

Share OneDrive Files and Folders

OneDrive is a cloud storage service that students and faculty have access to by using their academic email accounts. This document will explain how instructors can create shared, collaborative folders, while giving students different levels of access to the folders created.

Sign into OneDrive

1. Navigate to **OneDrive.com** using your browser of choice, then click **Sign in**, located in the upper-right.
2. You have an academic email address that you may not be aware of. Sign in using your academic email address. Example: username@acd.ccac.edu. You will not be able to sign in with your Microsoft Exchange email address, which would look similar to username@ccac.edu. Click **Next**.
3. You'll be taken to the CCAC Single Sign On (SSO) page. Enter the password for your Network Account. This is the same password you would typically use when logging into a computer.
4. You'll be taken to your OneDrive folder

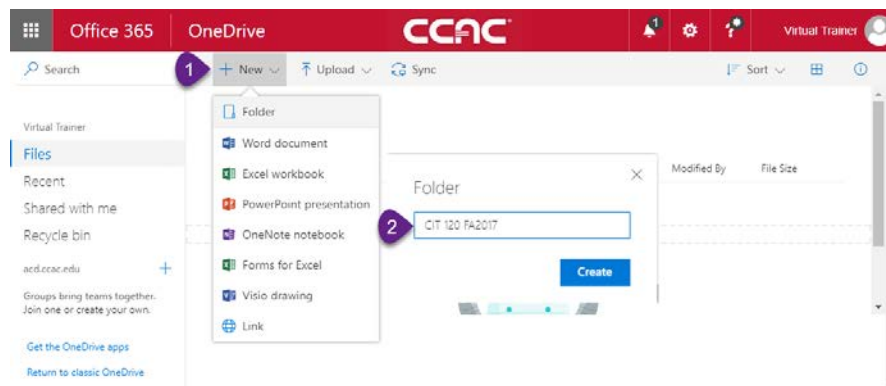
Create folders for classes with shared access

In this example, two scenarios may exist. One folder can be created that will not allow others to edit the folder contents. This might be used to share course documents that all students will use. Students will be able to download and manipulate files individually, but will not be able to change or upload files in the shared folder. Another folder can be created that will allow others to edit the folder contents. This might be used as shared/collaborative space for students to submit assignments. Students will be able to upload files to this location.

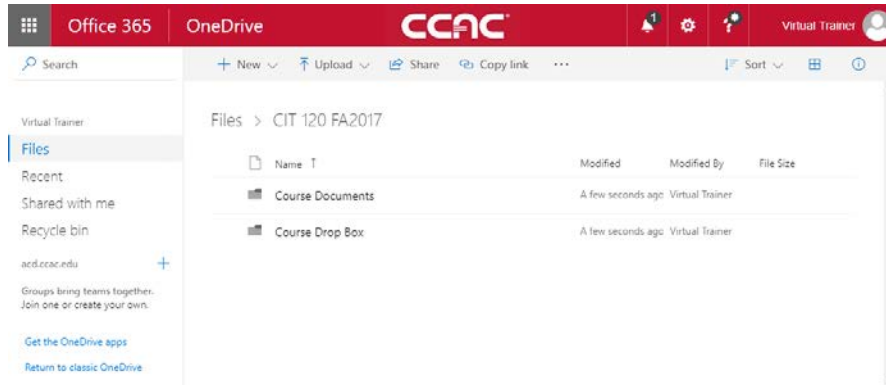
Create folders

In this example, one folder is created for a class: **CIT 120 FA2017**. Within that folder will be two other folders: **Course Documents** (Does not allow others to edit), and **Course Drop Box** (Allows others to edit). These can be organized to your personal preference as with any standard list of files and folders you might work with.

1. Click the **+ New** drop-down, then select **Folder**
2. Type a name for your folder. I am choosing to organize everything by course, so I will create a folder named **CIT 120 FA2017**



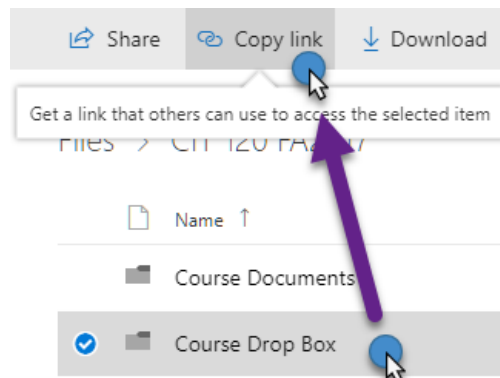
3. Click the folder **name** to open that folder
4. Create 2 new folders which will be given different levels of access in the next section: In this example, I name them **Course Documents, Course Drop Box.**



