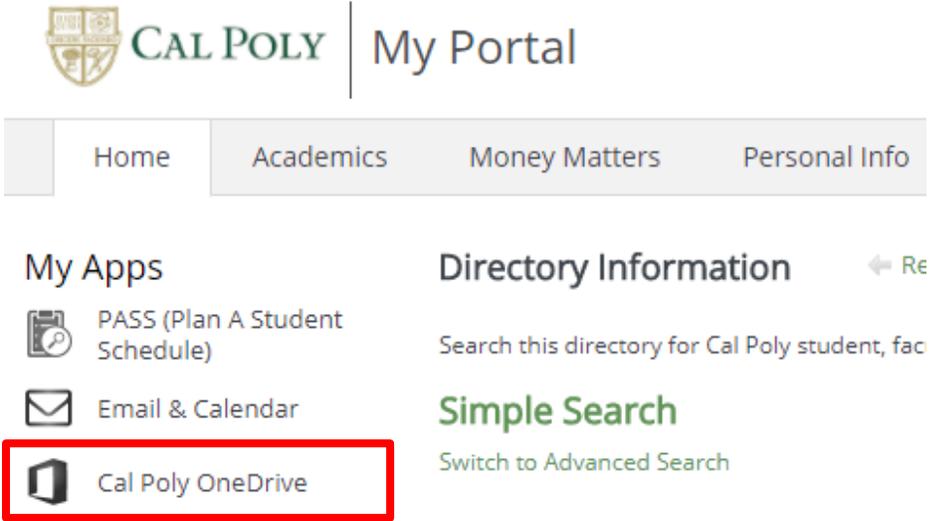
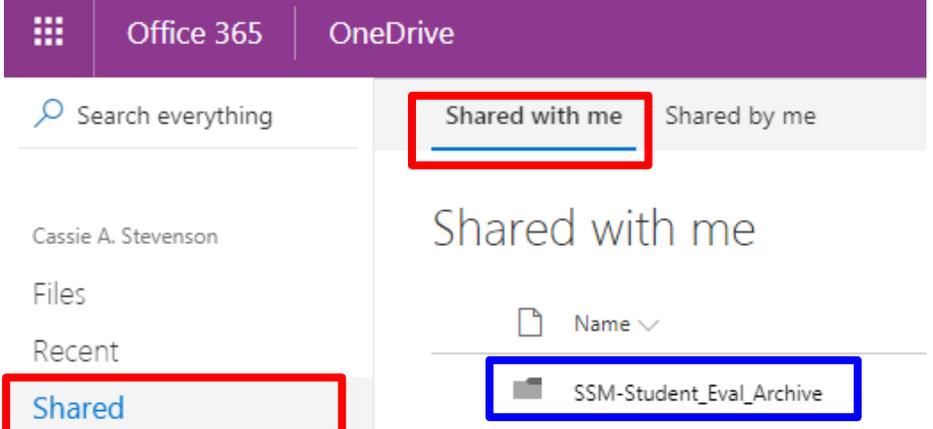


Giving Instructors Access to OneDrive

Instruction	Screenshot/Details
<p>1) Log in to your Cal Poly Portal.</p> <p>2) Under the “My Apps” select Cal Poly OneDrive.</p>	 <p>The screenshot shows the Cal Poly My Portal interface. At the top, there is a navigation bar with 'Home', 'Academics', 'Money Matters', and 'Personal Info'. Below this, the 'My Apps' section is displayed, listing 'PASS (Plan A Student Schedule)', 'Email & Calendar', and 'Cal Poly OneDrive'. The 'Cal Poly OneDrive' app is highlighted with a red rectangular box. To the right, there is a 'Directory Information' section with a search bar and a 'Simple Search' option.</p>
<p>3) The OneDrive will open and under “Shared” and “Shared with me” you should see your department’s student evaluation archive folder listed.</p> <p>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.</p> <p>4) Open your department’s folder by clicking on the name.</p> <p>Department folder naming convention: DEPT-Student_Eval_Archive</p>	 <p>The screenshot shows the OneDrive interface within the Office 365 environment. The top navigation bar includes 'Office 365' and 'OneDrive'. Below this, there is a search bar and a navigation menu with 'Shared with me' and 'Shared by me'. The 'Shared with me' tab is highlighted with a red rectangular box. Below the navigation, the 'Shared' section is highlighted with a red rectangular box. In the main content area, a folder named 'SSM-Student_Eval_Archive' is listed and highlighted with a blue rectangular box.</p>

5) Inside the department folder you will find a folder for each instructor.

