

SHARING FILES USING CLOUD-BASED STORAGE



What is Cloud-Based Storage?

Cloud-based storage refers to storing your files and data on the internet instead of your computer's hard drive. It's like having a virtual filing cabinet that you can access from anywhere with an internet connection. This technology is incredibly useful for students because it allows you to easily access your course materials, such as documents, presentations, and assignments, from any device – whether it's a computer, tablet, or smartphone. Additionally, cloud storage ensures that your files are backed up and secure, reducing the risk of losing important information due to device malfunction or loss. With cloud-based storage, you can stay organized, collaborate with classmates, and focus on your learning without worrying about managing files.

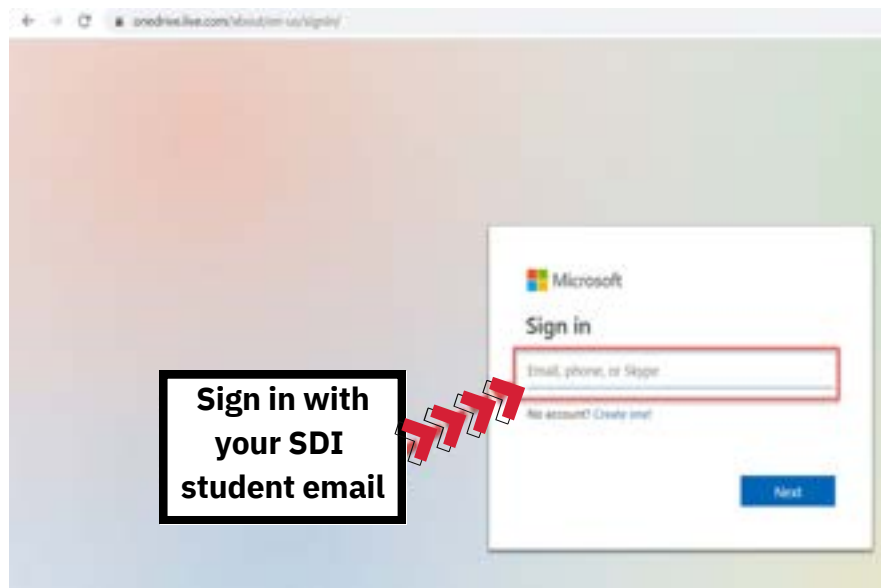
As SDI students, you are given access to a Microsoft 365 account that includes software such as Word, Excel, PowerPoint, Outlook (your school email), and OneDrive. **OneDrive is Microsoft's cloud-based storage application.** We recommend that you save your school related study materials and assignment work to your OneDrive so that you can access it from any device with internet access.

You may have a personal Microsoft 365 account and regularly use Word or Excel on your personal computer. **It is important to note that your student account is completely web-based and must be used either through an internet browser or the appropriate app supported on your device.** If you create and save a file on your PC or Mac and do not create it via your web-based Microsoft account, you will have to upload and save it to your OneDrive in the ways the rest of this tutorial outlines in order to share it in the Canvas classroom. If you do create and save the file online with Microsoft 365 from the start, you will not have to go through the process of “uploading” to the cloud.

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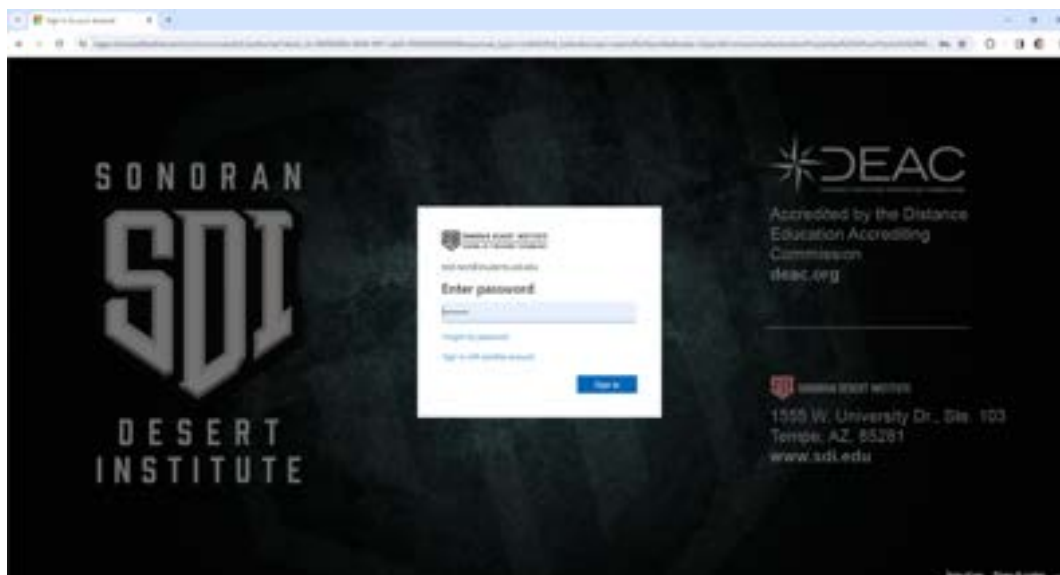
See <https://support.microsoft.com/en-us/onedrive> for more information from Microsoft.

You can access OneDrive from either a web browser or the OneDrive app that you can download in your device's app store. To access from a web browser, go to onedrive.live.com and click sign in. You will have a sign box similar to the image below.



To access OneDrive from your device app, Search “OneDrive” in your search box on Windows, and click OneDrive. You should have a Sign in screen like the image above unless you are already signed into OneDrive. **Remember, your school account is web-based and therefore, different than your personal, downloaded Microsoft applications.**

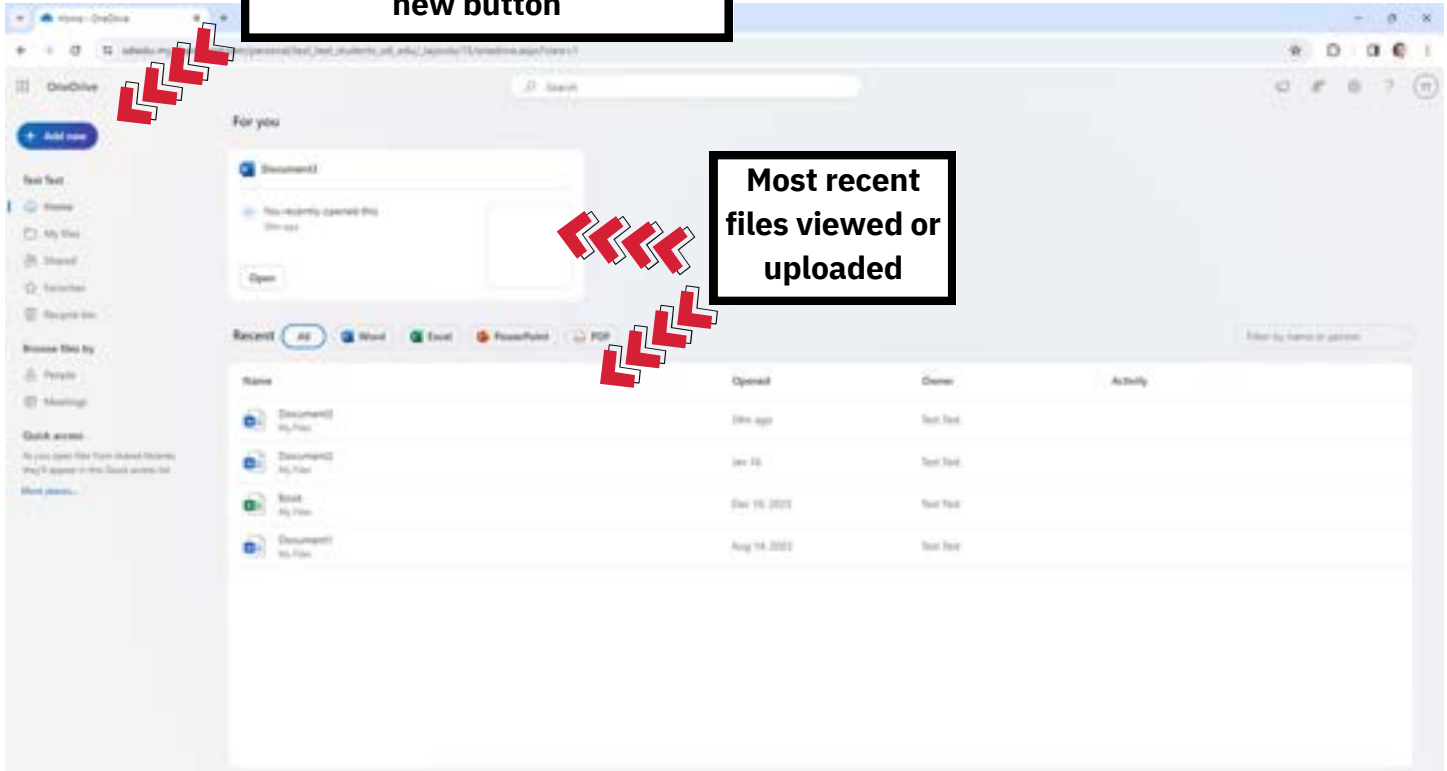
Enter your SDI student email address to access your Microsoft and OneDrive account. The screen below will ask you for your password.



