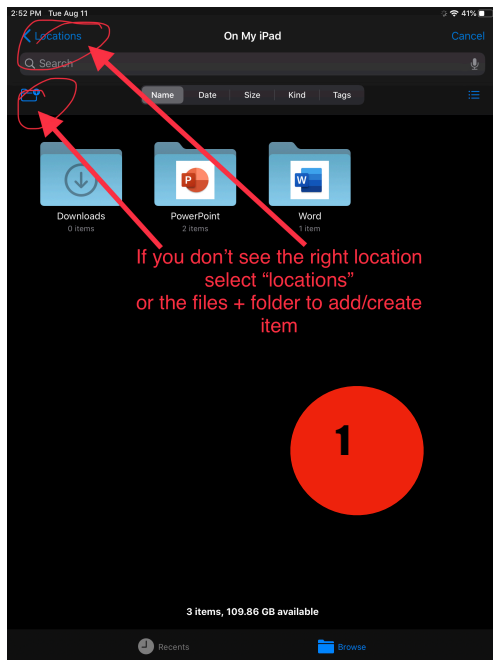
1. Start in One Drive and check Locations
2. Click "locations", then "edit"
3. Click "browse" and be sure all 3 locations are on, you can also do this in settings
4. Then go to the application you're working in and select the item you want to upload and click "share" or the "One Drive" app
5. Select "upload to One Drive"
6. Select the folder or spot in One Drive and click "upload here"
7. It will upload and you're all set-see the image on the next page

Using One Drive STUDENTS
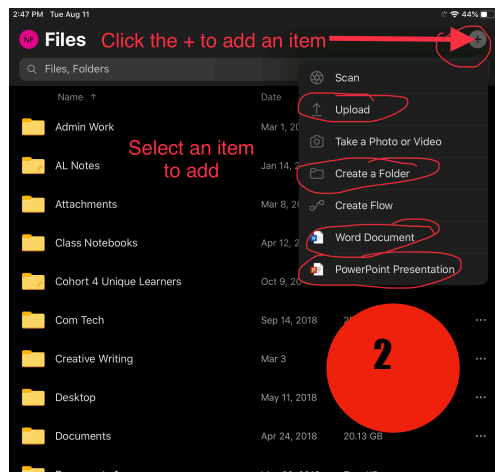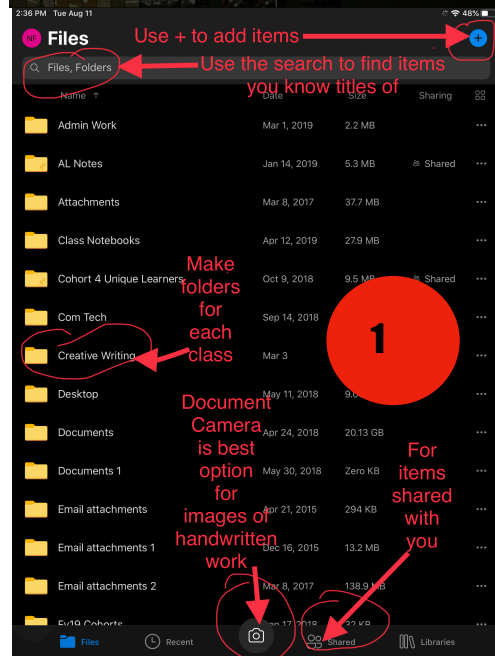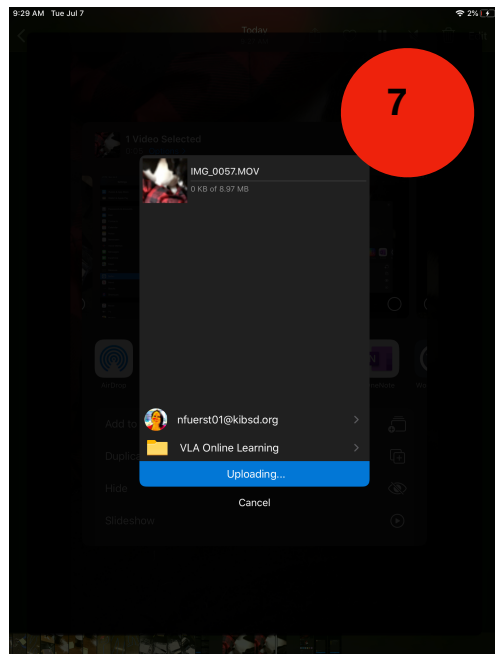
To Share Something You've Saved to One Drive

