OneDrive for Students

Pilot Information Pack

Information for Students

Your OneDrive for Business library will allow you to create, edit and save content at any time, on any device, and to share that content with your fellow students and teachers. It will also allow you to use all Office Online apps including Word, Excel, PowerPoint and OneNote Online.

There are a number of things to be aware of when using OneDrive for Business, including;

1. OneDrive is an 'evergreen' Microsoft application. This means that Microsoft may make updates to the application, at any time, which may alter how the application looks and how you interact with the application. Please notify your teacher if you experience any issues when using OneDrive for Business.

2. When sharing files, ensure you check the email address of the person with whom you are sharing. Ensure you type the user's full @eq.edu.au email address, and only share files with people you know. If you think someone has accidently shared a file with you, or someone has shared files that are not appropriate, please see your teacher.

3. If you are using OneDrive on a shared device, please ensure you sign out completely from all other Office 365 services prior to handing the device back in to your teacher.

4. Your OneDrive library should only be used to store school related files. All deleted files and folders are archived and a copy can be retrieved at any time. If you need to recover any important documents, please see your teacher.

5. Please see your teacher if your OneDrive library becomes full at any point during the pilot.

6. Always lock your device when not in use.

7. Avoid uploading large files, or large numbers of files to your OneDrive library during school hours as this may slow down the network for everybody at your school.
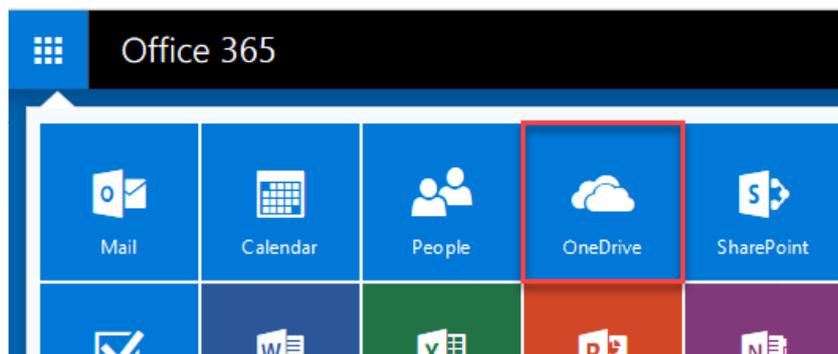
Help materials

Getting started

## Using OneDrive for Business

Your OneDrive for Business library provides five terabytes of cloud storage.

You can access your OneDrive for Business library by clicking on the *OneDrive* tile from within the Office 365 App Launcher or Portal homepage (mis.eq.edu.au).

Your OneDrive library will automatically be configured the first time it is launched – this may take up to 10 minutes to finalise. Once configuration has completed, you will be presented with an empty OneDrive library.

Please note: If configuration takes longer than 10 minutes, you will need to navigate to another Office 365 application (e.g. Mail), then click on the OneDrive tile again.
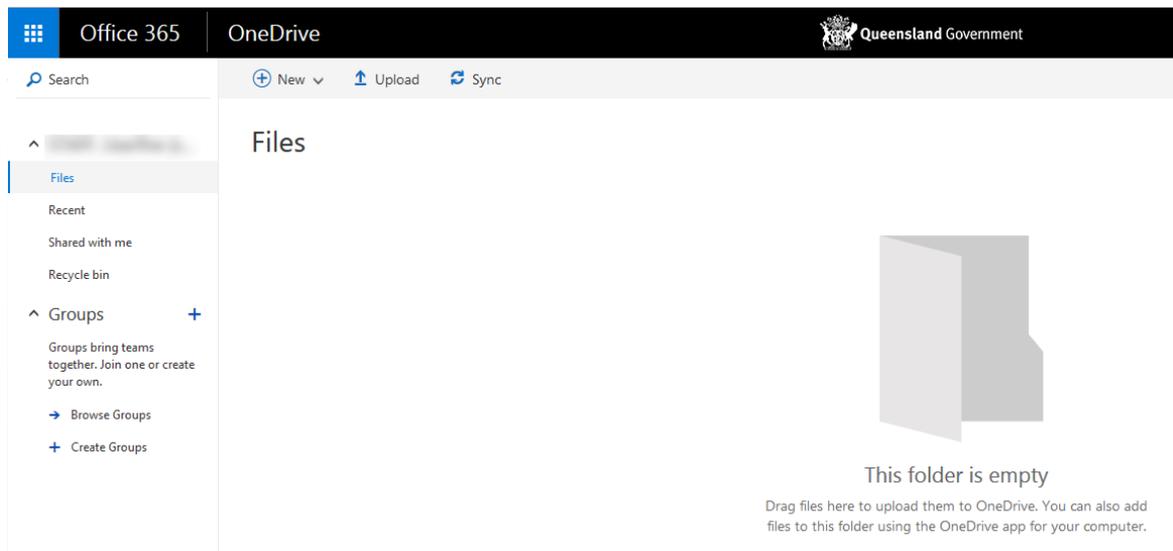
Create and upload documents

New documents can be created from within your OneDrive library, or existing documents can be uploaded and edited at a later date.

