



Manejo de recursos de información y video

Microsoft 365: OneDrive y Stream

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Collaborate, Research, & Share from anywhere

Install Office 365

Create a file

Save, edit, and share using SP, OneDrive, Teams

View/Edit documents on any device

Research/Test using Forms

Collaborate with Teams



Open Word, Excel, or PowerPoint and create a new document... in your device or online

- Open a Word, Excel, or PowerPoint document and see how easy it is to start working with Office 365
- The key to online collaboration, save your documents in the cloud: OneDrive, Teams, SharePoint, Stream

OneDrive



OneDrive
for Business

What is OneDrive?

OneDrive for Business is an integral part of Office 365

- Provides a place in the cloud where you can store, share, and (selectively) sync your work files with your devices
- Update and share your files from any device with **OneDrive for Business**.
- You can even coedit Office documents with others at the same time or async
- **OneDrive for Business** can be installed on your computer, mobile, or used online



What is OneDrive?

There are two versions of OneDrive:

- **Free version of OneDrive**

- Requires an active free Microsoft account (i.e., Outlook.com, Live.com, Hotmail.com)
- Only provide 5GB of free space, you can buy more storage

- **OneDrive for Business: UPR gets this version with O365!**

- OneDrive for Business provides **1TB to 5TB of storage per user**
- You can upload files up to 250GB file size
- Shared folders can contain up to 50,000 items
- Each device is allowed a maximum of one OneDrive for home account and nine OneDrive for work or school accounts
- OneDrive will be installed in your PC/Mac when you download Microsoft 365
- It gets fully integrated with your computer's file management system
- You can also install the OneDrive app in your iOS/Android device



OneDrive

Before you save your file, decide whether it makes more sense to save it to your OneDrive for Business library.

Use **OneDrive for Business** when:

- You want to protect your info with free cloud backup
- You want to control who can see or edit your document
- It isn't appropriate to store the file in SharePoint or Teams



