

# OneDrive in Canvas for Students

2108 Laurie Sherrod April 19, 2023 [Office 365](#)

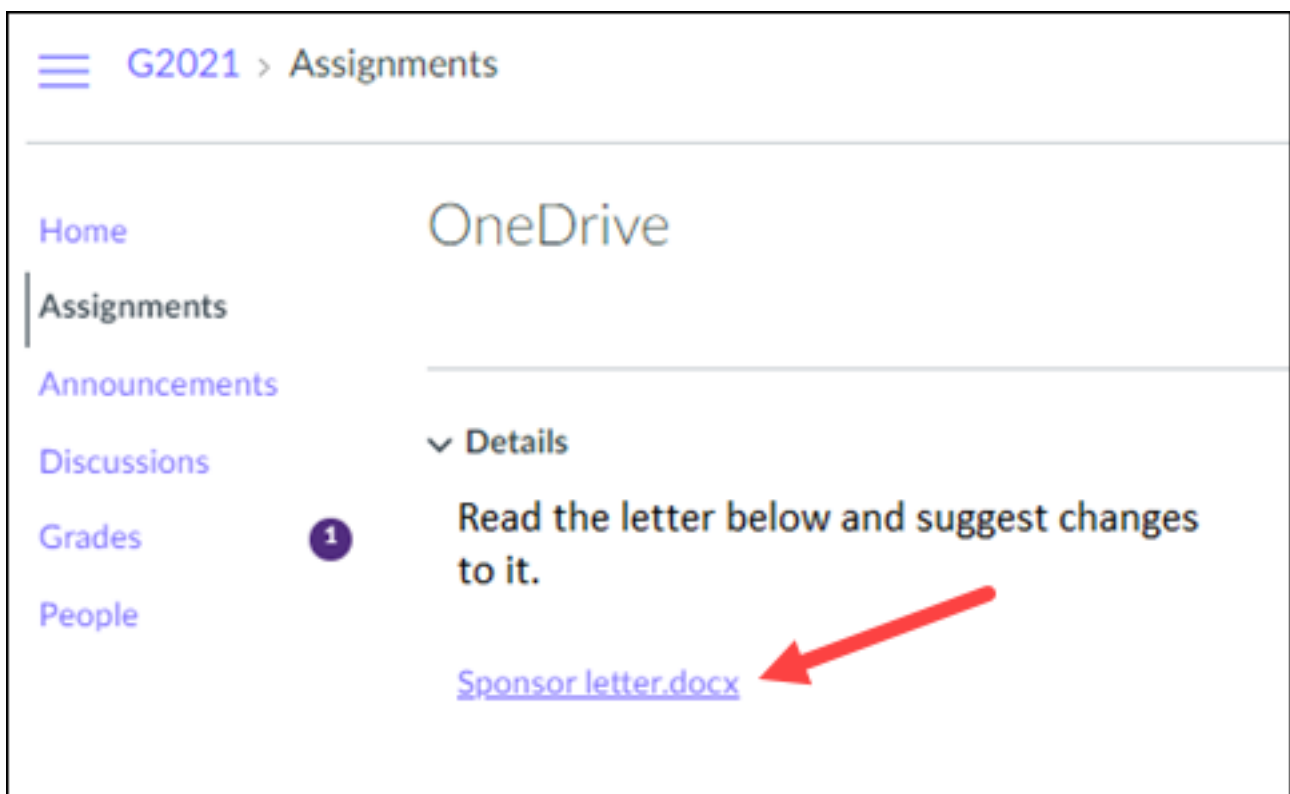
Students may need to view or turn in Canvas files in Clemson Microsoft OneDrive. This article will cover:

- Viewing your Instructor's OneDrive file for the first time
- OneDrive File Sharing Settings
- Uploading your OneDrive document into Canvas

