

Step-by-step guide on how to upload to one drive.

Step one – Go to your Moodle home page, log in and select the email tab.

Moodle Learning Resources ▾ Learner Information ▾ Staff ▾ Informal Learning ▾

Site Security – Keeping our college community safe

Please could all students note that following a review of site security the main point of entry/exit to the college will be through the main entrance at Building A. The gate immediately behind the Safety Engagement Welcome Point will be repositioned and remain locked preventing access to the campus. The gates adjacent to Building C will remain open until 9.30am and will then remain closed until 3.30pm when they will be unlocked to aid departure access. Use of smoking shelters – Smoking on site can only be in the designated areas – to use the smoking shelter adjacent to G Block – students will have to either use Building A to come in and out of, or can use the smoking shelter at the rear of the Bellis. Please can we ask all students to help keep our college community safe and healthy by observing these very important changes.

Oldham College

Moodle works at home...
....Preferably with Internet Explorer 9+ but, if for some reason Moodle/VITAL or emails are not working for you then please [click this link](#) to check for a solution

STUDENT PASSWORD RESET
Based upon the standard Microsoft password requirements for access to Office 365, Oldham College also has a minimum password requirement.
[Click here for the student password policy](#)
[Click here for the password reset instruction guide](#)

GUROO LOGIN
[click here to go to guroo](#)

SEARCH FOR EBOOKS HERE
Search for eBooks Here!

Maths & English
Skills needed to be...

Nurse
• Measurements
• Reading instructions
• Temperatures
• Writing care plans
• Settings
• Talking to patients and professionals
• Preparing graphs/charts
• Speaking in official meetings

VITAL

Apprenticeships

ITS:MyPC Booking

Desktop

E-Mail

VITAL

Learning Resources

Induction

Digital Literacy

Useful Apps

Timetable & Att%

English

Maths

the green room

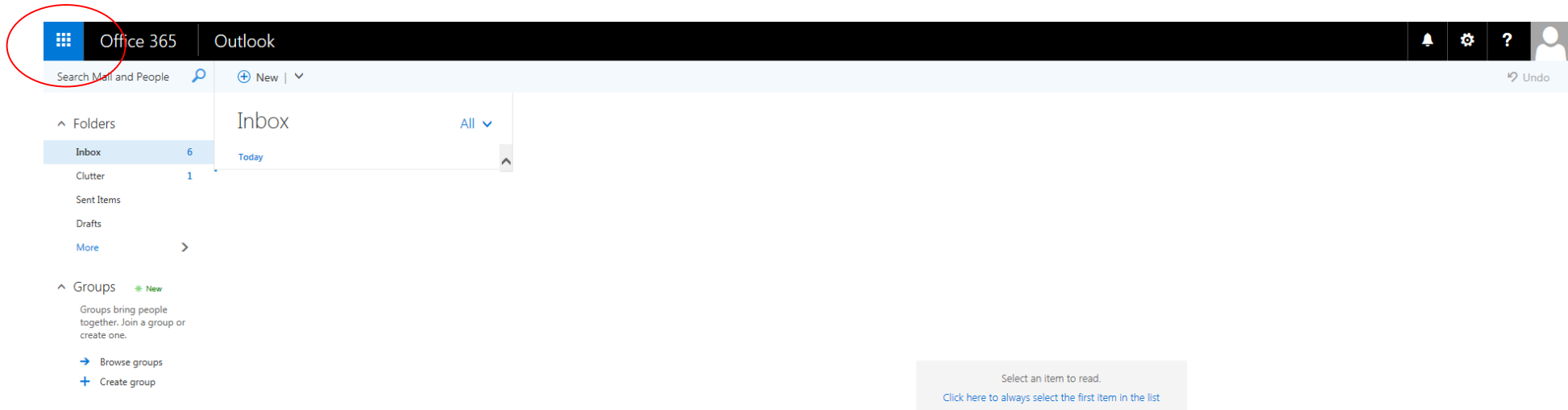
Moo T.V.















YOUR CONCERNS
If you have any concerns at all that you feel you cannot resolve with your tutor, then please feel free to let us know by emailing studentfeedback@oldham.ac.uk. Include your most recent telephone number. Thank you.

STUDENT HELP
Once logged on, further help on all topics can be found on the LRU home page via:
[Help and Support](#)

www.oldham.ac.uk

Step two – once your email is open click the office 365 logo and select one drive.



