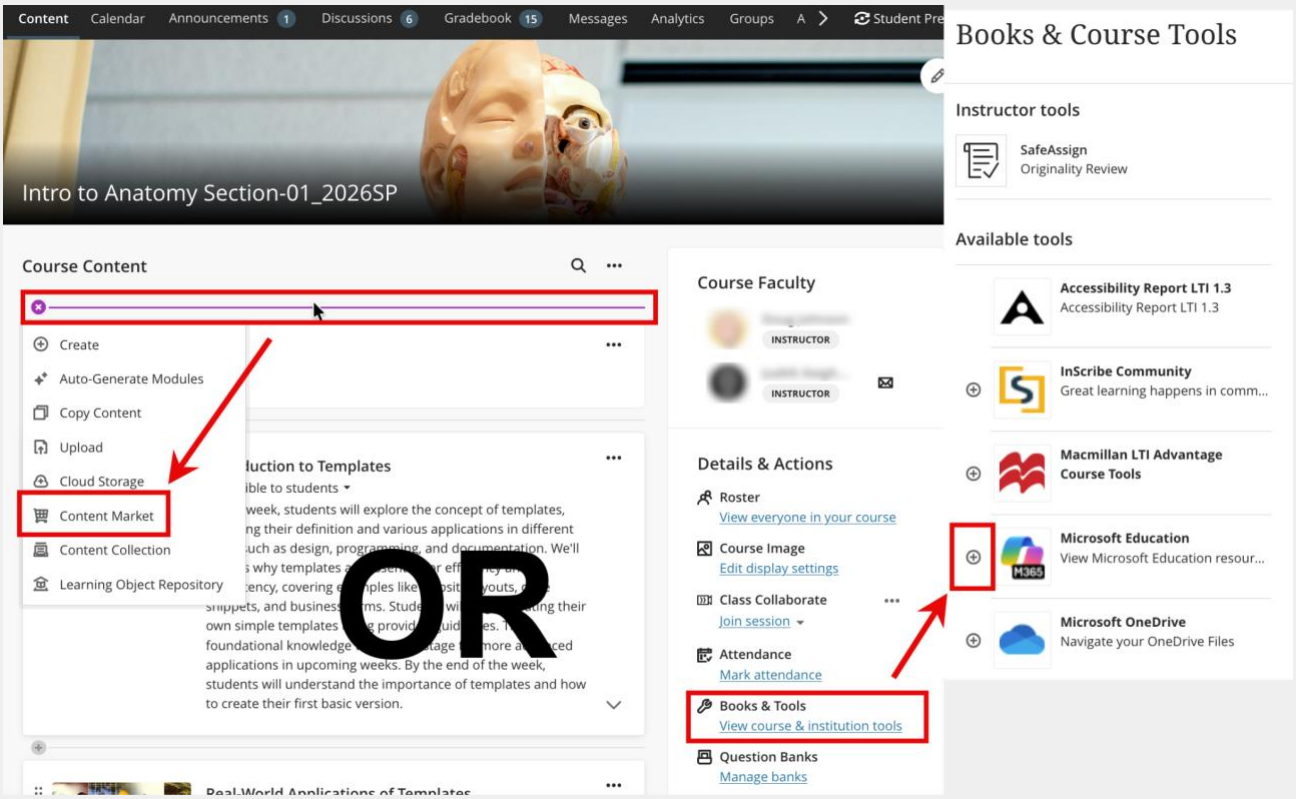
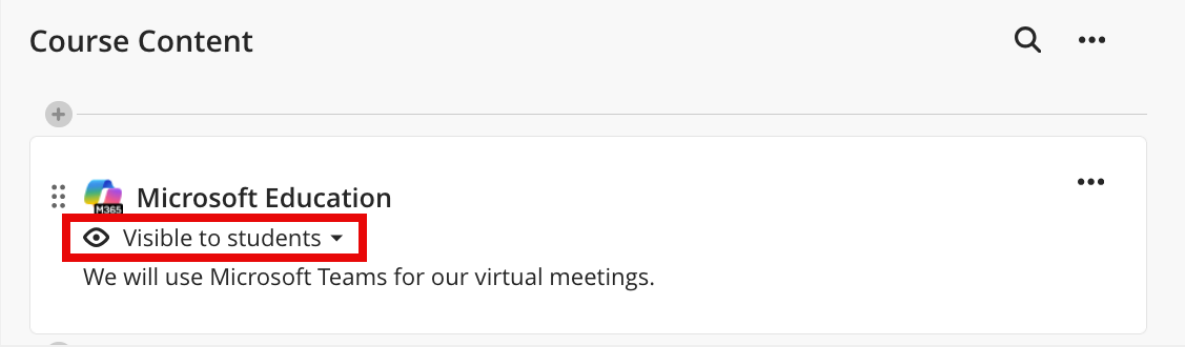
Accessing Microsoft Education OneDrive in Blackboard

