

I. Google vs Office 365

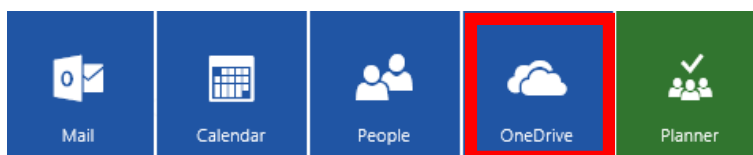
Many students may try to make a comparison of Google Apps for Education(GAFE) when learning Office 365. Below is a chart that compares the features of both.

Feature	GAFE	Microsoft Office 365
Drive storage	Google Drive	OneDrive
Word processing	Google Docs	Word
Spreadsheets	Google Sheets	Excel
Presentations	Google Slides	Powerpoint / Sway
Email	Gmail	Exchange / Outlook
Instant messaging	Talk	Skype
Video conferencing	Hangouts	Skype
Notes	Keep	OneNote

II. 10 Tips for using Office 365

1. Save to the Cloud

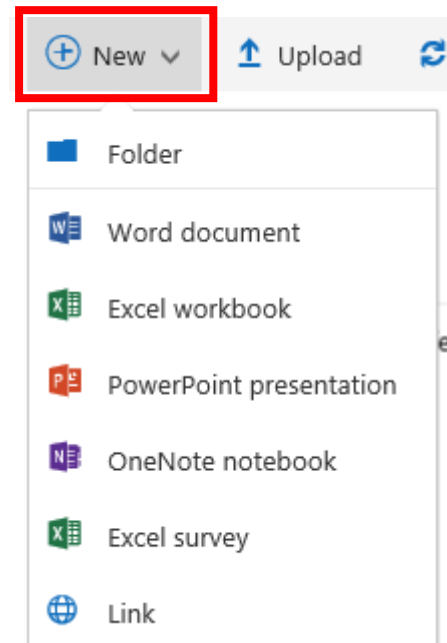
The OneDrive is online storage. Teachers and students receive 1 TB of storage space on their OneDrive. This is a personal library intended for storing and organizing documents. Students and teachers can access this drive from home and school at <https://www.cbsd.org/365>



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

2. Create an Online Document

View, edit, and share Word, Excel, and PowerPoint. If students do not have Office at home, the online version allows them to be a part of the process whether they are on a Mac, PC or mobile device. Students can work in groups, with partners, and with teachers to create documents. Click on the “New” button from your OneDrive to create a document.



3. No Save Button

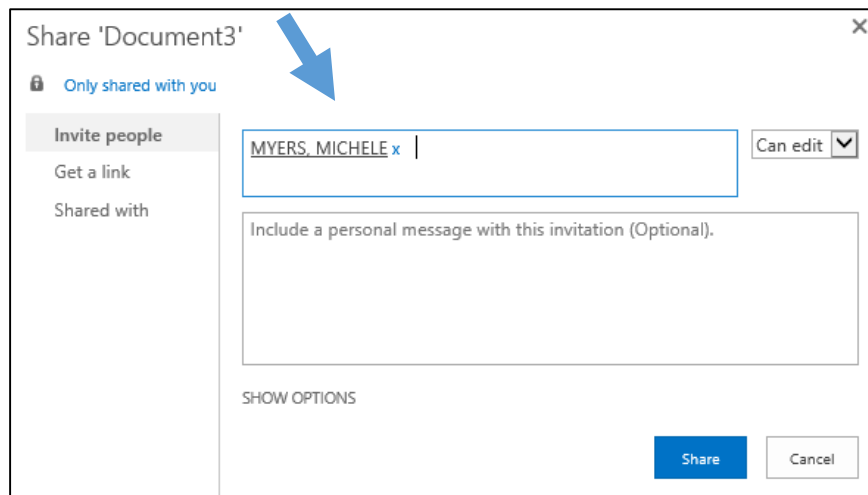
Online Documents save automatically to the OneDrive. No save button required.



4. Share Button

Office 365 is a collaboration suite. By default, the documents are private. Locate the blue sharing button in the upper right hand corner of a Word document.

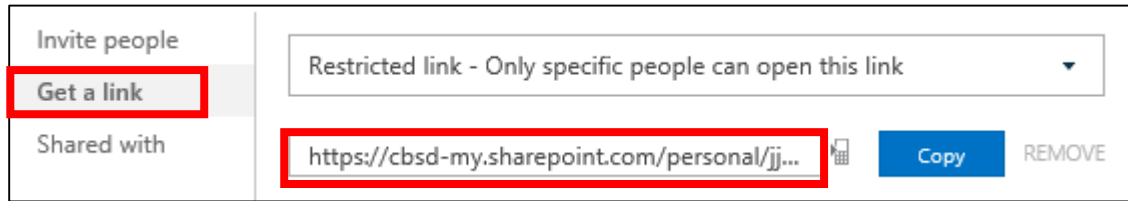
Type the last name of those you wish to give access to the document.



Ask students to work with a peer online in Excel to create a document that compares two issues. (ISTE 7D)

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.