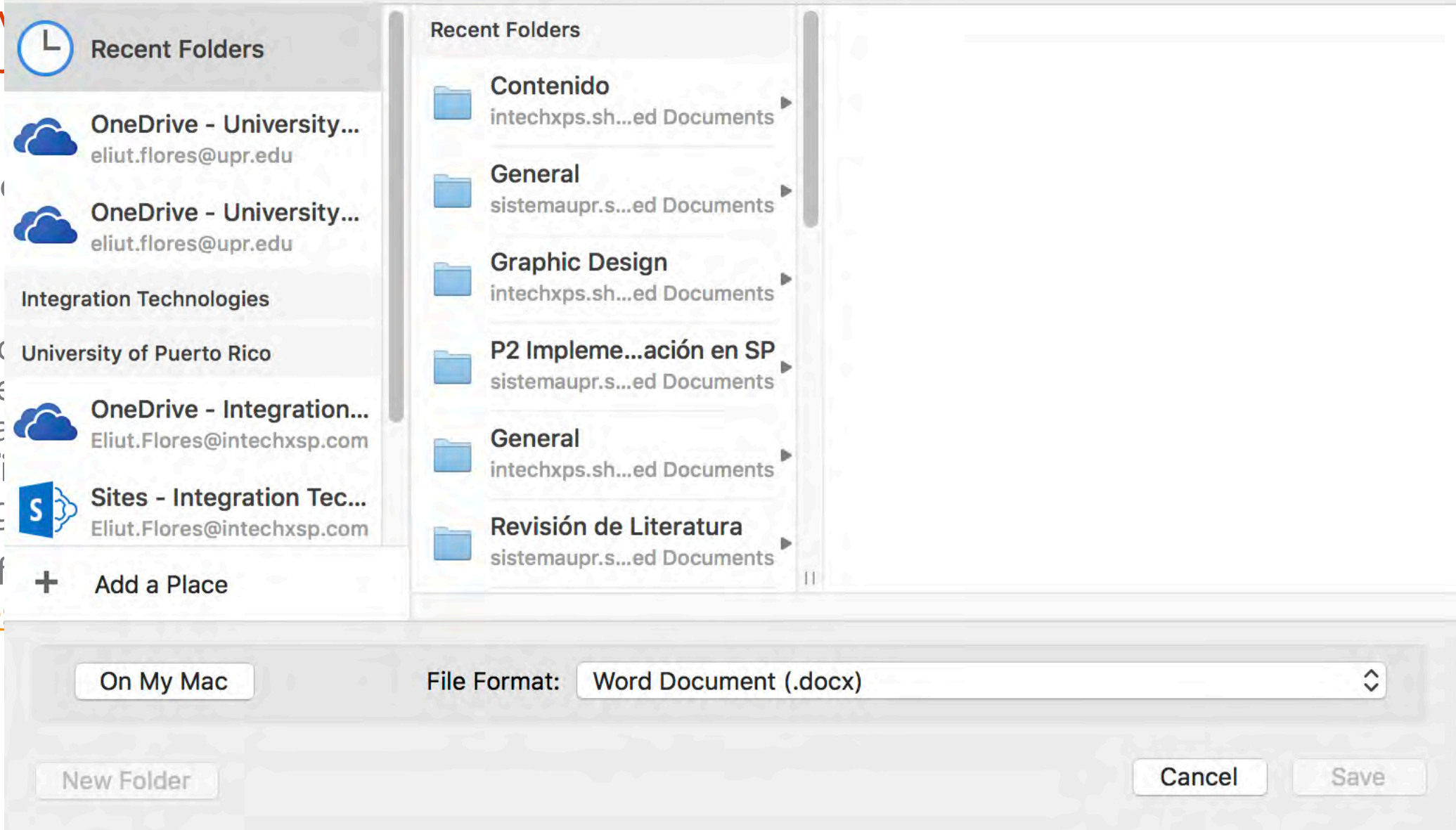
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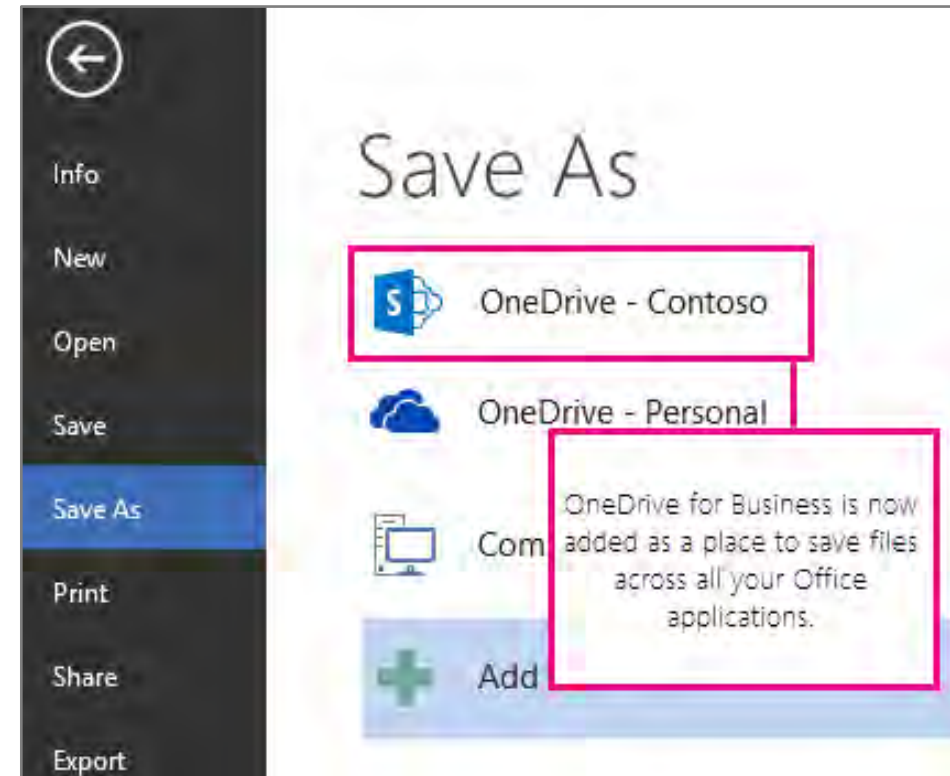
Saving to OneDrive for Business every time

Once you add OneDrive for Business as a place in one Office app, you can save files from all your Office apps.

The next time you save a document, it appears in your **Save As** list as **OneDrive - YourCompanyName**.

If you have a Microsoft account such as an email address that ends with "outlook.com" or "hotmail.com," you'll see two OneDrive locations:

- Use **OneDrive - YourCompanyName** for work or school documents
- Use **OneDrive - Personal** for your personal documents



Storage and sync flexibility with OneDrive

Microsoft OneDrive



All your files, ready, and on-demand.

