

Schoology Microsoft OneDrive Assignment App

This is a great new tool that allows you to share a document that you create in office 365 with your class as an assignment. Each student will get their own personalized copy to edit. You can watch as they edit this in live mode and chat with them via the comment tool, grade and add comments. One negative is that students cannot edit in desktop mode (only online mode editing). If you want to use all the functions of a Microsoft program, you might find this a challenge. For instance, an inserted excel table will not work.

Schoology auto creates a folder in your OneDrive named "Schoology OneDrive Assignments". It creates a folder for each assignment and is titled the same. Student submissions can be found in this folder and are automatically named for them. **DO NOT remove these documents or it will corrupt the assignment.**

1. **Open a Schoology Course.**
2. **Click on add materials/create assignment/assign from app: Microsoft One Drive Assignments**
 - **Browse to document and then attach. Word versions must be recent (.docx); older versions don't work.**
3. **A list of your OneDrive documents should appear.**
 - a. **If no files appear: click on options, account settings and log into with your ACSC email address and network password.**
 - b. **If that doesn't work, click on resources, apps, microsoft onedrive resource app and authorize.**
4. **Navigate to the document you created for the assignment and click ATTACH.**
 - a. **You must use newer versions of word documents (must be .docx).**

The image displays four screenshots illustrating the process of attaching a document to a Schoology assignment using the Microsoft OneDrive app.

Top Left Screenshot: Shows the "Edit Assignment" window. The "Name" field contains "Word Doc from Bridges using One Drive Assignment App to edit with snap and read". The "Description" field is empty. The "Assign From App" section shows a list of documents, including "Unit 1 post test.docx".

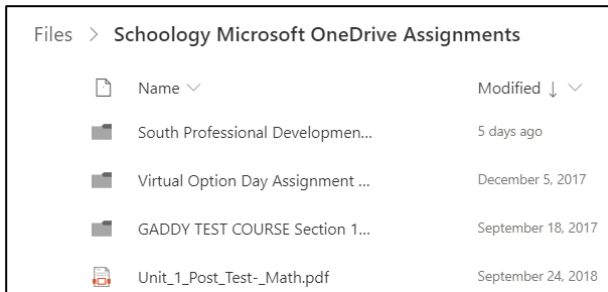
Top Right Screenshot: Shows the "Add Assignment From Microsoft OneDrive Assignments" dialog box. It displays a list of folders in the Microsoft OneDrive account, including "AD Computer Tools", "appv", "Attachments", "Class Notebooks", "DO NOT MOVE - linked to schoology course", "Documents", "Mileage", and "My Data Sources". The "Attach" button is visible at the bottom.

Bottom Left Screenshot: Shows the "Add Assignment From Microsoft OneDrive Assignments" dialog box. The "Options" menu is open, showing "Account Settings".

Bottom Right Screenshot: Shows the "Add Assignment From Microsoft OneDrive Assignments" dialog box. A "Log in" warning dialog box is overlaid, asking "Are you sure you want to log out of this account? Once you log out, students are no longer able to access your existing assignments." The "Log in" button is visible at the bottom of the warning dialog.

There are currently no items in this collection

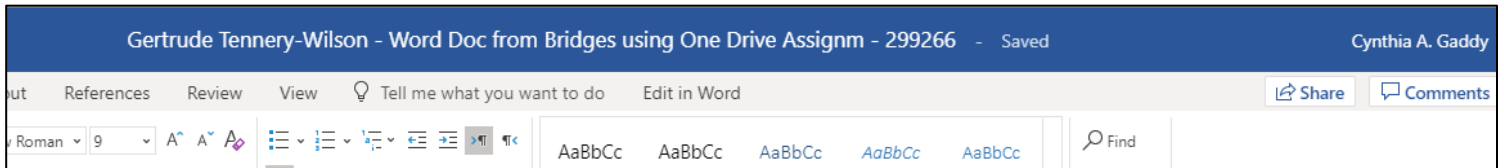
- **Submission date/time doesn't show in Schoology but students are still prevented from submitting after due date. If you need to verify submission date:**



