

OneDrive

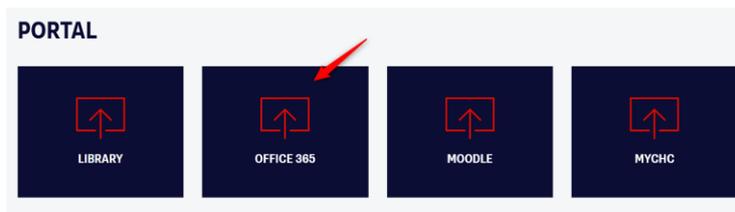
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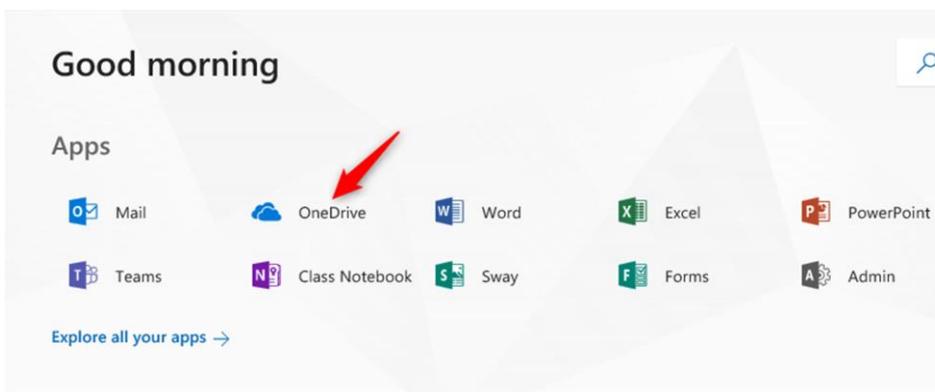
This instruction contains only some basic usages. Please refer to [Microsoft OneDrive help center](#) for more information and free training.

1. Accessing your CHC OneDrive

1. Log in to your CHC Office 365 account via www.chc.edu.au, click on the **Portal** link and then **Office 365** button.

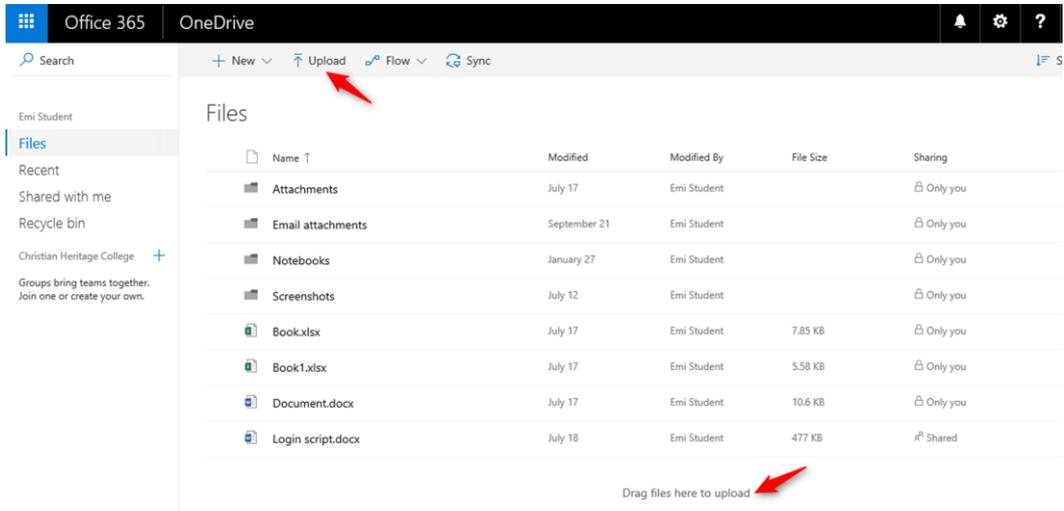


2. Once you logged in, click on **OneDrive**.

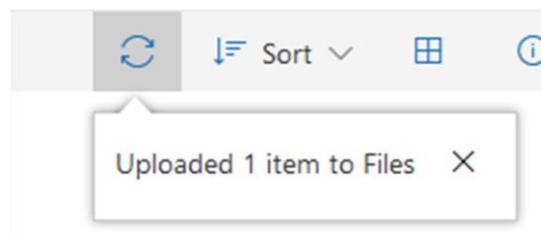


2. Uploading files

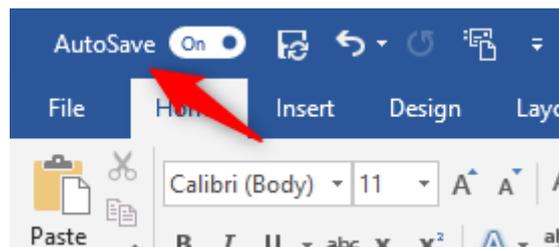
1. To upload a file, either click on **Upload** at the top and browse to where your file is located or simply drag your file to the area that says **Drag files here to upload**.



2. You should see a message like the one below on the right top corner.



3. Please note that when a file is stored on your OneDrive, **AutoSave** is enabled.



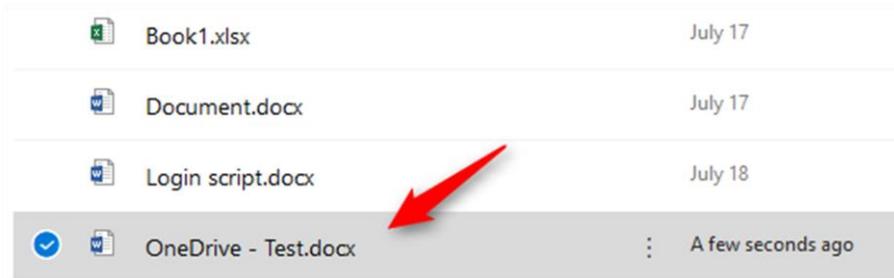
If you do not wish to save automatically (such as Templates or Forms), you can turn AutoSave **off** by sliding the **On** button for a particular file. To save changes, you will need to click on **Save** button if AutoSave is turned off.