With Files On-Demand, you can browse everything in your OneDrive without taking up space on your PC. [Learn more](#)



Online-only

Online-only files don't take up space on this PC, and are downloaded as you use them.



Available on this device

Files with the green check mark are files that you already have downloaded and can be edited while you are offline.



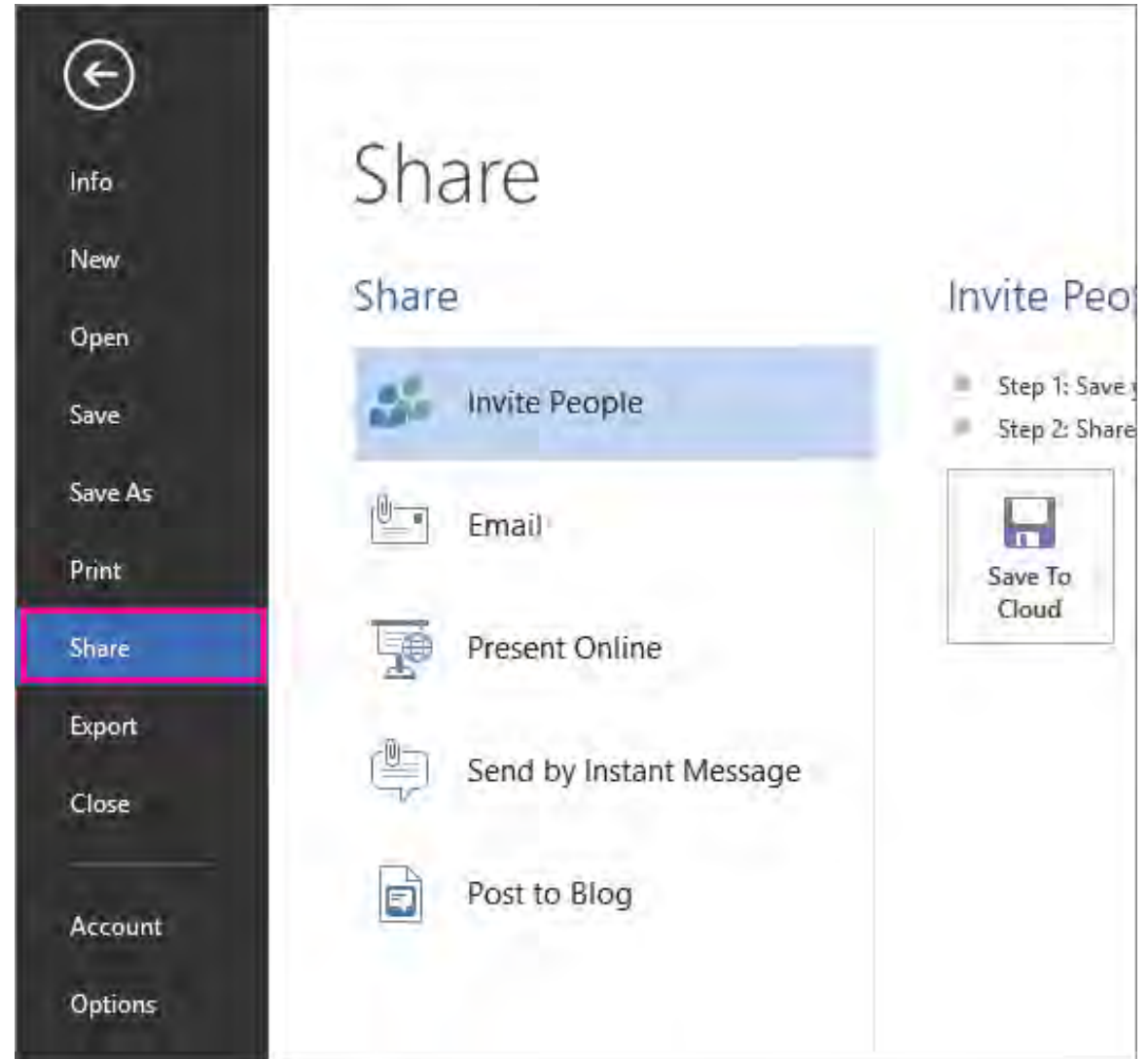
Mark your important files

Ensure your important files are accessible by right clicking and choosing **Always keep on this device**

