



# Collaboration in the Cloud

David Mitchell  
Educational Technology Training and Consulting

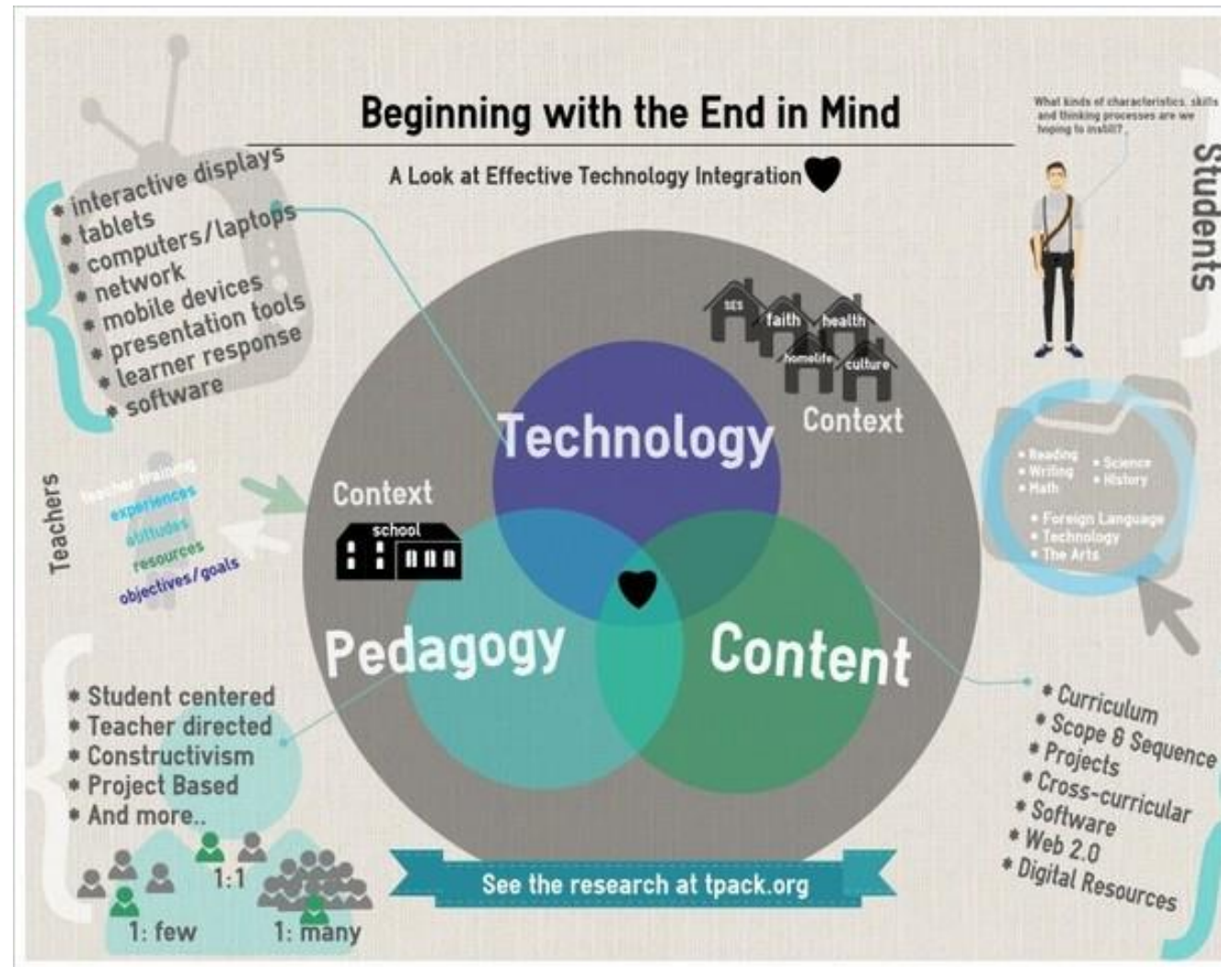
[ldavid2000@outlook.com](mailto:ldavid2000@outlook.com) & [ldavid2000@gmail.com](mailto:ldavid2000@gmail.com)

# Agenda

- 4:00 Intro and sign into Microsoft Education Community
- 4:15 Intro to Office 365 and OneDrive
- 4:30 Creating a Collaborative projects
- 5:50 Q&A
- 6:00 Close

