

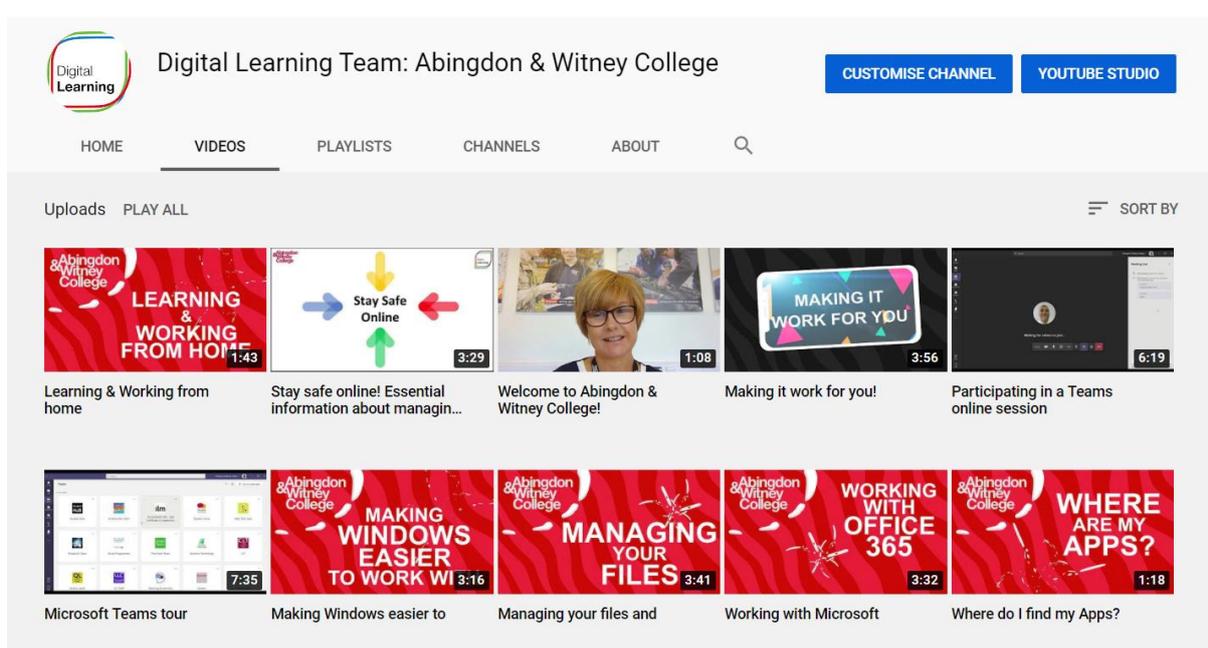
FILE MANAGEMENT

This guide covers the following topics:

- How to 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 IT apps available to you. For help with the content of this guide please speak with your tutor.

THIS DOCUMENT RELATES TO THE 'MANAGING YOUR FILES' VIDEO ON THE COLLEGE'S DIGITAL LEARNING YOUTUBE CHANNEL:



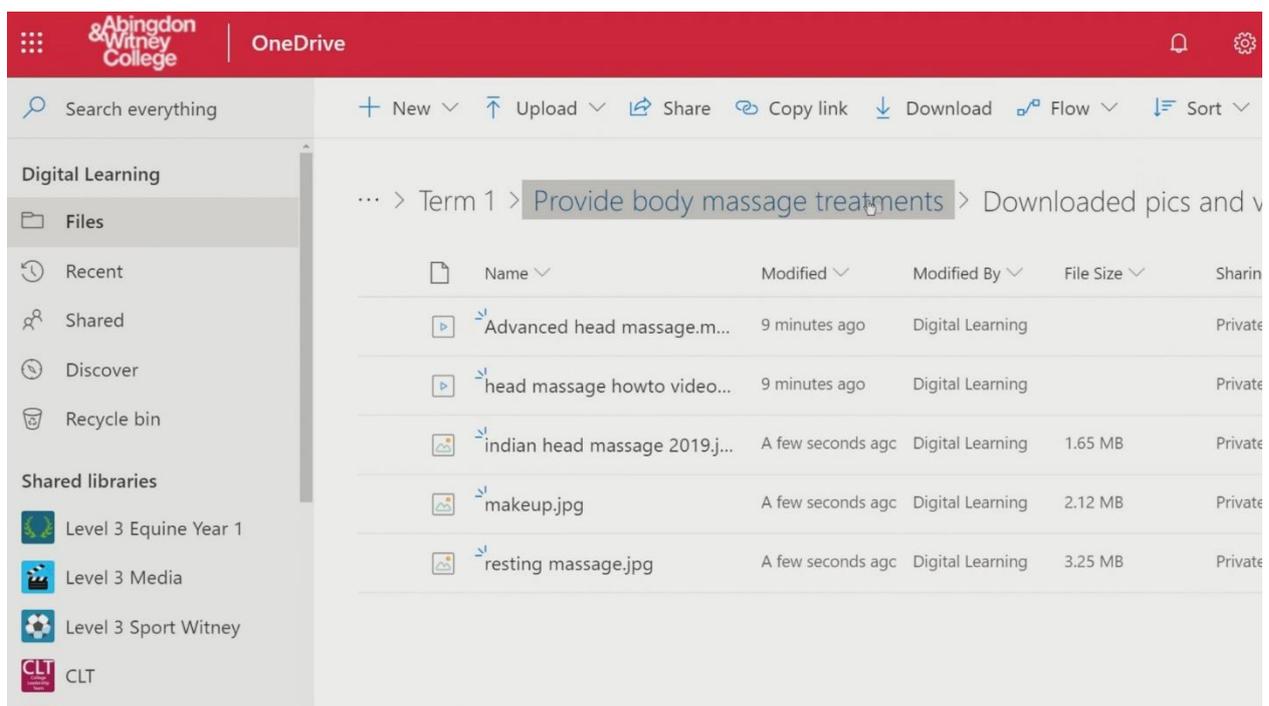
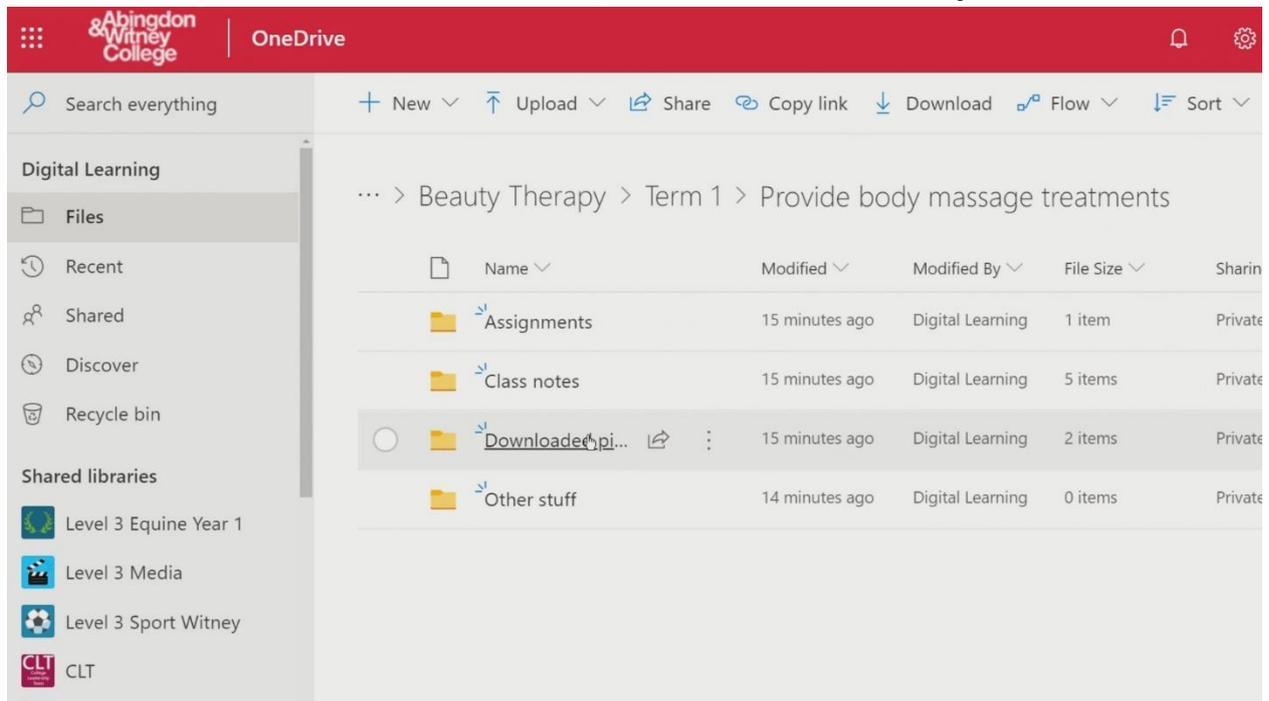
The screenshot shows the YouTube channel page for the Digital Learning Team at Abingdon & Witney College. The channel name is "Digital Learning Team: Abingdon & Witney College" and it has a "Digital Learning" logo. There are two buttons: "CUSTOMISE CHANNEL" and "YOUTUBE STUDIO". The navigation menu includes "HOME", "VIDEOS", "PLAYLISTS", "CHANNELS", and "ABOUT". The video uploads section shows a grid of 10 videos:

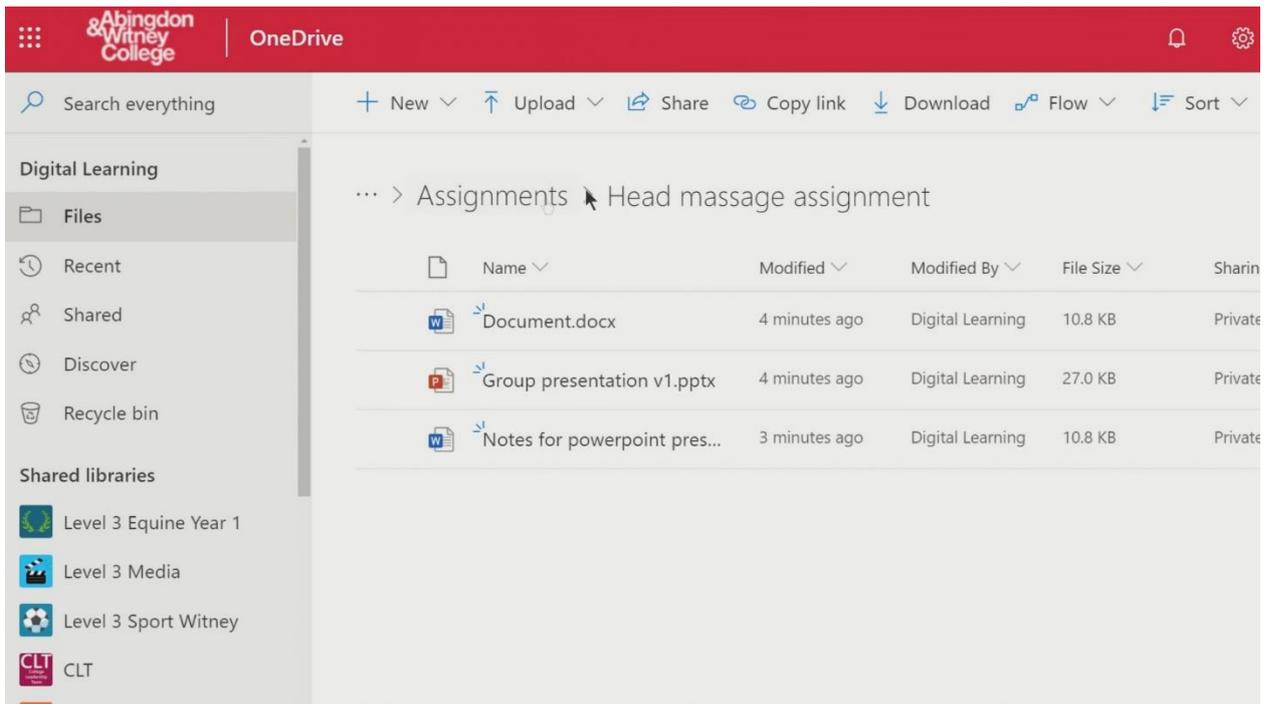
Video Title	Duration
Learning & Working from home	1:43
Stay safe online! Essential information about managin...	3:29
Welcome to Abingdon & Witney College!	1:08
Making it work for you!	3:56
Participating in a Teams online session	6:19
Microsoft Teams tour	7:35
Making Windows easier to work wi	3:16
Managing your files and	3:41
Working with Microsoft	3:32
Where do I find my Apps?	1:18

BACKGROUND:

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

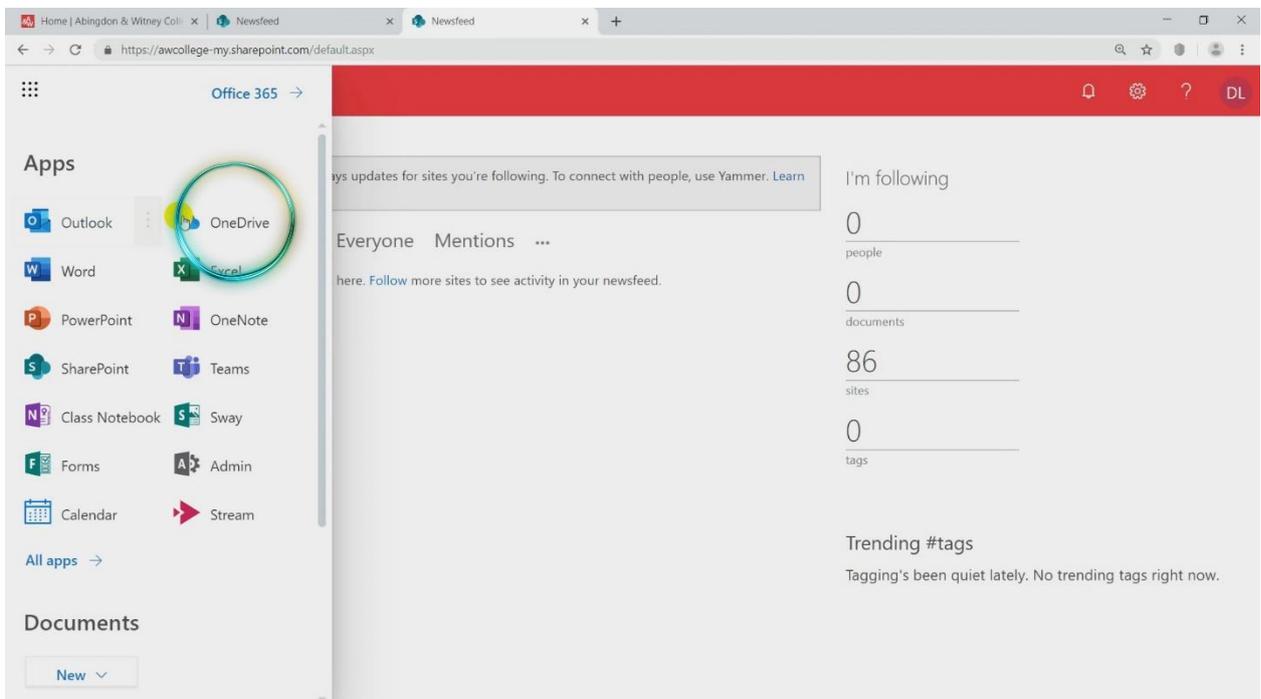
You could create folders for each term, module or section of your course:



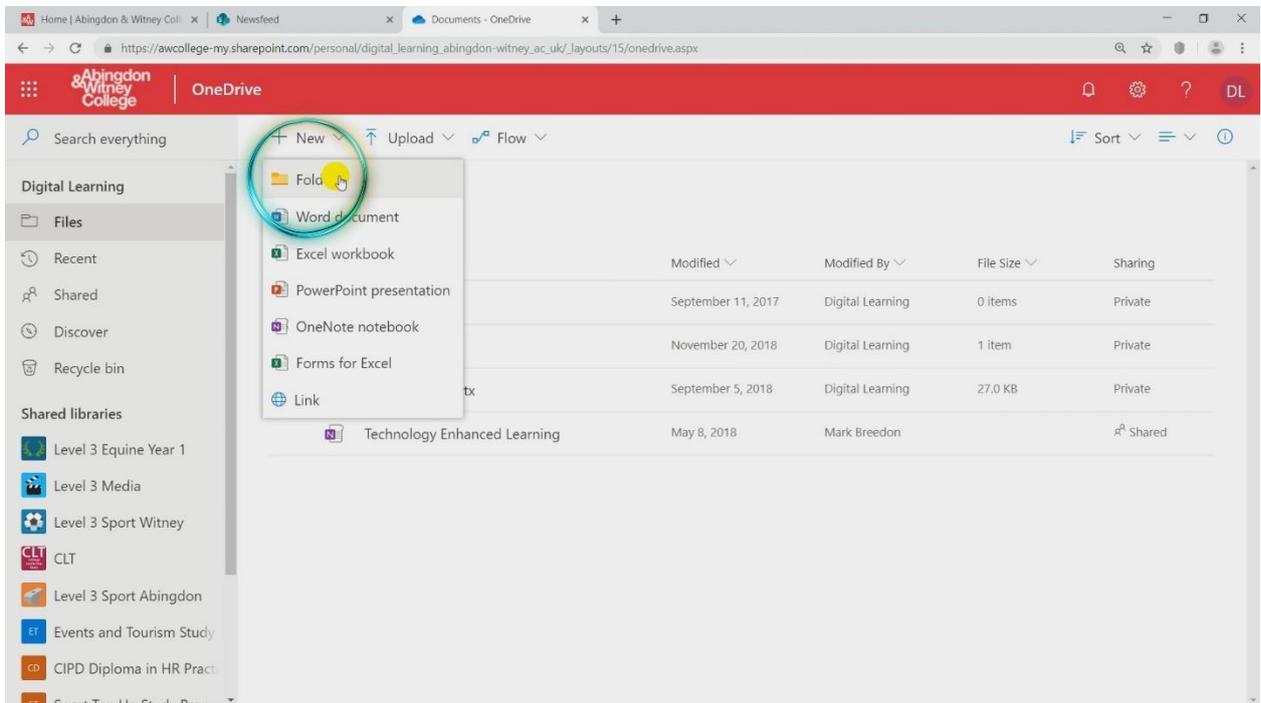
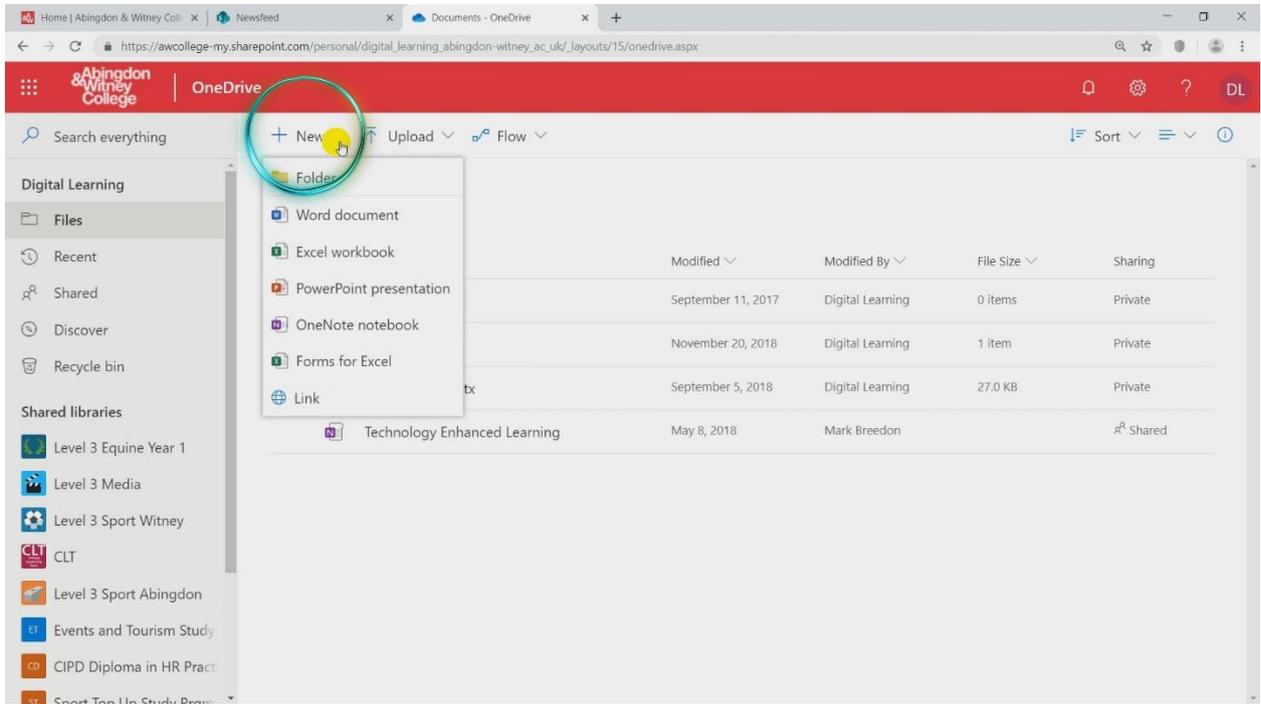


OneDrive is used for storing files. You should use OneDrive so all your files are organised and available to you from any device.