To create a new document, you will need to click on the *New* button and select the type of document you wish to create.
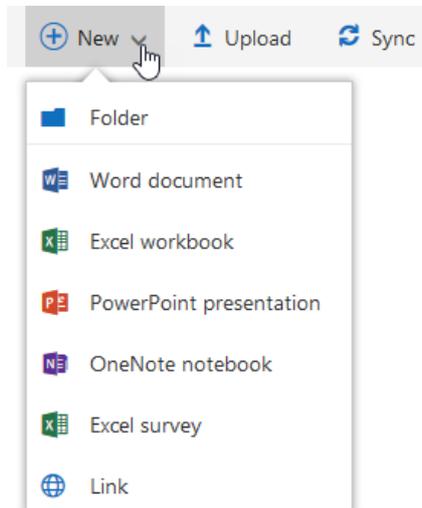
To upload a document, you must either click on the *Upload* button or drag and drop a document from Windows Explorer to your web browser.

Share a document or folder

Any document or folder within your OneDrive library can be shared with your teachers or peers by searching their first name, surname, or their MIS ID.

Please note, you will not be able to share files with users external to the EQ network (i.e., any email address other than @eq.edu.au).

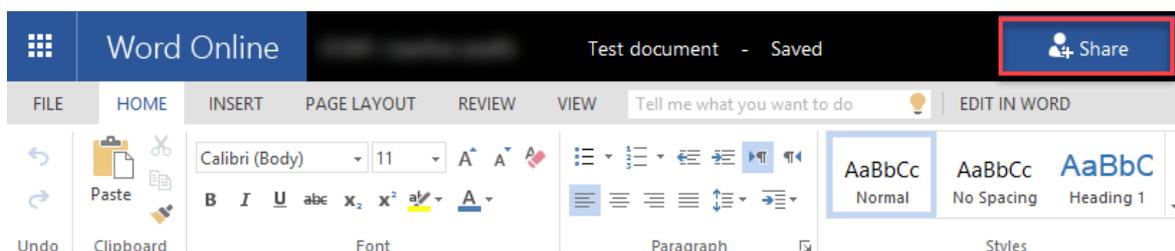You can share a document from within OneDrive in a number of ways:

1. Select the checkbox next to the document you would like to share, then click on the *Share* button in the toolbar, fill in the options and click on *Share.* Sharing with 'Specific people' is the recommended option.
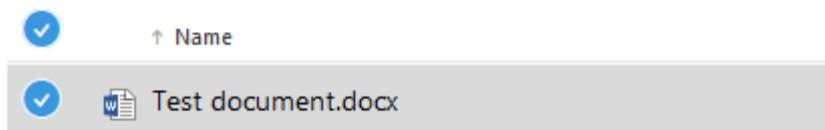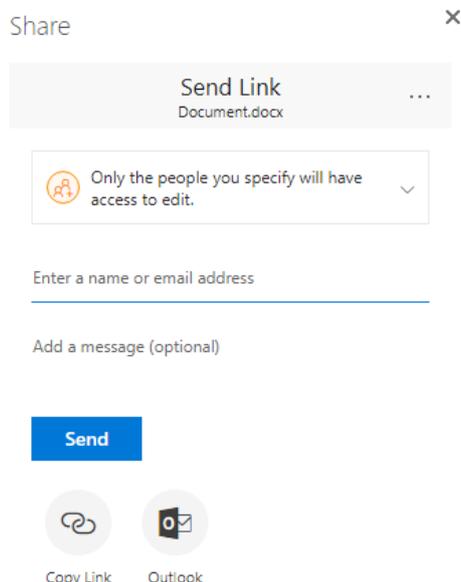
2. Open the document in Edit mode, click on the *Share* button, fill in the options and click on *Share.*

For both of these options, a Share options dialog is displayed where you will select who to share with and what access they will have to the document. Documents can be shared with either *Edit* or *View* access.

Please note: When you share a document with your teacher or other students, depending on the options chosen, recipients may be able to re-share that document to other users (with an EQ account). If you share a document with Edit Access, those recipients can re-share as Edit Access. Sharing a document as View Access only allows those recipients to re-share as View Access.

At any time, you can view who each document is shared with and remove access if required. To do this, you will need to select the document and click on the information icon, as shown below:

Then select 'Manage Access > Advanced'. From here, you will be able to manage permissions on the file/folder. You can also see who the document is shared with.

Folders within your OneDrive library can also be shared with other users using the same process as documents. Sharing a folder with other users allows those users to create, edit and delete documents in this folder, as well as view any additional documents that you create or upload to the folder.

As an example, it may be beneficial to create an 'Assignment' folder and grant your teachers Edit Access over the folder, allowing your teachers to view the latest version in real-time.

Document collaboration

Documents within your OneDrive library support real-time collaboration with two or more users. Changes made by each user will be displayed in real-time to the other users who are working on the document. Revisions are also saved at regular intervals so changes to a document can be reverted if required.

Search for documents

To search for a document within OneDrive, you will need to use the *Search* field in the top left corner. You can search by filename or content within a file. The search results will display all matching documents within your OneDrive library as well as any other documents that have been shared with you from other user's OneDrive libraries.

Deleting and restoring documents

When you delete a document from your OneDrive library, it is moved to a *Recycle Bin* for 30 days. During this time, it can be restored to your OneDrive library by opening the *Recycle Bin*, selecting the document or folder and clicking on *Restore*.

After 30 days, the document or folder is moved to a second *Recycle Bin* where it remains for another 60 days. After this time elapses (90 days in total), the document may not be retrievable by yourself. Please see your teacher for any data recovery beyond 90 days.