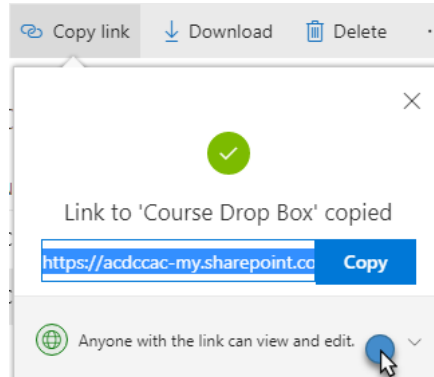
Share a folder by creating a link that can be distributed (Blackboard)

Another way to share is to get a link to a file or folder that you can copy and paste into an email or a Web Link in Blackboard. This will allow the folder to be shared with anyone who gets the link as opposed to **Specific People**. This will not require each student’s email address to be typed into OneDrive. *CAUTION: People you share these links with can also forward your link to others.*

1. Select the folder you want to share (hint – click slightly to the right of the folder name to select it), then click **Copy Link**.

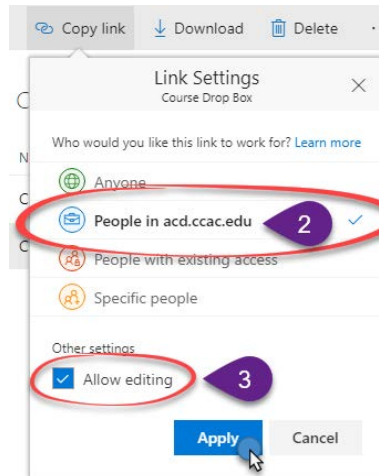


2. Click the drop down list to change the type of shared link that is created. The Details pane opens, where you can change who can access the link and whether people can edit the item you’re sharing.

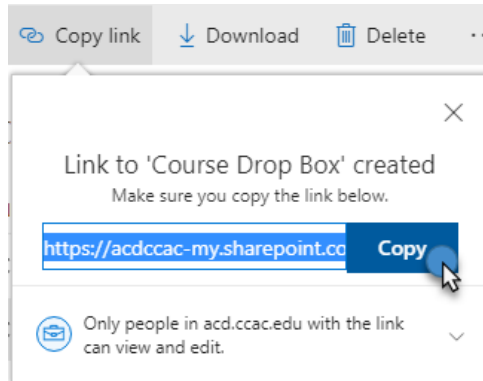


- a. Options for **Who would you like this link to work for**

- **Anyone** gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
 - ***People in acd.ccac.edu** (ITS recommended for more security) gives everyone in your organization access to the link, whether they receive it directly from you or forwarded from someone else.
 - **Specific people** gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link. *While this option is the most secure, this still requires entering each student's email address. The purpose of this method is to simplify the process by removing this step.*
3. By default, **Allow editing** is turned on. If you want people to only view your files, uncheck the box, then click **Apply**.
- For **Course Documents**, **uncheck** the box.
 - For **Course Drop Box**, leave the box **checked**.

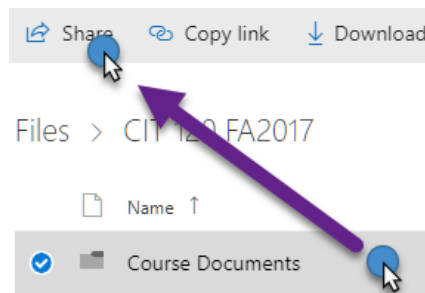


- A link is generated and is highlighted by default. Click the **Copy** button to copy the link to your clipboard. This link can now be distributed a variety of ways by pasting into an email, Blackboard, or what suits your needs best.

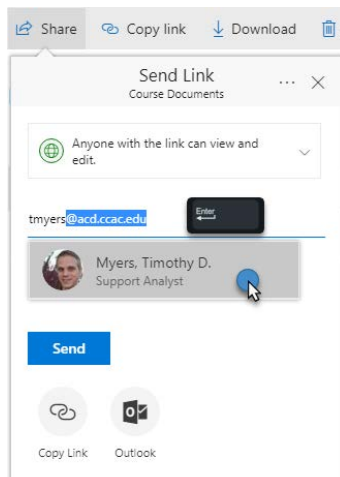


Share a folder by email address

- Select the folder you want to share (hint – click slightly to the right of the folder name to select it), then click **Share**.



