

Students, TO USE THIS DOCUMENT, Microsoft Users need to use the File menu PLEASE to save this as a Word Document. The following directions apply to using the MICROSOFT 365 WORD ONLINE version!!

- ***If using the **Microsoft 365 Word Desktop app** version, be aware that there may be some differences in the menus and/or directions.

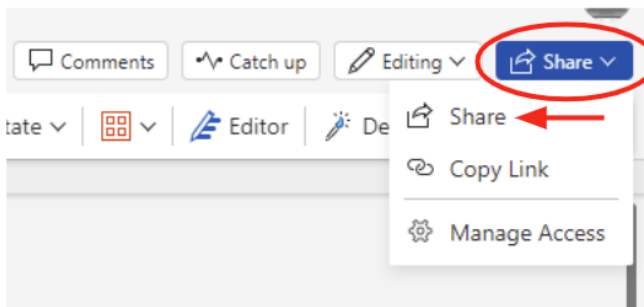
Note: Check with your teacher about the method your school uses for sharing your files and documents.

Suite Tools 4.QM2 Sharing and Collaborating

Name:

Date:

1. Open the Robert Frost Poem you created and saved in Quest 1 from your file space (OneDrive or computing device).
2. Sharing a file from your desktop app requires you to upload it first to OneDrive (see the video) then you can proceed to share it.
 - Refer to these videos or just follow the directions below:
 - [Best Practices for Sharing and Collaborating YouTube \(3:23\)](#)
 - [How to Share Files and Folders from OneDrive YouTube \(1:26\)](#)
3. Click on the blue share button, then click share again



4. Type in your teacher's name or email address as instructed.
5. Set the permission level for your document to "Can edit."
6. Include a quick personal message for your teacher. You might type "I'm sharing my SuiteTools or 4.QM1 poem document with you. I am ready for some feedback"
7. Select Send.

Permissions for sharing and rights:

✓  **Can edit**
Make any changes

 **Can view**
Can't make changes

 **Can review**
Suggest changes

- **Can edit:** gives the permission to make any changes to the document shared.
 - **Can view:** limits the permission so the document can only be viewed.
 - **Can review:** limits the permission where the document can be viewed and suggestions or feedback can be provided, no changes to the original document can be made.
1. When you select people to edit, view or review, it is helpful if you add a brief description about the document you are sharing.
 2. Select the SEND icon, and an email notification will be sent to your teacher or the person you are working with to let them know you have shared the document with them.

COMMENTING ON YOUR DOCUMENT

Note: How can the commenting feature be useful to know?

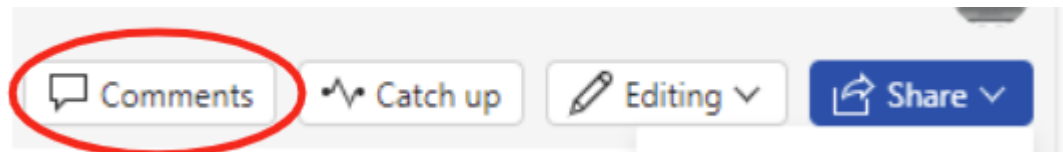
To collaborate on writing, editing, and providing suggestions

For your teacher or classmates to give feedback

To make notes or reminders for yourself and any collaborators

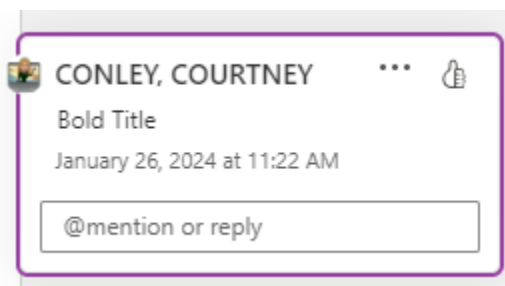
Can you think of others?

1. Try commenting on your own document. Open the comments section by selecting the icon by the



Share button.

This can be a great way to create notes to yourself about a todo such as doing more research or editing.

