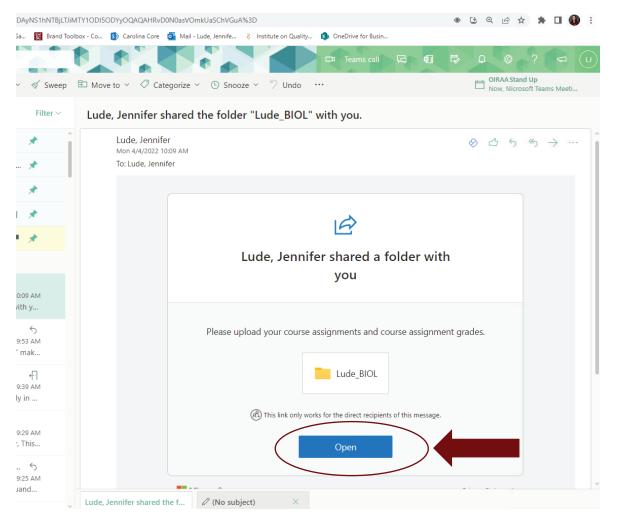
Option 2: Microsoft OneDrive

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.

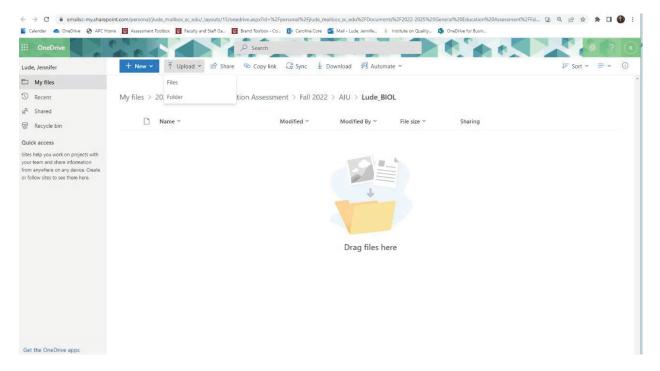
Step 1: Request Access

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).

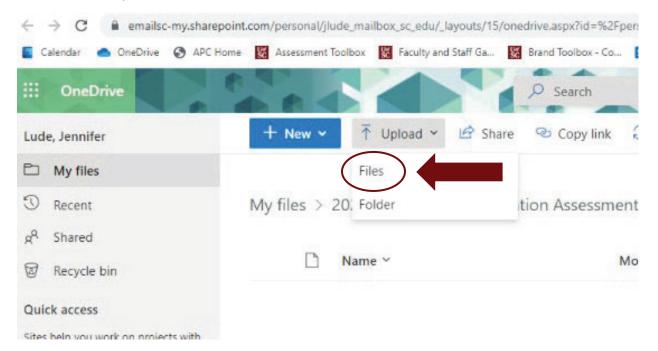


Step 2: Upload files to OneDrive

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



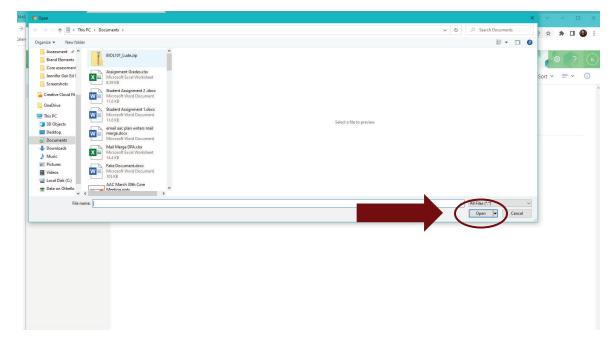
Click on the "Upload" button and select "Files".



