

# 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

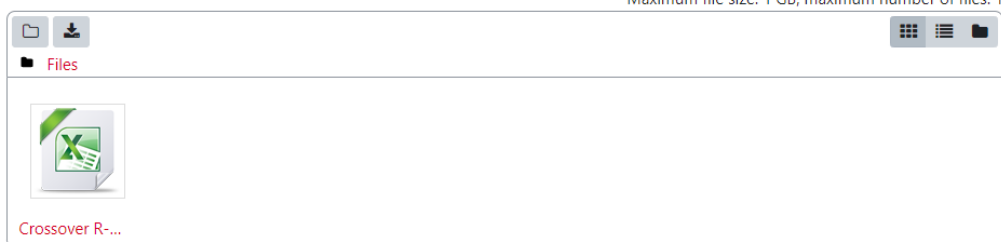
Activity Name

Description

  
In this document, users can work collaboratively and cooperatively.

Display description on course page

Select file



### 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.



From:  
<https://lms-wiki.jade-hs.de/> - **LMS-Wiki**

Permanent link:  
<https://lms-wiki.jade-hs.de/en/moodle/activities/onlyofficedocument/start>

Last update: **2024/05/16 09:42**

