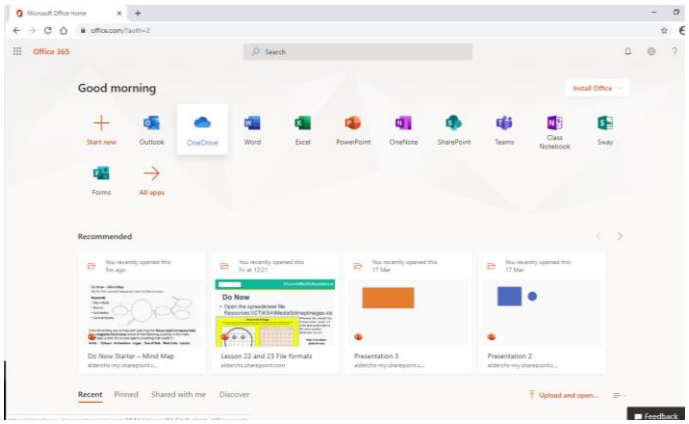
When students open files from Shared in One- Drive they will open as **Read Only** meaning students can scroll through and read them – but cannot edit them and save them. This is because the **Shared** Folder Mr Doran set up cannot allow any changes to happen as the first time a student did this and saved the file every other user who opened it would get the changed version.

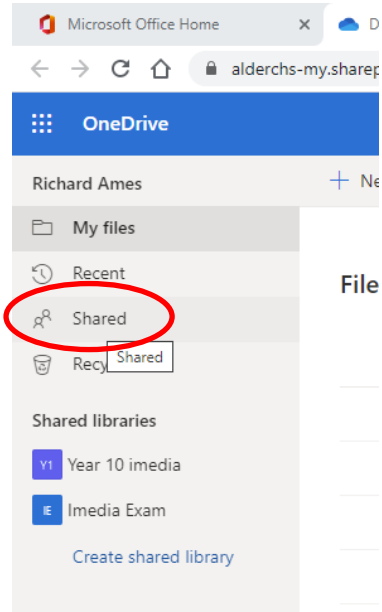
However, they may need to complete activities using these files as well. This is possible – but means students need to copy the file to their own One-Drive Account first before opening it.

The method is as follows:

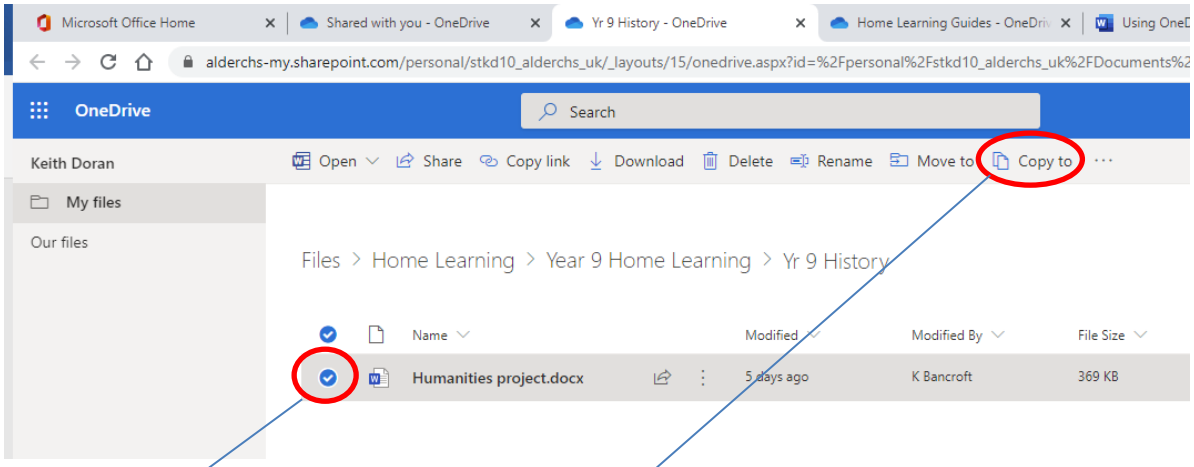
Login to office 365 through a browser (as before)



