

Design Document: Transition to Microsoft 365

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Course Proposal

Course Title and Description

The title of this course is “Transition to Microsoft 365.” It has been designed to be used to support small nonprofit organizations of up to 100 employees.

Statement of the Problem or Statement of Need for Instruction

The IT department wants to move the organization’s data and operations to a secure virtual platform accessible from anywhere and on any device. The disruption of the pandemic has demonstrated the danger of relying on private servers housed at a single location that must be maintained by in-house staff. Furthermore, having individual users storing their data on laptops, computers, and mobile devices created security vulnerabilities and the possibility of lost data.

To solve these problems, all individual and server data will be transferred to Microsoft 365 utilizing their Azure cloud service. OneDrive for Business, Microsoft Teams, and SharePoint Online will be used for all data storage and retention needs. All staff will be trained to use these tools in day-to-day work.

Rationale for Instruction

The goal of the training is to ensure that all staff can use OneDrive for Business, Microsoft Teams, and SharePoint Online efficiently and effectively for all day-to-day work. While most staff are familiar with the concepts of working with online systems and project management apps, they may waste valuable time learning the features of the new systems on their own. Training ensures that all staff members use the applications in the same way, which will cut down on confusion and help-desk calls. Training all staff on each of the three programs ensures that they are using each app properly to safely store and preserve the organization’s data.

Learner Analysis/Current Competencies

The learners are professional adults—ages 20-something to 67. Most are at least college graduates. All learners have a basic understanding of computers and the software they use in their daily work. The software that everyone currently uses includes VPN, Microsoft Office Suite, Zoom, and various project management applications. The staff are motivated to learn the new system and implement the changes with as little disruption to their work as possible. In general, the learners are polite and attentive. There is a strong preference for dialogue and participation over passive lecture, and many in the group have been known to ask challenging questions that will test the

knowledge of the instructor.

Learners will be taught enough about the Cloud to understand how and where their data is stored. They can expect to learn the basics of each of the three programs: OneDrive, SharePoint, and Teams. The learners will be equipped with the competencies they need to continue their daily work with minimal disruption. They will also learn enough about how the programs work to either google answers on their own or send detailed questions to the help desk for further assistance.

Instructional Goal for Course

Ensure that all staff can use OneDrive for Business, Microsoft Teams, and SharePoint Online efficiently and effectively for all day-to-day work.

ID Model Design Rationale

This course will be built using the constructivist learning theory. Because it is impractical for the instructor to build detailed usage scenarios for every position within the organization, learners will be expected to take the knowledge they receive and apply it to their individual jobs and work groups. The features of constructivism that support active learning include: starting instruction where the learners are, teaching through interactive learner-centered activities, and providing opportunities for learners to build their own knowledge. Given the wide variety of learners that will participate in this course, instruction will begin where most learners can build on existing knowledge. The three modules are designed to introduce new concepts gradually to provide scaffolding for learners that may need it. Each lesson includes activities where learners will work together or follow step-by-step procedures along with the instructor or on-demand video. Learners will be encouraged to apply the concepts they are learning to their daily work, which will vary depending on their jobs.

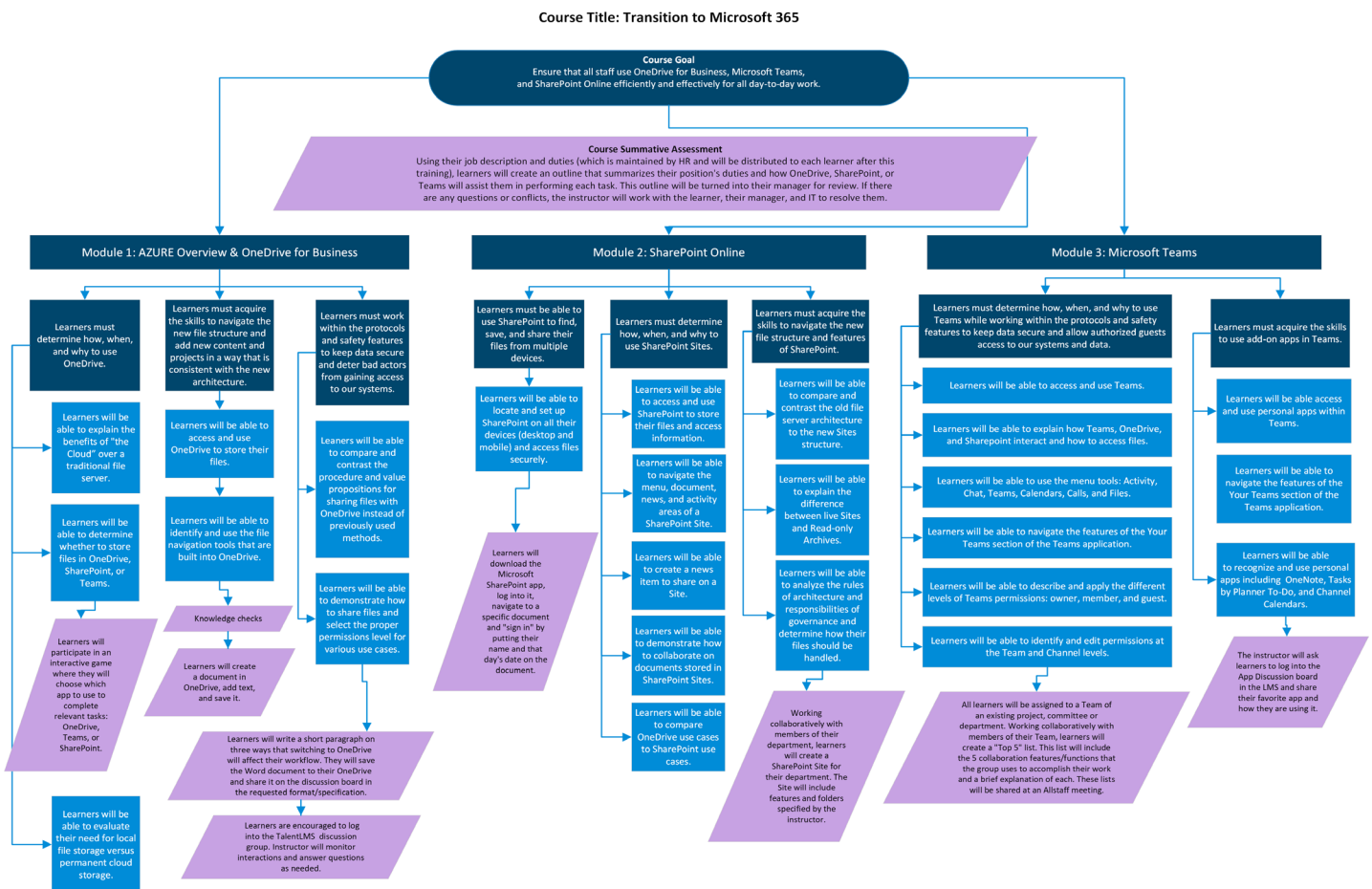
This course will be designed and built using the Kemp Instructional Design Model. These modules are interdependent and interrelated. Each one will build on the information and skills that went before it. It will be important to keep the content logically sequenced and adjust the instructional goals and evaluations for each module to support the overall course goals. Kemp's circular method will help to balance these elements as each of the three modules is designed and implemented.

Alignment Rationale

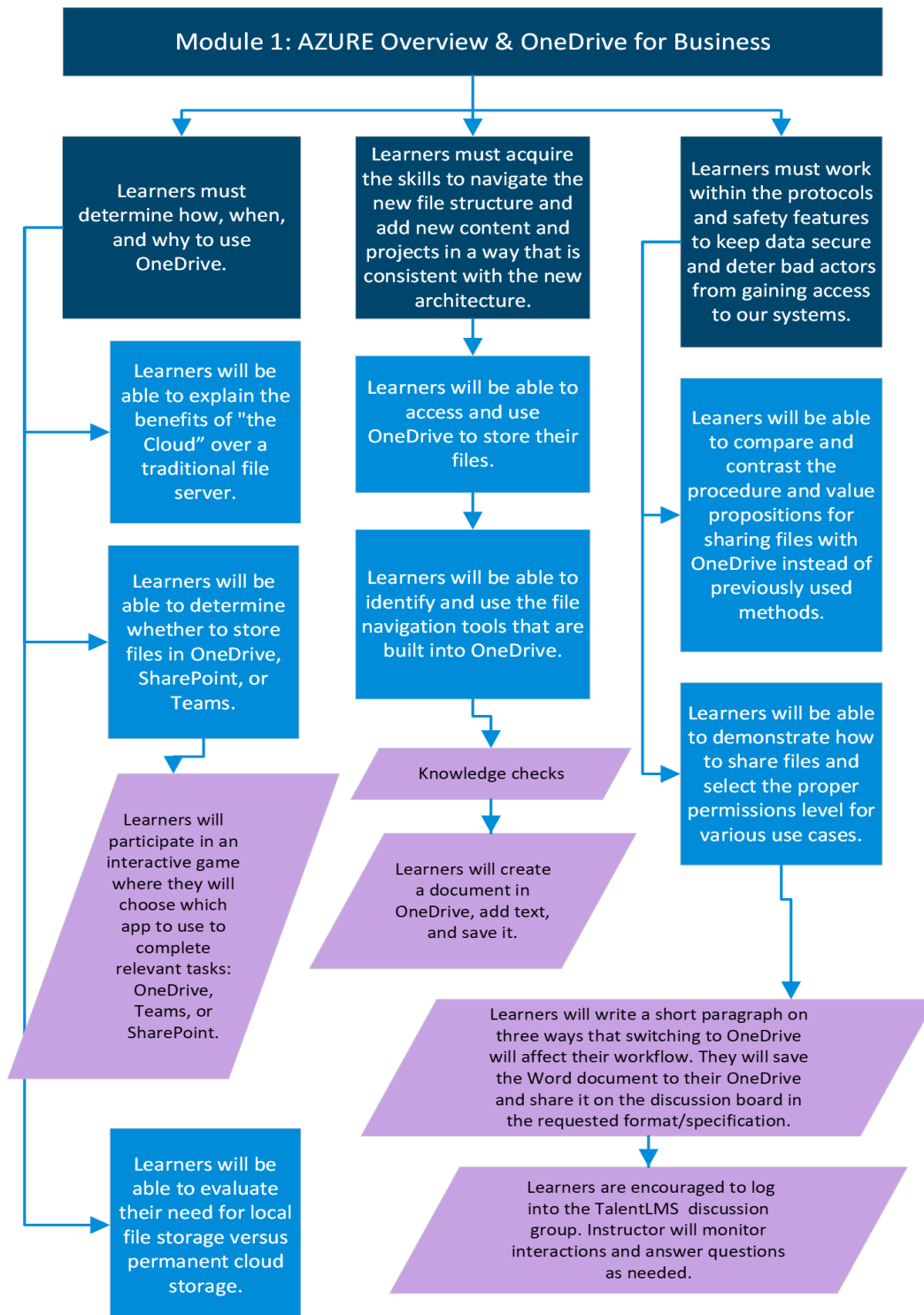
The overall goal of this course is to “ensure that all staff use OneDrive for Business, Microsoft Teams, and SharePoint Online efficiently and effectively for all day-to-day work.” The goal for this module is to “ensure that all staff

can use the cloud-based software OneDrive efficiently and effectively to accomplish their day-to-day work.” The competencies involved in this goal include understanding how, when, and why to use OneDrive; navigating the existing structure and creating their own architecture; and using the proper security and safety protocols to keep data safe. Each of the objectives for the first course (OneDrive) align with this goal and these competencies. The course is designed to allow learners to reach a reasonable level of competency in OneDrive so that they will experience little to no disruption in their daily work from this transition. These skills will be used and expanded in the other two modules for this course.

