Digital Literacy

Lesson plan

Collaborating and managing content digitally

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# Learning path

**Collaborate and manage content digitally** introduces learners to cloud services like OneDrive and how to apply their basic functions, how to collaborate with others on Word documents, and how to use Microsoft Outlook to manage tasks, time and contacts.

## Resources

Take time to review the learning path and module resources to support instructional delivery.

|  |  |
| --- | --- |
| Collaborate and manage content digitally | * [Transcript: Collaborate and manage content digitally](https://digital-literacy-courses-en-us.azurewebsites.net/en-us/digitalliteracy/newcourses/06_Collaborate_and_manage_content_digitally/course/SCO1/en-us/Content/Transcript_Collaborate-and-manage-content-digitally.pdf) * PowerPoint: Collaborate and manage content digitally * Printable certificate: Collaborate and manage content digitally |
| Use OneDrive cloud storage | * [Online course module for Use OneDrive cloud storage](https://digital-literacy-courses-en-us.azurewebsites.net/en-us/digitalliteracy/newcourses/06_Collaborate_and_manage_content_digitally/course/SCO1/onlineLauncher.htm) * [Video: Why use OneDrive?](https://www.microsoft.com/videoplayer/embed/RWtXMi) * [Video: Intro to OneDrive](https://www.microsoft.com/videoplayer/embed/RE2P6lz) * [Video: Sign in or create an account](https://www.microsoft.com/videoplayer/embed/RWtXLY) * [Video: Learn the basics](https://www.microsoft.com/videoplayer/embed/RWtV9S) * [Video: Set up OneDrive on your phone or tablet](https://www.microsoft.com/videoplayer/embed/RWtD0E) * [Video: Use the OneDrive mobile app](https://www.microsoft.com/videoplayer/embed/RWtFEu) * [Video: Upload files and folders](https://www.microsoft.com/videoplayer/embed/RWtD0G) * [Video: Create files and folders](https://www.microsoft.com/videoplayer/embed/RWtKQd) * [Video: Restore deleted files](https://www.microsoft.com/videoplayer/embed/RWtFEv) * [Video: Share files and folders](https://www.microsoft.com/videoplayer/embed/RWtIc7) |
| Share and collaborate with documents | * [Online course module for Share and collaborate with documents](https://digital-literacy-courses-en-us.azurewebsites.net/en-us/digitalliteracy/newcourses/06_Collaborate_and_manage_content_digitally/course/SCO1/onlineLauncher.htm) * [Video: Share a document](https://www.microsoft.com/videoplayer/embed/RE1TwOk) * [Video: Collaborate on Word documents](https://www.microsoft.com/videoplayer/embed/RWtSAX) * [Video: Add comments](https://www.microsoft.com/videoplayer/embed/RWtSAW) * [Video: Track changes in a Word document](https://www.microsoft.com/videoplayer/embed/RWtFEB) * [Video: Accept tracked changes](https://www.microsoft.com/videoplayer/embed/RWtD0I) |
| Manage time with a digital calendar | * [Online course module for Manage time with a digital calendar](https://digital-literacy-courses-en-us.azurewebsites.net/en-us/digitalliteracy/newcourses/06_Collaborate_and_manage_content_digitally/course/SCO1/onlineLauncher.htm) * [Video: Meet Outlook calendar](https://www.microsoft.com/videoplayer/embed/RWtQ2V) * [Video: Create appointments and meetings](https://www.microsoft.com/videoplayer/embed/RWfzsI) * [Video: Search your calendar](https://www.microsoft.com/videoplayer/embed/RWtKQ1) * [Video: Use calendar categories and reminders](https://www.microsoft.com/videoplayer/embed/RWtXLP) |
| Work with contacts and tasks | * [Online course module for Work with contacts and tasks](https://digital-literacy-courses-en-us.azurewebsites.net/en-us/digitalliteracy/newcourses/06_Collaborate_and_manage_content_digitally/course/SCO1/onlineLauncher.htm) * [Video: Add a contact](https://www.microsoft.com/videoplayer/embed/RWfyHw) * [Video: Create contact groups](https://www.microsoft.com/videoplayer/embed/RWtXLR) * [Video: Create tasks and to](https://www.microsoft.com/en-us/videoplayer/embed/RWfBMY)[-](https://www.microsoft.com/videoplayer/embed/RWfBMY)[do lists](https://www.microsoft.com/en-us/videoplayer/embed/RWfBMY) |
| Relates resources | * [Rock Your Linkedin Profile](https://www.linkedin.com/learning/rock-your-linkedin-profile) * [Learning Linkedin](https://www.linkedin.com/learning/learning-linkedin-3) * [Learning Linkedin for Students](https://www.linkedin.com/learning/learning-linkedin-for-students) |

## Glossary

Refer to glossary of common terms or concepts and their definitions during discussions.

|  |  |
| --- | --- |
| cloud | A collection of software services that run across the world using the internet, instead of running on a single user's computer. Storing content in the cloud makes it easier to access our information from anywhere, instead of storing it locally, or only on our computer. |
| cloud services | Cloud services, such as Microsoft OneDrive, help store files online, access them from any device, and share them with others. |
| cloud storage | Helps you store your files online, access them from any device, and share them with others. |
| collaboration on Word documents | Collaboration on documents is a great feature of using Microsoft Word. When you're working on a Word document with other people, you can co-author the document, or contribute to it at the same time from different devices. |
| OneDrive | Microsoft OneDrive is a cloud service that helps store and manage your files in the cloud from any device. |
| OneDrive mobile app | With the OneDrive app on your mobile device, you can access your files wherever you are. |
| Outlook calendar | The calendar feature of the Outlook mail app. |
| track changes | A feature of Word that allows changes to a document and those you collaborate with will be able to see exactly what you did. |

# Lesson notes

Ideas to supplement instructional activities for delivery of the modules in this learning path.

# Module: Use OneDrive cloud storage

**Use OneDrive cloud storage** introduces exploration of cloud services like OneDrive and how to apply their basic functions.

## Warm up

Kick off the module by gauging what learners know about the **cloud**, as follows: by show of hands, how confident are you with using **cloud** services such as **OneDrive**? Then, review the related terms and concepts in the **Glossary**,

## Engaging learners

Describe uses of cloud services like OneDrive, then use the videos in this module to introduce how to apply their basic functions, starting with the scenario in [Video: Why use OneDrive?](https://www.microsoft.com/en-us/videoplayer/embed/RWtXMi)

Demonstrate how to get started with OneDrive, and then discuss the benefits and uses of cloud storage. The [Video: Intro to OneDrive](https://www.microsoft.com/en-us/videoplayer/embed/RE2P6lz) provides helpful walkthrough steps for getting started, which you can demonstrate for learners:

1. Go to OneDrive in a web browser, sign into Office 365, and in the App Launcher, select "OneDrive."
2. If you're not on Office 365, use the web address your admin gave you.
3. To add files, click "Upload" or you can drag files from your computer straight to OneDrive.

Discuss how OneDrive supports a wide range of file types, so you can upload and view almost anything. Here are key points to consider from the video:

* All your files are private unless you decide to share them.
* If your organization allows it, you can share with partners outside your organization.
* The icon and description show you which files you've shared.
* When you give a coworker permission to edit, you can edit Office documents at the same time, and from anywhere on the web, your desktop, or even a mobile device.

Finally, saving your files in OneDrive means your files are secure and available anywhere, through a browser or with the OneDrive app available for Android, iOS, or Windows phones.

* Describe for learners how you can also sync OneDrive to your PC or Mac so you can access your files even when you're offline. If you make changes to files while you're offline, those changes are automatically synced the next time you connect to OneDrive.
* Ask learners to think about how they can add, manage, and share files when they are on the go, and with the Office apps installed. Mention how helpful it would be to edit Office documents right on your mobile device.
* Invite volunteers to share learning takeaways as a result of the discussion.