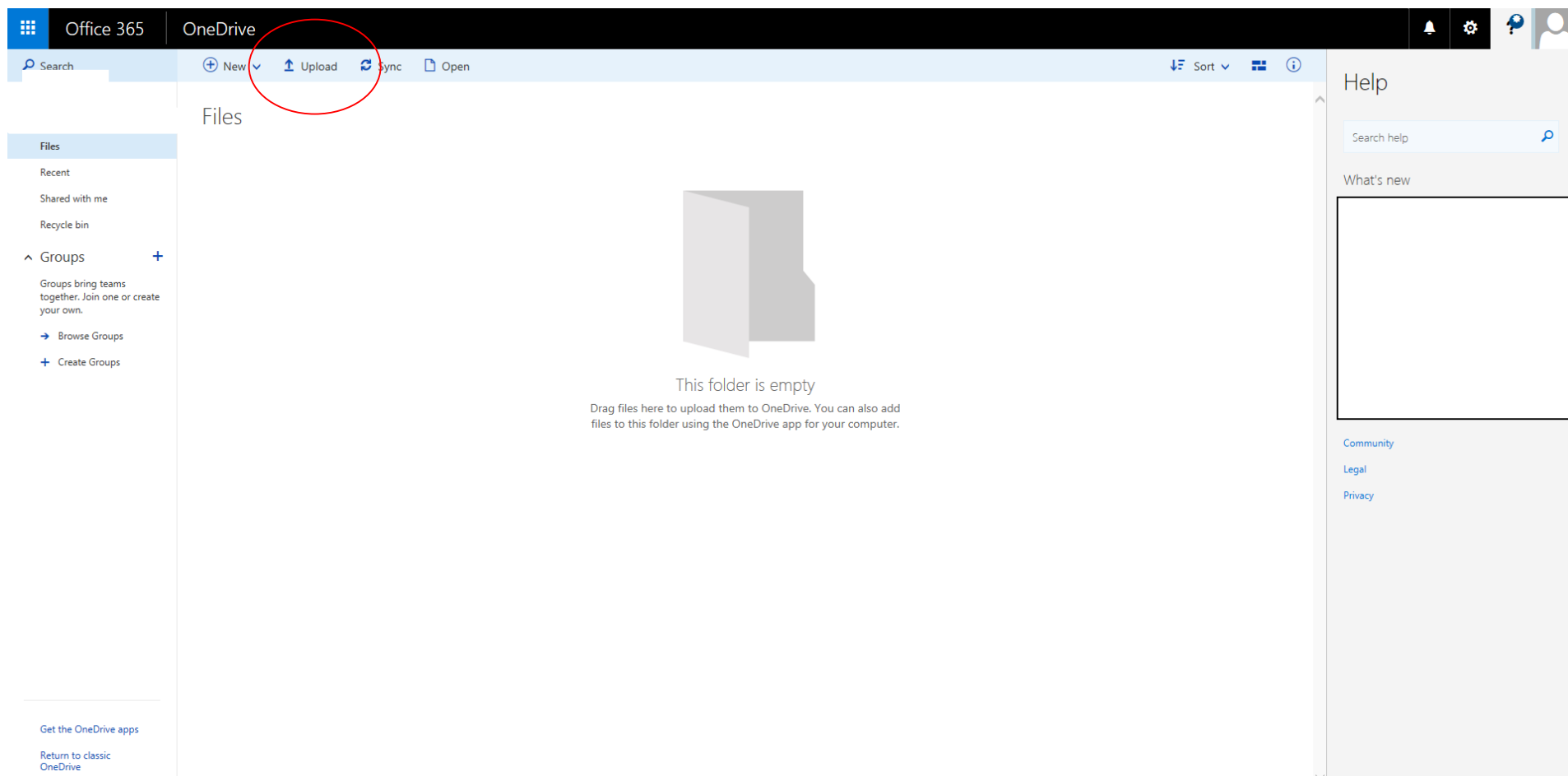
 Mail	 Calendar	 People	 Newsfeed	 OneDrive
 Sites	 Tasks	 Delve	 Video	 Word Online
 Excel Online	 PowerPoint Online	 OneNote Online	 Sway	