The default for AutoSave is to always be **On** for files that are on the cloud (OneDrive). However, if you turn AutoSave off for a file, the program (e.g. Word) will remember and will keep it off every time you reopen that file. If you switch it back On for a file, it will remember to keep it on for that file.

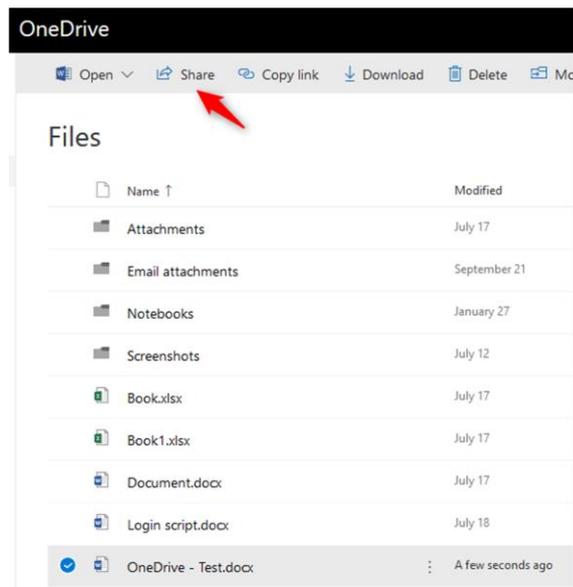


3. Sharing your files

1. You can also share files with CHC staff and other CHC students. Select the file you wish to share in your OneDrive.

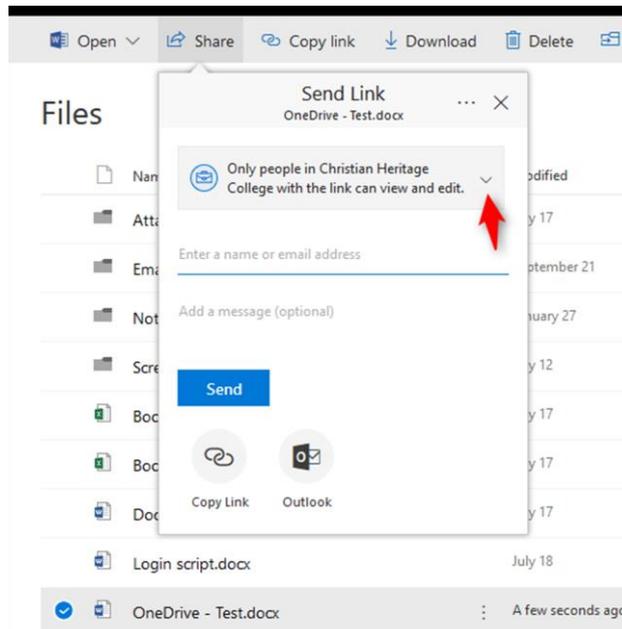


4. The top menu changes and gives you more options for the file that you have just selected. Click on **Share**.

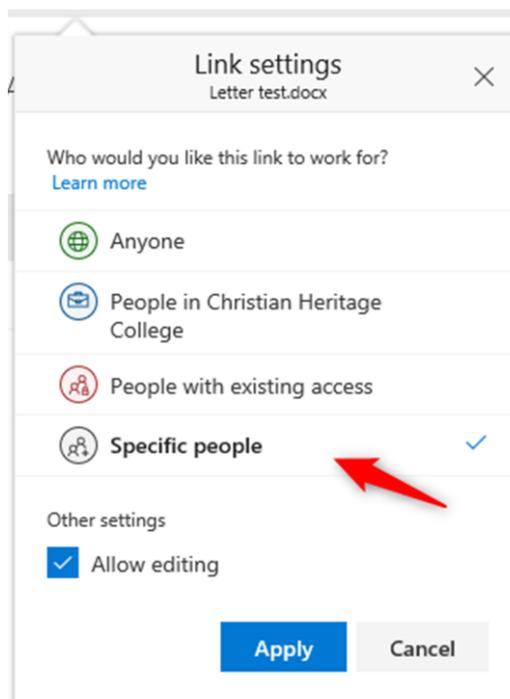


5. Please select who you wish to share your file with.

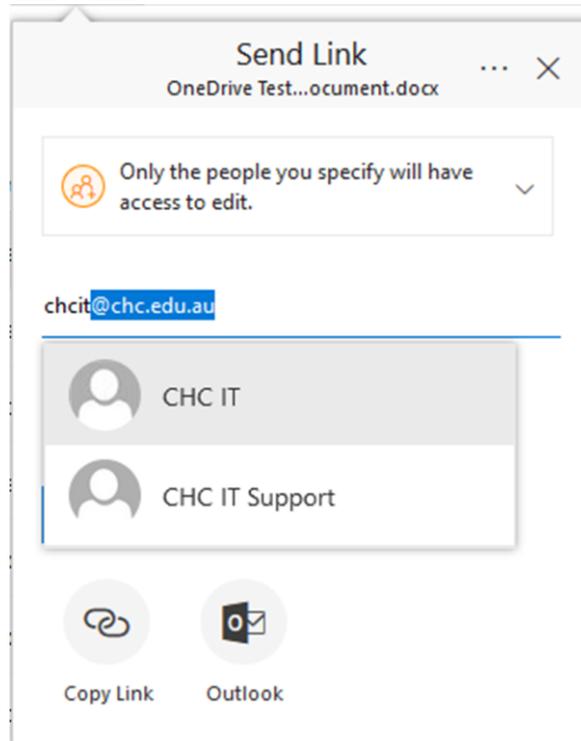
Option 1: Leave the default option **Only People in Christian Heritage College with the link can edit** selected. Your file will be shared with staff and students within the college, who are given the link.



