

Ways to share

Choose which resource(s) you want to use and save them in your One Drive. Resources with “Clever” in the title are meant to be used as a shared document. Resources marked “Teams” are single student resources for Teams. If you are planning to use this as a shared doc, make an extra copy, so you will have a clean copy for future use.

1. Upload in Teams as an assignment (Ideal for Grades 3-5)
 - a. Go to the Team and click **Assignments**
 - b. Click **Create**
 - c. Click **Assignment**
 - d. Click Add **Resources** under the instructions and attach the PowerPoint
 - e. Click the three dots on the right side of the attachment and choose “Students edit their own copy”
 - f. Fill in title, directions, and adjust due date if needed.
 - g. Click **Assign**
 - h. When students open the assignment, they might need to click **Edit Presentation** and then choose “**Edit in Browser**” to complete the assignment.
 - i. When it is complete, they will need to click Close
 - j. They then click **Submit** on the assignments page in Teams

2. Share a link on Clever
 - a. Log into your 365 account online and go into your One Drive
 - b. Find the file you wish to share
 - c. Hover over the file and click the **share icon**
 - d. Click where it says “**People you specify can view**”
 - e. Choose **People in Maywood SD89 with the link** and then check the box for **Allow editing**
 - f. Click **apply**
 - g. Click **Copy link**
 - h. Go to your teacher page on Clever
 - i. Click the green **Add** button and then choose **link**
 - j. Paste link, name it, choose a category for it to go into, and choose an icon
 - k. Click **Add link**
 - l. Students will then get a shared document they will all be working on at the same time