

TECH TIME

OCSD Instructional Technology Newsletter



Gear Up for Change. Save in the Cloud.

For years, I saved everything on my computer. Then I learned about the benefits of saving on school servers. 1) You can access your work anywhere and anytime! 2) If your computer crashes, your stuff is safe if it's on the server. Looking ahead,

OCSD servers are beginning to be phased out. So all that stuff you used to put on the C drive, T drive, or the U drive will be at risk. It's time to move over and start saving in the cloud. Plus, the cloud is safe, efficient and le\$\$.

Don't Panic! We have time to switch. Two Steps to Start Now.

Step 1: Start saving new documents in the Cloud. **Step 2:** Move that old stuff over while you have time. Think: Summer's comin'!

Here are Three Ways to save NEW FILES in the cloud.

The easiest way is to *start the file in the cloud*. In Google, click on the Rainbow Waffle, which is a 3 x 3 set of dots in color. This opens your chrome apps like Docs, Drive, YouTube, Gmail, Slides, or Sheets. OR, if you

APPLE WEEK

June 4 Apple Basics -
Learn how to use the iPad in your classroom.

June 6 Apple Certified Educators Day 1 of 3 - Pages, Keynote, Numbers.

OFFICE 365 WEEK

July 9 Office 365 Basics - OneDrive, OneNote and Teams

July 11 Office 365 Advanced - One Note, Sway, Forms, and Word 2019

GOOGLE WEEK

July 23 Explore Google Classroom -
Get ready for next year.

July 25 Google Advanced - Drive, Docs, Sheets, Forms, and others.

Where ARE all these drives?

Open the file called "This PC" and look on the left side. This is where you find all the drives. **Ex. thumb drives (or F drives) show up here.**

Computer drive (or C drive) is where computer operations are kept.

Software (or S drive) is what the district uses for the programs they load onto our machines.

School Shared (or T drive) is where the school added files for everyone to access.

Universal Drive (or U Drive) is where we teachers have been keeping our documents.

It's enough to Drive you bonkers! :)

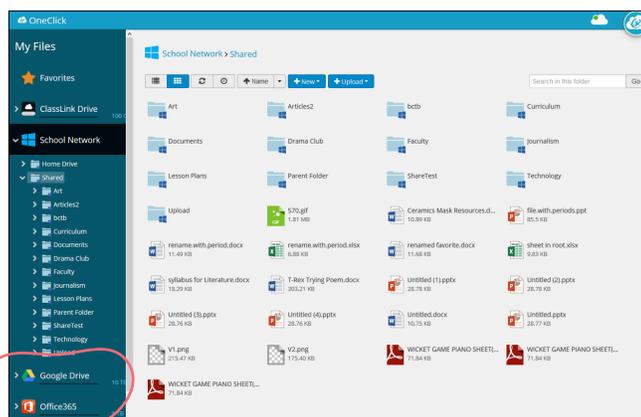
THIS SIMPLE STEP WILL MAKE THE TWO CLOUD SERVERS SHOW UP IN YOUR FILE EXPLORER. IF YOU DON'T DO THIS STEP, YOU'LL BE FRUSTRATED WHEN YOU TRY TO FIND THE DOCS LATER.

are in a document, you can **go to FILE and select NEW**. That gives you choices like Docs, Spreadsheet, Presentation Slides, Forms, or Drawings. A third efficient way is to **download all the Google apps you like to use into your CLASSLINK**. (I save all of mine in one folder called Google.) Then I open the one I want and start. Anything you open this way saves automatically on your Google Drive. Name the File by Clicking in the Gray “Untitled” box... The process works the same way for Office 365. If you start a file offline, you have to find your cloud cabinet in File Explorer.

How do I move old files over to the cloud? 1) Activate the drive - if you haven't yet, and 2) move the files - right click/move to... or you can just drag and drop.

1. Activate the drive. Connect/Activate your cloud drive - if you open the FILE EXPLORER and you don't see Google Drive or OneDrive - Okaloosa County School District as one of your choices. (The file explorer looks like a **folder** at the bottom of your windows task bar.). To do this...

- Go to CLASSLINK. Then, at the bottom of the page click on MY FILES. (It has a cloud symbol.)
- If you don't see **Google Drive** or **Office 365** as a drive choice (see red circle), click **+MANAGE SERVICES**. Then click on the **CONNECT** button underneath the drive. If Google Drive isn't even offered as a choice to connect to, you will need to download “Back Up and Sync” on your computer. You can find out if Back up and Sync is already installed by using the search magnifying glass next to the window task bar at the bottom of your home screen. Click connect and your cloud drive will now appear in your file explorer.



Look at the bottom of the Classlink MY FILES to see if your cloud drives are connected. Click Manage Files and Connect.

2. Move or copy the files.

Find the file or folder that you want to copy, and **RIGHT CLICK** on it. Click “Move to OneDrive”. You can also open your FILE EXPLORER side by side with your Classlink/Myfiles. Then just drag and drop each file or folder into the drive you want it in. At some point Google will ask you if you want to sync your files with Google Drive. If you click yes, **everything** will be saved on Google Drive in the same folders that you had set up in File Explorer. If you say NO, you have to choose what to copy and what to leave behind. A green check next to an icon, file or folder means it is synced to OneDrive.