Flow Chart



Module 1 Structure



Lesson Plan for Module 1: AZURE Overview and OneDrive for Business

To activate existing knowledge and navigate the new structure, learners must understand the similarities and differences between the Cloud and the file servers/storage systems they are accustomed to. Once that understanding is established, learners will need to understand the similarities and differences between the three applications. This course will begin with an overview of the Cloud and then move to the simplest of the three applications: OneDrive for Business. The competencies in this module will be built on and expanded in the subsequent modules.

List of Competencies

- Learners must demonstrate the skills and practical knowledge to save and share files in the Cloud using OneDrive.
- Learners must acquire the skills to access OneDrive, navigate the new file structure, and add new content and projects in a way that is consistent with the new architecture.
- To keep data secure and deter bad actors, learners must be able to evaluate their file storage needs, share documents securely, and select the proper permissions levels.

Course Goal

Ensure that all staff can use the cloud-based software OneDrive efficiently and effectively to accomplish their day-to-day work.

Lower Order Thinking Skills (LOTS)

- Learners will understand what the Cloud is and how it works.
- Learners will apply the knowledge gained during the lecture and demo to their everyday work.

Higher Order Thinking Skills (HOTS)

- Learners will evaluate which features of OneDrive will be useful for their work.
- Learners will analyze their file types and needs to determine which program to use to store files and accomplish tasks.

Lesson 1

The first lesson will take the form of a 60-minute Zoom meeting that includes all staff members. The instructor will screenshare a PowerPoint presentation and show some of the OneDrive environment. To add engagement and interactivity, this first lesson will use Kahoot to conduct an activity. The lesson will be recorded and posted on TalentLMS for those who could not attend the synchronous session.

Terminal Objective

Learners must determine how, when, and why to use OneDrive.

Enabling Objectives

- Learners will be able to explain the benefits of “the Cloud” over a traditional file server.
- Learners will be able to determine whether to store files in OneDrive, SharePoint, or Teams.
- Learners will be able to evaluate their need for local file storage versus permanent cloud storage.

Nine Events of Instruction

1. Gain learners’ attention through engaging introduction to content/concepts.

The instructor will tell a story that illustrates some of the problems that are happening with the current system.

Examples include:

- Laptop crashed and all data was lost.
- VPN keeps disconnecting, causing work stoppage and frustration.
- Log into the current L drive file server, scroll through the hundreds of folders/files on the top level. Ask, “Is anyone tired of waiting for this to load every morning? Do you ever wish there was a better way?”

Instructor may solicit examples from learners, depending on the group size and the amount of time that has been allotted for this lesson.

2. Inform learners about objective(s) of lesson.

The instructor will include this information in the PowerPoint presentation for this section. The objectives of this lesson include determining the benefits of the cloud over traditional file servers; explaining the purpose of

OneDrive, SharePoint, and Microsoft Teams; and evaluating the need for local file storage versus permanent cloud storage.

3. Stimulate learners to access their relevant background information.

Learners are already familiar with the concepts of computer usage, storing and retrieving files from a file server, logging into online systems, and downloading and utilizing apps from the internet on computers and mobile devices. The primary strategy is to compare the cloud system and OneDrive to systems and apps they already use, pointing out the similarities and highlighting important differences.

4. Present new material or concepts to learners.

The material will be presented as a live lecture using PowerPoint. The topics that will be covered are the definition and benefits of the cloud, an overview of Azure, and a comparison of the current system and the new system. The instructor will briefly explain each program and its purpose. The instructor will show how the new programs fit into the existing Microsoft ecosystem.

5. Provide scaffolds and guidance during learning tasks.

The instructor will take the time to answer questions as they come up. Learners are likely to have many questions about how these changes will affect them personally. To maximize the learning for all participants, the instructor will seek to spend more time answering questions that will benefit the most people. If a learner has a question that is very specific to them, the instructor will note the question and work directly with that person later.

6. Learners perform learning task and practice/interact with new materials.

Learners will apply their knowledge by participating in an activity using Kahoot. The instructor will display the previously built quiz in Kahoot. She will display five examples of everyday files to store or tasks to complete. Learners will have the opportunity to choose which app they would use: OneDrive, Teams, or SharePoint.

7. Provide feedback to students.

The instructor can explain to learners what the best answer is and the reasons why. If a significant percentage of the learners chose the incorrect answer, the instructor can ask for the rationale behind the choice. There could be

an unexpected process in place that makes the “incorrect” answer a good use case. This discussion will broaden the learners’ understanding of the uses of each application. The format of this activity will allow them to learn from each other and begin to plan how to personally use the programs in their own work.

8. Evaluate learners’ performance through assessment.


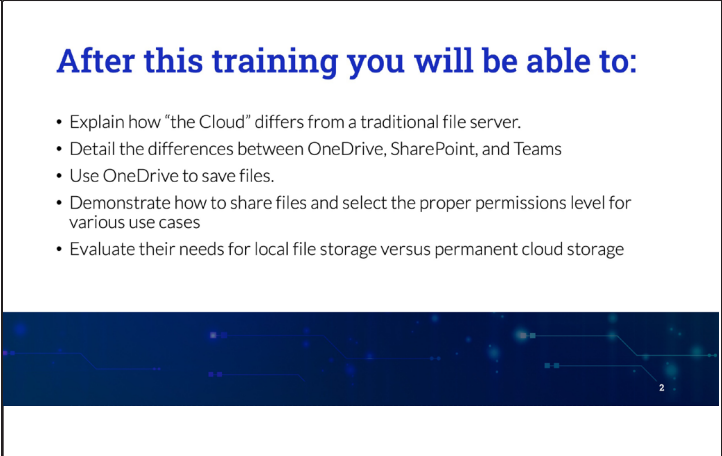
The instructor can assess whether the learners understand the uses of the three programs. The instructor can also add more examples if the learners demonstrate that they need more reinforcement.


9. Practice new learning to enhance retention of learning

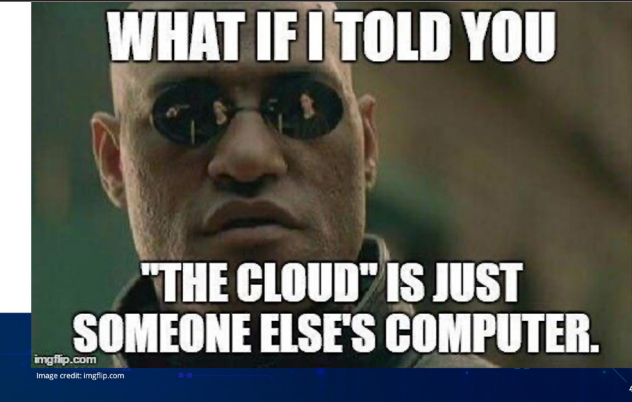
Learners will be able to practice with the new system, since all their personal files (H drive) will have been moved to OneDrive. In the next lesson, learners will be prompted to download and access OneDrive. There will also be information on how to navigate OneDrive’s features.

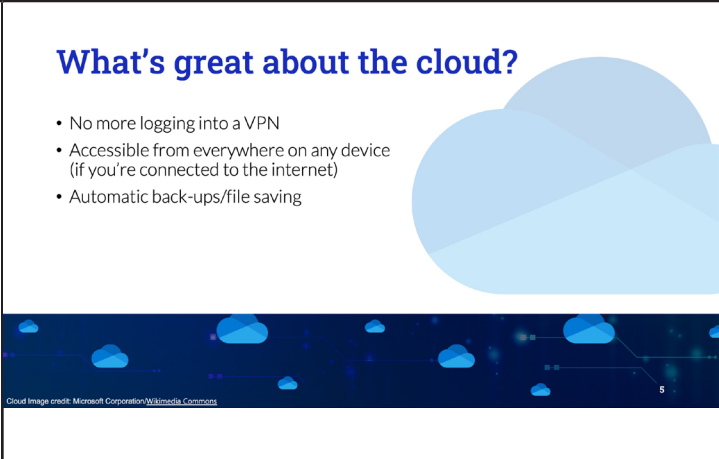
Lesson 1: Content

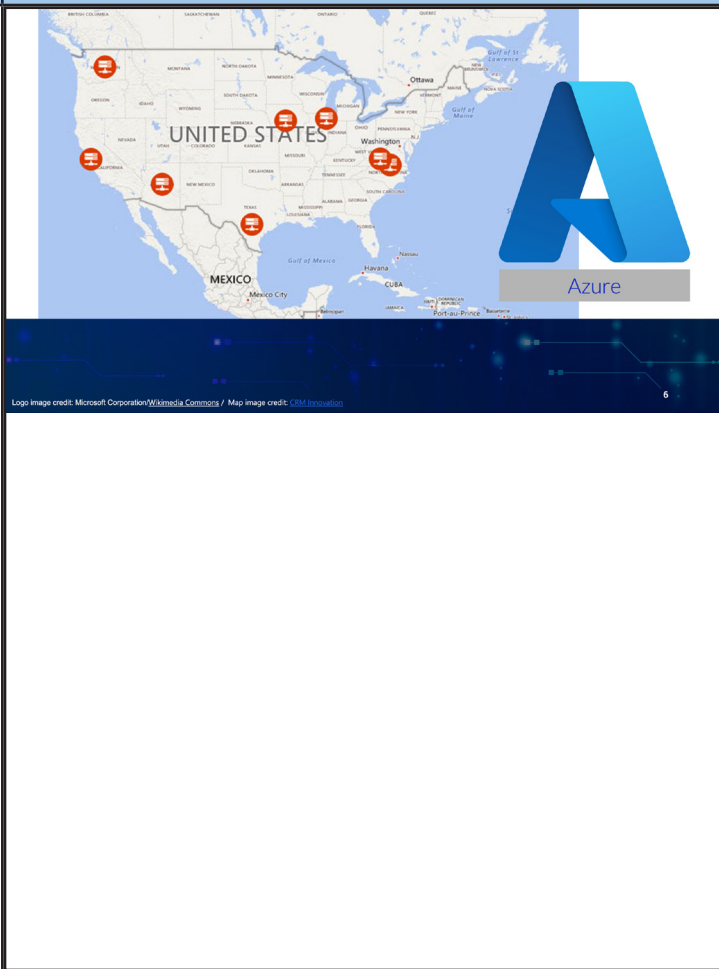
Lesson 1 Script and Slides

Slide 1	Title and Introduction
<p>Script:</p> <p>“Welcome to this course, <i>Transition to Microsoft 365</i>. Thank you for attending today’s class. I’m [name] and I’ll be your instructor today. Feel free to stop me at any time and ask questions. The pandemic and the transition to hybrid work have shown the need for your organization to switch to Microsoft 365. Microsoft 365 is going to make your jobs easier.”</p>	
<p>Notes: Instructor will tell a story that illustrates some of the problems that are happening with the current system. Examples may include:</p> <ul style="list-style-type: none">• Laptop crashed and all data was lost.• VPN keeps disconnecting, causing work stoppage and frustration.• Log into the current L drive file server, scroll through the hundreds of folders/files on the top level. Ask, “Is anyone tired of waiting for this to load every morning? Do you ever wish there was a better way?”	
Slide 2	Learning Objectives
<p>Script:</p> <p>“On this slide you’ll see some of the learning objectives for our training. Today we’re going to talk about the cloud; explain the uses of OneDrive, SharePoint, and Teams; and talk in depth about OneDrive. We’ll cover more about SharePoint and Teams in future training sessions. Let’s get started.”</p>	<p>After this training you will be able to:</p> <ul style="list-style-type: none">• Explain how “the Cloud” differs from a traditional file server.• Detail the differences between OneDrive, SharePoint, and Teams• Use OneDrive to save files.• Demonstrate how to share files and select the proper permissions level for various use cases• Evaluate their needs for local file storage versus permanent cloud storage 
<p>Notes: Instructor will avoid reading the slides verbatim.</p>	

