

Microsoft Teams Part 2 – File Handling

- **MICROSOFT ONEDRIVE**
- **FILE MANAGEMENT**
- **TEAMS ASSIGNMENTS**
- **SNIPPING TOOL**
- **SAS**



OneDrive

2

1. What is OneDrive

2. Key Features and Benefits

3. Getting Started with OneDrive

Instructor Demonstration

Practice the Skills

Class Discussion

Microsoft OneDrive

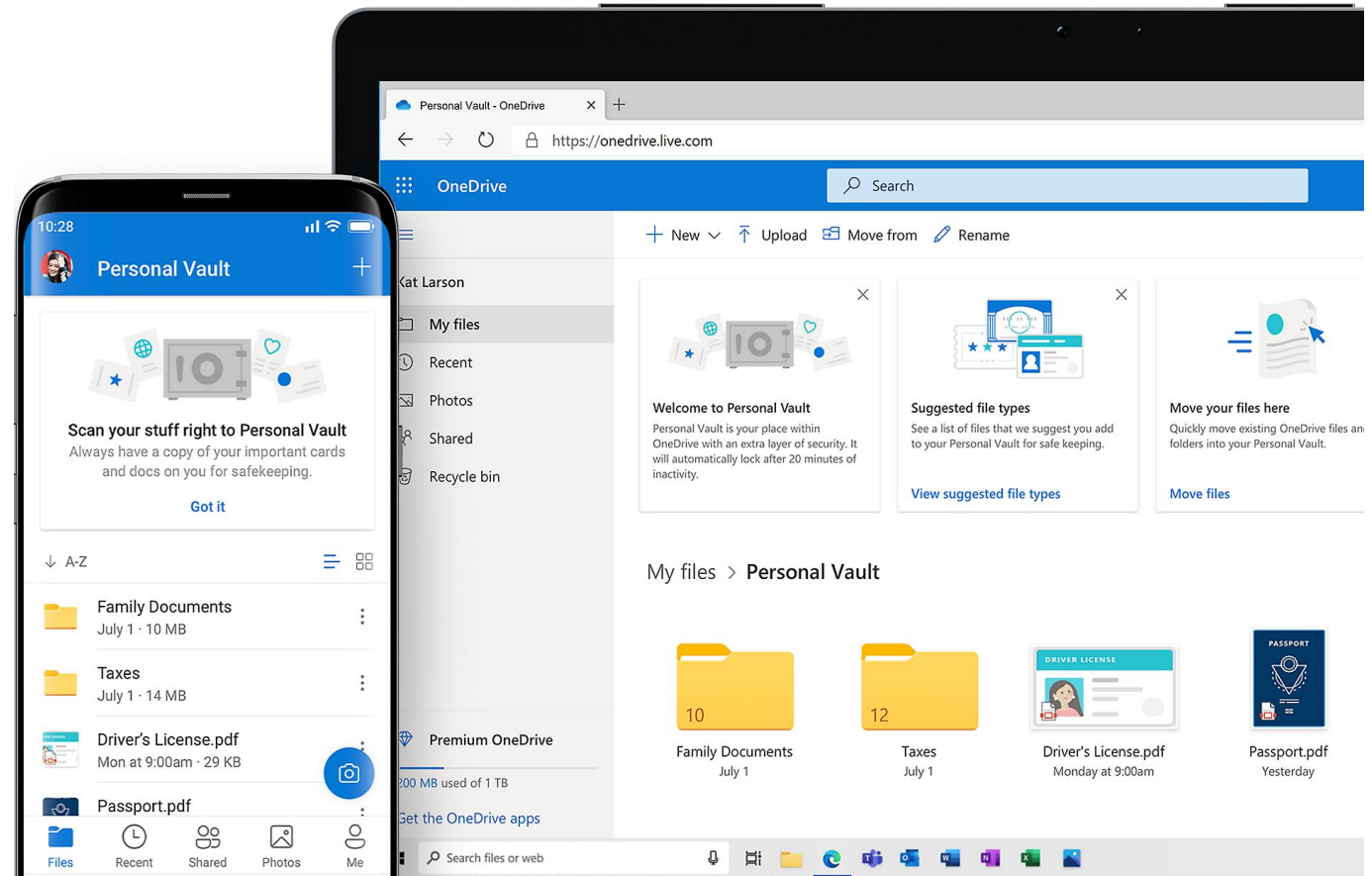
What is OneDrive?