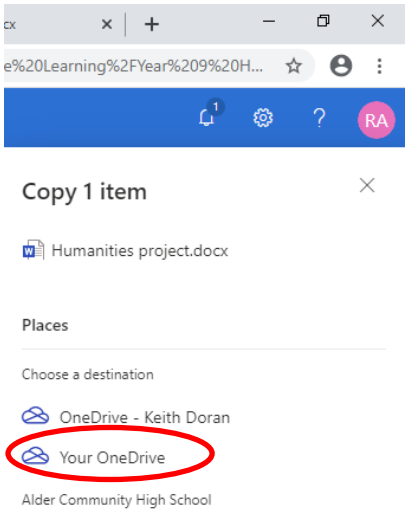
Select OneDrive and Click on the **Shared** folder (as before)



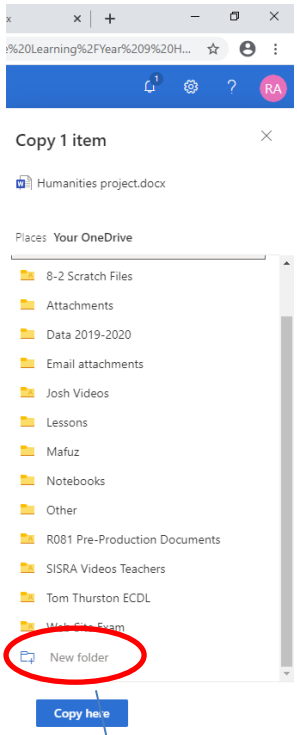
Then locate the file you want to edit



Click the circle to add a tick and you then get a **Copy to** menu at the top.

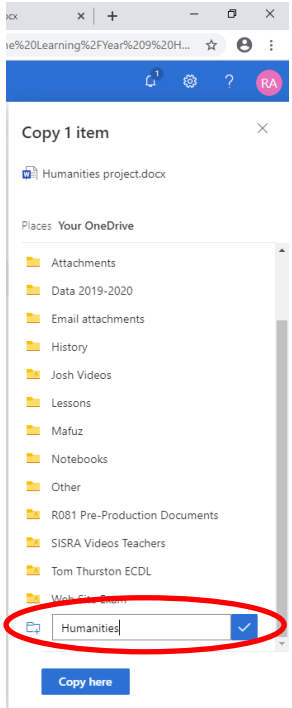


Select the **Your OneDrive** link. This will then take the students to their own OneDrive area which is separate from the one they got the file from.

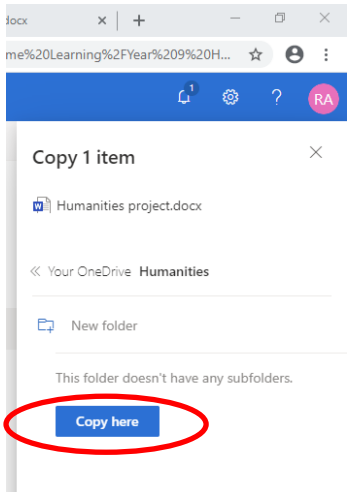


The screenshot above shows **my** OneDrive area with folder I have previously set up. The students will probably see nothing here – unless they have used OneDrive (Cloud) in school or at home before.

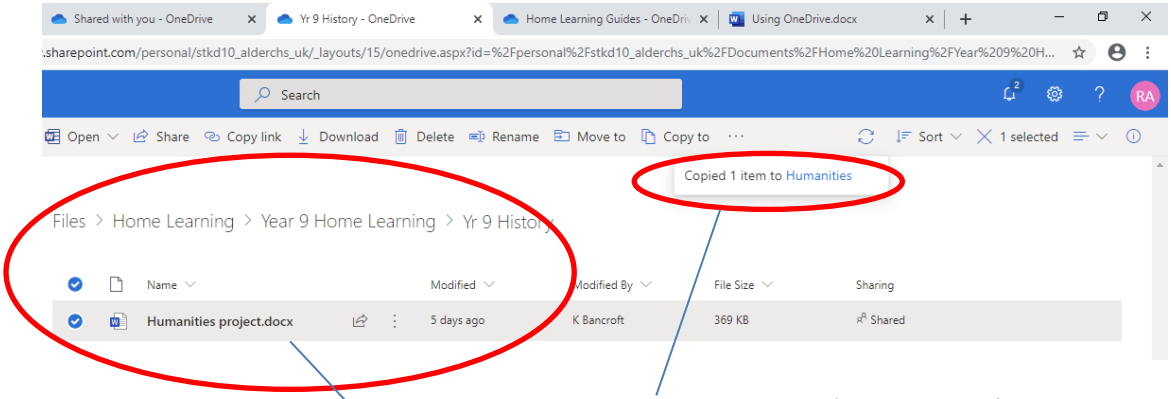
The students need to create folders for each subject to add the files in to. This is straight forward using the **New Folder** link



I have created a History Folder for the Humanities Project File I want to work on (Just click on the tick when you have named it). Then click on the new folder to open it.