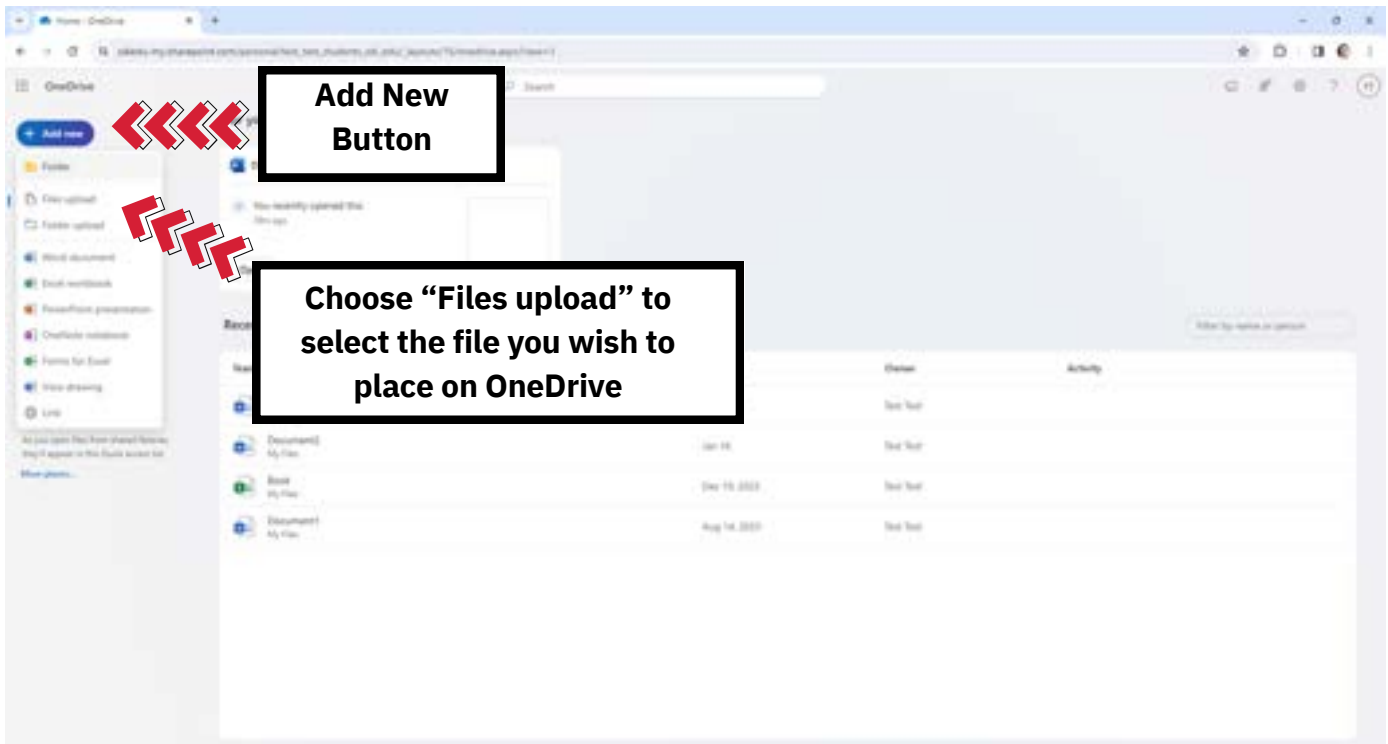
This is the Home Page view of your OneDrive. As you can see from this image, you can upload and store a variety of file types to your OneDrive similar to your computer's hard drive.

To upload a file from your PC to OneDrive click the Add new button

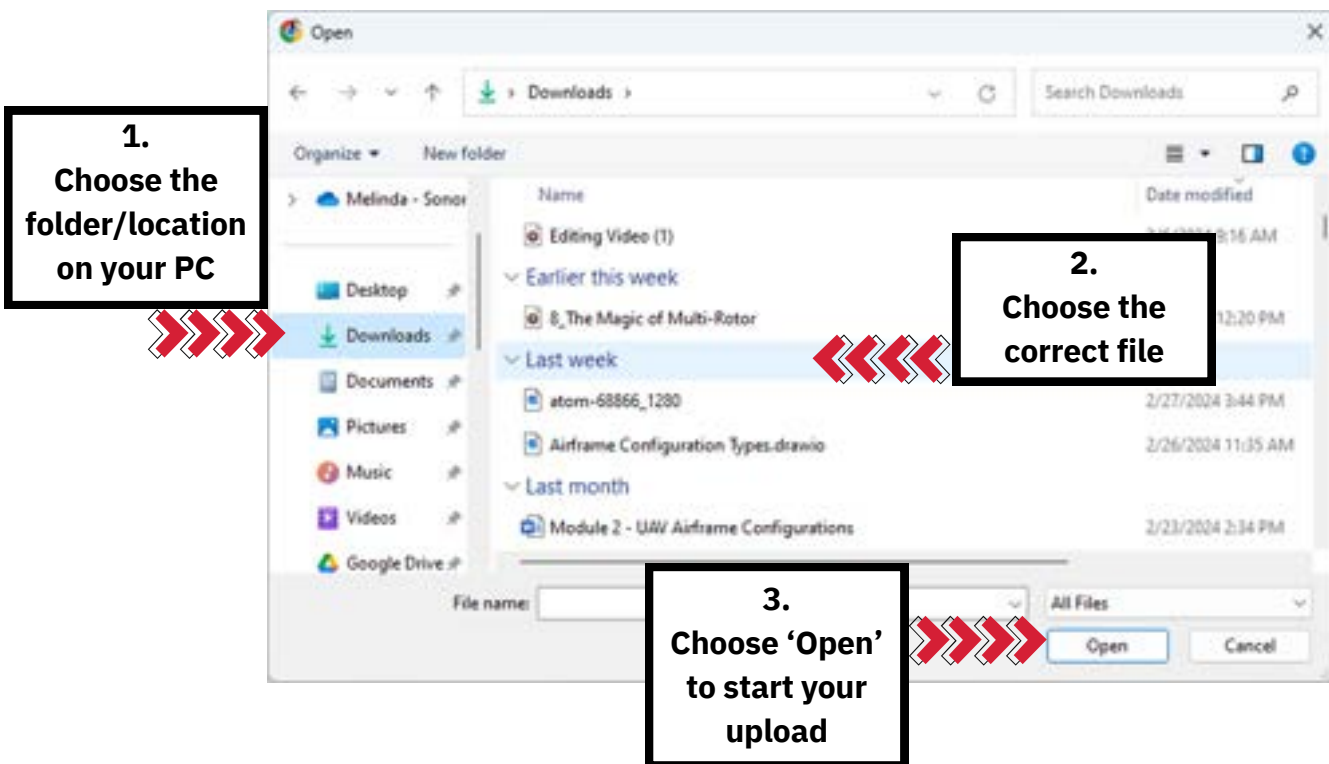
Most recent files viewed or uploaded



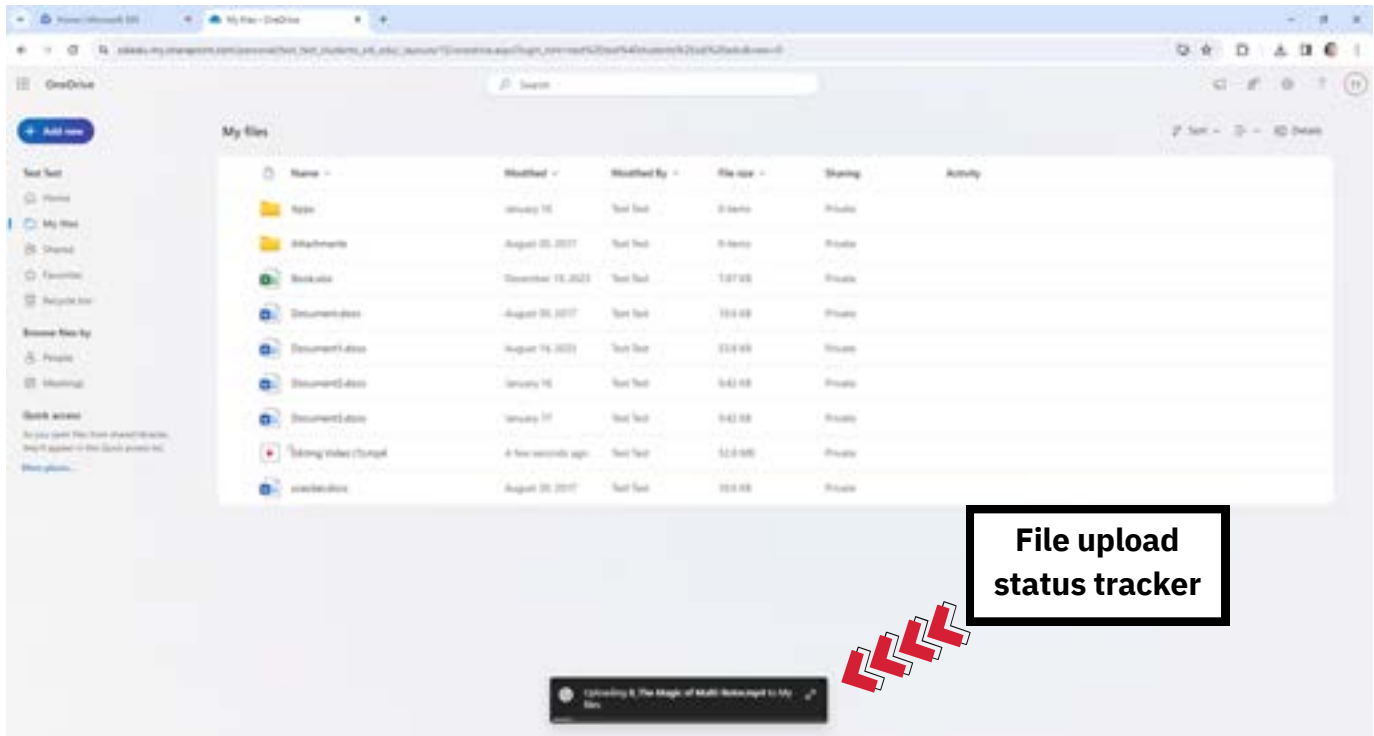
Next you are ready to upload files to OneDrive. From the Home Page, find the blue “Add new” button to upload your file(s) from your PC to your OneDrive.



