

# Onlyoffice Document

This plugin allows multiple users to collaboratively edit Office documents in Moodle in real-time using the „**ONLYOFFICE**“ Document Server online editor and save these changes back to Moodle. The service is operated on Jade University servers and therefore meets all data protection requirements.

## Using ONLYOFFICE Docs in Moodle

To create a new „**ONLYOFFICE**“ activity:

1. Switch to the desired course.
2. Activate „**Edit mode**“ with the toggle switch at the top right.
3. Click on „**Add an activity or resource**“.
4. Select the activity „**ONLYOFFICE document**“ in the pop-up window.
5. Enter the activity name, upload the required document or drag and drop it into the file area. The document can be an empty **\*.docx, \*.xlsx, \*.pptx or \*.docxf** file.
6. In the „**Document permissions**“ section, you can set whether the document may be downloaded or/and printed.

### General

Activity Name This is an ONLYOFFICE test document

Description   
In this document, users can work collaboratively and cooperatively.

Select file Crossover R... Maximum file size: 1 GB, maximum number of files: 1

### Document permissions

Document can be downloaded ?

Document can be printed ?

ONLYOFFICE activities are marked with the Word/Excel/Powerpoint icon and the Onlyoffice icon on your course pages. To open a document in the ONLYOFFICE Docs editor, simply click on its title.

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