

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.
5. Locate and select the file(s), then click **Upload**.
Your files will be uploaded to OneDrive's cloud storage.

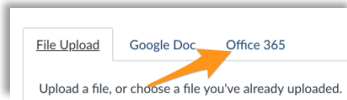
Uploading OneDrive Files for an Assignment Submission (Students)

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

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

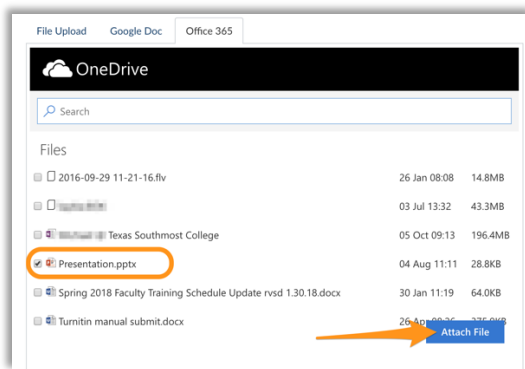


2. In the submission inbox, select the Office 365 option.

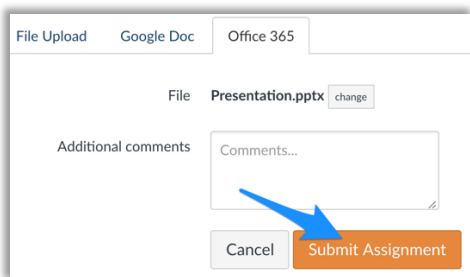


If you have never used the Office 365 option, you will be asked to enter your TSC credentials.

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



4. Click **Submit Assignment** to finalize the submission.

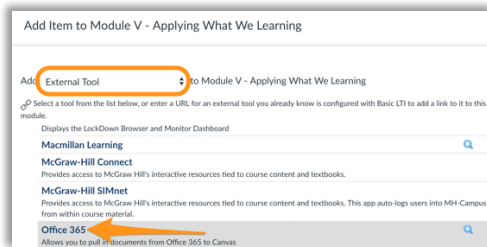


Adding OneDrive Files to Your Canvas Course (Faculty)

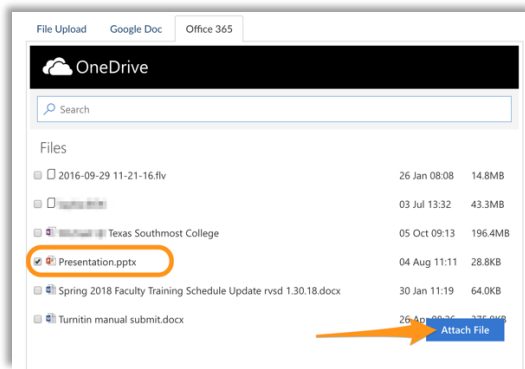
You can use the Office 365 integration to add files to your Canvas course.

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.



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



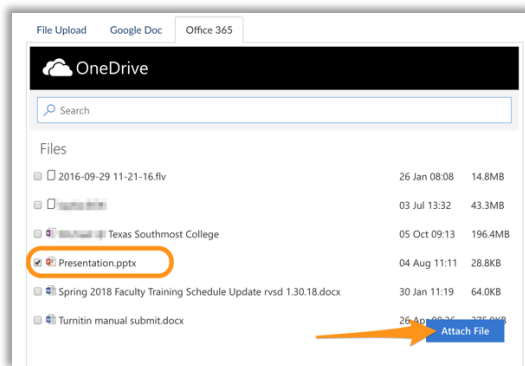
4. Click **Add Item**.

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**.



3. A link will be created to the file selected. Click **Save** when you are done editing.