Slide 3	Beginning of Cloud Section	
<p>Script:</p> <p>“What is the cloud? Where is the cloud? Will my files be safe in the cloud? Everyone talks about the cloud, but not too many people really understand what it is.”</p>		<p>We're moving to "the Cloud!"</p>
<p>Notes: This image and the one on the following slide support the Multimedia Principle of Mayer's Design Principles. Obviously, this is words and pictures used together to convey a message. These images are used as an icebreaker to convey a message that would be difficult to express with just words. With any significant change, there is bound to be anxiety. These humorous memes both acknowledge the fear of the unknown and help dispel that feeling.</p>		


Slide 4	Cloud Section	
<p>Script:</p> <p>“Basically, the Cloud is a bunch of computers accessible over the internet.</p> <p>It's important for you to understand that there isn't just one cloud. There are many "clouds" – Amazon has a cloud. So do Google, Apple, and Microsoft.”</p>		
<p>Notes: By addressing the learner directly, this image supports the Personalization Principle of Mayer's Design Principles. This meme reinforces both the humor and connection that the presenter is trying to make with the audience.</p>		

Slide 5	Benefits of the Cloud
<p>Script:</p> <p>“Why should you use the Cloud? What’s in it for you? No more VPN log in problems and slow-loading files! Plus, all your files are accessible from anywhere on any device: laptop, phone, tablet. In addition to that, all of your data is automatically backed up to the cloud network.”</p>	<p>What's great about the cloud?</p> <ul style="list-style-type: none"> • No more logging into a VPN • Accessible from everywhere on any device (if you're connected to the internet) • Automatic back-ups/file saving  <p><small>Cloud image credit: Microsoft Corporation/Wikimedia Commons</small></p>
<p>Notes: The use of this image on this page follows Mayer’s Signaling Principle. It is important that learners recognize Microsoft’s OneDrive logo. Since most of Microsoft’s interface includes pictures instead of words, learners will need to remember what this logo looks like.</p>	

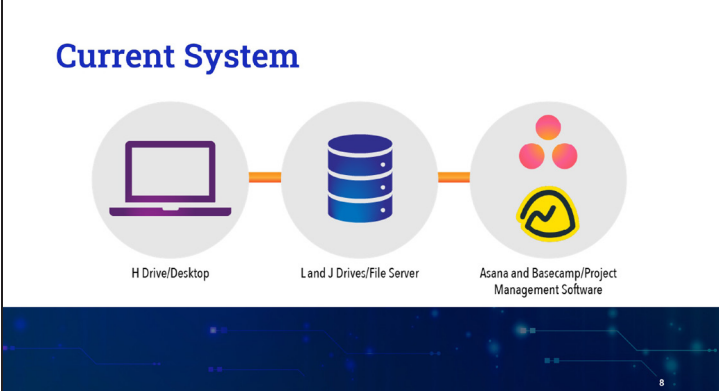
Slide 6	Cloud Section
<p>Script:</p> <p>“Microsoft’s cloud service is called Azure. Azure is a global network with regions in countries around the world. In the US, there are dedicated computers spread across 8 locations. Servers are located in Arizona, Washington State, California, Illinois, Iowa, Texas, and 2 in Virginia. There are servers coming in Georgia and Wyoming.</p> <p>When you save a file to the cloud (OneDrive or SharePoint), it is saved to a computer in TX or IL or WA. And all of these servers are backed up by each other. So, there’s no single point of failure. Plus, all of Microsoft’s resources are put towards keeping this network safe and secure.”</p>	 <p><small>Logo image credit: Microsoft Corporation/Wikimedia Commons / Map image credit: CIA/Mapbox</small></p>

(Slide 6 is continued on the next page.)

Notes: The map image helps learners to visualize the distribution of the Cloud servers in various states as the instructor lists them. This combination of image and narration reinforces the learning and utilizes Mayer’s modality principle.

<p>Slide 7</p>	<p>Microsoft 365 Introduction</p>
<p>Script:</p> <p>“This is an illustration of the Microsoft 365 ecosystem. You can see that Microsoft offers a wide variety of applications. All of these come with your Microsoft 365 account and you can use any of them. This might be a little overwhelming, so let’s focus on just a few important apps.</p>	 <p>The image shows a grid of Microsoft 365 application tiles. The tiles are arranged in a grid and include: Stream, Sway, Forms, PowerApps, Flow, Power BI, People, Tasks, To-Do, Planner, Project Online, Dynamics 365, Mail, Calendar, SharePoint Online, OneDrive for Business, Delve, Viva Outpost, Word Online, Excel Online, OneNote Online, PowerPoint Online, Skype for Business, Teams, Newsfeed, Yammer, Kaizala, Groups, Bookings, and StaffHub. The background is a dark blue gradient with a subtle pattern.</p>

Notes: This image helps learners see the programs that they will be using as part of a larger suite of products. This combination of image and narration utilizes Mayer’s modality principle in the same way as the previous image.

<p>Slide 8</p>	<p>Current System Review</p>
<p>Script:</p> <p>“This is your current system. You each have your own hard drive and you store and share your files on a file server. Different departments are using Asana or BaseCamp or other project management software.”</p>	 <p>The diagram illustrates the current system architecture. It consists of three main components connected by lines: a laptop icon labeled 'H Drive/Desktop', a server rack icon labeled 'Land J Drives/File Server', and a project management software icon labeled 'Asana and Basecamp/Project Management Software'. The background is a dark blue gradient with a subtle pattern.</p>

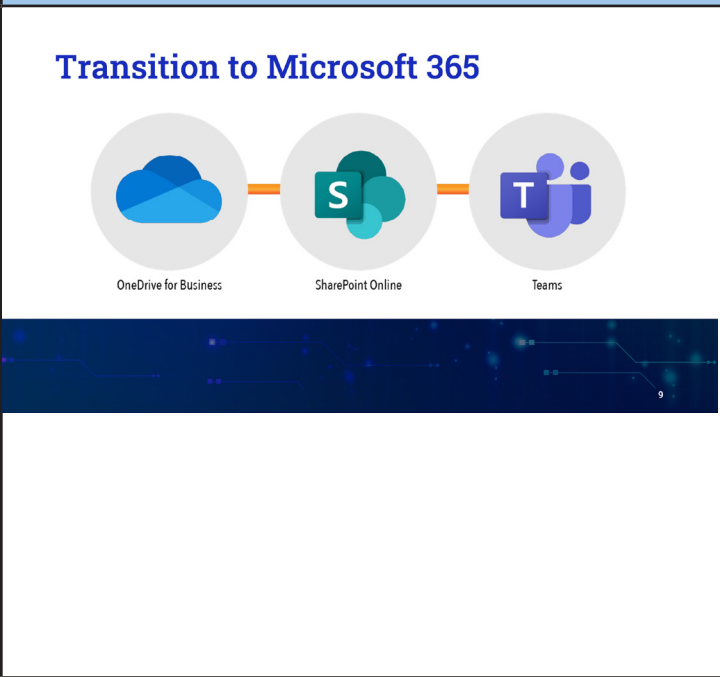
Notes: The learners are familiar with all of these terms, since they use these devices and applications every-day. This information and diagram uses Mayer’s pretraining principle. Illustrating the current system that the learner use helps them visualize how everything works together. This prepares them for the new information that will be shown on the next slide.

Slide 9 **New System Overview**

Script:

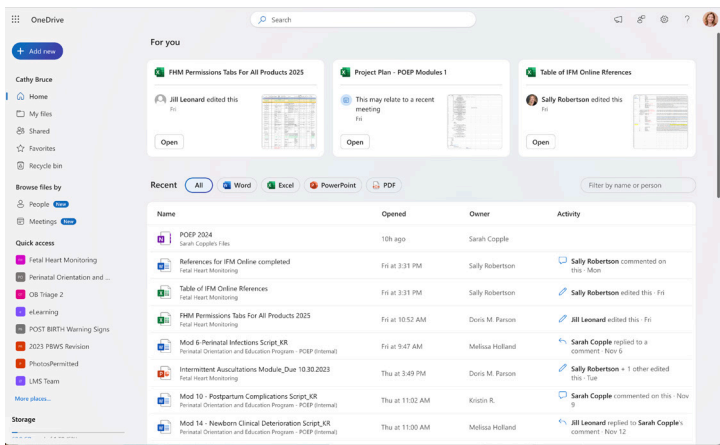
“These are the Microsoft 365 tools that will replace your old systems. You’ll store your files on OneDrive instead of your H drive. Instead of file servers, you’ll use SharePoint. Instead of having to work in several different project management applications, everyone will use Teams.

These tools are similar to other Sync and Share tools that you might have used, like Dropbox, Google Drive, or Box.”

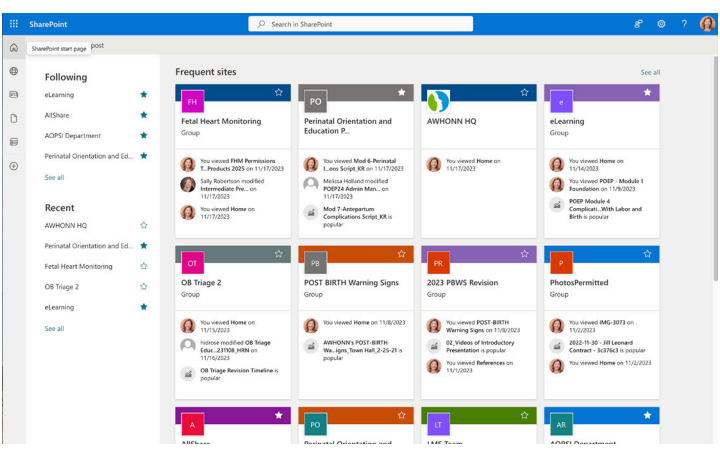


Notes: The instructor will cover the following information: briefly screen-sharing each application. After this section, the instructor will take the time to ask if there are any questions and answer them.

- H drive to OneDrive**
- Use OneDrive like you would use your hard drive
 - Personal files/Private for you
 - You are in control of these files
 - Default is only for you
 - Sharable, but meant for only single sharing



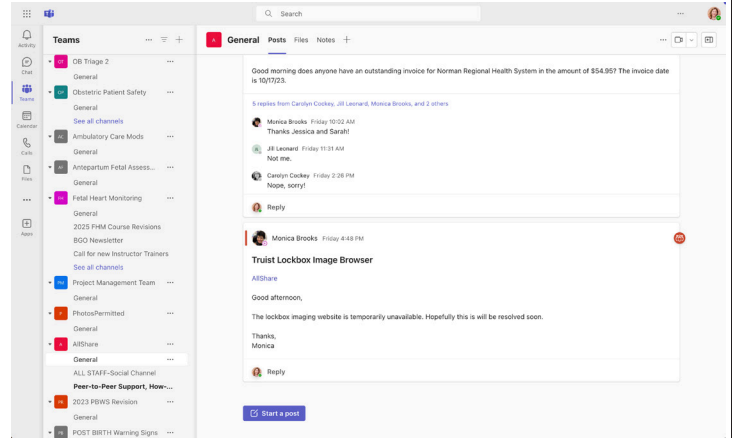
- File Servers (L and J drive) to SharePoint Online**
- Use SharePoint like you would your file server
 - Files for general use/multiple people would access them
 - Broken down into Sites
 - Different levels of permission in Sites: Owner, member, and guest
 - All files are accessible to group members unless otherwise specified



(Slide 9 is continued on the next page.)

Teams takes the place of project management software like Asana and BaseCamp

- Teams is SharePoint plus work group software
- Organized by Teams: include examples such as departments or projects
- Teams includes:
 - Chat, video, and audio calling
 - Calendars
 - Teams and Channels
 - Dozens of plugin apps



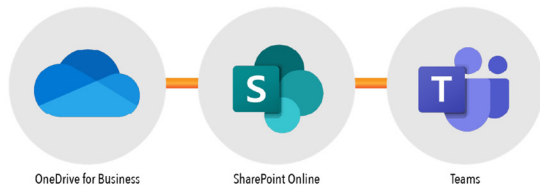
Slide 10

Script:

“Let’s take a minute to apply what you’ve learned. I’ll give you a scenario where you would use OneDrive, SharePoint, or Teams. Decide which one you would use and select it using the buttons that appear on the screen.”

Interactive Activity Using Kahoot

Which one would you use?



(Slide 10 is continued on the next page.)

Notes: These five questions will be built in Kahoot before the training. The instructor will launch the questions, go over the answers, and show how the group did.

1. You are an accountant in the Finance department. You have a budget spreadsheet that you want other accountants to work on. Where would you put this document?

Answer: SharePoint

2. You are working on a list of your 2024 professional goals. Where would you save this document?

Answer: OneDrive

3. You want to check in with a coworker about a pronunciation of a word in a document. Which program would you use?

Answer: Teams

4. You have been asked to write a grant proposal. After you have completed the first draft, you will show it to your supervisor for feedback. Where would you put this document?


Answer: OneDrive

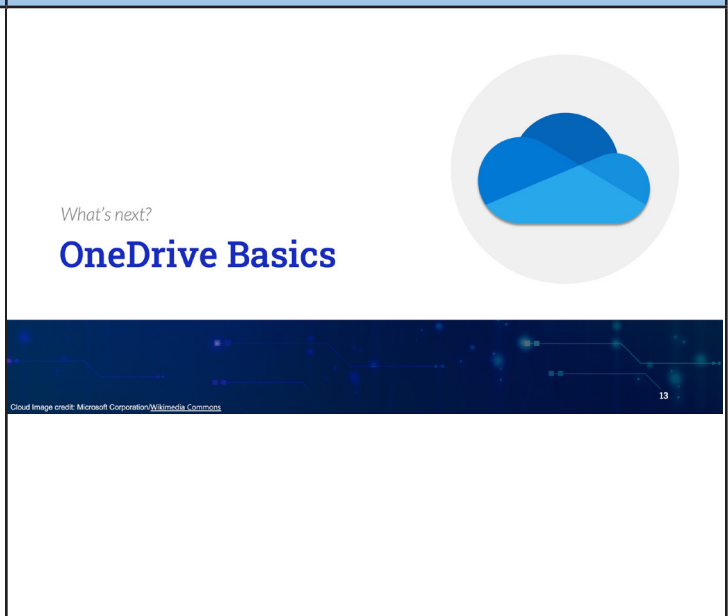
5. You are drafting a “What’s New” document for an upcoming product launch. The whole product development team will be contributing to this document and the marketing team will use the content to create promotional materials. Where would you put this document?

Answer: SharePoint

<p>Slide 11</p>	<p>Microsoft 365 Apps</p>
<p>Script:</p> <p>“Let’s look at Microsoft 365 again. We’ve highlighted the applications that you’ll be expected to use at AWHONN. You are already using Outlook for email and calendar. You’ll notice online versions of familiar programs: Word, Excel, and PowerPoint. You can see OneDrive, SharePoint, and Teams. You’ll learn more about how to use each one of these tools.”</p>	<p>Current Programs</p> <p>Image credit: Created by Matt Wade/ Twitter @thatmatwade</p>

Notes: Showing the same image again with a focus on the programs that learners will be expected to use can help relieve any anxiety that may have arisen from this image. The instructor will point out that learners are already familiar with many of these applications.

Slide 12	Summary
<p>Script:</p> <p>“Let’s review a few keys facts that we learned today.”</p>	 <p>Summary</p> <ul style="list-style-type: none"> • Microsoft 365’s Cloud (Azure) is safe and secure. • Your files will be accessible from any device at any time. • New programs: OneDrive, SharePoint, and Teams
<p>Notes: This slide focuses on the three main takeaways. The instructor should review these concepts without directly reading the points on the slide. The instructor should once again ask if there are any questions before ending the session.</p>	

Slide 13	Current System Review
<p>Script:</p> <p>“This concludes today’s session. Let me tell you what’s next.</p> <p>After today’s training, you’ll receive an email from our learning management system. The email will let you access the next lesson: OneDrive Basics. You’ll have two weeks to complete the course in the LMS. After that, we’ll get back together to learn about permissions and sharing in OneDrive.”</p>	 <p>What's next?</p> <p>OneDrive Basics</p>
<p>Notes: The instructor will thank the learners for their attention and participation.</p>	

Lesson 2

The second lesson will be built in the LMS. The initial page in the LMS will include a welcome and instructions on how to log into the LMS discussion board. From there, an interactive module will launch. The module will begin with an introduction video. The module's content will include video demos (from YouTube and created in Loom), information, and knowledge checks. Learners will be invited to log into the OneDrive discussion board in the LMS.

Terminal Objective

- Learners must acquire the skills to access OneDrive and navigate the new file structure.
- Learners must be able to add new content and projects in a way that is consistent with the new architecture.

Enabling Objectives

- Learners will be able to access and use OneDrive to store their files.
- Learners will be able to identify and use the file navigation tools that are built into OneDrive.

Nine Events of Instruction

1. Gain learners' attention through engaging introduction to content/concepts.
-

A short introductory video will explain the benefits of OneDrive to the learner. The module will reassure learners that OneDrive is the simplest tool of the three. It will benefit them to understand OneDrive, since it is the place where learners will be spending most of their time.

2. Inform learners about objective(s) of lesson.
-

After the introductory video, the objectives of the lesson will be listed.

- Access and use OneDrive to store their files.
- Evaluate their needs for local file storage versus permanent cloud storage.

3. Stimulate learners to access their relevant background information.
-

Learners are already familiar with the concepts of computer usage, storing and retrieving files from a file server, logging into online systems, and downloading and utilizing apps from the internet via computer and mobile devices.

es. The instructional strategy in this section is to show how OneDrive behaves like their file explorer and browser which they are already familiar with.

4. Present new material or concepts to learners.

This module will explain how credentials work in Microsoft365. It will then detail how to access OneDrive from a file explorer, browser, and mobile device. These will be videos from YouTube or screen-capture videos made in Loom with the instructor narrating what she is doing. The videos will give step-by-step instructions to encourage the learners to follow along. All learners will be encouraged to log into OneDrive from their browser and File Explorer.

Once that information has been established, the module will briefly introduce the learner to the OneDrive interface. Information will be presented to explain how and why learners may want to save files locally and how to do so.

5. Provide scaffolds and guidance during learning tasks.

Creating an online module with on-demand videos allows learners to access this education when it is convenient for them and at their own pace. This method of instruction supports the diverse pool of learners who have different levels of comfort with new technology. The videos will not only include demonstrations of the use of OneDrive but will also share tips and tricks to keep learners engaged and offer value to users who already have a basic understanding of the system. The module will end with a summary of what was learned, reinforcing important information to increase retention.

6. Learners perform learning task and practice/interact with new materials.

Learners will be asked to participate in a short activity to ensure that they implement what they have learned. If the learner is unable to perform the task, there is a step-by-step video available to provide guidance.

7. Provide feedback to students.

The module will instruct learners to log into the OneDrive discussion board in the LMS. They will be instructed to ask questions or make comments about the lesson. This discussion board will allow learners to communicate and share their experiences with OneDrive. The instructor will monitor these discussion boards to ensure that learners have been able to complete the learning activity.

8. Evaluate learners' performance through assessment.

There are several ways that the learner's performance is evaluated in this lesson. There are three knowledge checks in the module that will allow learners to test their knowledge and understanding. The knowledge checks include feedback that will explain important concepts and underlying information. Creating and saving the Word document to their OneDrive will assess whether the primary aspects of the lesson have been understood.

Ideally, all learners will complete lesson 2 before the final lesson. The LMS will mark the module as completed once learners have viewed the information. The instructor will be able to generate a report to track student progress and encourage participation.

9. Practice new learning to enhance retention of learning

Now that learners have been introduced to OneDrive and have full access to the program, they will be using it daily. Learners will be able to practice with the new system, since all their personal files (H drive) will have been moved to OneDrive. The expectation is that some learners will explore different aspects of the program while others will simply use the information that they have learned to accomplish their daily work. Opportunities for peer-to-peer learning will occur naturally as learners collaborate and in the moderated LMS discussion board.

Lesson 2: Content

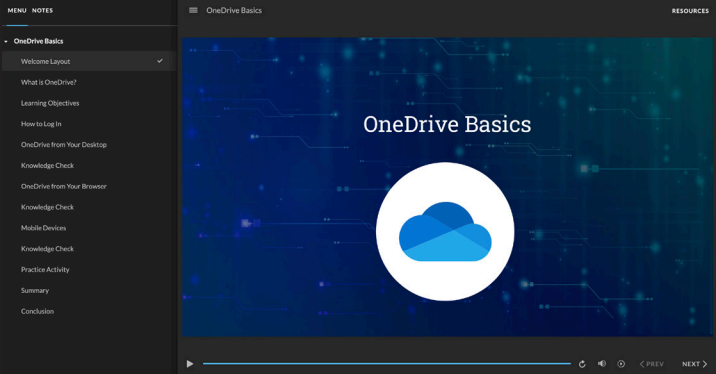
Lesson 2

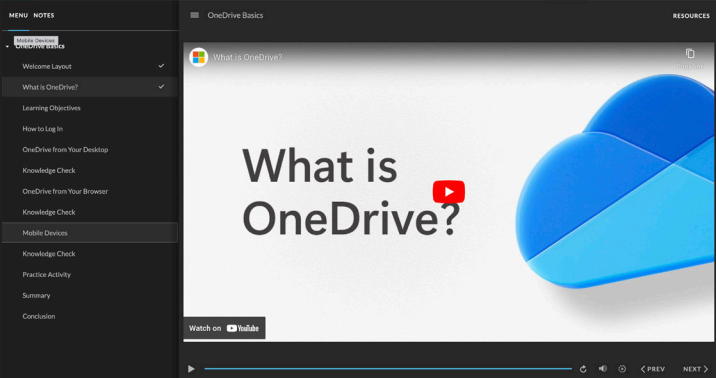
Learners will log into the LMS and access their homepage. The lesson will be in their courses window.

