Organising your Work in OneDrive

All students should use the following methods to organise their digital files:

Table of Contents

Basic File Management skills Requirements – Using OneDrive for web:

You need to be able to perform the following actions
– there are methods below that describe how to do perform these tasks:

1. Create a folder for each subject
2. Create new files from within OneDrive
3. Immediately saving with suitable name *eg Task 1 Essay*
4. Save course overviews & text books to the correct subject folder
5. Digital Personal Portfolio – create and use this folder to save awards, work samples, reports and resumes
6. Delete old files

Creating a folder:

- Login to your email
- Click on the app launcher at the top and choose **OneDrive**; click on **My Files**
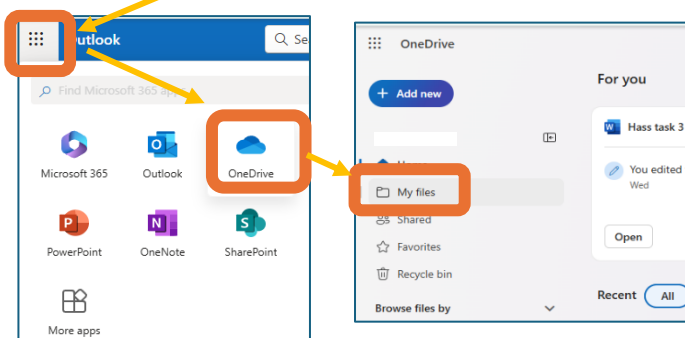
- Choose **Add New** – **Folder**
  then name it with the subject name
  eg *English and your name*– choose a colour
  if you would like - click **Create**
- Repeat this for each of your subjects
  eg HASS, Maths, Science etc
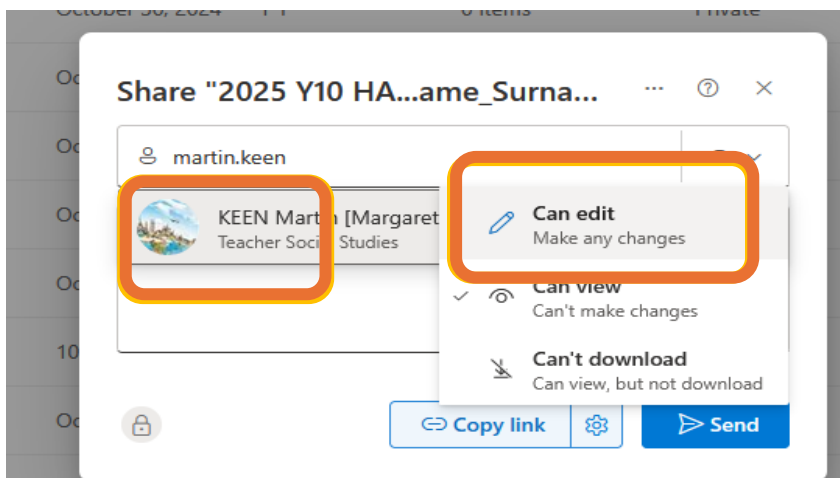 plus one for your **Digital Portfolio**
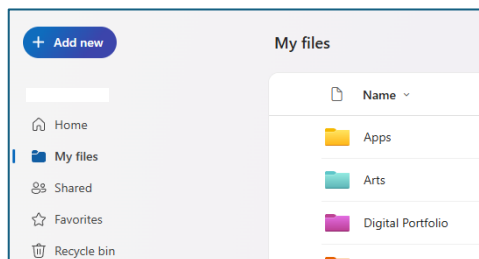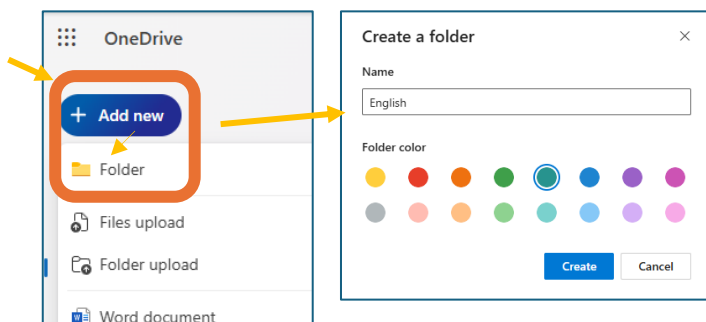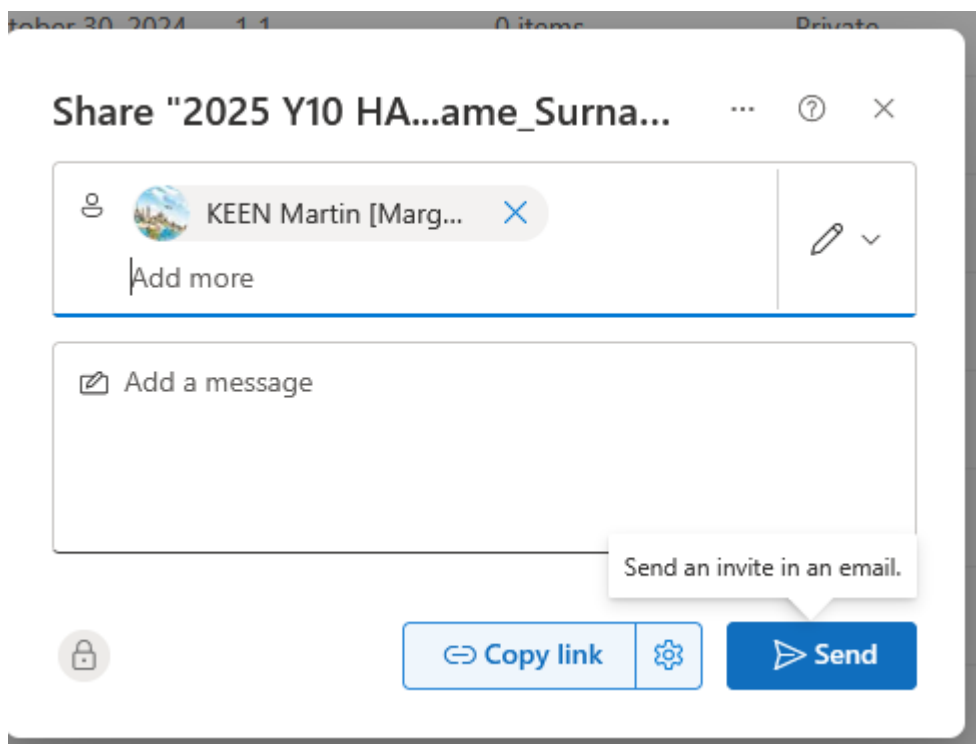
Sharing your folder with your teacher:

- Click next to the folder in **My Files** to select it and choose the arrow to share:
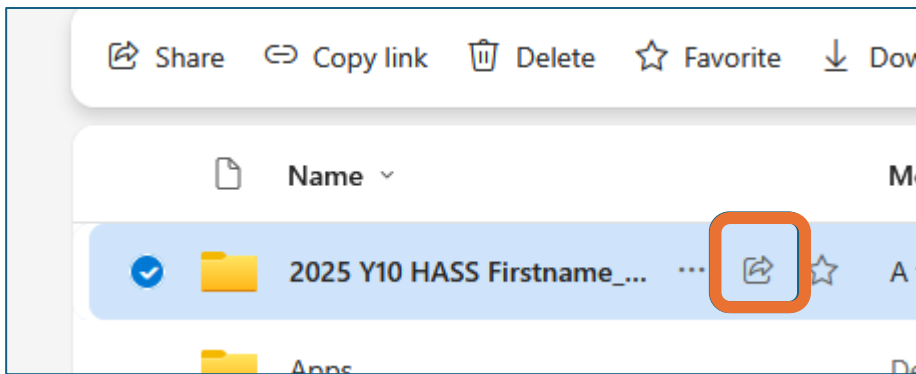
- In the name box – type the email address of your teacher eg Martin.Keen@education.wa.edu.au – and click on the eye to change to a pencil (can edit)