- Enter the names of the people you want to share with and a message, if you want. When you start typing a student's NetID, it will begin to auto-fill so you will not necessarily need to type their entire email address, which would look similar to netid@acd.ccac.edu. Press enter, or click the student's name to add them to the list.

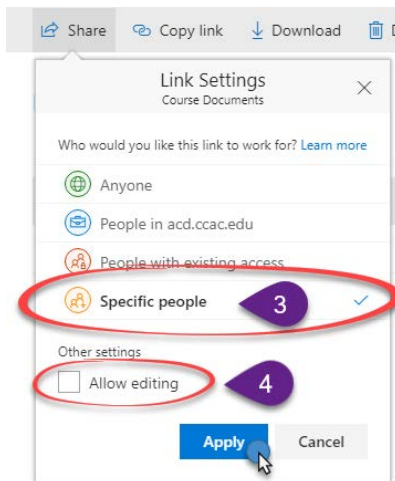


- Click the drop down list to change the type of shared link that is created. The Details pane opens, where you can change who can access the link and whether people can edit the item you're sharing.
 - Options for **Who would you like this link to work for**

- **Anyone**
- **People in acd.ccac.edu**
- ***Specific people** (ITS recommended for best security)

4. By default, **Allow editing** is turned on. If you want people to only view your files, **uncheck the check box**, then click **Apply**.

- For **Course Documents**, **uncheck** the box.
- For **Course Drop Box**, leave the box **checked**.



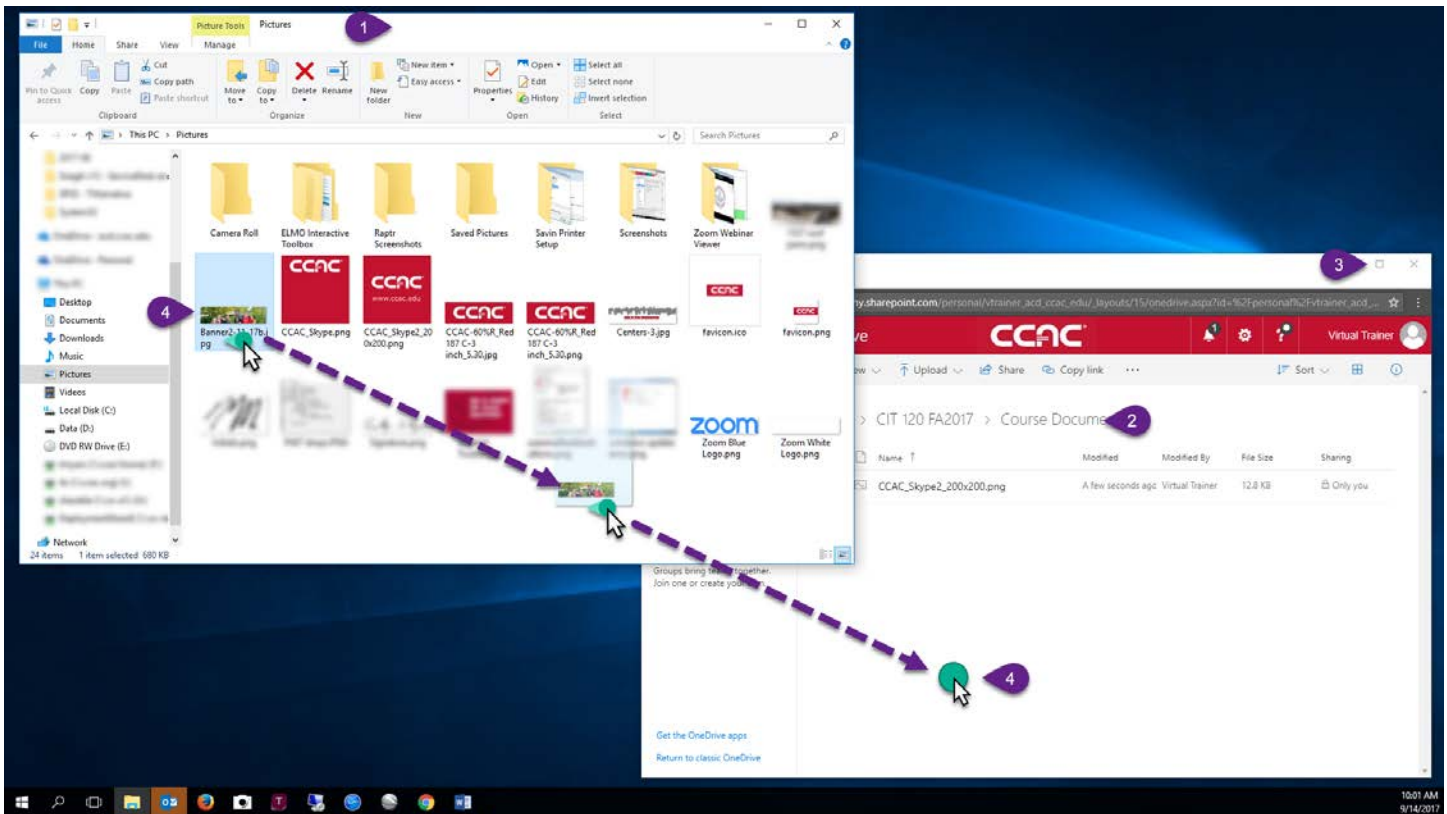
5. An email is sent to the student letting them know the folder was shared with them. Additionally, when students sign into their OneDrive, the folders will show up under the **Shared with me** group on the left side of their OneDrive.