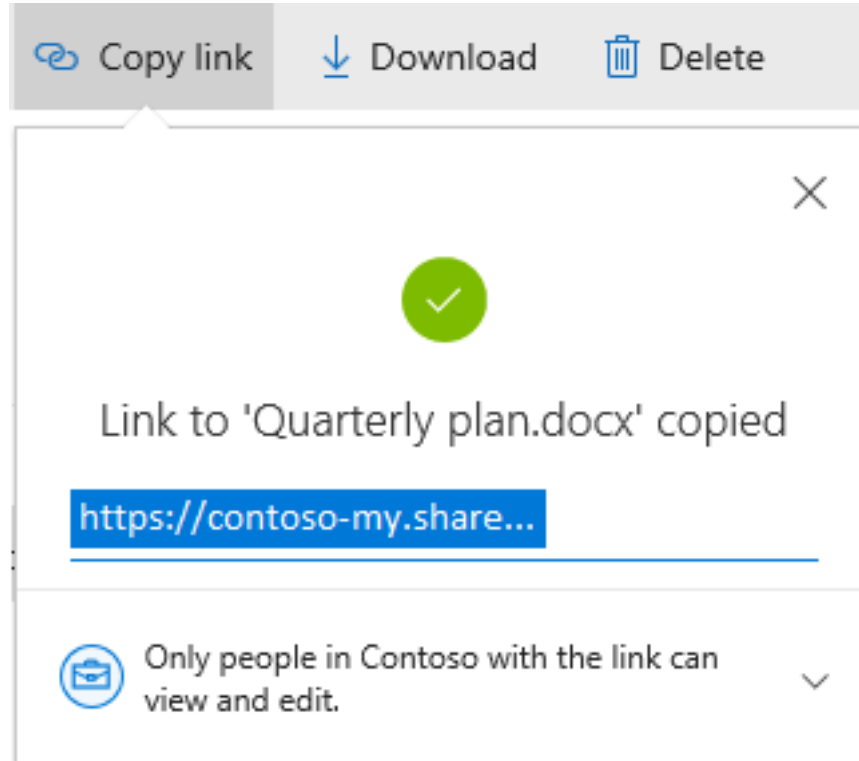
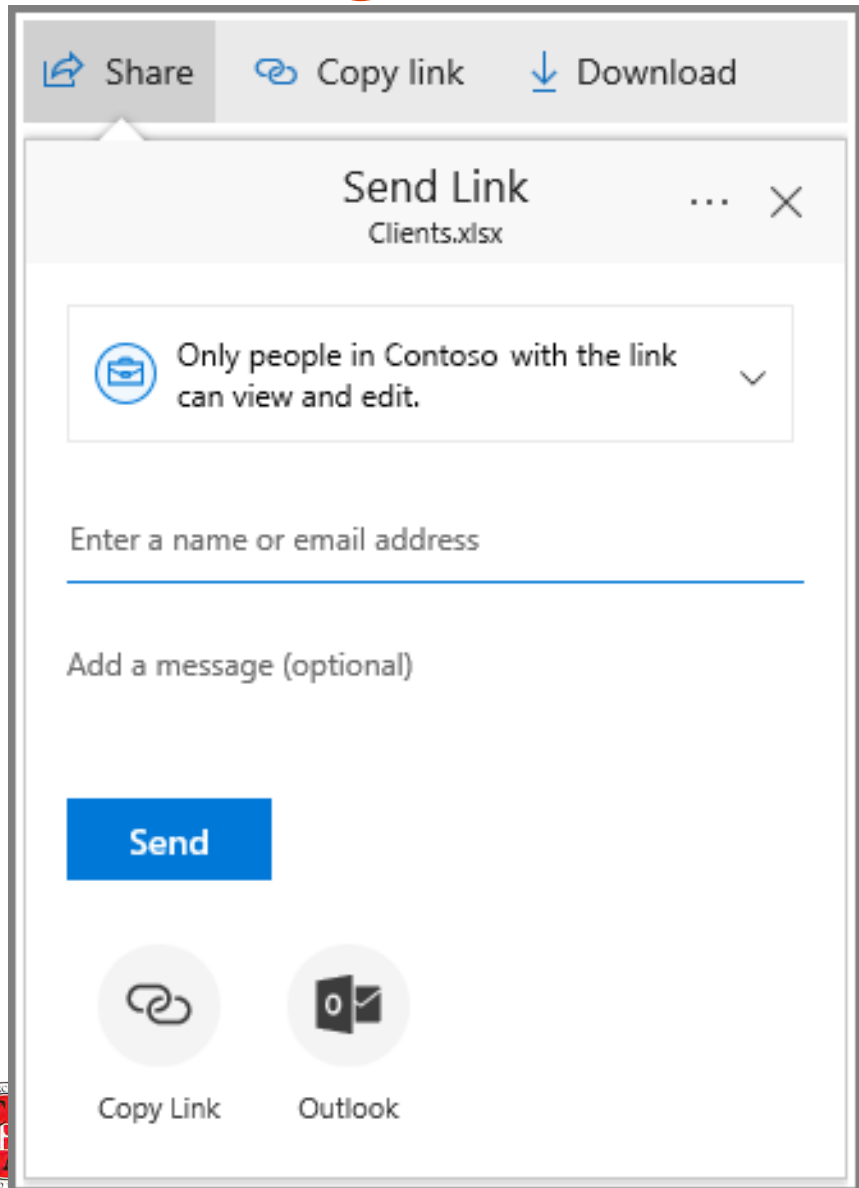