Microsoft Support



What is OneDrive?

- ▶ OneDrive is a cloud storage service that lets you store and access your files and documents online from any device.
- ▶ It's like having a virtual storage space where you can keep all your important stuff, such as photos, videos, documents, and more.



Key Features and Benefits of OneDrive

5

1. File Storage and Organization



2. File sharing and Collaboration



3. Version History



4. Automatic Syncing

Getting Started with OneDrive

Sign in

- Sign up or sign into your Microsoft account

Access

- Access OneDrive via web, desktop, or mobile apps

Manage

- Upload, organize and manage files

Share

- Share files and folders with others

To open OneDrive on a PC using the application, you can follow these steps:

1. Look for the OneDrive icon in the system tray.
2. Click on it to open the OneDrive menu.
3. In the OneDrive menu, click on "Open OneDrive" or "Open Folder."
4. The OneDrive folder will open, displaying the files and folders synchronized with your OneDrive account.

How to Open OneDrive



Instructor Demonstration

Navigating OneDrive

- ▶ Taskbar
- ▶ File Explorer
- ▶ Web

Practice the Skills

Make sure to ask for assistance if you are having difficulties with any of these tasks

Locate OneDrive on
your taskbar

Using File Explorer, find
your personal
OneDrive folder

Open a new web
browser. Using a
google search,
navigate to your
OneDrive

HOW DO YOU SEE
YOURSELF USING MS
ONEDRIVE IN YOUR
CAREER?

Class Discussion

File Management

11

1. Working with Files and Folders

2. Key Aspects of File Management

3. Uploading and Syncing Files

Instructor Demonstration

Practice the Skills

Review Questions

WINDOWS

WORK WITH

FILES AND

FOLDERS

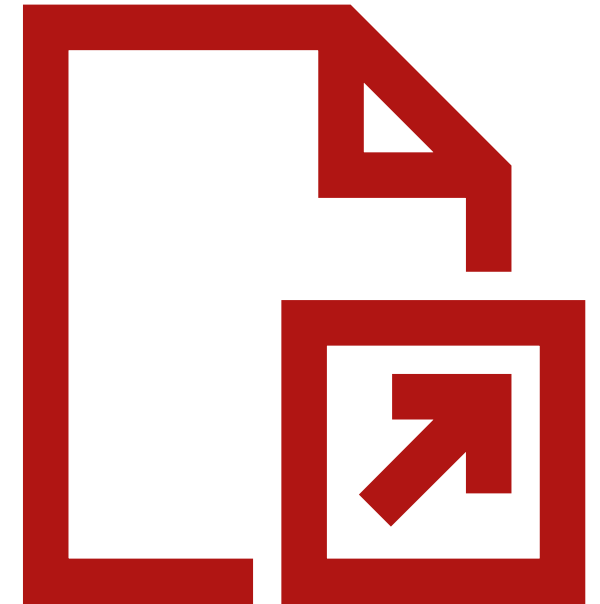


Key Aspects of File Management

13

File management in Windows involves organizing, creating, modifying and deleting files and folders on your computer. Some of the key aspects are:

1. **File Explorer**
2. **File Operations**
3. **File and Folder Organization**
4. **Search**
5. **File Properties**
6. **Shortcuts**
7. **Recycle Bin**
8. **Cloud Integration**