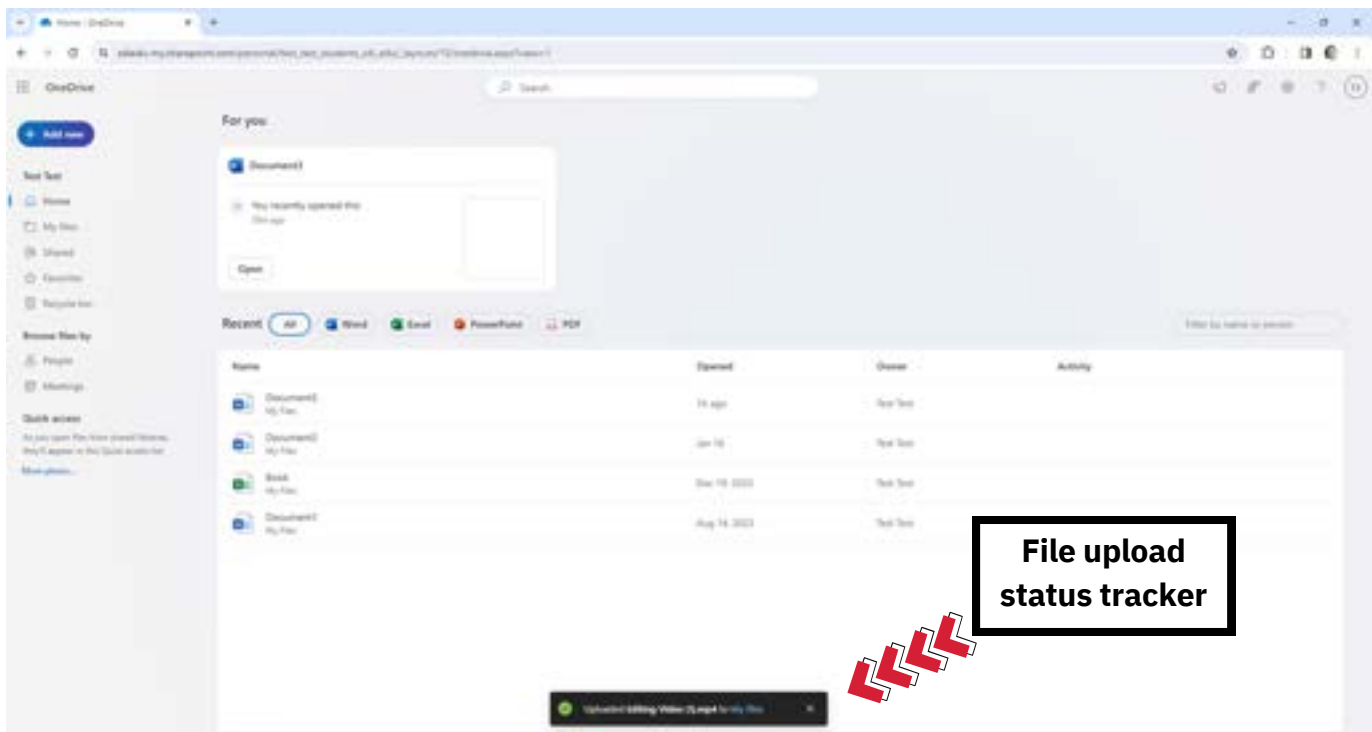
This will open the File storage on your PC, allowing you to locate and select the file you wish to upload to OneDrive. Use the navigation pane on the right to locate the appropriate folder and then select the correct file. Click 'Open' when you are ready to begin uploading.



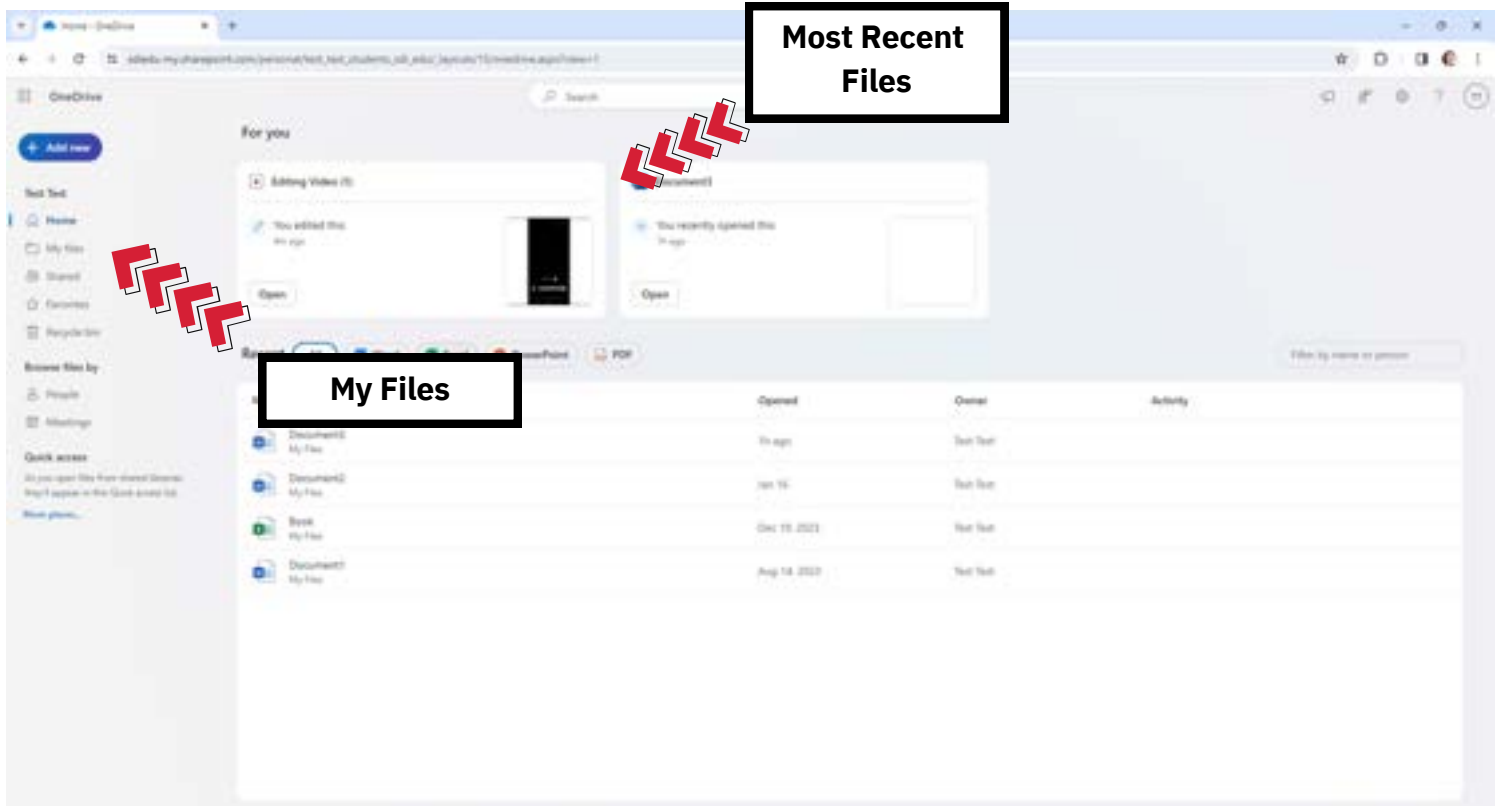
After clicking ‘Open,’ the File Explorer window will close and you will be taken back to the OneDrive Home page. A small black box will appear at the bottom of the screen to track your file upload progress. The size of your file will determine how long it takes to complete your upload.