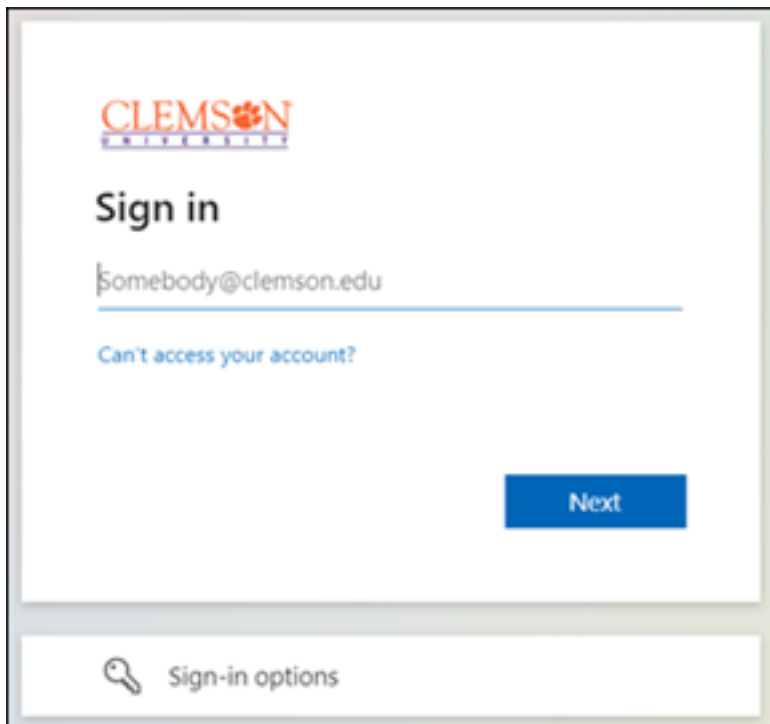
## VIEWING YOUR INSTRUCTOR'S ONEDRIVE FILE FOR THE FIRST TIME

The first time your instructor shares a OneDrive file with you, you may need to log in to your OneDrive to see the file.

Here is a sample of a file you might see in Canvas. Click on it to open it in OneDrive.



If you are already logged in to Clemson OneDrive, the file will open. If you have not or are not logged in to OneDrive, it may ask you to log in. Put in your username @clemson.edu (no "g"). Click **Next**.

A screenshot of the Clemson University sign-in page. At the top left is the Clemson University logo. Below it, the text "Sign in" is displayed. A text input field contains the placeholder text "Somebody@clemson.edu". Below the input field is a link that says "Can't access your account?". At the bottom right is a blue button labeled "Next". At the bottom left is a magnifying glass icon followed by the text "Sign-in options".


**CLEMSON**  
UNIVERSITY

**Sign in**

Somebody@clemson.edu

[Can't access your account?](#)

**Next**

 Sign-in options

Once you click **Next**, you will see a second sign in screen with your username@clemson.edu. Fill in your **Password**. And click **Sign in**.

A screenshot of the second sign-in screen for Clemson University. On the left is a vertical orange bar with a geometric pattern. To the right is the Clemson University logo. Below the logo is the text "Sign in with your organizational account". There are two input fields: the first contains a greyed-out username followed by "@clemson.edu", and the second is labeled "Password". At the bottom is a blue button labeled "Sign in".