Access content link in Blackboard course:

After signing into the Blackboard course, add the Microsoft Education tool to your Course Content area either using the module menu and selecting Content Market or the Details & Actions menu Books & Tools. The Content Market will open a new page. Find the Microsoft Education tile and select the plus icon in the lower right corner of the tile. The Books & Tools will open a panel. Find Microsoft Education and select the plus icon.



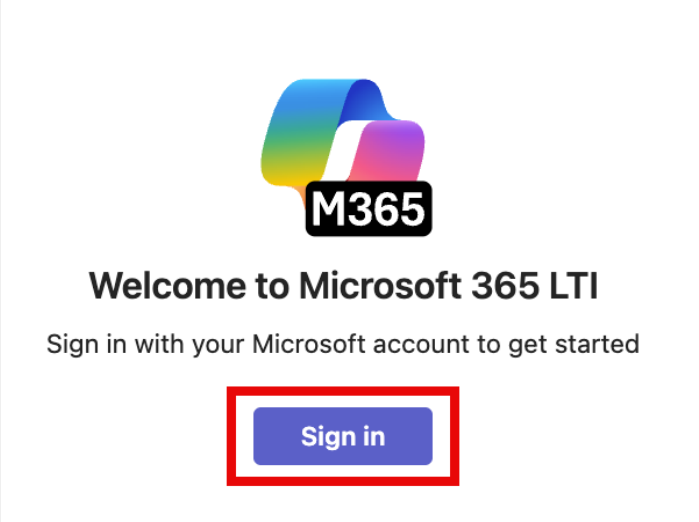
Once added to the Content page, be sure to make the tool "Visible to students". Depending on how you added the tool, may need to reorder. We recommend adding to the top, so students can easily access.



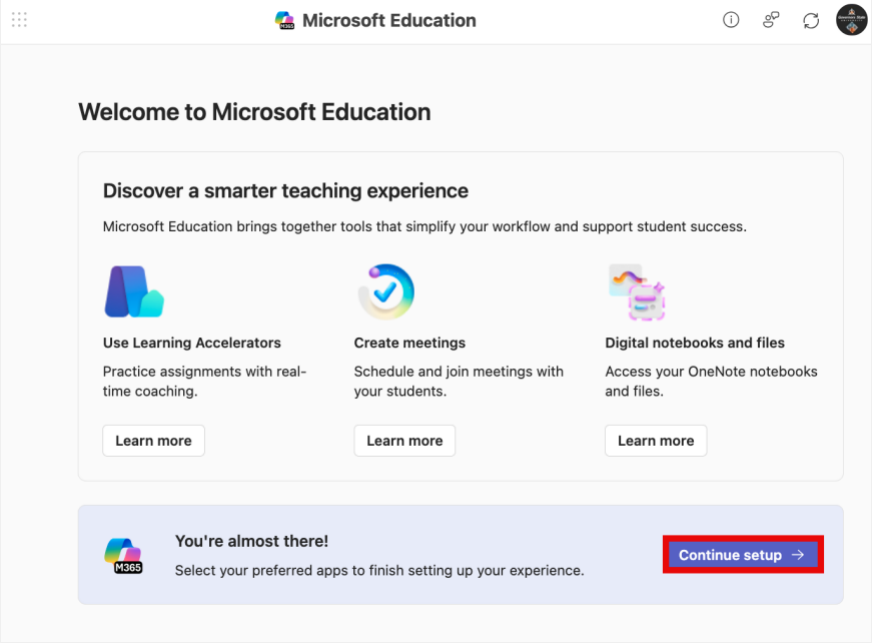
Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

