



Office 365  
OneDrive

Workshop

# Pre-Requisites



- ▶ Log on to iLearn:  
[ilearn.edu.mt](http://ilearn.edu.mt)

# Aims of Session



- ▶ Accessing OneDrive on Office 365.
- ▶ Creating folders and uploading files.
- ▶ Sharing folders and files.
- ▶ Shortening shared URLs.
- ▶ Using Word, Excel and Powerpoint online for collaboration.
- ▶ Setting up OneDrive on your laptop.



# Introduction to OneDrive

OneDrive is an online cloud storage tool.

OneDrive is available by default for any teacher and student with an iLearn account.

OneDrive can store up to 1TB of data.

# Introduction to OneDrive



## ▶ OneDrive allows you to:

- ▶ Upload and store files and folders on the cloud.
- ▶ Access these files and folders from anywhere using different devices.
- ▶ Share files and folders with students and colleagues.
- ▶ Access shared files and folders.
- ▶ Create, edit and collaborate on office files online.

# Accessing OneDrive

Introduction

Open your browser and log on to  
**ilearn.edu.mt**



Malta

Username

Password

Log in

[Forgotten your password?](#)

[Acceptable Use Policy.](#)

[Cookie Policy.](#)

# Click on Office 365 Mail



The screenshot shows a dashboard with several icons: 'Rooms' (a green door), 'Tools' (a green box with a person), 'Office 365 Mail' (a chain link icon, highlighted with a red rounded rectangle and a red arrow pointing to it), 'logme.gov.mt' (a chain link icon), 'e1' (a chain link icon), and 'Calendar' (a calendar icon showing the number 21). Below the icons is a 'Today' button. The user's name 'en Andre Bugeja' is displayed. The main content area is divided into two sections: 'Messages' and 'Stickies'. The 'Messages' section contains a message titled 'Activating your new room' with the following text: 'Dear Teachers, LSAs, Complementary / Nurture / Peripatetic Teachers, etc., Your rooms for the last scholastic year have been archived. You can now activate your new rooms for scholastic year 2017-2018. Notes on how to activate your new rooms can be found in the **Help Desk** room.' The 'Stickies' section contains three sticky notes: 'hello from staffroom. please chec... Abner Bugeja Personal, 2015-10-01', 'Hello Andre. Your message has bee... Jeffrey Zammit Personal, 2014-10-09', and 'Dear all Jeffrey Zammit Personal, 2014-10-08'.

Rooms ▼ Tools ▼ Office 365 Mail logme.gov.mt e1 Calendar

Today

en Andre Bugeja

**Messages**

**Activating your new room**

Dear Teachers, LSAs, Complementary / Nurture / Peripatetic Teachers, etc.,

Your rooms for the last scholastic year have been archived. You can now activate your new rooms for scholastic year 2017-2018. Notes on how to activate your new rooms can be found in the **Help Desk** room.

**Stickies**

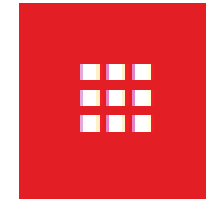
hello from staffroom. please chec...  
Abner Bugeja Personal, 2015-10-01

Hello Andre. Your message has bee...  
Jeffrey Zammit Personal, 2014-10-09

Dear all  
Jeffrey Zammit Personal, 2014-10-08



# Click on the App Launcher Button



Office 365 | Outlook

Search Mail and People

⊕ New | Delete all | Mark all as read

**Folders**

- ^ Favourites
  - Inbox 1397
  - Drafts 158
  - MRO
- ^ Andre Bugeja
  - ^ Inbox 1397
  - Circulars 1333**
  - DOI 682
  - DOPR 562
  - eTwinning Travel
  - INSFT 2014

**Circulars** Filter

Next: No events for the next two days.

- St Theresa College Mid... Letter Circular DLAP 128 - Activities Fri 04/05  
Michael Vassallo Head of School St Theresa...
- St Theresa College Mid... Letter Circular DLAP 127 - Global Ec Fri 04/05  
Michael Vassallo Head of School St Theresa...
- St Theresa College Mid... Letter Circular DLAP 126 - National Fri 04/05  
Michael Vassallo Head of School St Theresa...
- DGSS-Circulars at MEDE Circular HR/17/2018 - Notification c Fri 04/05  
To: Directors General, Directors, Asst Directo...

Choose a message to read it.

# Click on the OneDrive app from the list

The image shows a composite of two screenshots from the Office 365 interface. On the left, the 'Apps' list is displayed, with a red box highlighting the OneDrive app and a red arrow pointing to it. On the right, an email interface is shown with a red box highlighting a message and a text prompt 'Choose a message to read it.' below it.

**Office 365 Apps List:**

- Outlook
- OneDrive**
- Word
- Excel
- PowerPoint
- OneNote
- SharePoint
- Teams
- Class Notebook
- Sway
- Forms
- Yammer

**Email Interface:**

Filter v

DLAP 128 - Activities Fri 04/05



DLAP 127 - Global Ec Fri 04/05

DLAP 126 - National Fri 04/05












Choose a message to read it.

🔍 Search everything

+ New ▾ ↑ Upload ▾ 📄 Flow ▾ 🔄 Sync ☰ ⓘ

- Andre Bugeja
- Files**
- Recent
- Shared
- Discover
- Recycle bin
- Ministry of Education and Er +
-  Secondary Support
-  3.1
- [Get the OneDrive apps](#)
- [Return to classic OneDrive](#)