**CLEMSON**  
UNIVERSITY

Sign in with your organizational account

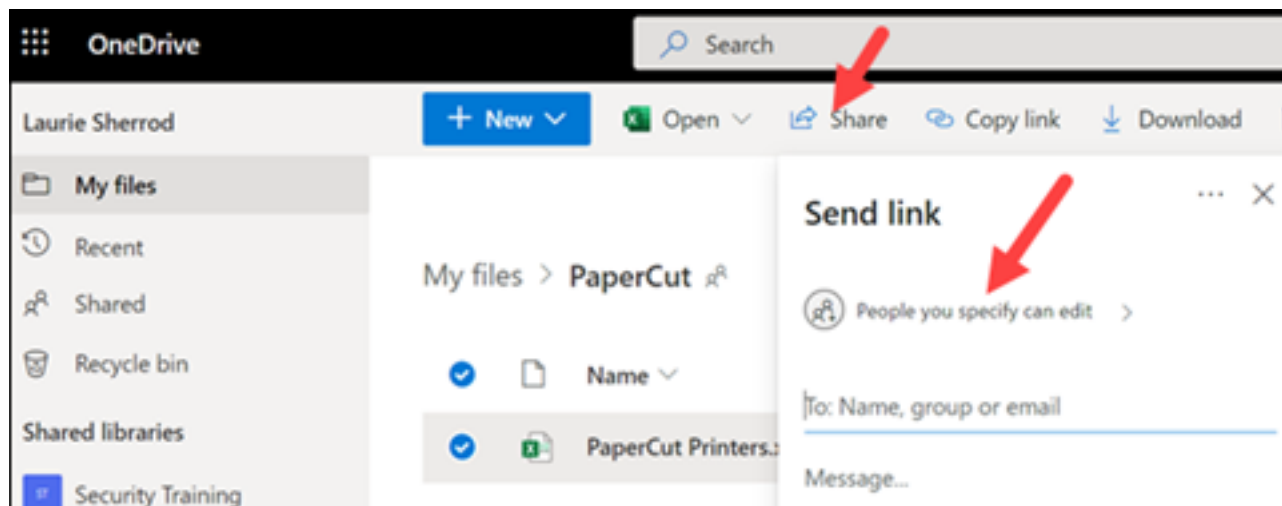
**Sign in**

Now you should see the file.

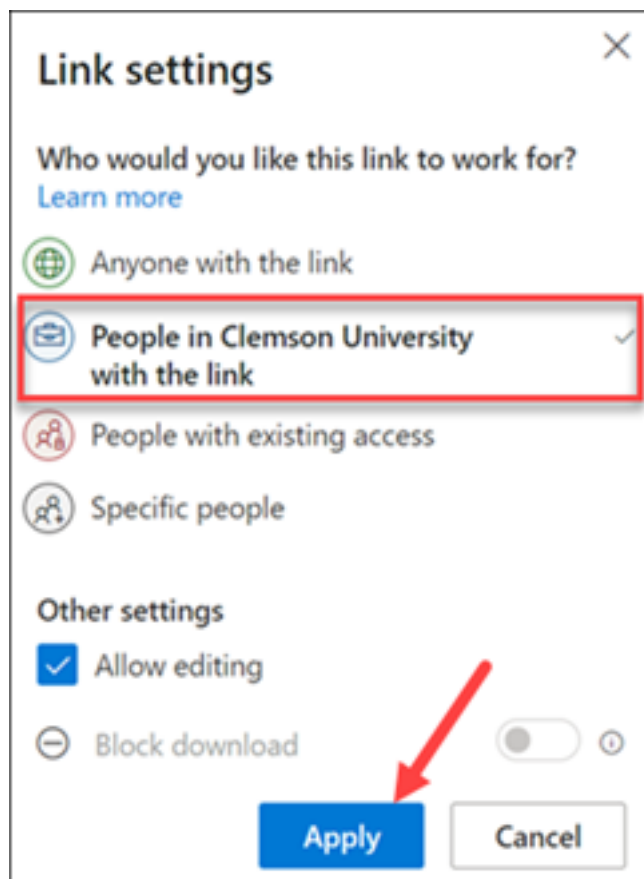
## **HOW TO SET THE SHARE OPTION IN ONEDRIVE FOR A FILE YOU NEED TO UPLOAD IN CANVAS**

Log in to your [OneDrive](#).

Navigate to the file you want to turn in as a Canvas Assignment. Click beside it to **select it**. Click on **Share**. Click on **People you specify can edit**.