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.

dail	💿 Open				×	✓ - □ × □
÷	\leftarrow \rightarrow \sim \uparrow 🗄 \rightarrow This	is PC > Documents			✓ ひ P Search Documents	*
len	Organize 🔻 New folde	er	SF 🔻 🗔 🔞			
	Assessment * ^ Brand Elements Core assessment	BIOL101_Lude.zip	Fake Assignment 1			8 ? IL ges
	Jennifer Gen Ed I	Assignment Grades.xlsx Microsoft Excel Worksheet 8.59 KB				~ ≕ 0
	Creative Cloud Fil	Student Assignment 2.docx Microsoft Word Document 11.6 KB				e_BIOL
	This PC	Student Assignment 1.docx Microsoft Word Document 11.6 KB				des.xlsx
	Desktop	email aac plan writers mail merge.docx Microsoft Word Document				hent 2.docx
	Downloads Music	Mail Merge DPA.xtsx Microsoft Excel Worksheet 14.4 KB				
	Videos	Fake Document.docx Microsoft Word Document 105 KB				tent 1.docx
	🛨 Data on Othello 🗸					
	File na	ame: "Student Assignment 1.docx" "Assignment G	rades.xlsx" "Student Assignment 2 .docx"		All Files (*.) V Open V Cancel	

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.

iii OneDrive	✓ Sear	ch				@ ? (L		
Lude, Jennifer	+ New マ → Upload マ 🖻 Share 🐵 Cop	y link 🤀 Sync 🛓 D	ownload 🦻 Autom	ate 🜱		↓≂ Sort × ✓ = × ①		
🗅 My files						Uploaded 1 item to Lude_BIOL		
1 Recent	My files > 2022-2025 General Education Ass	24.6 KB						
g ^Q Shared						BIOL101_Lude.zip		
Recycle bin	🗋 Name 🗠	Modified ~	Modified By \checkmark	File size ¥	Sharing	24.0 ND		
Quick access	BIOL101_Lude.zip	A few seconds ago	Lude, Jennifer	24.6 KB	g ^q Shared	Share		
Sites help you work on projects with your team and share information	Assignment Grades.xlsx	About a minute ago	Lude, Jennifer	8.59 KB	_{R^R Shared}	1		
from anywhere on any device. Create or follow sites to see them here.	Student Assignment 1.docx	About a minute ago	Lude, Jennifer	11.7 KB	$_{R}^{P}$ Shared			
	😰 ²¹ Student Assignment 2 .docx	About a minute ago	Lude, Jennifer	11.7 KB	g ^R Shared			
Get the OneDrive apps								
Return to classic OneDrive								

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

::: OneDrive	P Search			@ ? U
Lude, Jennifer	+ New → 🗍 Upload → 🖄 Share 🐵 Copy	link 🤀 Sync 🞍 Download 🕫 Automate	×	↓≂ Sort × = × ①
D My files				
🕲 Recent	My files > 2022-2025 General Education Asse	ssment > Fall 2022 > AIU > Lude_BIOL		
g ^Q Shared				
🗟 Recycle bin	🗋 Name 🗸	Modified Y Modified By Y	File size Y Sharing	
Quick access	Signment Grades.xlsx		18 KE g ^R Shared	
Sites help you work on projects with your team and share information	BIOL101_Lude.zip	Assignment Grades	4.6 KE g ^R Shared	
from anywhere on any device. Create or follow sites to see them here.	Student Assignment 1.docx	🖄 See details	1.7 KE g ^R Shared	
	Student Assignment 2 .docx	This item was created 26m ago by You.	1.7 KE g ^R Shared	
Get the OneDrive apps				

ii Ex	cel	Assignment Gra	des A ^R - Saved V		ch (Alt + I	Q)												ŝ	1
File	Но	me Insert	Draw Page Layout Formulas Data Revi	ew V	'iew A	lutomate	Help	🖉 Ed	iting ~						റ്റ ^Q Share	₽ coi	mments	~~ 0	ato
			\checkmark 11 \checkmark B \blacksquare \checkmark \bigtriangleup \checkmark \checkmark \checkmark \cdots	≣~	ab c	😟 Merge `	Gener	al	~ \$	✓ ^{←0} .00	.00 →.0 🔛	~ 🖻 ~	1	H ~	$\sum \sim \frac{A}{2} \nabla \sim$	~0			
3		\cdot \times \checkmark f_x																	
A	Α	В	C	D	E	F	G	Н	1	J	К	L	M	N	0	Р	Q	R	
		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	i B																
		7	B																
		8	C																
		9	B																
		10																	
		11	c																
			D																
		13																	
		14																	
			i A																
		16																	
		17																	
		18																	
		19																	
		20	B																