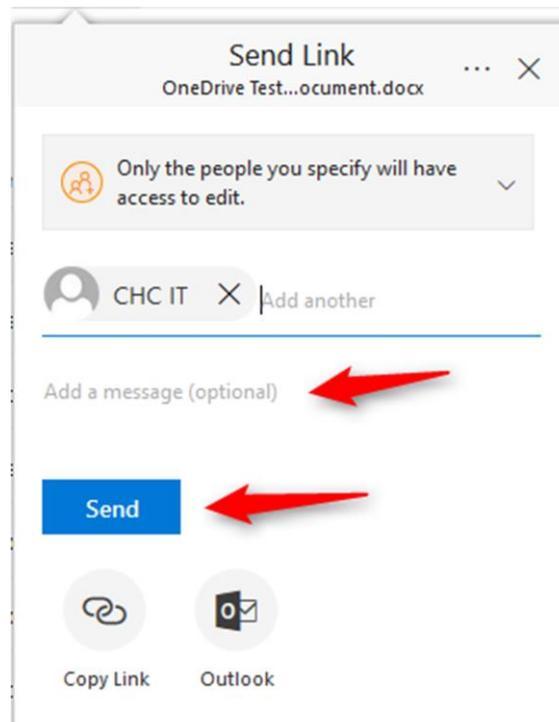
Option 2: Click on the down arrow as below and select **Specific people** from the list.



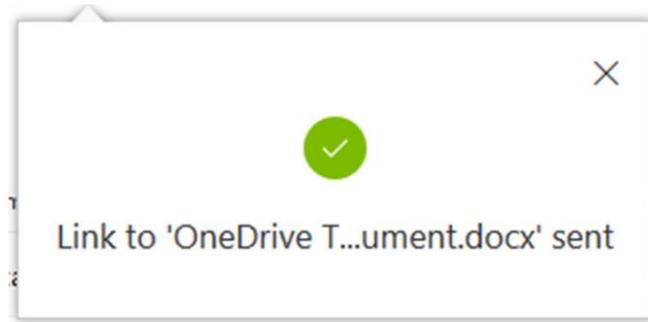
6. Type in the name or email address of the person you wish to share your document with and select the right person.



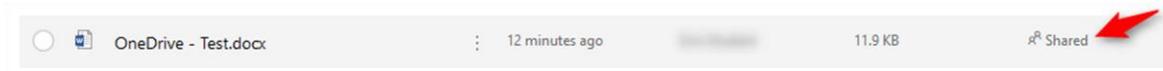
7. Add a message under the email address (optional). Click **Send**.



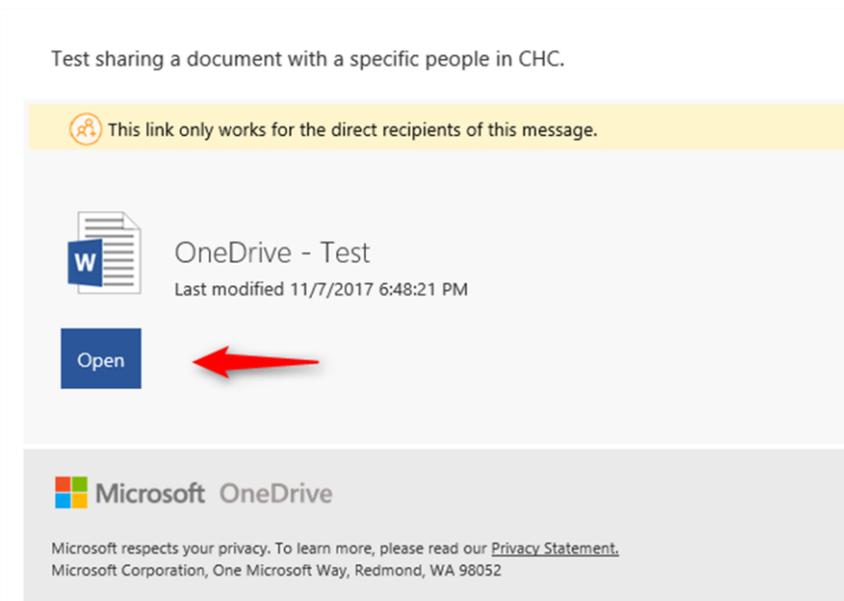
8. You will receive a message that the link to the document has been sent.



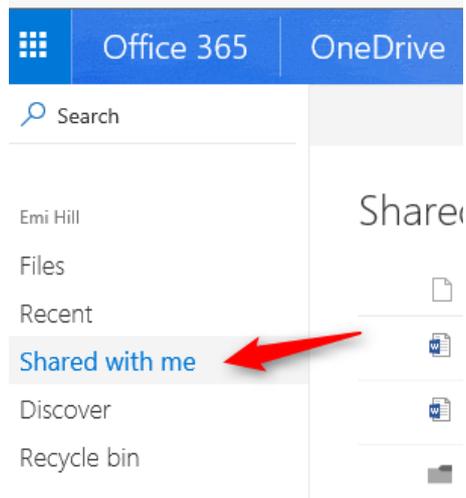
9. The **Sharing status** for the file will change from **Only you** to **Shared**.