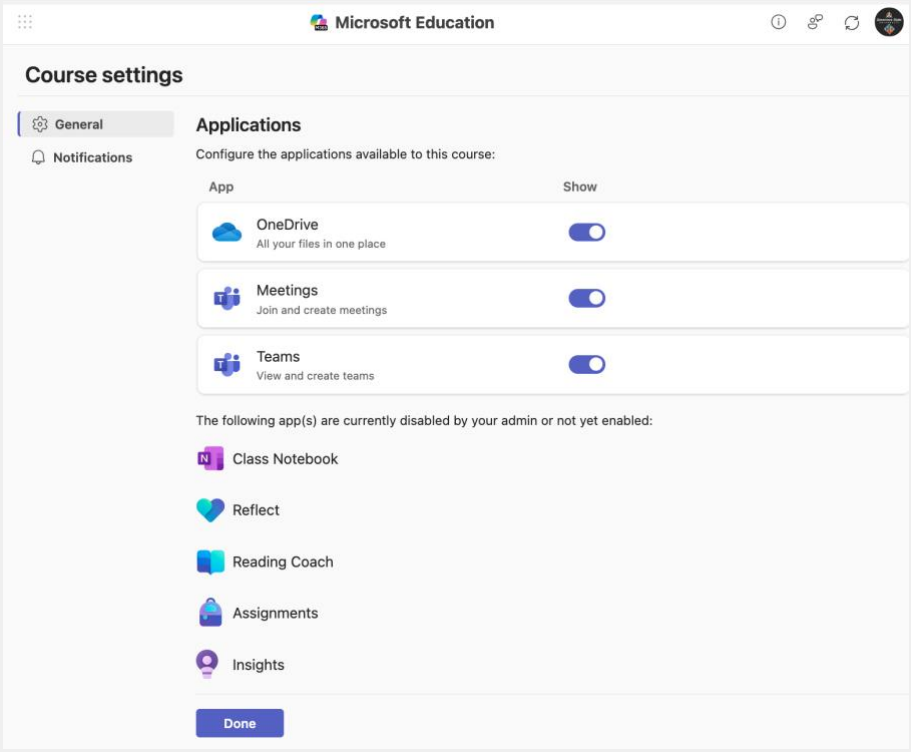
You will be required to Sign in. Select the **Sign in** button to get started.



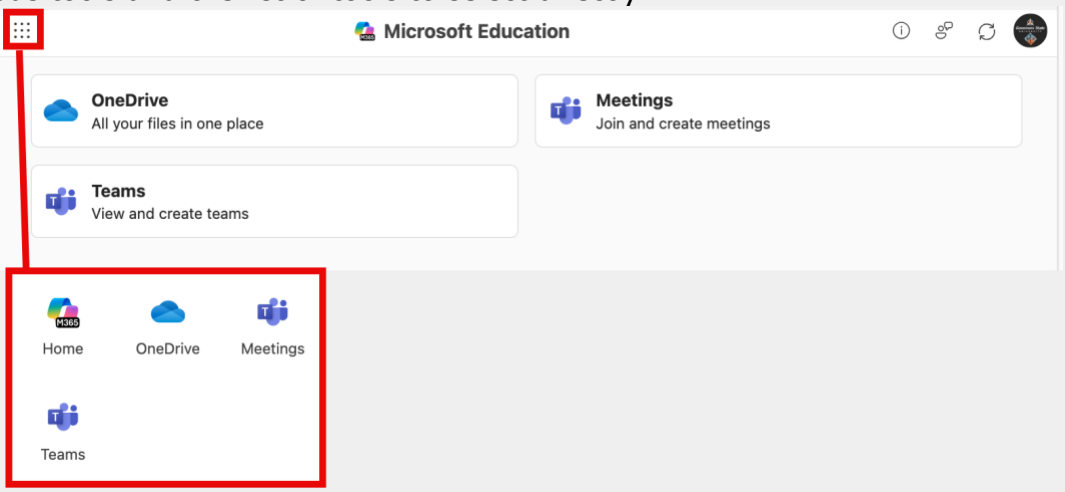
You may need to sign-in if this is your first time accessing Microsoft Education. Once you are signed in, you're directed to a Welcome to Microsoft Education page, which provides more information regarding this tool. Select **Continue setup**.



