Copying Evaluations to Another Folder for Review

1) Log in to your Cal Poly Portal.
2) Under the “My Apps” select Cal Poly OneDrive.

3) The OneDrive will open and under “Shared with me” select the folder where the student evaluations are archived. You should see your department’s student evaluation archive folder listed here (e.g., BIO-Student_Eval_Archive). Keep in mind that it might not be at the top of the list so be sure to scroll through all of the folders to find it.

Folder naming convention:
**DEPT-Student_Eval_Archive**

Hints:
- You only need “can view” access to folders you plan copy (e.g., Last,First-Student_Eval_Archive)
- You need to have “can view” access to the first folder in the tree (e.g., CSM Evals or CENG Evaluations) in order to copy into a folder located inside it (e.g., BIO-Review).

Types of Access:
- Read- default for “can view”
- Contribute- “can view”
- Edit- default for “can edit”
- Design- “can edit”
- Full Control- “owner”
4) Inside the DEPT-Student_Eval_Archive, you will see Last,First-Student_Eval_Archive folders for the faculty members in this department who have been evaluated.

5) Select the Last,First-Student_Eval_Archive folder(s) you wish “To Copy” to the DEPT-Review folder. To select folders, click the checkmark to the left of the folder - the checkmark is blue for selected folders.

6) A panel pops up on the right. Verify that you have selected COPY.

7) Choose a destination.
   a. You will want to select OneDrive- Cal Poly Course Evaluations.
b. Choose the College Evaluations folder

c. Choose the College Review folder.
d. Choose the Department Review folder.

e. Either create a PRC folder or select an existing folder.

8) Once the folder you want the items to be copied into is reflected here, then click “Copy here”.
9) Once the files have been copied over you will need to navigate back to the Review folder to verify the files were copied correctly.

**Hint:** Select the College Evals folder (e.g., CSM Evals) that appears to the right of Files. This prevents you from having to start from “Shared with me”.

- Files > CSM Evals > CSM-Student_Evals > BIO-Student_Eval_Archive

- Name ↑

- 1 BIO Dept Info (January 11)

- Adams, Nikki-Student_Eval_Archive (December 20, 2016)

- Adinolfi, Jessica-Student_Eval_Archive (December 20, 2016)

Selecting CSM Evals takes you back to that folder.

- Files > CSM Evals