10. The person whom you have shared the document with will receive an email notification like the one below. Click **Open**. (They will need to log in to their CHC Office 365 account to be able to open the shared document).

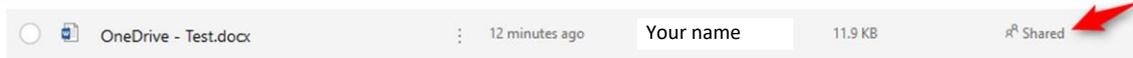


11. They can also find the same shared document in **Shared with me** in their CHC OneDrive.

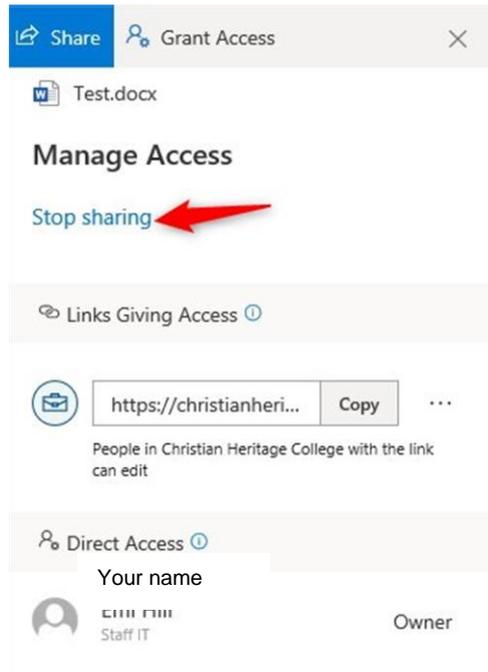


4. Stopping sharing your files

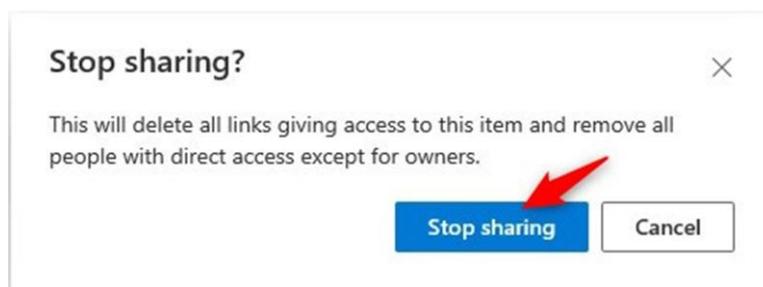
1. Click on **Shared**.



2. Click **Stop sharing**.



3. Click **Stop sharing** again in the window that pops up.

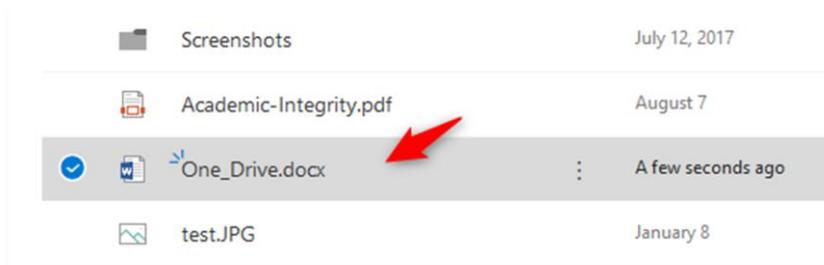


4. The Sharing status change it to Private.

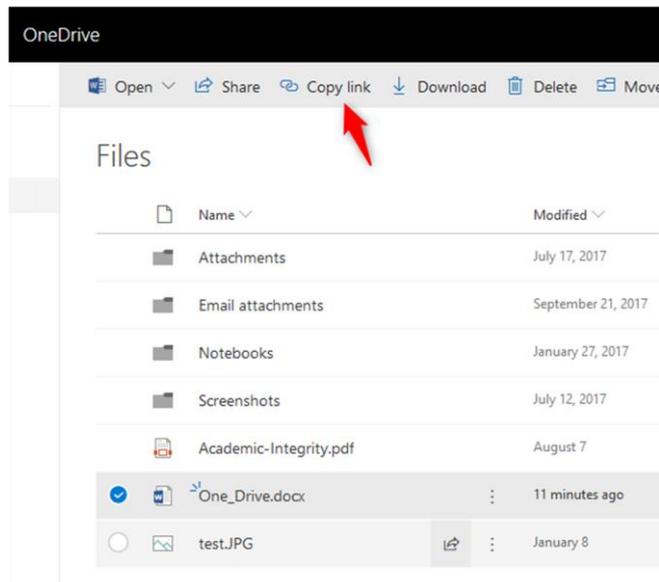


5. Copying link to your Assessment File into Turnitin (Moodle)

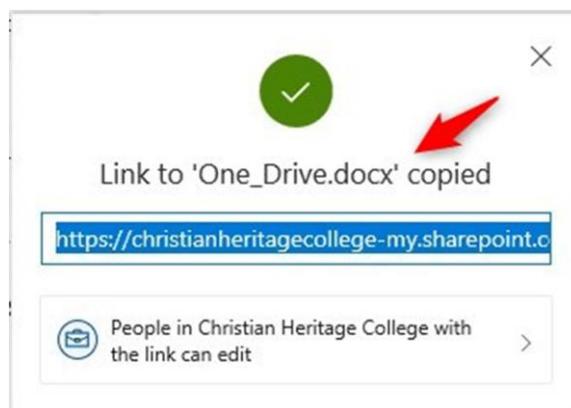
1. You can also copy link to your assessment file and paste it into Turnitin. Select the file you wish to copy the link for.



