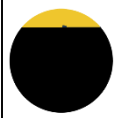
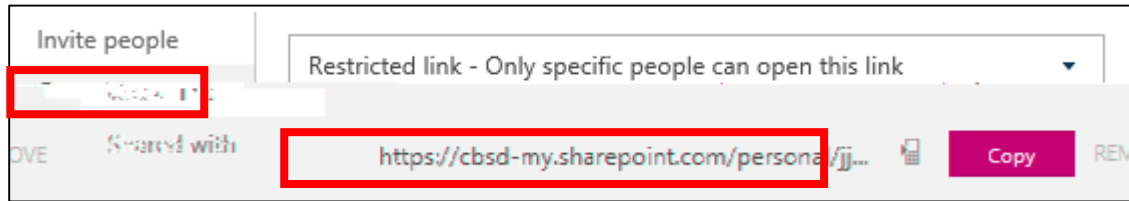


Many students may try to make a comparison of Google Apps for Education(GAFE) when learning Office 365.

Try moving some of your I: drive files into OneDrive. Encourage your students to save all files in their OneDrive. (ISTE 1B, D)

Get Shareable Link

Share the document more generically by clicking on “Get a link” in the sharing settings. This gives access to the document to anyone with the link.



Email a shareable link to your class from Word. Type all student names on the document ahead of time. Throughout the lesson, prompt students to contribute constructively, online, answering questions that you pose. (ISTE 7B, C)

5. One Version

Collaborators edit the same document. When using Office 365 there is no need to save or make multiple copies of a document. This keeps everyone working with the latest version.

6. Revision History

Office 365 records edits in the revision history. You are able to see what was contributed to a document when and by whom. Use the Review Tab in the document and choose “See Edit Activity.”



Ask students to share a story they have written or an article they have summarized with a student in another class. The commenting student should

Create a folder for your class to use as a *Drop Box*. This will allow teachers and students to stay organized as well as learn how to transfer