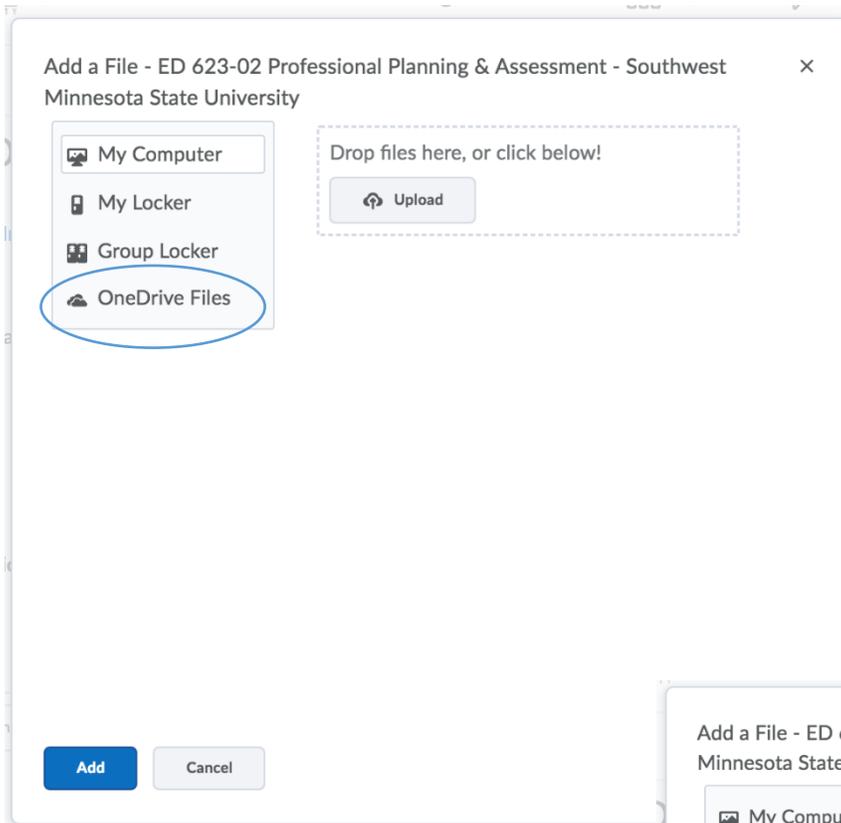
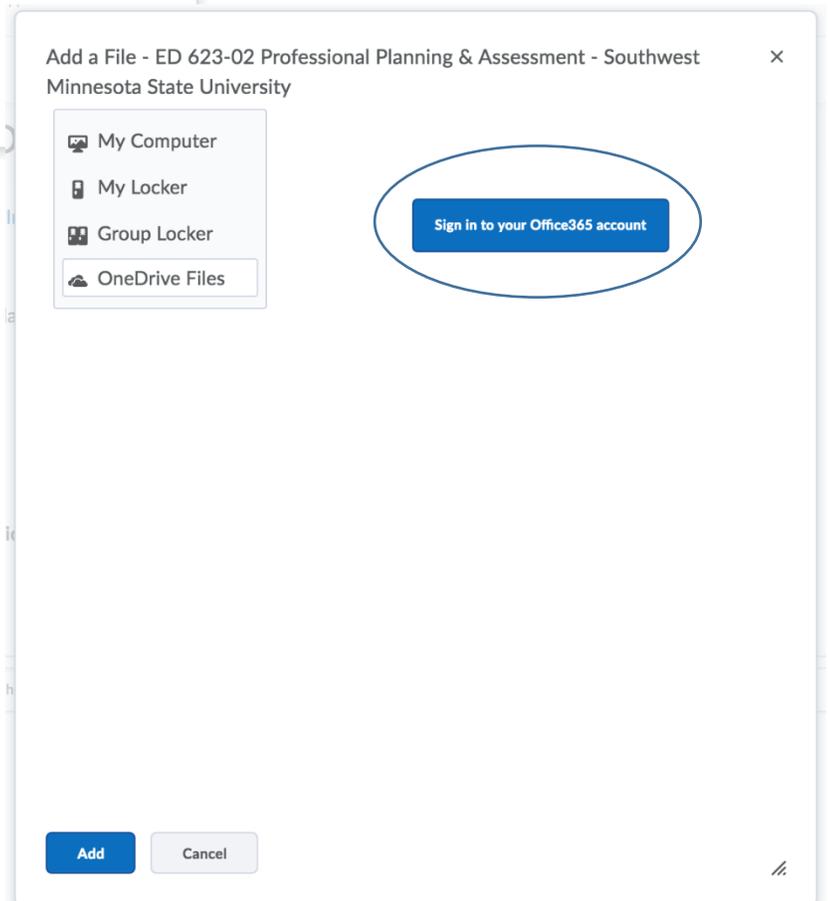


