

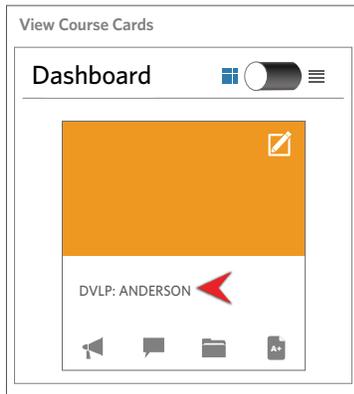
Submitting Assignments in Canvas using Microsoft OneDrive

You can submit files for course assignments in Canvas, from anywhere that you have an Internet connection, by using Microsoft OneDrive through your MyAACC account.



A login form with two input fields: "User name" and "Password". Below the fields is a blue "Sign in" button with a red arrow pointing to the right.

Access My Courses 



1 Log on to MyAACC: <https://portal.aacc.edu>

2 Click on the Access My Courses button

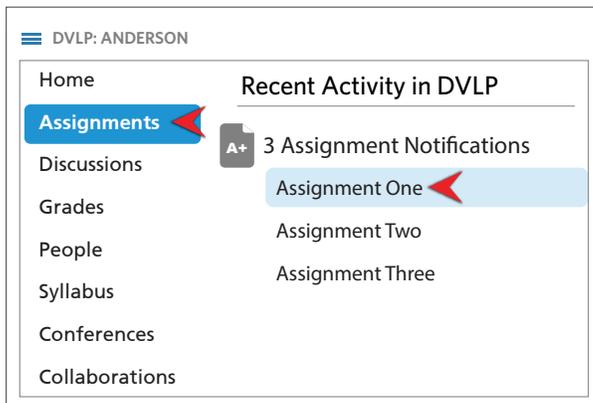
3 Select the course from the Dashboard

4 Click on Assignments

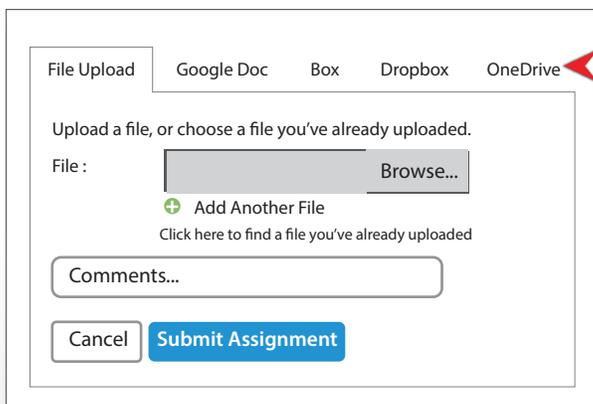
5 Select the appropriate assignment

6 Click the Submit Assignment button

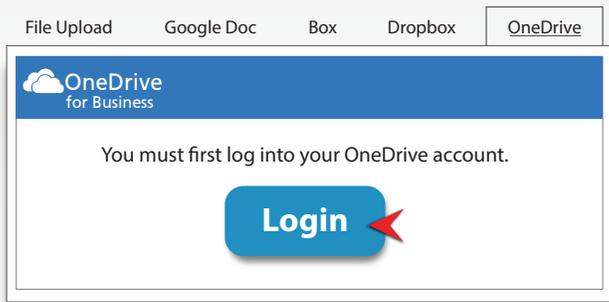
7 Select the OneDrive tab



Submit Assignment 



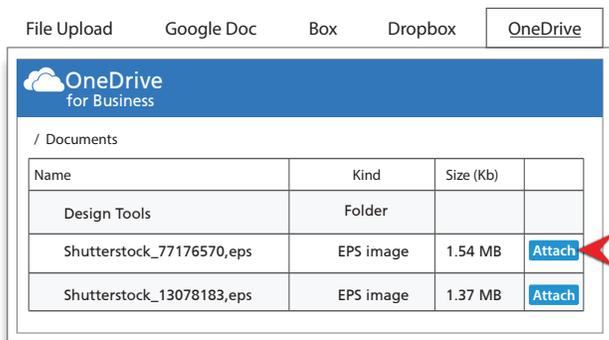
A screenshot of the "Submit Assignment" dialog box. At the top are tabs for "File Upload", "Google Doc", "Box", "Dropbox", and "OneDrive", with "OneDrive" selected and a red arrow pointing to it. Below the tabs is the text "Upload a file, or choose a file you've already uploaded." followed by "File:" and a "Browse..." button. There is also a "+ Add Another File" link with the text "Click here to find a file you've already uploaded" below it. At the bottom are "Comments..." and "Submit Assignment" buttons.



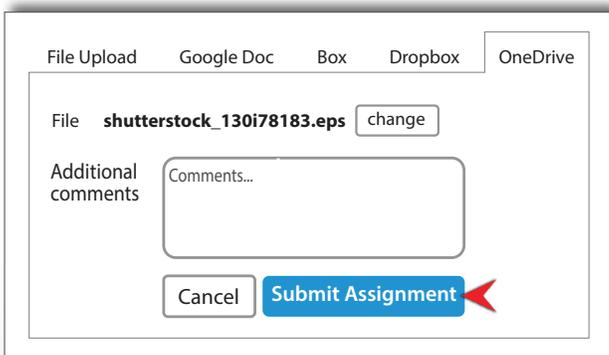
8 Click the Login button to your OneDrive



9 Enter your full mymail.aacc.edu email address (No password is required at this point.)



10 To the right of the file to submit, click on the Attach button



11 Click the Submit Assignment button



For more information, please contact the Virtual Campus at 410-777-2486 or vcsupport@aacc.edu.

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