- **Log into OneDrive**
- **Open Schoology Microsoft OneDrive Assignments Folder**
- **Open the folder with the assignment title**
- **Locate the student's document**
- **Click on the 3 dots to the right of the submission**
- **Click on Version history to see date last edited**

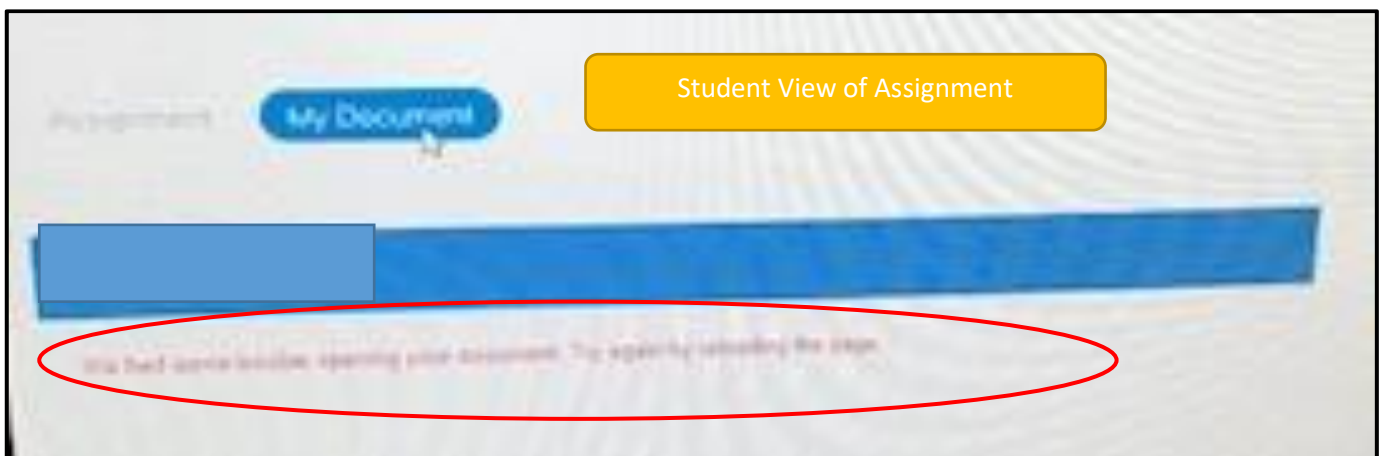
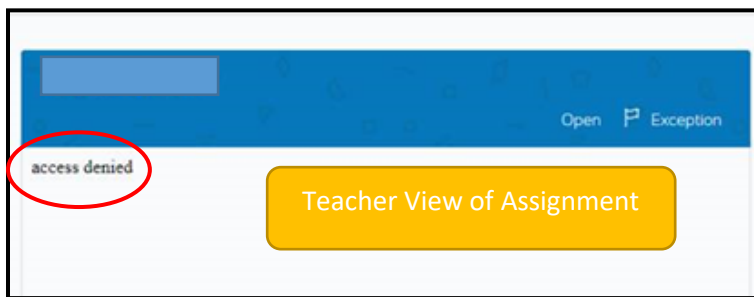
- **Once students access assignment, they will not see any changes you make to your original document.**
- **If you copy this assignment to another course, the uploaded document will not be there. If you link courses, the assignment will copy perfectly with the document attached.**
- **You cannot upload a shared document; you must have ownership.**
- **ONCE STUDENTS SUBMIT they can no longer edit the document unless they unsubmit if it is before the due date. You can unsubmit and have them try again if you like.**
- **Click on "in progress tab" to see them working live.**
- **The teacher or student can add comments and highlight areas by clicking on "open" and then click on the "comments" icon on top right side.**
- **Click on assignment/Click on "my document". Be patient and wait for it to load.**
- **Log into office 365 and click ACCEPT. Then click **edit** to begin working on the assignment.**
- **If student wants to unsubmit and make changes, document must be accessed through Schoology.**

NEVER DELETE OR ALTER THE DOCUMENTS IN THIS FOLDER - they are tied to assignments and can corrupt data.



