

AUGUST 2021 / DIGITAL INDUCTION /

MANAGING YOUR FILES USING ONEDRIVE



This guide covers the following topics:

- Locate your OneDrive
- Create a folder
- Delete a folder
- Rename files and folders
- Move files and folders
- Share files and folders

This guide is part of a series created to help you to make the most of the apps available to you. For help with the content of this guide please speak with your tutor.

A video explainer version of this guide is available on the Digital Learning Team YouTube channel:

A screenshot of a YouTube channel page. The channel name is "Digital Learning Team: Abingdon & Witney College" with 5 subscribers. It features a blue "CUSTOMISE CHANNEL" button and a blue "MANAGE VIDEOS" button. Below the channel name are navigation links for "HOME", "VIDEOS" (which is underlined in blue), "PLAYLISTS", "CHANNELS", and "ABOUT". There is also a search icon. Under the "VIDEOS" tab, there are five video thumbnails displayed. From left to right:

- "Welcome New Students! (2021)" - 1:11
- "Welcome Adult Learners! (2021)" - 1:06
- "Bake Yourself Happy! Live Event with guest speaker..." - 32:38
- "Bake Yourself Happy: Mental Health interview wi..." - 19:11
- "Bake Yourself Happy: Mental Health interview wi..." - 10:39

At the bottom of the video list, there is a "SORT BY" button.

It's important to manage your files so you don't end up with hundreds of them 'dumped' in one place. Creating folders and naming them properly will help to organize your files as the course progresses. See these examples...

You could create folders for each term, module or section of your course:

The screenshot shows the OneDrive web interface. The top navigation bar includes a search bar, 'New', 'Upload', 'Share', 'Copy link', 'Download', 'Flow', and 'Sort' buttons. The left sidebar lists 'Digital Learning' under 'Shared libraries', with 'Files' selected. Below this are 'Recent', 'Shared', 'Discover', and 'Recycle bin'. The main content area shows a folder structure: 'Digital Learning > Beauty Therapy > Term 1 > Provide body massage treatments'. Inside 'Provide body massage treatments' are four folders: 'Assignments', 'Class notes', 'Downloaded pi...', and 'Other stuff'. A tooltip indicates the path: '... > Beauty Therapy > Term 1 > Provide body massage treatments'.

Name	Modified	Modified By	File Size	Sharing
Assignments	15 minutes ago	Digital Learning	1 item	Private
Class notes	15 minutes ago	Digital Learning	5 items	Private
Downloaded pi...	15 minutes ago	Digital Learning	2 items	Private
Other stuff	14 minutes ago	Digital Learning	0 items	Private

This screenshot shows a more detailed view of the OneDrive interface. The path 'Term 1 > Provide body massage treatments > Downloaded pics and v...' is highlighted. The main content area displays five files: 'Advanced head massage.m...', 'head massage howto video...', 'indian head massage 2019.j...', 'makeup.jpg', and 'resting massage.jpg'. All files were modified 'A few seconds ago' by 'Digital Learning' and are 1.65 MB, 2.12 MB, and 3.25 MB respectively. The sharing status is listed as 'Private'.

Name	Modified	Modified By	File Size	Sharing
Advanced head massage.m...	9 minutes ago	Digital Learning		Private
head massage howto video...	9 minutes ago	Digital Learning		Private
indian head massage 2019.j...	A few seconds ago	Digital Learning	1.65 MB	Private
makeup.jpg	A few seconds ago	Digital Learning	2.12 MB	Private
resting massage.jpg	A few seconds ago	Digital Learning	3.25 MB	Private