The Applications page will provide which Microsoft Education tools are available. By default for GovState, OneDrive, Meetings and Teams are the only tools available at this time. You as the Instructor can choose to leave all three tools enabled or disable what is not needed. Select **Done,** when complete.

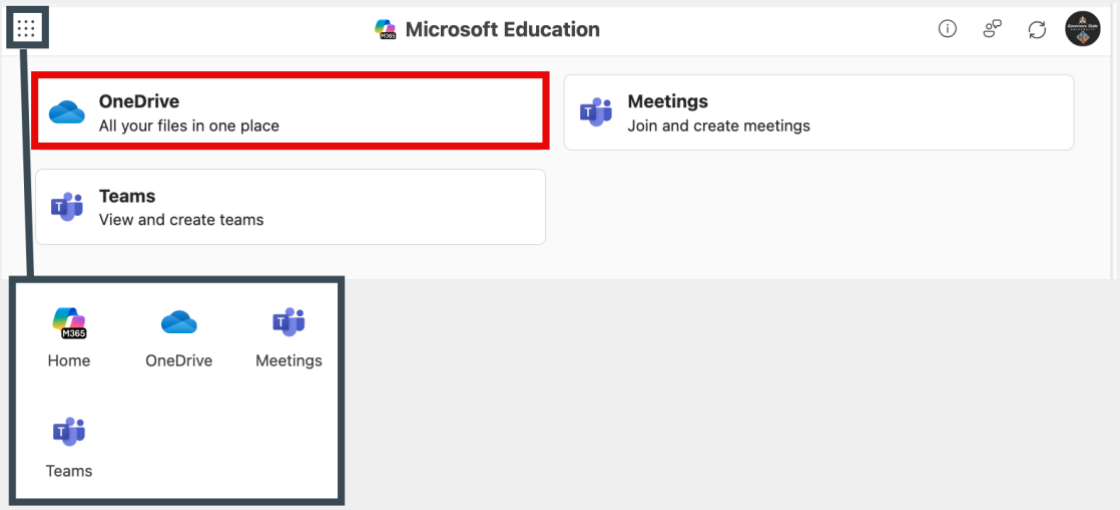


Once complete, you will be directed to the Microsoft Education Dashboard, which contains a menu to toggle between the various tools and the list of tools to select directly.