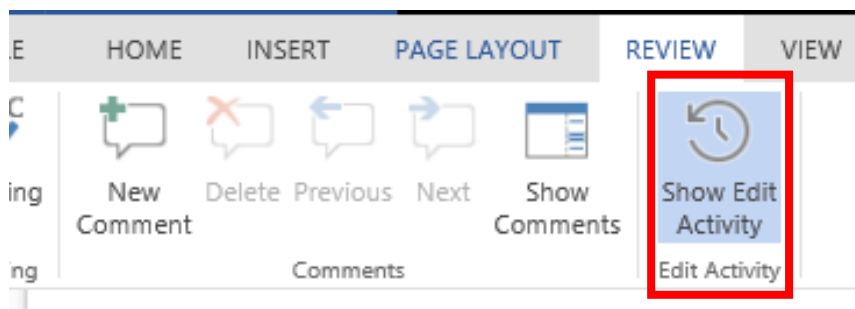
Email a shareable link to your class from Word. Type all student names on the document ahead of time. Throughout the lesson, prompt students to contribute constructively, online, answering questions that you pose. (ISTE 7B, C)

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.

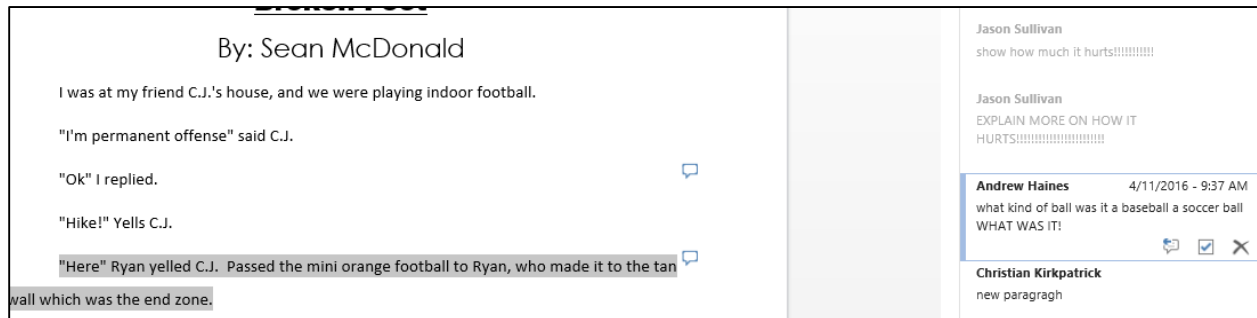
6. Revision History

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.”

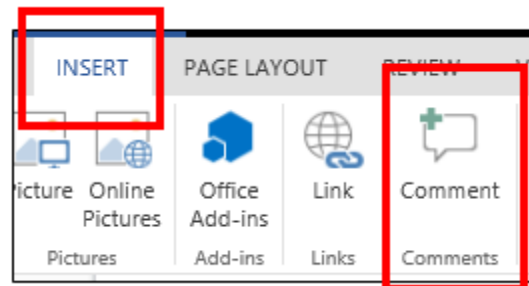


7. Insert Comments

One of the most powerful elements of working online is the ability to collaborate on documents through comments. All Office 365 documents allow for inserting comments. Highlight a word or portion of text to reveal the comment icon in the right margin.



To create a comment, click on the **Insert Tab**, then **Comment**. This allows you to give students specific feedback on the exact portion of their work you are commenting. Commenting takes feedback from being a one way note to being a conversation. Students can reply to the comment to gain clarification. This is especially powerful when utilized prior to the due date.



TRY THIS! 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 contribute constructively giving feedback. (ISTE 6A & 7A, B, C)

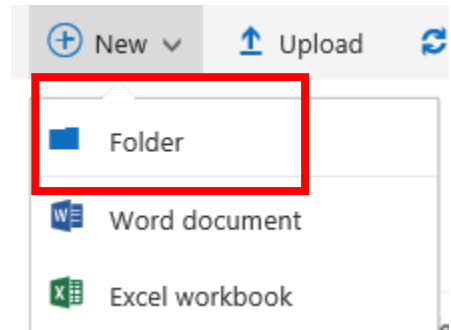
8. The Waffle

In Office 365, this icon is known as the apps chooser (or informally as “the waffle.”). Click on the grid to reveal additional Apps.



9. Folder Permissions

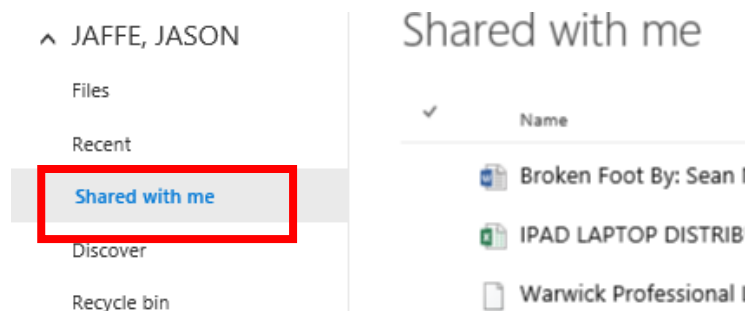
Organize your files by creating folders. Use the “New” button to create a new folder. Right click on the folder to set the sharing permissions on the folder. Choose “Share” from the options. Explicitly share the folder with specific individuals by typing in their email address. Share more generically by clicking on “Get a link” in the sharing settings.



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 information in OneDrive. Learn more here: <http://bit.ly/foldercb> (ISTE 1D)

10. Shared With Me

When opening OneDrive, notice on the left hand side is a filter for “Shared with me.” Quickly find documents others have shared with you. Note that this is a filter and not a folder. You cannot organize the shared with me view. When someone indicates a file has been shared with you, click on “Shared with me” to easily locate it.



Recent

Like “Shared with me,” “Recent” is a filter in OneDrive. Make it your habit to go to OneDrive and immediately click on “Recent” to get back to files you were recently working on.

