MyAberdeen Enhancements – OneDrive Integration Sept 2023

MyAberdeen and OneDrive Files

This update focuses upon the integration of OneDrive with MyAberdeen, further information about getting started with OneDrive Files is available on the Blackboard help pages.

- Embed files from OneDrive into your course area
- Create an online collaborative document for your students to work on together

MyAberdeen: Embedding Files from OneDrive

1. Add files from OneDrive, by selecting the '+' sign, then Create, within the create panel select **Embedded Cloud Document**
2. Upon selecting this you may have to sign into Microsoft using your normal login details
3. Once logged in you will see your OneDrive space, where you can select the file to add to MyAberdeen
4. Once the file is selected, the file appears in the course page as new content, and you can change the visibility and title.
5. Modify the contents of the file directly by selecting the 'full screen' option at the bottom right corner of the screen
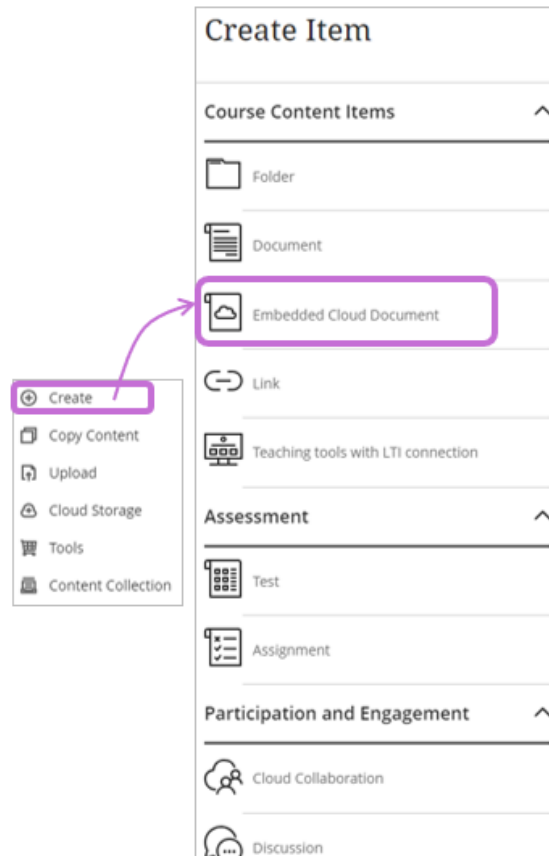

Figure 1 Screenshot showing creating an embedded cloud document

MyAberdeen: Creating a Collaborative Document

1. The Microsoft OneDrive collaborative documents are Word, Excel and PowerPoint, which students can participate and engage with online
2. Similar steps to above, but this time when '+' content in the create panel, scroll down to Participation and Engagement heading and select **Cloud Collaboration**
3. A new panel opens and you can start a new collaborative document or use an existing file/template.
4. The student collaborators will then see an **edit** button to begin collaboration.
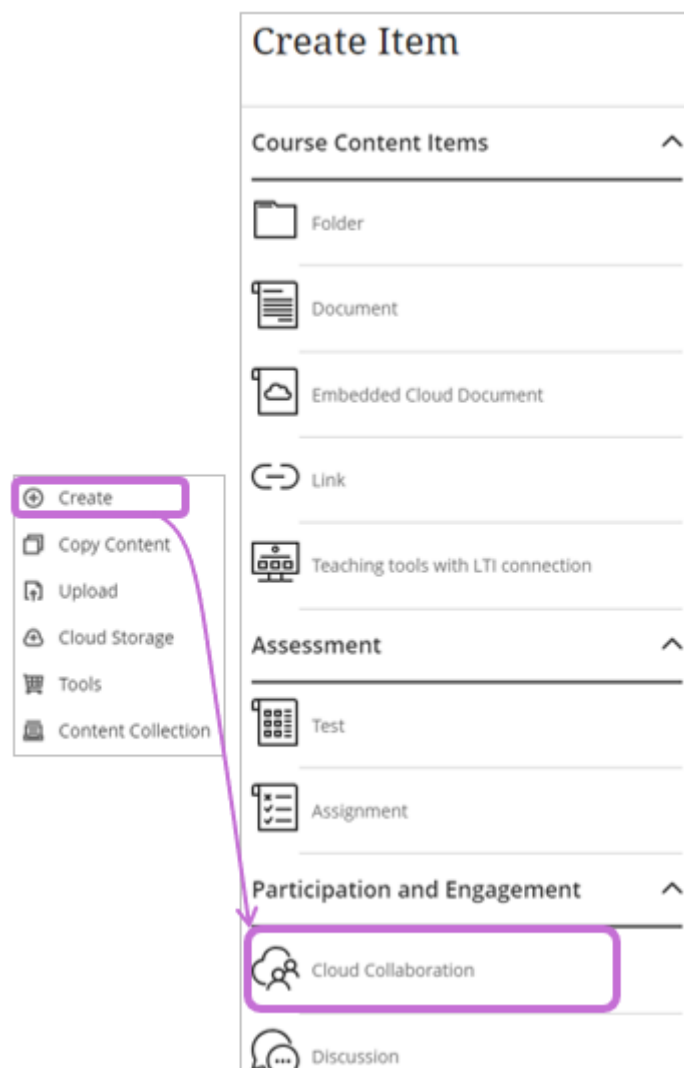

Figure 2 Screenshot showing creating a collaborative document

Note: this is a real time live document with OneDrive integration automatically generating a Sharepoint site for each course (and organisation) area on MyAberdeen.

Key Points to Note:

1. OneDrive integration automatically creates a Sharepoint site for each course on MyAberdeen
2. Share appropriately! The embedded cloud document gives students read-only access to a live document, whereas the collaborative document gives students edit access.
3. Once given access to a OneDrive file, people can access files via the SharePoint site too (not only via MyAberdeen), even if made unavailable via MyAberdeen.
4. If you no longer require the file in MyAberdeen and wish to remove/delete, you have to do this both within MyAberdeen AND also on the Sharepoint site
5. The SharePoint site associated with the course on MyAberdeen will be deleted in line with our archive process for MyAberdeen, i.e. once an academic year is removed from MyAberdeen, it is archived and stored for 3 academic years before being deleted.