ATTENTION SOPHOMORES AND JUNIORS!

During scheduled selection dates, please make sure to bring the following to the library:

1.COURSE SELECTION
2.LAPTOP

Device exchanges will take place after you turn in your course selection.

COURSE SELECTION DATES:

JUNIORS: JANUARY 14TH
SOPHOMORES: JAUNUARY 15TH

Be prepared and bring your items on the scheduled day!

SEE YOU IN THE LIBRARY!

TRACY UNIFIED SCHOOL DISTRICT

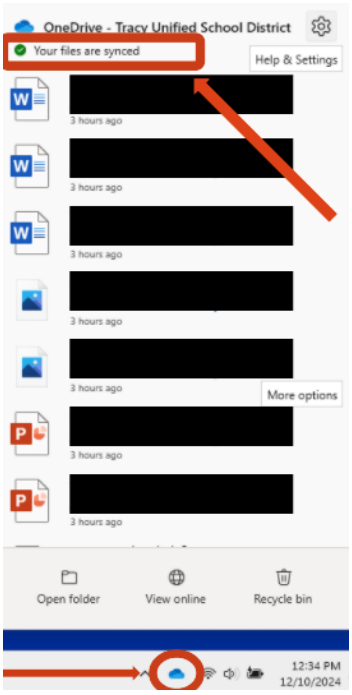
Technology ISET Department

One Drive Student Guide

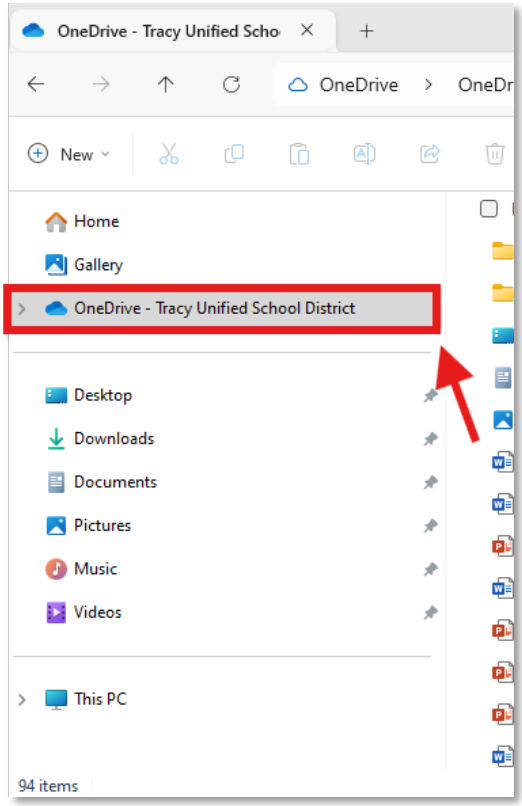
<u>OneDrive check if connected and folder location</u>:

1. **Locate the Cloud Icon:**
   - Sign in to your laptop.
   - Look at the bottom-right corner of the screen in the system tray.
   - Find the cloud icon.

2. **Check OneDrive Sync Status:**
   - Click the cloud icon.
   - In the pop-up window, ensure it says, **'Your files are synced.'**
   - If you see this message, your OneDrive is signed in and syncing correctly.



3. **Verify Important Files:**
   - Open the **File Explorer** by selecting the icon on the taskbar.
   - Check for the OneDrive folder on the left panel.
   - The folder should display as *"*Student Name – Tracy Unified School District."*
   - If the folder name is incorrect, proceed to the troubleshooting section.

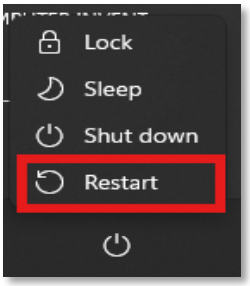


Troubleshooting:

Important!! Before proceeding please first restart your laptop.