2. Select **Copy link**.



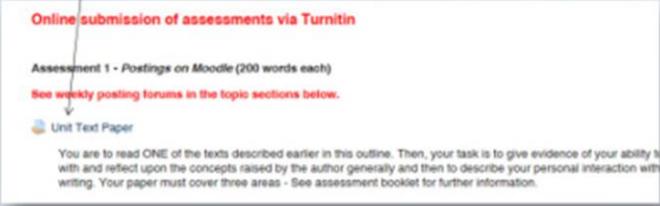
3. The link has been copied. Leave the default option **People in Christian Heritage College with the link can edit** selected.



- Once your assessment file has been uploaded, go to the **Assessment Information** page of your Unit in **Moodle**.

Once it is up loaded, go back to Moodle and Find the assessment link on your Moodle unit page – click at any time to view or submit.

It should be under the heading (as per the example below):
'Online submission of assessments via Turnitin'.



The screenshot shows a Moodle page with the following content:

- Heading: **Online submission of assessments via Turnitin**
- Text: **Assessment 1 - Postings on Moodle (200 words each)**
- Text: **See weekly posting forums in the topic sections below.**
- Link: **Unit Text Paper**
- Text: You are to read ONE of the texts described earlier in this outline. Then, your task is to give evidence of your ability to with and reflect upon the concepts raised by the author generally and then to describe your personal interaction with writing. Your paper must cover three areas - See assessment booklet for further information.

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- The **Submission status** page should then be visible.

The 'Submission status' page should then be visible.



The screenshot shows the Moodle interface for BZ202 - Financial Management. The page title is "Turn-it-in Portal for BZ202 Assessment Task 1 - option a)". The "Submission status" section is circled in red and contains the following information:

Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Friday, 5 September 2014, 5:00 PM
Time remaining	28 days 8 hours

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6. Check the **Submission Status bar**.

The submission status bar should tell you:

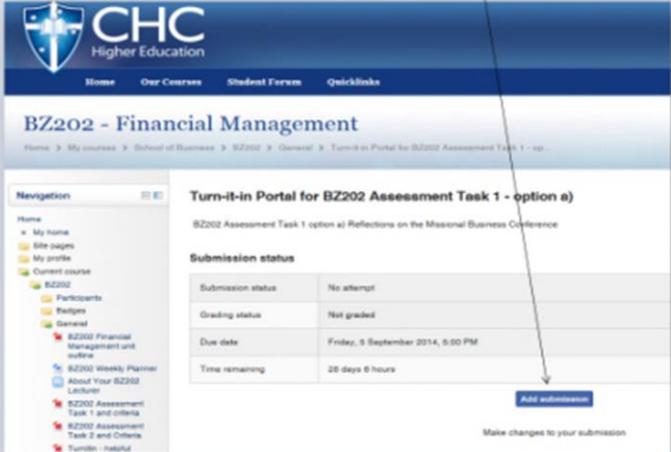
- if you have submitted your assessment
- the 'Grading status'
- the 'Due date' (how long until it is due or if it is overdue)
- the 'Time remaining' – until your assessment is due (it counts down till the due date)



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7. Click on **Add submission** button to submit your assessment.

Under the status bar is the 'Add submission' button. Click here to submit your assessment.



Submission status	
Submission status	No attempt
Grading status	Not graded
Due date	Friday, 5 September 2014, 5:00 PM
Time remaining	28 days 0 hours

[Add submission](#)

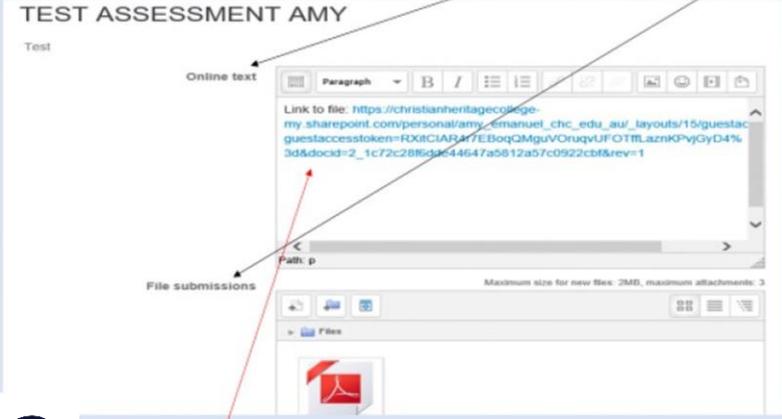
Make changes to your submission



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- Paste the copied link to your assessment file in the **Online text** box.

Two boxes will be available: Online text and File submissions

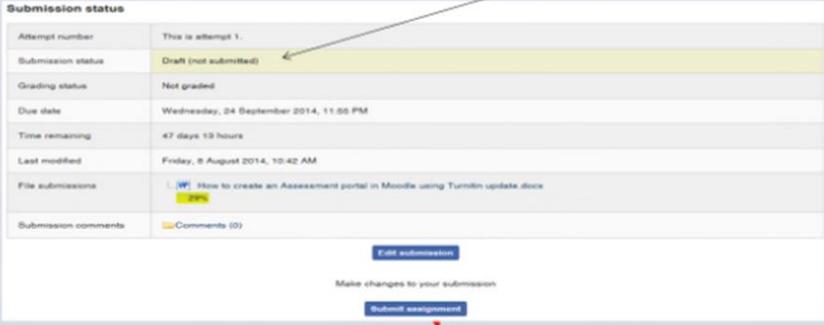


CHC Copy a link to the finished assessment into the 'Online text' box.

