



SHARING ALL WORK

Lecturer: Mark Gillan

INSTRUCTIONS FOR FOLDER STRUCTURE

Create a folder within your One Drive, naming the folder: YourName_Unit

Within the newly created folder, create 3 folders:
Coursework, Pre-assess, Assessment

You might guess, all exercises / any work at all during the course that is not the pre-assessment or assessment must be copied (or dragged and dropped) from your local drive onto your One Drive folder named ... you know ... Coursework

Again, you might guess the obvious, any work associated with any pre-assessment must be copied to the ... you're right ... the folder name: Pre-assess

Lastly, when the time comes for the assessment, all work associated with the assessment must be copied to the ... okay, you definitely know ... Assessment folder

... then to SHARE ... see next page ...

SUB-FOLDERS

It is recommended you create sub-folders within your coursework folder, each for the outcomes or tasks

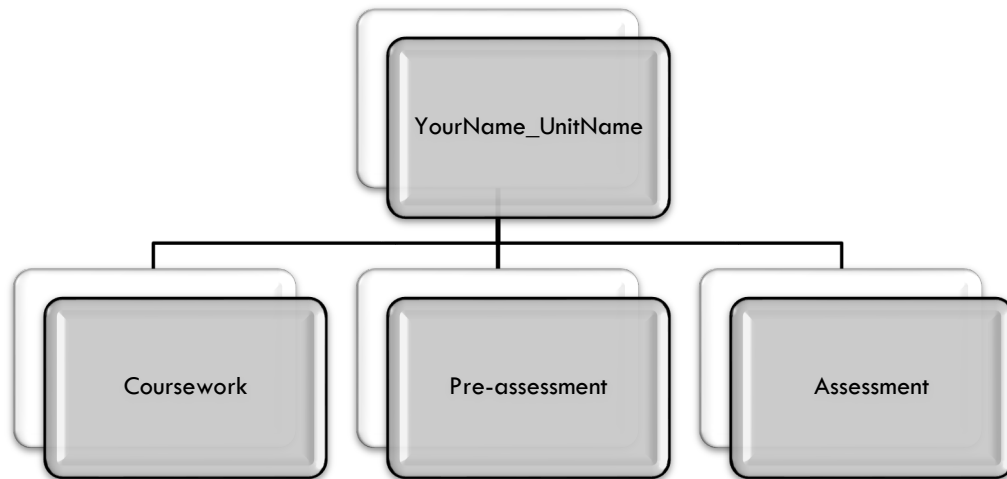
Sub-folders can have also have sub-folders for a full structure, allowing a good filing system to be accomplished

The whole point of using a folder structure is to keep files nice and tidy for future reference as well as assisting your lecturer locating for review when required

Instruction for sharing on next page ...

INSTRUCTIONS FOR SHARING

Folder Structure



Share the top folder

Within One Drive, right hand click the folder named:
`YourName_UnitName`

Then click the command 'Share'

Search for Mark Gillan, email address as provided

Click okay to share the folder

Anything placed into the folder or sub-folders will be shared, including any adjustments such as renaming, deleting, new folders etc.