# The task of Integration: TPACK Framework

- Dynamic relationship between areas of knowledge
- Focuses on the overlapping of the 3 areas to create the most meaningful teaching with technology

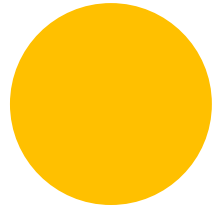
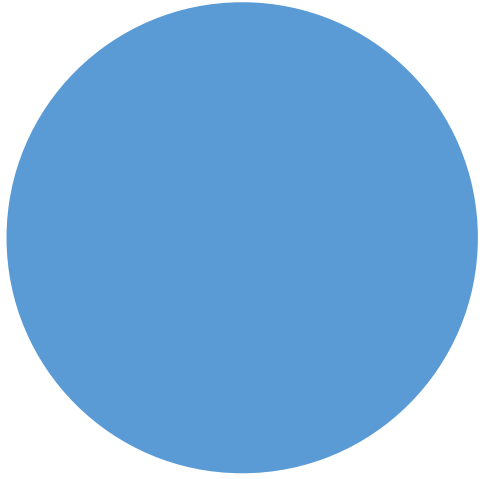


<http://www.tpack.org>



Microsoft Education Community  
[education.microsoft.com/](https://education.microsoft.com/)

- Sign in using Office 365 and use your BISD credentials
- Use the courses and Webinars to learn more about using Microsoft tools in education
- Certificates are awarded as well
- Microsoft Education Center (Preview)



What is Collaborative Learning?

---

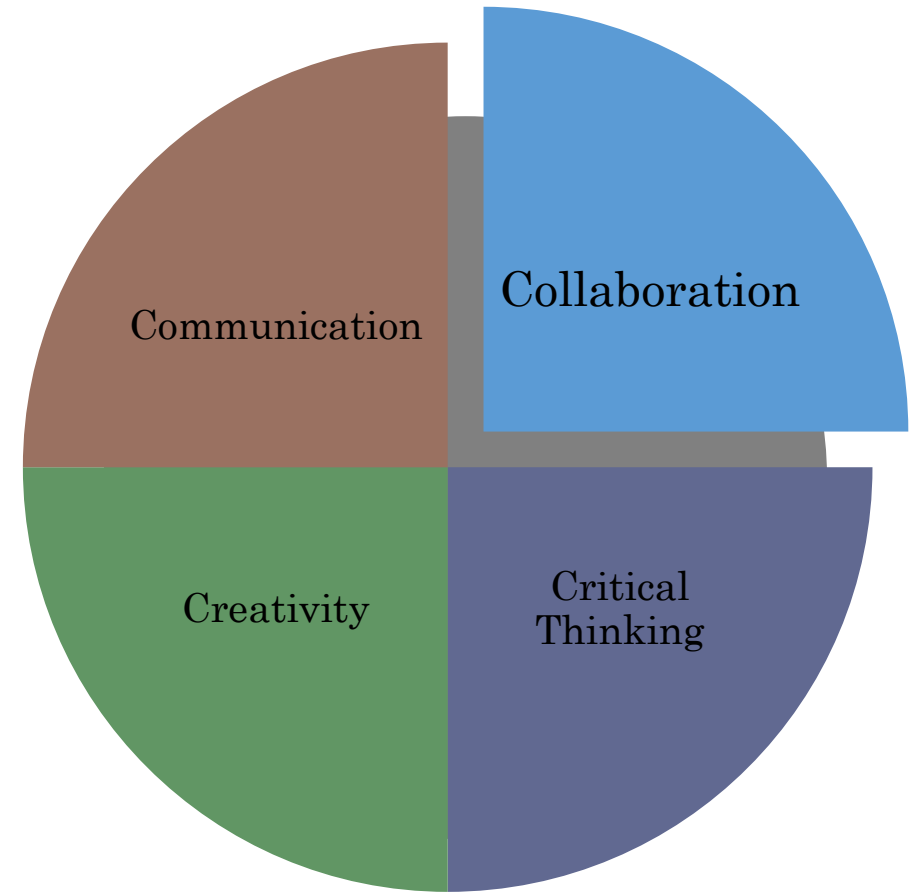
# Why Collaborative Learning?