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- Click on **Save changes**.

Click on 'Save changes'. The 'Submission status' should change to say: Draft (not submitted).

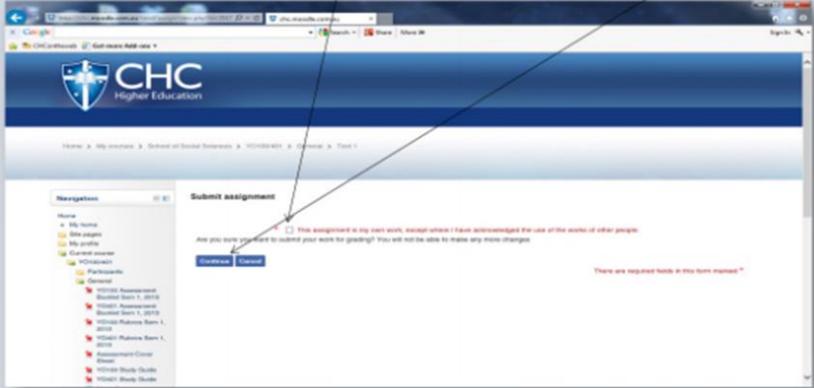


CHC When you are ready, click on 'Submit Assignment' then you will be **UNABLE** to edit/change your assessment. This will then be 'Submitted'.

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10. You will be asked to check the submit assignment plagiarism statement and then click **continue**.

Then you will be asked to check the submit assignment plagiarism statement and then click continue.

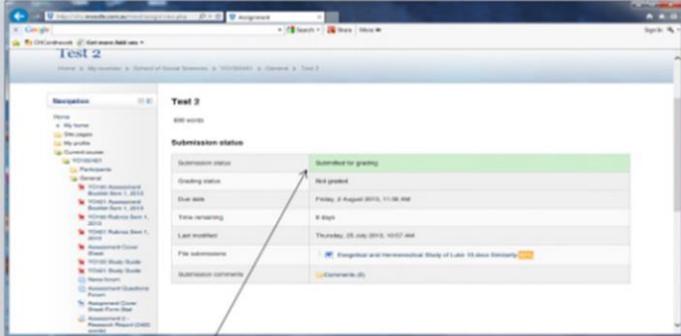


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11. The submission status changes to **Submitted for grading**.

Once this is done, the following screen should appear:



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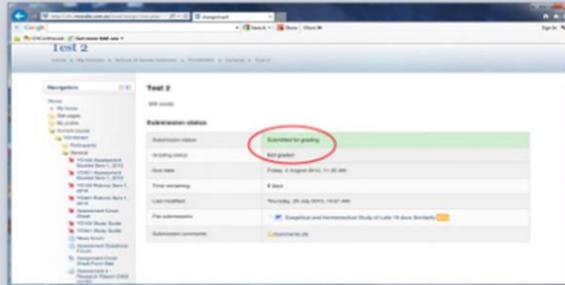
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The words 'Submitted for grading' should be highlighted in green as in the above pic. This is then completed and your assessment is submitted, you should also receive an email to your CHC email account stating that you have submitted your assessment. You can still view your assessment.

12. Requirements for the confirmation of submission are:

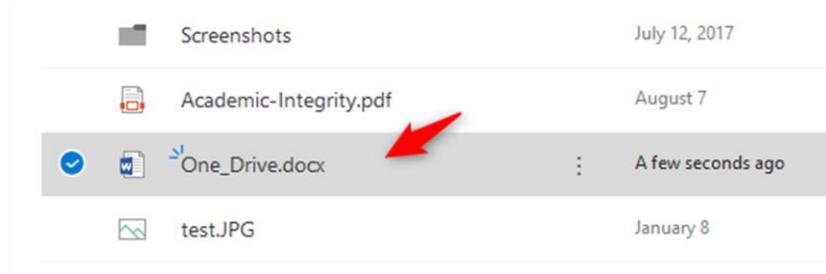
Confirmation of submission

- You require 2 things to verify that you have correctly submitted your assessment. If **any one** is missing, it is not correctly submitted.
- 1. An email that says you have submitted an assessment.
- 2. The grading summary changes to 'Submitted' (the line will be green).