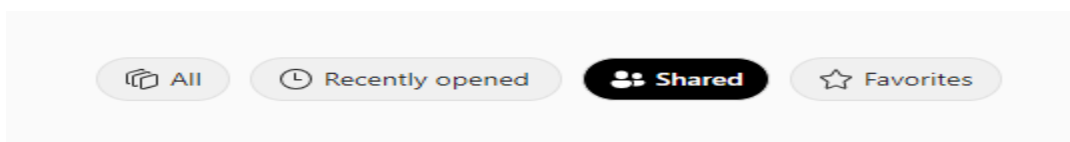


COMMENTING ON A SHARED DOCUMENT

2. When you open a Microsoft Word document that gives commenting permissions, you can contribute and make comments.

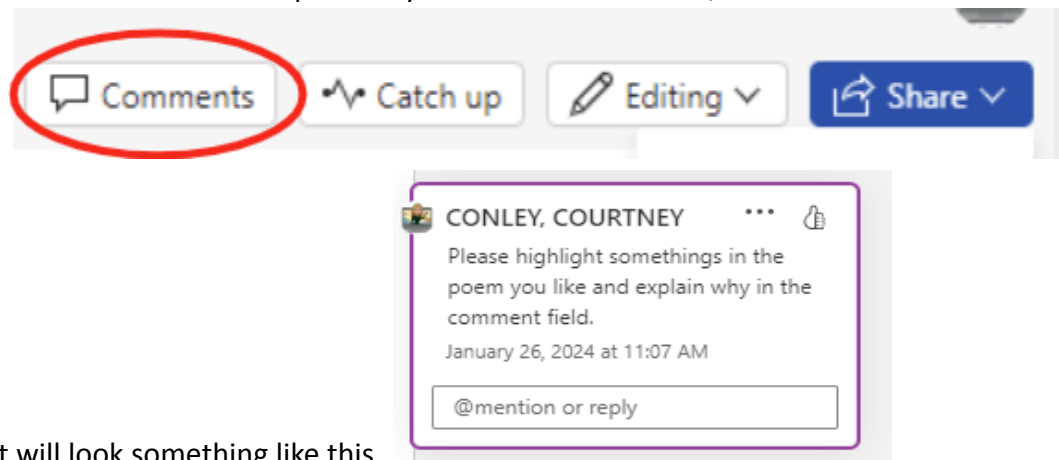
Office 365 Steps

1. Select Share
2. Set the permission level for your document to "Can edit"
3. Type the name or email address of the person you want to share with in your school network
4. Select Share
5. Instruct your partner to look for an email with a link to your document. If you do NOT have email access, the partner can go to their ONE Drive and click on shared.



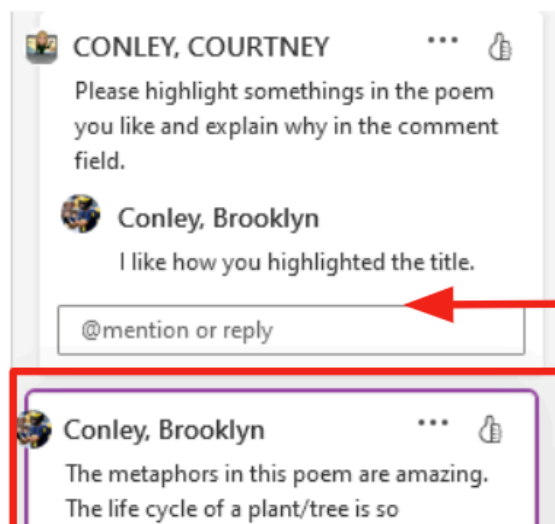
6. Now check with your teacher about sharing your poem with a classmate.

Ask the classmate to "Please highlight something in the poem you like and to use the comment feature to explain why in the comment field",