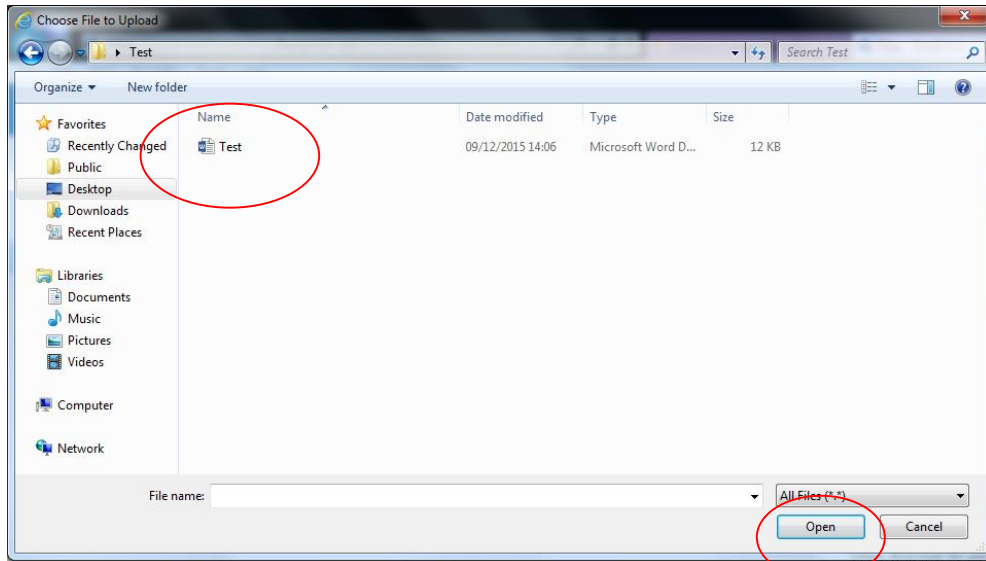
Undo

- View all my apps
- Browse groups
 - + Create group

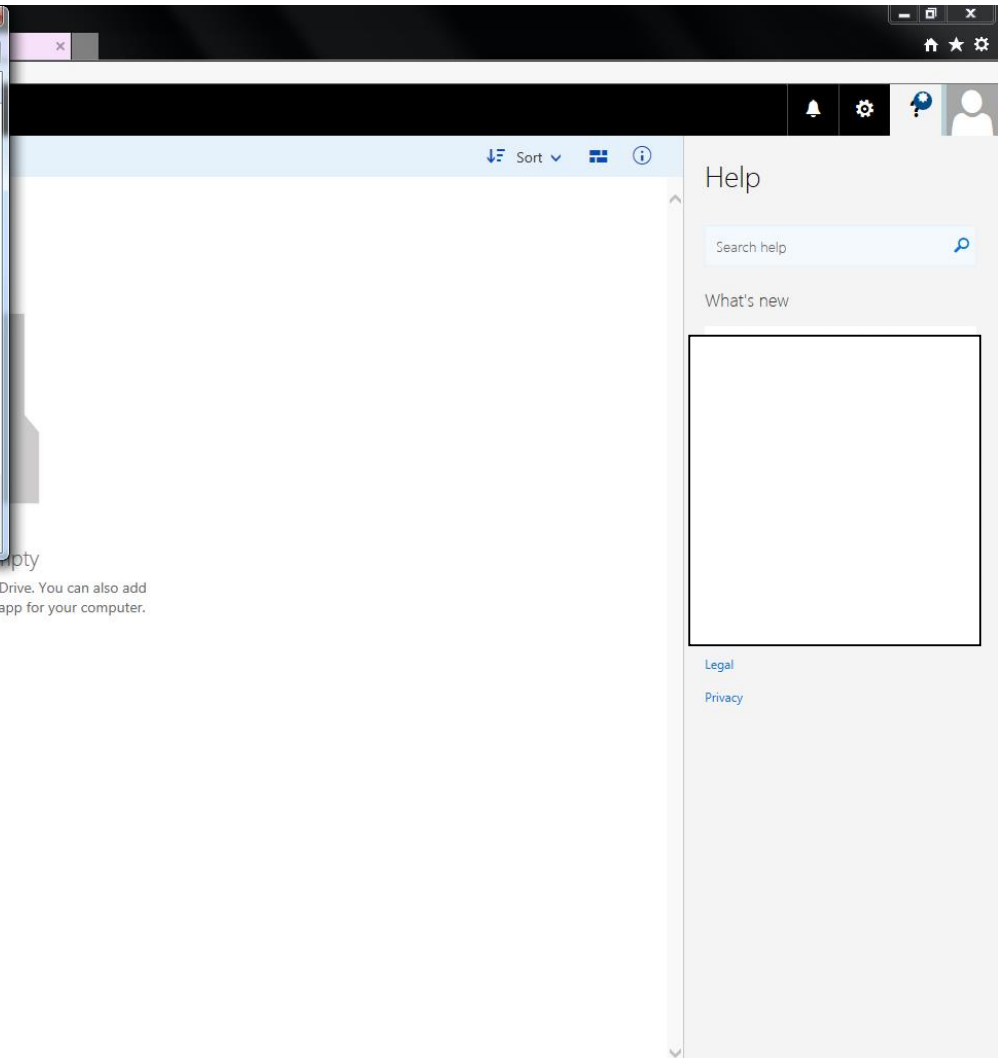
Select an item to read.
[Click here to always select the first item in the list](#)

Step three – select Upload, locate your file from your drive and then select open.





