

OneDrive and Email Submissions of Assessed Work

This helpsheet will guide you through the process of submitting your assessed work via OneDrive and emailing a link to your school.

1. Save your file with an appropriate filename; we recommend [Module code]+[student ID]+filename.. e.g. 'ABC1234M-1920 012345678 TCAsubmission'

🚾 Save As				×	013 - Larg
$\leftarrow \rightarrow \checkmark \uparrow \blacksquare$	This PC > Desktop	v ©	Search Desktop	م	
Organize • New	folder			- ?	
Ihis PC	^ Name	^	Date m	nodified	Т
🧊 3D Objects		No items match	vour search.		
📃 Desktop			,		nission wit
🖆 Documents					
🖊 Downloads					
👌 Music					
🔤 Pictures	~ <		_	,	
			_		
	ABC1234M-1920_012345678_T	CAsubmission'		~	
Save as type: V	Vord Document			~	
Autnors:	Kerry Pinny	lags: Add	a a tag		
Γ	Save Thumbnail				desktop
 Hide Folders 		Tools 🔻	Save	Cancel	e Templa
Close	Browse] Downloads	

2. Navigate to 365.lincoln.ac.uk and sign in with your University credentials.



3. Click on 'OneDrive' from the list of apps

Good afte	ernoon									
Start new	Outlook	OneDrive	Word	Excel	PowerPoint	OneNote	SharePoint	T eams	Class Notebook	sway
Forms	Delve	→ All apps							NOTEDOOK	

Digital Education Team | email digitaleducation@lincoln.ac.uk





4. Click 'Upload' and then 'Files' and select your TCA submission document

iii OneDrive		
\mathcal{P} Search everything	$+$ New \vee	Upload \checkmark \bigcirc Sync \checkmark Flow \checkmark
Ben Atkinson-Foster	C	Files
🗀 My files	Files	Folder
🕚 Recent		

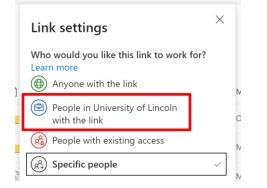
5. Once upload is complete open the document to check that the correct version is uploaded.

And	Q Q	ments ABC1234M-1920_012345678_TCAsubmission - Saved
		rrences Review View Help Open in Desktop App 🖓 Tell me what you want to do 🖉 Editing 🗸
	C ↓= So	rt → A [*] A [*] B I U ∠ ~ A ~ A ₀ ···· ⊟ ~ ⊟ ~ ⊡ ⊡ ≡ ⇒ A/ Styles ~ Ω Find ~ B Di
Uploaded 1 item to Docur Share Lin	_	Lorem ipsum dolor sit amet, consectetur adipiscing elit. Proin ex metus, aliquam at sodales eget, accumsan vitae velit. Quisque odio dui, facilisis vitae magna sed, blandit pharetra justo. Eliam ante totro, portitor at vestibulum eget, condimenium vitae est. Ut nec enim soelerisque justo auctor ornare vitae eget massa. In condimenium nich eget risus pellentesque, eu consequat aspien dictum. In volupat est sed eli utimacoper, soelerisque auctor dima sagitis. Ut risus sapien, varius ut sem vel, soelerisque auctor metus. Aliquam erat volupat. Etime di ocorare peop. Buenetto accumente. Ibito qui totta cettami lindo magea aliquet
Sharing	Activity	Etiam ut congue magna. Phasellus accumsan, libero quis luctus pretium, ligula massa alluet lacus, se de hadretir acru o jusmi qui sinis. Sed tellus dui, diamorper a consequat vel, malesuada a eros. Phasellus rutrum ante tortor, laorest suscipit odio consectetur eget. Aliquam posuere, turpis nec elementum accumsan, risus sapien convalis eros, se ut fermettum dolor sem vitae libero. Phasellus vulputate rutrum metus et pellentesque. Fusoe tristique odio a cnis auctor fanihus. Vuoamis malesuarda manan pollentencium embi ravida vitae

6. In OneDrive, click on the ellipses (three dots) next to the file and click 'Share'.

⊘		⁴ ABC1234M-1920_012345678_T	Ê	:	Open		> _{in}	Α
	W				Preview		'n	Α
					Share			
		Ben @ University of Lincoln			Copy link		in i	
					Manage		'n	Α

7. Click on the share setting 'People you specify can view' and change this option to 'People in the University of Lincoln with the link'. Do not tick the 'allow editing box' and make sure that you do not have the 'Block download' option selected, then click 'Apply'.



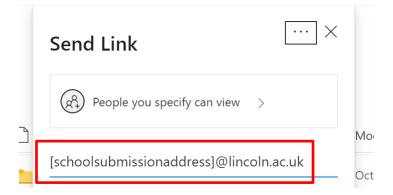
Digital Education Team | email digitaleducation@lincoln.ac.uk

60)

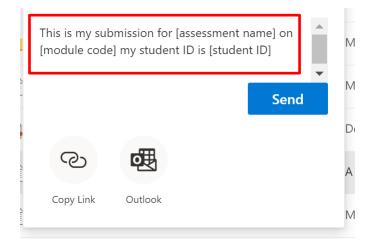
۲



8. In the field; 'Enter a name or email address' enter your School's submission inbox.



9. Add a message if you wish. This is recommended and we suggest you follow this approach: *This is my submission for [assessment name] on [module code] my student ID is [student ID].*



10. Click 'Send'



11. You will receive an automatic reply from the School Submissions email confirming your submission.

NOTE: Changes post submission are recorded and students should NOT access the file once submitted.

