MOORE NORMAN
TECHNOLOGY CENTER

OneDrive and How To Use It
IPD152

Hours :   In Class 3   Clinical 0   Total 3

Description

Have something you want to save and forgot your flash drive? Cloud storage, what does that mean? Learn how to save a file, picture or virtually anything to the cloud! Microsoft OneDrive is a cloud file-management service similar to Dropbox. OneDrive allows online file sharing and storage and its integrated into Windows allowing access to your MS Office files, which isnt readily available in other cloud file management services. It is also available on Macs and various mobile device platforms, making it very versatile and flexible!

Why learn it?
You are taking a class and didnt bring your flashdrive and you want to save the work but its a pain sending it through email because file attachments can quickly eat up your email storage space. Cloud based storage prevents email send errors if the attachment is too large. OneDrive makes it easy to simply drag it into the online folder thus saving your folders, files, documents, and pictures.

Prerequisites

IPD150 Windows 10 for work or students should be comfortable using the keyboard and mouse and experience with Windows is necessary.
Students should have a Microsoft email account and be able to access it.

Books

OneDrive Introduction Quick Reference (Free, Personal, Home)   - ISBN: NO ISBN   (Included)

Learning Objectives

Create account
Use account to upload files and folders
Using the Navigation pane
Sort and change views
Search for files or folders
Set up phone or tablet to use OneDrive
Using OneDrive with your Office Apps
Getting access to your files on any device
Sharing files and folders

Teaching Philosophy

We believe that instructors, staff, and administrators have a shared responsibility to provide: 1) innovative course design and instruction; 2) a safe, learner-centered environment; and 3) an authentic learning experience.

Teaching Methods

Methods include lecture, class discussion and demonstrations.

Evaluation Methods

Student success is based on participation in class activities and the completion of exercises.

Grading Policy

A certificate of completion requires successful completion of all assigned work within the established time frame.

Student Responsibilities

To ensure a quality and safe learning environment, students are required to follow the Post-Secondary Student Behavior policy #560. This policy can be found at www.mntc.edu/board-policies. Printed copies are available upon request.

Students are expected to attend class and participate in class discussions and activities.

Students must be on time and meet the attendance policy set for this class which is 80% attendance.