ONEDRIVE

UPLOADING AND

SYNCING FILES



Uploading Files to OneDrive

15



Access OneDrive



Sign In



Upload



Choose Destination

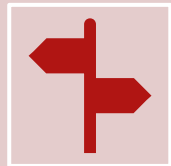


Monitor Progress

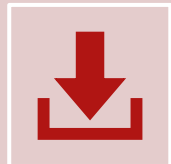
Saving Files to OneDrive



Save As



Choose Location



Save

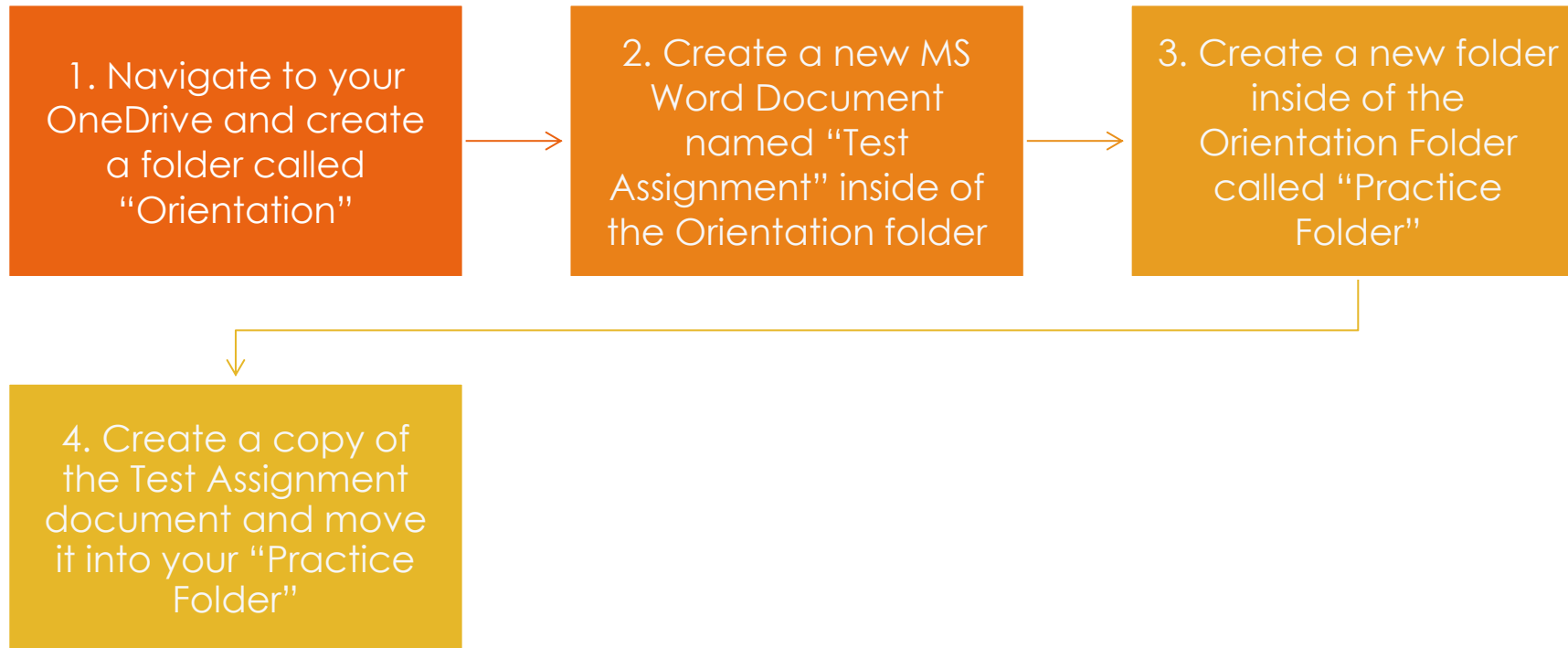
Instructor Demonstration

File Management

- **Create a folder**
- **Rename folders**
- **New files**
- **Move files**
- **Delete files**
- **Navigate File Explorer**

Practice the Skills

Make sure to ask for assistance if you are having difficulties with any of these tasks



Activity Sample:

The screenshot shows a Windows File Explorer window. At the top, the address bar displays the path: Discovery Community College > Orientation > Practice Folder. Below the address bar, there are icons for sharing, deleting, and sorting. The main area shows a list of items in the 'Practice Folder':

Name	Status	Date modified
Test Assignment Document	Cloud icon	2023-10-11 11:32 AM

Review Questions

20

What is OneDrive, and how does it differ from traditional file storage on your computer?

How can you access OneDrive on your Windows computer or mobile device?

What is File Explorer, and how does it help in managing files and folders in Windows?

Describe the process of creating a new folder in Windows using File Explorer.

Explain how to move a file from one folder to another using File Explorer.

