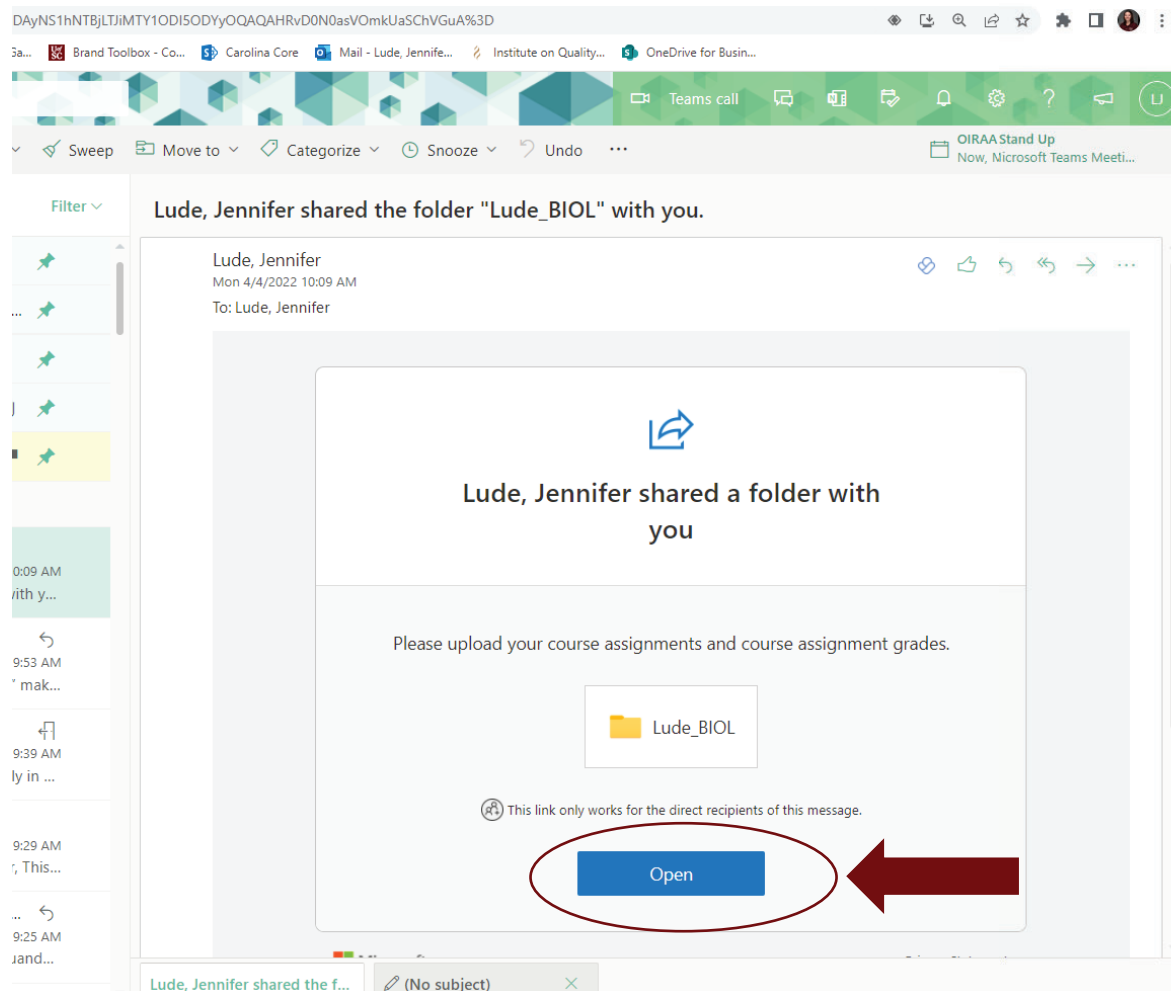


## Option 2: Microsoft OneDrive

You may upload copies of students' assignments along with the grades for those assignments to Microsoft OneDrive using the [Carolina Core Assignment Grade Template](#). Please use the [Multiple-Choice Exam Template](#) when uploading results of multiple-choice exams.

