### 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>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., 1CSM-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:

**1COLLEGE-DEPT-Student_Eval_Archive**

**Hints:**

- You have “can edit” access to this root folder, which means you should be able to copy the Last,First-Student_Eval_Archive folders into the 1DEPT-Review folder now.

**Types of Access:**

- Read- default for “can view”
- Contribute- default for “can edit”
- Edit- “can edit”
- Design- “can edit”
- Full Control- “owner”
Inside the 1COLLEGE-DEPT-Student_Eval_Archive, you will see Last,First-Student_Eval_Archive folders for the faculty members in this department who have been evaluated. You will also see a “1DEPT Dept Info” folder (contains all of the unsorted reports from each quarter) and a “1SSM-Review” folder (the new copy location for your PRC members to view student evaluations during the review cycle).

Select the Last,First-Student_Eval_Archive folder(s) you wish “To Copy” to the 1DEPT-Review folder. To select folders, click the checkmark to the left of the folder; the checkmark is blue for selected folders.

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

Choose a destination.
   a. You will want to select OneDrive- Cal Poly Course Evaluations.
b. Choose the 1COLLEGE-DEPT-Student_Eval_Archive folder.

c. Choose the 1DEPT-Review folder.

d. Either create a new PRC folder by selecting “New Folder” or select an existing folder.

e. Once the folder you want the items to be copied into is reflected here, then click “Copy here”.
8) Once the files have been copied, you will need to select the 1DEPT-Review folder to verify the files were copied correctly.

Inside the folder you selected you should see the files you copied.

Hint: Inside of your 1DEPT-Review folder, you may want to set up a different folder for each PRC committee. This way you can assign permissions at the top level folder instead of to each Last,First-Student_Eval_Archive folder- this will make it easier for you to “Stop Sharing” at the end.

Example PRC Folders:

- 12.3 PT Lecturers
- FT, AY Lecturers
- Lecturer Range Elevation
- Periodic Review
- Periodic Review 3rd Year Tenured Associate Professors
- Post Tenure
- PT Lecturer
- Teaching Associates
- Third Year Cumulative