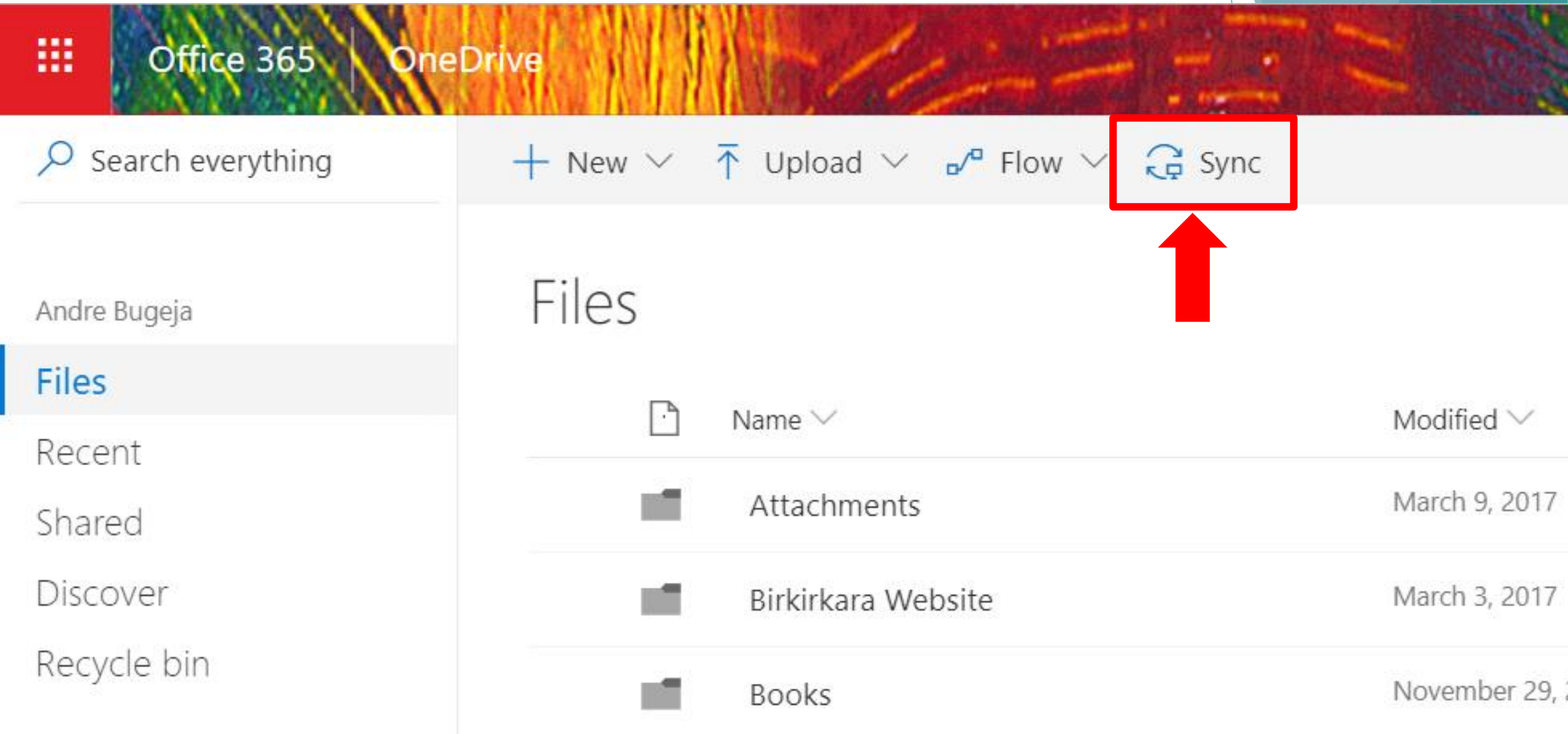
## Files

 Name ▾	Modified ▾	Modified By ▾	File Size ▾	Sharing
 Attachments	March 9, 2017	Andre Bugeja		Private
 Birkirkara Website	March 3, 2017	Andre Bugeja		Private
 Books	November 29, 2015	Andre Bugeja		Private
 Class Notebooks	September 28	SharePoint App		Private
 Computing Notes Pack	May 17, 2016	Andre Bugeja		Private
 Documents	May 31	Andre Bugeja		Private
 ECDL Advanced	October 24, 2016	Andre Bugeja		Private
 Email attachments	November 14, 2014	Andre Bugeja		Private
 Email attachments 1	September 29, 2016	Andre Bugeja		Private
 English	June 5	Andre Bugeja		🔗 Shared

# Setting up OneDrive on your Laptop

OneDrive for Business

# Click on the Sync icon



The image shows the OneDrive interface. At the top, there is a navigation bar with "Office 365" and "OneDrive" labels. Below this is a search bar with the text "Search everything". To the right of the search bar is a toolbar containing icons for "New", "Upload", "Flow", and "Sync". The "Sync" icon, which consists of two circular arrows, is highlighted with a red rectangular box. A red arrow points upwards from below the box towards the "Sync" icon. On the left side, there is a sidebar with the user's name "Andre Bugeja" and a list of navigation options: "Files", "Recent", "Shared", "Discover", and "Recycle bin". The "Files" option is currently selected. The main area of the interface is titled "Files" and contains a table with columns for "Name" and "Modified". The table lists several folders: "Attachments" (modified March 9, 2017), "Birkirkara Website" (modified March 3, 2017), and "Books" (modified November 29, 2017).

Office 365 | OneDrive

Search everything

Andre Bugeja

Files

Recent

Shared

Discover

Recycle bin





+ New ▾

↑ Upload ▾

Flow ▾

Sync

## Files

	Name ▾	Modified ▾
		
	Attachments	March 9, 2017
	Birkirkara Website	March 3, 2017
	Books	November 29, 2017


# Open Microsoft OneDrive




Open Microsoft OneDrive?