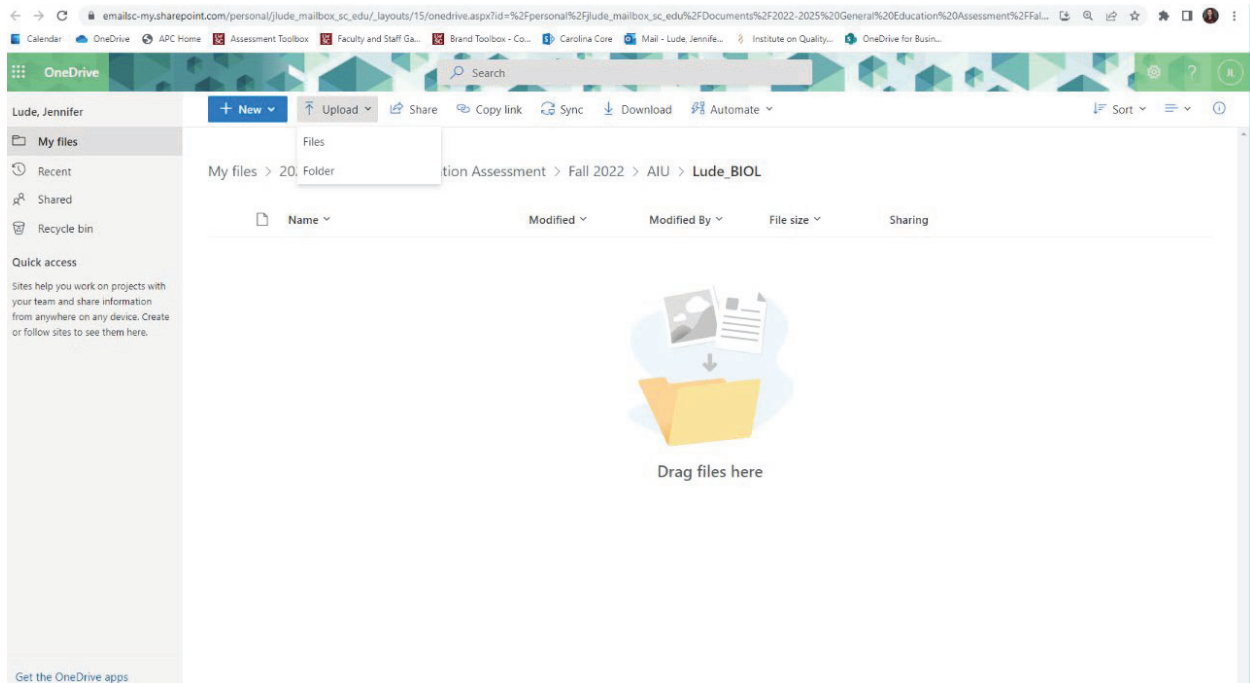
### Step 1: Request Access

Submit your request for OneDrive access by emailing the Office of Institutional Research, Assessment, and Analytics (OIRAA) at [OIRAAGED@mailbox.sc.edu](mailto:OIRAAGED@mailbox.sc.edu). Once you have been granted OneDrive access, you should receive an email saying that a folder has been shared with you and providing a link to the folder (see example below).

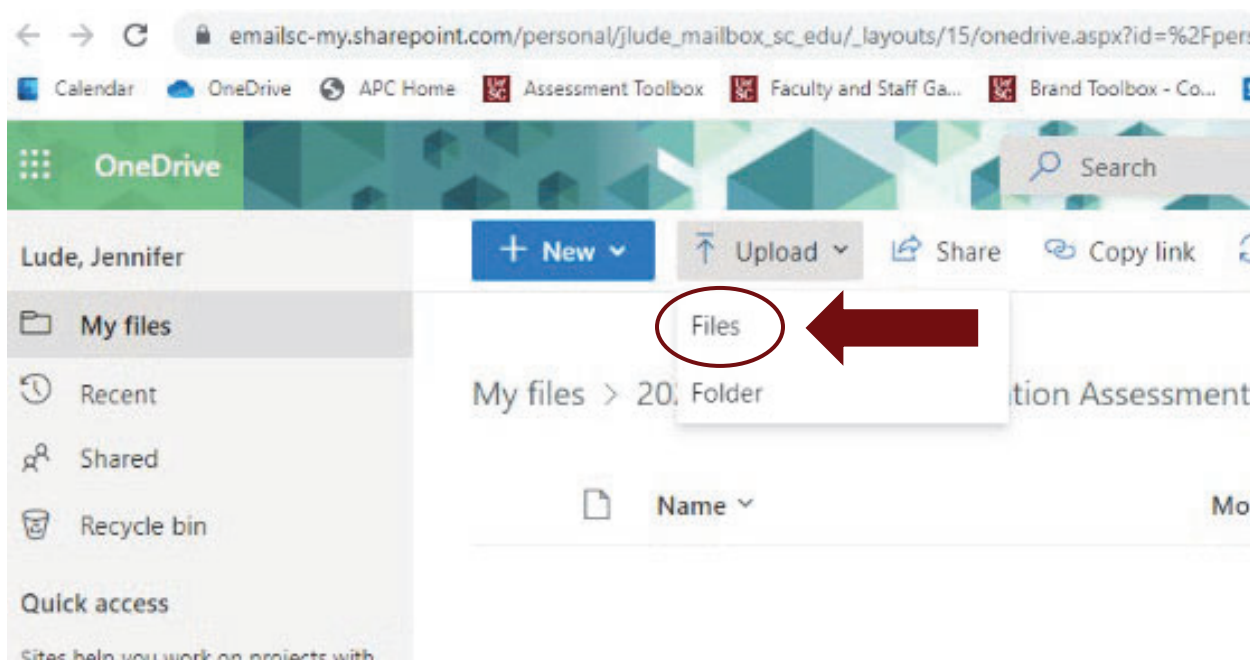


## Step 2: Upload files to OneDrive

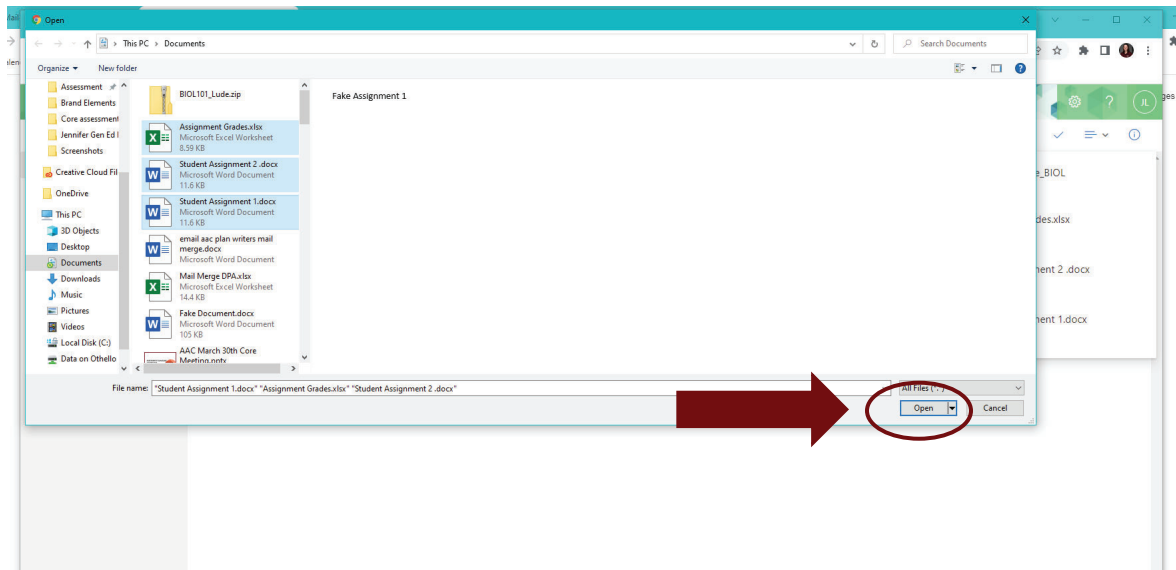
Once you have accessed your OneDrive folder, you will proceed to upload your student files.



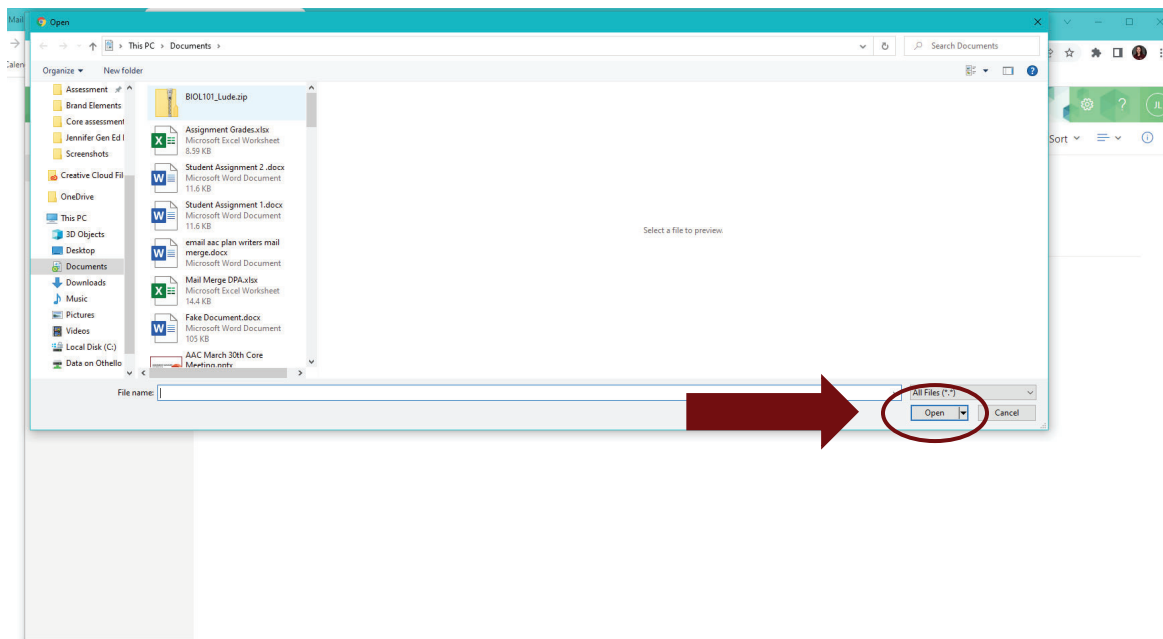
Click on the “Upload” button and select “Files”.



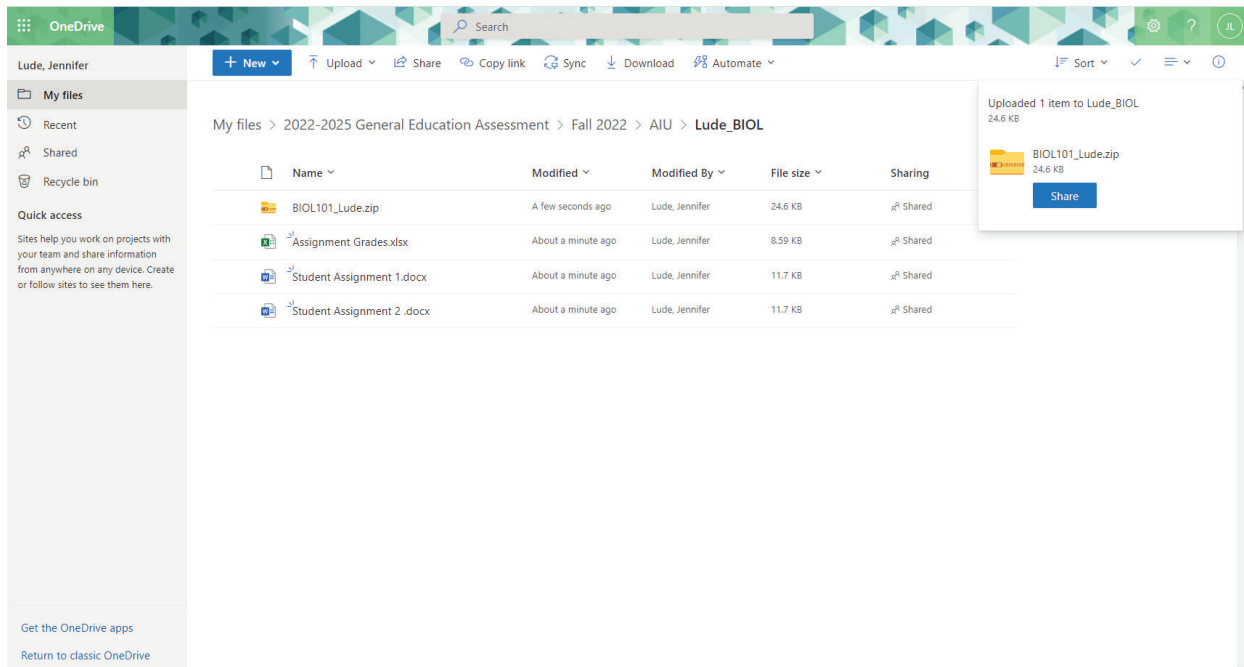
Navigate to the files you wish to upload. To upload multiple files at a time, hold down the control button (Ctrl) while selecting the files. The files selected for upload will be highlighted. When finished selecting, click the “Open” button.



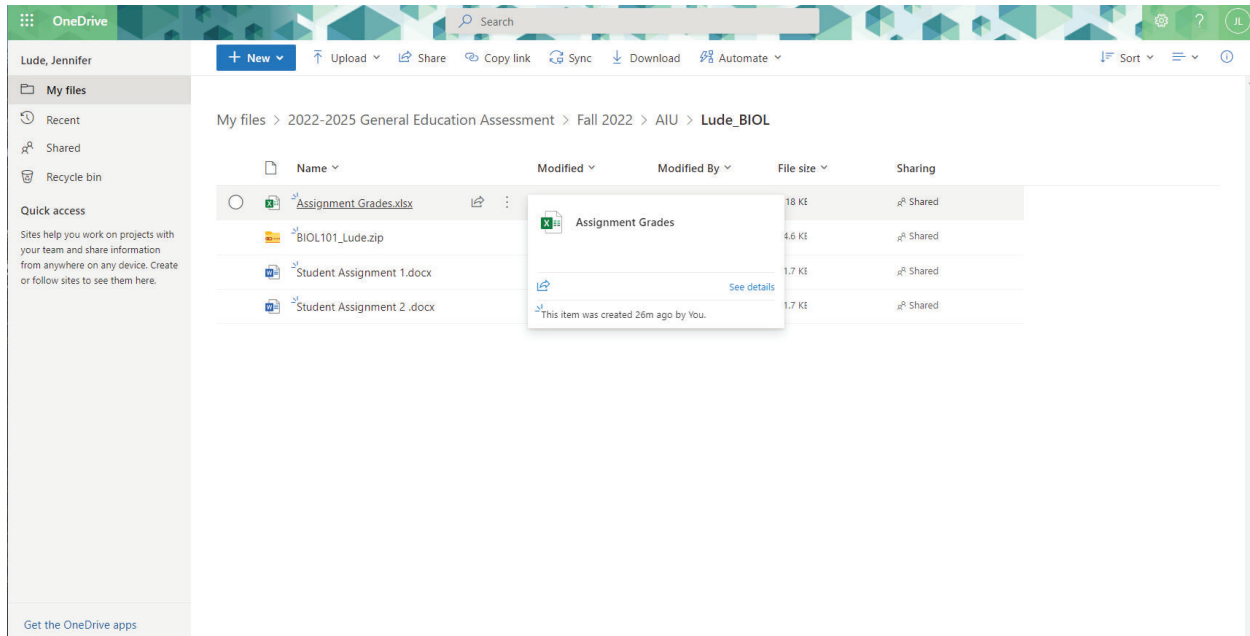
If you need to upload a zip file rather than individual files, follow the same process, but instead of selecting files, select the zip folder you wish to upload, clicking “Open” to upload.



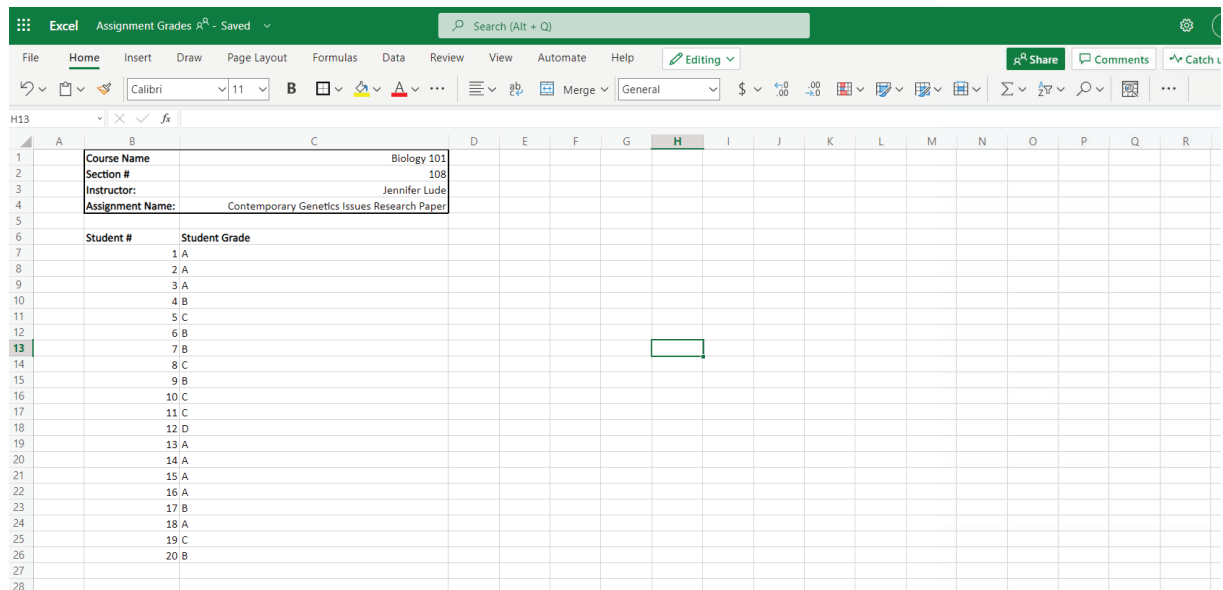
Files and/or zip files you have uploaded should appear within the OneDrive folder.



To view any files you have uploaded, place the cursor over the file name and click it.



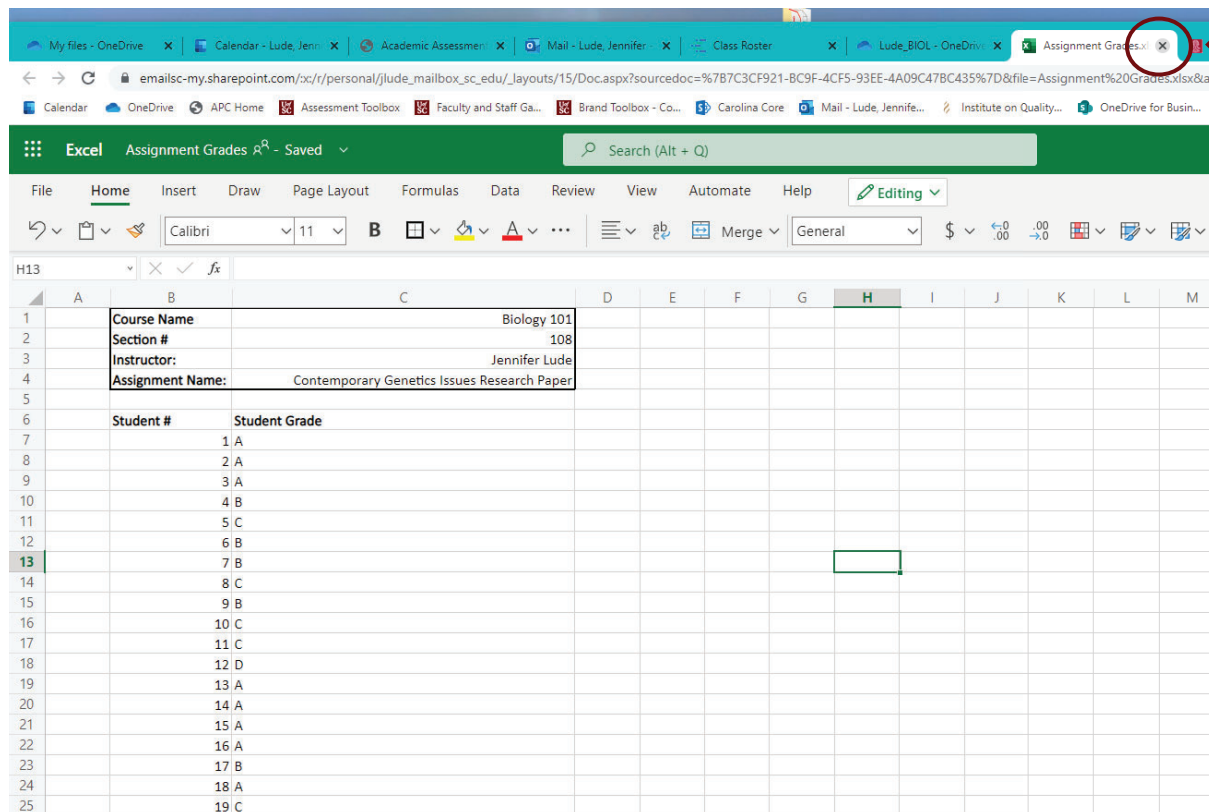
The file should open in a new tab. This file should match the one you uploaded.



The screenshot shows an Excel spreadsheet with the following data:

Course Name	Biology 101
Section #	108
Instructor:	Jennifer Lude
Assignment Name:	Contemporary Genetics Issues Research Paper
Student #	Student Grade
1 A	
2 A	
3 A	
4 B	
5 C	
6 B	
7 B	
8 C	
9 B	
10 C	
11 C	
12 D	
13 A	
14 A	
15 A	
16 A	
17 B	
18 A	
19 C	
20 B	

To exit out of the file, click the “x” on the tab.

