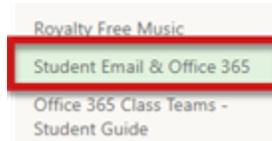


# OneDrive Favorite for Students

Even though students should NOT be syncing their OneDrive to district computers (laptops, desktops) due to lack of space, there is an easy way for students to upload documents to Synergy, Moodle, or Turn It In from OneDrive.

Just have your students follow the directions below:

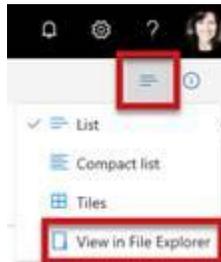
1. Using **Internet Explorer**, log into **Office 365**.



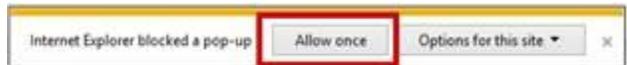
2. Then open **OneDrive**.



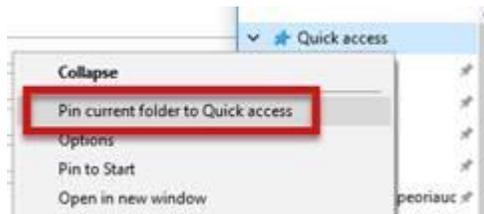
3. Click the menu button in the upper right corner of the page. Select **View in File Explorer**.



4. Click **Allow once** (at the bottom of the screen).



5. Right-click on Quick access, and then click **Pin current folder to Quick access**.



6. The OneDrive folder, titled *Documents*, will be displayed in the Quick access area in the File Explorer folder on that computer. This is where students can now quickly locate files to be uploaded.