Always open these types of links in the associated app







**Open Microsoft OneDrive** Cancel

 Search everything

 New  Upload  Flow  Sync

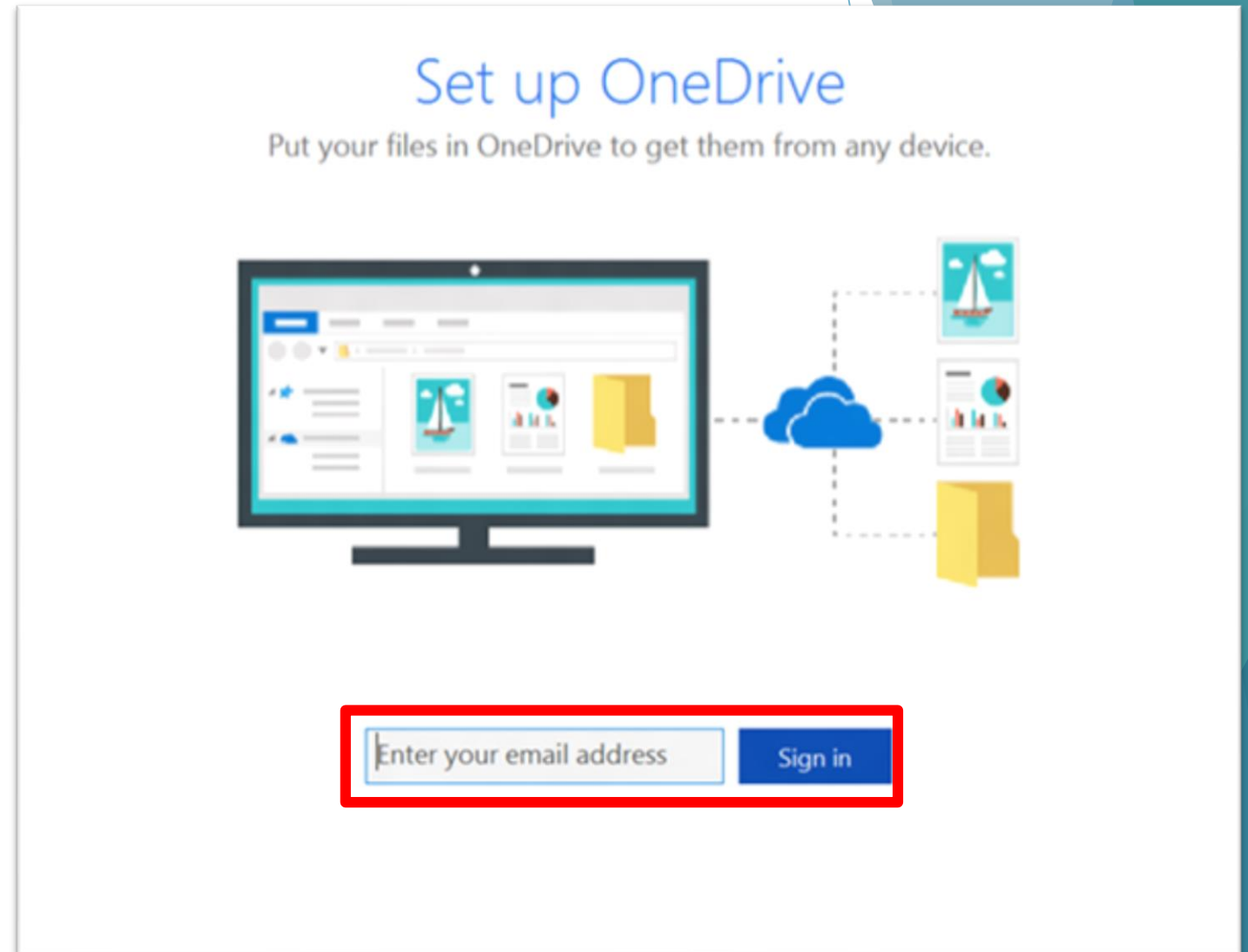
- Andre Bugeja
- Files**
- Recent
- Shared
- Discover
- Recycle bin

## Files

	Name 	Modified 
	Attachments	March 9, 2017
	Birkirkara Website	March 3, 2017
	Books	November 29, 2016

# Set up OneDrive

- ▶ Enter your iLearn email.



# Set up OneDrive

- ▶ When prompted, enter your iLearn email and password.



The iLearn logo features the word "iLearn" in a blue, rounded font. The "i" is a green stick figure. Above the text are several 3D icons: an envelope with an @ symbol, a blue folder with a red arrow, a red calendar, a green globe, and a black computer mouse.

**Malta**

**Username**

**Password**

**Log in**

[Forgotten your password?](#)

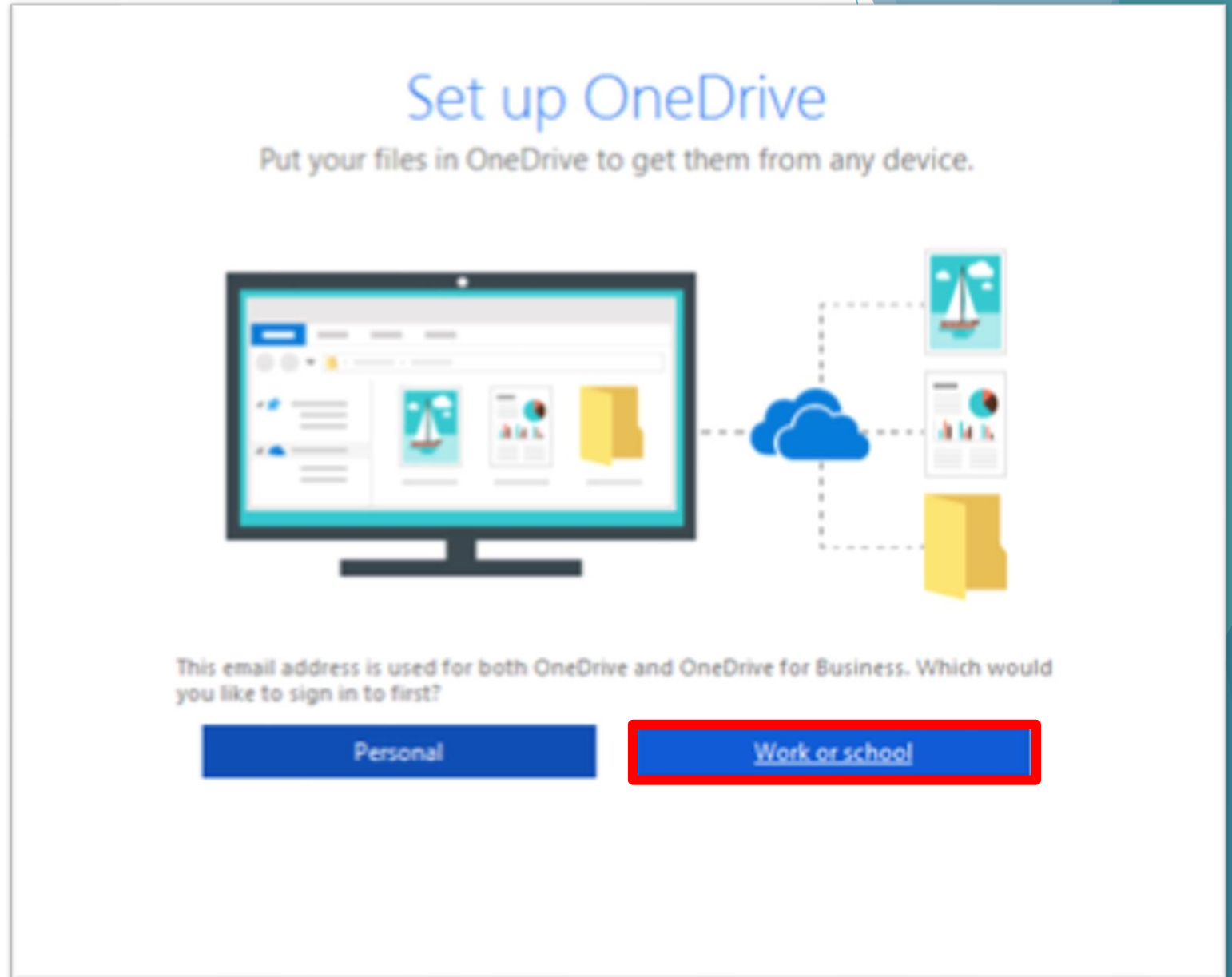
[Acceptable Use Policy](#)

