

Putting a File in Every Students' O365 File!

To insert the file into each student's file, so they can edit it directly follow these steps.

1. Log into O365.
2. Upload the file you wish to share.

Quaker Village PS
Room 217 - HRM008-78

Home
Class Collaboration
Shared With Me
Course Files
Student Files
EDIT LINKS

Welcome to Room 217

Course Files
New Upload Share

COLE - 7 & 8 C.docx

2016 - 2017 Student Timetable

Class:	7/8 C	Day 1	Day 2	Day 3	Day 4	Day 5
8:30 AM Period Time						
8:35 - 9:05	Math Boatle Rm. 212	Math Boatle Rm. 212	Math Boatle Rm. 212	Math Boatle Rm. 212	Math Boatle Rm. 212	Math Boatle Rm. 212
9:05 - 9:35	Math Boatle Rm. 212	Math Boatle Rm. 212				
9:35 - 10:05	French Leads Rm. 210	French Leads Rm. 210				
10:05 - 10:20						
10:20 - 10:50	Phy. Ed Bodilovs Gym	Phy. Ed Bodilovs Gym				

3. Click on ...

4. Click on ...

5. Click on Advanced.

6. Click on Copy to Students

Advanced

Copy to Student