

Are you planning to use collaborative Word/PowerPoint/Excel documents for your classes? If so, see the instructions below. I hope this helps you get ready for your classes. If you have any questions, please feel free to contact us. To create collaborative documents in Office 365, follow the instructions below.

In OneDrive:

1) **Login to OneDrive**

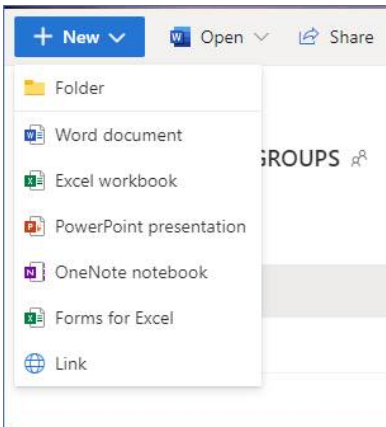
Go to <https://portal.office.com> and login with your MTSU credentials. Then, click on the **OneDrive** icon.

2) **Create a folder for the collaborative documents for your classes.**

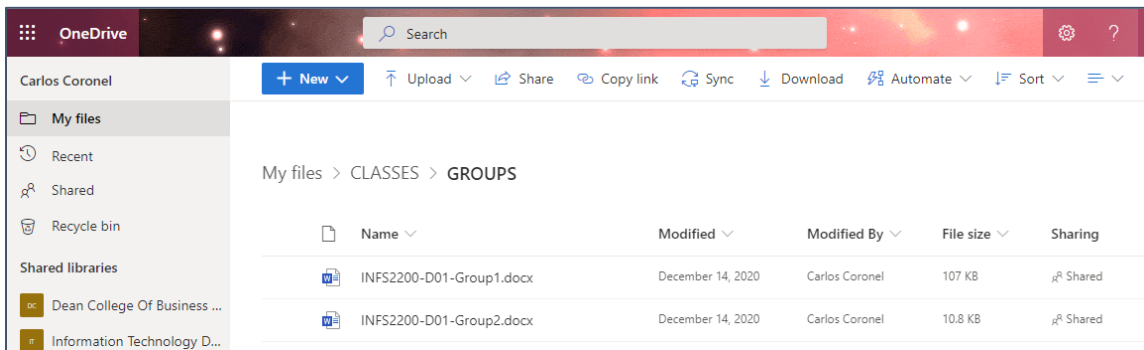
The main point here is to use a proper naming convention to organize your folder and files. First, create a folder to store all class-related documents. For example: create a **CLASSES** folder to keep all the files you share among your classes. Then, create a sub-folder **GROUPS** to store all the collaborative documents.

3) **Create the document(s).**

To organize your files, use a naming convention. For example, create two collaborative documents: INFS-2200-D01-Group1.docx and INFS-2200-D01-Group2.docx. In the **GROUPS** subfolder, click on **+ New** and select **Word document**. You could also create Excel and PowerPoint documents.

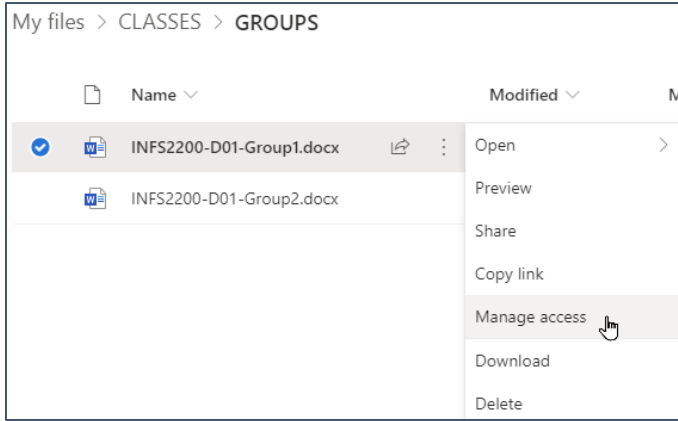


Word Online opens, click on **File, Save As, Rename** – enter a name for the document and hit **ENTER**. Go back to OneDrive and repeat the steps above to create a second document. You have now created two Word documents.