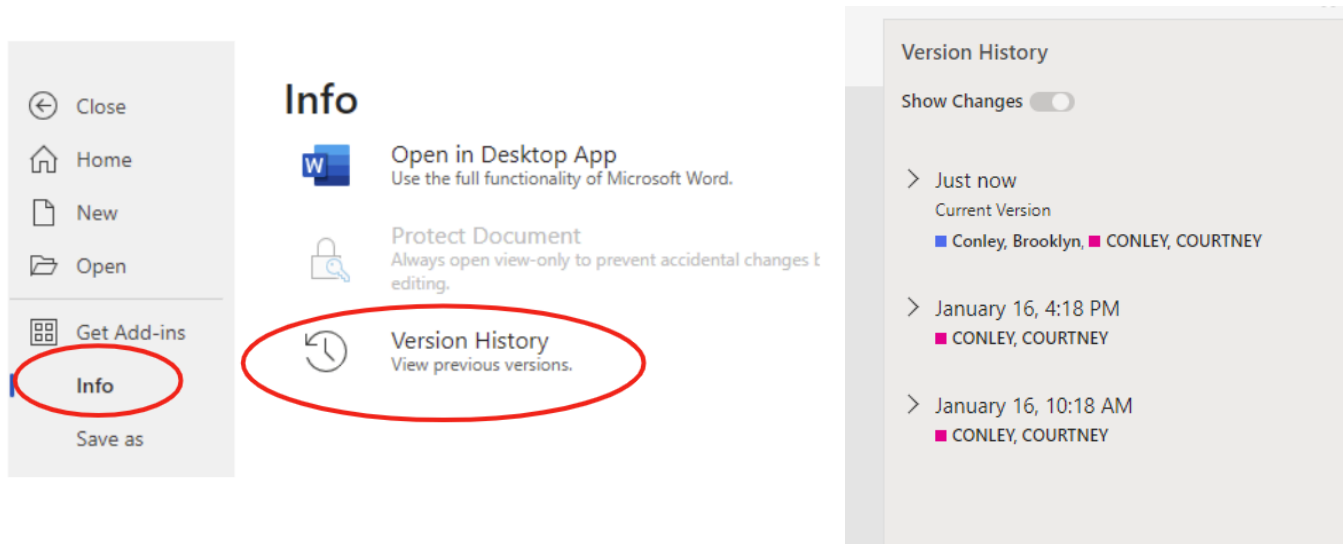
It will look something like this.

7. Return to your document to see that they have made a comment (example)



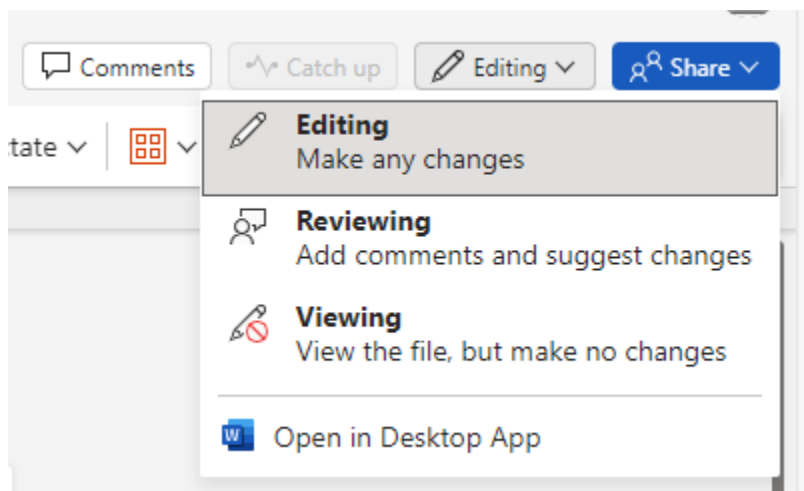
When a partner comments, they can either reply on your comment or add a new one.

*****Note:** When you select "**can edit**" you no longer have sole control over what is written in your document. Someone could accidentally overwrite or change some of your work. When you are working in Microsoft 365 online you can go to the **File menu**, select **Info**, and go back to previously saved versions in **Version History**.



Sharing Ideas and Providing Feedback

1. Open your partner's document in a new tab
2. Select Editing



3. Select Edit in Browser
4. Enter your name after the words "Edited by"
5. Read what your partner(s) has/have written

6. Add some of your own ideas under each of theirs. Type your initials in parentheses (xx) after or before each comment.
7. Read what your partner(s) has/have written
8. Add some thoughtful comments, questions or examples to what they wrote
9. Return to your file after a time (once you know they made a comment) to see their comment.
10. Talk with your partner(s) about this sharing and collaboration experience. How could this be helpful for other classes and assignments?

*****Note: When you are both in the same document at the same time you can see each other's cursor, this is called **working "synchronously."**** [Dictionary definition](#)

Let your teacher know when you are done, and share a link to it if you are asked.

Note: This is an example of "asynchronous" collaboration. Check out the definition on [Dictionary.com](#).