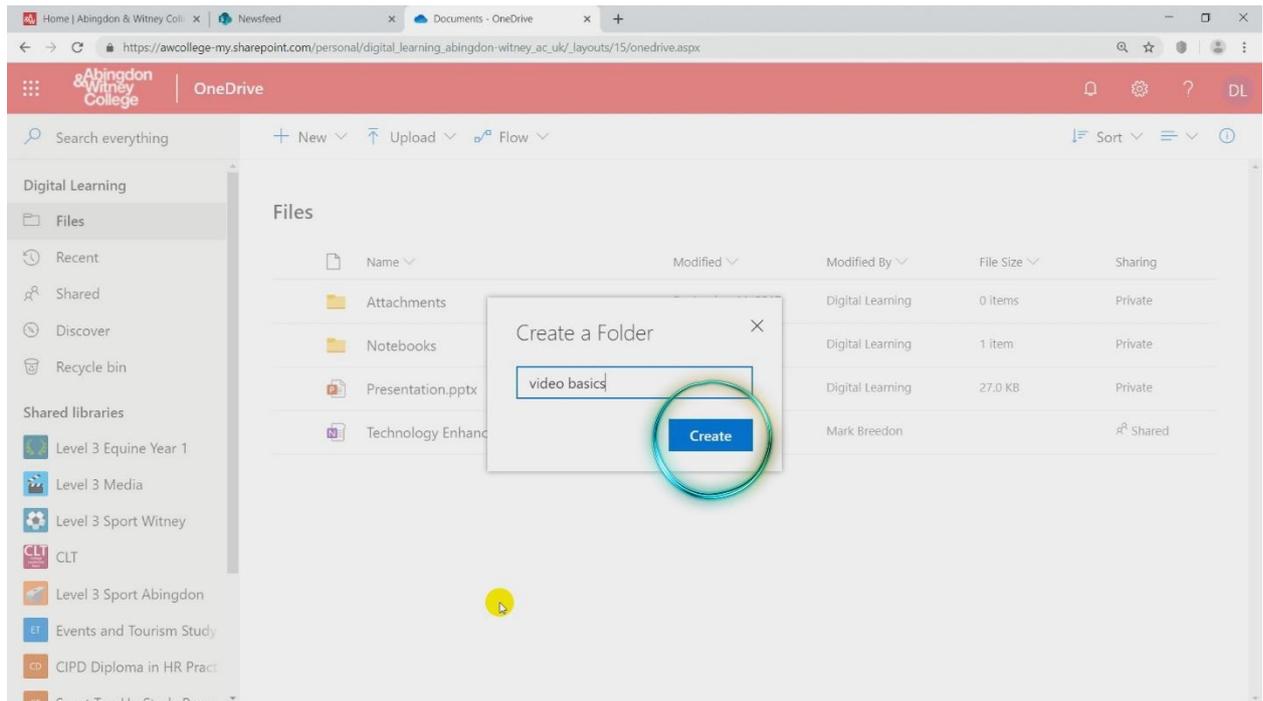
OneDrive can be opened by logging into the College system and tapping the office waffle at the top left of the window. From here, tap 'OneDrive':



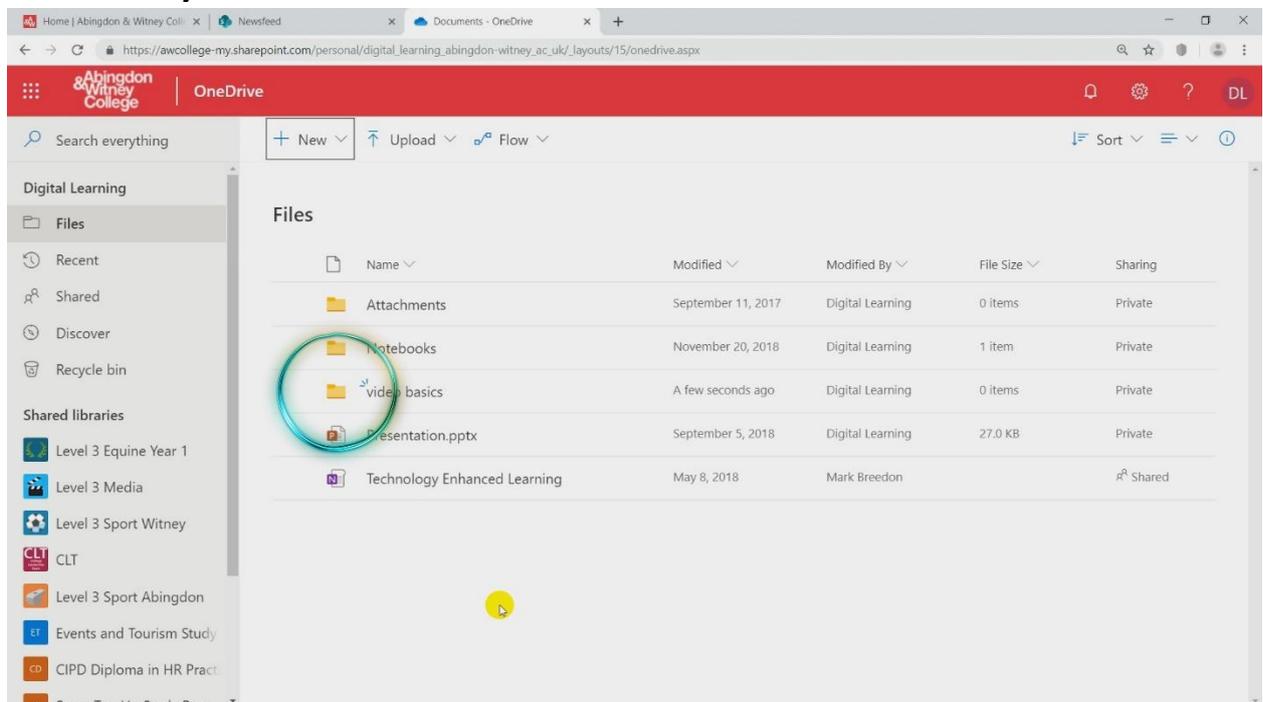
In this example we'll start by creating a folder for a course module called 'Video Basics'. To create a folder start by tapping 'New' then 'Folder':



