Glossary of Cloud Based Tools

With the addition of all of our new cloud based tools, many people have some confusion about which tool to use for what purpose. The glossary below will help with sorting out which tool is what, and when to use them.   If you'd like to get more information on any of these tools, look for a class via Professional Development.

Google Apps for Education	A set of online tools available for free when signed in with your MSD account. This includes all of the Google Docs applications, but also provides you with access to Google Classroom.
Google Classroom	A web based platform that allows teachers to create assignments with attached files, videos or web links. Students can login and complete the assignment within the Google Classroom and teachers can collect assignments and provide feedback to students.
Google Drive	Online storage location hosted by Google where you can upload and store files. Staff and students have an MSD Google Drive accessible when you sign in using your username@mukilteo.wednet.edu login. A separate, personal Google Drive can also be accessed from a personal account if you have a gmail email address. You can switch between your work account and your personal account in Google Drive.
Google Docs	Online versions of office software available to staff and students once logged into the Google Drive. Includes Docs, Sheets, Slides, Forms and Drawings. Google Docs can also be accessed from your personal account if you have a gmail email address. You can switch between your work account and your personal account in Google Drive.
Office 365	Online versions of office software available to staff and students once logged into OneDrive. Includes Word, Excel, PowerPoint, OneNote and Sway. Office 365 can also be accessed from your personal account if you have a hotmail, msn, outlook.com or live.com email address.
Office Mix	An interactive online version of PowerPoint. Using a new or existing PowerPoint slideshow, teachers can add interactive simulations, quiz questions, inking and voice narration to create learning activities for their students. Office Mix presentations are accessible from home and school.
OneDrive	Online storage location hosted by Microsoft where you can upload and store files. Staff and students have an MSD OneDrive accessible when you sign in using your username@mukilteo.wednet.edu login. A separate, personal OneDrive can also be accessed from a personal account if you have a hotmail, msn, outlook.com or live.com email address.
OneNote	A digital notebook program that is part of the Microsoft office suite. When saved in OneDrive, notebooks become a cloud based tool and can be shared with students and/or staff for collaboration.
OneNote Class Notebooks	A specialized form of the OneNote notebook that is saved in OneDrive, and allows for the creation and distribution of class assignments and resources. The notebook has three sections: One where all members of the class can update the contents, one where only the teacher can update the contents, and one where each student has their own section in which to do their work. The student section is protected from viewing by other students, but teachers can see all and also edit the contents to provide feedback.