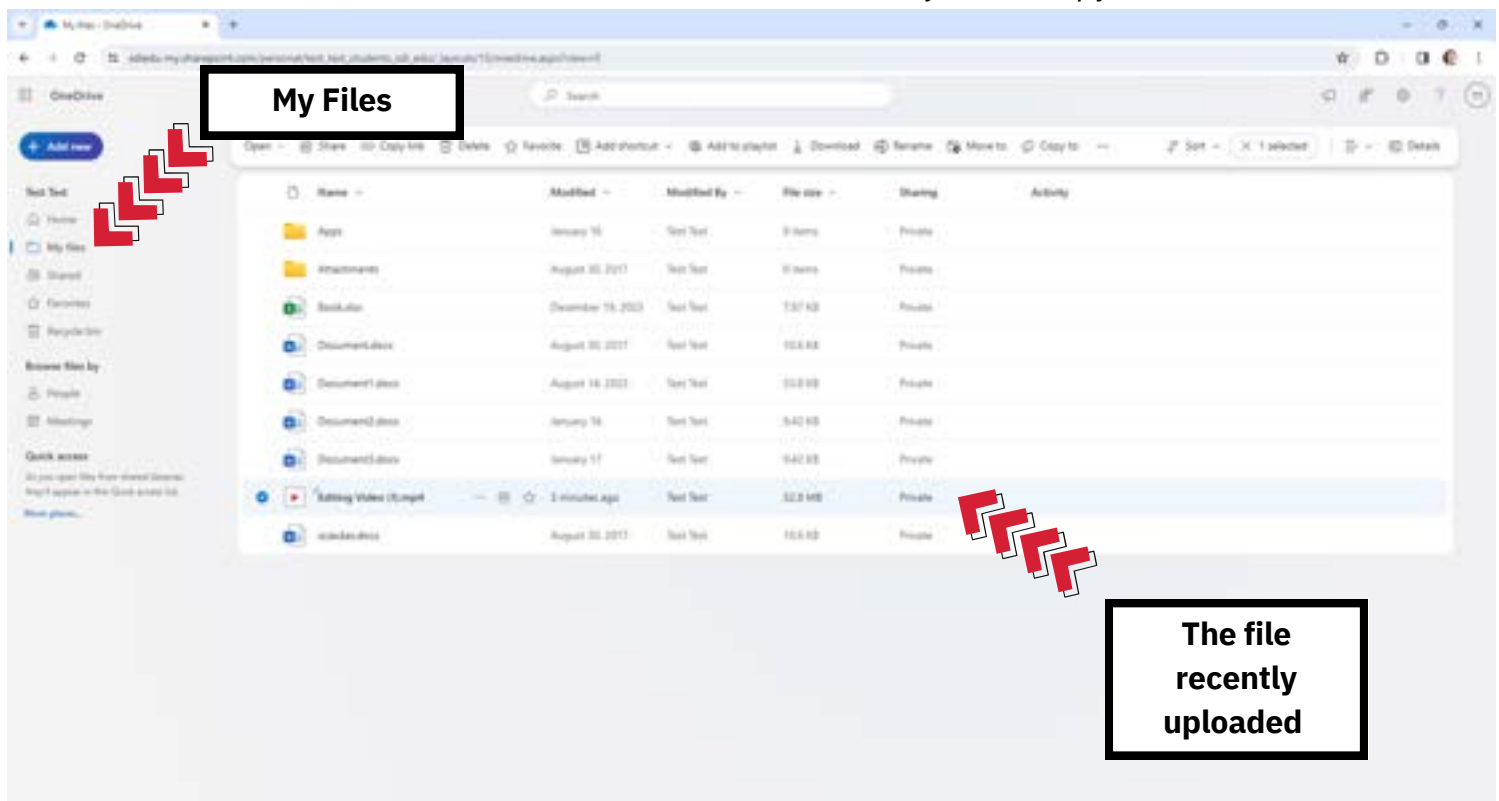
When your file is completely uploaded, this same black status box will notify you by changing to a green check box and stating your file is “Uploaded” and listing the file’s location.



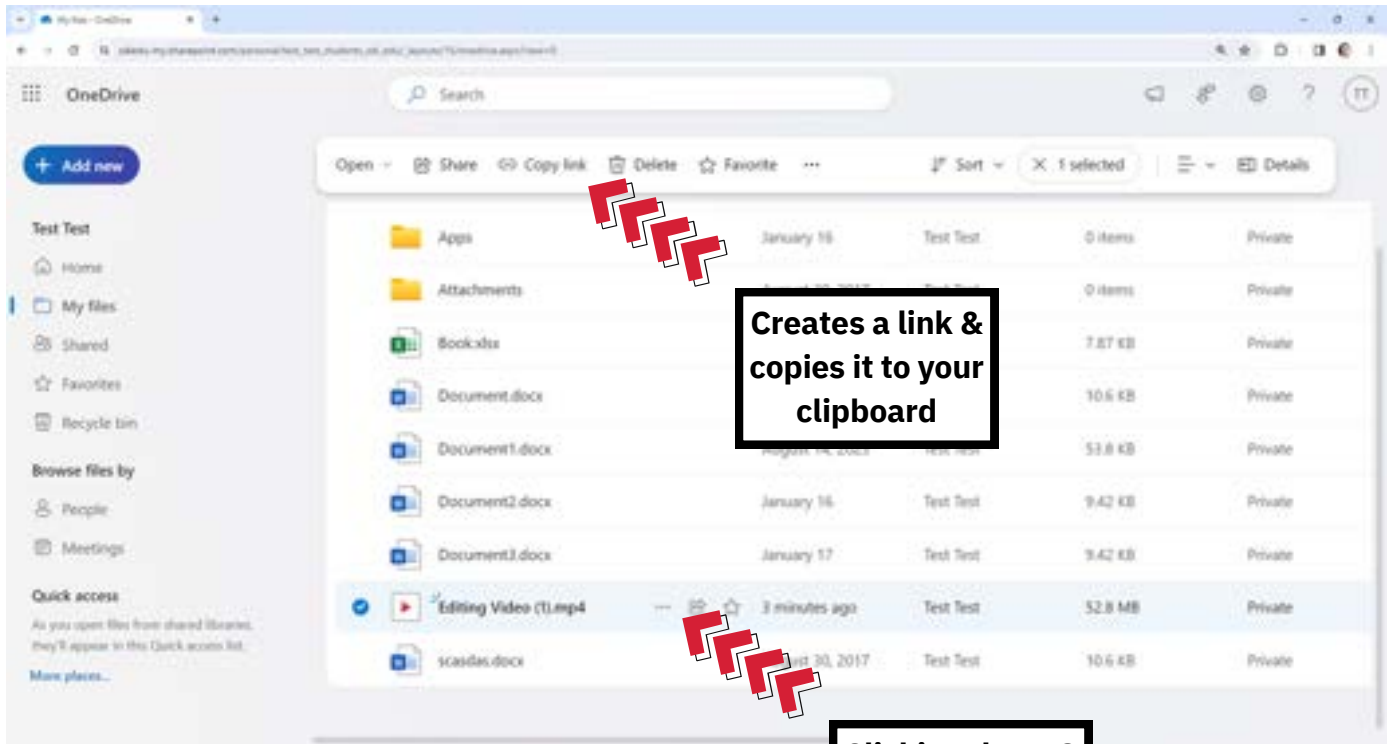
You can access your newly uploaded file on the Home Page, as it is your most recent file. You can also find your file by looking for it in the folder mentioned when the file completed it's upload. The file upload status tracker let's us know that this file was saved to "My files," so we can find it there.