MS Teams Assignments

21

1. Completing Assignments

2. Components of Assignments

3. Assignment Details

Instructor Demonstration

Practice the Skills



Students Guide to TEAMS



Completing Assignments



Teams Assignments

23

When an instructor assigns an assignment in Microsoft Teams, several steps are typically involved. Here is an overview of the process:

1. **Creation of the Assignment**
2. **Setting Assignment Details**
3. **Adding Attachments**
4. **Assignment Parameters**
5. **Assignment Distribution**
6. **Student Notifications**
7. **Student Submission**
8. **Instructor Review**
9. **Monitoring Progress**



Assignment Details

Assignment details can include the following:

- ▶ Assignment Title
- ▶ Instructions
- ▶ Due Date
- ▶ Points / Grading Criteria
- ▶ Attachments

24

SMART GOALS

Due May 18, 2023 11:59 PM

Points

100 points possible

Instructions

Complete the attached document to create a SMART goal for your educational journey

Reference materials



SMART GOALS.pdf



Student work

None

Teams Assignments

Instructor Demonstration

- **Notifications**
- **View Assignments**
- **Due Dates**
- **Upload your Work**
- **Turn in**
- **Returned Assignments**
- **Returned for Review**

Practice the Skills

26

Make sure to ask for assistance if you are having difficulties with any of these tasks

1. Find the assignment titled "Practice Assignment"

2. Attach the file from the last Practice the Skill named "test assignment" and upload it into the Practice Assignment in Teams

3. Turn in the assignment

Snipping Tool

27

1. What is a “Snip”

2. Taking a Snip

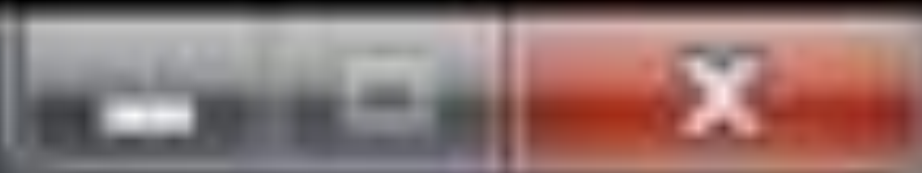
3. Saving a Snip / Copy to Document

Instructor Demonstration

Practice the Skills



Snipping Tool



New



Cancel



Options

Select a snip type from the menu
or click the New button.



What is a Snip?

What is the Snipping Tool?

- ▶ A snip is essentially an image or snapshot of the content displayed on your computer screen at a specific moment. This can include anything from the entire screen to a specific region, window, or free-form shape, depending on how the user configures the snipping tool.
- ▶ The Snipping Tool is a built-in screenshot capture tool in Microsoft Windows operating systems. It allows users to take screenshots or snips of all or parts of their computer screens, including open windows, dialog boxes, or specific regions.