Now click on **People in Clemson University with the link**. And click **Apply**. (This is the recommended option. But it is not the only option. [You may click here for an article on the other options](#).)

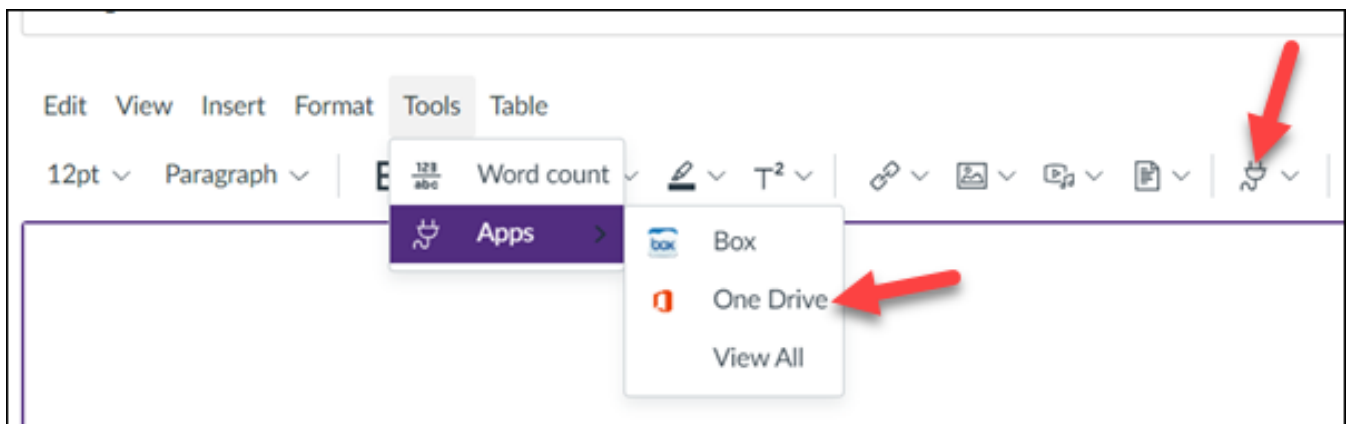