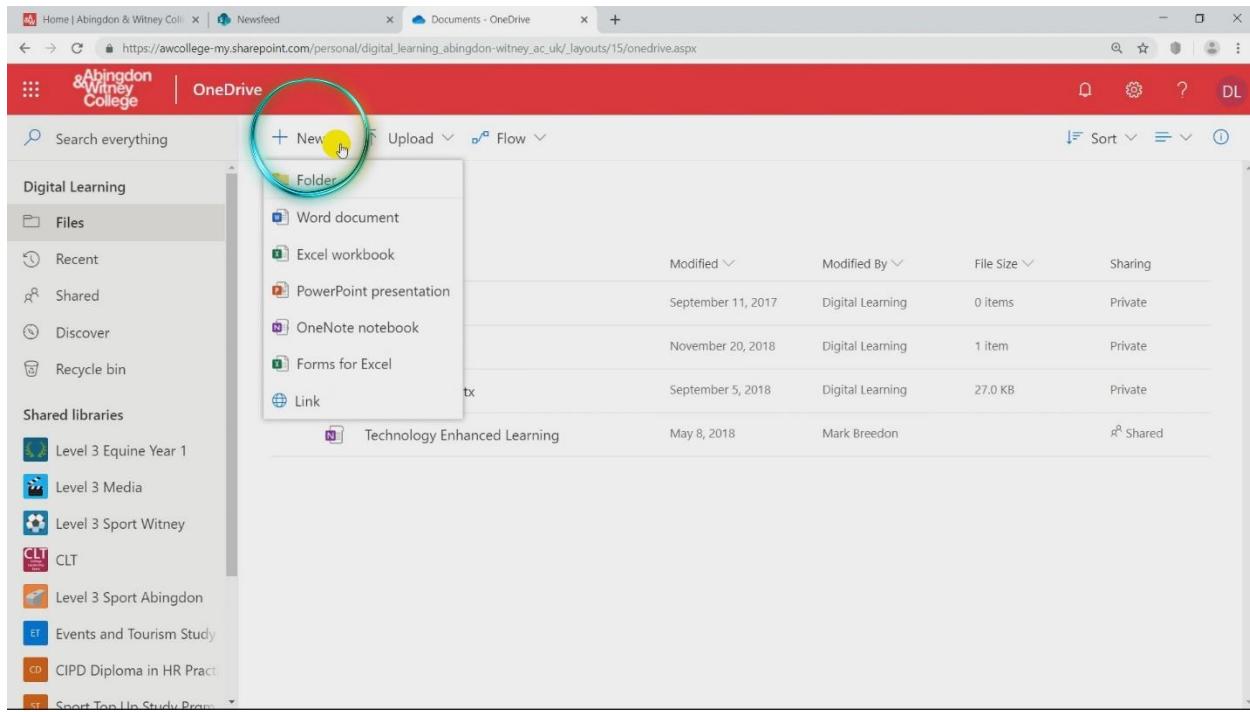
The screenshot shows the OneDrive web interface. At the top, there's a red header bar with the Abingdon & Witney College logo, the word "OneDrive", and various navigation icons. Below the header is a search bar and a toolbar with options like "New", "Upload", "Share", "Copy link", "Download", "Flow", and "Sort". On the left, a sidebar lists "Digital Learning" sections: "Files" (selected), "Recent", "Shared", "Discover", and "Recycle bin". Under "Shared libraries", there are links to "Level 3 Equine Year 1", "Level 3 Media", "Level 3 Sport Witney", and "CLT". The main content area shows a breadcrumb path "... > Assignments > Head massage assignment". Below this is a list of files with columns for Name, Modified, Modified By, File Size, and Share. The files listed are "Document.docx", "Group presentation v1.pptx", and "Notes for powerpoint pres...".

At College you will be given access to OneDrive, which is part of Microsoft Office. You should use OneDrive wherever possible so all your files are organised and available to you from any device.

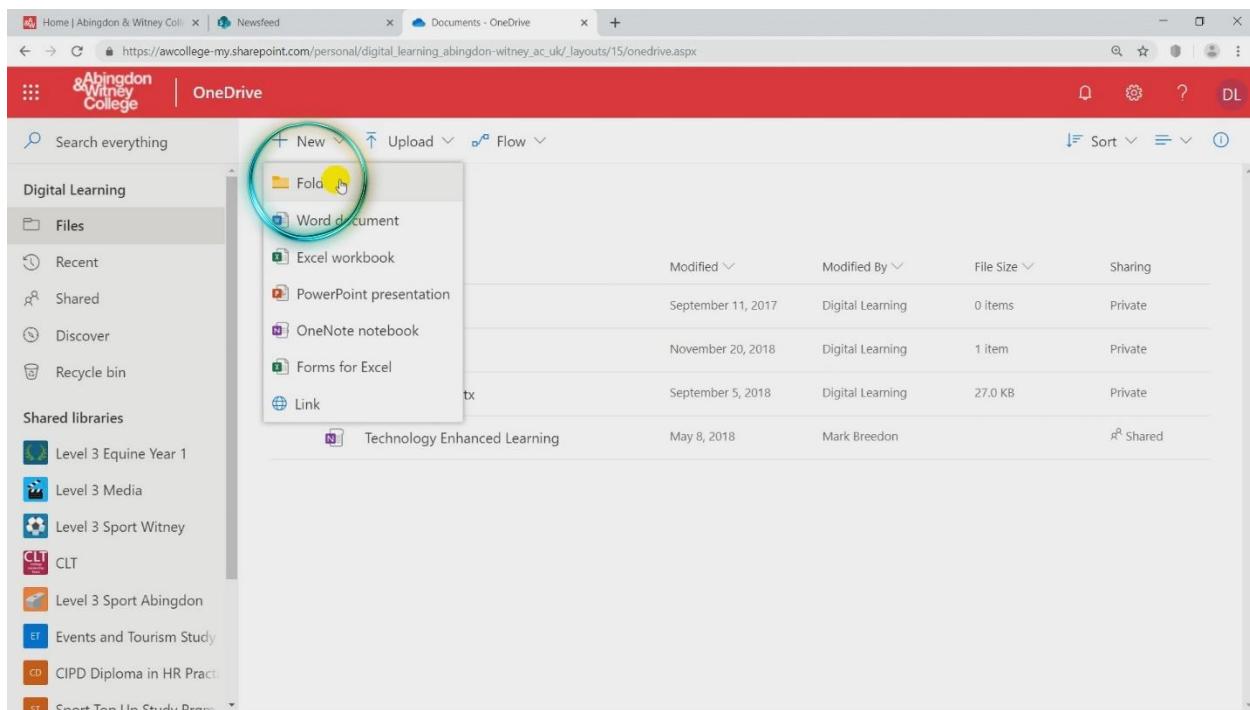
OneDrive can be found by logging into the College system then tapping the 'office waffle' icon at the top left of the window. From here, tap 'OneDrive':

The screenshot shows the Microsoft 365 Apps screen. On the left, there's a sidebar titled "Apps" with icons for various Microsoft services: Outlook, Word, PowerPoint, SharePoint, Class Notebook, Forms, Calendar, OneDrive (which is circled in green), Excel, Word, OneNote, Teams, Sway, Admin, and Stream. Below this is a section titled "Documents" with a "New" button. The main content area has a red header bar with the "Office 365" logo and various icons. Below the header, there's a newsfeed section with a message about following sites and connecting with people via Yammer. It also shows statistics for "I'm following": 0 people, 0 documents, 86 sites, and 0 tags. At the bottom, it says "Trending #tags" and "Tagging's been quiet lately. No trending tags right now."

