OneDrive for education

OneDrive empowers **teachers, students, and administrations** to maintain familiar educational experiences in a novel environment.

All your schoolwork from any classroom

This school year is unlike any in recent memory. Teachers, students, and administrators are all adjusting to class without a traditional classroom. But school isn't cancelled, and neither are one of the most iconic school assets: documents.
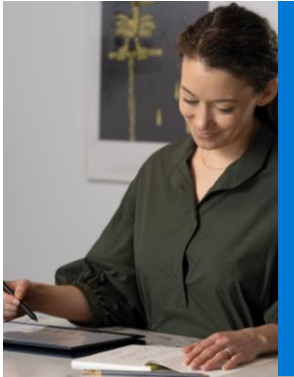
Homework, group assignments, curricula, syllabi—these and others are still critical files for a successful school year. It's just that this year, they're all online. OneDrive helps teachers and students replicate their files experience virtually and gives administrators the right controls for protecting those documents. So, no matter where class is being held, OneDrive helps make it feel familiar, collaborative, and engaging.

Top OneDrive tools for education

- "Go" to school in **Microsoft Teams**, where you can access and collaborate on all your schoolwork in a digital hub

- Access, edit, and share your school files **anywhere on any device**, from the classroom to your home school

- Coordinate on assignments, group projects, school policies, and more in real time using **co-authoring and @mentions**

- Store files **up to 100 GB** to keep all your schoolwork—even the biggest projects—in one place

- Set **file permissions** to protect private student information

- Monitor teacher and student activity to quickly **identify unusual behavior**

Collaborating on documents stored in OneDrive through Teams couldn't be easier: simply share your file, whether through a channel or chat, set the permissions, and get back to work. Your colleagues and classmates can now access and edit that file directly in Teams, where chats and meetings are just a couple clicks away—bringing all your file collaboration needs into one place.

Teachers

- Help students connect to you, their classmates, and all their work from wherever they're learning: at school or home on a shared computer, personal laptop, or mobile device
- Easily share assignments and set protection policies, like passwords, in Teams as a link
- ★ Send students file request links for them to upload specific assignments to a dedicated folder to keep your classwork organized
- Work in real time with students in their files to offer live feedback and engage from afar
- Use @mentions to grab your colleagues' attention while co-creating documents like assignments and research papers—even if you're not from the same institution
- ★ COMING SOON! Add shortcuts to important shared folders—these might hold files for schoolwide policies or lesson plan guidance—directly to your "My files" homepage

Students

- Start and end your school day in Teams: collaborate on all your assignments, extracurricular files, exams, and more with teachers and classmates in one digital hub
- Store your group project files in the cloud to use features that replicate in-class collaboration virtually, like real-time co-authoring and @mentions
- Pull up the OneDrive mobile app to access, edit, and share all your files on the go
- Stay on top of your schoolwork even when you're offline; changes will be automatically synced when you reconnect to the Internet
- ★ Get to all your schoolwork stored in the cloud from your computer's desktop without using storage space to download large files
- Continue building on your virtual portfolio of schoolwork and projects year after year

Administrators

- Deploy OneDrive with confidence knowing Microsoft is FERPA-compliant
- ★ Create information protection policies that help prevent teachers and students from sending out personal information
- ★ Get audit logs and activity reports at the folder, file, and user levels to understand how teachers and students typically use OneDrive to identify unusual behavior faster
- Set alerts that warn you of potentially malicious activity
- ★ Prompt teachers and students to move files from their local machines to the cloud without going to OneDrive or interrupting their desktop workflow
- Forget about manual file backups, expensive storage systems, and disaster recovery all while keeping confidential teacher and student information private

Learn how to

- ★ Request files, like assignments: aka.ms/filerequest
- ★ Add folders to your homepage: aka.ms/addsync
- ★ Save personal storage space: aka.ms/ondemand
- ★ Protect information: aka.ms/whatisaip
- ★ Get audit logs: aka.ms/auditlogs
- ★ Require cloud files: aka.ms/knownfoldermove

Learn more: **aka.ms/whatisonedrive** | Download mobile app: **aka.ms/onedrivemobileapp** | Get tips: **aka.ms/onedriveadoption**