



OneDrive for Students



About this guide

This guide will help you use Microsoft's OneDrive for Business, a departmentally managed and supported cloud storage solution available to staff and students at Queensland state schools.

This guide includes important considerations that must be acknowledged by staff and students prior to using OneDrive, set up instructions, best practice advice, and links to additional information.

What is OneDrive for Business?

OneDrive for Business is an integral part of Microsoft Office 365 and provides a place in the cloud for you to store, share and sync your work files.

The table below outlines the features available for staff and students through OneDrive for Business.

	Staff	Students
OneDrive Sync Client	x	
Five terabytes of storage	x	x
Word Online	x	x
Excel Online	x	x
PowerPoint Online	x	x
OneNote	x	x
OneNote Staff Notebook	x	
OneNote Class Notebook	x	Students can access Class Notebooks shared with them by a teacher.

Important considerations

Review the considerations below prior to using OneDrive for Business.

Bandwidth best practice

The use of OneDrive for Business at your school will have an impact on your school's bandwidth utilisation and internet speed. The extent of this impact will depend on a number of factors, including your school's available bandwidth and the number of staff and students that actively use the application.

There are a number of ways you can help to reduce negative impacts to internet speed at your school while using OneDrive for Business:

- Avoid uploading large files, or large numbers of files to your OneDrive for Business library during school hours.

- Avoid inserting large images or attachments directly into your Notebooks. When a Notebook is first opened by a user within the OneNote desktop application, all data within the Notebook is synced locally to the OneNote cache. Syncing large files may negatively impact your school's internet speed.

File types

There are no file type restrictions on staff or student OneDrive for Business document libraries – it is an online storage space in the cloud that allows:

- staff to store any *work* related content they may require access to in the performance of their duties; and
- students to store any *school* related work and content.

Appropriate Use

Sharing files

Students can only share files with people who have an @eq.edu.au email address. This includes staff and students. To share a file, students will need to type the user's full @eq.edu.au email address.

With regards to file sharing, students should:

- only share files with people that they know;
- edit the sharing permissions to 'Specific People', so only people with whom the link is shared can access the file.
- check they have entered the email address accurately before sharing;
- only open files that have been shared with them by someone they know; and
- alert their teacher if they think someone has accidentally shared a file with them, or someone has shared files that are not appropriate.

School vs Personal files

Students should only use OneDrive for Business to share school related files.

School related files include those that are created for the purpose of completing a class activity or an assignment.

Students should ask themselves, '*would I get in trouble or be embarrassed if my teacher saw this file?*' If the answer is 'yes', then it is likely that the file should not be stored in the student's OneDrive.

Examples of files that would not be appropriate to store in OneDrive, include:

- your personal journal or diary (excluding one written as part of a class activity or assignment)
- your contact list (e.g., yours or your friends' addresses, emails, phone numbers, photos etc.)
- account credentials (e.g., social media user names and passwords)
- personal photos and media (e.g., video or sounds files of you, your family and friends).
- Games (excluding assignment related projects)
- Your personal movie or television collection

Encourage students to check with their teacher/s if they're not sure whether a file should be stored in OneDrive for Business.

Syncing files

Advise students that use of OneDrive for Business can affect the school's internet speed.

To avoid negative impacts, students should avoid:

- uploading large files, or large numbers of files to their OneDrive library during school hours
- inserting large images or attachments directly into OneNote Notebooks or Class Notebooks.

Deleted files

All deleted files and folders are archived and a copy can be retrieved at any time. If students need to recover any files, follow the steps outlined in [Accessing support](#) to assist.

Enrolment status

When a student's enrolment status changes (e.g., following move to non-state school, Year 12 graduation), they will no longer be able to access their @eq.edu.au email or OneDrive library. Advise students to back up any files/emails they wish to keep prior to their enrolment status changing.

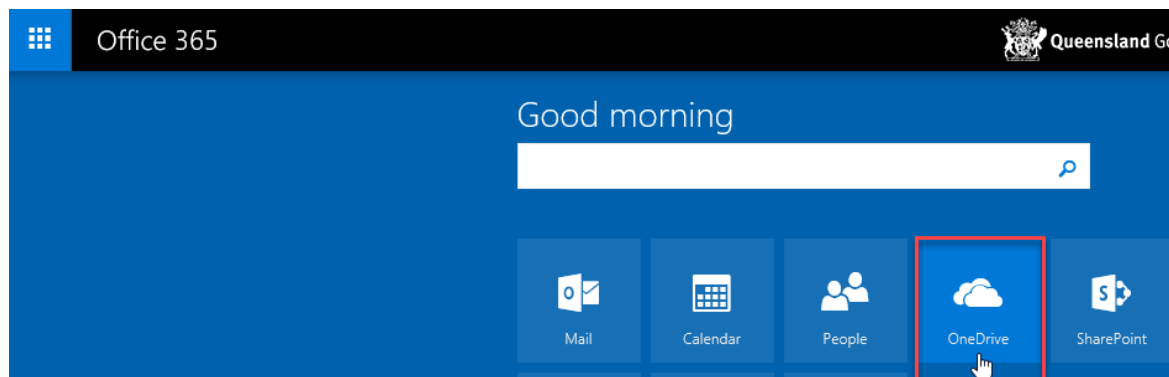
General advice

Proactively encourage students to exhibit safe online behaviours and protect themselves and their information. Some safe online behaviours include keeping passwords private, thinking before sharing information, seeking permission if unsure, locking devices when not in use, and logging out when finished. Refer to the department's [iSecurity](#) website for advice tailored to [Prep to Year 6](#) and [Year 7 to Year 12](#) students and [staff](#).

Getting started with OneDrive

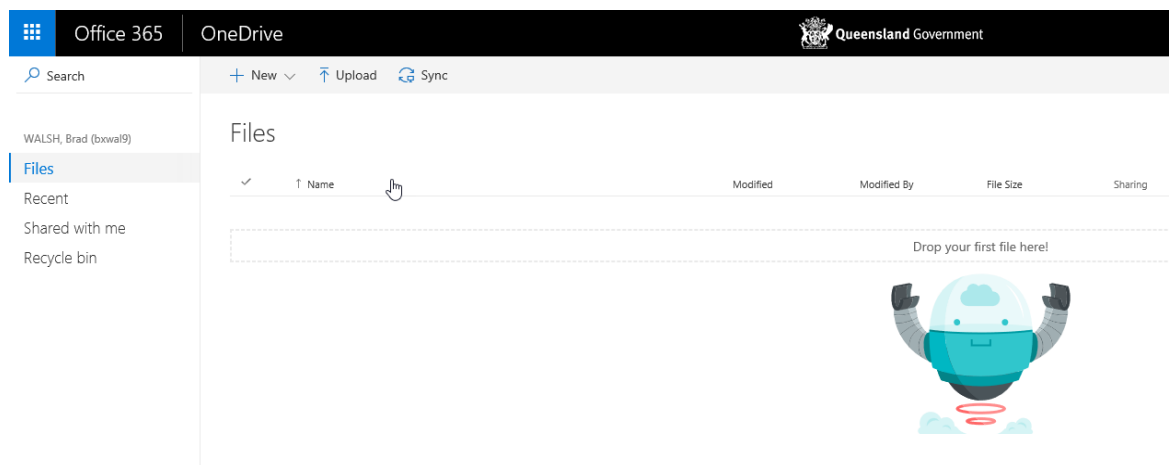
Provision your OneDrive library

To access your OneDrive for Business library, simply click on the *OneDrive* tile from within the Office 365 app launcher or Portal homepage.



Your OneDrive for Business library is automatically configured the first time it is launched. This may take up to 10 minutes to finalise. Once configuration is complete, you will be presented with your empty OneDrive for Business library.