---

Collaboration is one of the 7 educator standards from ISTE

<https://bit.ly/2BQSOja>

The Four C's of 21<sup>st</sup> Century Education





Collaboration in  
0365



Office 365



Search



Good afternoon

Install Office ▾



Start new ▾



Outlook



OneDrive



Word



Excel



PowerPoint



OneNote



SharePoint



Teams



Class  
Notebook



Sway



Forms



Nearpod



Kaizala



Actively Lea...



Padlet



Nearpod



Flipgrid



Kahoot!

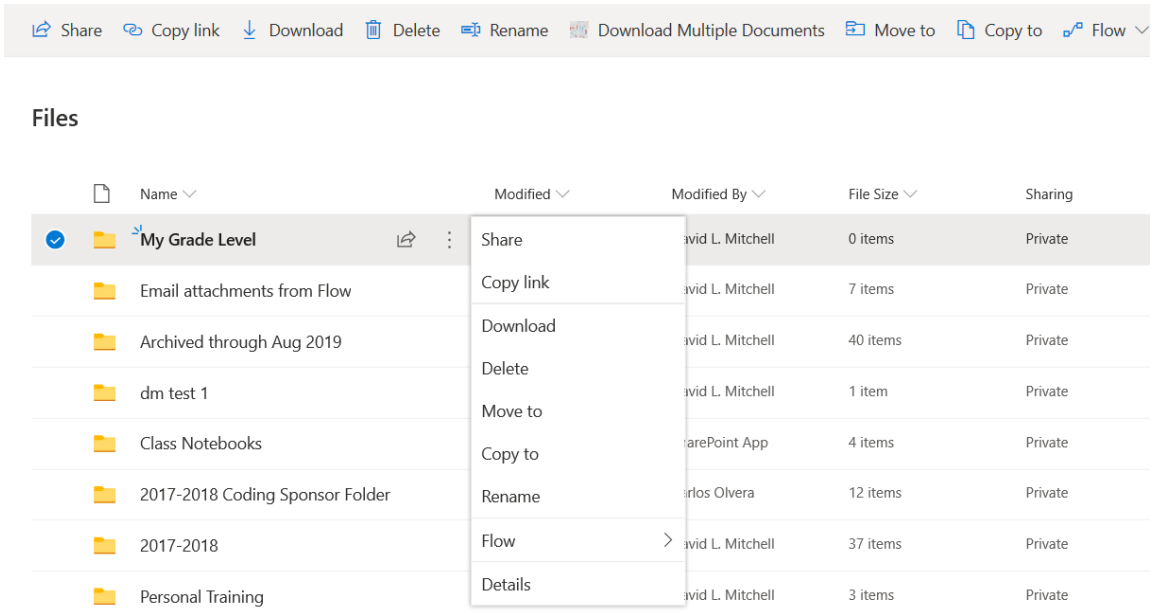
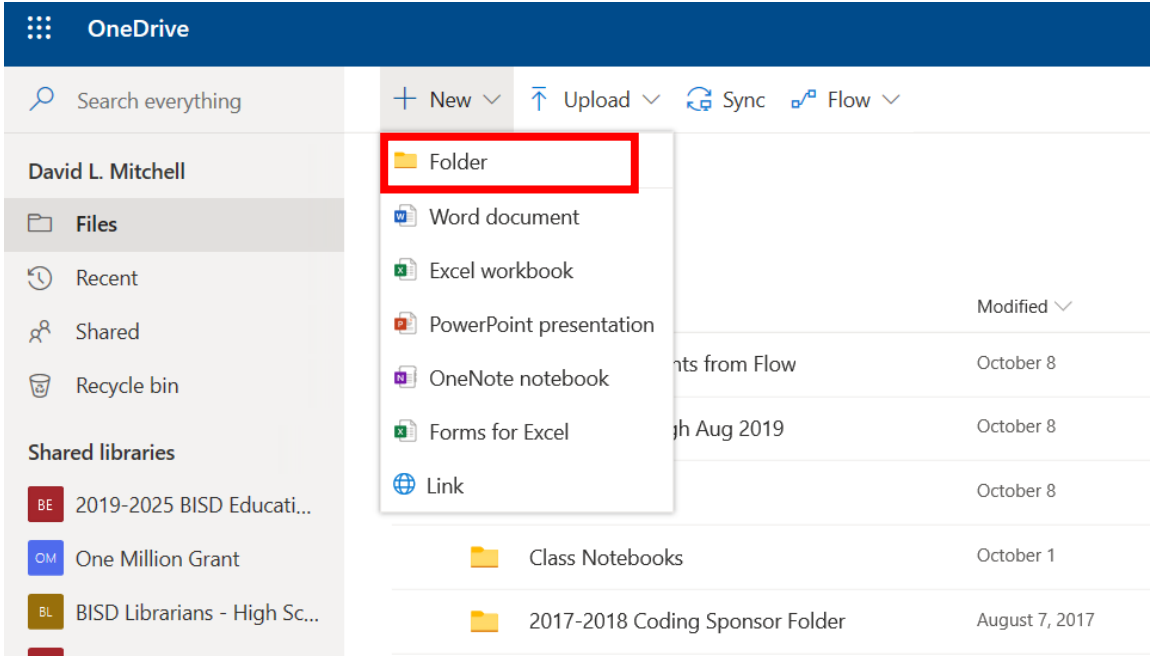