If time, consider demonstrating how to sign in or create an account to OneDrive, using the following steps:

1. To start using OneDrive, go to OneDrive.com and select "Sign in."
2. Sign in with a Microsoft account.
3. If you have a Microsoft account for Xbox, Skype, or Outlook.com, use that info to sign in.
4. Enter email address and click "Next." Type the password for the account and sign in.
5. If learners don’t have a Microsoft account, click "Sign up for free" and create a Microsoft account.
6. Enter email address and create a password then click "Next" or select a phone number instead, then enter phone number and select "Next."
7. If using a phone number, learner receives a code via text message. Enter the code and then click "Next."
8. Go to OneDrive.com to sign in and start using OneDrive.

### Try it yourself -Sign in or create an account

Alternatively, ask learners to pair up with a learning partner to review the walkthrough steps in the [Video: Sign in or create an account.](https://www.microsoft.com/en-us/videoplayer/embed/RWtXLY) Then use the following prompt to ask students to practice.

Now it's your turn to start with OneDrive. If you have a Microsoft account, sign in online. If you don't have an account, follow the steps to create one.

Discuss some of the basics in OneDrive, primarily the three areas to help view and work with files: the navigation pane, the file list, and the toolbar. Once learners become familiar with these areas, encourage them to explore how to manage files on OneDrive.

1. Pair up with a learning partner to review the walkthrough steps in [Video: Learn the basics.](https://www.microsoft.com/en-us/videoplayer/embed/RWtV9S)
2. Then, discuss why they would want to set up OneDrive on their phone or tablet. Consider reinforcing the notion of productivity and convenience: with OneDrive on their phone or tablet, they can work wherever they want on all their devices.
3. Encourage learners to view more about how to set up OneDrive on their phone or tablet using [Video: Set up OneDrive on your phone or tablet](https://www.microsoft.com/en-us/videoplayer/embed/RWtD0E) and [Video: Use the OneDrive mobile app.](https://www.microsoft.com/en-us/videoplayer/embed/RWtFEu)

## Reinforcing learning

Ask learners to reflect how they upload files and folders in OneDrive then explore how to create, restore, and share files and folders too. Ask learners to pair up with a learning partner to share their learning takeaways and describe when they would use these OneDrive features. Encourage the use of the module videos as reference, and afterwards invite volunteers to share what they learned.

* [Video: Create files and folders](https://www.microsoft.com/en-us/videoplayer/embed/RWtKQd)
* [Video: Restore deleted files](https://www.microsoft.com/en-us/videoplayer/embed/RWtFEv)
* [Video: Share files and folders](https://nam06.safelinks.protection.outlook.com/?url=https%3A%2F%2Fwww.microsoft.com%2Fen-us%2Fvideoplayer%2Fembed%2FRWtIc7&data=02%7C01%7Cv-cimc%40microsoft.com%7Cb65cbf41b1954431ad0108d76d2fe989%7C72f988bf86f141af91ab2d7cd011db47%7C1%7C0%7C637097924853178904&sdata=OBgMmfKHBe0zC7ht7y783Uz9P2QD0HoVCM6zdFH2bWQ%3D&reserved=0)

If time, ask learners to practice sharing documents with OneDrive using the following Try it yourself prompt from the module for sharing files and folders:

1. Create a new file.
2. Share it with your friends.
3. Ask everyone to write down a suggestion for a place you should visit on the weekend.

## Wrap up

Review with learners the following questions to summarize the concepts introduced in this module:

1. What is the cloud?
2. How does the cloud make it easier to store and share files?
3. How can you use OneDrive to access your files from anywhere?

Then, review the modules summary and **Knowledge check** answer key with learners using the PowerPoint.