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

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

Mufiler	OneDrive X D Calendary Jude	e, Jenn 🗙 📀 Academic Assessment 🗙 ō	T. Mail . Lod	a laanifa		- Clarr Porte	10	v Lasiu		Den y	Accient		
80 	4 AE 4				1. 8			1.1	582				
$\rightarrow c$		n/:x:/r/personal/jlude_mailbox_sc_edu/_layo											
Calendar	ineDrive 🔇 APC Home 🐰	Assessment Toolbox 🛛 🙀 Faculty and Staff Ga	🔀 Brar	nd Toolbo	ix - Co	💿 Carolina C	ore 💽 M	lail - Lude, Jer	nnife 将	Institute on	Quality	OneDrive for	or Busin
:: Exc	Assignment Grades R ^R - S		0			W							
:: EXC	Assignment Grades X - S	aved ~		Searc	h (Alt + 0	2)							
File	Home Insert Draw	Page Layout Formulas Data	Review	Vi	ew A	utomate	Help	2 Ed	iting 🗸				
1													
9~ Ľ	✓	11 v B 🖽 v 💁 v 🗛 v	/	\equiv \sim	ab I	Merge	✓ Gene	ral	~ \$	✓ .00	.00 →.0 🗄	I ~ ₿ ~	- X
13	$\cdot \times \checkmark f_x$												
		1217		0.12	1942	1 - NGA - 1	1. 35.5		1 W				
A	В	C		D	E	F	G	н		J	K	L	M
4	Course Name	Biolo	gy 101										
2	Section #		108										
_	Instructor:	Jennife											
	Assignment Name:	Contemporary Genetics Issues Research	Paper										
	Student # Student G	Grade											
	1 A	Adde .											
	2 A												
	3 A												
0	4 B												
	5 C												
	6 B												
3	7 B												
	8 C								•				
	9 B												
	10 C												
	11 C												
	12 D												
	13 A												
	14 A												
	15 A												
2	16 A												
3	17 B												
F	18 A												
5	19 C												

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

in My files - OneDrive 🛛 🗙 📔 Caleni	dar - Lude, Jenn 🗙 📔 🌏 Academic Assessmen 🗴 🛛 💽 Mail - Lude, Jennifer	🗙 📔 🦟 Class Roster	🗙 📥 Lude_BIOL - On	eDr (r ×	× +
\leftrightarrow \rightarrow C $$ emailsc-my.sharep	oint.com/personal/jlude_mailbox_sc_edu/_layouts/15/onedrive.aspx?ct=	=1649081547414∨=OWA	A-NT&cid=8bf4f722-fdfc-a2	b9-32c2-d4a31a7d9e	d5&ga=1&id=%2Fpersonal%2Fjlude_m
📕 Calendar 🌰 OneDrive 🎯 APC Ho	ome 📓 Assessment Toolbox 📓 Faculty and Staff Ga 📓 Brand Toolbox	- Co 🚺 Carolina Core	💁 Mail - Lude, Jennife 🖇	Institute on Quality	OneDrive for Busin
::: OneDrive	₽ Search				
Lude, Jennifer	+ New マ → Upload マ 🖻 Share 🐵 Copy I	link 🤀 Sync 🛓 🛛	Download 🦻 Automa	te ~	
🗈 My files					
🕄 Recent	My files > 2022-2025 General Education Asses	sment > Fall 2022	> AIU > Lude_BIC	DL	
۹ ^۹ Shared					
Recycle bin	🗋 Name 🗠	Modified ~	Modified By ~	File size ¥	Sharing
Quick access	Assignment Grades.xlsx	A few seconds ago	Lude, Jennifer	9.18 KB	g ^{q.} Shared
Sites help you work on projects with your team and share information	BIOL101_Lude.zip	24 minutes ago	Lude, Jennifer	24.6 KB	g ^e Shared
from anywhere on any device. Create or follow sites to see them here.	Student Assignment 1.docx	25 minutes ago	Lude, Jennifer	11.7 KB	g^{Q} Shared
	Student Assignment 2 .docx	25 minutes ago	Lude, Jennifer	11.7 KB	g ^q Shared