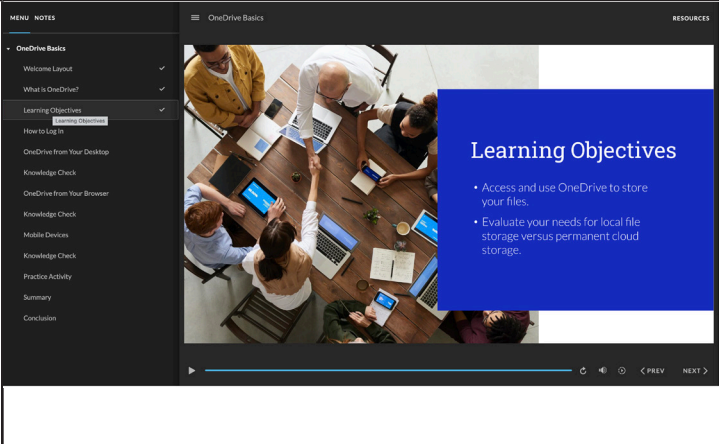
When they enter the lesson, the first thing they will see is a welcome page and a listing of the parts of this lesson. The first page will include instructions on how to log into the OneDrive discussion board in the LMS. After this, the interactive module built in Storyline 360 will launch.

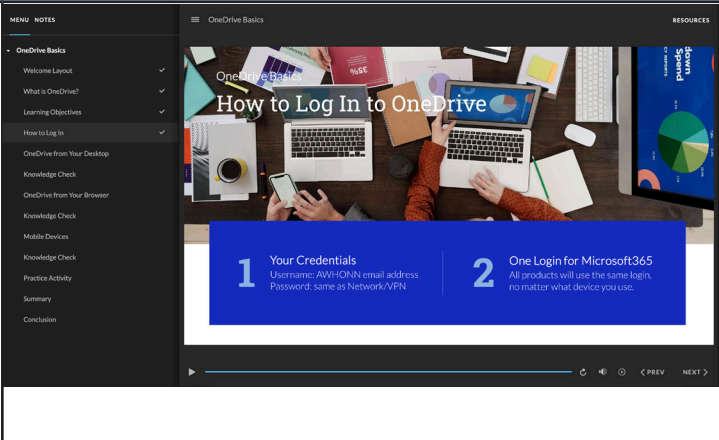
[A draft version of OneDrive Basics is available in Articulate Review.](#)

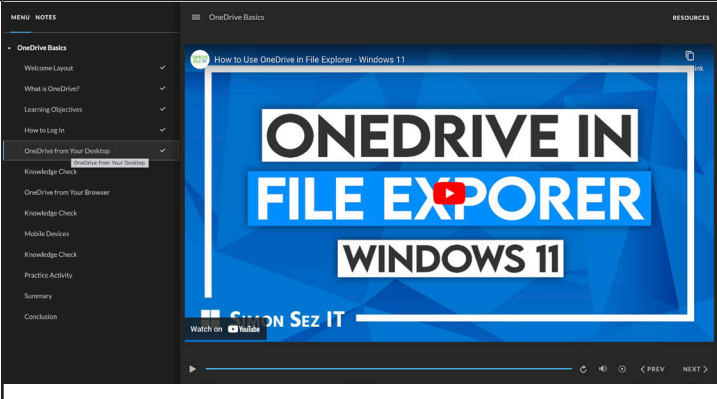
Module Script and Slides

Slide 1	Title Slide
<p>Script:</p> <p>“Welcome to OneDrive Basics. We’re starting with OneDrive because it’s the simplest tool and it’s the place you’ll be spending most of your work time. I know some of you have been using OneDrive and for some of you this is new. We’re going to walk through the basics.”</p>	
<p>Notes: The module will be fully narrated and will not advance until the learner clicks “next.” The learner has access to navigation and may view the module in any order they choose. These decisions were made in accordance with Mayer’s principle of learner control. To comply with the Mayer principle of personalization, all narration will be addressed directly to the learner.</p>	

Slide 2	Introduction to OneDrive
<p>Script:</p> <p>“Watch this short video to see how OneDrive can make your day-to-day tasks easier.”</p>	
<p>Notes: This video adheres to Mayer’s Modality, Learner Control, and Personalization Principles. Because it includes narration and images together, it follows the Modality Principle. The learner can control the video in any way they choose. The narrator’s use of “you” and “your” reinforces the Personalization Principle.</p> <p>Video credit: Microsoft 365 & Power Platform Community/Creative Commons</p> <p>https://www.youtube.com/watch?v=2ksQWLQdg7A</p>	

Slide 3	Learning Objectives
<p>Script:</p> <p>“The goal of this module is to show you how to access OneDrive from your desktop, browser, or mobile device. We’ll go over the navigation and features in each environment. We’re also going to discuss how to store your files locally and give you examples of why you may want to do that from time to time.”</p>	
<p>Notes: The narration script will avoid reading the slide text verbatim to adhere to the Mayer redundancy principle.</p>	

Slide 4	How to Log In to OneDrive
<p>Script:</p> <p>“Regardless of where you access OneDrive (from your desktop, browser, or mobile device), you’ll need to log in. The login credentials that you use for OneDrive are the same ones you used for the VPN. Those are your company email address and the same password you use to log into your computer.”</p>	
<p>Notes: The image on the slide shows mobile phones, laptops, and tablets. This reinforces the point that you may log into OneDrive from any device.</p>	

Slide 5	How to Access OneDrive from Your Desktop
<p>Script:</p> <p>“OneDrive can store all of your files just like your hard drive does. Click the video to learn about accessing OneDrive from your desktop.”</p>	

Notes: This video adheres to Mayer’s Modality, Learner Control, and Personalization Principles. Because it includes narration and images together, it follows the Modality Principle. The learner can control the video in any way they choose. The narrator’s use of “you” and “your” reinforces the Personalization Principle.

Video credit: @SimonSezIT

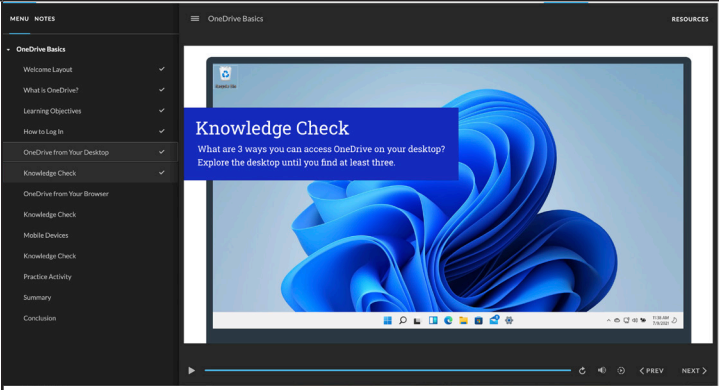
<https://www.youtube.com/watch?v=q1x6RIIP0es>

A second screencapture video will be created that covers additional information. The topics that will be covered in the additional video include:

- Login is the same as your VPN/Outlook/server login.
 - Email address + password
- Look at Status column (if it’s not there or there is nothing in it, OneDrive may not be active.) If so, you’ll need to start the OneDrive app.
- Look at the bottom of your screen. You should see a cloud icon.
- Or bottom of task bar (lower right) you should see a little blue Cloud.
- OneDrive pops up a window to let you know whether it is synced.

(Slide 5 is continued on the next page.)

- File Explorer
 - Status column: blue clouds = in the cloud (available online)
 - Green check = on laptop (no internet access: plane, woods, etc.)
 - Blue clouds, little person: in the cloud, shared
 - Circle arrows (like recycle arrows) files are syncing
- Determining need for local files
 - How to change file status
- Working offline:
 - Example: plane, going to mountains—no internet connection
 - Right click item: You can set to “Always keep on this device.”
 - To undo: Right click item- “Free up space”
 - It will sync back up with OneDrive.

Slide 6	Knowledge Check #1
<p>Script:</p> <p>“What are three ways you can access OneDrive from your desktop? Explore the desktop until you find at least three.”</p>	

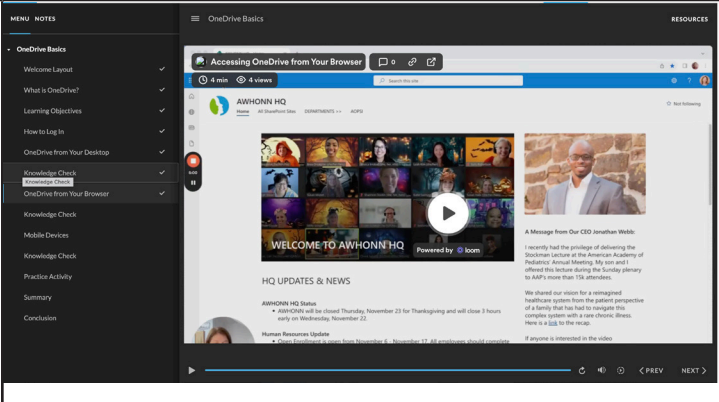
Notes:

Image: Picture of Windows 11 desktop with File Explorer open and various clickable spots

Question: What are three ways you can access OneDrive from your desktop? Explore the desktop until you find at least three.

Answers: The correct answers are the Start button (scrolling through the apps, the Search area at the bottom left, the collapsible menu on the bottom right, and in the file explorer’s left navigation bar.

Interactive features: The learner will click on the different icons, getting feedback from pop-up windows that tell them what the icon is and whether it can be used to access OneDrive. Correct answers will be marked with a green check and incorrect answers will be marked with a red X.

<p>Slide 7</p>	<p>How to Access OneDrive from Your Browser</p>
<p>Script:</p> <p>“OneDrive can be accessed from any browser. Watch the video to learn about using OneDrive from a browser.”</p>	

Notes: This video was created using Loom. It follows several Mayer’s principles including coherence. By creating my own video, I have focused on just the information I want to cover. An on-demand video also follows the learner-control principle by allowing the learner to control every aspect of their learning including the timing and speed.

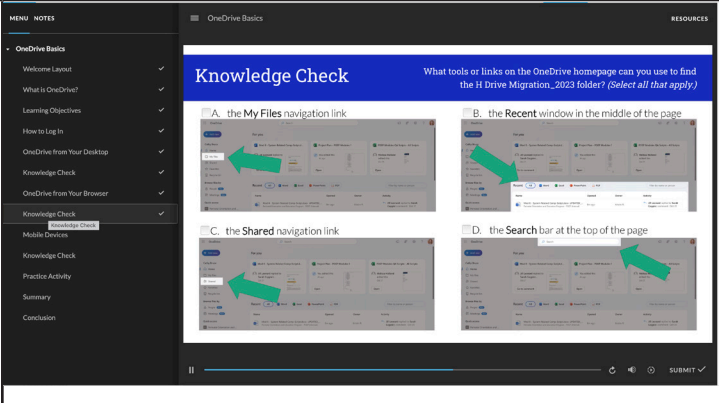
This is a sample of what is covered in the video:

This video will show you how to access OneDrive from your browser. You can use any browser, such as Chrome, Edge, or Safari. Today I’m using the Chrome browser.

