

Files > Learning Portfolio

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	■ History	About a minute ago	Hwb Support Admin		🔒 Only you
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Drag files here to upload

# BUILDING DIGITAL LEARNING PORTFOLIOS ON ONEDRIVE

LearningPossibilities

Using OneDrive to create and maintain a digital learning portfolio require active use of Office 365. This in itself allows students to develop a variety of transferable skills, but one of the main outcomes is that maintaining and developing a digital learning portfolio promotes lifelong learning. Students will be able to track their progress as they advance through education.

## Creating a folder for your Digital Learning Portfolio.

1. To create a new folder, click on **+ New** from the menu bar.



Figure 1 Click + New

2. Select **Folder** from the dropdown menu that appears.

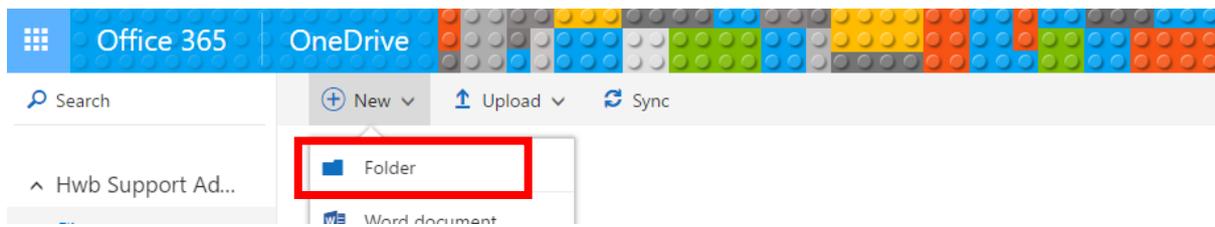


Figure 2 Select Folder from the dropdown menu.

3. You will be prompted to give your folder a name. We suggest '**Learning Portfolio**'.
4. Click **Create**.

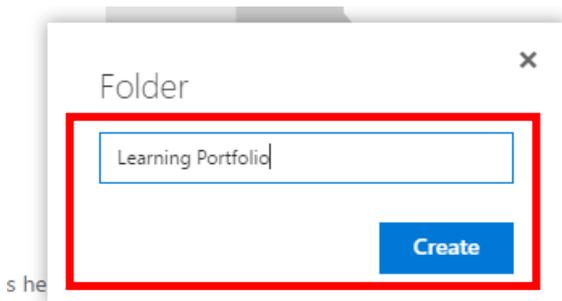


Figure 3 Give your folder a name and click Create.

You may wish to repeat this process within your new folder, to create specific folders for particular subjects, topics or units of work to help you in organising your learning portfolio.

When you have finished building the structure through creating new folders, your new learning portfolio will be ready for use. Click on its title to navigate into the folder.

**See the next page to find out how to upload files into your new learning portfolio on OneDrive.**

## Uploading files into your Digital Learning Portfolio.

There are a couple of ways to upload files into your digital learning portfolio.

### Drag and drop.

To drag and drop, locate the documents you want to upload, this could be from your desktop or from file explorer. Press and hold down the left button on your mouse or other pointing device to grab and drag the files into your OneDrive folder. Drop the files to release the documents into the document library.

### Using the upload function.

1. To use the upload function click on **↑ Upload**, and select **Files** from the dropdown menu.

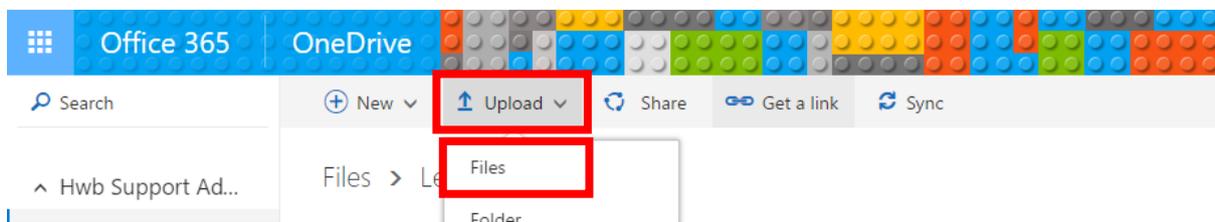


Figure 4 Click on ↑ Upload and select Files from the dropdown menu.

2. This will open up a view of your documents in file explorer. Select the file(s) you wish to upload and click on **Open**.