[Cookie Policy](#)



# Set up OneDrive

- ▶ Click on Work or School and follow the instructions.



Set up OneDrive

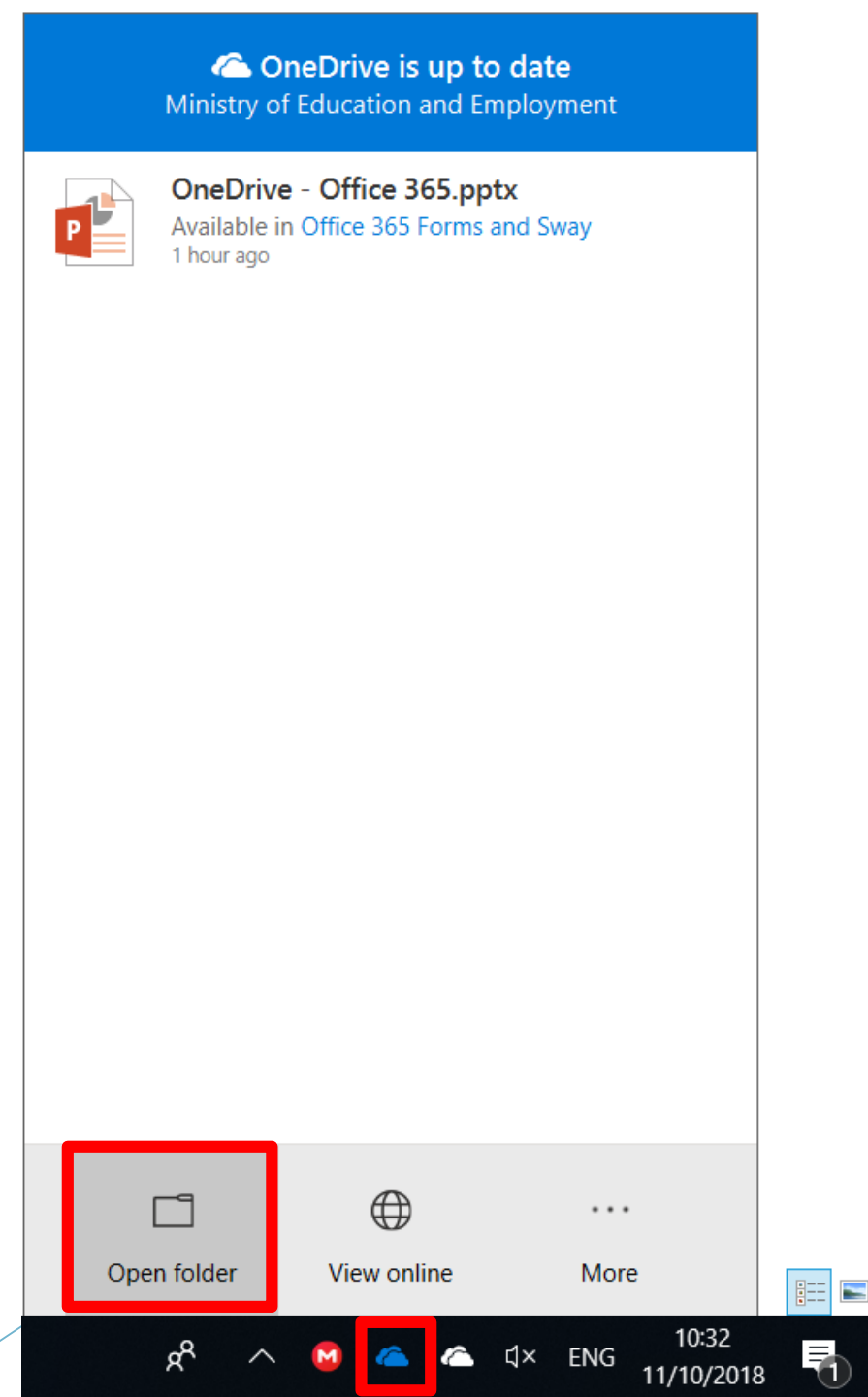
Put your files in OneDrive to get them from any device.

This email address is used for both OneDrive and OneDrive for Business. Which would you like to sign in to first?