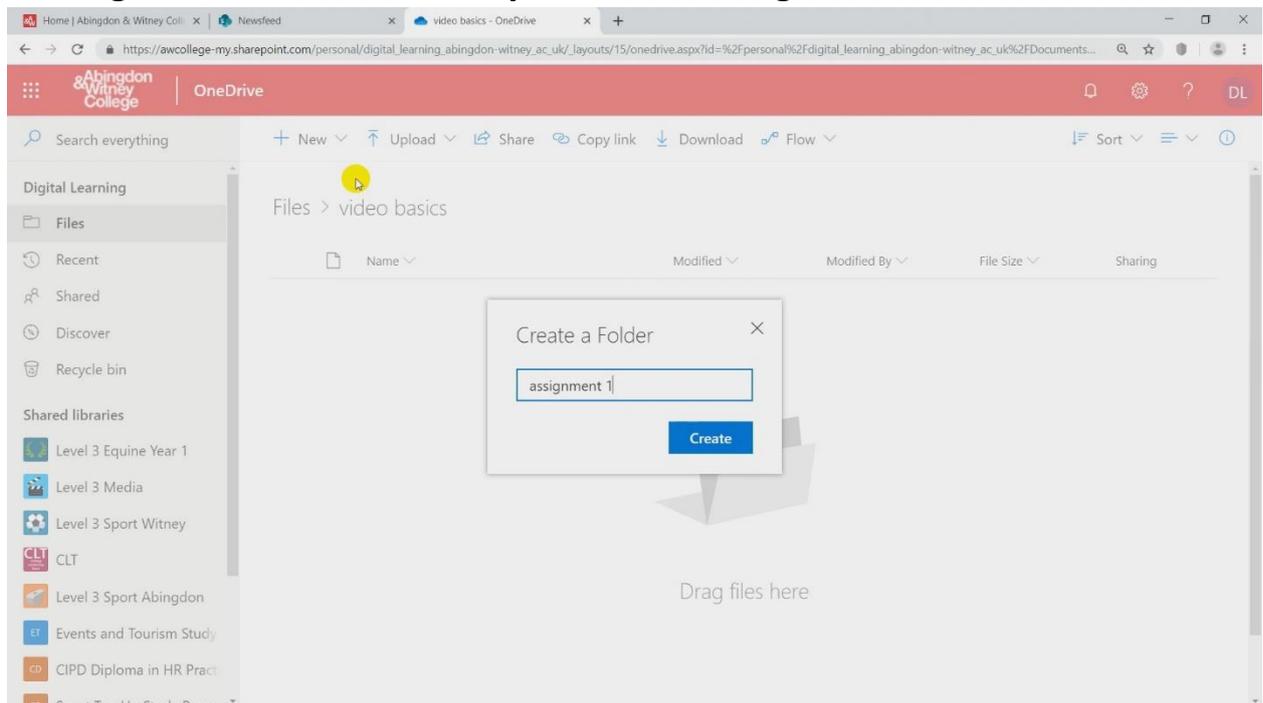
Give the folder a descriptive name and tap the 'Create' button:



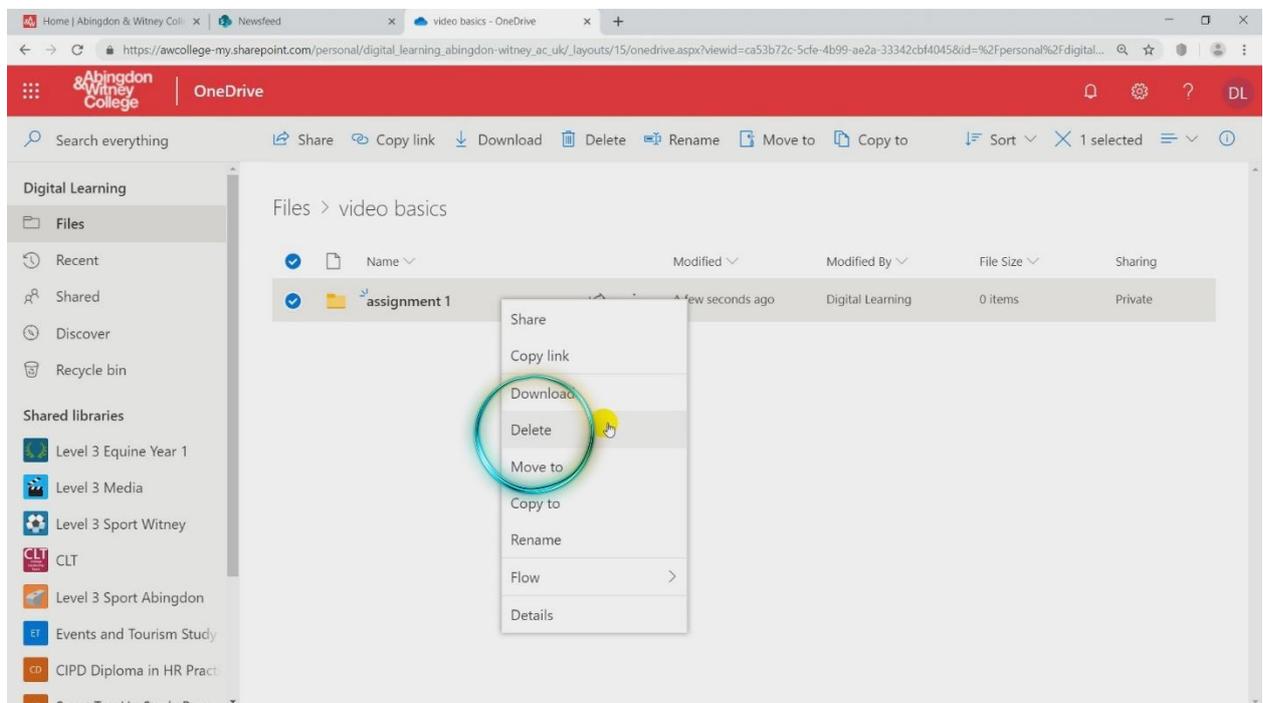
The folder is created. The 'blue sparkle' next to the folder name indicates it has recently been created:



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

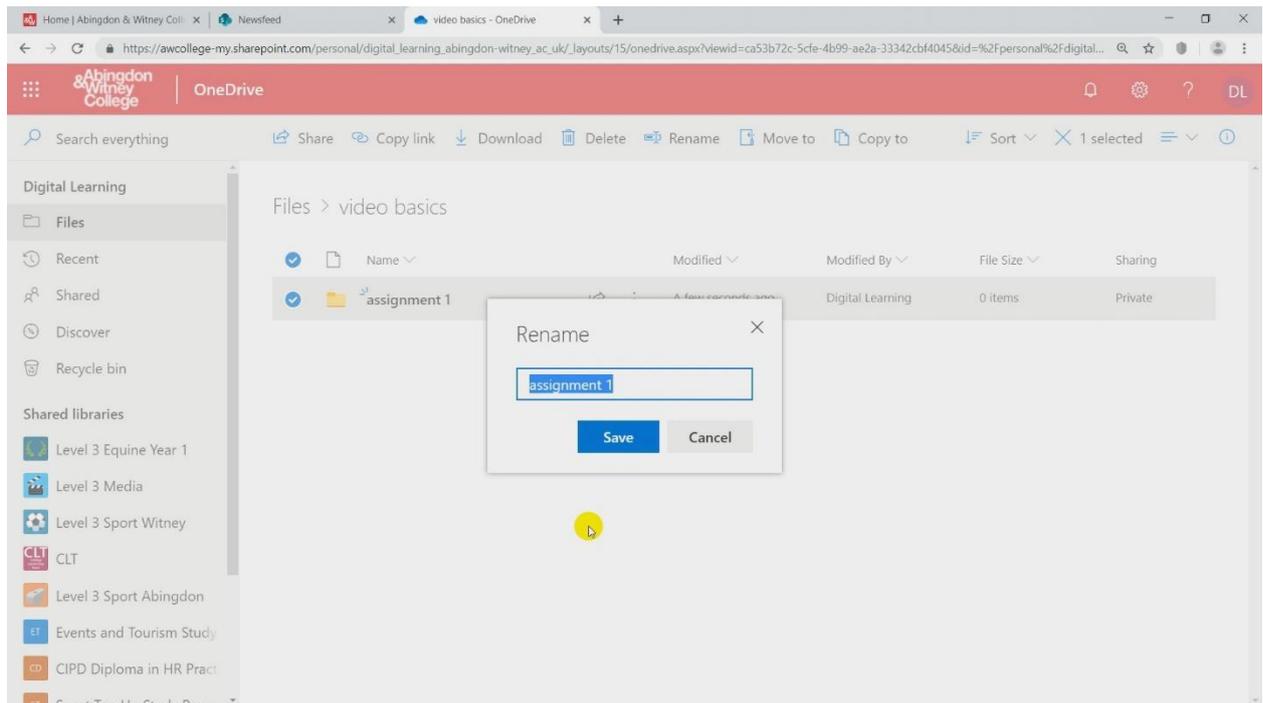


You can DELETE files and folders as needed. To delete a folder, tap the '3 dots' icon to the right of the folder name and select 'Delete':

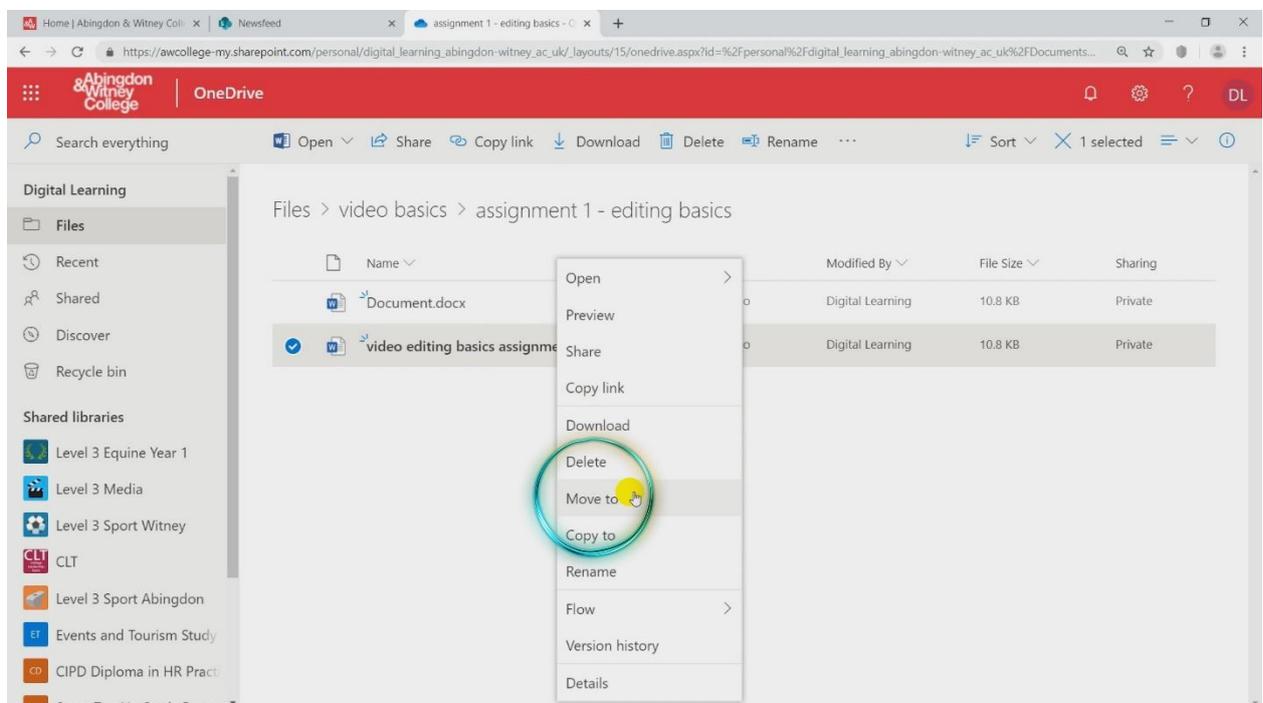


Deleting a folder deletes all the files and folders within it – You'll always be warned about this. Take care not to accidentally delete your files.