There are two ways to get to OneDrive. You can go to your company’s SharePoint homepage and click on the dot square in the upper left. From there, choose OneDrive.

The other option is to type in ONEDRIVE.LIVE.COM. From there, you’ll go to the sign-in area, type in your credentials and you’ll be in OneDrive.

Let’s take a look at the OneDrive homepage. Home shows most recent files.

<p>Slide 8</p>	<p>Knowledge Check #2</p>
<p>Script:</p> <p>“You want to access your H Drive Migration_2023 folder. What tools or links on the OneDrive homepage can you use to find that folder?”</p>	

(Slide 8 is continued on the next page.)

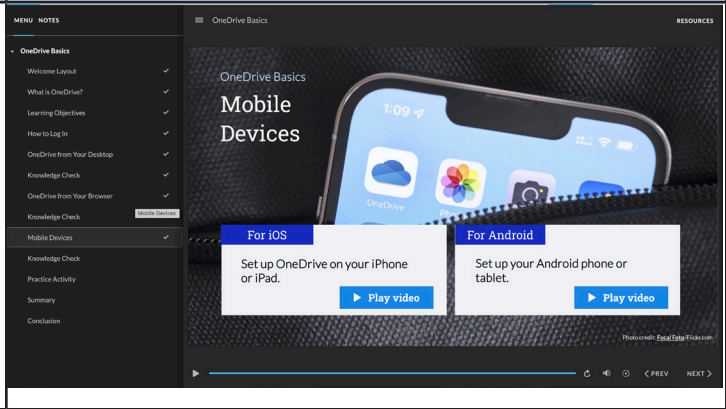
Notes:

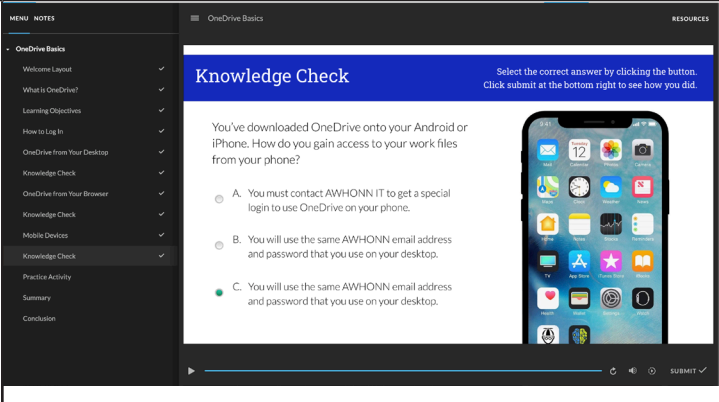
Question: What tools or links on the OneDrive homepage can you use to find the H Drive Migration_2023 folder? (Select all that apply.)

Answers (with accompanying images):

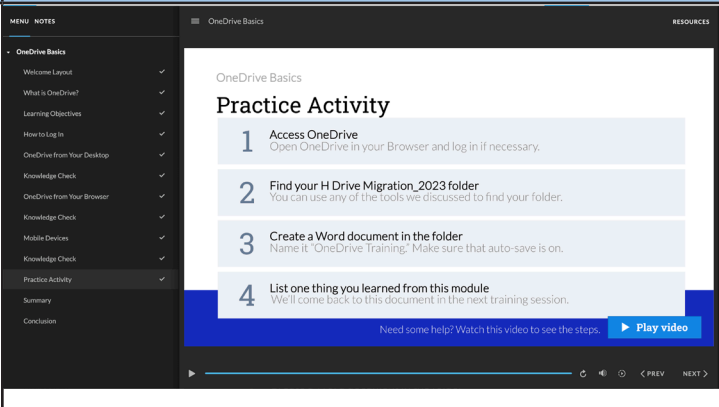
- The Search bar at the top of the page (Correct)
- The Recent window in the middle of the page (This is incorrect because that window only shows files, not folders.)
- The My Files navigation link on the left (Correct)
- The Shared navigation link on the left (This is incorrect because you should never share this folder. It is all your work and should be kept secure.)

Interactive features: The learner will have three opportunities to answer correctly. Feedback will be given for correct and incorrect answers.

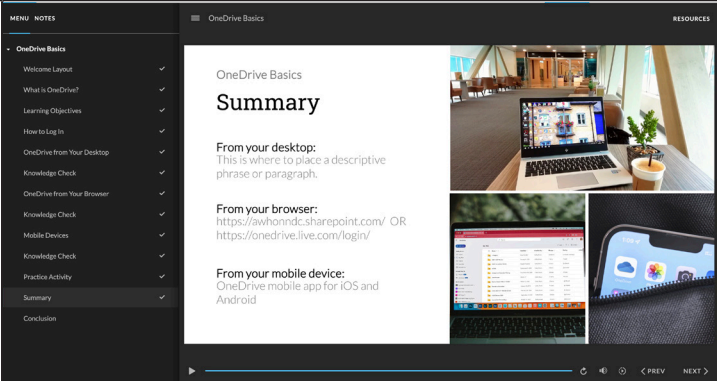
<p>Slide 9</p>	<p>How to Access OneDrive from Mobile Devices</p>
<p>Script:</p> <p>“You can access your files on the go from a mobile device. Choose a video to learn how to get OneDrive on your phone or tablet.”</p>	
<p>Notes: Photo credit: Focal Foto/Flickr.com</p> <p>Image Concept/theme: This image of the OneDrive app on mobile phone in a jacket pocket reinforces with the main idea of this slide: All your files available anywhere and you can take them with you.</p> <p>The buttons will link to two videos that briefly explain how to access and download the OneDrive app from each operating system.</p>	

<p>Slide 10</p>	<p>Knowledge Check #3</p>
<p>Script:</p> <p>“You’ve downloaded OneDrive onto your Android or iPhone. How do you gain access to your work files from your phone?”</p>	

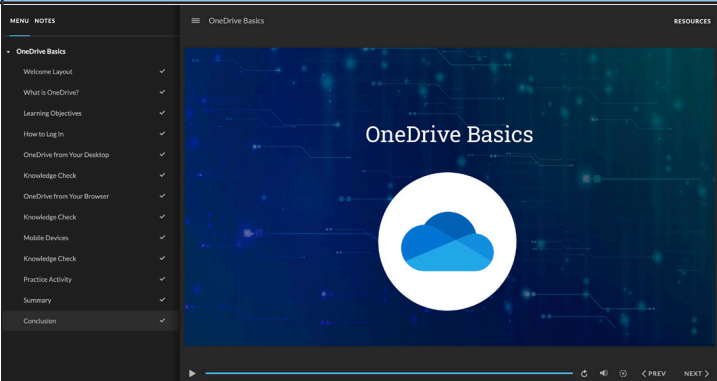
<p>Notes:</p> <p>Question: You’ve downloaded OneDrive onto your Android or iPhone. How do you gain access to your work files from your phone?</p> <p>Answers:</p> <ul style="list-style-type: none"> • You must contact AWHONN IT to get a special login to use OneDrive on your phone. • You will use the same AWHONN email address and password that you use on your desktop. (correct) • You will use your email address but must create a new password for your phone. <p>Interactive features: The learner will have three opportunities to answer correctly. Feedback will be given for correct and incorrect answers.</p>	
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<p>Slide 11</p>	<p>Practice Activity</p>
<p>Script:</p> <p>“Now you’ll put your new knowledge into practice.</p> <p>Complete the activity detailed on the slide. Keep this window open and complete the steps listed on the slide.”</p>	

<p>Notes: The learners will complete this activity. If they have problems completing the activity, the learner may click the button at the bottom of the screen. It will play a video that will provide step-by-step directions to compete the objective.</p>	
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Slide 12	Summary
<p>Script:</p> <p>“This concludes your OneDrive Basics training. You can now access and use OneDrive from any device. Let’s do a quick review.</p> <p>From your desktop, you can access OneDrive using the file explorer or in the OneDrive app. You can access OneDrive from your browser on any computer. Just log into AWHONN’s intranet page or go to onedrive.live.com and click the “Sign in to your account” icon in the top right. Finally, you can access OneDrive from your mobile phone by downloading the app.</p> <p>Don’t forget that you’ll use the same login and password no matter where you access your files.”</p>	

Notes: This summary will help learners to retain the information presented in this module.

Slide 13	Conclusion
<p>Script:</p> <p>“Thank you for completing OneDrive Basics. There will be a live training session in the next few weeks. We look forward to seeing you then.”</p>	

Notes: The learners will complete this activity. If they have problems completing the activity, there will be a video that will provide step-by-step directions to compete the objective.

Lesson 3

The last lesson will be a 60-minute Zoom meeting that includes all staff members. The instructor will screenshare a PowerPoint presentation and discuss permissions and sharing in OneDrive environment for about 30–40 minutes. This lesson will be using Kahoot as an engagement and assessment tool. The content of this lesson will be partially informed by the questions that come up in the discussion board in the LMS. The instructor will plan to spend the remaining time reviewing concepts and answering any questions that were posted. The lesson will be recorded and posted on TalentLMS for those who could not attend the synchronous session.

Terminal Objective

Learners must work within the protocols and safety features to keep data secure and deter bad actors from gaining access to our systems.

Enabling Objectives

- Learners will be able to compare and contrast the procedure and value propositions for sharing files with OneDrive instead of previously used methods.
- Learners will be able to demonstrate how to share files and select the proper permissions level for various use cases.

Nine Events of Instruction

1. Gain learners' attention through engaging introduction to content/concepts.
-

The instructor will explain the goals of the lesson: explaining sharing and working collaboratively in OneDrive and an open forum for questions about OneDrive. This lesson will begin with an interactive dialogue between the instructor and the learners, which will engage the learners.

2. Inform learners about objective(s) of lesson.
-

Instructor will explain that learners will be able to

- Share files securely
- Select the proper permissions level for various use cases.
- Access and collaboratively work on files in OneDrive.

3. Stimulate learners to access their relevant background information.

Learners are already familiar with the concepts of storing and retrieving documents from a file server and allowing other users access to their documents. Most learners are familiar with systems that are similar to OneDrive such as Dropbox or Google Drive. The primary instructional strategy is to demonstrate the ease of use of the file sharing system, emphasizing the need for security and control.

4. Present new material or concepts to learners.

The instructor will do a live demonstration and explanation of content. Learners may follow along on their own computers, but it is not necessary. After introducing the new content, the instructor will allow time for Q&A about any OneDrive topic that learners want to discuss.

5. Provide scaffolds and guidance during learning tasks.

The instructor will give multiple examples to allow learners to really understand the importance of permissions. The instructor will take the time to answer questions as they come up.

6. Learners perform learning task and practice/interact with new materials.

The instructor will ask learners to look at their own OneDrive and access the sharing settings. She will ask learners to consider who they might share files with and why. She will ask for volunteers to put examples in the chat or to raise their “hands” in Zoom if they want to share an example.

The instructor will ask the learners to go to the Word Document they created at the end of Lesson 2 (the file named “OneDrive Training”).

7. Provide feedback to students.

Learners are likely to have many ideas about what files they will share and with whom. The instructor can answer questions, make comments, and provide guidance. She can also reinforce the idea that some of these files may be stored in SharePoint instead.