Step 1: Restart Your Laptop

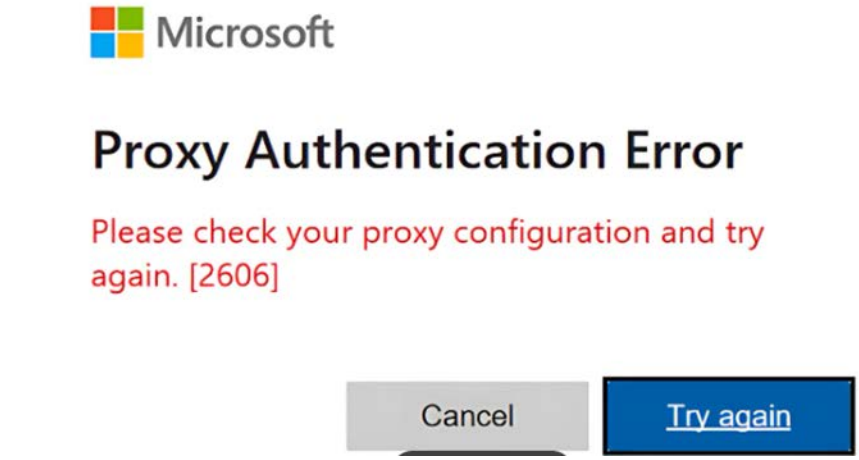
- Restarting resolves many issues.
- After restarting, wait a few minutes for the system to load.
- Recheck if the problem persists.



Step 2: Resolve Common Errors

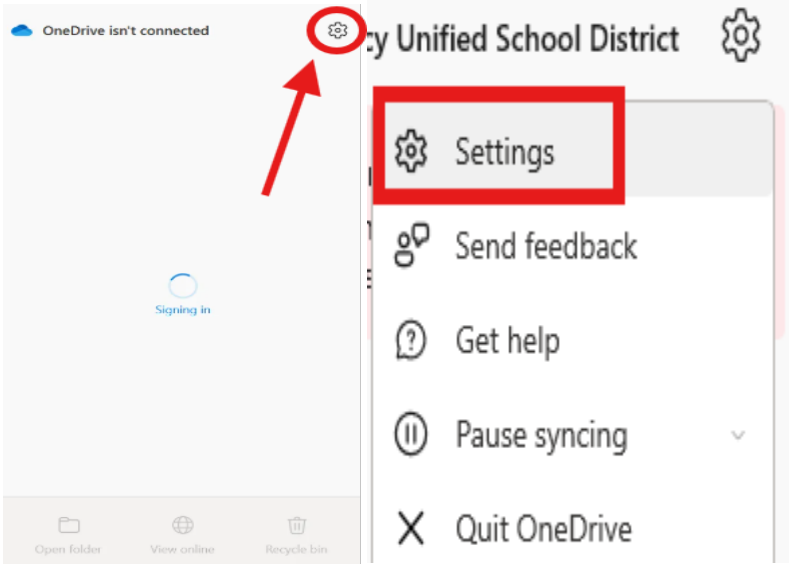
a. Proxy Error

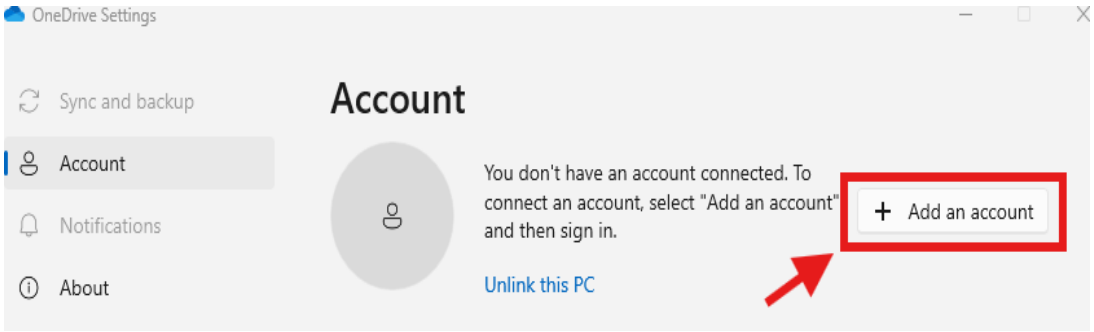
- Restart your laptop.
- Check if OneDrive automatically logs in.
- If not, proceed to Step b.

