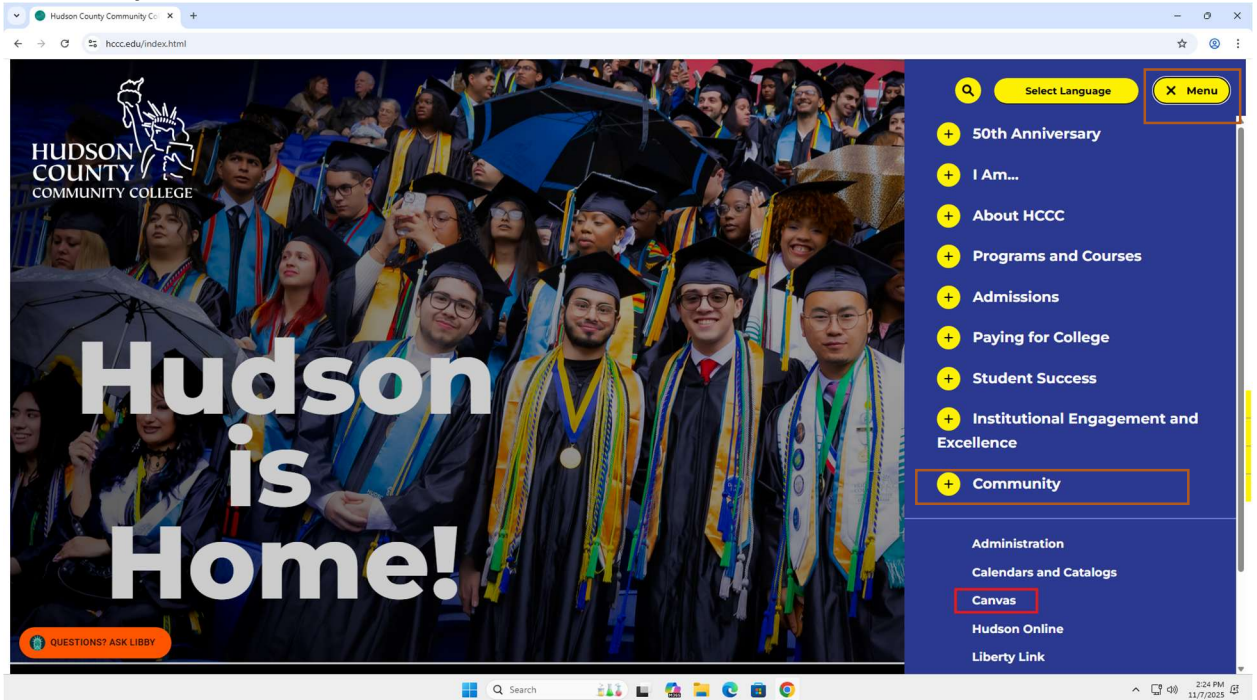


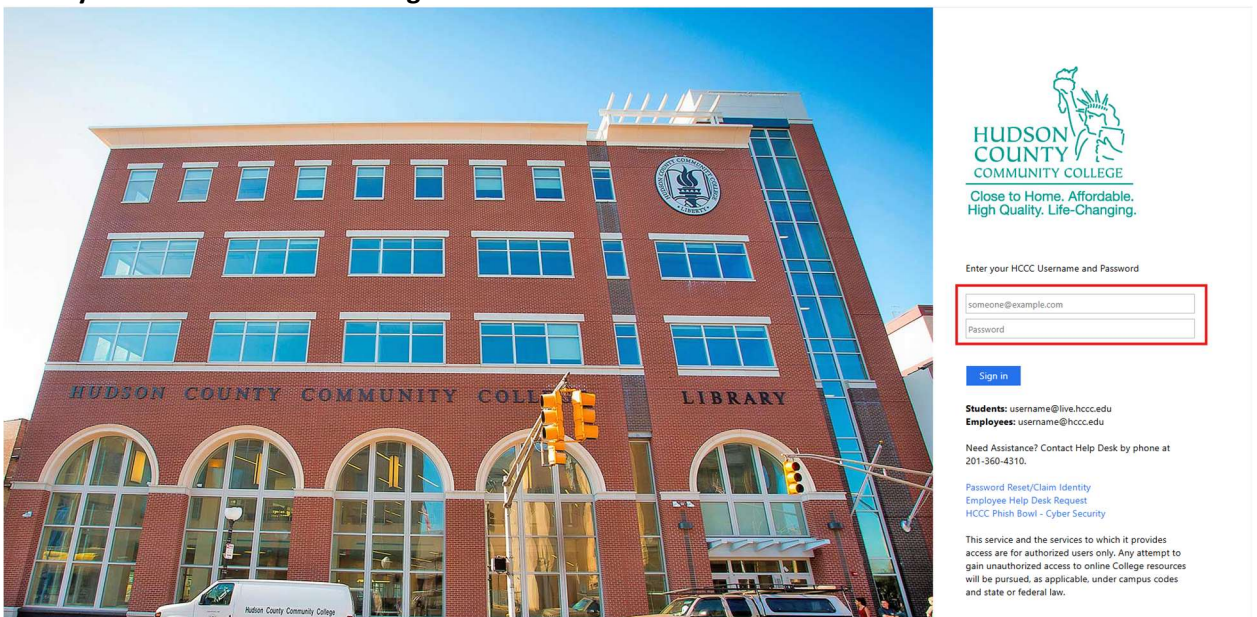
# Information Technology Services

## Using OneDrive to Submit Work in Canvas

1. To access Canvas, visit [hccc.edu](http://hccc.edu). From the homepage, navigate to the Menu, then select **Community**, and click on **Canvas**.



2. Enter your HCCC credentials to log in.



3. Click on Assignments and select the assignment you wish to submit. Then, choose Submit Assignment → File Upload → Office 365 / OneDrive.

The screenshot shows a course management system interface. On the left is a navigation menu with items: Home, Announcements, Assignments (highlighted with a red box), Syllabus, Modules, and Cisco Webex. The main content area is titled "Lab Report (Measurement) A\*". Below the title, it shows "Due Dec 4 by 11:59pm", "Points 10", and "Submitting a file upload". It also states "Available until Dec 4 at 11:59pm". A message says "No additional details were added for this assignment." Below this is a list of assignment options: "File Upload", "Google Drive (LT1 1.3)", "Mediasite Video Assignment", and "Office 365" (highlighted with a red box). A "Log In" section follows, with instructions: "Click the 'Log In' button to log in. This screen will refresh after successfully logging in." A blue "Log In" button is highlighted with a red box. At the bottom, there are "Previous" and "Next" navigation buttons.

4. Log in to Office 365 with HCCC Credentials.

The screenshot shows a browser window titled "Sign in to your account - Google Chrome". The address bar contains the URL "login.microsoftonline.com/common/oauth2/authorize?client\_id=8d8465f9-2c1f-4c3a-a284-126ab53b8d06&redirect\_u...". The main content is a Microsoft