

# Using OneDrive to access your assignment feedback and submit PALS videos and SIPP group assignments

The programme has previously used Box to provide cloud storage and submission facilities – references to Box in assessment guidance or by programme staff now relate to OneDrive.

## OneDrive logoHow to access OneDrive

<https://onedrive.live.com/about/en-gb/signin/> or go to <https://www.lancaster.ac.uk/office365> and click on the OneDrive icon.

## How to view your shared folders

The 'Shared' button which appears in the left hand menu in OneDrive, where you can access files and folders shared with you by others.When you arrive on your OneDrive homepage, you will get a list of your own files (or a big box encouraging you to upload something if you do not have any files there yet). To see files and folders shared with you by others you need to click on the Shared button on the left hand menu.

## Working with your Shared documents folder

If you click on the Shared button, you will see a folder called Trainee shared documents. You can click on this to see the files and folders inside. The programme will upload assignment feedback into this folder for you to view. You only have view access to this folder so you cannot change the files or add new ones.

You will see that there is also a PALS video submission folder shown here. You have edit rights on this folder so you can upload your video, as well as the Recording Submission Form.

Shortly before you undertake the SIPP, you will be added to a group folder which allows any of the trainees in your SIPP group to upload the assignment files. This will also appear in your shared area.

## Using OneDrive for storing other documents

Although this shared folder has been setup to let us share programme related files, you can use OneDrive to store any other files as you would with other cloud storage and manage who and how they are shared. The Business OneDrive account that is provided as part of your Office 365 account during your registration with the University has a 2TB capacity. Please ensure that in using any Cloud storage including OneDrive, you follow any appropriate NHS Trust Information Governance requirements and [ISS information security guidance](https://www.lancaster.ac.uk/iss/security/training/).

## The OneDrive app

The Sync button in OneDrive lets you scynhromise shared files to a local Windows computerBy installing the Windows OneDrive app you can sync files from OneDrive onto a Windows computer. By default, the app will only sync and display your files, not those shared with you. If you want to sync a shared folder, go into OneDrive, click on the Shared button and go into the folder you want to sync.

Lancaster University file explorer iconOn the command ribbon, you will see a Sync icon. Clicking this will add the folder to those synchronised onto your computer and it will appear in File Explorer underneath the Lancaster University icon.