In this example we'll start by **creating a folder** for a course module called 'Video Basics'. Start by tapping 'New' then 'Folder':



The screenshot shows the OneDrive interface on a web browser. The top navigation bar includes links for 'Home | Abingdon & Witney College', 'Newsfeed', and 'Documents - OneDrive'. Below the navigation is a red header bar with the 'Abingdon & Witney College' logo and 'OneDrive' text. A search bar says 'Search everything'. On the left, a sidebar lists 'Digital Learning' (selected), 'Files', 'Recent', 'Shared', 'Discover', and 'Recycle bin'. Under 'Shared libraries', there are several entries like 'Level 3 Equine Year 1', 'Level 3 Media', etc. In the center, a 'New' dropdown menu is open, with 'Folder' highlighted and circled in yellow. Other options in the dropdown include 'Word document', 'Excel workbook', 'PowerPoint presentation', 'OneNote notebook', 'Forms for Excel', and 'Link'. To the right of the dropdown is a list of files and folders, including 'Technology Enhanced Learning' (modified September 8, 2018, by Mark Breedon). The bottom right corner has 'Sort' and 'Filter' buttons.



This screenshot is identical to the one above, showing the OneDrive interface and the 'New' menu. The 'Folder' option is again highlighted and circled in yellow. The rest of the interface, including the sidebar, file list, and bottom controls, remains the same.

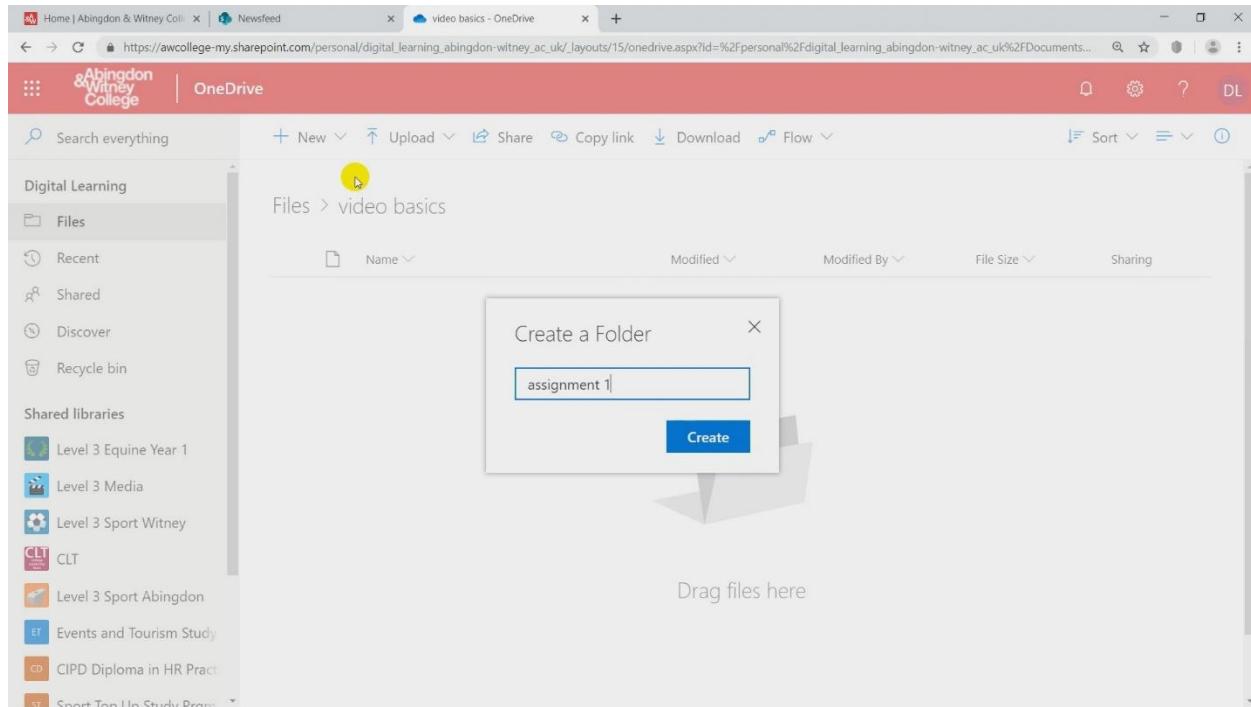
Give the folder a descriptive name then tap the 'Create' button:

A screenshot of a web browser displaying the OneDrive interface. The address bar shows the URL: https://awcollege-my.sharepoint.com/personal/digital_learning_abingdon-witney_ac_uk/_layouts/15/onedrive.aspx. The page title is "OneDrive". On the left, there's a sidebar with sections like "Digital Learning" (selected), "Recent", "Shared", "Discover", "Recycle bin", and "Shared libraries" (Level 3 Equine Year 1, Level 3 Media, Level 3 Sport Witney, CLT, Level 3 Sport Abingdon, Events and Tourism Study, CIPD Diploma in HR Pract, Sport Top Up Study Pract). The main area is titled "Files" and shows a list of files: "Attachments", "Notebooks", "Presentation.pptx", and "Technology Enhanced Learning". A "Create a Folder" dialog box is open in the center, with the text "video basics" in the input field and a blue "Create" button highlighted with a green circle. A yellow cursor arrow points towards the bottom right of the screen.

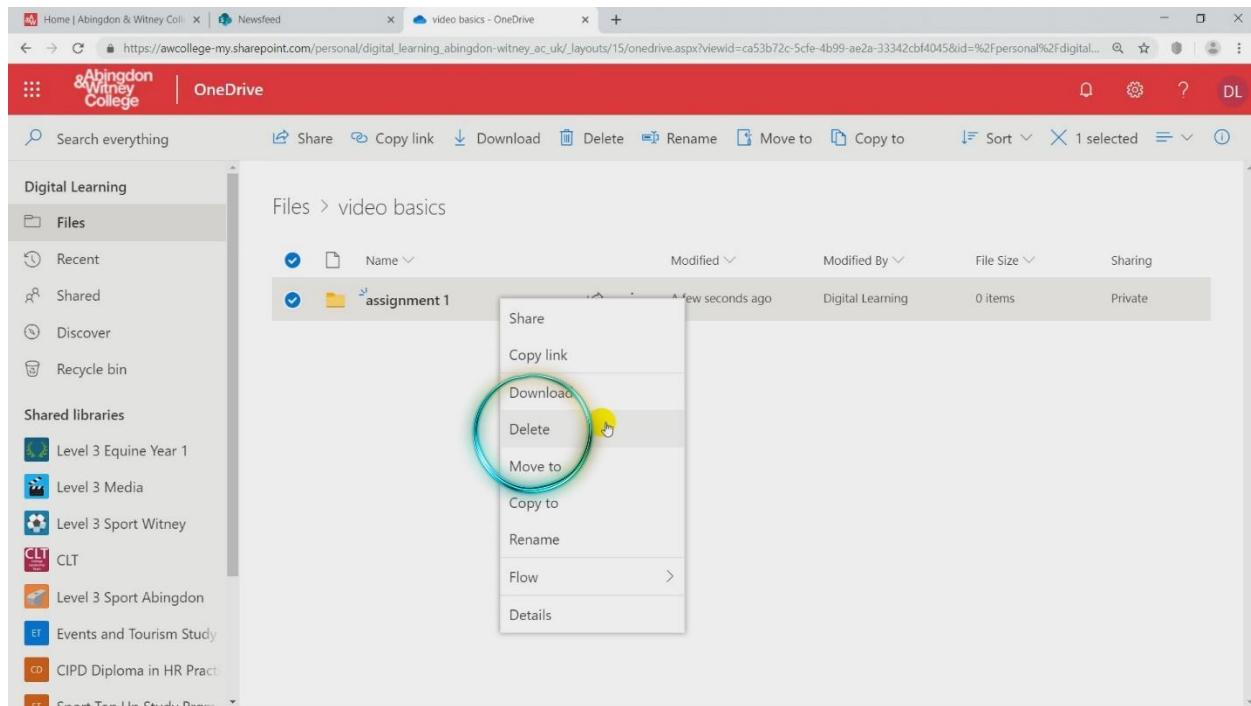
The folder is created. The 'blue sparkle' next to the folder name indicates it has recently been created:

A screenshot of a web browser displaying the OneDrive interface, identical to the previous one but showing the results of the creation. The "Files" list now includes the newly created folder "video basics" under "Notebooks". The "video basics" folder has a small blue circular icon next to its name, indicating it was recently created. The rest of the list remains the same: "Attachments", "Notebooks", "Presentation.pptx", and "Technology Enhanced Learning". The sidebar and overall layout are consistent with the first screenshot.

You can create folders inside folders. Here, a new folder is created inside the ‘video basics’ folder ready for the first assignment:

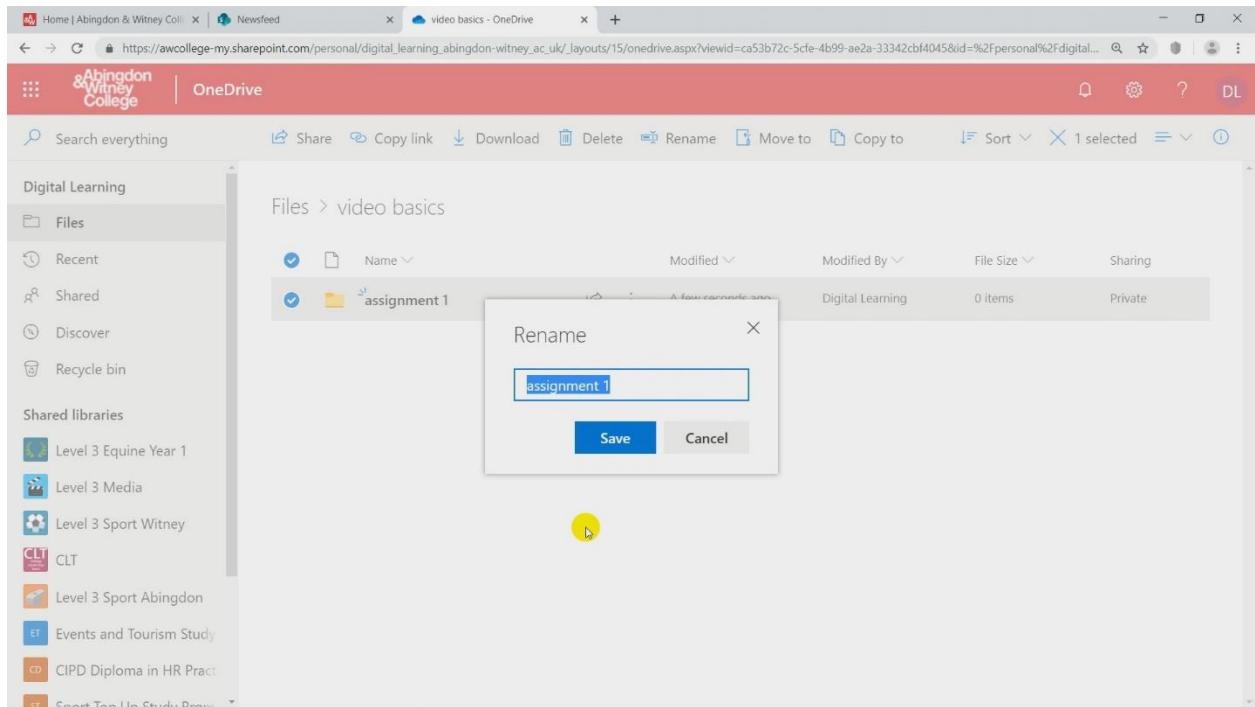


You can **DELETE** files and folders as needed. To delete a folder, tap the icon to the right of the folder name and select ‘Delete’:

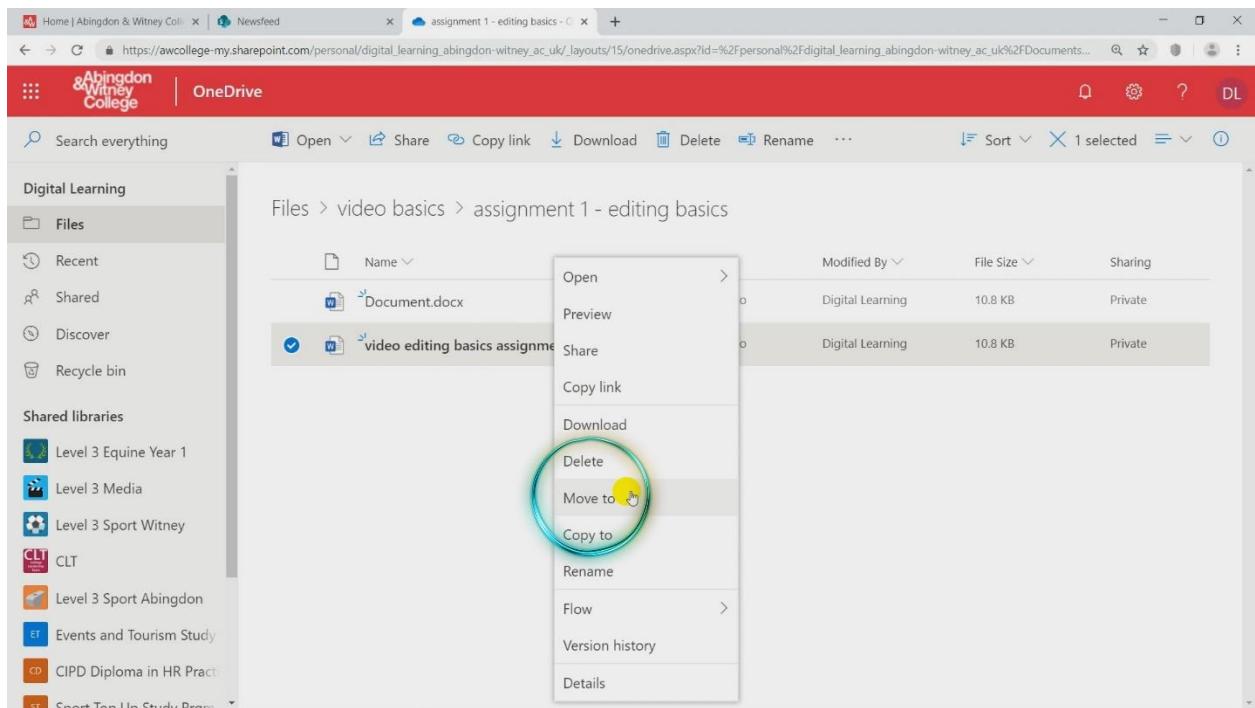


Deleting a folder deletes all the files and folders within it – You’ll always be warned about this. Take care not to accidentally delete your files!