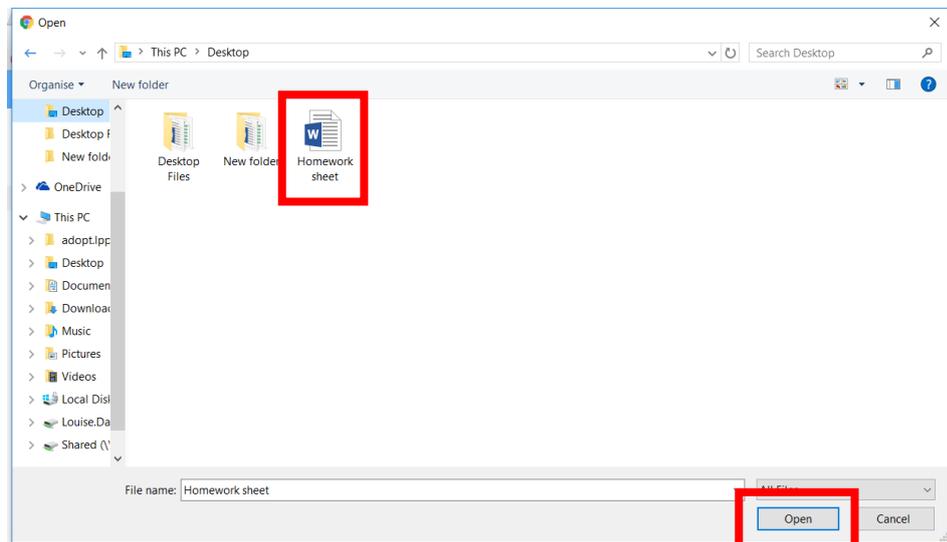


Figure 5 Select the file(s) you wish to upload and click on Open.

Your chosen file(s) will now be uploaded into your digital learning portfolio.

**See the next page to find out how to create new files from within your digital learning portfolio.**

Creating new files from within your digital learning portfolio.

You may wish to work entirely online, in which case you can create new files from within your digital learning portfolio and even save them back without having to download them first.

1. To create a new file click on **+ New** from the menu bar. This will prompt a dropdown menu to open.
2. **Click on the relevant icon** for the file type you wish to create.

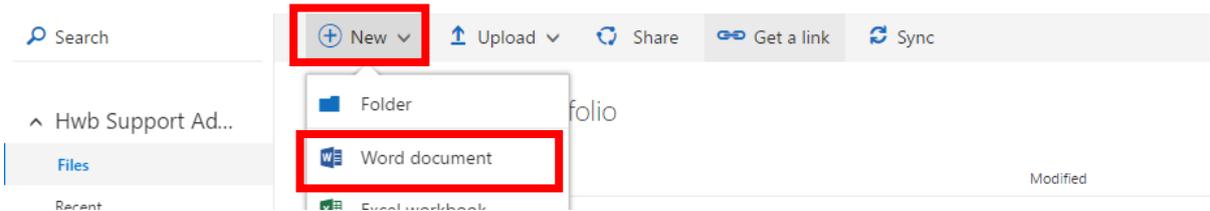


Figure 6 Click on + New from the menu bar. Click on the relevant icon for the file type you wish to create.

Clicking on an icon from this dropdown menu in order to create a new file will open up the Office Web App for the file type you wish to create.

3. You will notice that the web application appears very similar to the desktop version, and includes a familiar editing ribbon for formatting text and inserting media.

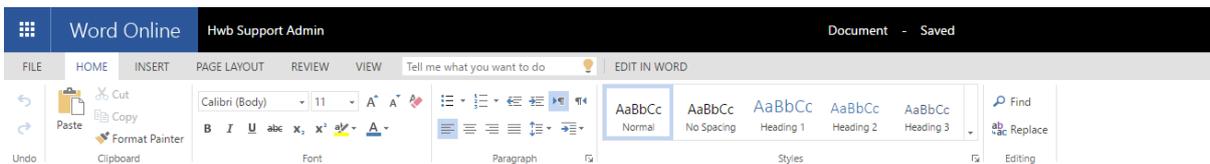


Figure 7 The web application includes a familiar editing ribbon for formatting text and inserting media.

**There is no Save button**, this is because the web applications will save your work automatically as and when you make changes to your work.

4. Once you have finished your work, exit the application and navigate back into your OneDrive by **clicking on the Waffle**, and selecting **OneDrive** from the menu that opens.

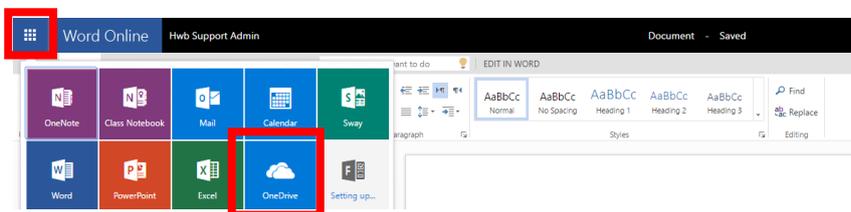


Figure 8 Click on the waffle and select OneDrive.

Navigate back into your digital learning portfolio, and you'll see that your newly created document has been saved back into the folder.



Figure 9 You'll see that your newly created document has been saved back into the folder.

