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| **4. Suite Tools QM2 Sharing & Collaboration with Word for** **Microsoft Office 365**  |
| [***Thing 4 Suite Tools***](https://www.remc.org/21Things4Students/21/4-suite-tools/) | [***QM2 Sharing & Collaboration***](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm2-word-sharing-tools/) |
| **Overview of this thing:** Life is sweet! It is especially sweet when you have all of the suite tools right at your fingertips to complete a project thus making you more productive! Learn to use word processing tools (Google docs or Microsoft Word). Students will learn to use formatting tools, use shortcuts, do file management, add and edit graphics, share their files, use tables, headers and footers, and much more.**This Quest:** In this quest students will learn about permissions and sharing.Suite Tools ***[Learning Objectives](https://docs.google.com/presentation/d/1feMj1g8fqIRoI0wG851_a17hw_cjIQ6ez63Smt0Auss/edit?usp=sharing) slide:***For this Quest:3. share my documents with others online choosing appropriate privacy settings [Digital Citizen]4. collaborate with others on a project [Global Collaborator]* use different sharing and commenting features
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| **Quizlet and link to pre-check:**[*Quizlet Sharing & Collaboration*](https://quizlet.com/543039818/match) **How to use Quizlet:** [*tutorial video (4.54)*](https://www.google.com/search?q=quizlet+tutorial&oq=quizlet+tutorial&aqs=chrome..69i57.3262j0j7&sourceid=chrome&ie=UTF-8)**Vocabulary:*** **Synchronous:** This is where something is happening in real-time. Examples: being face-to-face in a classroom, or being online with your teacher using a video conference system (Zoom, Microsoft Teams and Google Meet are three examples)
* **Asynchronous:** This is when you are not interacting at the same time. Example: your teacher gives an assignment or records a video and you watch or do it later.
* **Share permissions:** These are settings built-into an application that lets the author of a document give a link to someone else to access their file (view, edit, comment, copy, and download)
* **View permission:** This allows a person with the URL to view your document. They cannot edit or change it without your permission.
* **Edit permission:** This is a permission you give to someone else that lets them edit and change your document. When sharing with others, think carefully about giving editing rights instead of viewing rights.
* **Learning Management Systems (LMS):** are used as a virtual classroom, where students can access classroom instruction, complete assignments, watch assigned media (videos, audio, presentations), and share in discussion forums. Some examples of an LMS: Schoology, Google Classroom, Moodle, Blackboard, Seesaw, Desire2learn, and there are many others.
* **Google Classroom and Schoology:** these are examples of LMS's (learning management systems) used by schools. These are virtual classrooms where students can participate in the virtual classroom by completing assignments, submitting their work, participating in discussion forums and other activities provided by the teacher.
* **OneDrive and Google Drive Online Sharing Permissions:** These are permissions you set for how others can or cannot access your files and folders saved in your Drive space online. For example, you can provide a link to let someone: Edit or only View your file.
* **Schoology OneDrive Assignment app:** This is a Microsoft app that works within a Schoology course that makes it easier for students to submit their work to their teacher and works within OneDrive. Students do not need to give file permissions. There is a similar Microsoft assignment app that works with Google Drive and Google Classroom.
* **Microsoft OneNote:** OneNote is a digital notebook that saves and syncs your work, similar to Microsoft Word. Some teachers use OneNote like a OneDrive for sharing their work by selecting view or giving edit permissions to the shared invite link.

**Pre-Planning**Permissions and sharing are covered during this Quest. * Students will share the formatted poem they created in Quest 1 with you in this quest.
* Determine in advance if students will complete step 7(optional). Students can allow a classmate or family member to view their document without making comments or changes.

Students need the email address of their chosen recipient.***Tools/Apps/Videos to be pre-checked for access by the student****:* All of the videos are embedded on the page and are linked to from the REMC Mistreamnet/eduvision server.**Websites/Apps*** [Dictionary.com asynchronous](http://dictionary.reference.com/browse/asynchronous)
* [Dictionary.com synchronous](https://www.dictionary.com/browse/synchronous?s=t)
* [GCF Learn Free.org Word](https://edu.gcfglobal.org/en/word/) tutorials
* [Microsoft Word Help and Learning Support Center](https://support.office.com/en-us/word)

***21t4s Videos**** [Introduction Video](https://eduvision.tv/l?eRyymet)
* [Part One Sharing Options](https://eduvision.tv/l?emDRAtD)
* [Part 2 Prepare a Document](https://eduvision.tv/l?eRyymRA)

**4.QM2 Student Checklist is located on the** [**QM2 page**](https://www.remc.org/21Things4Students/21/4-suite-tools/microsoft-word-online/qm2-word-sharing-tools/) |