Sharing Office documents

1. In the app you're working in, select **File**, then select **Share** (The file must have been saved to OneDrive/SharePoint first)
2. From the **Share** list, select how you want to share the file, and then the people you want to share it with



Sharing files/folders from OneDrive website



https://support.office.com/en-us/article/share-onedrive-files-and-folders-9fcc2f7d-de0c-4cec-93b0-a82024800c07#OS_Type=OneDrive_-_Business

View Office documents on a mobile device

When you save your files to OneDrive for Business, you can access them from your mobile device.

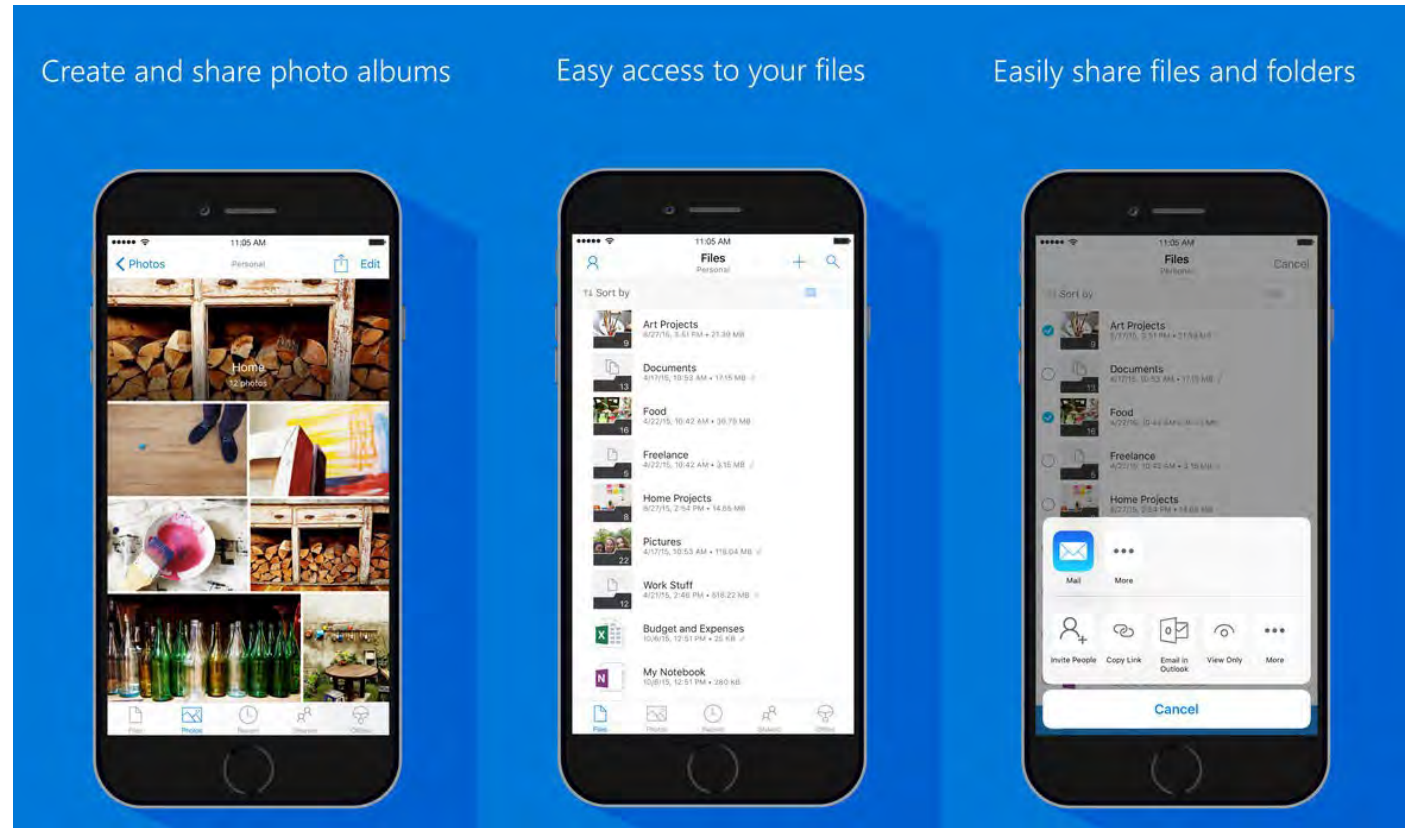
Get to your documents from a mobile device