Personal **Work or school**

# Accessing your OneDrive folder on the laptop

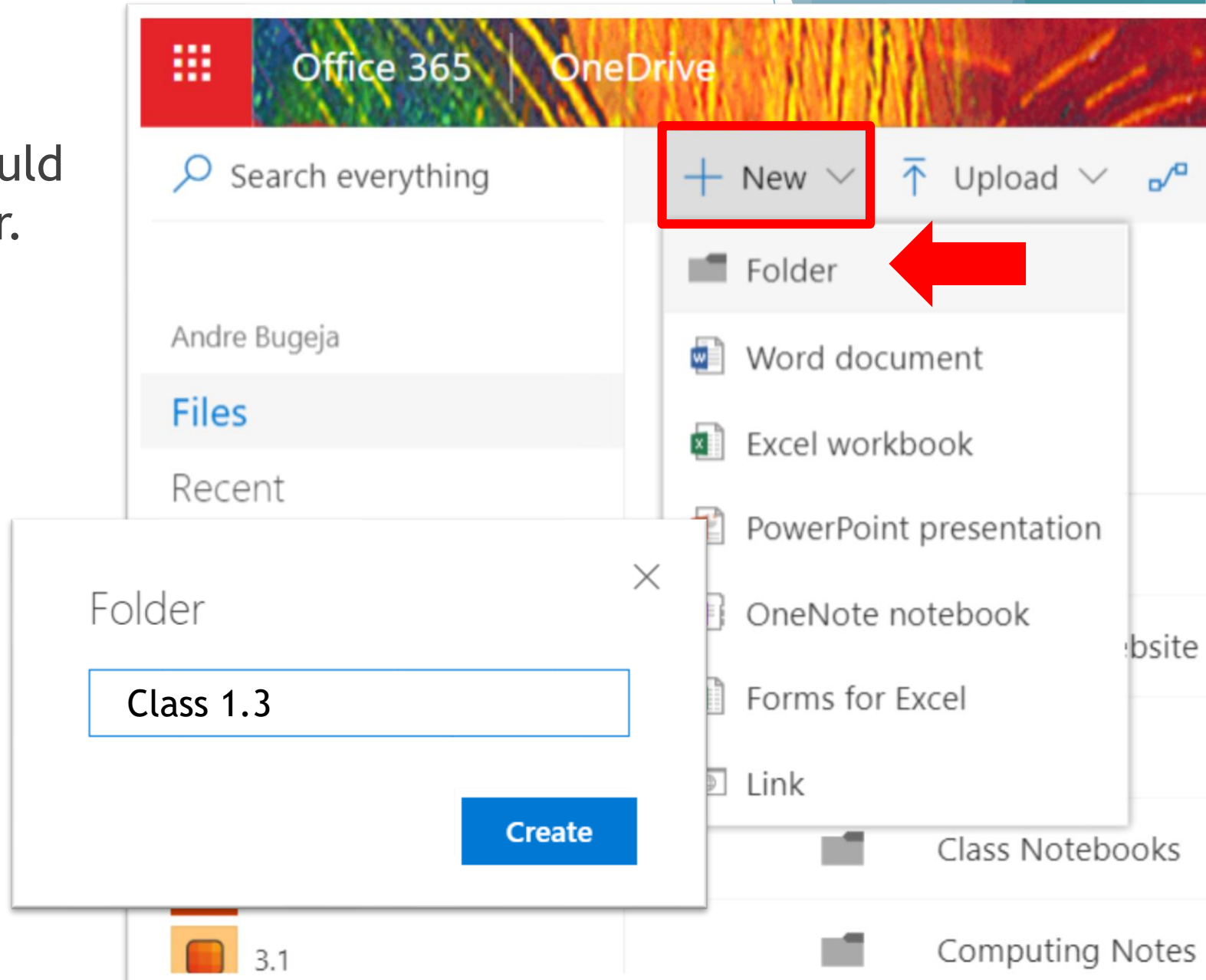
- ▶ Once OneDrive is installed, you will see the cloud icon in the taskbar.
- ▶ Click on the cloud icon.
- ▶ Select Open folder to access the OneDrive folder on your laptop.
- ▶ Any file you place in this folder will be automatically uploaded (synced) to the OneDrive cloud storage as soon as you are connected to the internet.