- Choose **Send -** Close the message box off X
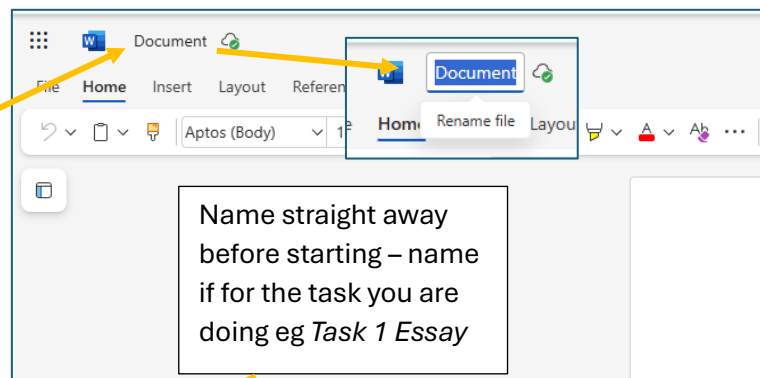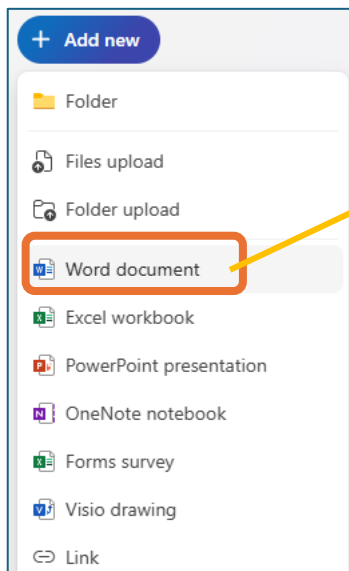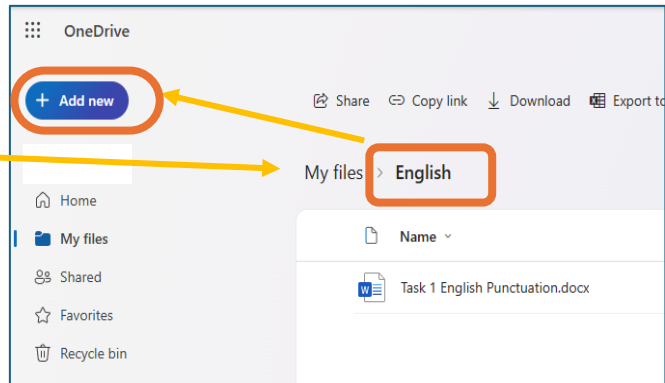
Creating and saving a file:

- Login to your email - https://outlook.office.com/mail/
- Click on the app launcher at the top and choose **OneDrive**
- Click on **My Files**
- Click on the subject folder you are creating a file for to open it eg *English*
- Choose **Add New** – **Word** or other program (**PowerPoint, Excel** etc)
- At the top left click on the document name and type in a suitable name eg Task 2 History Essay
- Now you can start your document – it will automatically save and you will not lose changes.

Name straight away before starting – name if for the task you are doing eg *Task 1 Essay*

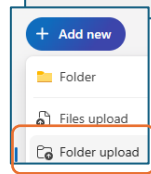Now any changes will save automatically
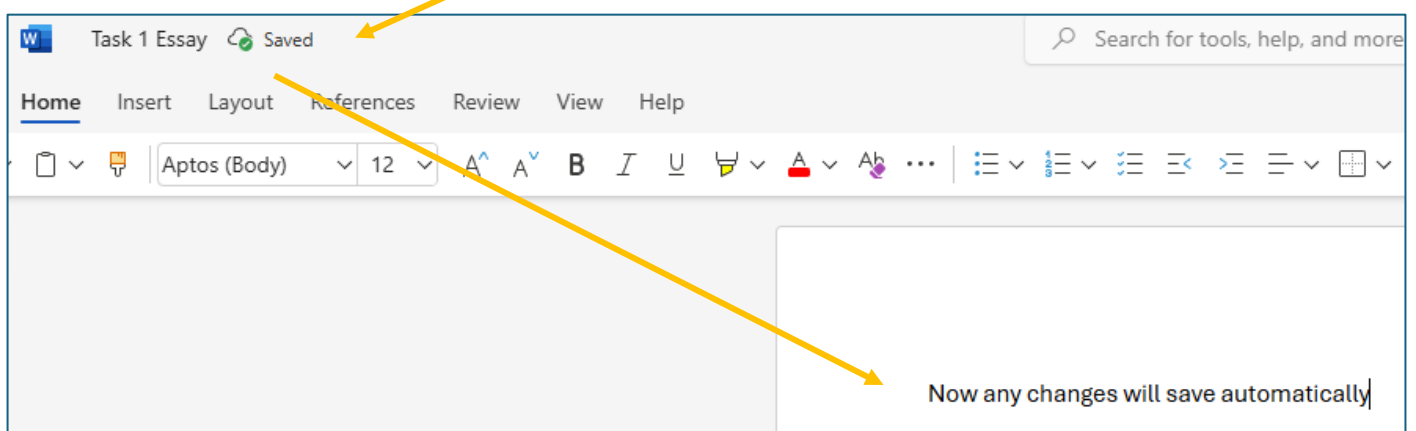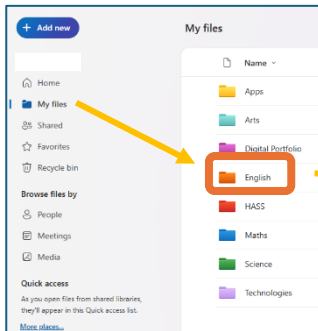
Uploading files and folders to OneDrive:

- Open OneDrive and the subject folder to upload the file into.
- Choose **Add New** and **Files Upload**
- Navigate to the file to upload, select it then choose **Open**
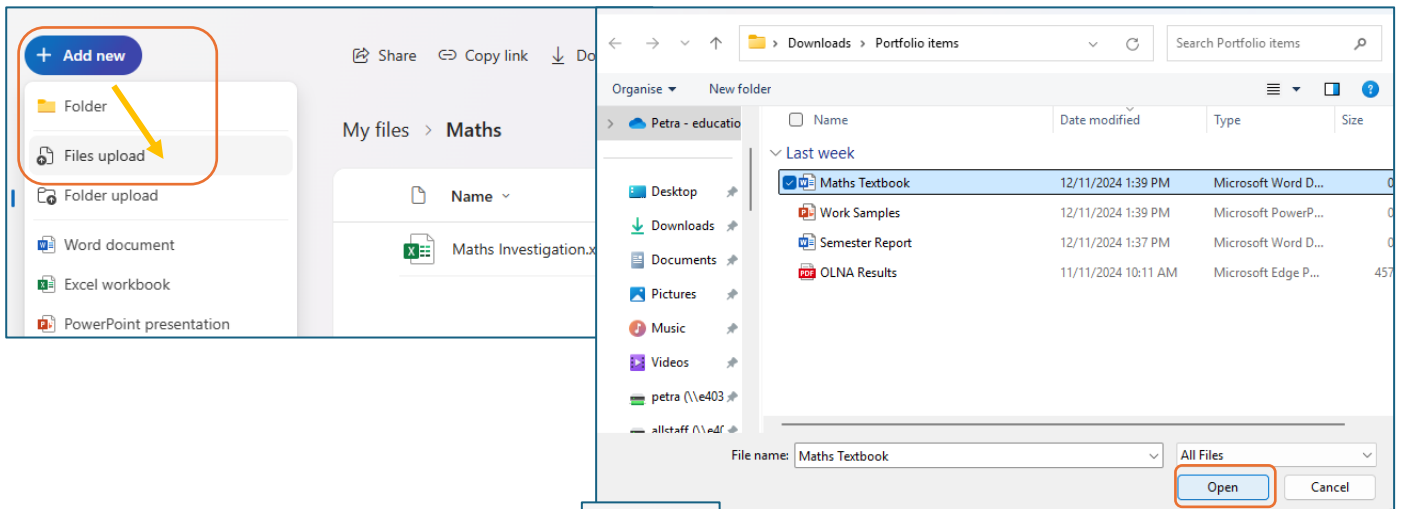
- You can upload a folder by choosing **Folder upload** instead then finder the folder to upload.

Deleting old files:

- Open the folder of the files
- Click next to old files to select and choose **Delete**