

# Office 365 @ Burnaby Schools



## Teachers Guide: Collecting Student Work in OneDrive

Your Office 365 account allows you to easily share files and folders with your students. Rather than students emailing their work or sharing each assignment with you one-by-one, you may find it easier and more efficient to use a shared folder in OneDrive.

To get started, have your students to create a folder in their OneDrive for each of their courses using this format:

Period, Last Name, First Name

*e.g., Period 1, Smith, Sam*

This way, in your “Shared with me tab” of OneDrive, all of your students’ folders will be organized by period and then alphabetically by last name as shown. →



\*Make sure your students have set the folder’s share settings so that you can edit as well as view content. A student guide is included at the end of this document to help you and your students get started.

You may find it helpful to have your students create sub-folders within the shared folder to help organize course material (e.g., projects, essays, drafts, good copies, etc.).

You are now ready to provide feedback on your student’s work! To learn more about commenting on student work, visit [learn.sd41.bc.ca/Office365](http://learn.sd41.bc.ca/Office365) and watch the training video titled: Providing Feedback

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## Student Guide: how to share files with your teachers

Your Office 365 account allows you to easily share files and folders with your teachers. Rather than sharing each file one-by-one, you may find it easier to create a “share” folder in your OneDrive for each of your teachers. This guide will show you how to set up your share folders.

**Step 1:** log in to your Office 365 account at [portal.office.com](https://portal.office.com)

**Step 2:** Go to your OneDrive

**Step 3:** Click “NEW”

**Step 4:** Click “Folder” in the drop-down menu

**Step 5:** Create a name for your folder using this format:

Period, Last Name, First Name

*e.g., Period 1, Smith, Sam*

**Step 6:** Share the folder by right clicking on the folder in your OneDrive, and then click “Share” in the drop-down menu. You can also access “share” by clicking the circle beside the file name and then clicking “Share” in the navigation bar at the top of the page.

**Step 7:** Type your teacher’s name (First Name Last Name) in the pop-up window, then click “Send”. You will want to make sure that you set the folder’s share settings to view and edit so your teacher can make comments on your work.

**Step 8:** Confirm with your teacher that they can access your share folder.