All apps

# Office 365 Main Menu

---





# Sharing Files on OneDrive

Create a New Folder to Share with your students, grade level or team

Use a link or  
add specific  
people through  
the share link

---

## Send Link



People in Brownsville ISD with the link  
can edit



Enter a name or email address

---

Add a message (optional)

Send



Copy Link



Outlook

The screenshot shows the OneDrive web interface. At the top, there is a blue header with the OneDrive logo and name. Below the header, there is a search bar and a navigation bar with options: '+ New', 'Upload', 'Sync', and 'Flow'. The left sidebar contains navigation options: 'David L. Mitchell', 'Files', 'Recent', 'Shared', 'Recycle bin', and 'Shared libraries'. The 'New' menu is open, showing options: 'Folder', 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Forms for Excel', and 'Link'. The 'Word document', 'Excel workbook', and 'PowerPoint presentation' options are highlighted with a red box. The main content area shows a list of files and folders with columns for name and 'Modified' date.

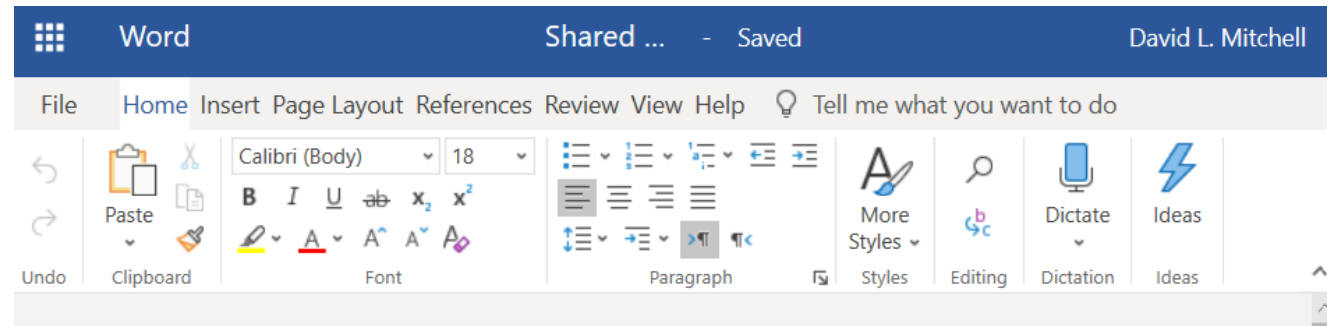
	Modified
nts from Flow	October 8
gh Aug 2019	October 8
	October 8
Class Notebooks	October 1
2017-2018 Coding Sponsor Folder	August 7, 2017

# Create Shared Documents

Create a Word, Excel & PowerPoint documents in your folder to share

# Collaborative Story in Word

- Write a sentence then tag a person to complete the second sentence and so on.
- Use **Immersive Reader** (Review Tab) and **Dictate** (Home Tab) for those struggling readers or writers
- Word (as well as Excel and PPT) saves automatically



## Story Starter.

It was walking through the school when suddenly the lights went out. (Tag David)

