

# Shared Documents

Document libraries, such as Shared Documents or OneDrive, are the perfect place to store and share files. Whether documents are private to you or public to the world, document libraries allow you to edit, share, and manage your files from any location.

- [Access Shared Documents](#)
- [Follow Shared Documents](#)
- [Accessing Followed Documents](#)
- [Working with Files](#)
  - [Create Documents](#)
  - [Add Documents](#)
  - [Delete Documents](#)
- [Shared Documents on Class Sites](#)

## Tips

Collaborate with other users in real time to edit documents together.

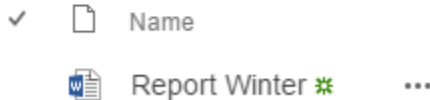
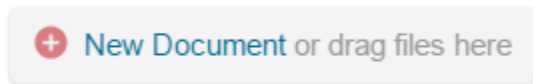
Sync any document library with your computer, smartphone or laptop. Edit files using the tools you're used to, even when you don't have internet access.

## Access Shared Documents

To view Shared Documents:

- Shared Documents often display as Documents or Publications on a District or School site's home page.

### Publications

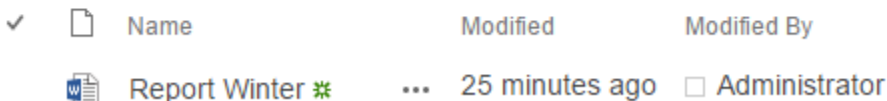
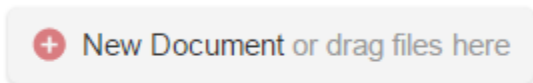


- You can click on a document to view it.

To view the list of documents:

- Click the Publications (or Documents) heading to access the Publications page. (For Class sites, see [Shared Documents for Class Sites](#)).
- A list of documents displays:

### Publications ⓘ



- From here, you can work with the files and their properties in more detail.

## Follow Shared Documents

Follow any document on the portal to more easily find it again, access a frequently used file, or save an important doc for later. Followed files can be accessed from your *OneDrive* under *Followed Documents*.

To follow a document:

- Click the **ellipses** (...) beside the document name.
- Click **FOLLOW**.



English Lit 12

### Shared Documents

+ New Document or drag files here

✓	📄	Name	...
	📁	Allison Taylor (MPL) (devlantismpl-ataylor)	...
✓	📄	Green Eggs and Hamlet ✱	...

#### Green Eggs and Hamlet.docx

Green Eggs and Hamlet

I ask to be or not to be.  
That is the question I ask of me.  
This sullied life, it makes me shudder.  
My uncle's boffing dear sweet mother.  
Would I, would I take me life?  
Could I, should I end this strife?  
Should I jump out of a plane?  
Or throw myself before a train?  
Should I from a cliff just leap?  
Could I put myself to sleep?  
Shoot myself or, take some poison?  
Maybe try self immolation?  
To slouder off this mortal coil,  
I could stab myself with a fencing foil.  
Blah my wrists while in the bath?  
Would it end my angst and wrath?  
To sleep, to die, now there's the rub.  
I could drop a toaster in my tub.  
Would all be glad if I were dead?  
Could I perhaps kill them instead?  
This line of thought takes consideration-  
For I'm the King of procrastination.

PAGE 1 OF 1

Changed by  Administrator on 1/19/2016 1:01 PM

Shared with lots of people

<https://portal2013preview.scholantis.com/class/5pnpe96/Lists/Share>

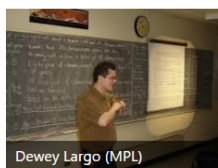
EDIT   SHARE   FOLLOW   ...

- The document is linked to your OneDrive and a pop-up box displays that you are now following this document.

## Accessing Followed Documents

To access documents you are following:

- Go to your My Site page.
- In the site navigation bar, click **OneDrive**.
- Click the **Followed Documents** link (beneath your photo).



My Documents

[Followed Documents](#)

### Docs I'm following

Report Winter  
<https://portal2013preview.scholantis.com/Li...>  
 Stop following

Green Eggs and Hamlet  
<https://portal2013preview.scholantis.com/da...>  
 Stop following

**Suggested documents to...**

None right now.

- Your list of Followed Documents displays.

## Working with Files

On the Documents page, individual documents can be viewed, edited, shared or deleted using the item menu.

To access the item menu:

- Click the **ellipses (...)** beside the document name.
- Then click the **ellipses** at the bottom of the pop-up to access the edit menu.

The screenshot shows the Scholantis LMS interface. At the top left is the Scholantis logo and the text 'English Lit 12'. Below this is a navigation bar with 'My Classes', 'Home', 'Assignments', 'Blog', and 'Shared Documents'. The main content area is titled 'Shared Documents' and contains a list of documents. The document 'Green Eggs and Hamlet' is selected, and its item menu is open, showing options like 'View Properties', 'Edit Properties', 'View in Browser', 'Edit in Browser', 'Check Out', 'Version History', 'Compliance Details', 'Workflows', 'Download a Copy', 'Shared With', and 'Delete'. A preview of the document content is visible in the background, showing the text of 'Green Eggs and Hamlet'.