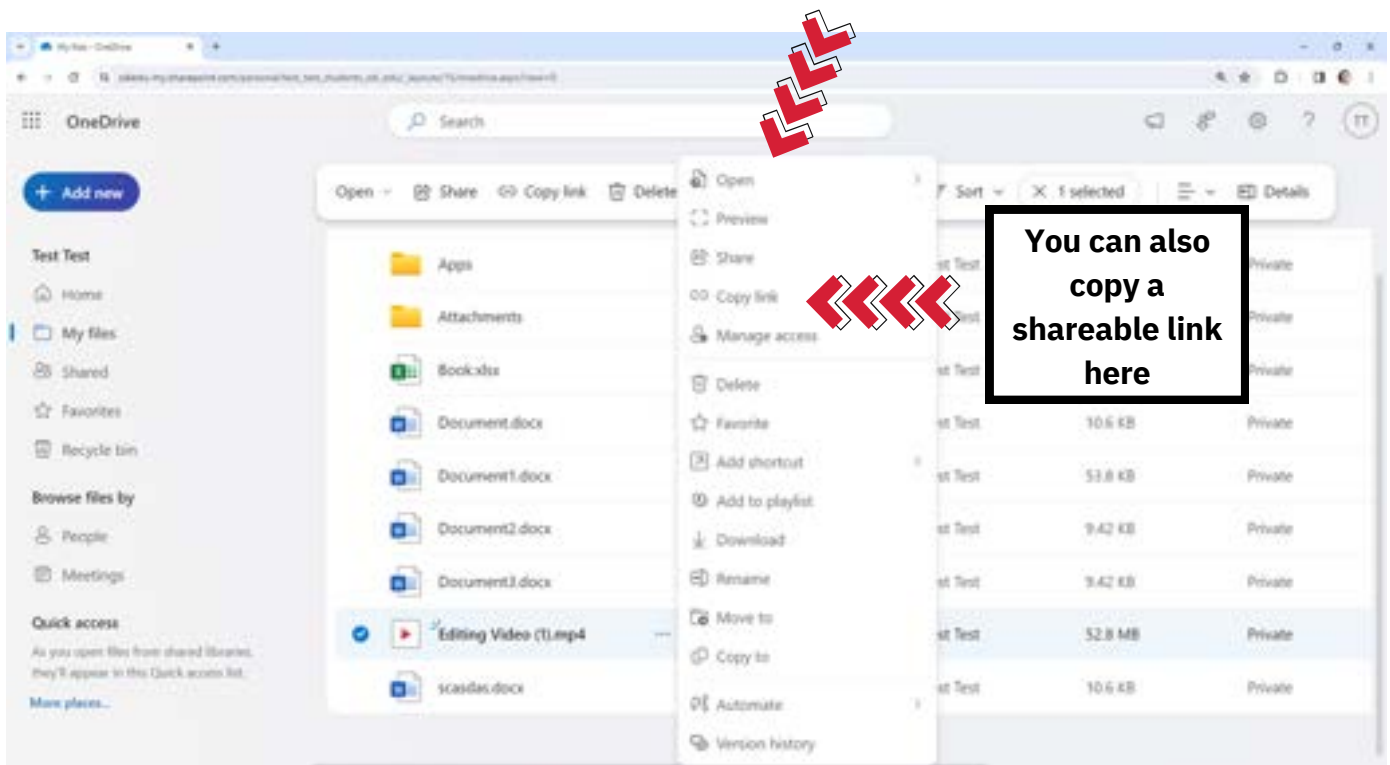
When you access your "My files" folder, you will see an alphabetical list of all folders and files on your OneDrive. Select the correct file to access a link you can copy and share.



Microsoft allows you to share your files in a variety of ways. For completing assignments in Canvas, you will want to copy and share a Link to your file. You can do that several ways from this screen in your OneDrive “My files” folder:

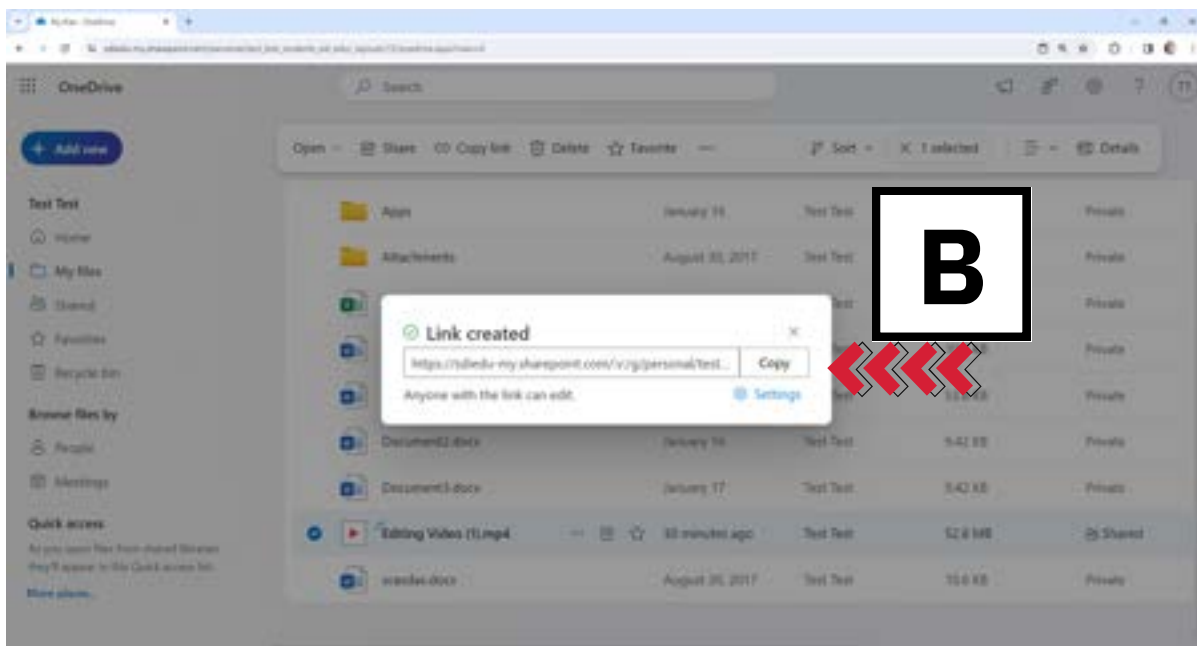
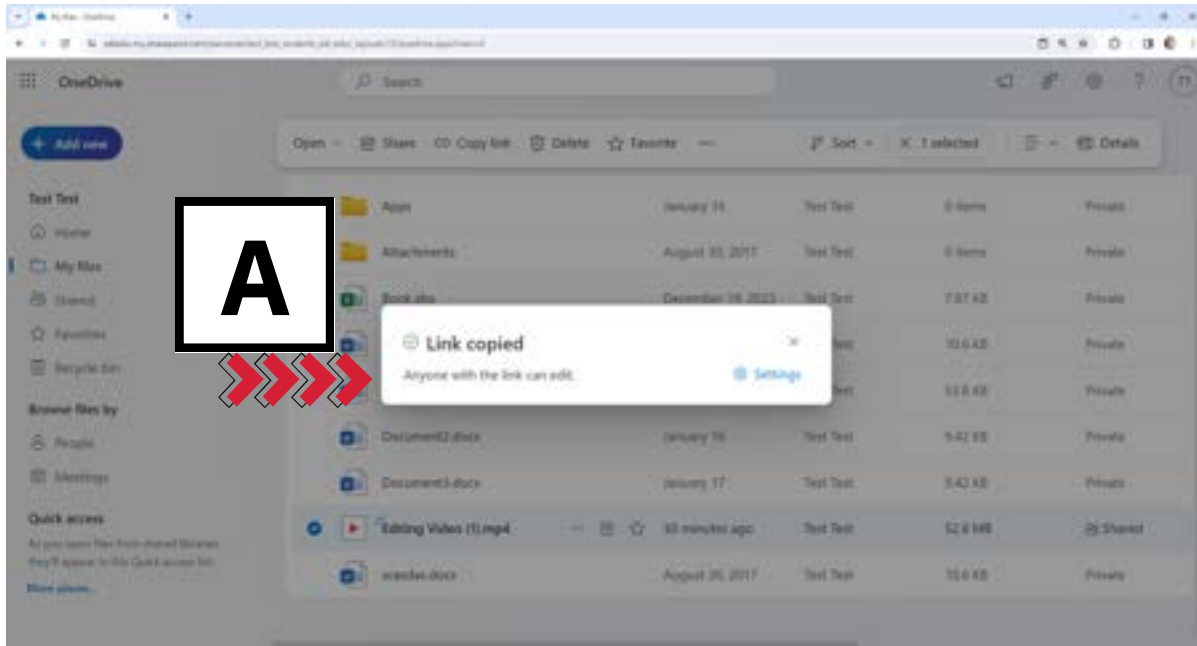