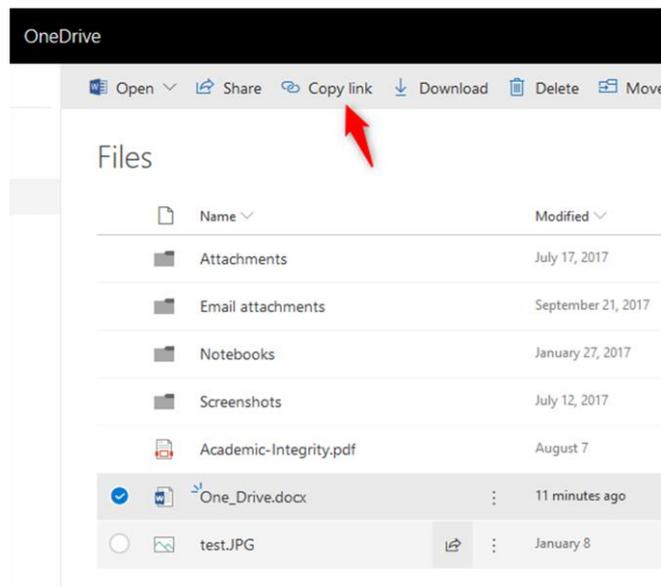


6. Copying the document link to Email

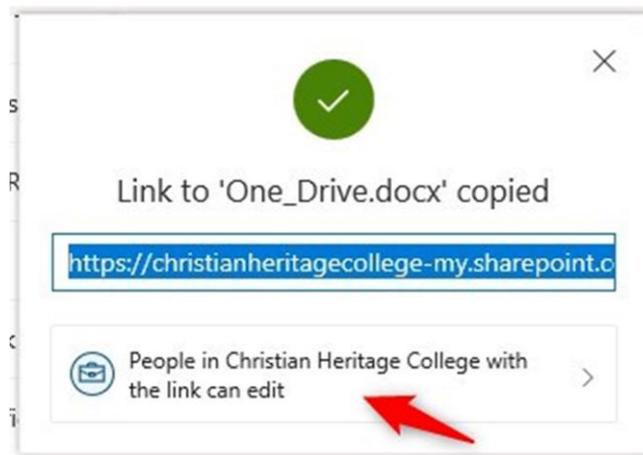
1. You can also copy link of your file and paste it into your email. Select the file you wish to copy the link for.



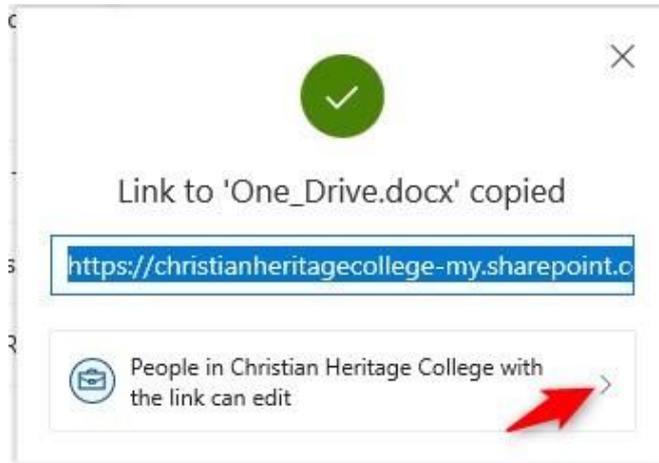
2. Select **Copy link**.



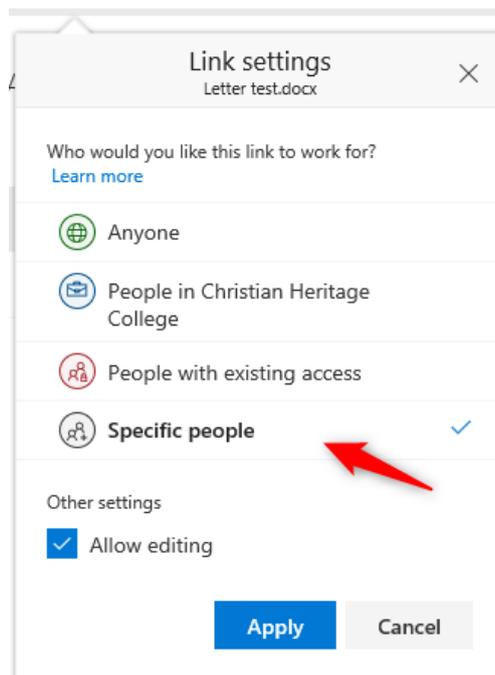
3. **Option 1:** Leave the default option **People in Christian Heritage College with the link can edit** selected. Your file will be shared with all staff and students within the college, who are given the link.



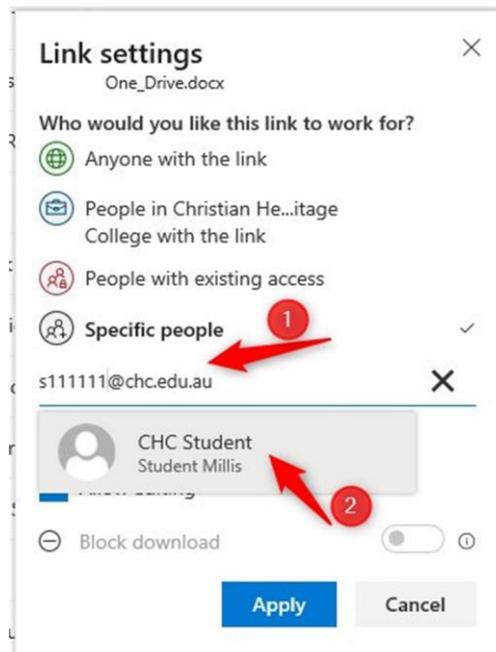
- Option 2:** You can also specify people to share the link with. Click on the down arrow as below.



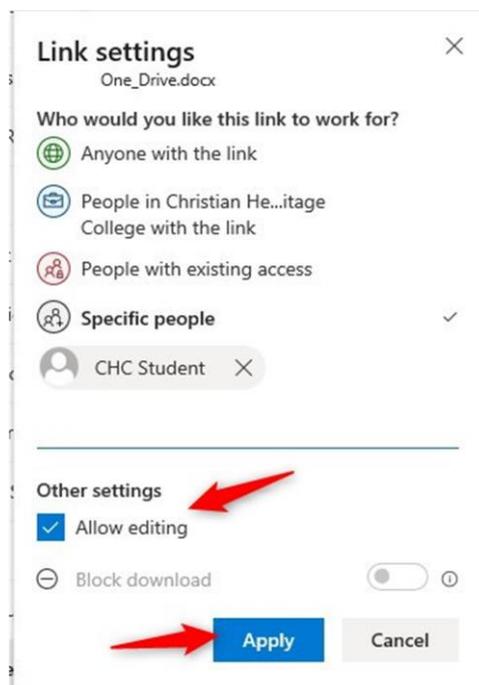
- Select **Specific people** from the list



6. Type in the name or email address of the person you wish to share your document with and select the right person.



7. Tick **Allow editing** if you wish to allow them to edit your document or untick it if you don't want them to be able to edit it. Click **Apply**.