## Knowledge check answer key

1. You can access OneDrive by using only:
   1. A desktop
   2. A laptop
   3. iPad
   4. **All of the above - Correct! You can access OneDrive from any computer device.**
2. To check recent activity on your files, you should select:
   1. Sort
   2. View
   3. **Information - Correct! When you select Information, you can check who has access to your files and activities on your files.**
   4. New
3. Which one is not a part of OneDrive:
   1. Navigation pane
   2. **The ribbon - Correct! There is no ribbon on OneDrive.**
   3. File list
   4. Tool bar
4. For Microsoft accounts, items in OneDrive recycle bin are kept for \_\_\_\_\_\_\_\_ before being permanently deleted.
   1. 15 days
   2. **30 days - Correct! After 30 days files will be deleted permanently.**
   3. 60 days
   4. 93 days
5. When you share a file with others, you can share it only from:
   1. File explorer
   2. OneDrive
   3. Word Online app
   4. **All of the above - Correct! You can share files from any app.**

# Module: Share and collaborate with documents

**Share and collaborate with documents** introduces how to collaborate with peers or colleagues to access and work on documents together.

## Warm up

Start with a brief discussion to understand what learners already know about sharing and collaborating with documents. Use learners' responses to help segue to engaging learners in subsequent activities.

## Engaging learners

During this module, consider giving learners more time for hands-on practice.

If time, demonstrate the walkthrough steps depicted in the videos.

The module videos are essential instructional supplements to reinforce for learners how to collaborate with others on Word documents:

* [Video: Share a document](https://www.microsoft.com/en-us/videoplayer/embed/RE1TwOk)
* [Video: Collaborate on Word documents](https://www.microsoft.com/en-us/videoplayer/embed/RWtSAX)
* [Video: Add comments](https://www.microsoft.com/en-us/videoplayer/embed/RWtSAW)

## Reinforcing learning

A great way to discuss changes to a document is to show the steps. Using the Track Changes feature of Word, demonstrate how to make changes to a document and then discuss with learners how they would be able to see exactly what you did.

Ask learners to pair up with a learning partner and practice using the Track Changes feature in a Word document with the following prompt from this module:

1. If you want to show edits made in a document, turn on Track Changes.
2. Select "**Review** > **Track Changes**" and word captures any edits you make.
3. To turn off Track Changes, select "**Track Changes**."
4. Word stops making new edits, and any already made stay in the document.
5. You can always see markups that someone makes.
6. Select "**Display for review**" and select the option you want.
7. “**Simple Markup**” points out where changes are with a red line in the margin.
8. “**All Markup**” shows all edits with different colors of text and lines.
9. “**No Markup**” hides markup to show what the incorporated changes will look like.
10. “**Original**” shows the document in its original form.
11. In the “**Show Markup**” list, you can select the type of revisions you'd like to see such as Comments, Insertions and Deletions, Formatting, Balloons, and Specific People.

Encourage learners to review the same walkthrough steps above in [Video: Track changes in a Word document](https://www.microsoft.com/en-us/videoplayer/embed/RWtFEB) to help reinforce how to use these features.

Learners who are progressing with the concept of track changes may begin to explore how the Accept Track Changes feature works. Encourage these learners to explore on their own how to use this feature with the helpful guidance of [Video: Accept tracked changes](https://www.microsoft.com/en-us/videoplayer/embed/RWtD0I) walkthrough steps, as follows:

* 1. Before you share your document, Accept or Reject tracked changes to remove any markup for a clean look.
  2. Start at the beginning of your document and select "**Review** > **Next**," to go to the first tracked change.
  3. Select "**Accept**" to keep the change or select "**Reject**" to remove it.
  4. You can repeat this until you've reviewed all the changes.
  5. Or, to accept everything at once, select the arrow below Accept, and then select "**Accept all changes.**"
  6. If you need to delete a comment from your document, right-click it and then select "**Delete comment**."
  7. To remove all comments, select the arrow below “**Delete**” and then select "**Delete all comments in document.**"

## Wrap up

Group learners into teams and quiz them using the **Knowledge check** questions.

Alternatively, ask learners to pair up and quiz each other using the Knowledge check questions.

Afterwards, review the answer key, along with the module summary in the PowerPoint.