Instructor folders naming convention:
Last, First-Student_Eval_Archive

Files > CSM Evals > CSM-Student_Ev... > SSM-Student_Eval_Archive

✓	↑ Name	Modified	Modified By	File Size	Sharing
	1 SSM Dept Info	5 days ago	Cal Poly Course...		Shared
	Bridgeford, Kristin-Student_Eval_A...	6 days ago	Cal Poly Course...		Shared
	Buck-Moyer, David-Student_Eval_...	6 days ago	Cal Poly Course...		Shared
	Bush, Seth-Student_Eval_Archive	6 days ago	Cal Poly Course...		Shared
	Eickemeyer, James-Student_Eval_A...	6 days ago	Cal Poly Course...		Shared
	Elfrink, Terry-Student_Eval_Archive	6 days ago	Cal Poly Course...		Shared

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

Files > CSM Evals > CSM-Student_Ev... > SSM-Student_Eval_Archive

✓	↑ Name	Modified	Modified By	File Size	Sharing
	1 SSM Dept Info	5 days ago	Cal Poly Course...		Shared
	Bridgeford, Kristin-Student_Eval_A...	6 days ago	Cal Poly Course...		Shared
	Buck-Moyer, David-Student_Eval_...	6 days ago	Cal Poly Course...		Shared
	Bush, Seth-Student_Eval_Archive	6 days ago	Cal Poly Course...		Shared

- 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 .

Files > CSM Evals > CSM-Student_Ev... > SSM-Student

✓	↑ Name	Modified
	1 SSM Dept Info	5 days ago
✓	Bridgeford, Kristin-Student_Eval_A...	6 days ago
	Buck-Moyer, David-Student_Eval_...	6 days ago
	Bush, Seth-Student_Eval_Archive	6 days ago
	Eickemeyer, James-Student_Eval_A...	6 days ago

 Bridgeford, Kristin-Student...
6 days ago

Has Access



[Change permissions](#)

Recent Activity

- 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.

Share 'Stevenson, Cassie-Student_Eval_Archive'

Shared with Giancarlo G. Fiorenza, Debra L. Valencia-Laver, Douglas L. Epperson, and 2 more

a) **Invite people**

Get a link

Shared with

b) Cassie A. Stevenson

c) Can view

d) Please follow the link to access your Fall 2016 student evaluations.

e) Share everything in this folder, even items with unique permissions.

f) Send an email invitation

g) **Share**

- 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.

From: Cal Poly Course Evaluations <no-reply@sharepointonline.com>
Sent: Monday, December 19, 2016 4:54 PM
To: Cassie A. Stevenson
Cc: Cal Poly Course Evaluations
Subject: Cal Poly Course Evaluations has shared 'Stevenson, Cassie-Student_Eval_Archive'

Please follow the link to access your Fall 2016 student evaluations.

Go to [Stevenson, Cassie-Student_Eval_Archive](#)

Get the OneDrive mobile app! Available for

How to Determine Which Instructors Need OneDrive Access

- 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.

Files > CSM Evals > CSM-Student_Ev... > BIC

✓	Name	↓ Modified
	Tomanek, Lars-Student_Eval_Archi...	6 days ago
	Uyeoka, Alycia-Student_Eval_Archi...	6 days ago
	Knight, Charles-Student_Eval_Arch...	6 days ago
	Farrier-Nolan, Meghan-Student_Ev...	6 days ago
	Grossenbacher, Dena-Student_Eva...	6 days ago
	Hose, Jo Ellen-Student_Eval_Archive	6 days ago
	Bergen, Anne Marie-Student_Eval_...	6 days ago
	1 BIO Dept Info	January 11
	Winstead, Candace-Student_Eval_...	December 20, 2...
	Yep-Rodriguez, Alejandra-Student...	December 20, 2...
	Yeung, Marie-Student_Eval_Archive	December 20, 2...
	Yost, Jenn-Student_Eval_Archive	December 20, 2...
	Needles, Lisa-Student_Eval_Archive	December 20, 2...