<table>
<thead>
<tr>
<th>Instruction</th>
<th>Screenshot/Details</th>
</tr>
</thead>
</table>
| **1)** Log in to your Cal Poly Portal.  
**2)** Under the “My Apps” select **Cal Poly OneDrive**. | ![My Portal](image1.png)  
*My Apps*

- **PASS (Plan a Student Schedule)**
- **Email & Calendar**
- **Cal Poly OneDrive**

![OneDrive](image2.png)  
*My Apps*

- **Directory Information**
- **Simple Search**

**My Apps**

- **PASS (Plan a Student Schedule)**
- **Email & Calendar**
- **Cal Poly OneDrive**

*Directory Information*

- **Search this directory for Cal Poly student, faculty, or staff**

**Simple Search**

- **Switch to Advanced Search**

**Office 365 | OneDrive**

- **Search everything**
- **Shared with me**
- **Shared by me**

**My Apps**

- **Directory Information**
- **Simple Search**

**Office 365 | OneDrive**

- **Search everything**
- **Shared with me**
- **Shared by me**

**My Apps**

- **Directory Information**
- **Simple Search**

**Office 365 | OneDrive**

- **Search everything**
- **Shared with me**
- **Shared by me**

*OneDrive*

- **Search and filter**
- **Files**
- **Recent**

**OneDrive**

- **Search and filter**
- **Files**
- **Recent**

**OneDrive**

- **Search and filter**
- **Files**
- **Recent**

**OneDrive**

- **Search and filter**
- **Files**
- **Recent**

- **Department folder naming convention:**

  **DEPT-Student_Eval_Archive**

**3)** The OneDrive will open and under “Shared” and “Shared with me” you should see your department’s student evaluation archive folder listed.  

**Hint:** If you do not have access, please contact your Dean’s Office. They are responsible for managing access for the departments in their college.  

**4)** Open your department’s folder by clicking on the name.
5) Inside the department folder you will find a folder for each instructor.

Instructor folders naming convention: **Last, First-Student_Eval_Archive**

6) Please give each instructor access to their folder by clicking **Shared** next to their folder.

- **DO** give access to the main instructor folder (**Last, First-Student_Eval_Archive**). By giving the instructor access to their main folder, any evaluation results added for future quarters will be available to them immediately without you having to do anything.
- **DO NOT** give access to the individual quarter folders within their main instructor folder. If you added access to the quarter folders instead, then you would have to repeatedly add permissions for the same instructors each quarter.

7) A panel comes up to the right. In that panel, select this icon **.**
8) Then this sharing window will pop up and you will be able to share the folder with the instructor by following the directions below.

   a) Select “Invite people” on the left. 
      Hint: Be sure NOT to select “Get a link”.
   b) Type the instructor’s Cal Poly email address into the box.
   c) Select “Can view” from the drop down. This means they cannot add or delete documents from the folder.
   d) You may also add a message that will be emailed to the instructor when they are notified that they have gained access to this folder.
   e) Keep the box marked “Share everything in this folder, even items with unique permissions” checked.
   f) Optional: Keep the box marked “Send an email invitation” checked because this sends an email notification containing the information you typed above to the instructor.
   g) When finished select Share.

9) This is an example of the email notification.

   Note: If you make a mistake, contact your Dean’s office or Academic Personnel for assistance.
1) Open your department folder.

2) Sort the instructor folders by the **Modified** column. To do so, click Modified, which appear above the list of instructor folders.

3) The instructor folders that have a modified date that is fairly **RECENT** (not from the end of last quarter) are the folders which need your attention.

**Note:** If it is an instructor’s first time being evaluated using online evaluations, then their instructor folder will be brand new. This means that the instructor folder was recently created and added to the OneDrive by Academic Personnel. Now you are responsible for giving the instructor access to their Last, First - **Student_Eval_Archive** folder.