Drag files here to upload them to OneDrive. You can also add files to this folder using the OneDrive app for your computer.



[Get the OneDrive apps](#)

[Return to classic OneDrive](#)

Your file/document will now be uploaded to OneDrive and accessible from anywhere!

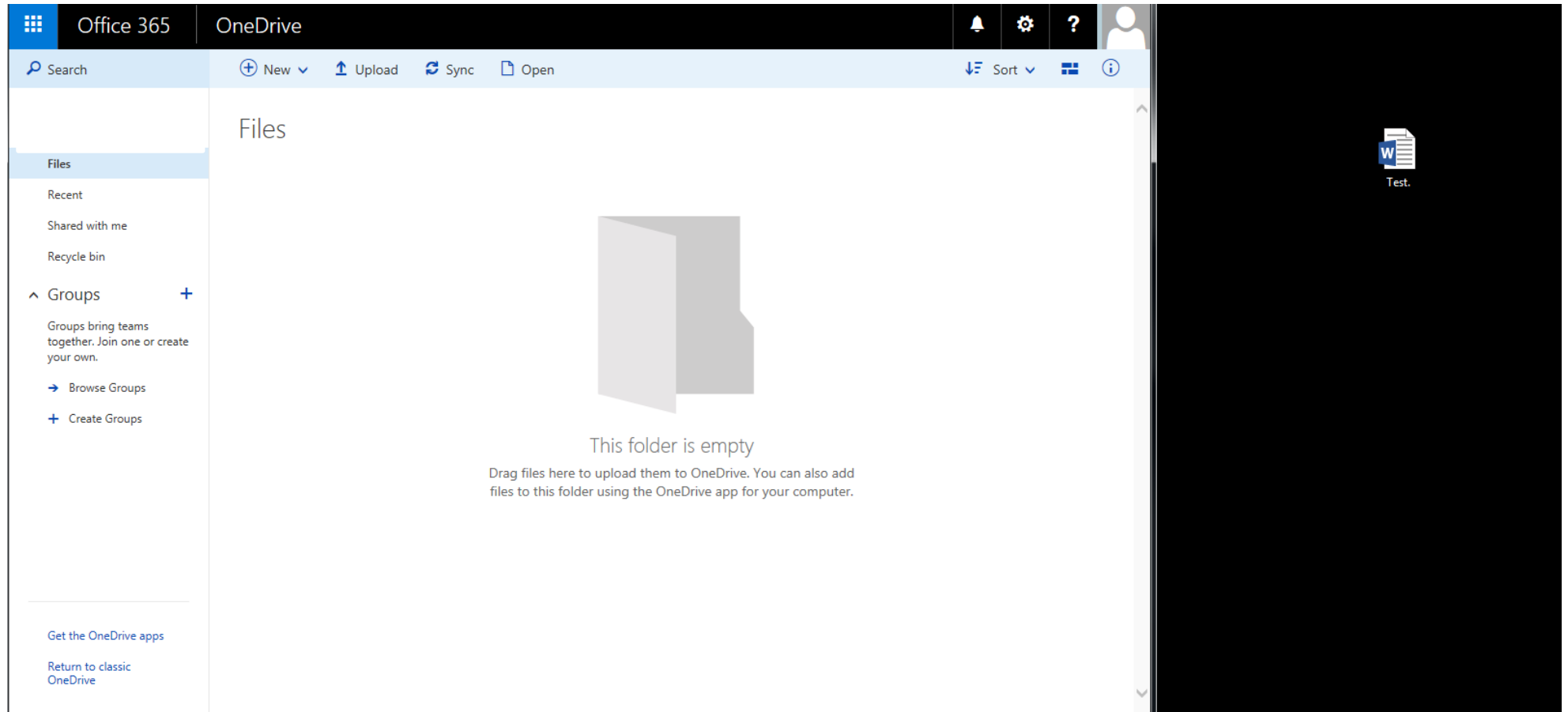
The screenshot displays the OneDrive web interface. At the top, the navigation bar includes the Office 365 logo, the OneDrive title, and utility icons for notifications, settings, and help. Below this, a secondary bar contains a search field and action buttons for 'New', 'Upload', 'Sync', and 'Open'. The main content area is titled 'Files' and features a table with the following data:

Name	Modified	Modified By	File Size	Sharing
Test.docx	A few seconds ago		11.09 KB	Only you

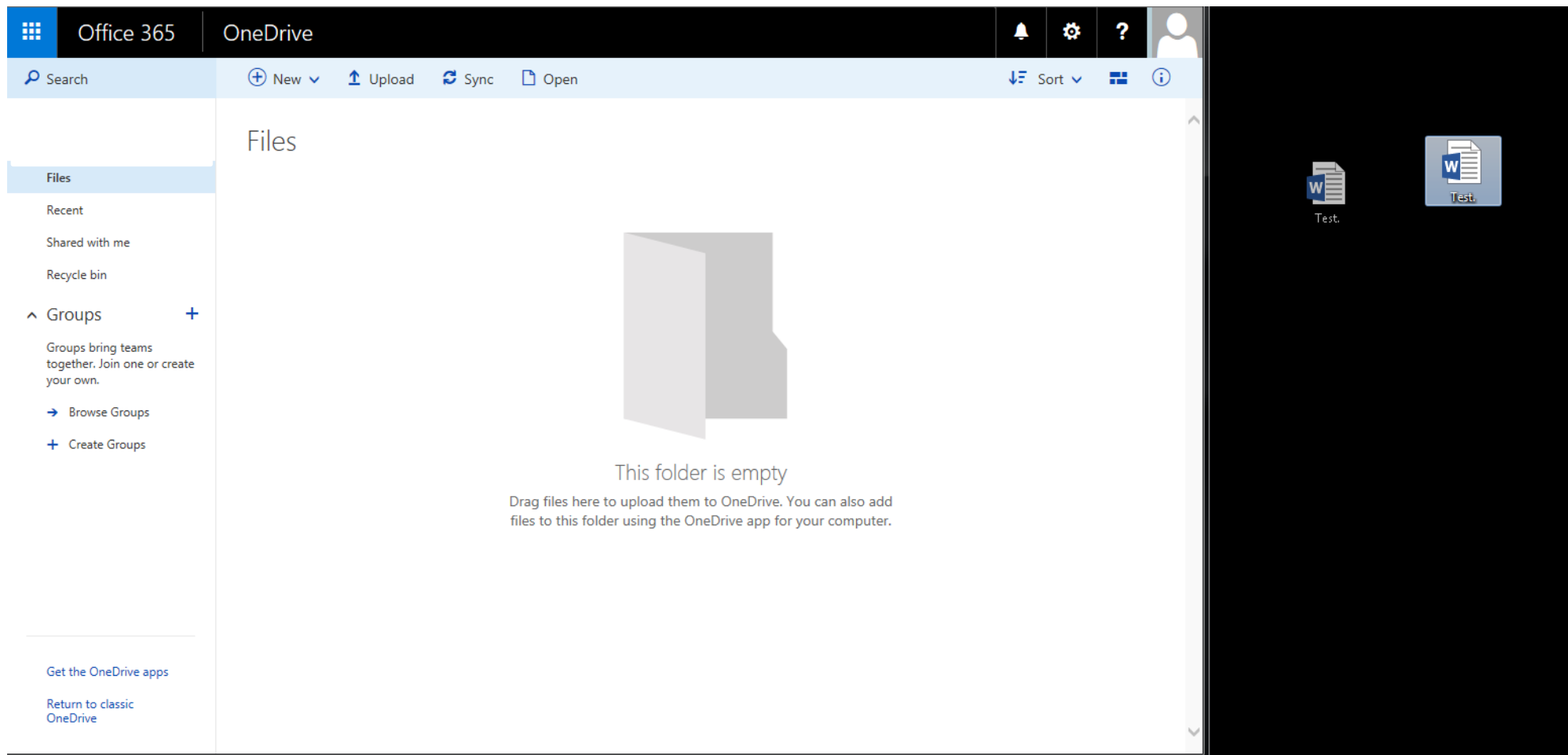
The table row for 'Test.docx' is highlighted with a red border. The left sidebar shows navigation options like 'Recent', 'Shared with me', and 'Recycle bin', along with a 'Groups' section. The right sidebar contains a 'Help' section with a search bar and 'What's new' content, and a footer with links for 'Community', 'Legal', and 'Privacy'. At the bottom left, there are links to 'Get the OneDrive apps' and 'Return to classic OneDrive'.