## Knowledge check answer key

1. If you want to hide comments in a Word document, you should choose the \_\_\_\_\_\_\_ menu.
   1. File
   2. Insert
   3. **Review - Correct! Under the Review menu, you can disable "Show Comments" and all comments will be hidden.**
   4. View
2. To add a comment to a Word document, find the New Comment option in which menu of the Word ribbon?
   1. Home
   2. **Review - Correct! Under the Review menu, you can choose "New Comment.“**
   3. View
   4. Insert
3. For a preview of how the document will look if you make all the suggested changes permanent, which of the following options should you choose?
   1. Simple Markup
   2. All Markup
   3. **No Markup - Correct! No Markup will hide all changes to see how the document will look like if changes are accepted.**
   4. Original
4. To accept or reject tracked changes, which Word menu should you use?
   1. View
   2. **Review - Correct! Under the Review menu, you will find "Accept" and "Reject.“**
   3. Layout
   4. Home

# Module: Manage time with a digital calendar

**Manage time with a digital calendar** introduces time management concepts using Outlook Calendar and the calendar feature of the Outlook mail app.

## Warm up

Ask learners to think about the types of activities that can be accomplished using Outlook, and how the calendar may help. Then, ask learners to share their ideas with a learning partner. Consider asking learners to review related terms in the **Glossary**.

## Engaging learners

The module videos are essential instructional supplements to reinforce for learners how to use Microsoft Outlook to manage their time with a digital calendar. Use concepts from videos to discuss the following key features in Outlook:

* Creating appointments and meetings, refer to [Video: Create appointments and meetings](https://www.microsoft.com/en-us/videoplayer/embed/RWfzsI)
* Searching for an item in your calendar, refer to [Video: Search your calendar](https://www.microsoft.com/en-us/videoplayer/embed/RWtKQ1)
* Using categories and reminders, refer to [Video: Use calendar categories and reminders](https://www.microsoft.com/en-us/videoplayer/embed/RWtXLP)

## Reinforcing learning

Consider giving learners time to practice to gain comfort level using Outlook.

* Ask learners to open the Outlook calendar and practice switching between the **day**, **week**, or **month** views.
* For learners struggling with how to switch views, encourage them to review the walkthrough steps in [Video: Meet Outlook calendar.](https://www.microsoft.com/en-us/videoplayer/embed/RWtQ2V)

* Additionally, ask learners to pair up with a learning partner to explore how to use calendar categories and reminders in Outlook. Afterwards, invite volunteers to demonstrate how to search a calendar quickly and find events and meetings that have been added. Encourage learners to view [Video: Use](https://www.microsoft.com/en-us/videoplayer/embed/RWtXLP) [calendar categories and reminders a](https://www.microsoft.com/en-us/videoplayer/embed/RWtXLP)nd its walkthrough steps as follows:

* 1. To start, go to your calendar and choose "**New appointment**," enter the subject, location, and a description.
  2. If you want to invite others, choose "**Invite attendees**." By default, Outlook appointments and meetings are given a 15-minute reminder, but you can change it to none. Or, make it as long as two weeks ahead of the appointment.
  3. If you want to assign your appointment a color category, choose "**Categorize**," and then select one of the preset colors. This color will only show on your calendar, and not others.
  4. If this is your first time using the color, you'll be asked if you want to rename it.
  5. You can customize the category names by choosing "**All categories**." To change the name of yellow, choose "**Rename,**" and then enter the name you'd like to call it.
  6. You can also create a new category if you need more options.
  7. After you've chosen a category, a color bar will go across the top of the event. To finish, choose "**Save & Close**."

## Wrap up

Ask learners to reflect on the following questions on their own. Then, review the **Knowledge check** questions, and use the PowerPoint to review the answers.

1. How can you keep track of meetings and appointments using Outlook?
2. How can you organize and label your appointments and meetings in Outlook?
3. How can you use Outlook to remember when you have an upcoming meeting or appointment?

