MS Document Collaboration

UNIVERSITY OF
LOUISVILLE.
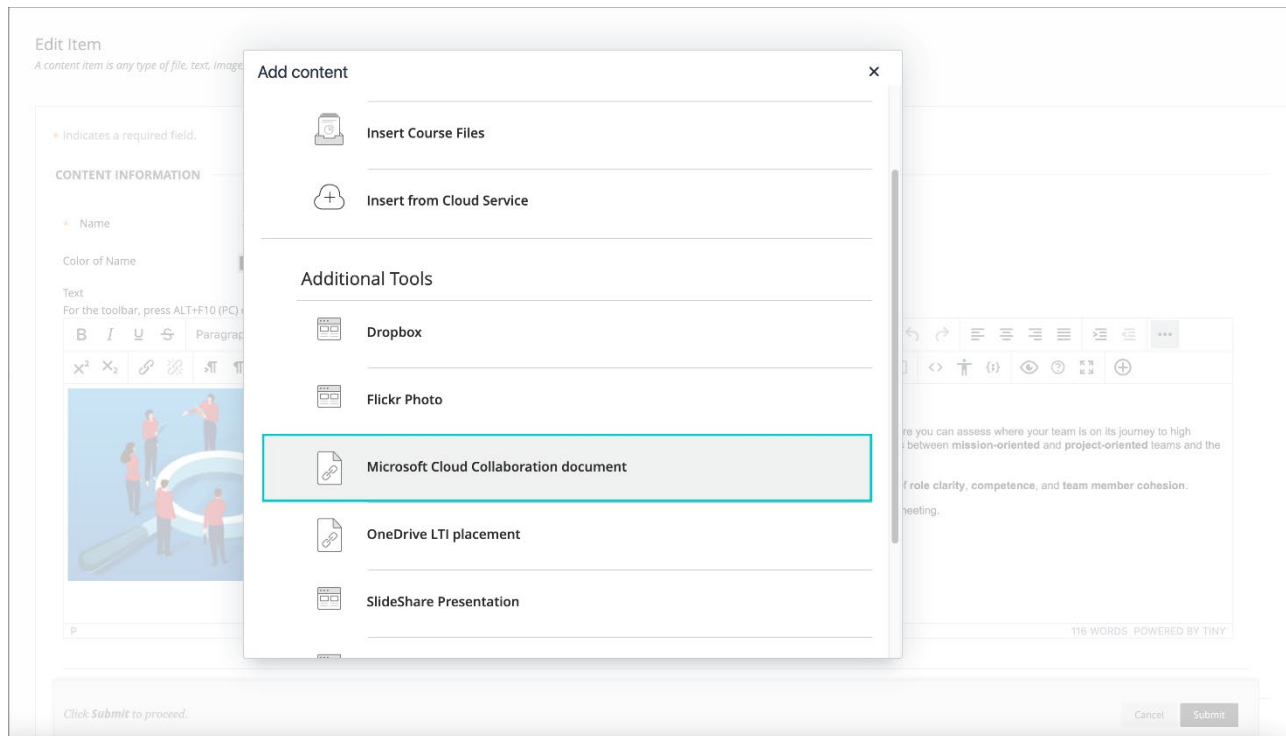DELPHI CENTER FOR
TEACHING & LEARNING

Overview

In the Original Course View, a link appears in the content add tools menu and/or the add content button (+) in the content editor. The system administrator can decide the specific name in the Original Course View.
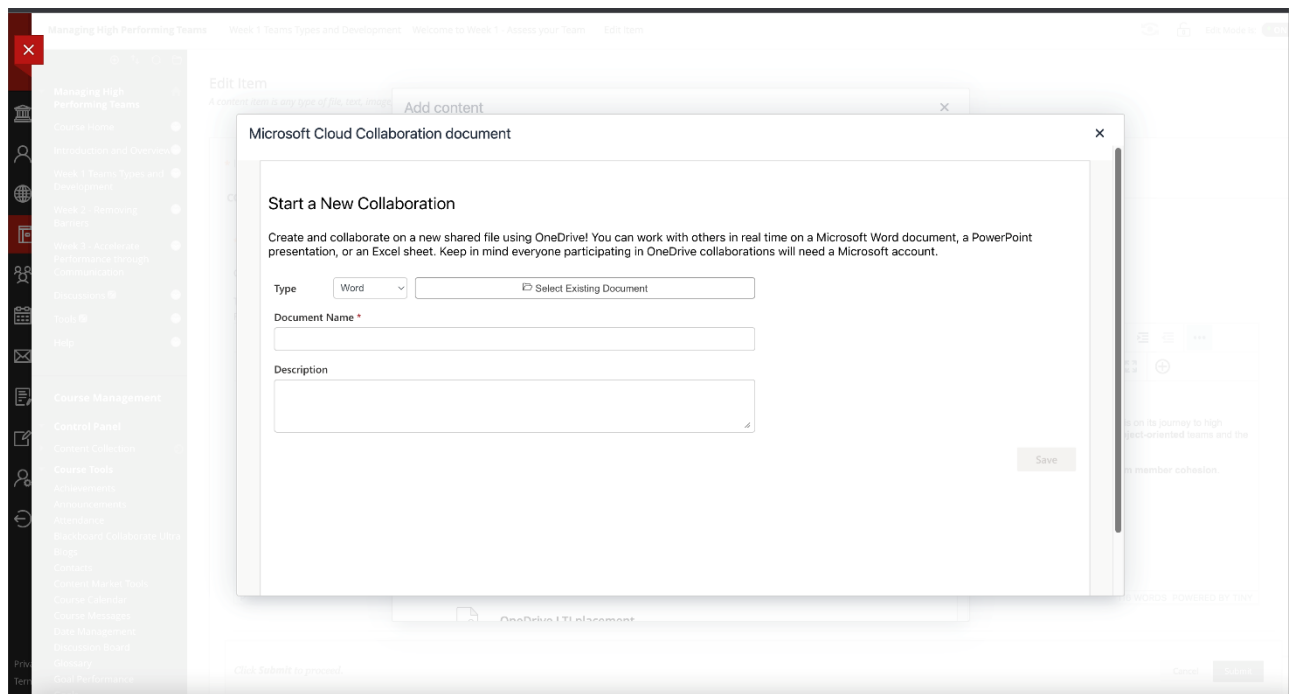
Original Course View Flow

Image 1. Adding Microsoft Cloud Collaboration document in Learn Original

An instructor can choose to create an item or edit an existing item and select the + symbol from the content editor. Select the "Microsoft Cloud Collaboration document" to continue.