Taking a Snip

30

1. Open the Snipping Tool

2. Select Snip Type

3. Capture the Snip

Saving and Copying Snips

How to Save a Snip

1. Capture a Snip
2. Save the Snip – Save As
3. Choose the Location & File Name
4. Save

How to Copy a Snip

1. Capture a Snip
2. Copy the Snip to the Clipboard
3. Paste the snip into an application

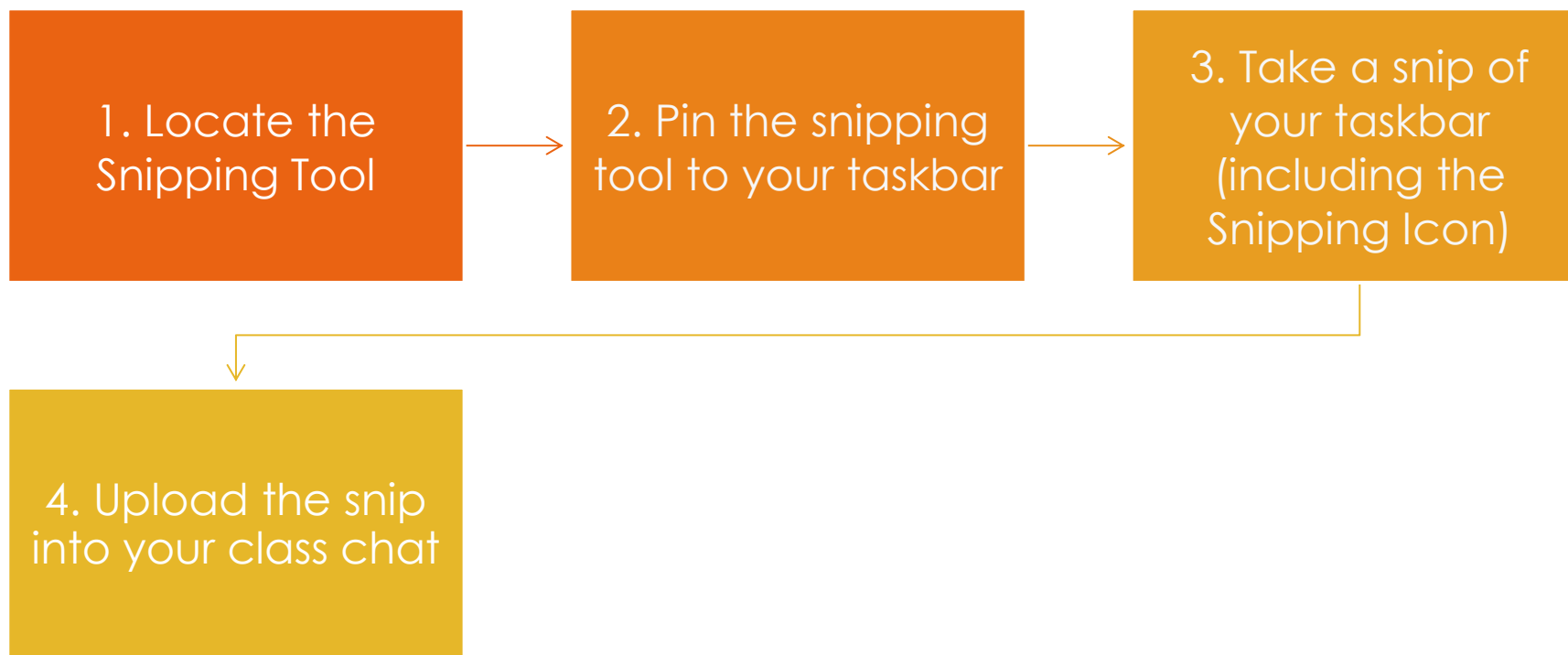
Instructor Demonstration

Snipping Tool

- **Pin to Taskbar / Start Menu**
- **New Snip**
- **Save or copy Snip**

Practice the Skills

Make sure to ask for assistance if you are having difficulties with any of these tasks



DCC SAS

(Student Administration System)

34

1. Log in

2. View Grades / Attendance

Instructor Demonstration

Practice the Skills

Review Questions

DCC SAS

- ▶ Students can log in to DCC's Student Administration System to view their grades.
- ▶ Before you start your program, each student is given a letter with log in Information.

October 19, 2023

Dear [REDACTED]

An on-line account has been created so you can view your personal information including your payment history and attendance/marks. You will be able to access this portal through the Discovery Community College website with your username and password provided below:

USERNAME: [REDACTED] PASSWORD: [REDACTED] (case sensitive)

Instructions for accessing the Student Administration System:

1. Go to **www.discoverycommunitycollege.com**.
2. Click on Student Login which is at the right hand side of the screen.
3. At the log-in page enter your USERNAME and PASSWORD
4. If you forgot your PASSWORD, click on the [Forgot Your Password?](#) link to have your password e-mailed to you.
5. When you log in, the left-hand menu will change, giving you the following options:
 - Contact Info (let us know if anything changes)
 - Payment History
 - Attendance/Marks
 - Income Tax T2202A Form
 - Ask for Help
 - Log Out (returns you to the Discovery Community College public web site)
6. If you encounter technical problems, click on Ask for Help to send an email.

If you have any questions regarding the courses or payments, please contact the college directly at 1-877-770-9898.

Instructor Demonstration

DCC SAS

- **Log in**
- **View Grades / Attendance**

Practice the Skills

Make sure to ask for assistance if you are having difficulties with any of these tasks



Review Questions

38

What details can be included in a MS Teams Assignment?

How do you know when an assignment is due?

What does the Snipping Tool do?

How can you view your grades and assignments?

Links & Resources



[Windows Basics: Working with Files and Folders - YouTube](#)



[Windows Basics: Working with Files and Folders - YouTube](#)



[OneDrive: Uploading and Syncing Files - YouTube](#)



[Students Guide to Microsoft Teams - Completing Assignments](#)



[How To Use Snipping Tool In Windows 10 \[Tutorial\] - YouTube](#)