STUDENT UNABLE TO ACCESS ASSIGNMENT – ERROR WHEN TRYING TO OPEN

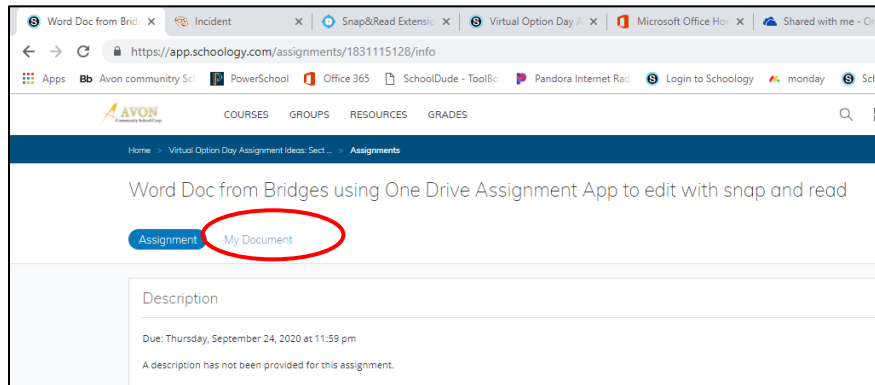
- If a student tries to access an assignment and gets the error “we had some trouble opening your document” or any other error:
 - Have student check to be sure they have authorized OneDrive to work within Schoology.
 - Click on Resources/apps/Microsoft OneDrive Resource App/Authorize
- If that doesn’t work then the teacher must follow steps below:
 - Make sure teacher has authorized OneDrive to work within Schoology (same steps as above).
 - Log into your One Drive account.
 - Navigate to the following folder path: Schoology Microsoft OneDrive Assignments/class name/Microsoft office document that was assigned.
 - i.e. Computer Applications 8 Section 8 - 1135047006 > Countries PowerPoint – 1211626104
 - Delete the Student’s entry in the folder.
 - Have student try to open the assignment again.



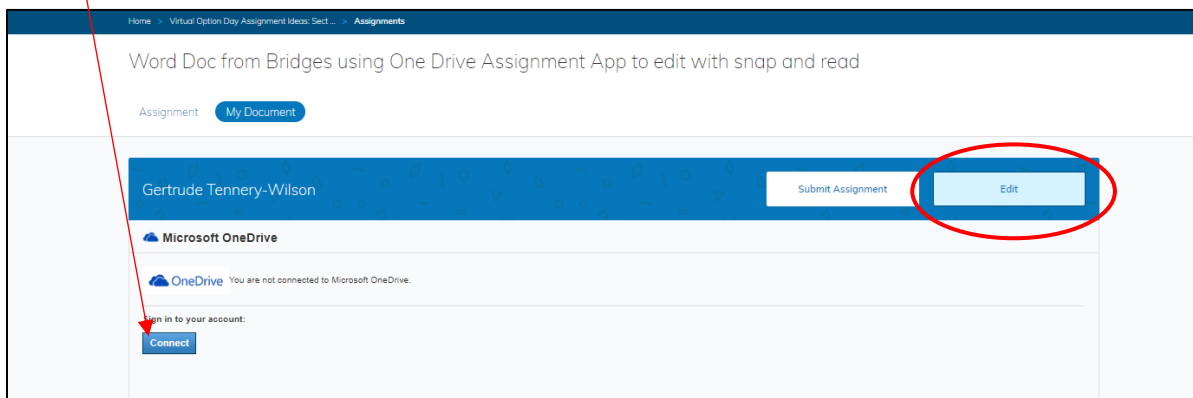
STUDENT DIRECTIONS: Schoology Microsoft OneDrive Assignment App

Snap & Read (Chrome extension) can be used to read the question aloud. Student must use the snapping tool and frame the area they want read. *NOTE: Snap & Read is only installed per request through HelpDesk.

- Click on assignment/Click on “my document”. Be patient and wait for document to load.



- First time using this app they need to connect to Microsoft OneDrive:
 - Click CONNECT
 - Or click on Resources/apps/Microsoft OneDrive Resource App/authorize
 - Log into office 365 and click ACCEPT.
 - Click “Edit” to begin working on the assignment.



- When you are done, click on the Schoology browser tab and then click on “Submit Assignment”.

