

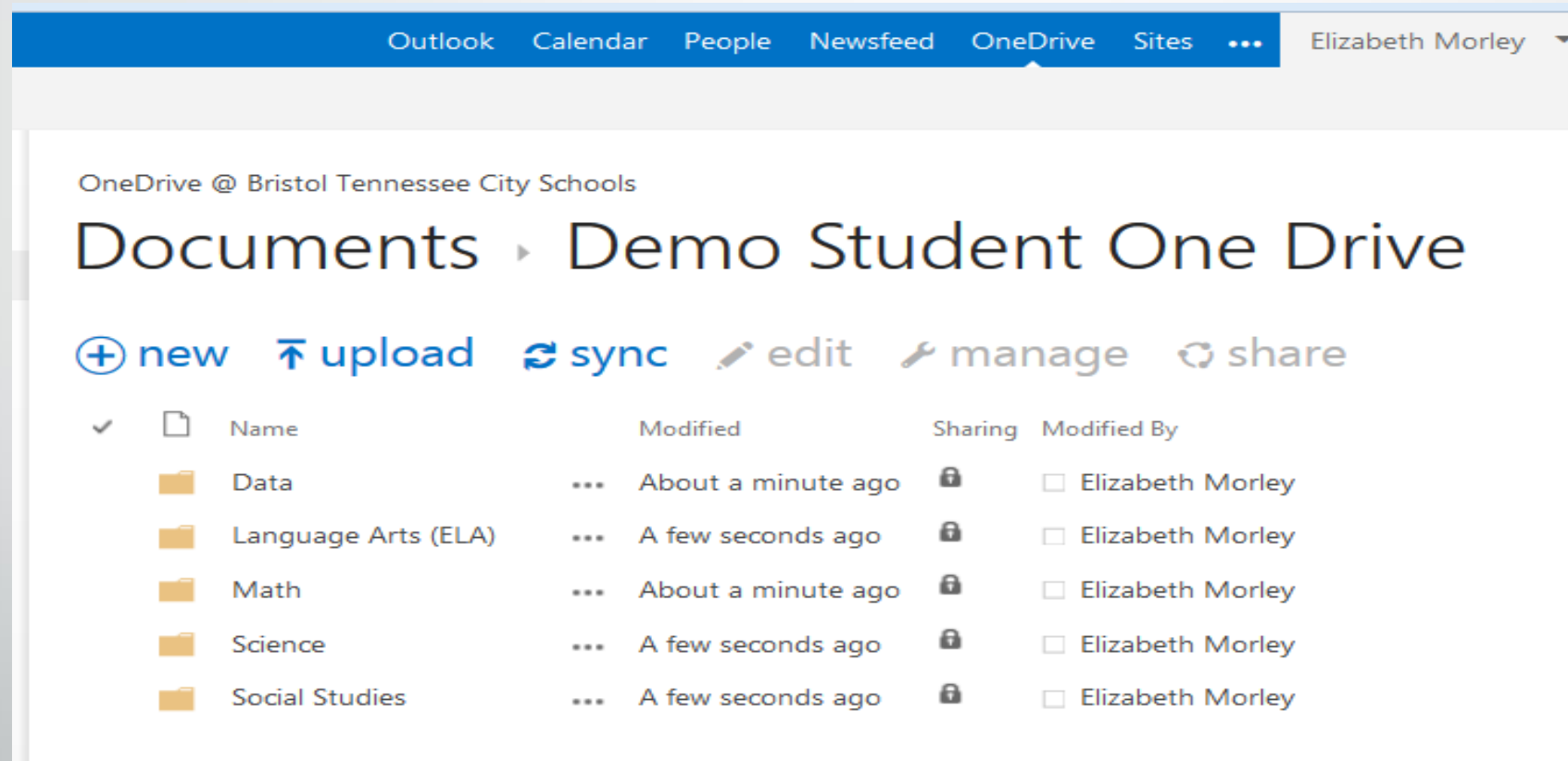


Parent Minimum Expectations for OneNote and One Drive

At a minimum, this is what you will see when you open your student's Subject Area OneNote:

The screenshot displays the Microsoft OneNote application interface. At the top, the ribbon menu includes 'FILE', 'HOME', 'INSERT', 'DRAW', 'HISTORY', 'REVIEW', and 'VIEW'. The user's name, 'Elizabeth Morley', is visible in the top right corner. Below the ribbon, the notebook name 'Language Arts (ELA) Beth M...' is shown, along with a tab labeled 'Assignments'. A search bar with the text 'Search (Ctrl+E)' is located in the top right. The main content area shows a page titled 'August 18th' with a timestamp of 'Monday, August 18, 2014 5:40 PM'. Two assignments are listed: 'Complete the 12 powerful words assignment (in Schoology)' and 'Complete the Dead End in Norvelt Task #3 form (in Schoology)'. On the right side, a sidebar contains an 'Add Page' button and a preview of the current page titled 'August 18th'.

Every student's OneDrive should be organized in this manner (order of folders may differ).



The screenshot shows the OneDrive interface for a student. The top navigation bar includes Outlook, Calendar, People, Newsfeed, OneDrive, Sites, and a user profile for Elizabeth Morley. The main content area is titled "OneDrive @ Bristol Tennessee City Schools" and "Documents ▸ Demo Student One Drive". Below the title is a toolbar with icons for new, upload, sync, edit, manage, and share. A table lists the folders in the OneDrive, including Data, Language Arts (ELA), Math, Science, and Social Studies, with columns for Name, Modified, Sharing, and Modified By.

✓	📁	Name	Modified	Sharing	Modified By
		Data	... About a minute ago	🔒	<input type="checkbox"/> Elizabeth Morley
		Language Arts (ELA)	... A few seconds ago	🔒	<input type="checkbox"/> Elizabeth Morley
		Math	... About a minute ago	🔒	<input type="checkbox"/> Elizabeth Morley
		Science	... A few seconds ago	🔒	<input type="checkbox"/> Elizabeth Morley
		Social Studies	... A few seconds ago	🔒	<input type="checkbox"/> Elizabeth Morley

Within each of the folders, you should see a OneNote for the particular subject area AND eventually, any saved files related to work and/or handouts from that class.

OneDrive @ Bristol Tennessee City Schools

Demo Student One Drive ▸ Data

[+](#) new [↑](#) upload [↻](#) sync [✎](#) edit [🔧](#) manage [🔄](#) share

✓	📁	Name	Modified	Sharing	Modified By
	📁	Beth Morley's Data Folder	⋮ 8 minutes ago	🔒	<input type="checkbox"/> Elizabeth Morley

OneDrive @ Bristol Tennessee City Schools

Demo Student One Drive ▸ Language Arts (ELA)

[+](#) new [↑](#) upload [↻](#) sync [✎](#) edit [🔧](#) manage [🔄](#) share

✓	📁	Name	Modified	Sharing	Modified By
	📁	Language Arts (ELA) Beth Morley 2014-2015	⋮ 9 minutes ago	🔒	<input type="checkbox"/> Elizabeth Morley
	📄	12 powerful words assignment ✨	⋮ A few seconds ago	🔒	<input type="checkbox"/> Elizabeth Morley

We will work to have students sync their OneDrives to individual machines, which will allow them access to their OneDrive files offline. Those files will be available by clicking the Explorer folder at the bottom left of their toolbar.....

...which will bring up the folder menu, under OneDrive@Bristol TN City Schools:

