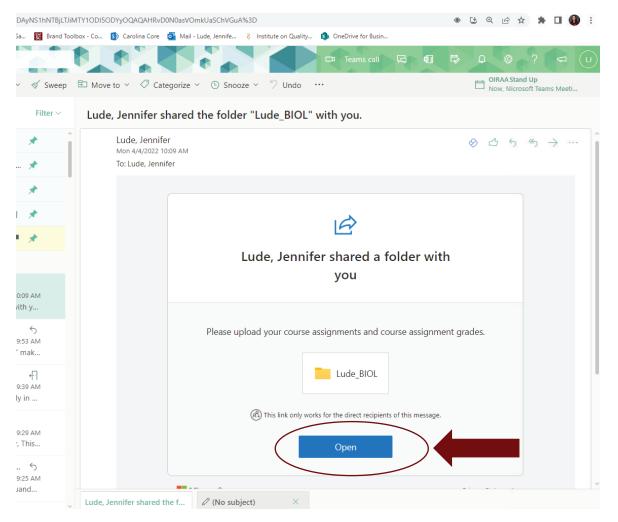
## **Option 2: Microsoft OneDrive**

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

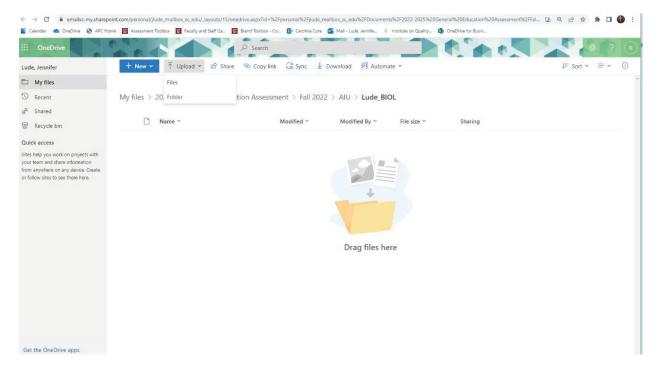
## Step 1: Request Access

Submit your request for OneDrive access by emailing the Office of Institutional Research, Assessment, and Analytics (OIRAA) at <u>OIRAAGED@mailbox.sc.edu</u>. 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).

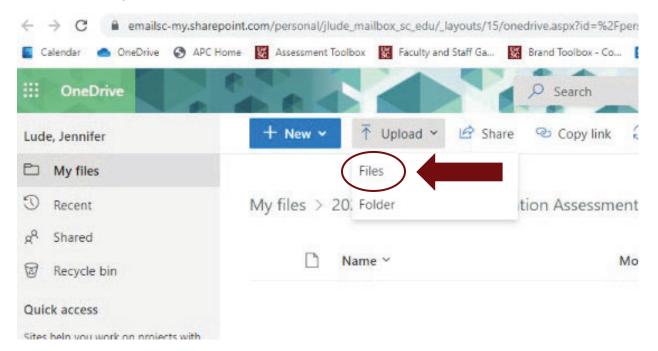


## Step 2: Upload files to OneDrive

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



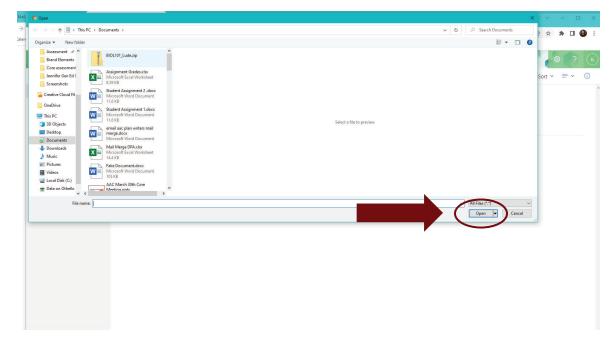
## Click on the "Upload" button and select "Files".



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.

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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.

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

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