## CANVAS: HOW TO TURN IN A ONEDRIVE DOCUMENT TO AN INSTRUCTOR IN CANVAS

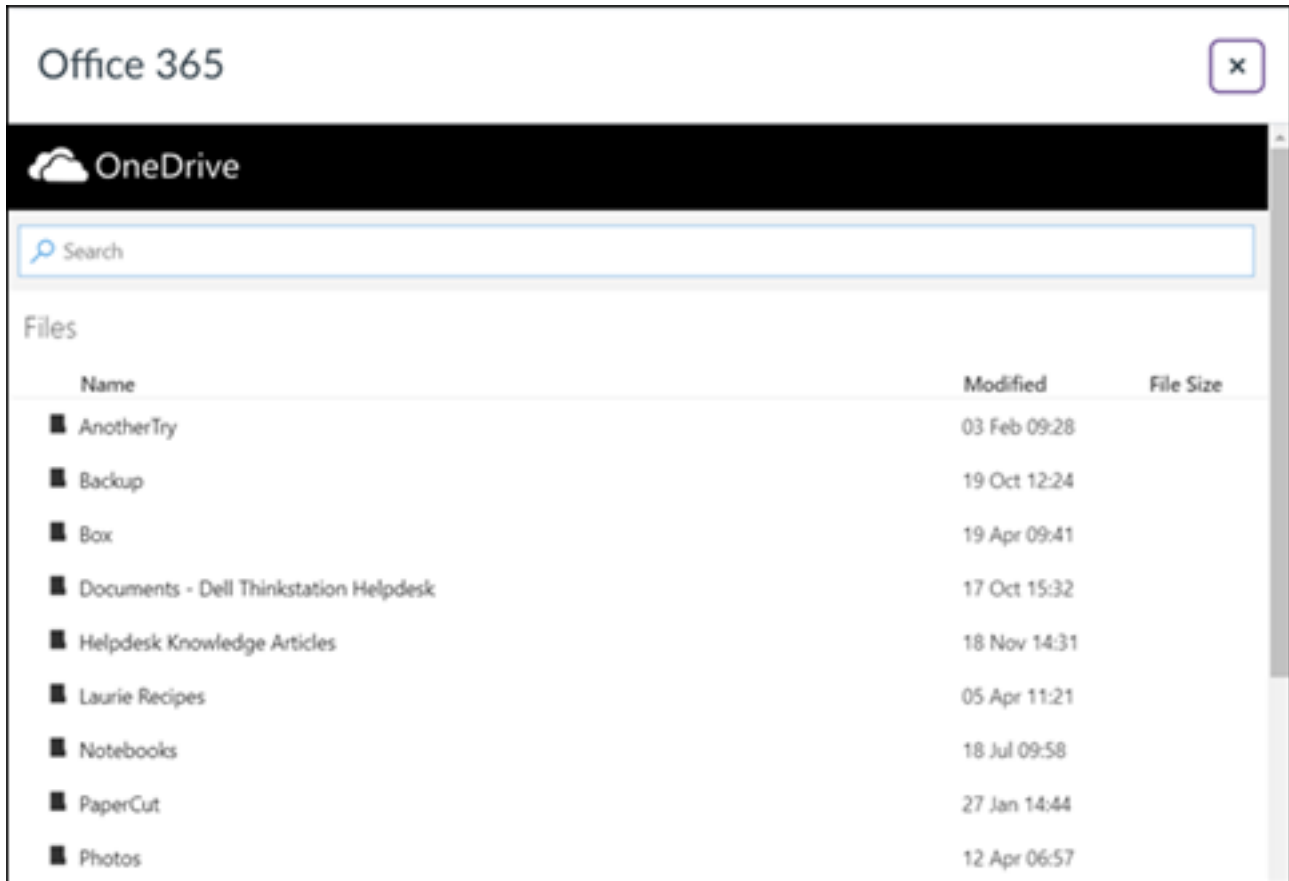
Click on the module where you want to share a OneDrive document. In this case it will be an Assignment.



