

# Make use of external online tools such as Google Drive or Office 365 SharePoint

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Provided by Esther C. Kim, Lecturer, Rossier School of Education, University of Southern California. Edited for McNeese Faculty by Dr. Wendi Prater, Director eLearning, McNeese State University.

Some online-classroom platforms are limited when it comes to sharing documents in real time. When I assign students to work in small groups, I post a link to a Google Drive page or a site on Office 365 SharePoint for each small group. They will remain connected via camera and audio through the platform, but can open the external link to work on assignments together. Since they will have access to the Google Drive or SharePoint even after class, they can revisit what their group has worked on during class.

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