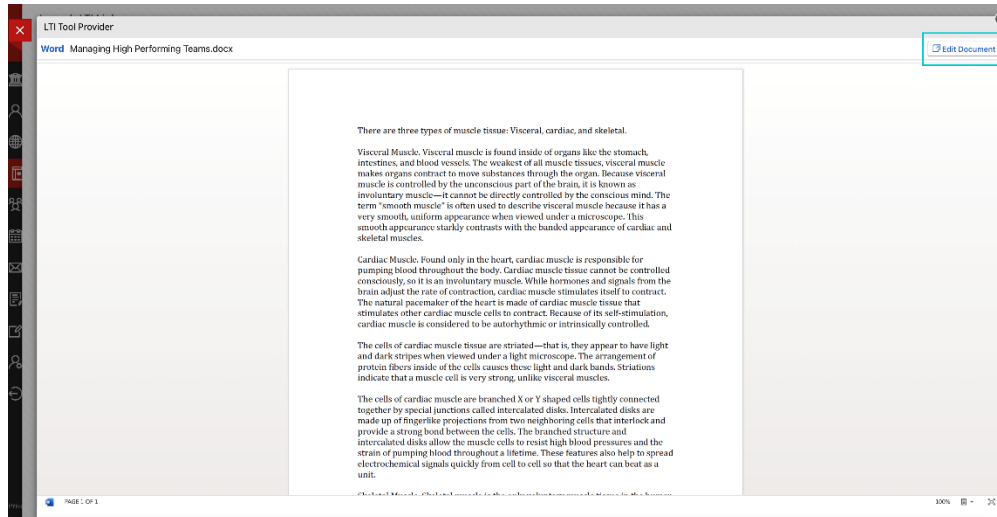
Image 2. Start a new collaboration

Instructors may need to sign into a Microsoft account to continue.

Instructors can select an existing document or create a new file for collaboration.

All student members of the course can access the file.

Image 3. Students select "Edit Document" to begin collaborating on the document.

For administrators: *Please register the LTI Tool Provider in the Administrator Panel. Only users in the same Microsoft tenant can collaborate on. documents.*