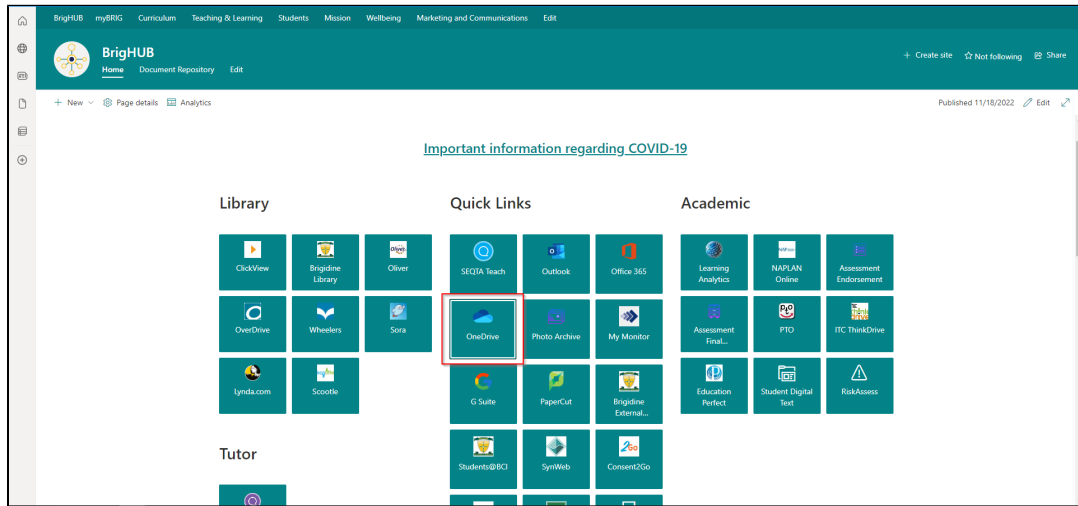


Requesting Assessment Submission Through OneDrive

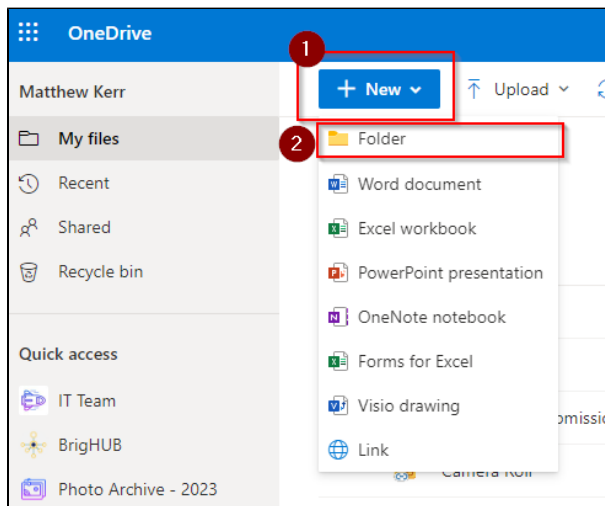
Step 1:

Navigate to Brighub > Open up OneDrive



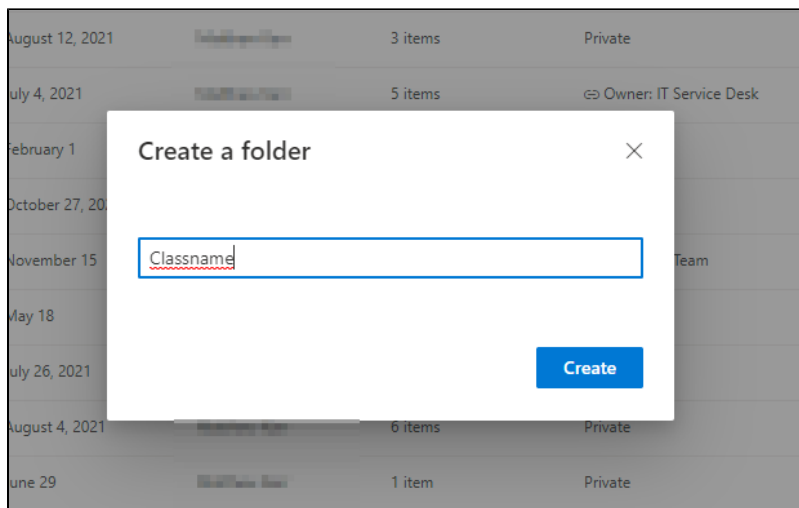
Step 2:

Select New > Folder



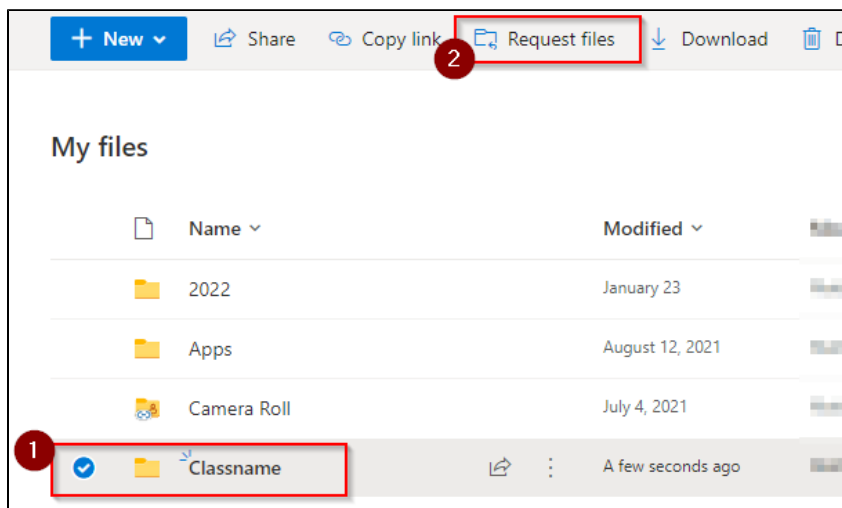
Step 3:

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.

Request files

 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](#)

What students will see via email:



Matthew Kern sent you a request for
"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](#)

 Microsoft [Privacy Statement](#)

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

1

Or you can send it via email

2022 07|

2



2022 07 English B

Section_2022.07ENB@bciqldedu.onmicrosoft.com



2022 07 Science B

Section_2022.07SCB@bciqldedu.onmicrosoft.com



2022 07 Art _ Media 1

Section_2022.07AMB1@bciqldedu.onmicrosoft.c...



Search directory

Done

Step 7:

Once files are uploaded, navigate back to the created OneDrive folder: [Open up OneDrive](#)