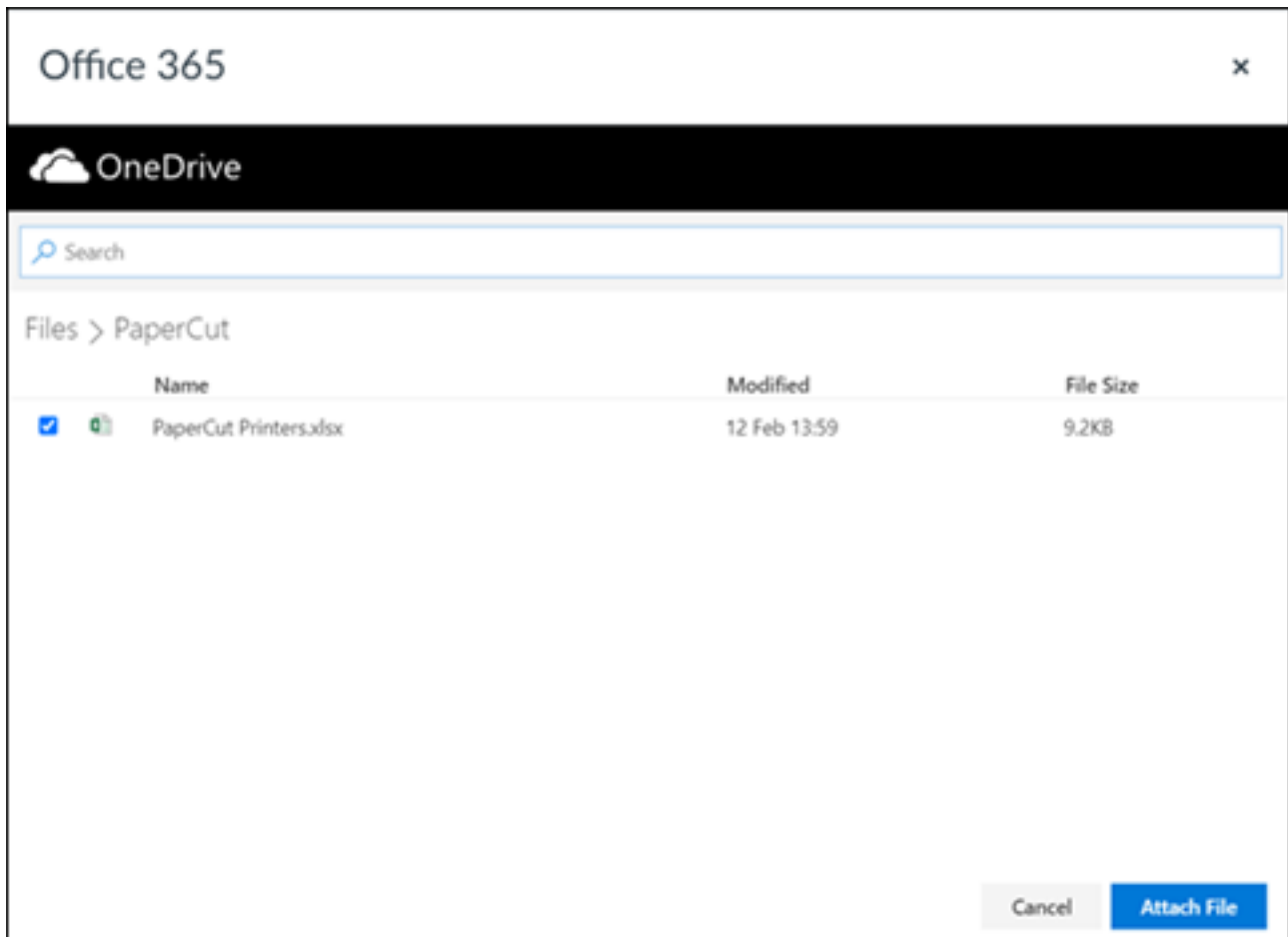
Click on **Tools**, **One Drive** (or **View All**, then **One Drive**). Or **Apps** (**Power Plug icon**) then select **One Drive**. The first time you do this, you may need to add the One Drive app by clicking **View All** and selecting One Drive. You may need to **Log in** to One Drive with your Clemson user name and password (as in the previous step).



Once you open and log in to One Drive, you will see a list of your OneDrive files and folders.



Navigate to the file you would like to turn in. (*You should have previously shared it. If you did not your professor may not be able to see it.*) **Select it** and click on **Attach File**.










You will see your file name in the Text Entry box. Click **Submit Assignment**.

Text Entry






Copy and paste or type your submission right here.

Edit View Insert Format Tools Table

12pt Paragraph **B** *I* U A Z T<sup>2</sup>       

Here is the document that will complete my assignment.

[PaperCut Printers.xlsx](#)

p   | 11 words |   

Comments...

Cancel Submit Assignment

You will get a notification that it has been submitted.

G2021 > Assignments > OneDrive ✔ Assignment successfully submitted.

Home OneDrive New Attempt Submission

Zoom

Assignments Due No Due Date Points 0 Submitting a text entry box ✔ Submitted! Apr 14 at 8:49am [Submission Details](#)

Discussions

For more information about using OneDrive in Canvas at Clemson, see this post:

<https://blogs.clemson.edu/online/onedrivelti/>

If you have more questions, email [ITHELP@clemson.edu](mailto:ITHELP@clemson.edu) or call 864-656-3494.

Online URL: <https://hdkb.clemson.edu/phpkb/article.php?id=2108>