# Creating folders and uploading files

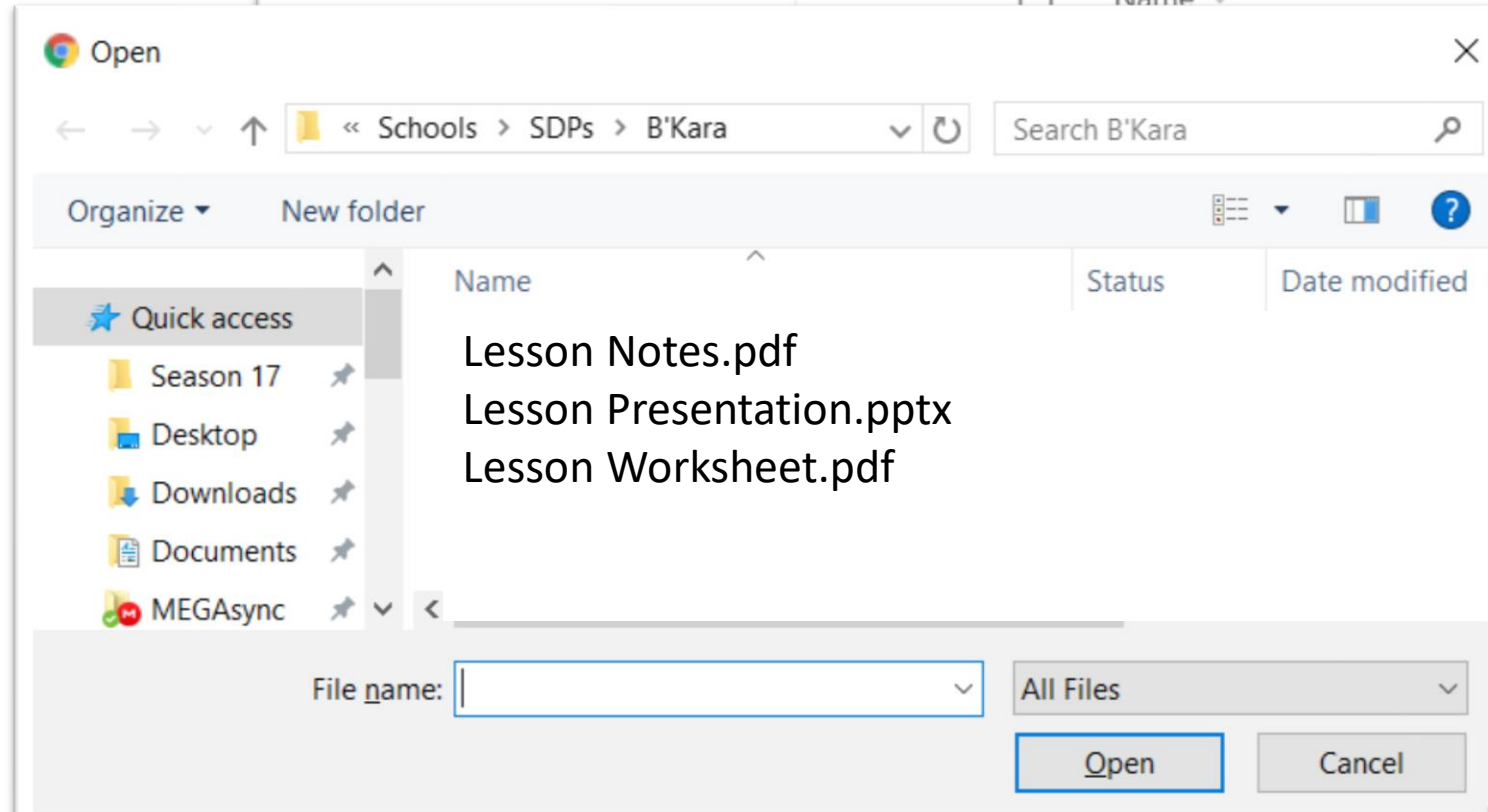
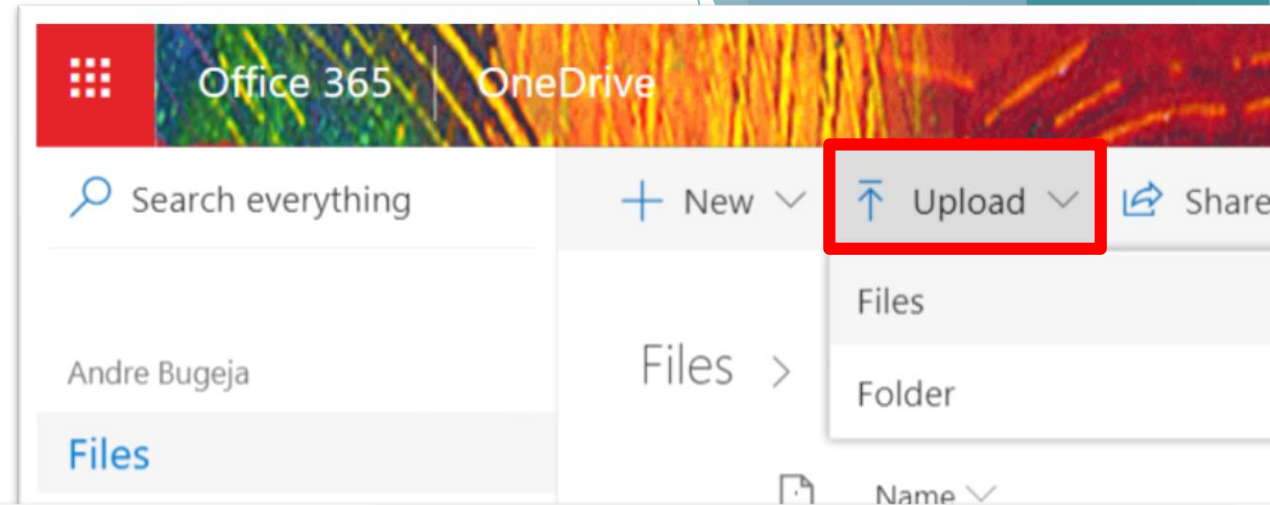
# Creating Folders

- ▶ Navigate to where you would like to create a new folder.
- ▶ Click **+ New**.
- ▶ Select **Folder**.
- ▶ Enter your folder name.
- ▶ Click **Create**.



# Uploading Files or Folders

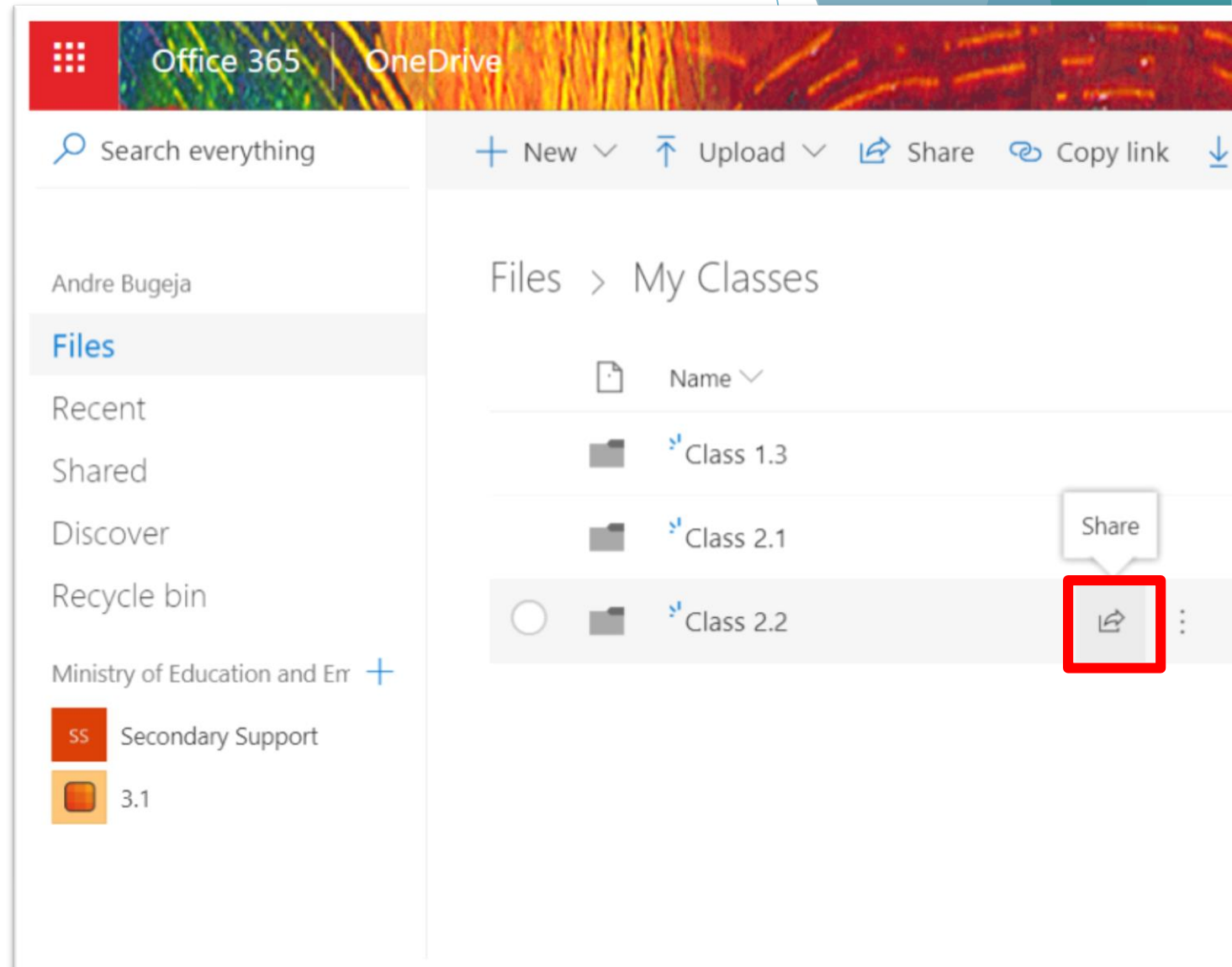
- ▶ Navigate to where you would like to upload a file or folder.
- ▶ Click **Upload**.
- ▶ Select **Files** or **Folder**.
- ▶ Select the file or folder from your computer.
- ▶ Click **Open**.