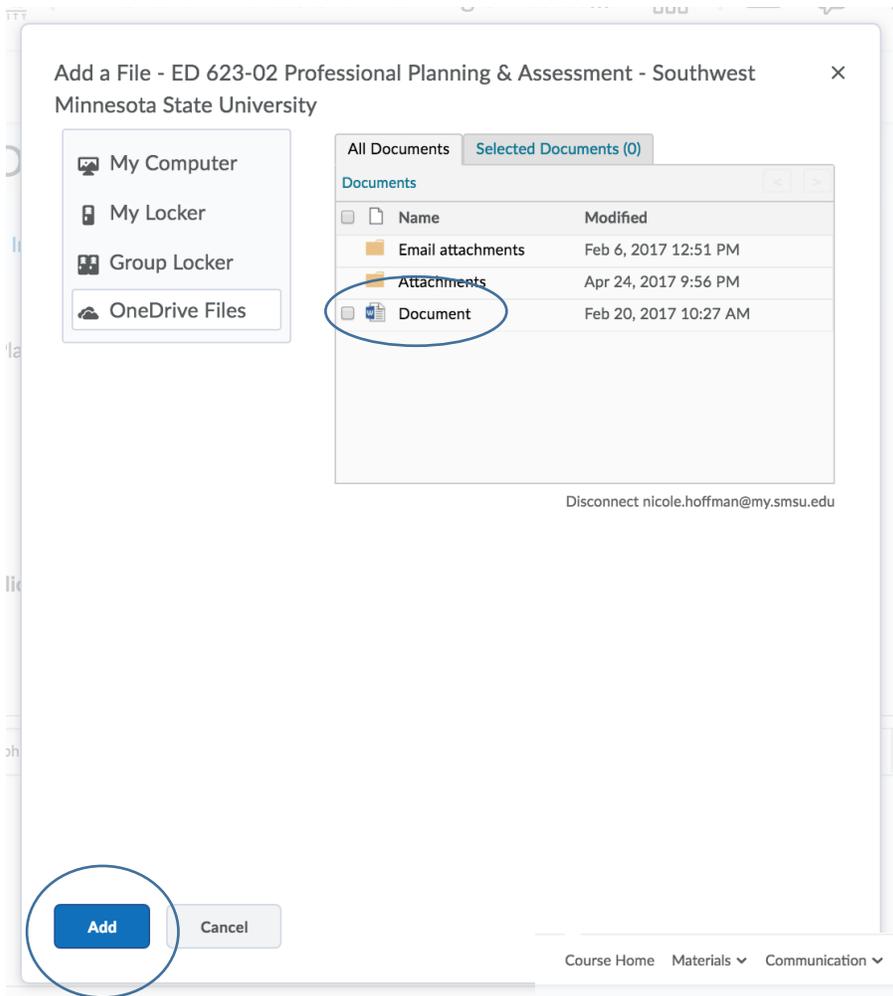
Uploading a file to the dropbox using OneDrive:



This window will appear when you choose the dropbox you would like to submit work to. It defaults to the "My Computer" option. You will need to click the "OneDrive Files" option to upload through OneDrive.

Once you select "OneDrive Files", you will see a button that asks you to sign into your Office 365 account. Click this link and follow the steps it sets forth to log into your account.





Once you have completed the login process for your Office-365 account you will see your available OneDrive documents. Remember, in order to access documents from OneDrive you must have previously saved them to OneDrive.

From here select your document and then click the blue "Add" button.

Your window will disappear and the screen will then show you that you have uploaded a document.

Check to ensure that you have uploaded the correct document. Then proceed to the "Submit" button to upload your work for grading.

You will receive a submission confirmation email after you have submitted your work. This email will be sent to your SMSU student email.

