Requesting Assessment Submission Through OneDrive

Step 1:

Navigate to Brighub > Open up OneDrive



Step 2:

Select New > Folder



Step 3:

Name the folder the same as the class that is requesting the assessment

August 12, 2021	Maker-Terr	3 items	Private
uly 4, 2021	100000-000	5 items	GD Owner: IT Service Desk
ebruary 1	Create a folder		×
October 27, 20			
November 15	Classname		Team
vlay 18			
uly 26, 2021			Create
August 4, 2021	Nation Of	6 items	Private
une 29	Balles for	1 item	Private

Step 4:

Select/ tick the newly created folder > then click the "request files" in the top panel

	+ New ~	🖄 Share	Copy link	El Re	quest f	files 🛓 Download	D 🗊
	My files						
		Name 🗸				Modified ~	100
		2022				January 23	1.40
		Apps				August 12, 2021	1.41
	<mark></mark>	Camera Roll				July 4, 2021	-
1	◎ 🖿	Classname		È	:	A few seconds ago	14.45

Step 5:

Follow the prompts given > the first prompt will be asking for files to request, use assessment name/code. > Hit next - We suggest you put a note in asking for students to have their names/student number in files for submission.

Request files				
ित What files are you requesting?				
Please disregard this email - IT is Testing				
Recipients will see the above request name and can upload only.				
Next Cancel				
Next Cancel				

What students will see via email:

Please disregard this email - IT is Testing. " with this message: Please disregard this - IT is Testing.	
Upload Files You can upload files to OneDrive so Matthew can see them, even if you don't have a OneDrive account. Only Matthew can access these files unless Matthew shares them. Learn more	Driver Obtament

Step 6:

Teachers have the option if they want to post the link in a Team for their class to click or use "Or you can send it via email" > type is the class name. eg. 2022 07 English

Send file request					
Here's the link people can use to upload files					
https://bciqldedu-my.sharepoint.com/:f:/g/personal/ke Copy link					
ि Anyone with the link can upload files					
0					
Or you can send it via email					
2022 07					
2 2022 07 English B Section_2022.07ENB@bciqldedu.onmicrosoft.co	m Î				
2022 07 Science B Section_2022.07SCB@bciqldedu.onmicrosoft.co	m				
2022 07 Art _ Media 1 Section 2022.07AMB1@bciqldedu.onmicrosoft.	c 🔻 Done				
Search directory					

Step 7:

Once files are uploaded, navigate back to the created OneDrive folder: Open up OneDrive