# Sharing folders and files

# Sharing folders and files


- ▶ Click on the Share button next to the file or folder you would like to share.



# Sharing folders and files : Link settings

Send Link  
Test Shared Folder



... X

 Anyone with this link can edit. >

Enter a name or email address

Add a message (optional)

**Send**





Copy Link Outlook




# Sharing folders and files : Link settings

Link settings ×  
Test Shared Folder

Who would you like this link to work for? [Learn more](#)

-  **Anyone** ✓
-  People in Ministry of Edu... and Employment
-  People with existing access
-  Specific people

Other settings


- Allow editing
-  Set expiration date ×


**Apply** Cancel


# Sharing folders and files : Link settings


Link settings ×  
Test Shared Folder

Who would you like this link to work for? [Learn more](#)

 Anyone

 **People in Ministry of Edu... and Employment** ✓

 People with existing access

 Specific people

Other settings

Allow editing

**Apply** Cancel

# Sharing folders and files

- ▶ Click on **Anyone with this link can edit...** to edit the **Link Settings**.
- ▶ Enter name or email address of the people you would like to invite to your shared folder/file and click **Send**.
- ▶ Or **Copy** the link that you can later share with anyone. You can paste the link in an email, in a presentation or else paste it in a URL shortener to make it easier to remember.

# Sharing folders and files: Link settings


- ▶ **Anyone** - Anyone who has the link can access the shared file or folder. You can specify an expiration date to disable access after a certain date.
- ▶ **People in Ministry of Education** - By default any person with the link and an iLearn account can access the shared file or folder.
- ▶ **Specific People** - In this case you must specify the list of names you would like to share your files or folders with. Only these people will be able to access your shared data.


# Sharing folders and files: Link settings


- ▶ **Set expiration date** - If you choose to share a link with Anyone you can specify an expiration date.
- ▶ **Allow editing** - Tick this box if you would like to allow anyone who has access to the file or folder to make changes. This is great if you would like to collaborate with other people.


Link settings ×  
Test Shared Folder

Who would you like this link to work for? [Learn more](#)

 **Anyone** ✓


 People in Ministry of Edu... and Employment

 People with existing access

 Specific people

Other settings

Allow editing

 Set expiration date ×

**Apply** Cancel

# Shortening a Link

# Shortening a Link

- ▶ When you shorten a link it will be much easier to share with your students or colleagues.
- ▶ To shorten a link you need to use a URL shortener service. This is a website that enables you to enter a link and it will create a shorter link for you.

# Shortening a link: [www.bit.do](http://www.bit.do)

- ▶ [bit.do](http://bit.do) is a URL shortener that enables you to specify your own short link in the format `bit.do/yourlink`
- ▶ Although this step is optional, it is advisable to first create an account with bit.do so you can manage your links better.
- ▶ Click on **register** to create an account.
- ▶ Once you have created the account you can start shortening your links. Paste the long URL, type the customized short link and click Shorten. You can now start sharing your short link with your students or colleagues. You can also share a QR code.



# Shortening a link: www.bit.do

login or register to manage your links.



More value to your links

URL Shortener

## Share links and track clicks

Shorten and personalize any link.

Get real-time traffic statistics for your links. Free service.

1. Link to shorten:

www.thisismyveryveryverylonglink.co.uk

Customize your short link (optional):

http://bit.do/ abugejaform2

2.  

Follow us on Twitter: @bitdo

3. Shorten your URL:

Click register to create an account.

Paste the link to shorten.

Customize your new short link

# Shortening a link: [www.bit.do](http://www.bit.do)

3. Shorten your URL:

**Terms and conditions:** Spam links are not accepted and will be deleted.

**NEW:** Have your own URL shortener service with custom domain name

Test Me

Short URL: <http://bit.do/abugejaform2>

Traffic stats: <http://bit.do/abugejaform2->

QR Code:



# Using Office 365 Online for collaboration

# Opening Word, Excel and PowerPoint Online

- ▶ Any Word document, Excel workbook or PowerPoint presentation that you have stored in OneDrive can be opened and edited online without the need to download the file.
- ▶ Double click on the file to open it online.
- ▶ Any changes you make to the file will be saved automatically.