8. Evaluate learners' performance through assessment.

The assessment will test whether learners can work effectively in OneDrive. Each learner will use their "OneDrive Training" Word document in OneDrive and write a short paragraph on three ways that switching to OneDrive will affect their workflow. Once they have written their paragraph, they will share it in the LMS OneDrive discussion board in a read-only format that will expire in two weeks.

9. Practice new learning to enhance retention of learning


As the lesson ends, learners will be encouraged to log into Talent LMS and join the OneDrive discussion group. They will be encouraged to share questions, examples of scenarios they have run into, and requests for additional training and support. The instructor will monitor these discussions. The instructor will reply in the discussion thread or post short videos using Loom.

Learners will continue to use OneDrive for their daily work. After a few weeks, the SharePoint lesson will be implemented. SharePoint shares many features with OneDrive, so learners can apply the knowledge gained by using OneDrive to SharePoint. Teams is the most complicated application, but the knowledge gained in the first two courses will prepare learners for the last lesson.

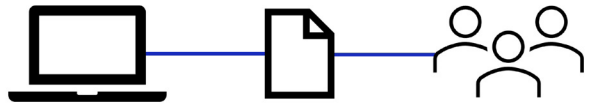
The instructor will post the recording of the training session in TalentLMS.

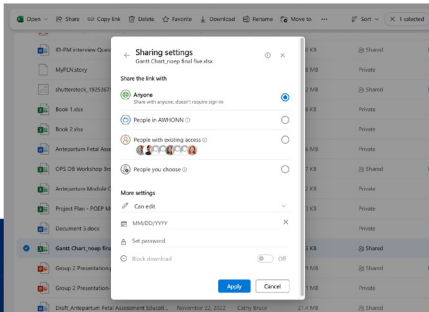
Lesson 3: Content

Script and Slides

Slide 1	Title Slide
<p>Script:</p> <p>"Welcome to Sharing and Collaboration in OneDrive."</p>	 <p>Transition to Microsoft 365 Lesson 3: Sharing and Collaboration in OneDrive</p> <small>Cloud image credit: Microsoft Corporation/Wikimedia Commons</small>
<p>Notes:</p>	

Slide 2	Learning Objectives
<p>Script:</p> <p>“Here are the topics that we will be covering today.”</p>	<p>After this training you will be able to:</p> <ul style="list-style-type: none"> • Compare and contrast the procedure and value propositions for sharing files with OneDrive instead of previously used methods. • Demonstrate how to share files and select the proper permissions level for various use cases. • Collaborate with others within documents on the OneDrive
<p>Notes: Instructor will explain that learners will be able to</p> <ul style="list-style-type: none"> • Share files securely • Select the proper permissions level for various use cases. • Access and collaboratively work on files in OneDrive. 	

Slide 3	Introduction to Sharing
<p>Script:</p> <p>“How do you share files with people inside and outside your organization?”</p>	<p>Sharing Documents</p> 
<p>Notes: Instructor will ask students how they shared files before. She will trigger an open-ended question in Kahoot (How do you share files with people inside and outside your organization?) and ask them to submit their responses. Expected answers include other sync and share tools such as Dropbox, Google Drive, etc.; the file server; or email attachments.</p> <p>The instructor will review responses on-screen. Next, the instructor will ask learners what problems they may have encountered with these methods and use Kahoot in the same manner.</p> <p>Expected answers include lack of security, loss of control (of files), and version control issues (multiple files).</p>	

<p>Slide 4</p>	<p>Sharing and Permissions</p>
<p>Script:</p> <p>“Remember that all of your OneDrive files are private by default. You choose whether to share your files.”</p>	<p>Introduction to Sharing</p>  <p>The screenshot shows the 'Sharing settings' dialog box in OneDrive. It is titled 'Share the link with' and lists several sharing options: 'Anyone' (selected), 'People in AWHONN', 'People with existing access', and 'People you choose'. Under 'More settings', there are options for 'Can edit', 'Set password', and 'Block download'. The background shows a list of files in OneDrive.</p>


Notes: Instructor will cover the following:

OneDrive allows people to work in same document simultaneously, saves automatically, access can be controlled.

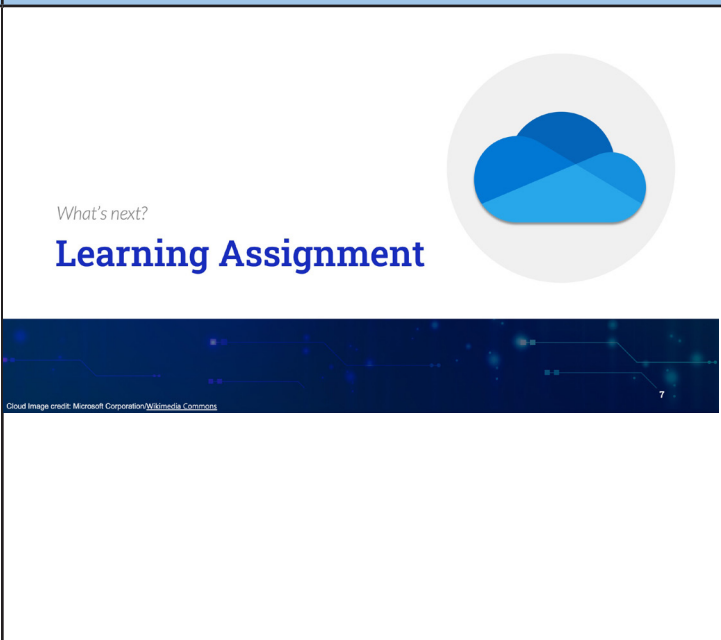
1. Explanation of OneDrive sharing benefits
 - Multiple people in one document simultaneously
 - Microsoft 365 apps: Word, Excel, and PowerPoint Online
 - Saves changes automatically
 - Access can be controlled by file or folder

Instructor will open OneDrive from the browser and demonstrate the following information:

2. Open file and demonstrate sharing settings
 - Who to share with
 - Anyone with link
 - People in AWHONN
 - People with existing access
 - Only people you choose
 - Level of access
 - View (see)
 - Review (comment only)
 - Edit (full access)
 - Allow or deny downloads
 - Time frame settings for permissions

Slide 5	Collaboration in Apps
<p>Script:</p> <p>“Microsoft 365 apps let you work collaboratively with others online. Let’s look at the features that make working together easier.”</p>	<p>Microsoft 365 Apps</p> 
<p>Notes: Instructor will open a Word document to use as a demo. She will demonstrate that multiple people can work and comment in documents at one time. The instructor will also cover the auto-save feature and demonstrate how versioning and file retrieval works.</p>	

Slide 6	Summary
<p>Script:</p> <p>“Let’s review what we’ve learned today.”</p>	<p>Summary</p> <ul style="list-style-type: none"> • OneDrive allows you and your colleagues to work in same document simultaneously, saves automatically, and lets you restore past versions of your docs. • All OneDrive files are private by default. • You control who to share your files with, what level of access they have, and for how long.
<p>Notes: Instructor will review the points covered in the lesson. The instructor will check to see if there are any questions about the lesson.</p>	

Slide 7	Learning Assignment
<p>Script:</p> <p>“Remember the “OneDrive Training” Word document you saved to OneDrive in lesson 2? I’d like you to write a short paragraph on three ways that switching to OneDrive will affect your workflow. Once you have that written, create a sharing link that will be a read-only format that will expire in two weeks. Post this link to the LMS OneDrive discussion board to share your thoughts with all your coworkers.”</p>	 <p>What's next? Learning Assignment</p> <p><small>Cloud image credit: Microsoft Corporation/Wikimedia Commons</small></p> <p>7</p>
<p>Notes: Instructor will deliver the information about the activity and ask if there are any questions. This activity will act as a summative assessment for this course. This concludes module 1 of the Transition to Microsoft 365 Course.</p> <p>The instructor will use the remaining time to ask if there are any questions and answer any questions that were posted on the Discussion board. The instructor will thank the learners for their attention and participation.</p>	

Learning Tools Assessment

Because this course focuses on three Microsoft products, they will be part of the technology used in this course. The spreadsheet that shows the data and ranking of the tools can be viewed [here](#). The Web 2.0 tools that have been chosen to enhance this course include:

Zoom (https://zoom.us/)	Learner- and community-centered environment
Video conference and communication tool	
Overall score:	5 out of 5
Access and accessibility:	free trial version, ADA compliant
Usability and user interface:	34 of 35
Privacy and intellectual property:	No third party data sharing, robust privacy controls
Student motivation:	14 of 15
Zoom is an easy-to-use tool and is familiar to most people who work or learn remotely. There are robust privacy protections and many additional apps and integrations are available to enrich the virtual class experience.	

Kahoot (https://kahoot.com/)	Learner-, community-, and assessment-centered environment
Game-based learning platform with assessment tools	
Overall score:	4 out of 5
Access and accessibility:	free trial version, ADA compliant
Usability and user interface:	25 of 35
Privacy and intellectual property:	No third party data sharing, robust privacy controls
Student motivation:	14 of 15
This app allows learners to play games, takes quizzes, and respond to polls directly in Zoom—no additional screen is required. Although I chose Quizziz over this program in the initial evaluation, this program’s seamless integration with Zoom caused me to go back to it. This app will allow the instructor to implement the interactive portion of the presentation without having to rely on learners using their phones.	

TalentLMS (https://www.talentlms.com/)	Learner-, community-, assessment-, and knowledge-centered environment
Cloud-based online learning platform	
Overall score:	5 out of 5
Access and accessibility:	free trial version, ADA compliant
Usability and user interface:	31 of 35
Privacy and intellectual property:	No third party data sharing, robust privacy controls
Student motivation:	11 of 15
<p>This LMS is simple to set up and use. It has user, instructor, and admin roles. It can accommodate SCORM, video, PDF, image, presentation, and text files. Gamification elements can be incorporated into learning activities. Courses and tests can be created and assigned to individuals or groups. Groups can use discussion boards and direct message to communicate. There are individual and group reporting features to track student progress.</p>	

Loom (https://www.loom.com/)	Learner-, community-, and knowledge-centered environment
Screen-capture video messaging tool and online service	
Overall score:	4 out of 5
Access and accessibility:	free trial version, partially ADA compliant
Usability and user interface:	23 of 35
Privacy and intellectual property:	De-identified data sharing, robust privacy controls
Student motivation:	15 of 15
<p>Since this course teaches software usage, students and instructors must be able to make informal videos that include screen-sharing. This simple video creation tool will be useful for communication between instructors and students and between students themselves. It is easy to use and promises to allow groups/classes to communicate better.</p>	

LinkedIn Learning (https://www.linkedin.com)	Knowledge-centered environment
Online educational platform with a library of on-demand video content	
Overall score:	4 out of 5
Access and accessibility:	free trial version, ADA compliant
Usability and user interface:	27 of 35
Privacy and intellectual property:	No third party data sharing, robust privacy controls
Student motivation:	9 of 15
This library of up-to-date, expert-led educational videos, mostly focused on technology, business, and creative skills will be a resource for the development of the additional coursework. It will also be used as video content to teach learners skills and assist them in discovering advanced functionality.	