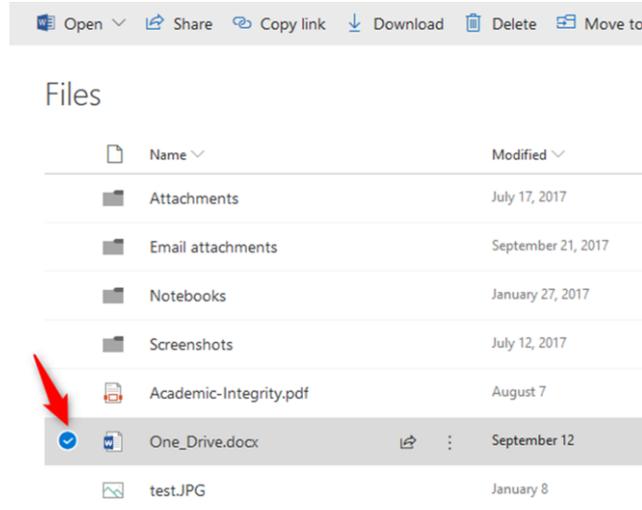
8. Go to your email and past the link.



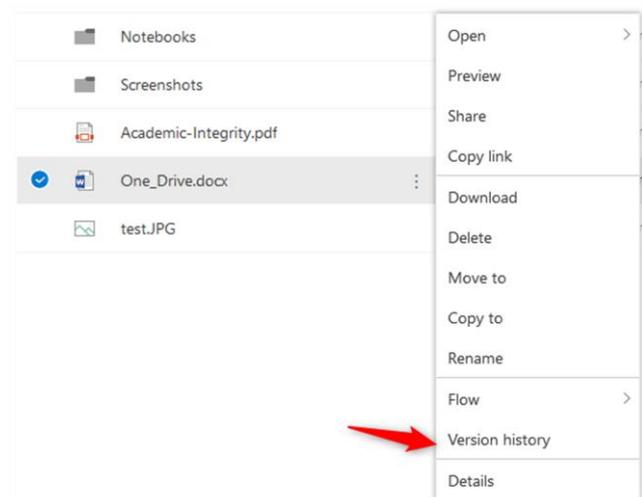
9. Restoring a previous version of your files

OneDrive allows you to restore a previous version of the file.

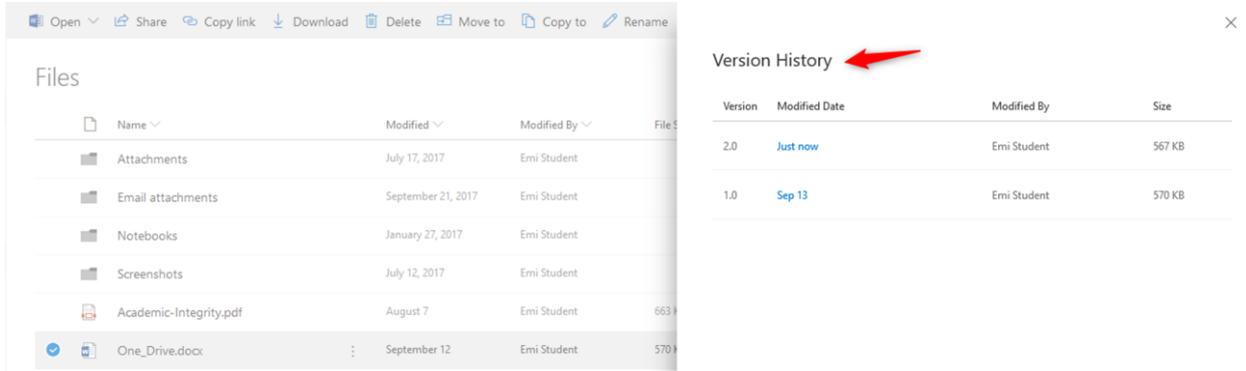
1. Select your file in your OneDrive.



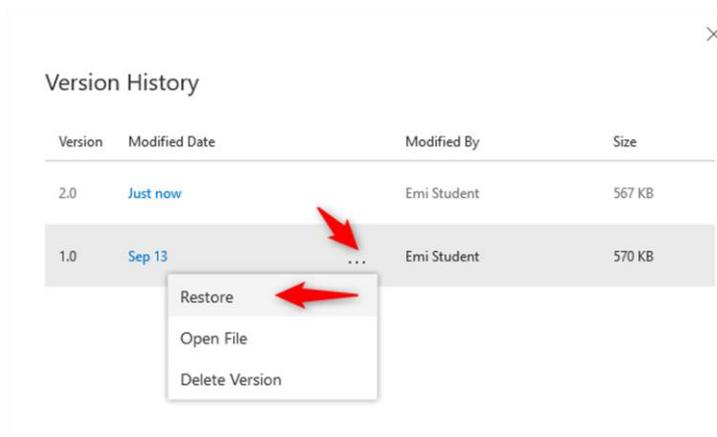
2. Click on the **three dots** next to your file name, then click on **Version History**.



3. The **Version History** window opens.
4. It gives you the version number, the dates when the file was modified and the name of the person who modified.



5. Click on the **three dots** of the version that you wish to restore and select **Restore**.



6. The restored file shows up as the latest version in **Version History**. Open your file by clicking the latest date/time in Version History or in your OneDrive. In this example, the file as at 13 Sep was restored and is now the latest version.