Clicking these 3 dots opens the window below

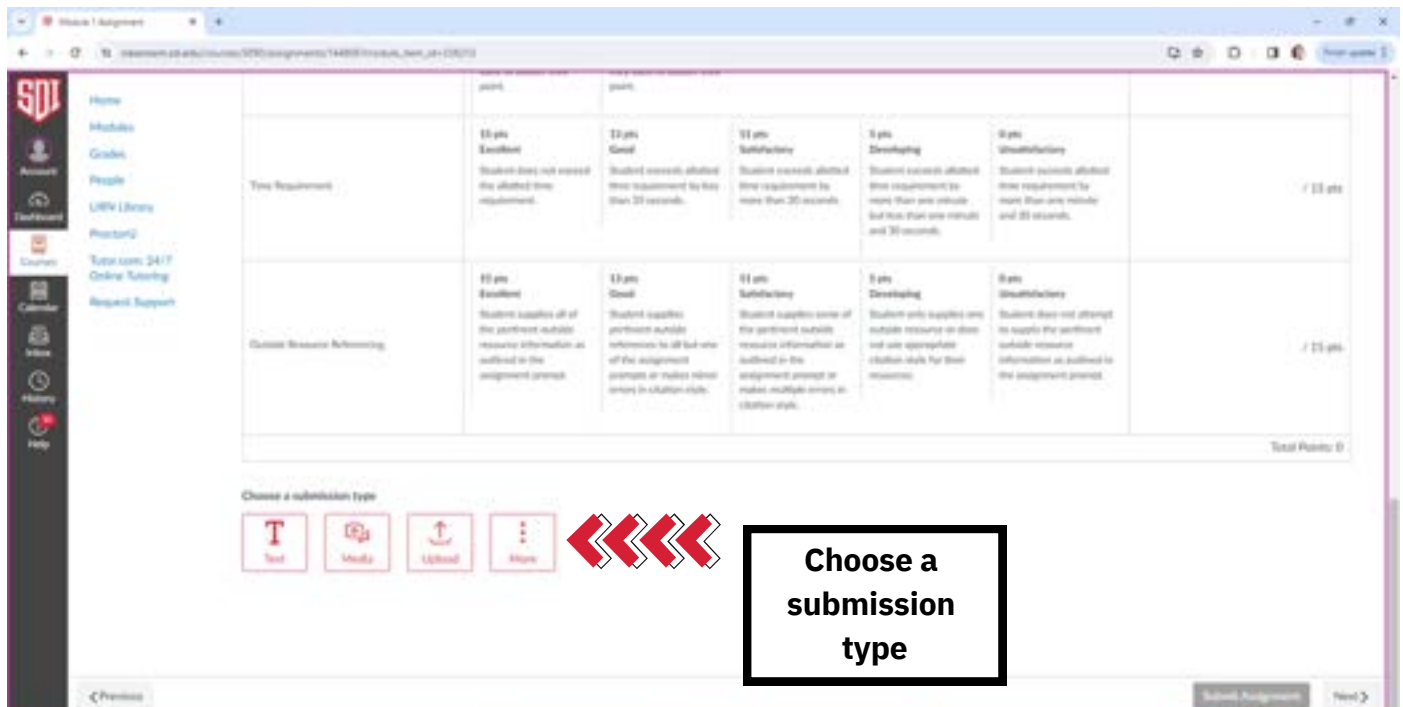


Once you have chosen to copy your link, Microsoft OneDrive will let you know your link is either:

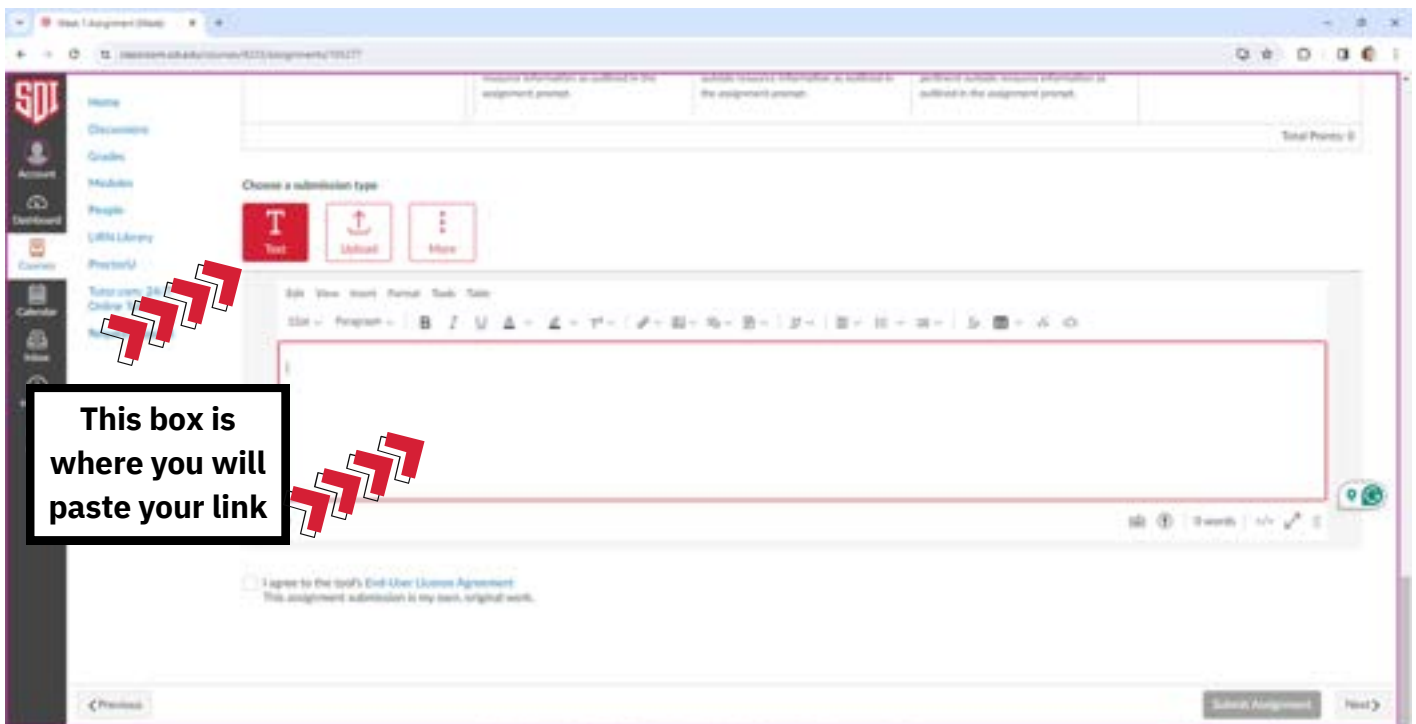
- A. Successfully copied to your computer's clipboard
- or
- B. Ready for you to Copy manually by clicking the Copy button.



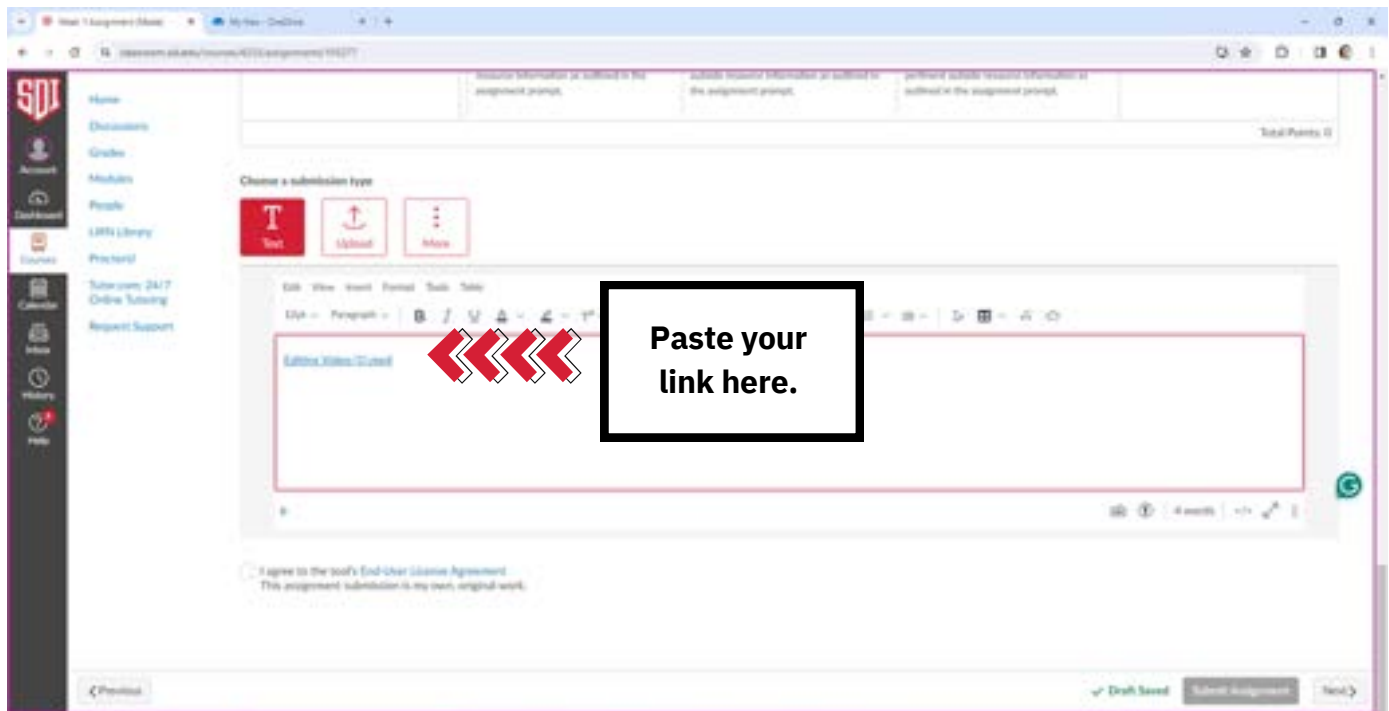
Now you need to copy the link into your Canvas Classroom Assignment and successfully submit it to your instructor. Start by navigating to your course and the specific assignment page. At the bottom you will see “Choose a submission type.”