## Knowledge check answer key

1. The view of the Outlook calendar can be set to show:
   1. Month only
   2. Week only
   3. Day only
   4. **Any of the above - Correct! The Outlook calendar can show you the month, the week, and the day.**
2. When you search for a keyword, a result will be included if it contains the keyword in the:
3. Attendees
4. Subject
5. Attachments
6. **All the above - Correct! Search results will include all items that contain the keyword.**
7. In the Outlook calendar, the longest reminder you can set for an appointment is:
8. A day
9. A week
10. **Two weeks - Correct! The longest reminder is set for two weeks.**
11. A month

# Module: Work with contacts and tasks

**Work with contacts and tasks** introduces how to stay organized with Outlook.

## Warm up

Consider kicking off a short activity by using a brief survey through a simple count of responses. This warm-up can help you get to know your learners and gauge what they already know about the contacts and tasks features of Outlook. You can use questions such as:

* Who is using Outlook?
* For which projects have you used Outlook to communicate with other people?
* Which Outlook features are you looking forward to learning more about?

If time, consider capturing learners' responses using digital tools such as OneNote or a whiteboard.

## Engaging learners

The module videos are essential instructional supplements to reinforce for learners how to use Microsoft Outlook to work with tasks and contacts.

## Reinforcing learning

Ask learners to pair up and explore the walkthroughs depicted in the following videos.

1. [Video: Add a contact](https://www.microsoft.com/en-us/videoplayer/embed/RWfyHw)
2. [Video: Create contact groups](https://www.microsoft.com/en-us/videoplayer/embed/RWtXLR)
3. [Video: Create tasks and to-do lists](https://www.microsoft.com/en-us/videoplayer/embed/RWfBMY)

Ask learners to practice how to work with contacts and tasks by adding a new contact, as follows:

* 1. Select **People** > **New Contact**.
  2. Add any additional details you want to remember about a contact.
  3. Select **Save & Close**.

Discuss how contact groups in Outlook help keep contact lists organized. Consider demonstrating the steps below. Then afterwards, ask learners to practice the same steps to create contact groups.

1. Select "**New Contact Group**," name your group, and select "**Add Members**." 2. Choose "**Outlook Contacts.**" Double-click a contact to add them to the group.

1. To select multiple contacts, hold down the control key. You can also add an existing group to a new group.
2. When you're done, select "**OK**."
3. To remove a member, select their name, "**Remove Member,**" "**Save & Close.**" Notice that your new group appears with a new background image.
4. Right-click to take actions, such as send an email.
5. To see members of the group, hover over the title and select the down arrow to open the contact card.
6. We recommend you do not select the plus as this can break recipients' rules.
7. To access contact groups from the email pane, select "**New Email**," "**To**," and select a group.
8. To create a meeting for your contact group in calendar, select "**New Meeting**," "**To**" and add your group.

## Extending learning

Optionally, introduce a real-world application where learners entering the workforce can use **Outlook** to store their important contacts and to consider how **LinkedIn** can help them stay connected with those contacts.

1. Ask learners to pair up with a learning partner to explore [Learning Linkedin for Students](https://www.linkedin.com/learning/learning-linkedin-for-students) and [Learning Linkedin.](https://www.linkedin.com/learning/learning-linkedin-3)
2. Then, review [Rock Your Linkedin Profile.](https://www.linkedin.com/learning/rock-your-linkedin-profile)

## Wrap up

Invite volunteers to describe some of the ways that Outlook and LinkedIn can help them collaborate and manage their content digitally (e.g. their LinkedIn profile) online. Review the **Knowledge check** answer key and module summary in PowerPoint.

## Knowledge check answer key

When creating a new contact group in Outlook, you can add members from:

* 1. Outlook contacts
  2. The address book
  3. A new email contact
  4. **All the above - Correct! You can add members from Outlook contacts, the address book, or a new email contact.**



|  |  |
| --- | --- |
|  | <Name>  Has successfully completed the following Microsoft Digital Literacy course:  Collaborate and manage content digitally  <Date> |