Once you save documents to OneDrive for Business and you set up Office Mobile on your device, you can get to your docs with a few taps.

How to get to your documents on an iOS Phone.

1. On your iPhone, tap the **OneDrive** app. All your files will be accessible. Tap the document you want to open.
2. Or, open your mobile Word/Excel/PowerPoint and tap Open to access OneDrive/SharePoint files

Your Office document opens for you to view or edit.



Need help with OneDrive for Business on your mobile device?

Android phone or tablet: <http://go.microsoft.com/fwlink/?LinkID=613416>

iPhone or iPad: <http://go.microsoft.com/fwlink/?LinkID=613417>



Exercises!

1. Install OneDrive for Business on your Computer/Tablet/Phone
2. Open OneDrive in Office 365 and upload a file
3. Create a document in Word and save it to OneDrive
4. Share OneDrive file/folder from File Explorer
5. Share file from Office 365 app (e.g., Word)



Microsoft Stream



Nuestros objetivos son:



1. Demostrar cómo utilizar vídeos para aumentar la autogestión de los estudiantes en su experiencia educativa.
2. Enseñar a integrar vídeos en el proceso de aprendizaje con la plataforma de Microsoft Stream.
3. Comprender cómo Microsoft Teams facilita la comunicación entre los participantes de un curso y cómo integrar Stream a nuestros sitios de Teams.
4. Presentar ideas para ser más inclusivos con los estudiantes con diversidad funcional y lingüística.

Microsoft Stream permite



Grabar y acceder a vídeos desde cualquier navegador WEB



Crear canales específicos y controlar acceso a cada vídeo



Activar subtítulos utilizando inteligencia artificial



Insertar encuestas o pruebas cortas de Forms para activarlas en tiempo real en el vídeo visto en Stream

Teams, Stream y Moodle se integran



Tome grabaciones de OneDrive, SharePoint o PC para subirlas a Stream



Grabe en Teams, o grabe, edite y publique grabaciones en Stream



Pegue en posts de Teams o en Moodle enlaces a videos de Stream

Genera transcripciones y sea inclusivo



Conozcamos STREAM en vivo



Recomendaciones



Realice las siguientes actividades:

1. Cree un canal y un grupo dentro de Stream.
2. Suba un video a su canal y comparta un segundo vídeo con el grupo que creó dentro de Stream.
3. Comparta estos videos con uno de sus sitios de Teams.
4. Cree un video utilizando la opción de Grabar Pantalla o Vídeo, añada subtítulos, edite la transcripción, descárguela utilizando la utilidad web recomendada para limpiarla. Utilice esta transcripción en una presentación de Power Point.
5. Asigne a sus estudiantes que suban a Stream un corto informe en video y que lo compartan en un chat post del sitio de Teams de la clase.



Referencias

1

<https://docs.microsoft.com/es-es/stream/streamnew/new-stream>

2

<https://docs.microsoft.com/es-es/stream/portal-follow-channels>

3

<https://education.microsoft.com/es-es/course/e9a6a452/4>

4

<https://web.microsoftstream.com/VTTCleaner/CleanVTT.html>



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