

Tech Snacks: Microsoft Teams, OneDrive & Lucid Whiteboard

How do Microsoft Teams, OneDrive & Lucid Whiteboard work in Canvas? How can they collaborate with each other? What do each of them do independently? And, finally, what does each product do to supplement communications with students and other campus departments?

Integrations Available in Canvas

With the upcoming LMS switch, we have integrated several apps into Canvas, including Microsoft Teams, OneDrive, and Lucid Whiteboard.

Microsoft Teams

Microsoft Teams is a collaboration application that offers video conferencing, live chat, and file storage. All faculty, staff, and students at MSUN have access to Microsoft Office 365, making Teams a helpful application that can be used by all users on campus.

OneDrive

OneDrive is a file storage application included in Microsoft Office 365. Users can store files on the cloud and share files with other users seamlessly.

Lucid Whiteboard

Lucid Whiteboard is a virtual, interactive whiteboard that can be used for collaboration in real time. In Canvas, students can collaborate on a whiteboard with other students and faculty. All faculty and students can access Lucid Whiteboard by creating an account with their Microsoft (official university) email.

Working with Apps in Canvas & Independently

Microsoft Teams, OneDrive, and Lucid Whiteboard are all apps that have been integrated into Canvas. These tools can be used by faculty to help enhance the learning experience in their online classrooms.

Microsoft Teams

While Zoom, WebX, and Teams have very similar functionality and features, Teams goes a step further with Microsoft 365 integration, allowing other applications to be more accessible. Within Canvas, video calls can be set up through Teams, and quickly allows you to add an entire class section to a Teams call.

How can I use Microsoft Teams for classroom activities and on campus?

Canvas only allows video calls within the LMS, but Teams on its own has a variety of options that are useful for students, faculty, and campus as a whole. Here are a few ways Teams can be used in the classroom:

- Class discussions and breakout rooms, allowing for smaller focus groups within one classroom setting.
- Lecture recording & playback: Record live sessions so students can review lectures later, which is especially helpful for students who might have missed class or need to revisit material.
- Collaboration on class projects. Teams allows students to work collaboratively in real time on documents, presentations, or spreadsheets in the files tab.

- Resource sharing: Use channels to share lecture materials, videos, readings, etc. Any created team automatically creates a SharePoint folder, allowing direct access to shared files for all users.
- Communication with students or other campus faculty/staff through the chat feature. The chat function enhances communication speed, allowing you to still send large files and attachments through Teams rather than email for everything.

OneDrive

The OneDrive integration is set up so users can embed files directly from OneDrive into the rich content editor in Canvas. For example, instead of uploading a document directly, faculty can embed a live document from OneDrive into a Canvas page, allowing for quick edits without the need to replace the document. Files shared through the OneDrive integration will automatically adjust sharing permissions, so any student enrolled in the course will be able to view the embedded file.

How can I use OneDrive to support teaching and learning?

Interactive files can provide students a virtual space to connect and collaborate with one another without the need to be in the same physical space. For online learning, this can help provide an interactive space for students to work together from their own locations. For face-to-face learning, faculty can use interactive documents within the classroom.

- Create a “shared knowledge” space (provide a topic & have students share pre-existing knowledge on the topic)
- Encourage collaborative writing projects (in groups, partners, etc.)
- Provide a resource for students to use when working in groups or partners; OneDrive allows for seamless file sharing and all students have an O365 account.
- Use OneDrive to collect files that may be too large to submit to Canvas.

Lucid Whiteboard

Similar to Google Jamboards & Microsoft’s Whiteboard app, Lucid Whiteboard is an interactive alternative to traditional lecture slides that can help facilitate collaborative classroom activities, directly embedded into the Canvas LMS.

How can I use Lucid Whiteboard for classroom activities?

Once students are placed in groups, each group can be given access to a whiteboard (either the same whiteboard in breakout boards or separate whiteboards with different prompts), and after discussion and collaboration, the whiteboard can then be shared with the whole class for presentation. Some example activities include:

- Facilitate class brainstorming, virtual “field trips”, and concept mapping
- Create a diagnostic flow chart to demonstrate understanding of a process
- Play “This or That” – a decision tree followed by critical analysis
- Create a “Question of the Day” to start the class & have students answer
- Play “Two Truths & a Lie” with content concepts based on an assigned reading
- Play “Start, Stop, Continue” to analyze practices, for example, in a business