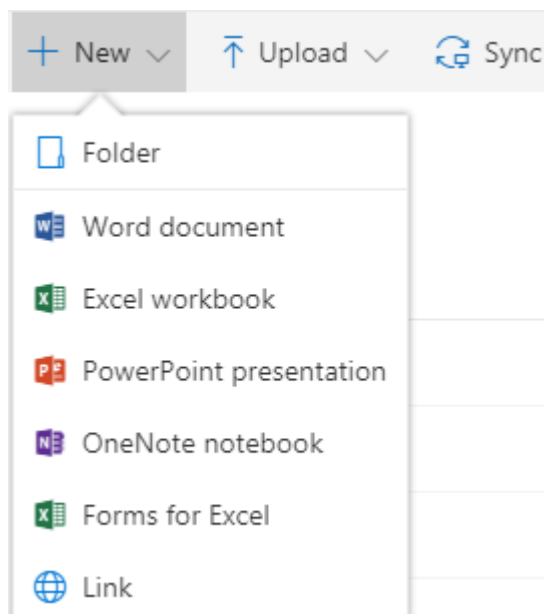
Note: If configuration takes longer than 10 minutes, click on another Office 365 application (e.g., Mail), then click on the OneDrive tile again.



Create and upload documents

New documents can be created directly within OneDrive for Business or you can upload existing documents from your local machine.

To create a new document, click on the *New* button and select the type of document you wish to create.



To upload a document, either click on the *Upload* button or drag and drop a document from your local machine into the OneDrive application window.

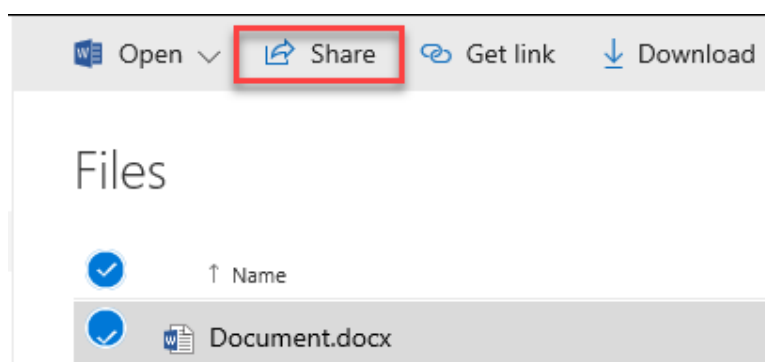
Share a document or folder

Documents or folders within OneDrive for Business can be shared with your colleagues within the EQ network. To share a document with a colleague at the same centre code, simply search by first name or surname. To share a document with a colleague at another centre code, you will need to search using their full email address.

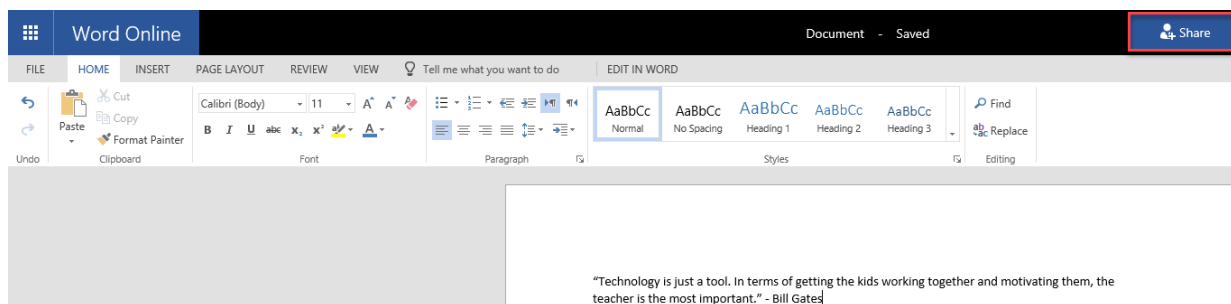
Please note that sharing external to the EQ network (i.e., any email address other than @eq.edu.au) is not supported.

You can share a document from OneDrive for Business in a number of ways:

1. Select the checkbox next to the document you would like to share, then click on the *Share* button in the toolbar, fill in the options and click *Share*.