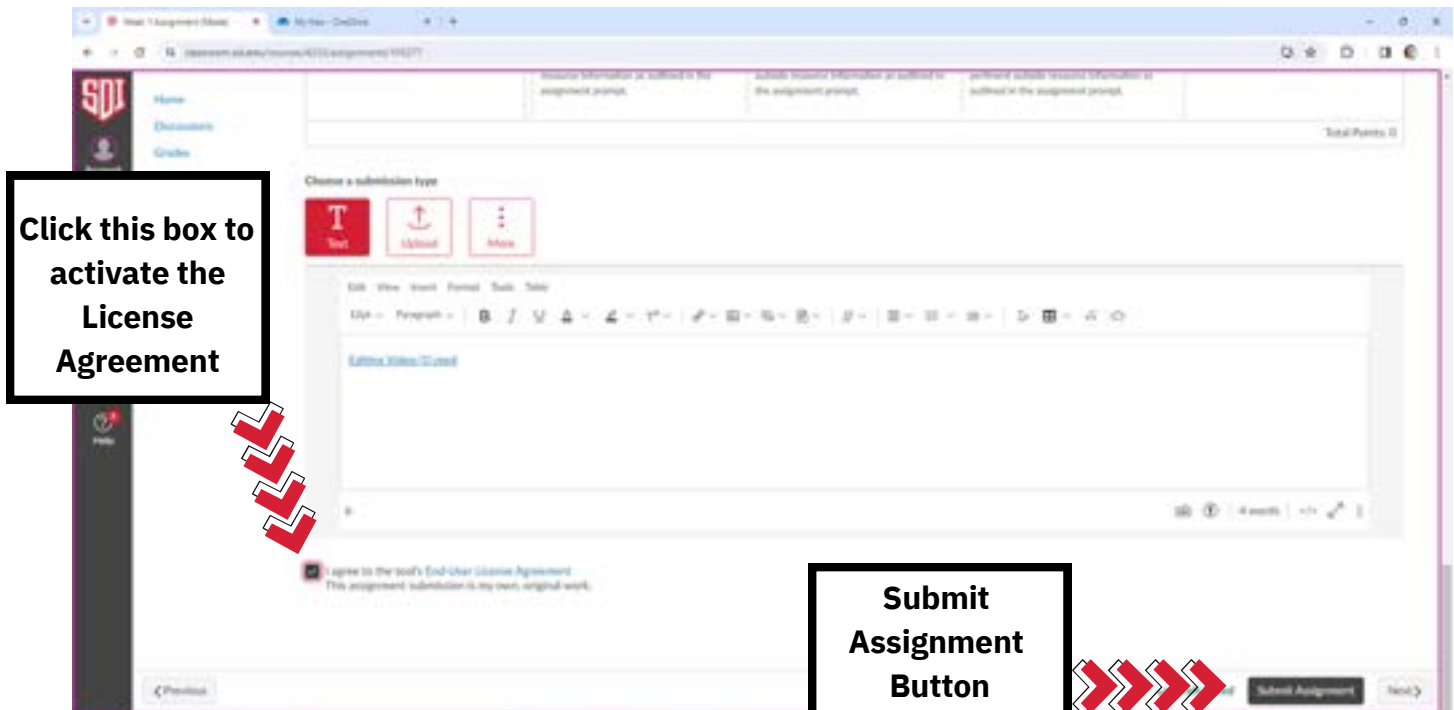
In order to submit links from the OneDrive successfully, you must choose the “Text” option. Once you have clicked the “Text” button, it will turn red and a text editor will open below as seen in the picture here:



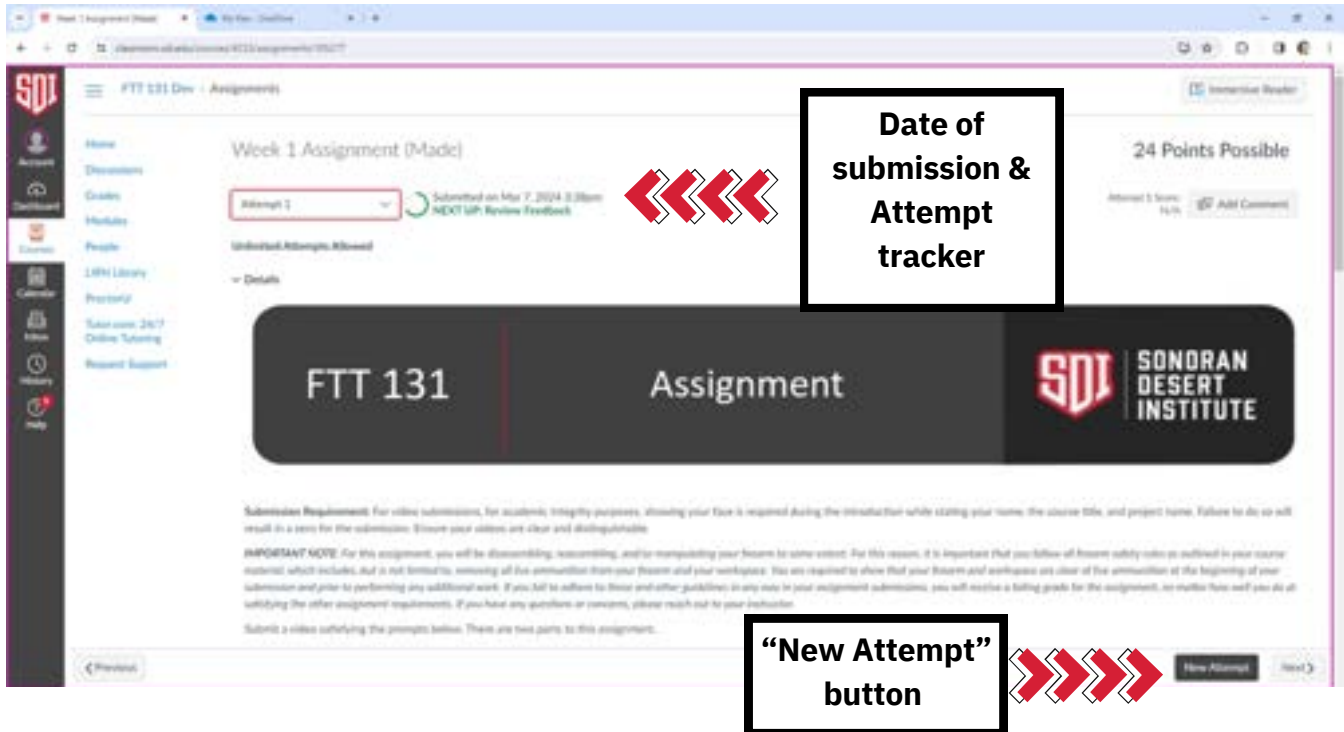
Place your cursor in the text editor box and paste the link you copied from OneDrive. On PC's you can paste by pressing the Ctrl button and the V at the same time. You can also right click when your cursor is in the text editor and choose the Paste option.



Once you have entered text and a link into the text editor box, you must agree to the End-User License Agreement before you are able to click the button to submit your assignment.

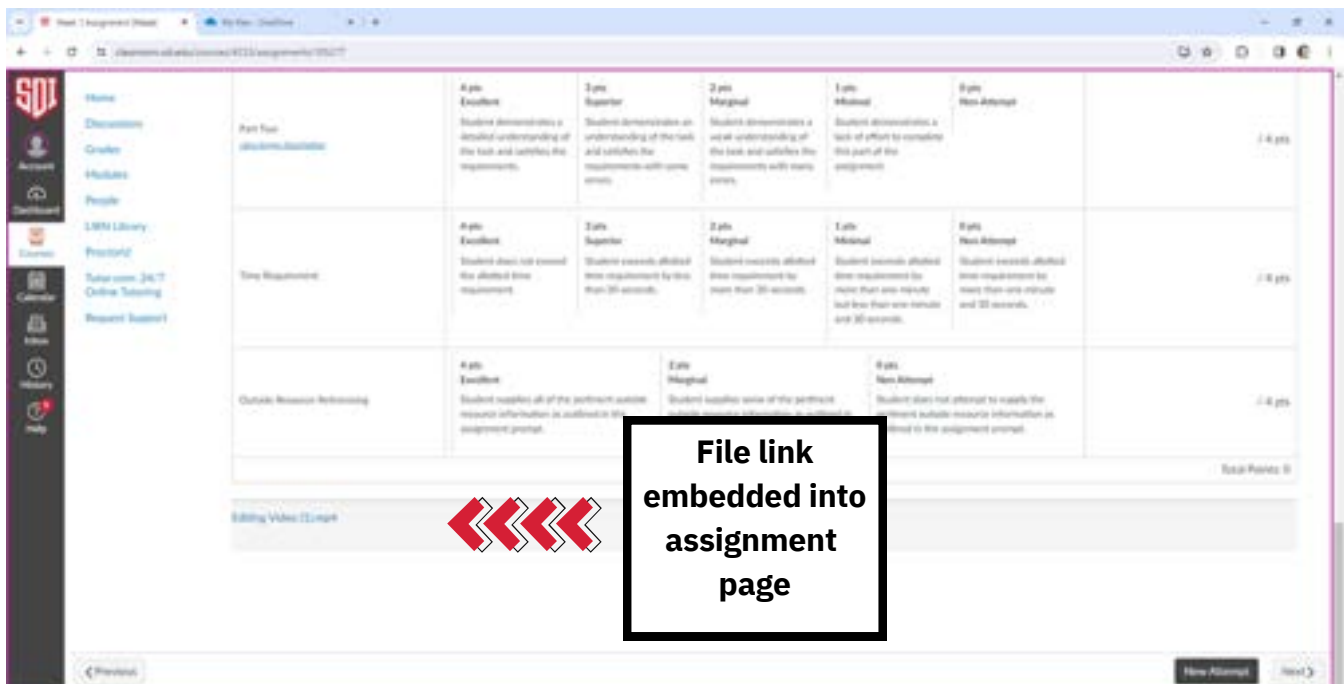


If you submitted your assignment successfully, there will be several indicators on the Assignment Page. The images below show you several ways to double check that you submitted your assignment. However, if you have questions or concerns, please contact your instructor.