Upload and view files in your OneDrive

With advancements in browser technology, your OneDrive has the ability to function much like the File Explorer built into Windows. You have the ability to drag and drop files to upload as well as other methods to suit your needs. OneDrive is also capable of previewing several types of media files and Office-related documents.

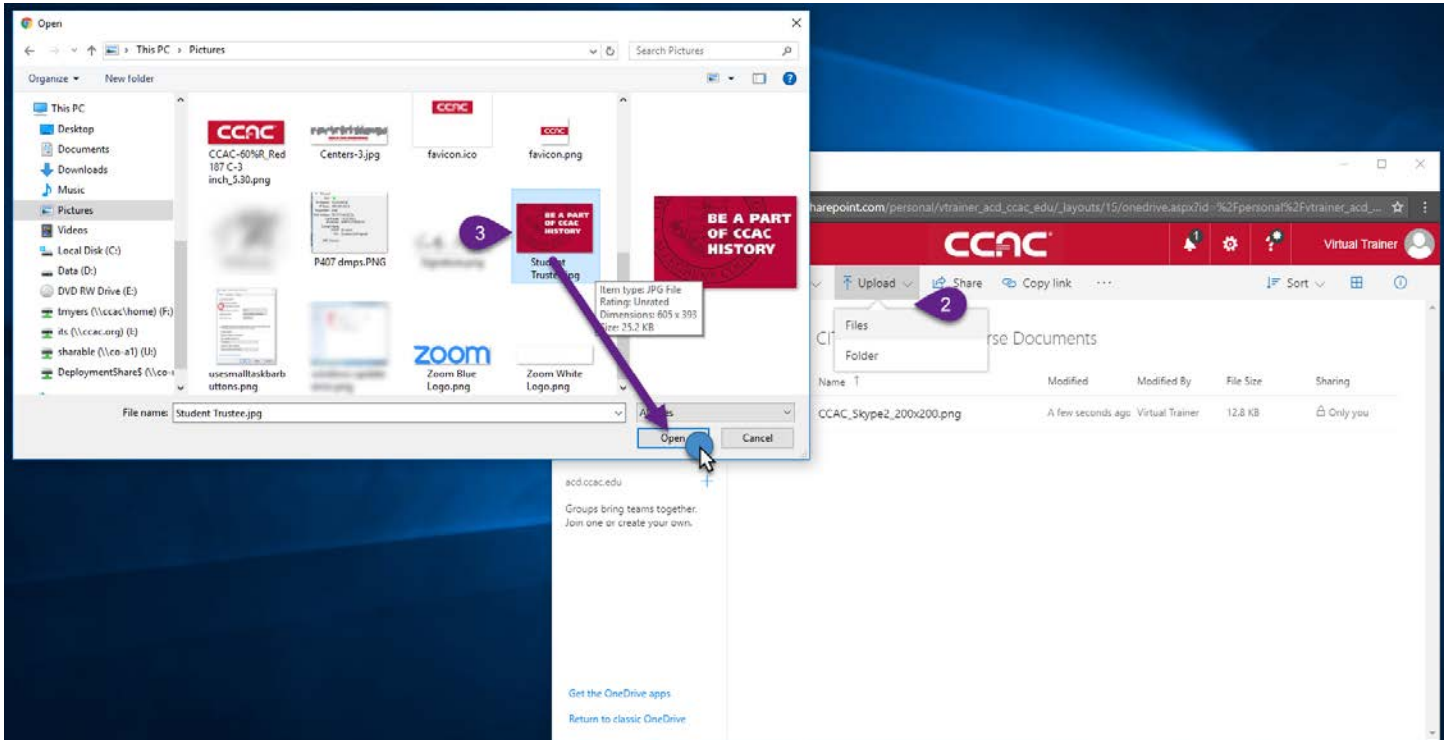
Upload a file to OneDrive – Using the Drag and drop method