You can also drag and drop files.

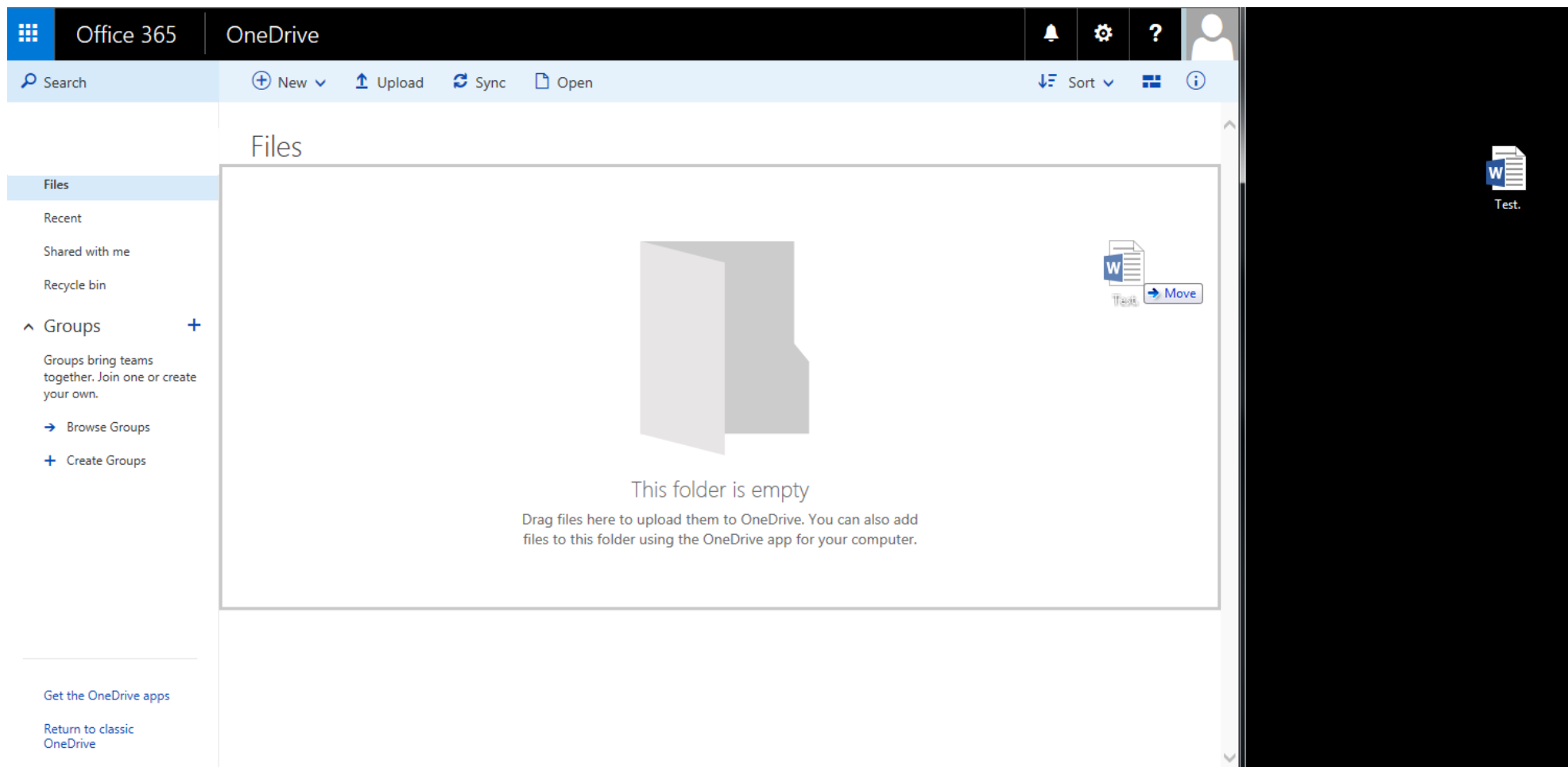
Have one drive open, then locate the file/document that you would like to upload.



Left click once on the icon, without releasing drag your icon over to your OneDrive



Your workstation should then give you the option to “Move” your file as shown below.



You should now have two copies of your document, one copy on OneDrive and one copy on your desktop (Z-Drive). You can delete the copy on your desktop giving you more available storage space.

