

ONEDRIVE APP STEP-BY-STEP TUTORIAL

1. Install the OneDrive App

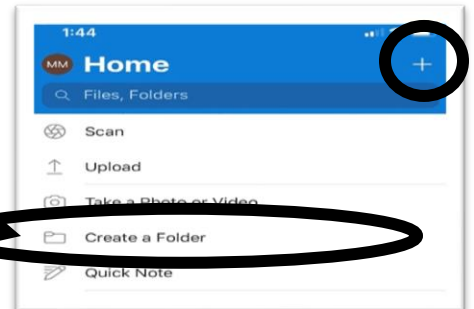


2. Log in to the app.

1. **Username:** School Email (first name+ ID Number @students.oths.us)
2. **Password:** Whatever you set it as (same as Chromebook log in, email password, etc.)

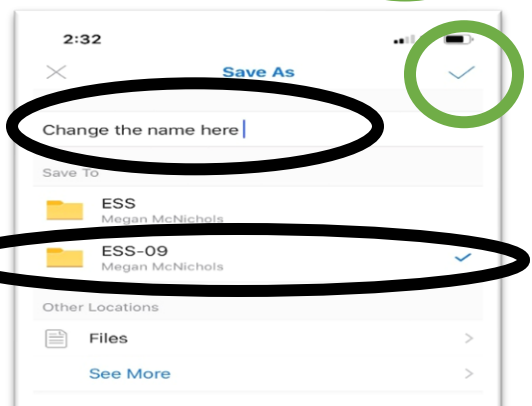
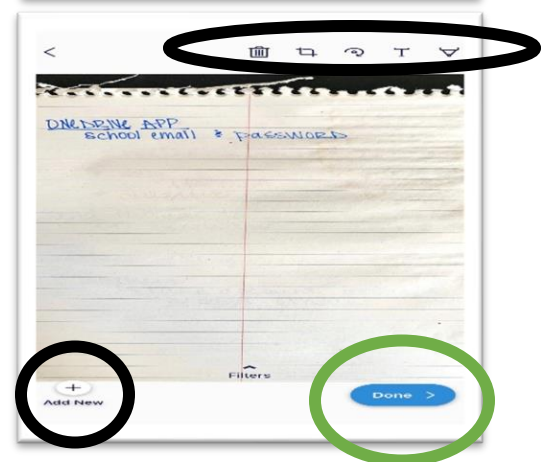
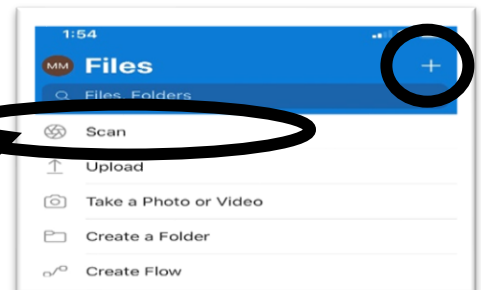
3. Create a folder for each class (if you haven't already)

1. Select the + in the top right corner
2. Select "Create Folder"
3. Repeat for all classes (No Advisory)



4. Adding/Scanning a document directly to your folder.

1. Open OneDrive App
2. Select **Files** at the bottom
3. Select the correct course folder
4. Select the + in the top right corner
5. Choose **Scan**
 - Allow your camera to be accessed
 - Take a picture of the document
 - You can rotate/ edit document if needed by accessing the features at the top.
 - To add more pages, select "Add new" at the bottom
 - Done? Click blue button
 - Change the name to match the assignment
 - Make sure the correct folder is selected
 - Click check mark at top to save



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5. Uploading from OneDrive App to Blackboard App
 - a. Complete steps 1-4 to get document into your OneDrive
 - b. Open Blackboard App
 - i. Find turn in location for assignment
 - ii. Click "Add Content"
 - iii.