OneDrive Uploading and sharing files in OneDrive
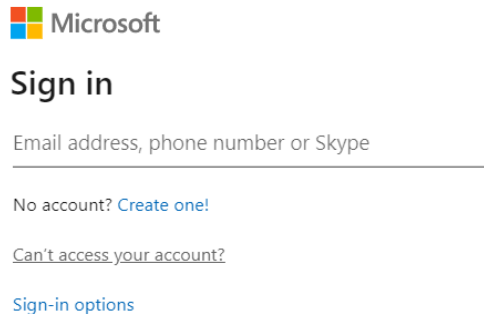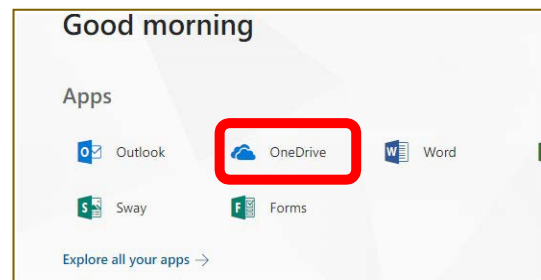
To upload files to the OneDrive please use the following steps:

1. Login to Office 365 via URL: https://login.microsoftonline.com/

2. Click on the Office 365 button. If required, you will need to log into Office 365 using your student username and password. This will then load the page that contains all Office 365 apps.

3. Click on the OneDrive app to open your drive.

4. On the OneDrive page you can either drag your file into the file section or click "Upload > Files" which allow you to locate and add your file(s) from your PC.
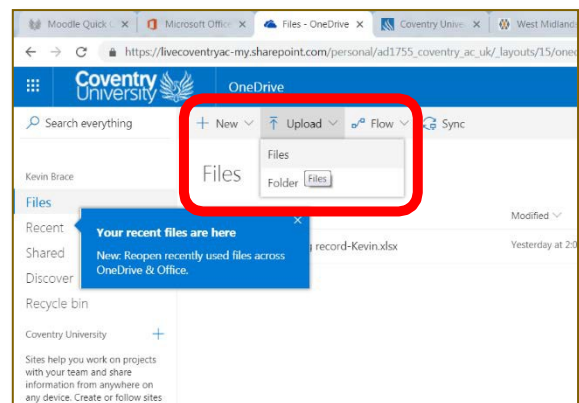
   Depending on file size it may take a few moments to complete. Once it is uploaded, the option to share will become available
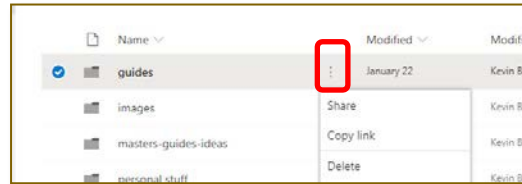
   You can create and share entire folders of files. Useful for collaborative editing of files.
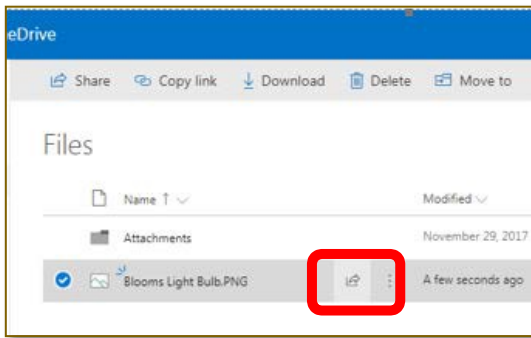
5. After clicking the "Share" arrow button you will be given options of how and with whom to share the file with.

The "kebab" (3 dots) menu next to each file/folder enables further actions (including sharing).

6. Choose who to share the file with, the click **Apply**. You now have the option to send as an email or to "Copy Link". We recommend the settings: "Anyone with the link", and then click "Copy Link".
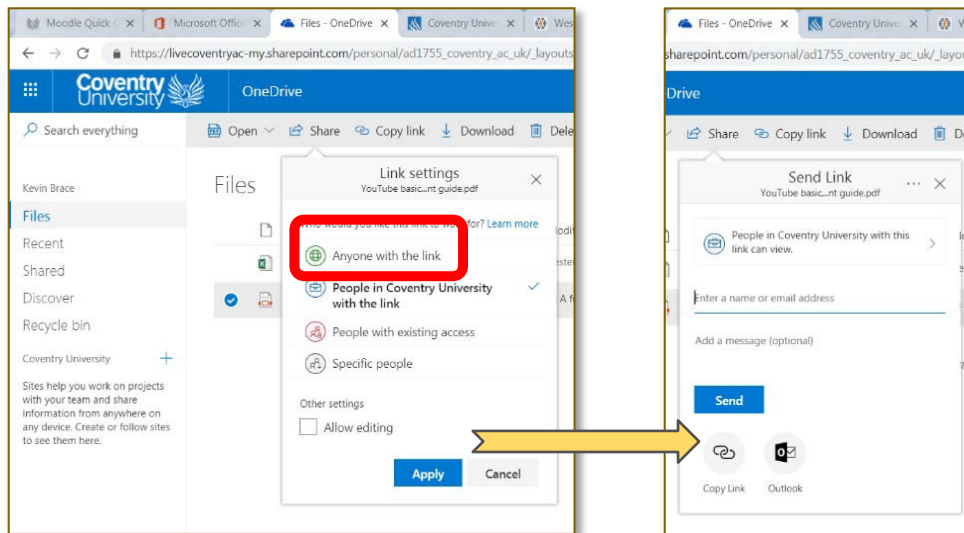
7. Once you have copied the link, paste it into a Word document that can be used to submit into the Assignment link in your module. This ensures that you have a Turnitin ID number – if you've been asked to submit a screencast as a Turnitin assignment submission.

NOTE: Do not upload the movie (mp4) into Turnitin. Always use the shared link method.

Further actions for assignment submission of a recorded screencast (using a shared link):

- In a new Word Document prepare an appropriate cover page and paste the link onto the second page. Save this file as your assignment submission.

- Now you can either drag your assignment into the Submission box or click on add a new file to select the file manually.