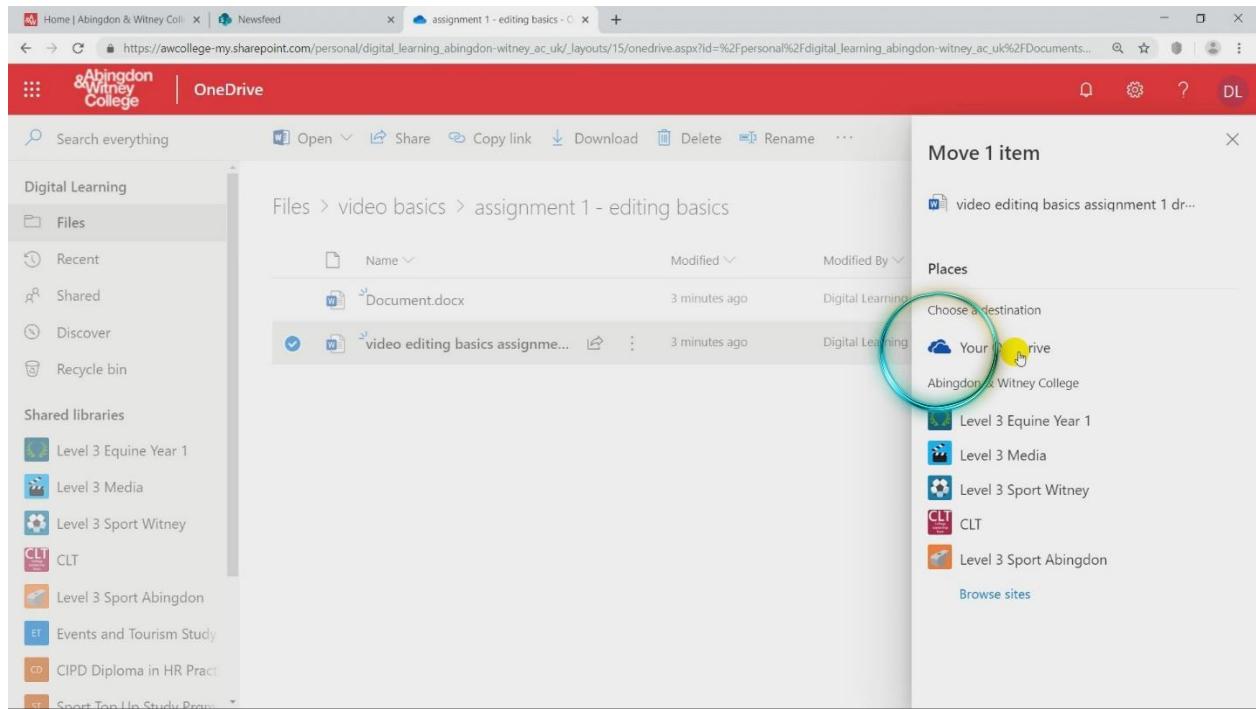
From the same menu you can also **rename** a file or folder:



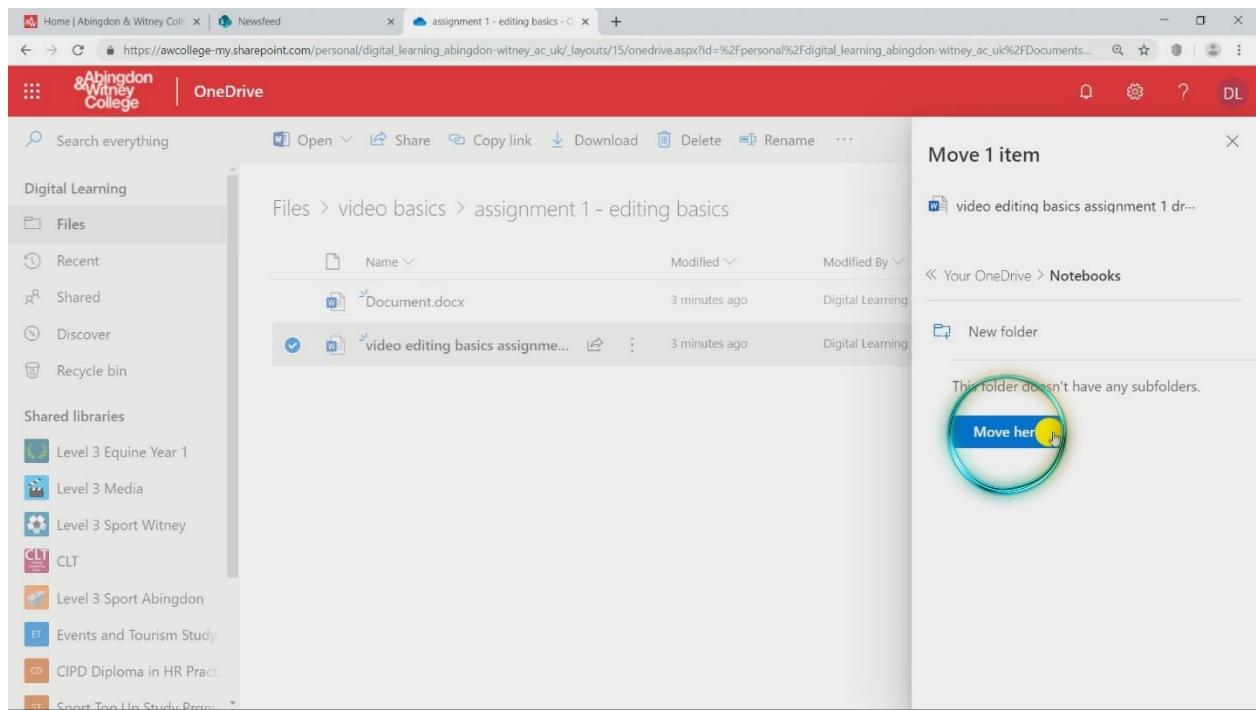
At some point you may find it useful to **MOVE** a file from one folder to another. In this case, select the 'Move to' menu item:



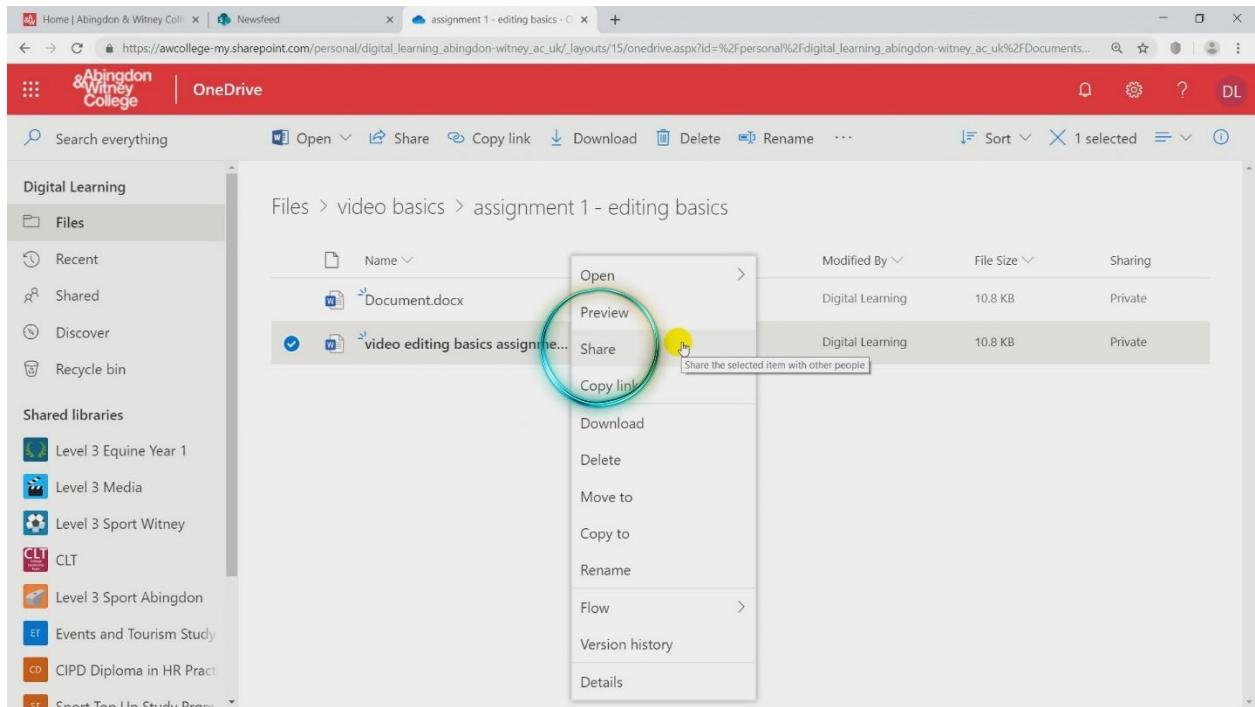
Select 'Your OneDrive' on the panel on the right:



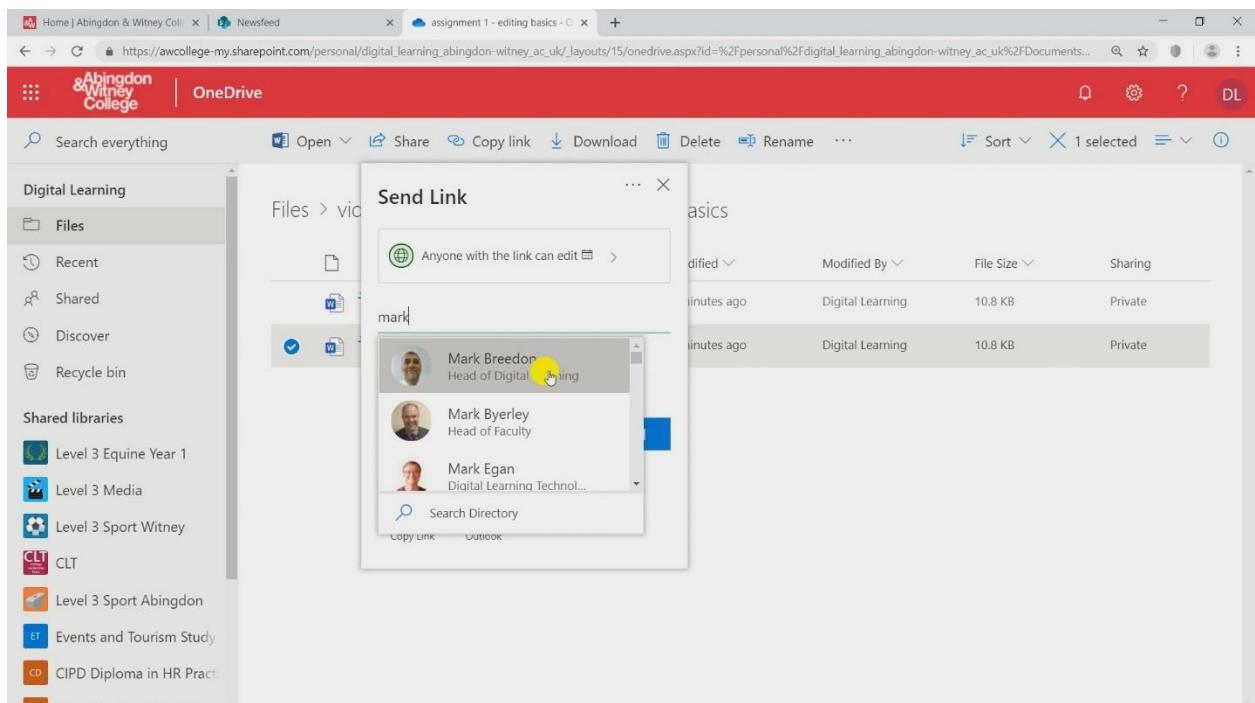
Navigate through your folders and stop at the folder you want to move the file(s) into. Then tap 'Move here':



OneDrive lets you **share links to your files** with other students and tutors. To do this, right click then tap 'Share':

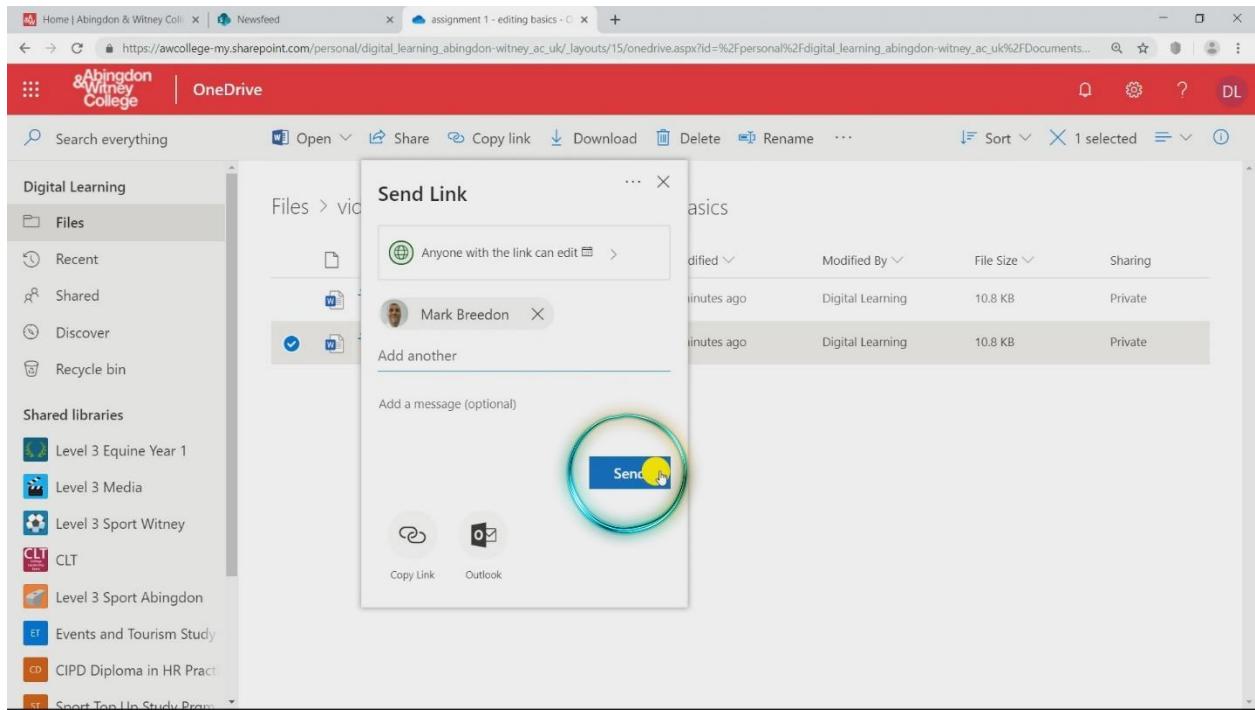


Start typing the name of a person you want to share with and select them:



Repeat this process to add additional people.

You can add a short message if you like. Tap the ‘Send’ button to share the file. Recipients will receive an email with your shared link:



The same process can be used to share folders.

Wherever possible, share links to your files rather than attaching them to emails. This avoids sending multiple files by email, and whenever you make changes to the file your recipients can immediately see the latest version.

If you need help with the content in this guide, in the first instance please speak with your tutor. If you have a more general question you can email the digital learning team: digital.learning@abingdon-witney.ac.uk

