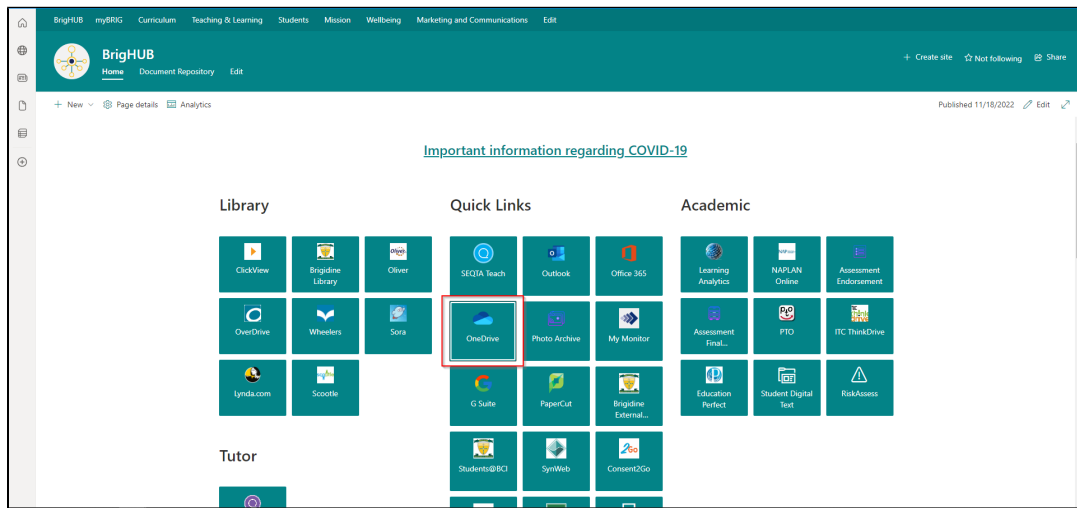# Requesting Assessment Submission Through OneDrive
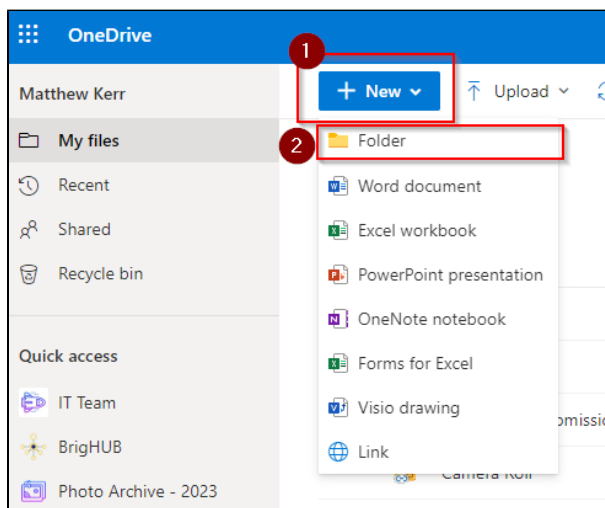
## Step 1:

**Navigate to Brighub > Open up OneDrive**
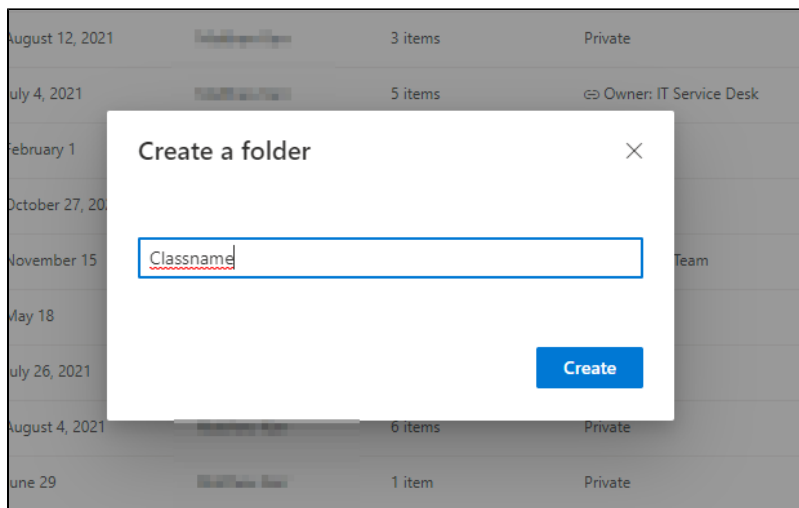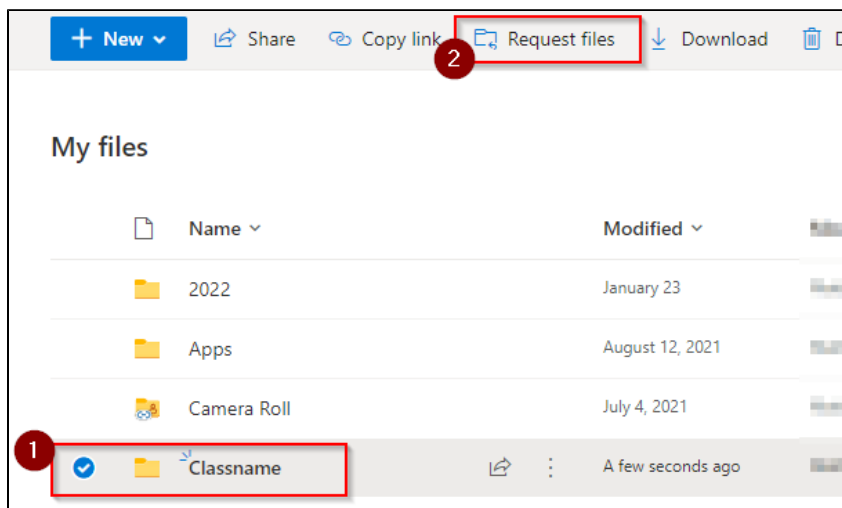


## Step 2:

**Select New > Folder**



## Step 3:

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

## Step 4:

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



## 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.**

**What students will see via email:**



## 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**

## Step 7:

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