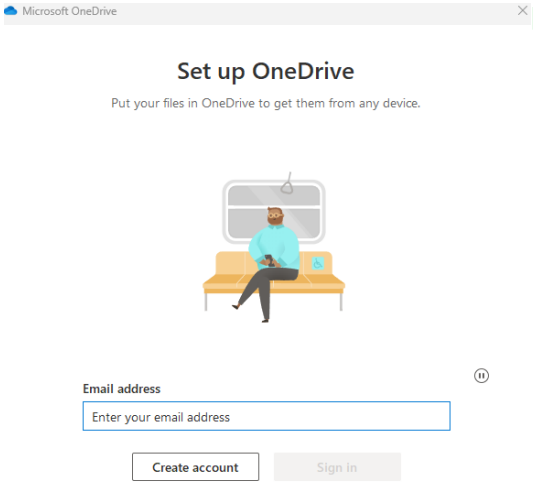


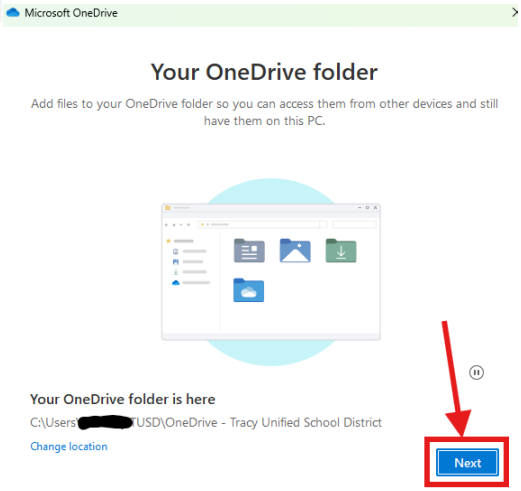
b. OneDrive Sign-In Loop Error

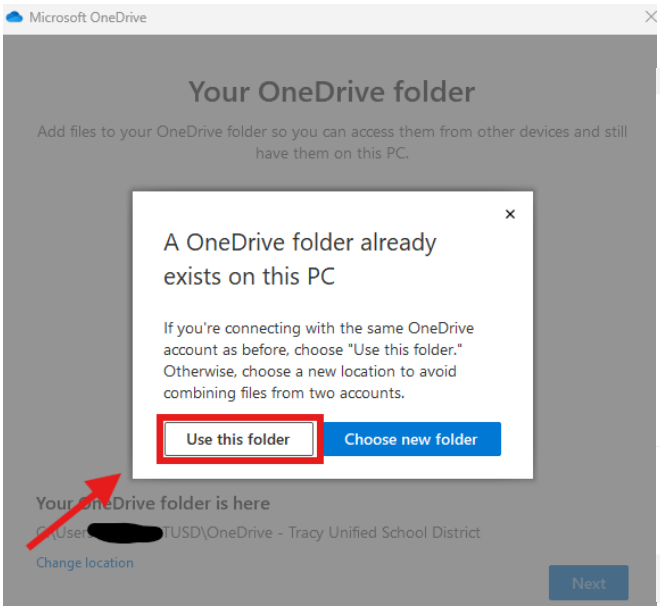
1. Restart your laptop.
2. If the issue persists:
    - Click the gear icon in the top-right corner of the OneDrive window.
    - Select **Settings** > **Add an account**.
    - When prompted, enter your student email: **StudentID@student.tusd.net**
    - Click Sign in and then **Next**.
    - If prompted with "**A OneDrive folder already exists on this PC**," click **Use this folder**.
    - Select **Next** through the remaining prompts to complete the setup.