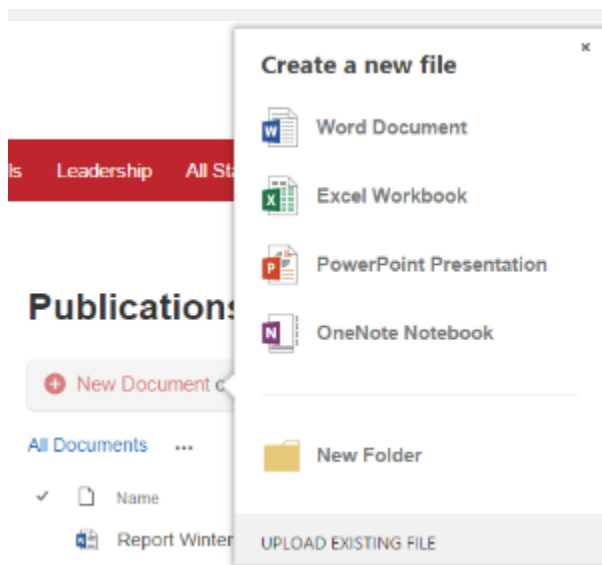
- From the edit menu, you can do the following:

Item	Description
View Properties	Displays the document properties, such as who uploaded or created the document and when.
Edit Properties	Displays a pop-up box where you can change the file name or Title. Click the <b>Save</b> button to save your changes.
View in Browser	View the document in your web browser.
Edit in Browser	Opens the document or file for editing right in your browser window.
Check Out	Check the document out so you can work on it. You can check the document back in to share or back up your changes.

Version History	View the version history of the document.
Compliance Details	For Advanced users only.
Workflows	For Advanced users only.
Download a Copy	Allows you to save a copy of the file to your computer.
Shared With	Opens a pop-up box that shows you who has access to the file. Depending on your own permissions, you can also add or revoke people's access from here.
Delete	Deletes the file.

## Create Documents

New Word, Excel, PowerPoint, and OneNote documents can be created in the browser using Office Online. You can also use folders to organize your documents.



To create a new document:

- Click the **New Document** link.
- Select the type of file you wish to create (e.g., Word, Excel, Powerpoint, or OneNote.)
- Create and save the file.

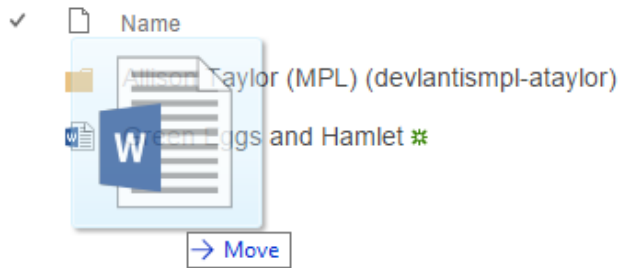
## Add Documents

Existing files can be added a number of different ways from the Documents page:

- Drag and drop one or more documents from your computer to the library.
- From the **New Document** menu select **UPLOAD EXISTING FILE** and select a file from your computer.
- Easily add documents by [syncing files](#) to your computer or device.

# Shared Documents

+ New Document or drag files here



### Tip

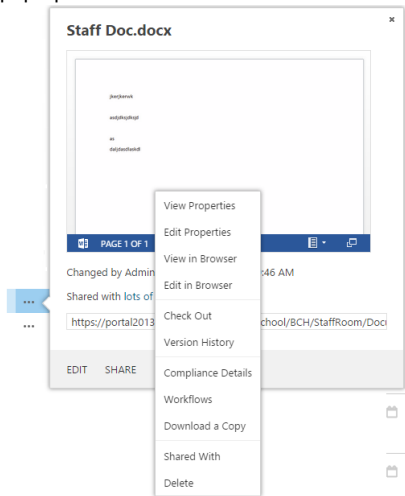
When creating content for the general public all files should be converted to the PDF format.

This can be easily achieved using the tools available in Word, Excel and PowerPoint 2013 from within the **Export** section of the menu.

## Delete Documents

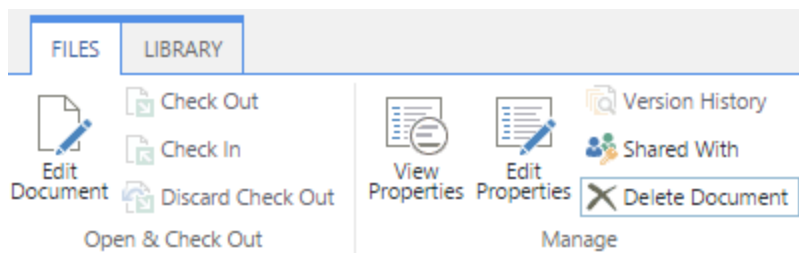
Files can be deleted a number of different ways from the Documents page:

- Use the document properties item menu (ellipsis). Click the ellipsis (...) beside the document name, then click the ellipsis (...) in the pop-up menu. Then select **Delete** from the document properties item menu.



- Delete documents by [syncing files](#) to your computer or device.
- Select the file or files from the list and click **Delete Document** from the **FILES** ribbon tab.

✓	Name	Modified	Modified By
✓	OneNote Document	... About a minute ago	☐ Dewey Largo (MPL)
	Excel Document *	... About a minute ago	☐ Dewey Largo (MPL)



## Shared Documents on Class Sites

Shared documents work differently on class sites than they do on other sites such as school, district or staff room sites. For more information, see [Shared Documents for Class Sites](#).