1. In Windows File Explorer, browse to the file you would like to upload. It may be on a USB flash drive, or another location on the computer. Keep this window open.
2. On OneDrive, open the folder you would like to upload a file to by clicking on the **name** of the folder.
3. Restore the browser from full screen to a windowed mode so you can see OneDrive and File explorer on the screen at the same time.
4. Click and drag the file from File Explorer into OneDrive. Release the mouse button to begin the upload.
5. The upload status will show in the upper-right of the page.



Upload a file to OneDrive – Using the Upload button

1. On OneDrive, open the folder you would like to upload a file to by clicking on the **name** of the folder.
2. Click **^ Upload**, then select the appropriate option: **Files**, or **Folder**.
3. A window will open that will allow you to browse to the file(s) or folder you wish to upload. Highlight the file or folder by clicking on it once, then click the **Open** (if you selected files) or **Upload** (if you selected folder) button.

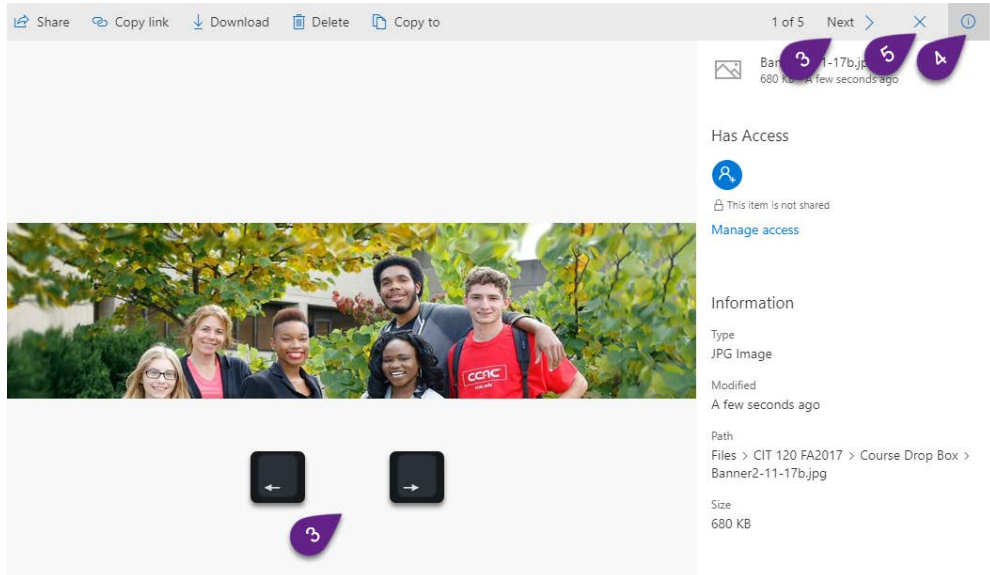


4. The upload status will show in the upper-right of the page.

View Files in your OneDrive

In this example, a folder filled with pictures is used.

1. In OneDrive, open the folder you would like to view by clicking on the **name** of the folder.
2. Begin previewing photos by clicking on the file **name**.
3. The previewer opens the photo in the browser. You can step through the pictures using the arrow keys or the **Next >** and **< Previous** buttons located near the upper-right of OneDrive.
4. To view file information such as the name, file type, and size, click the ⓘ button in the upper-right.
5. To exit the previewer and return to the folder view, click the X in the upper-right of the OneDrive site.



Student's view after folders are shared

Once the folders are shared with the students they will be able to log into OneDrive in the same fashion as the instructor to be able to view and upload files as desired. If the folder was shared using the *Share a folder by email address* option, they will see the shared folders in the **Shared with me** section in their OneDrive as shown below. If the folder was shared using the *Share a folder by creating a link* option, they will need to access the link that was distributed to them by email or Blackboard to access the folders.