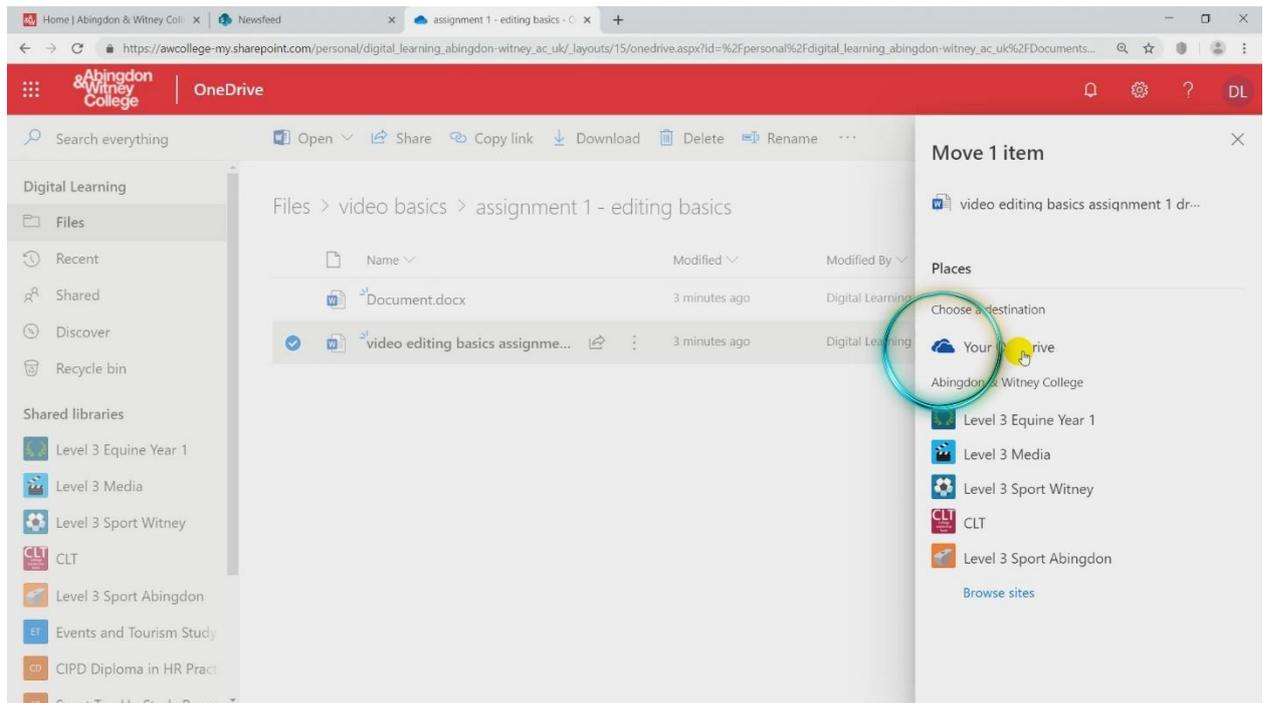
From the same drop-down menu you can also rename a file or folder:



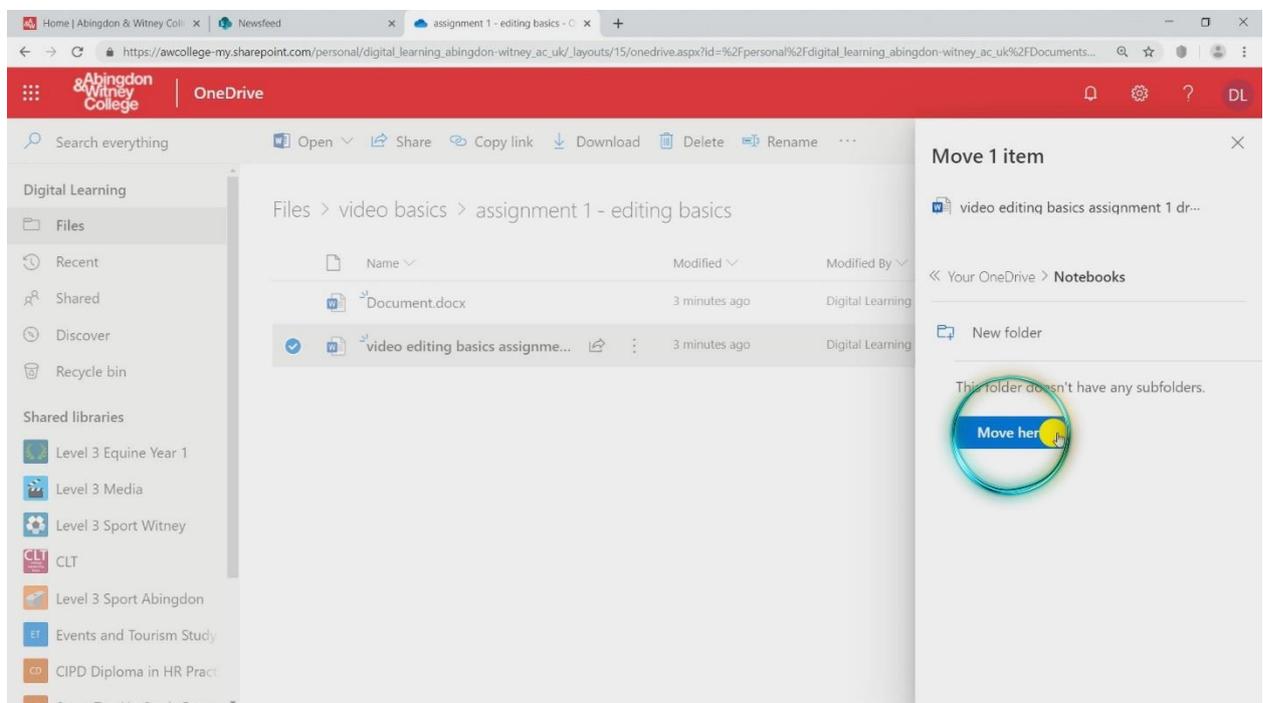
At some point you will find it useful to MOVE a file from one folder to another. To do this, start by selecting the 'Move to' menu item:



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

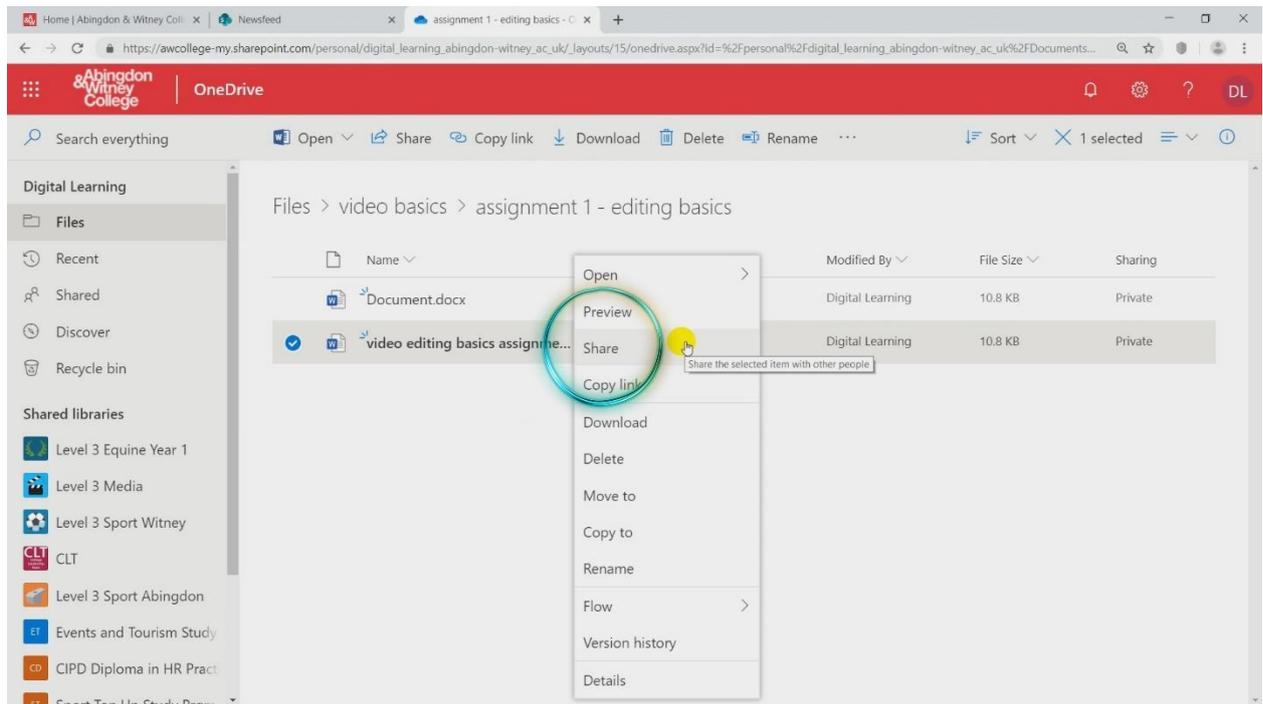


Navigate through your folders and stop at the folder you want to move the file(s) to. Tap 'Move here':