1. Select the folder that holds the item you are going to share.
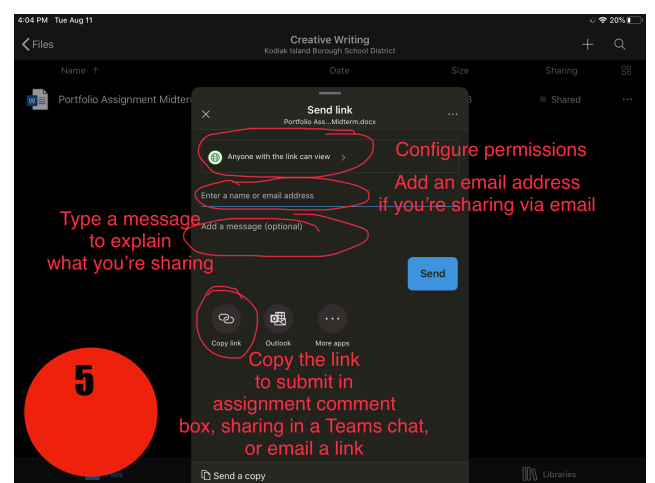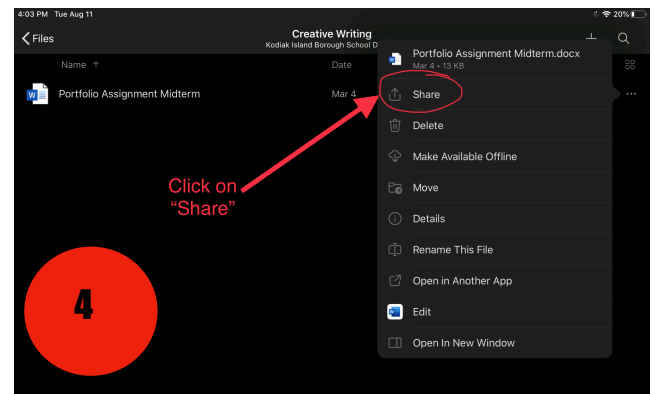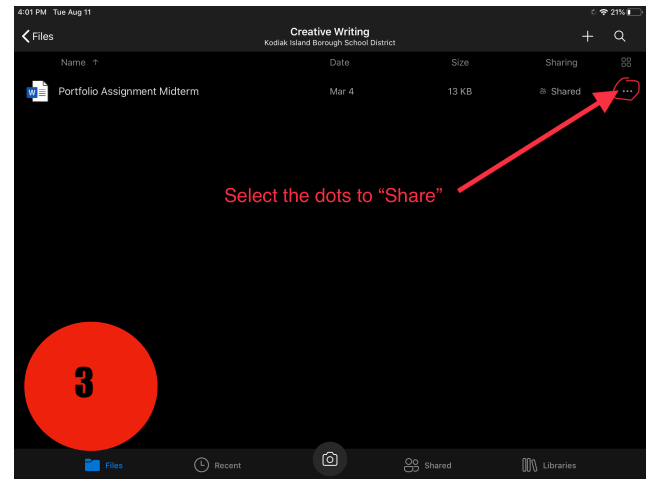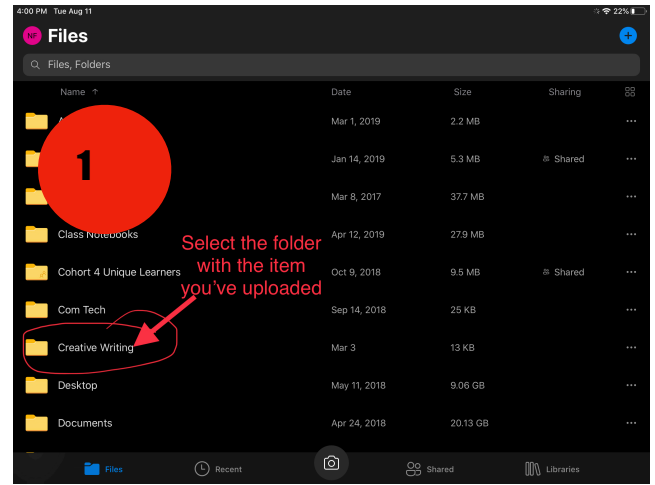2. Locate the item in the folder. (You can perform a search if you can't remember where you saved it.) There is no image for this item.
3. Click on the 3 dots on the far right of the item's title.
4. Click "Share"
5. Determine how you will share. See Image 5 for details.