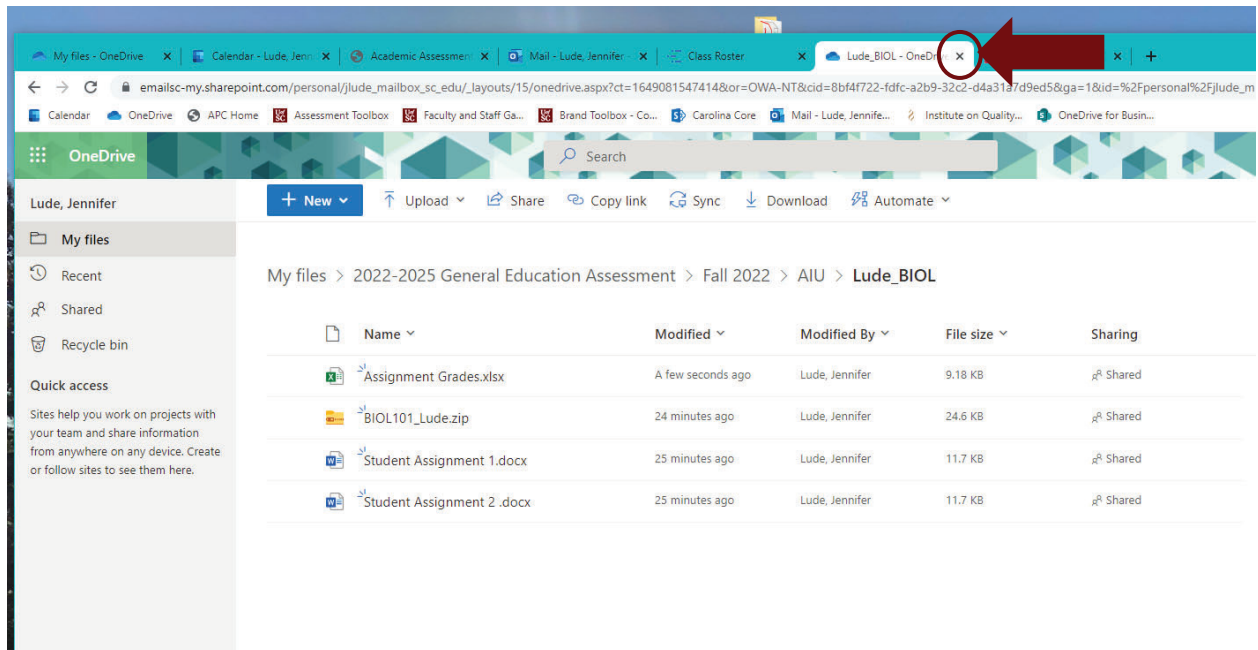


The screenshot shows a web browser with several tabs open. The tab titled 'Assignment Grades R' is highlighted with a red circle and a red arrow pointing to it, indicating where to click to close the file.

The spreadsheet content is identical to the one in the previous image:

Course Name	Biology 101
Section #	108
Instructor:	Jennifer Lude
Assignment Name:	Contemporary Genetics Issues Research Paper
Student #	Student Grade
1 A	
2 A	
3 A	
4 B	
5 C	
6 B	
7 B	
8 C	
9 B	
10 C	
11 C	
12 D	
13 A	
14 A	
15 A	
16 A	
17 B	
18 A	
19 C	

When you are finished uploading assignments and assignment grades, exit out of OneDrive by clicking the “x” on the tab.



The screenshot shows a web browser with multiple tabs. The active tab is labeled "Lude\_BIOL - OneDrive". A red circle highlights the "x" icon on the tab, and a red arrow points to it. The browser address bar shows a URL from "emailsc-my.sharepoint.com". The OneDrive interface is displayed, showing a list of files in the "Lude, Jennifer" folder. The files are:

Name	Modified	Modified By	File size	Sharing
Assignment Grades.xlsx	A few seconds ago	Lude, Jennifer	9.18 KB	Shared
BIOL101_Lude.zip	24 minutes ago	Lude, Jennifer	24.6 KB	Shared
Student Assignment 1.docx	25 minutes ago	Lude, Jennifer	11.7 KB	Shared
Student Assignment 2.docx	25 minutes ago	Lude, Jennifer	11.7 KB	Shared