Technology Evaluation Tool

This tool was built in Google Forms. <https://forms.gle/jbJLtkRZGR1YE9pr6>

Technology Evaluation Tool

Use this tool to assess Web 2.0 tools for possible inclusion in online learning environments

Use the space below to add the name of the tool and its URL.
(Short answer field)

Does this tool support the learning objectives and goals of your course?

- Yes
- No
- Maybe

If answer is No or Maybe, survey will show this section:

This tool may not be a good fit for this course. You might want to reconsider using it.

Do you want to proceed with this evaluation or start over with a new tool?

- Proceed with this evaluation. (This option proceeds to section 2.)
- Stop evaluating this tool and start over with a new tool. (This option submits the form.)

2. Access and Accessibility

This section assesses whether the tool will work for the teacher and the learners.

Is the tool free to use?

- Yes
- No, but there is a free trial/version
- No, and there is no free trial/version

If the tool is not free, how does the tool charge? (Either initially or after the free trial period)

- By the number of users
- By a subscription for a certain time period
- By a one-time flat fee
- The tool is free to use.

If a free trial/version is available, briefly describe the terms (software limitations, trial length, etc.)
(Long answer field)

What is the cost for this tool?
(Short answer field)

Which platforms are supported by the tool? (Select all that apply.)

- IOS (iPhone, iPad)
- Android
- Mac OS
- Windows
- Current Mac browsers (Safari, Chrome, or Firefox)
- Current PC browsers (Edge, Chrome or Firefox)

Is the tool ADA compliant?

- Yes
- No
- Unsure

Is the tool free of distracting advertising, pop-ups, or sponsored content?

- Yes
- No
- Other:

3. Usability and User Interface

This section assesses the ease or difficulty of using a tool (from the perspective of the learner and the instructor.)

Section scores

Poor: 0-9; Fair: 10-18; Good: 19-26; Great: 27-35

This tool is easy to use and intuitive.
Completely disagree (1)
to
Completely agree (5)

This tool includes useful tutorials and/or explanation videos to help users get started.
Completely disagree (1)
to
Completely agree (5)

This tool offers easy to access support/help to users.
Completely disagree (1)
to
Completely agree (5)

I am confident in my ability to offer technical support and assistance in using this tool.
Completely disagree (1)
to
Completely agree (5)

This tool integrates with popular LMS's and other course software I am considering.
Completely disagree (1)
to
Completely agree (5)

This tool provides easy to use reporting features so that I can track each learner's progress.
Completely disagree (1)
to
Completely agree (5)

This tool provides easy to use reporting features so that I can track class progress as a group.
Completely disagree (1)
to
Completely agree (5)

4. Privacy and Intellectual Property

While all Web 2.0 tools collect user data, it's important to understand the terms of use and consider these issues when choosing a tool.

Does this tool share user data with third parties?
 Yes
 No
 Maybe
 Other:

Does this tool assert ownership over anything published or created there?
 Yes
 No
 Maybe
 This tool does not create content.

If this tool creates content, does it allow users to have control over their content? (Select all that apply.)
 Users have complete control over who views, edits, or shares their content.
 Users can control who edits or shares their content.
 Users have no control over who views, edits, or shares their content.
 Other

If this tool allows social interaction, does this tool create a private class environment (group account) or does each user have their own account?
 Group account
 Individual accounts
 Both types of accounts are supported
 Not applicable

If the tool allows for group accounts, are there tools available to the instructor to moderate interaction?
 Yes
 No
 Maybe

5. Student Motivation

This section will examine the tool's effect on students

Section scores

Poor: 0-3; Fair: 4-8; Good: 9-12; Great: 13-15

What aspect of the online learning environment will this tool impact? (Select all that apply.)

- Learner-centered environment
- Knowledge-centered environment
- Assessment-centered environment
- Community-centered environment

How will this technology improve the learning experience in a way that the existing tools cannot?
(Long answer field)

This tool is fun to use.

Completely disagree (1)
to
Completely agree (5)

This tool will motivate students to learn new skills or knowledge and/or use their creativity to express themselves.

Completely disagree (1)
to
Completely agree (5)

If this tool contains a social component, it will allow students to connect with and learn from each other.

Completely disagree (1)
to
Completely agree (5)

6. Almost finished...

Now that you've completed this evaluation tool, what is your overall recommendation on this tool?

Discard this tool (1)
to
Use this tool (5)

Use this space to justify your recommendation.
(Long answer field)

Subject Matter Expert Review and Feedback

This document was discussed and reviewed with Melissa Holland, Project Manager, Institutional and Strategic Educational Development at AWHONN.

In my initial interview with Melissa, I asked questions about whether the content that I've included in the module was comprehensive enough. Since understanding the cloud and OneDrive is the simplest aspect of the training she thought that the scope of the training was sufficient. She anticipated no significant pushback to implementing OneDrive. There would be a learning curve as employees got accustomed to the new system, but that was to be expected.

When asked what areas caused the most confusion for new users of Microsoft 365, Melissa replied that understanding the difference between OneDrive, SharePoint, and Teams was a major source of problems. Sharing and thinking through who needs access to files is another topic that learners struggle with. In response to these trouble spots, I created an activity in Lesson 1 that focuses on the uses of OneDrive, SharePoint, and Teams. I split Lesson 3 into its own session so that learners can focus on sharing. Lesson 3 is a synchronous lesson so that the instructor is available to answer questions about this important topic.

Melissa reviewed the project plan and had many positive things to say about it. She had questions about specifics in the lesson content and her suggestions helped me focus the content. In particular, she helped me write the scenarios for the interactive activity in lesson 1. She helped me simplify these scenarios, only leaving in the details that are necessary to make sure the answers are correct.

Multimedia

Lesson 1

Slide 1:

Microsoft Cloud

Image credit: Microsoft Corporation/Wikimedia Commons

The use of this image on this page follows Mayer's Signaling Principle. It is important that learners recognize Microsoft's OneDrive logo. Since most of Microsoft's interface includes pictures instead of words, learners will need to remember what this logo looks like.

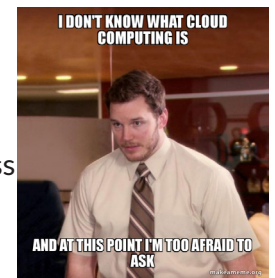


Slide 2:

Meme

Image credit: MakeAMeme.org

This image and the one on the following slide support the Multimedia Principle of Mayer's Design Principles. Obviously, this is words and pictures used together to convey a message. These images are used as an icebreaker to convey a message that would be difficult to express with just words. With any significant change, there is bound to be anxiety. These humorous memes both acknowledge the fear of the unknown and help dispel that feeling.



Slide 3:

Meme

Image credit: imgflip.com

By addressing the learner directly, this image supports the Personalization Principle of Mayer's Design Principles. This meme reinforces both the humor and connection that the presenter is trying to make with the audience.

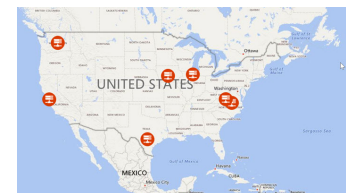


Slide 6:

Map of Azure

Image credit: CRM Innovation

The map image helps learners to visualize the distribution of the Cloud servers in various states as the instructor lists them. This combination of image and narration reinforces the learning and utilizes Mayer's modality principle.



Slide 7:

Microsoft 365 Periodic Table

Image credit: Created by Matt Wade/ Twitter @thatmattwade

This image helps learners see the programs that they will be using as part of a larger suite of products. This combination of image and narration utilizes Mayer's modality principle in the same way as the previous image.



Slide 8:

Current system (H drive, File Serve, Asana/BaseCamp)

Original image

This diagram uses Mayer's pretraining principle. Illustrating the current system that the learner use helps them understand that everything works together. This prepares them for the new information that will be shown in the next slide.



Lesson 2

Slide 2

“What is OneDrive?” video

Video credit: Microsoft 365 & Power Platform Community/Creative Commons

<https://www.youtube.com/watch?v=2ksQWLQdg7A>

This video adheres to Mayer's Modality, Learner Control, and Personalization Principles. Because it includes narration and images together, it follows the Modality Principle. The learner can control the video in any way they choose. The narrator's use of “you” and “your” reinforces the Personalization Principle.

Slide 5:

“How to use OneDrive in File Explorer | Windows 11” video

Video credit: @SimonSezIT

<https://www.youtube.com/watch?v=q1x6RIIPOes>

This video adheres to Mayer's Modality, Learner Control, and Personalization Principles. Because it includes narration and images together, it follows the Modality Principle. The learner can control the video in any way they choose. The narrator's use of “you” and “your” reinforces the Personalization Principle.

“OneDrive in File Explorer” video

This video still needs to be animated. It will be created for the OLE project.

Sample script:

- Login is the same as your VPN/Outlook/server login.
 - Email address + password
- Look at Status column (if it's not there or there is nothing in it, OneDrive may not be active.) If so, you'll need to start the OneDrive app.
- Look at the bottom of your screen. You should see a cloud icon.
- Or bottom of task bar (lower right) you should see a little blue Cloud.
- OneDrive pops up a window to let you know whether it is synced.
- File Explorer
 - Status column: blue clouds = in the cloud (available online)
 - Green check = on laptop (no internet access: plane, woods, etc.)

- Blue clouds, little person: in the cloud, shared
- Circle arrows (like recycle arrows) files are syncing
- Determining need for local files
 - How to change file status
- Working offline:
 - Example: plane, going to mountains—no internet connection
 - Right click item: You can set to “Always keep on this device.”
 - To undo: Right click item- “Free up space”
 - It will sync back up with OneDrive.

Slide 7:

“How to Access OneDrive from Your Browser” video

Original content

<https://www.loom.com/share/0566471e4819490a8072a6072e76ab5d?sid=bd69daf5-c599-4d4d-9bfb-bb6a-0bc190e5>

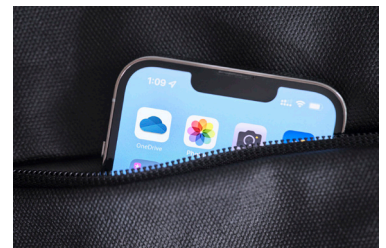
This video was created using Loom. It follows several Mayer’s principles including coherence. By creating my own video, I have focused on just the information I want to cover. An on-demand video also follows the learner-control principle by allowing the learner to control every aspect of their learning including the timing and speed. Finally, the video follows Mayer’s personalization principle by consistently addressing the learner directly.

Slide 9:

Image of phone in pocket

Photo credit: Focal Foto/Flickr.com

This image of the OneDrive app on mobile phone in a jacket pocket reinforces with the main idea of this slide: All your files available anywhere and you can take them with you.



“Set up OneDrive on iPhone or iPad” Video

This video still needs to be animated. It will be created for the OLE project.

Sample script:

- Need to use OneDrive on your iPhone or iPad?
- Go to the App Store and download the OneDrive app.
- A user taps the App Store icon and enters Onedrive in the search field. Beside the OneDrive app, the user taps “Get” then “Open.”
- If it’s your first time, sign in with your email for OneDrive.
- The user signs in, and folders appear.

“Set up OneDrive on your Android phone or tablet” video

This video still needs to be animated. It will be created for the OLE project.

Sample script:

- Need to use OneDrive on your phone or tablet?
- Go to the app store and download the OneDrive app.
- Type OneDrive in the search field and click “install,” then “open.”
- If it’s your first time, tap “Sign In” and use your email for OneDrive.