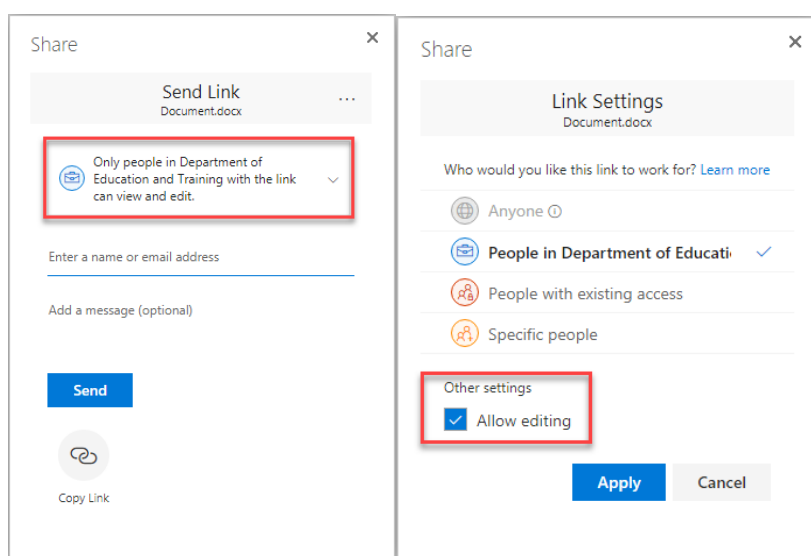


2. Open the document in Edit mode, click on the *Share* button, fill in the options and click *Share*.



When using either of these options, a Share options dialog is displayed that allows you to send a link to whomever you wish to share it with.

Files and folders can be shared with either *Edit* or *View* access - *Edit* access is the default option. To change the level of access to *View*, select the *Briefcase* dropdown menu to access *Link Settings* and then deselect *Allow editing* under the *Other settings* heading.



Note that when using sharing links, users with whom you have shared a file or folder cannot on-share that file or folder to other users.

You can view who your documents are shared with and remove or modify their level of access at any time. Selecting a document within OneDrive for Business will open the *Information* pane which contains specific data about the selected file, including *Sharing* information. Select *Advanced* to view sharing and permission settings for the document.

Folders within OneDrive for Business can be shared with colleagues using the same process as documents. Sharing a folder with other users allows them to create, edit and delete documents in the folder, as well as view any new documents that you create or upload to the folder. Sharing a folder with colleagues is generally not recommended as it requires constant management of documents within the folder.

Folders within your OneDrive library can also be shared with other users using the same process as documents. Sharing a folder with other users allows those users to create, edit and delete documents in this folder, as well as view any additional documents that you create or upload to the folder.

As an example, it may be beneficial to create an 'Assignment' folder and grant your teachers Edit Access over the folder, allowing your teachers to view the latest version in real-time.

Document collaboration

Documents within your OneDrive library support real-time collaboration with two or more users. Changes made by each user will be displayed in real-time to the other users who are working on the document. Revisions are also saved at regular intervals so changes to a document can be reverted if required.

Search for documents

To search for a document within OneDrive, you will need to use the *Search* field in the top left corner. You can search by filename or content within a file. The search results will display all matching documents within your OneDrive library as well as any other documents that have been shared with you from other user's OneDrive libraries.

Deleting and restoring documents

When you delete a document from your OneDrive library, it is moved to a *Recycle Bin* for 30 days. During this time, it can be restored to your OneDrive library by opening the *Recycle Bin*, selecting the document or folder and clicking on *Restore*.

The screenshot shows the OneDrive interface. In the top left, there are 'Office 365' and 'OneDrive' logos. Below them is a search bar and a navigation pane with options: Files, Recent, Shared with me, and Recycle bin (highlighted with a red box). The main content area is titled 'Recycle bin' and contains a table of deleted files. The table has columns for 'Name' and 'Date deleted'. Two files are listed:

✓	Name	↓ Date deleted
✓	Test document.docx	25/08/2016 6:28 PM
	Test edit document.docx	25/08/2016 5:26 PM

At the top of the main area, there are 'Delete' and 'Restore' buttons. The 'Restore' button is highlighted with a red box.

After 30 days, the document or folder is moved to a second *Recycle Bin* where it remains for another 60 days. After this time elapses (90 days in total), the document may not be retrievable by yourself. Please see your teacher for any data recovery beyond 90 days.