# Sharing files



- ▶ You can share a file with students and colleagues by clicking on the **Share** button . If you allow editing, whoever you choose to share the file with will be able to edit the file.
- ▶ Different people can edit the file at the same time.
- ▶ Note: If you share a folder and allow editing any file or sub-folder in the shared folder can be edited by who has access to the shared folder.

# Writing comments

- ▶ Comments can be useful to communicate any changes made to the documents.
- ▶ Select where you would like to insert the comment.
- ▶ Click on the **Review** tab, click **New Comment**, type in the comment and click **Post** or the **arrow**.
- ▶ People can also reply to comments.

# Opening Word, Excel and PowerPoint Online

The screenshot shows the Microsoft OneDrive interface. At the top, there is a navigation bar with 'Office 365' and 'OneDrive' tabs. Below this is a search bar and a toolbar with options like 'New', 'Upload', 'Share', 'Copy link', 'Flow', and 'Sync'. The main area displays a file list for the folder 'Class 2.1' under 'My Classes'. The file list has columns for 'Name', 'Modified', 'Modified By', 'File Size', and 'Sharing'. A file named 'Lesson Plan.docx' is listed with a modified time of 'A few seconds ago', modified by 'Andre Bugeja', and a size of '21.2 KB'. A red arrow points to the file name, and a red box with the text 'Double click on file' is overlaid on the arrow.

Name	Modified	Modified By	File Size	Sharing
Lesson Plan.docx	A few seconds ago	Andre Bugeja	21.2 KB	Private



Share

Comments

Spelling & Grammar | Word Count | Check Accessibility | New Comment | Delete | Previous | Next | Show Comments

Click Share to share the document.

### Lesson Plan (70 Min) André Bugeja

Time	Description
10 minutes	<ul style="list-style-type: none"> <li>Introduction</li> <li>What is <u>Plickers</u>?</li> <li>How does <u>Plickers</u> work?</li> </ul>
10 minutes	<ul style="list-style-type: none"> <li><u>Plickers</u> Quiz – Teachers have a go at a quiz.</li> <li>Recruit any teachers in the class if needed.</li> <li>Show results at end.</li> </ul>
15 minutes	<ul style="list-style-type: none"> <li>Installing <u>Plickers</u> App on <u>iOs</u> or Android</li> <li>Creating <u>Plickers</u> account on <u>www.plickers.com</u></li> <li>Class</li> </ul>

#### Comments

+ New Comment

**Andre Bugeja**

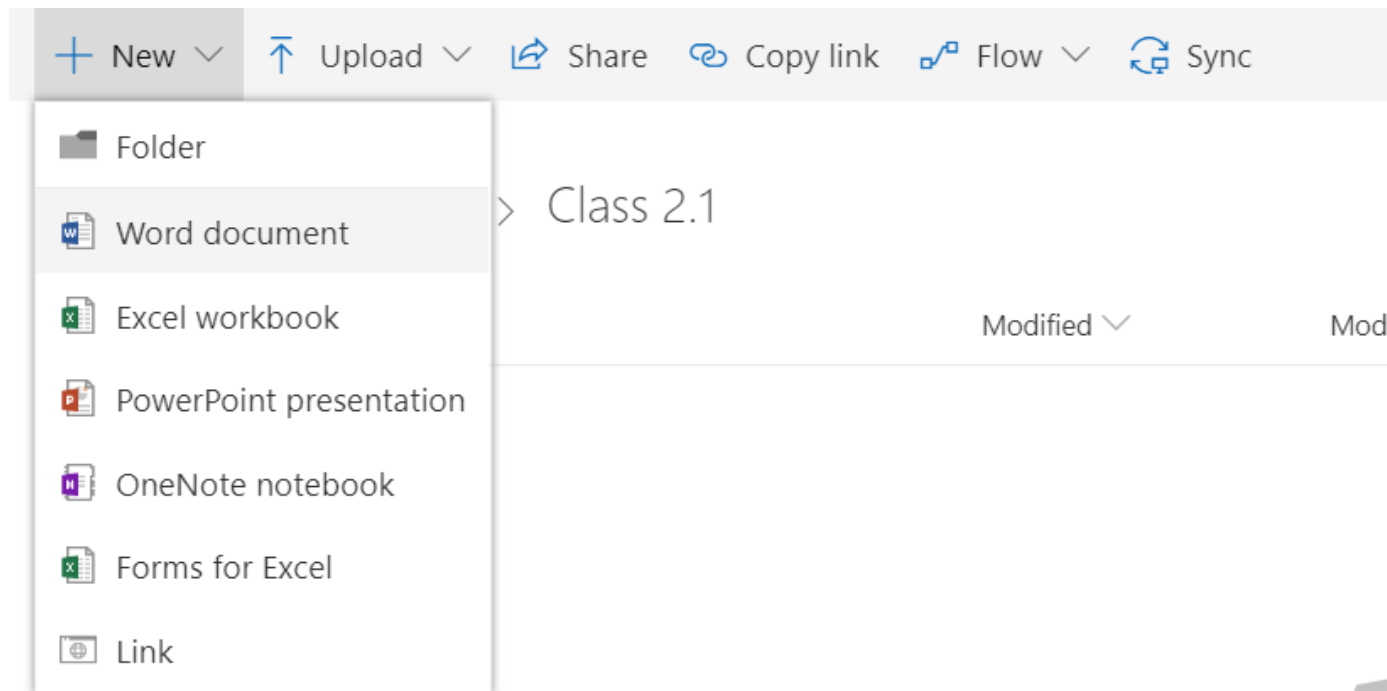
11:20 AM

I edited the title of the document.



# Creating new Word, Excel and PowerPoint files.

- ▶ Navigate to the folder where you would like to create your file.
- ▶ Click on **+New** and select Word, Excel or PowerPoint from the dropdown.



# Use of OneDrive in Education

- ▶ Share a folder with your class and use it to share lesson notes, worksheets and presentations.
- ▶ Use OneDrive to keep a constant up-to-date backup your work. Access your work in class without the need of a pen drive.
- ▶ Collaborate with other teachers on common projects.
- ▶ Get students to collaborate online by working in groups.