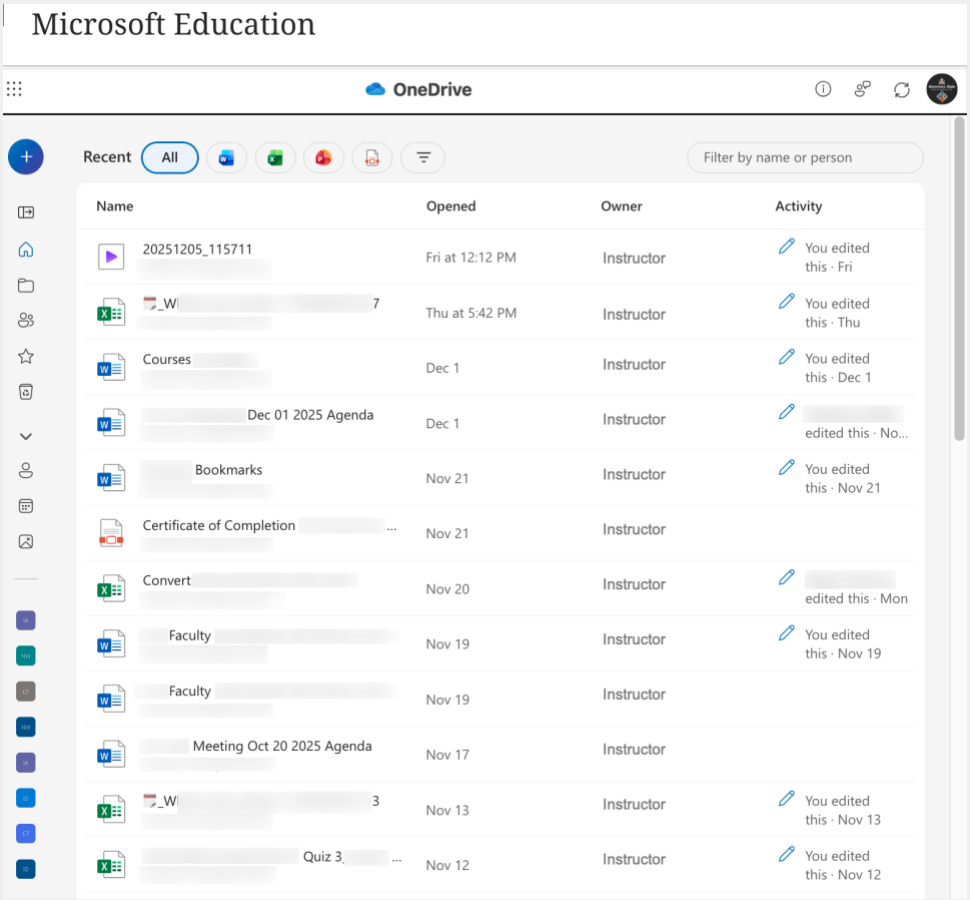
OneDrive

In Microsoft OneDrive, manage, add or create files for your course. From the Microsoft Dashboard, select OneDrive.



To use Microsoft OneDrive:

1. To add or create a file, select Create or Upload from the top of the side panel of the dashboard.
    1. Select Add to upload an existing file from your device.
    2. Select Create to make a new file (Word, Excel, PowerPoint, etc.).
2. Sort and organize files as needed using the available filters and sorting options.

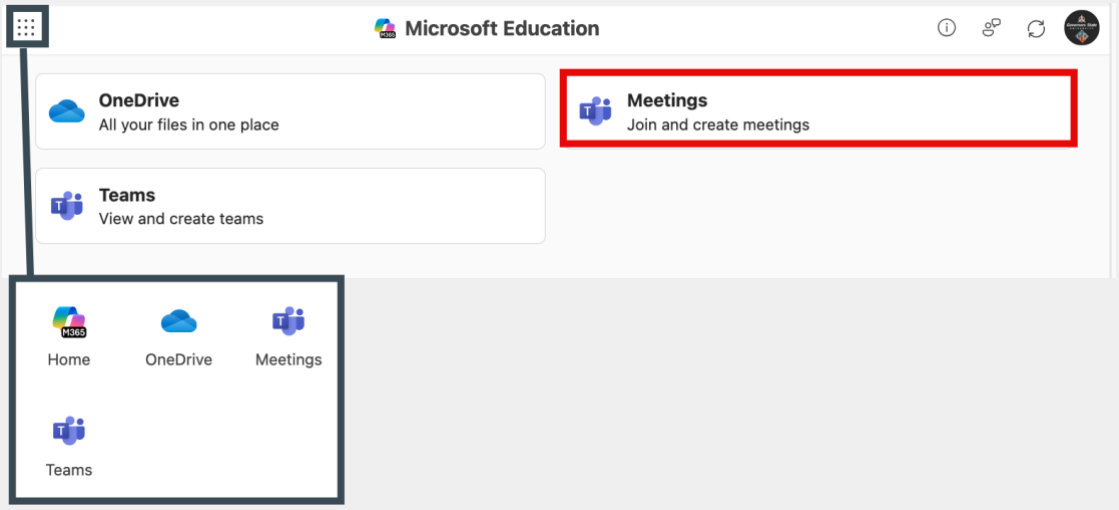


Blackboard Questions?

Email: blackboard@govst.edu Phone: (708) 534-4115

Meetings

From the Microsoft Dashboard, select Meetings.



The Meetings page displays several tabs, such as Upcoming, My meetings, Previous, Attendance and Recordings. You will also have the ability to create a New Meeting using the button near the upper right corner of page. Any created meetings will appear on the Upcoming tab.