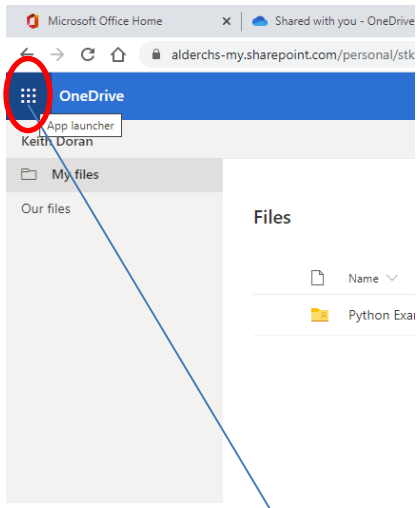


Select Copy Here. It will take a few seconds to copy it over to the student's own OneDrive area.

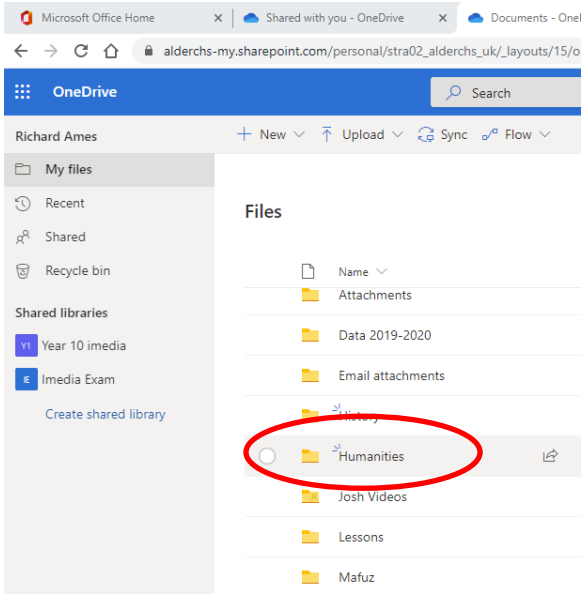


When it has done it they will see the Copied 1 item to Humanities (or whatever folder they chose).

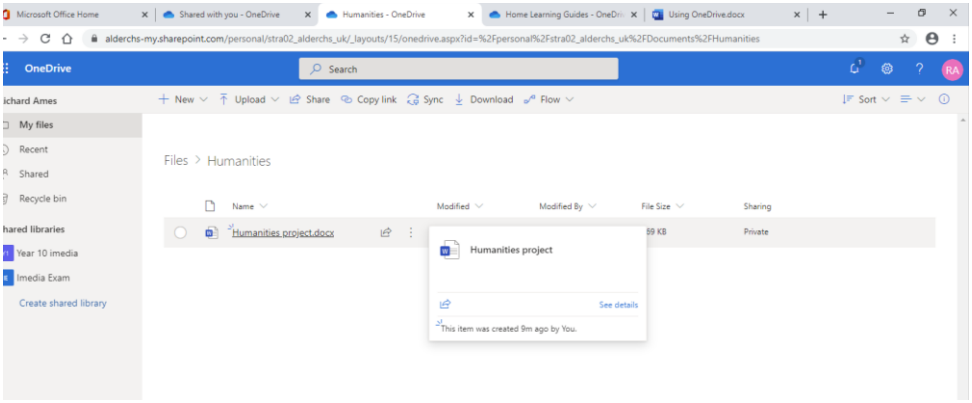
It is important for them to realise that the file currently showing is the original shared one – Not the copied one. They cannot edit this one.



They need to go to App Launcher and then Select **OneDrive**. This will then open their **OneDrive** area



It will show them any folders and files they have added in to their **OneDrive** area. Here you can see my new **Humanities** folder.



If I open the file now it will open in Word (online in Office 365) and I can edit it and save it when finished.

If I want to work on this again I would log in to office 365 and not go to shared – but just open the Humanities folder and then the file from there.