

Office 365 Canvas Integration (Faculty/Staff/Students)

Office 365 is integrated into Canvas. This means you can upload files from your OneDrive account to various locations in Canvas.

Uploading Files to Your OneDrive Account

All TSC students, faculty, and staff have access to 1 terabyte of cloud storage with Microsoft OneDrive.

You can access OneDrive through the webmail portal on the MyTSC page.



- 1. Sign-in using your TSC credentials.
- 2. Click the apps icon in the upper-left hand corner.
- 3. Select the OneDrive app. A new page will load.



You can use the **+New** button to create file folders or new documents using Office 365 (online).

- 4. Click the **Upload** button to upload a file or folder to OneDrive.
- Locate and select the file(s), then click Upload.
 Your files will be uploaded to OneDrive's cloud storage.



Uploading OneDrive Files for an Assignment Submission (Students)

You can use the Office 365 integration for assignments with a file upload.

1. Click the **Submit Assignment** button.

Cubmit	Assignment
Submit	Assignment

2. In the submission inbox, select the Office 365 option.

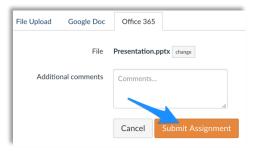
File Upload	Google Doc	Office 365
		ou've already uploaded.

If you have never used the Office 365 option, you will be asked to enter your TSC credentials.

3. Locate the file you wish to upload, select the checkbox, then click Attach File.

File Upload Google Doc Office 365		
CneDrive		
✓ Search		
Files		
□ □ 2016-09-29 11-21-16.flv	26 Jan 08:08	14.8MB
	03 Jul 13:32	43.3MB
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Spring 2018 Faculty Training Schedule Update rvsd 1.30.18.docx	30 Jan 11:19	64.0KB
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4. Click **Submit Assignment** to finalize the submission.





Adding OneDrive Files to Your Canvas Course (Faculty)

You can use the Office 365 integration to add files to your Canvas course.

Adding a File to a Module

- 1. Click the + button on the module you wish to add a file to.
- 2. Select External Tool, then scroll down to the Office 365 option.

Add Item to Module V - Applying What We Learning		
Adc External Tool	to Module V - Applying What We Learning or a URL for an external tool you already know is configured with Basic LTI to a	add a link to it to this
Macmillan Learning		Q
McGraw-Hill Connect Provides access to McGraw Hill's into	eractive resources tied to course content and textbooks.	
McGraw-Hill SIMnet Provides access to McGraw Hill's into from within course material.	eractive resources tied to course content and textbooks. This app auto-logs us	ers into MH-Campus
Office 365 Allows you to pull in documents from	n Office 365 to Canvas	٩

3. Locate the file you wish to upload, select the checkbox, then click Attach File.

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4. Click Add Item.

Adding a File via the Content Editor (Faculty/Staff/Students)

1. In the Content Editor, click the Office 365 icon.



2. Locate the file you wish to upload, select the checkbox, then click Attach File.

File Upload Google Doc Office 365		
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Files		
□ □ 2016-09-29 11-21-16.flv	26 Jan 08:08	14.8MB
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Image: Spring 2018 Faculty Training Schedule Update rvsd 1.30.18.docx	30 Jan 11:19	64.0KB
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3. A link will be created to the file selected. Click **Save** when you are done editing.