# Classroom Management Chart in Excel

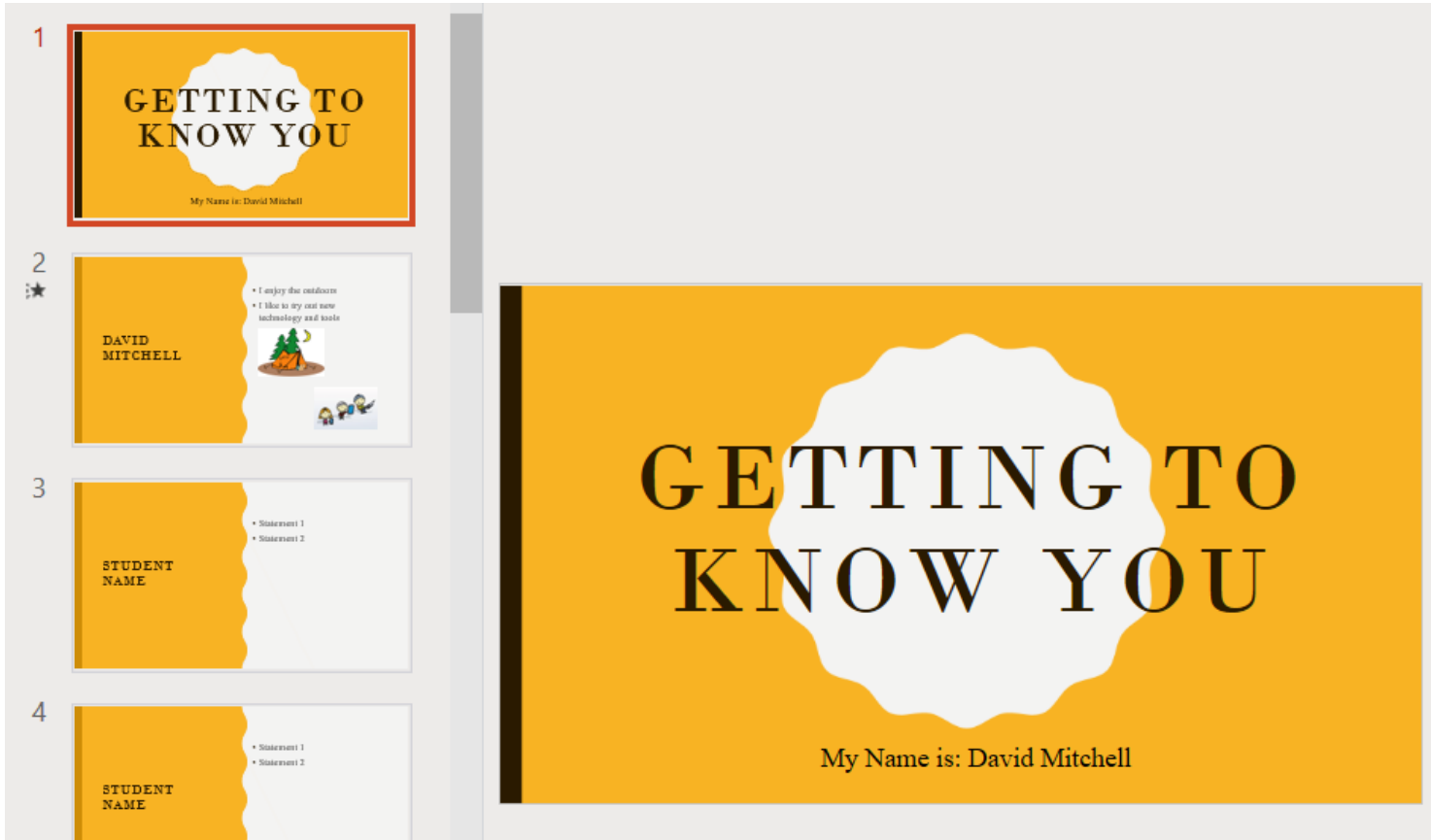
- Create management sheets for your class
- Create shared workbooks with tabs by student for projects

Excel - Class Projects November 2019 - Saved - David L. Mitchell

File Home Insert Data Review View Help Tell me what you want to do

Undo Clipboard Font Alignment Number Tables

	A	B	C	D	E	F	G
1							
2		Project Name	Student Name	Partner Name	Link To Project	Student Comment	Teacher Comments
3		Rockets	David				
4			Jose				
5			Lorena				
6			Todd				
7							
8							
9							
10							
11							



- Add your name as the **Title** at the top of your page corresponding to your number
- Insert a text box and write a sentence or two telling something about yourself
- Add a 2 pieces of clipart representing your favorite pastime(s)
- Add a transition to the page by choosing **Transitions** and then clicking on any one of the transitions

Create a shared Ice Breaker activity in PowerPoint