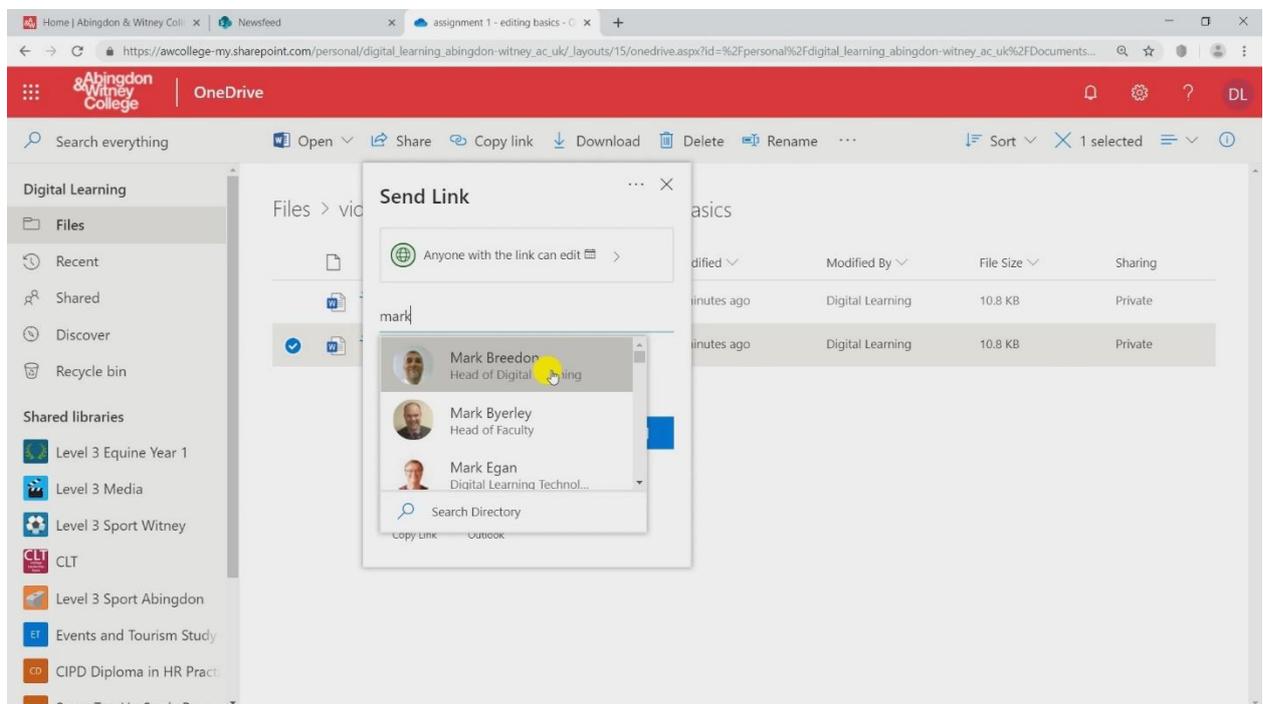


Your selected file(s) will be moved to the new location.

A useful feature of OneDrive is being able to share your files with other students or your tutor as needed. To do this, tap 'Share':

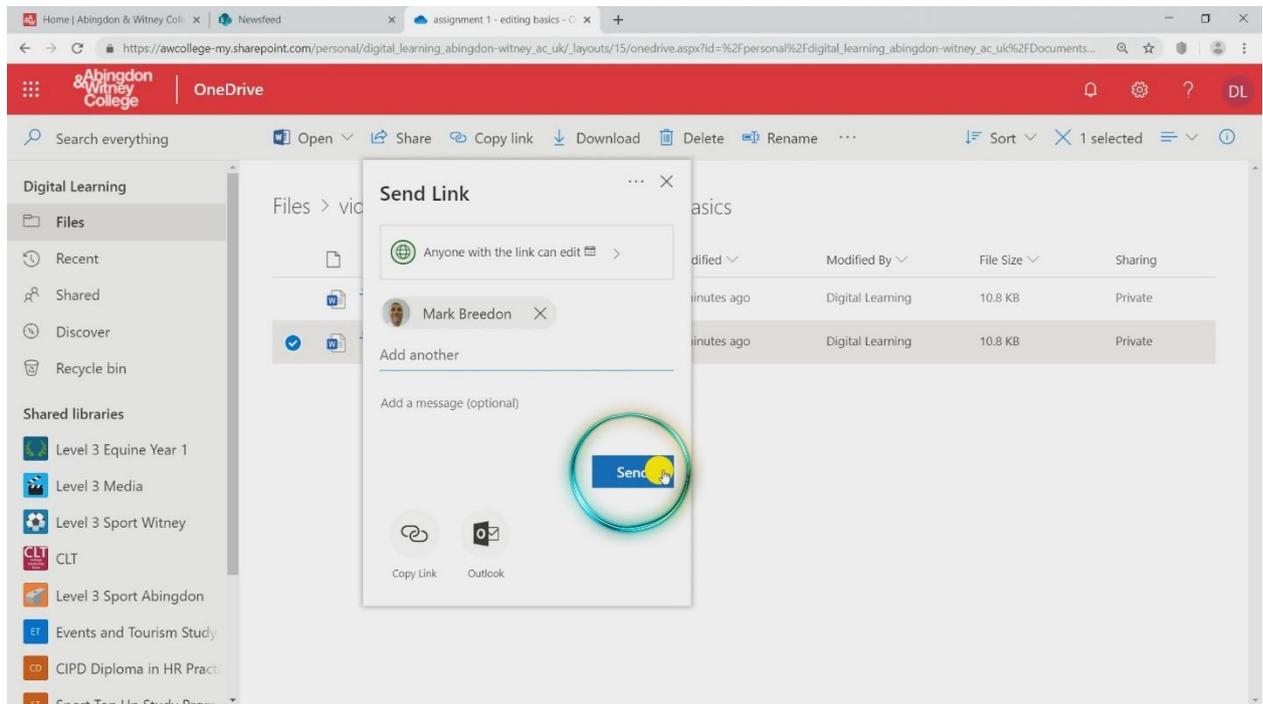


Start typing the name of a person you want to share with and select them:



Repeat this process to add any 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 entire folders.

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