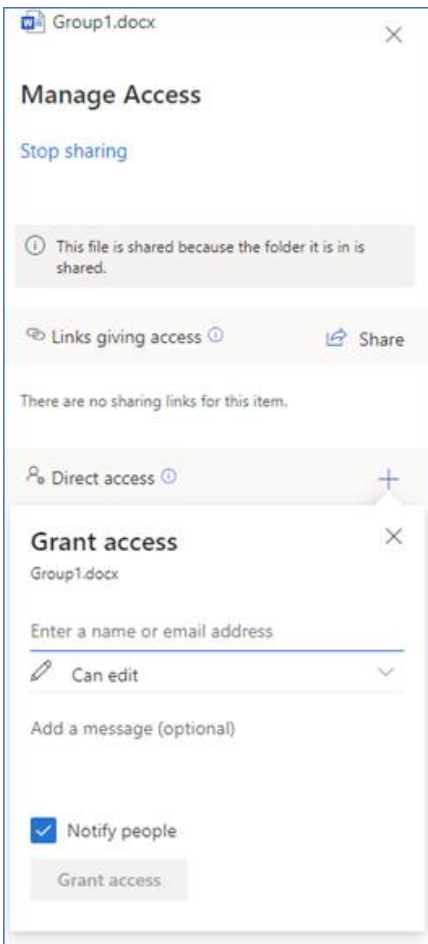


You can add instructions inside the document(s) for each group.

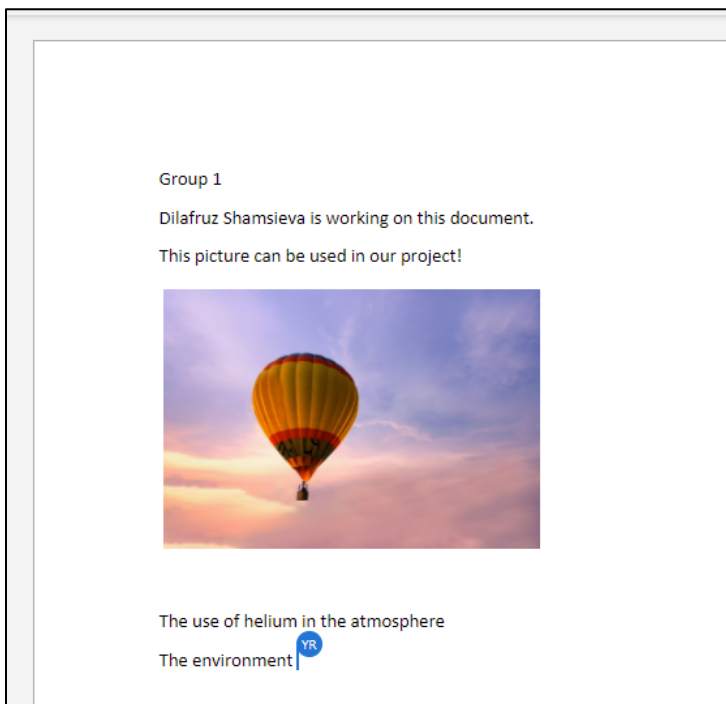
- 4) **Assign Edit rights to students.** For each document, assign what students can edit the file. For example, for INFS-2200-D01-Group1.docx, assign edit rights to student1, student2, and student3. For Group2.docx, assign edit rights to student4 and student5. For each file, **click on the (:)** three dots, then click on **Manage access**.



Next, in the **Manage Access** window, under **Direct Access**, use the + plus sign to add the *student's MTSU email*, and click on **Grant Access**. By default, the access is "**Can edit**," but you can change it to "Can view." Repeat this process for each student. Check the **Notify people** checkmark to send an email to each student.



- 5) **Students get a notification.** Students will get emails in their MTSU email, informing them that they have access to the file. To access the file, the student can click on the link in the email or go to <https://portal.office.com>, click on the **OneDrive** icon, click on **Shared**, and see the shared file there. Double click on the file name to open the file.
- 6) **Multiple students can edit the file at the same time.**
When multiple users edit the document, the users see multiple cursors with the initials of each user. See the picture below. The program will save changes in real-time. The teacher can see a log of all the changes each student makes to the file.



We recommend making sure students edit the file in Word/Excel/PowerPoint Online.

Notice that you can give your students instructions to access the shared files in advance of Zoom meetings. In reality, the one-line instruction would be to login to **portal.office.com** and click on **OneDrive**, click on **Shared**, and then click on the file to start collaborating with your group.

At the end of the semester, you could remove the student access to the file. Also, you could move the files to another folder for archiving purposes. These steps prevent student access to the files after the class ends.