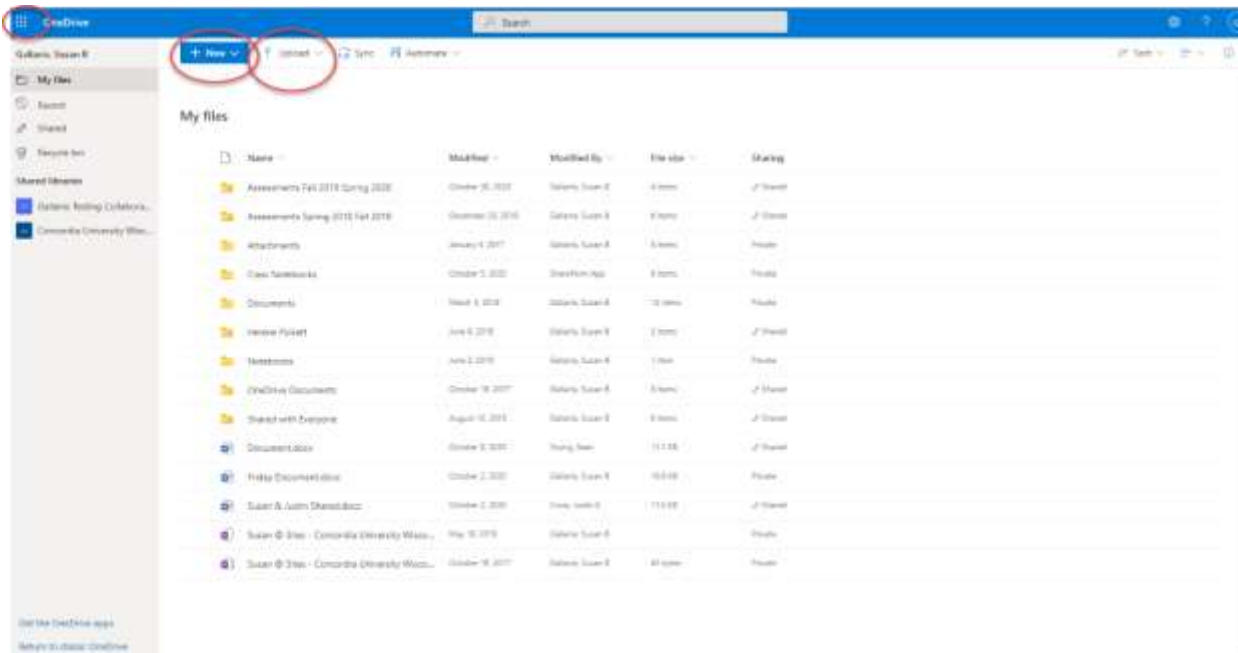


Learn to Use OneNote and OneDrive

- Introduction
 - OneNote, OneDrive part of Office 365
 - Students, Faculty, Staff
 - OneNote, OneDrive two of many tools on Office 365
 - I'm not an expert
 - Tutorials
 - We have a few
 - This video
 - Office.com
 - Not comparing to Google Docs
 - Some use it
 - CUWAA doesn't support it – we do support Office 365
 - Today – I'm showing two: collaboration (students, faculty, staff)
- Sign In <https://onedrive.live.com/about/en-us/signin/>
 - Show
 - Practice (put link in chat)
 - If trouble signing in go to Help Desk
- OneDrive
 - Students can use to collaborate on projects with each other instead of emailing.
 - Show
 - New
 - Folder
 - Share with this group
 - Share with your class – NOT a replacement for uploading course documents to Blackboard
 - Class Notebooks
 - Upload
 - Square at upper left course (all apps)



- At upper left course (Apps) go to Word (online in new tab)

- Rename document
- Show how to share just this document
 - Anyone with link can edit
 - Put in chat pane for people to see/play
- OneNote (Susan Test2)
 - Only issues encountered with student access:
 - Macs (don't use Safari)
 - If they are already signed in on Chrome into their Google account (may need to sign out)
 - Create Class Notebook (only one per course)
 - Class Notebook Add-in to One Note
 - Only if you already use One Note
 - If trouble installing, may need to contact HelpDesk
 - Navigation
 - Sections and pages
 - Open course to them and practice
 - Show Class Notebook in OneDrive