## Sharing Files and Folders.

Everything within your OneDrive is private, unless it is a file that you have shared with other users, or a file that other users have shared with you. If you wish for anyone else to see a file that you have created in or uploaded into your learning portfolio:

1. Right click the file or folder you wish to share.
2. Click on **Share** from the dropdown menu that appears.



Figure 10 Click on Share from the dropdown menu.

3. You can share your file or folder with users by **inviting them**. To do this, enter in the email address(es) of the user(s) you wish to invite as shown in Figure 11.

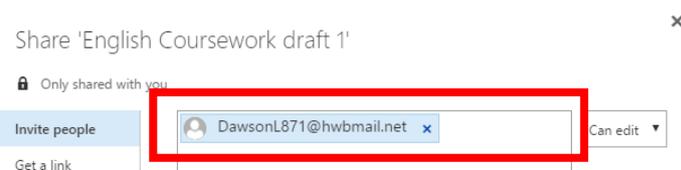


Figure 11 Enter email addresses for users you wish to share your file or folder with.

4. By default, users you invite here will be able to edit the document. If you wish to amend this **click on Can edit**, and **select Can View** from the dropdown menu.

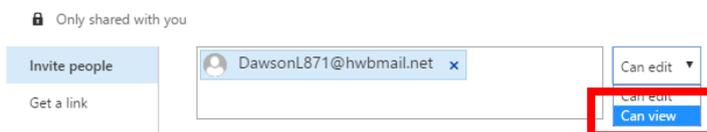


Figure 12 Click on Can edit and select Can View to amend the permissions users will have on your document.

5. Click on **Share**.  
The user(s) will now be sent an email and notified that they now have access to the file or folder you have shared with them.

Frequently Asked Questions.

How do I rename a file or folder?

To rename a file or folder, click on the left hand side of the file or folder you wish to rename, and then click on Rename from the menu bar. This will enable you to amend or rename you file or folder.

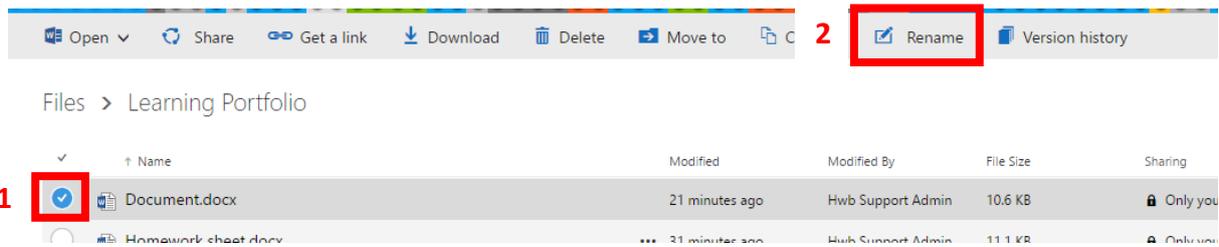


Figure 13 Click on the left hand side of the file or folder you wish to rename, and then click on Rename from the menu bar.

How do I restore deleted items?

To restore deleted items, you will need to navigate into the recycle bin. You can do this by clicking on **Recycle bin** from the menu on the left hand side of the window.

Select the item you wish to restore, and click on Restore from the menu bar.

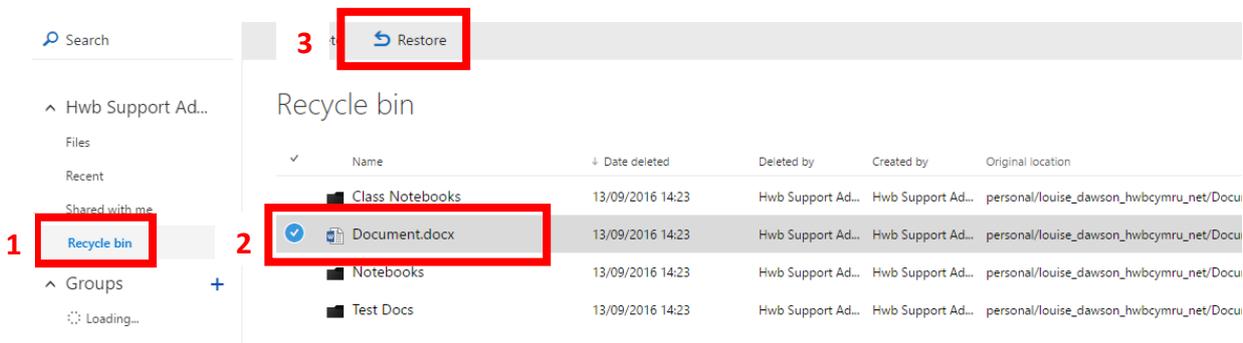


Figure 14 Select the item you wish to restore, and click on Restore from the menu bar.

**For any further assistance with building digital learning portfolios on OneDrive, please feel free to contact our Help Desk by sending an email to [supportdesk@hwbsupport.net](mailto:supportdesk@hwbsupport.net) or calling 029 2099 0200.**