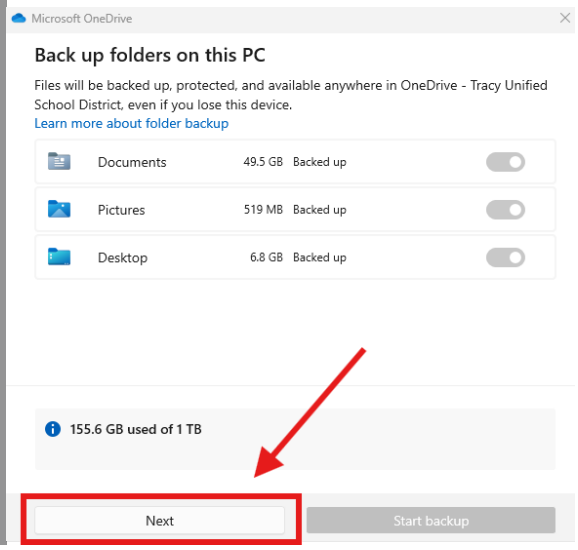








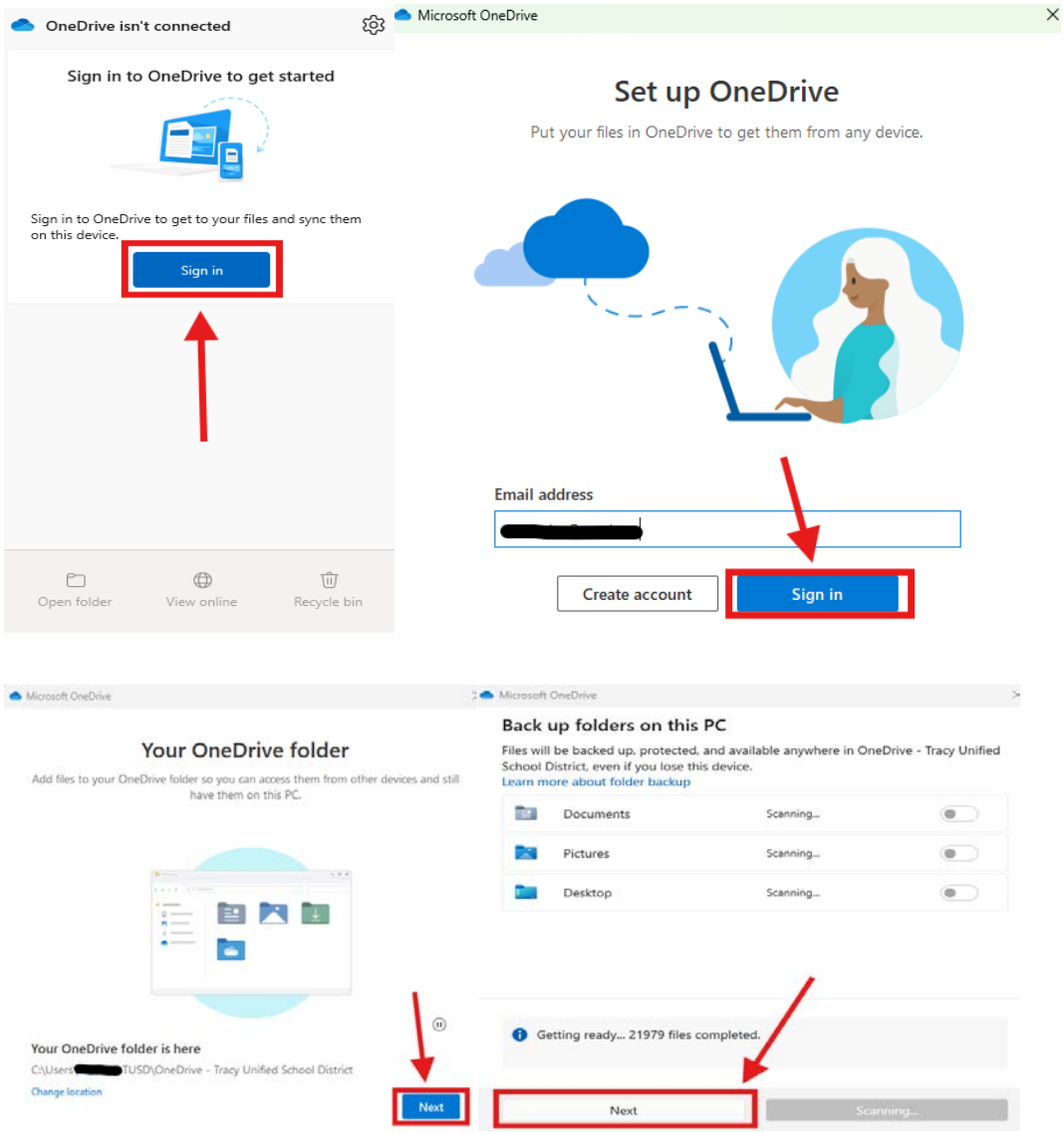




You can exit the window after the folder is selected. Your OneDrive should now be syncing

c. Not Signed in Error or

- If you see a crossed-out OneDrive icon, it means you are not signed in.
- Click the icon and select **Sign in** in the pop-up window.
- Enter your student email address and click **Sign In.**
- Click **Next** through the setup prompts.
- Once completed, your OneDrive should be connected



You can now close the window you should be connected to your OneDrive.

Need Additional Assistance?

For further support, visit the **Triangle Room** in your school. The Technology ISET team is ready to help!