To Add or Create Items

1. Click the + to add an item.
2. Select one of the items in the dropdown menu to create. This saves time of having to go to Word or Powerpoint, you can start working for an item right in a class folder.

Select the folder with the item you've uploaded

Select the dots to "Share"

Click on "Share"

Configure permissions
Add an email address if you're sharing via email
Type a message to explain what you're sharing
Copy the link to submit in assignment comment box, sharing in a Teams chat, or email a link

Use + to add items
Use the search to find items you know titles of
Make folders for each class
Document Camera is best option for images of handwritten work
For items shared with you

Click the + to add an item
Select an item to add

Using One Drive STUDENTS

To Use The Document Camera

Click on camera icon to use doc camera
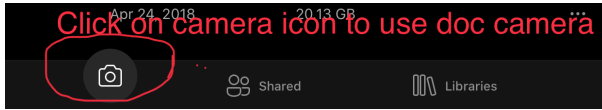
1. Click on the camera icon at the bottom of the screen when you are in One Drive.

Be sure the camera is set to document then tap the white button when you're ready to take the image
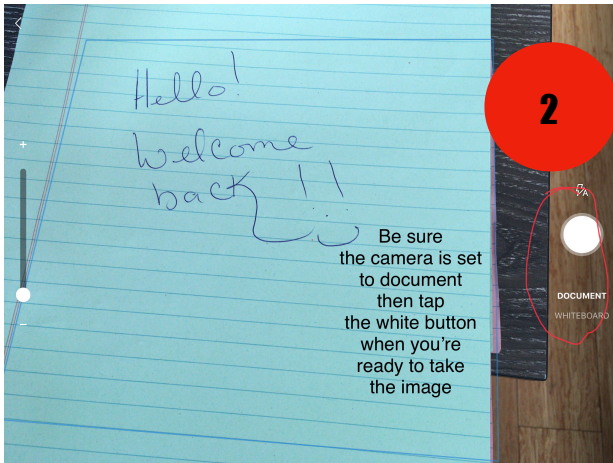
2. Select "Document" for your camera choice so your image will be converted to a PDF. Tap on the white button when you have the blue square aligned around the image you wish to capture.

Click "done" to name document and figure out where to save document
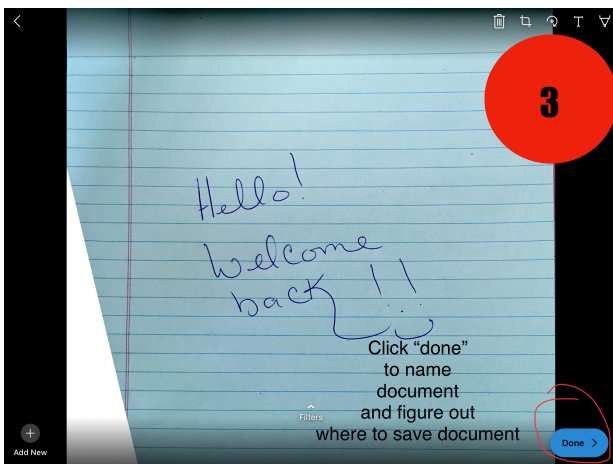
3. Click done to go to the next item/save the document.

Rename document

Select where to save it

Tap to save
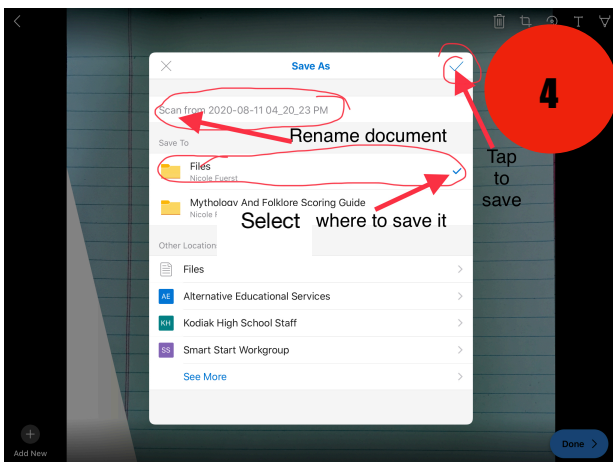
4. Rename the document with something that you will be able to find and remember/to your teacher's specifications/title with the assignment's name and your initials.
Select where you want to save it. Remember to click the check mark in the upper right hand corner of the window to be sure the item is saved.