Date of submission & Attempt tracker

"New Attempt" button



File link embedded into assignment page

	4 pts Excellent	3 pts Superior	2 pts Marginal	1 pts Minimal	0 pts New Attempt	
Part Two	Student demonstrates a detailed understanding of the task and satisfies the requirements with some errors.	Student demonstrates an excellent understanding of the task and satisfies the requirements with some errors.	Student demonstrates a good understanding of the task and satisfies the requirements with some errors.	Student demonstrates a weak understanding of the task and satisfies the requirements with some errors.	Student demonstrates a lack of effort to complete this part of the assignment.	14 pts
Time Requirement	Student does not exceed the allotted time requirement.	Student exceeds allotted time requirement by less than 30 seconds.	Student exceeds allotted time requirement by more than 30 seconds.	Student exceeds allotted time requirement by more than one minute but less than one minute and 30 seconds.	Student exceeds allotted time requirement by more than one minute and 30 seconds.	14 pts
Outside Resource Requirement	Student supplies all of the pertinent outside resource information as outlined in the assignment prompt.	Student supplies some of the pertinent outside resource information as outlined in the assignment prompt.	Student supplies some of the pertinent outside resource information as outlined in the assignment prompt.	Student does not attempt to supply the pertinent outside resource information as outlined in the assignment prompt.	Student does not attempt to supply the pertinent outside resource information as outlined in the assignment prompt.	14 pts

FREQUENTLY ASKED QUESTIONS

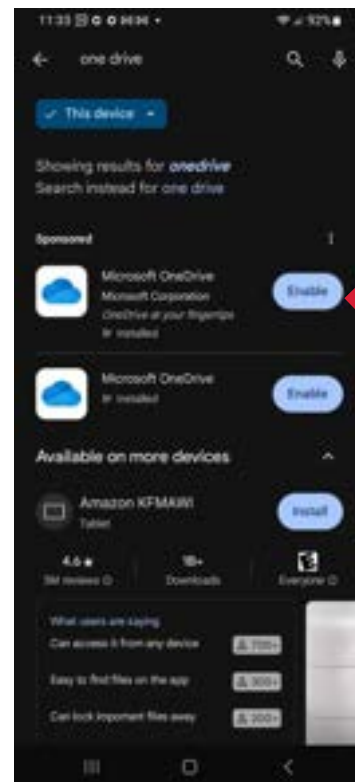


Q: “I created a video file on my phone that I need to use to submit an assignment, but I don’t know how to get it onto my computer so I can share the link to my Canvas classroom.”

A: There are several ways that you can take a file from a mobile device and upload it to OneDrive. Whether you have an Android or a Apple mobile device, your app store should have a Microsoft OneDrive App free for downloading in the App Store. Once you’re app is downloaded to your mobile device, you can sign in using your student account and use it to upload files from your phone or tablet to your OneDrive as explained earlier in this tutorial. Once the file is uploaded to OneDrive, you can access it from any computer or device that has internet. Remember, mobile apps like this need frequent updates. If you’re having difficulty with your mobile app, look to see if updates are available.



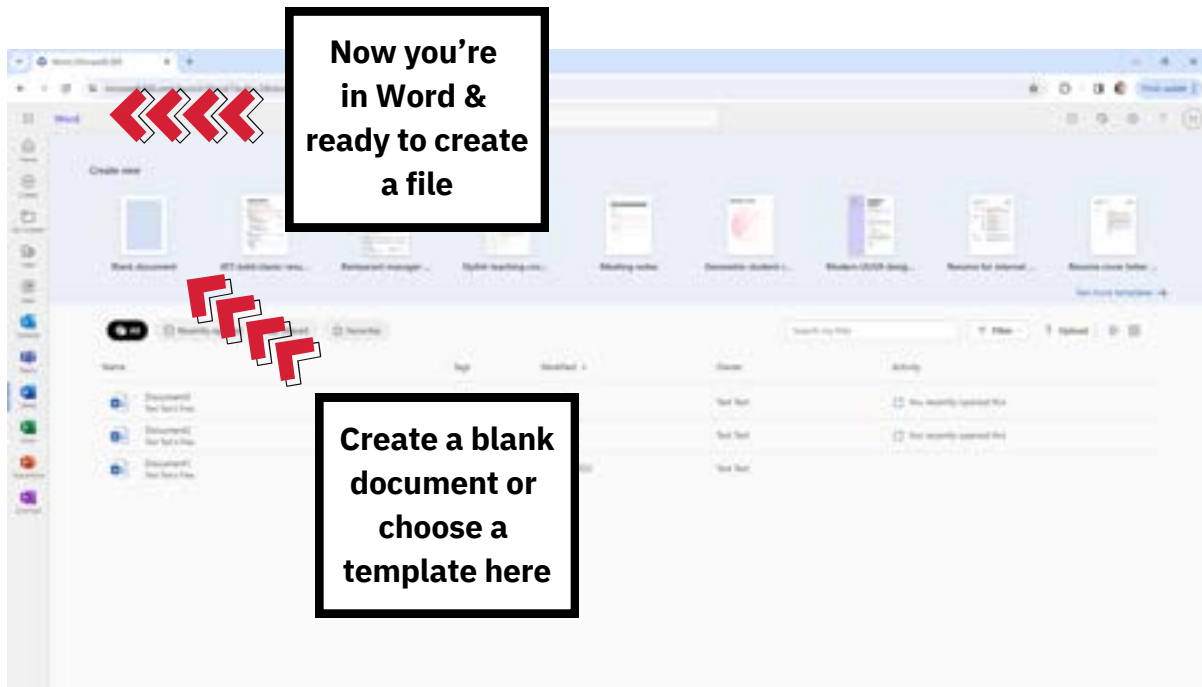
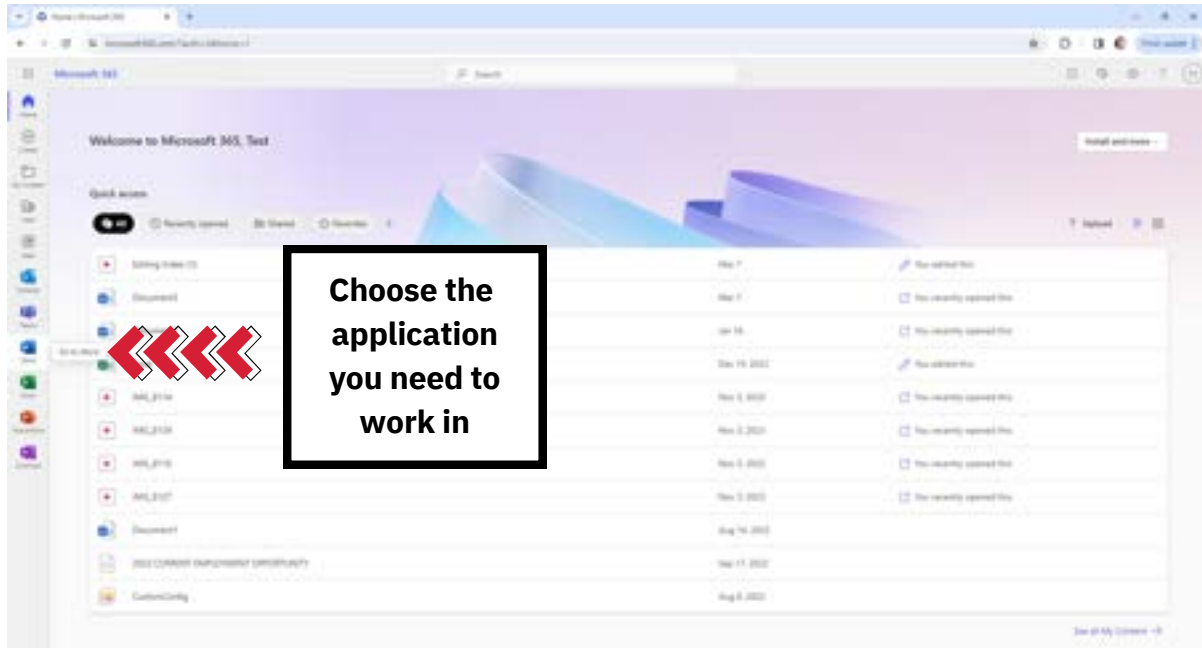
**View from
Apple’s App
Store**



**View from
Android’s App
Store**

Q: “I am using someone else’s device (PC or Mac) and they don’t have Microsoft Office at all. How can I work on my files and do my homework while I’m using this device?”

A: Since your student Microsoft 365 account is web-based, if you log on to your account using the internet browser of your choice, you should be able to select the application you want to use (Word, Excel, PowerPoint) and that application will open for you in your browser. Working within these applications online is very similar to how you may have used them on a desktop.



Q: “I have Word on my computer already and have many documents saved there already, but I don’t see them when I log into my OneDrive.”

A: Remember, your student Microsoft 365 account is completely separate from any Microsoft accounts you may have previously used. It is also entirely web-based. You must upload documents to your OneDrive if you did not originally create them on your web-based, student account. The steps in this tutorial should help you upload those files.