**One Drive**   
ESW & WB 2018

BEFORE your first lesson:

1. Login to Office.com

2. Click on One Drive

3. Click on **Shared**

4. Click on your named folder

5. Click on the relevant subject folder

6. **Create** individual folders for each student

7. Click New > Folder

8. Type in student name, ID and subject abbreviation e.g. Joe Bloggs 123456 CC

9. Click create

10. Repeat this process for each individual student.

*\* OR, send a list of the student names and ID numbers to* [*emma.price-estevens@nptcgroup.ac.uk*](mailto:emma.price-estevens@nptcgroup.ac.uk) *- stating which subject folder you would like the student folders to be set up in.* ***NB We require 1 week’s notice in order to do this for you.***

Sharing student folders for the START of your first lesson:

1. Click on the word private or shared to the right of the named student folder (underneath the **Sharing column** on the far right of the screen).
2. Click on Grant Access
3. Type in the student ID number and click on the correct search result returned.
4. Click Grant Access.
5. Repeat this process for each individual student folder.  
   *\*OR, send an email to Clare Cluer or Emma Price-Estevens requesting that your student folders be shared.* ***NB We require 1 week’s notice in order to do this for you.***

In your lesson:

1. Student folders will only be shared **once.**
2. Explain to the students that access to their folders will be monitored – dates can be checked so they WILL be discovered if they access the folders and work in the folders OUTSIDE of the controlled sessions.

How to monitor student access to folders:

1. Ensure your time and date settings are correct - Click on Settings > site settings > Regional > set correct time zone & locale > OK (hidden behind side bar!)
2. Check the **modified** column next to the named student folder.
3. Click on the student folder – check the modified column for each individual piece of work.
4. Hover over **individual documents** to see further details of when the document was last modified and by who.

In your lesson - Teaching the students to use One Drive

STUDENTS:

1. Login to Office.com
2. Click on One Drive
3. Click on **Shared - remind them every lesson to do this!**
4. Click on their **named folder**
5. Click New > (choose document)
6. All work completed on the document will be **automatically saved** UNLESS:

*Choosing “edit in word” will open the document in the FULL version of Microsoft Word. Students need to make sure that they click* ***File > Save*** *when they have finished work on the document in order to* ***save it back to the correct location in One Drive.*** *Students MUST NOT choose File > Save As as this may lead to them saving the document into a different location!* ***It is highly recommended that you encourage students to just click on the Save icon with the green double arrow circle. This will ensure the document is always saved correctly in this situation: ***

**NB: It is vitally important that both STAFF AND STUDENTS always click on SHARED when they login to One Drive in order for the WB & ESW folder system to work correctly!**

**If you need any further support or guidance when using One Drive for WB and ESW please contact your SL for Skills and Progression. The ILT Team will also be on hand to deal with any technical queries.**