sign-in page. It features the Microsoft logo and the text "Sign in". Below this is a text input field labeled "Email, phone, or Skype" which is highlighted with a red box. Underneath the input field are two links: "No account? Create one!" and "Can't access your account?". A blue "Next" button is positioned below the links. At the bottom of the sign-in area, there is a "Sign-in options" section with a magnifying glass icon. At the very bottom of the page, there are links for "Terms of use" and "Privacy & cookies".

## 5. Select your file from OneDrive and click Submit.

### Lab Report (Measurement) <sup>▲</sup>

Due Dec 4 by 11:59pm Points 10 Submitting a file upload  
Available until Dec 4 at 11:59pm

No additional details were added for this assignment.

File Upload Google Drive (LTI 1.3) Mediasite Video Assignment Office 365

OneDrive

Search

Files

Attachments 29 Aug 13:15

<input type="checkbox"/>	Document - Copy.docx	25 Sep 09:44	14.3KB
<input checked="" type="checkbox"/>	Document 1.docx	11 Sep 11:17	0Bytes
<input type="checkbox"/>	Document 2.docx	25 Sep 10:19	10.6KB
<input type="checkbox"/>	Document 3.docx	26 Sep 15:50	21.6KB
<input type="checkbox"/>	Document 4.docx	01 Oct 09:58	

Attach File

◀ Previous Next ▶

### Lab Report (Measurement) <sup>▲</sup>

Due Dec 4 by 11:59pm Points 10 Submitting a file upload  
Available until Dec 4 at 11:59pm

No additional details were added for this assignment.

File Upload Google Drive (LTI 1.3) Mediasite Video Assignment Office 365

File Document 1.docx change

Additional comments

Comments...

Cancel Submit Assignment

◀ Previous Next ▶

**Tip:** Save your documents directly to OneDrive so they're always backed up and easily accessible from any device.