Prifysgol Cymru
Y Drindod Dewi Sant
University of Wales
Trinity Saint David

Yr Athrofa
Institute of Education
Addysg i Gymru / Education for Wales

School of Psychology and Counselling

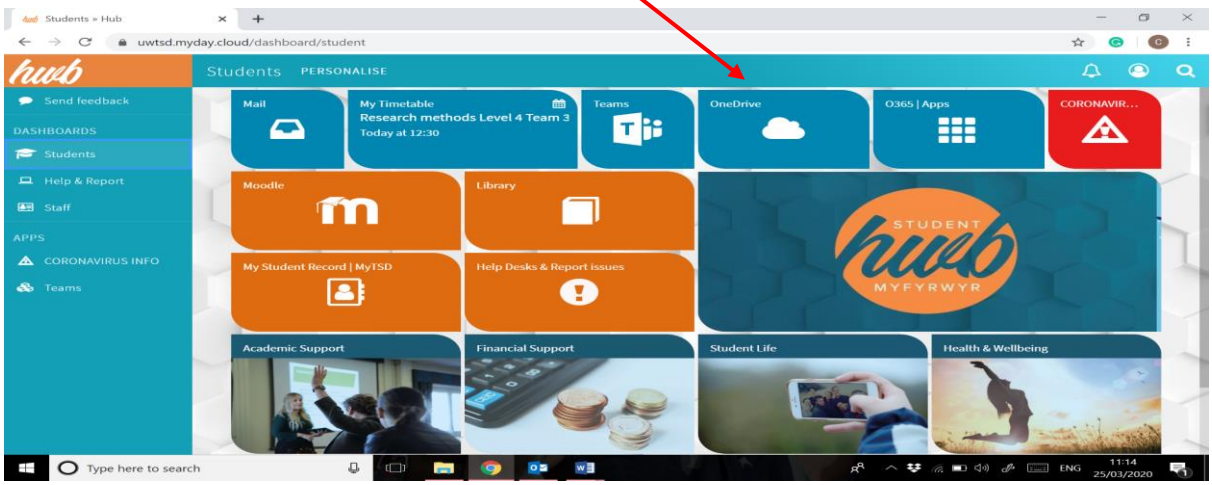
One-drive Presentation Guide

Create your slides in the same way as you always do using office PowerPoint.

Instead of presenting to the class, the online submission means that you will need to record your presentations on your mobile device or video camera. Once you have done this, you need to transfer the presentation from your device in the usual way you do this with your device. See your mobile device instructions online.

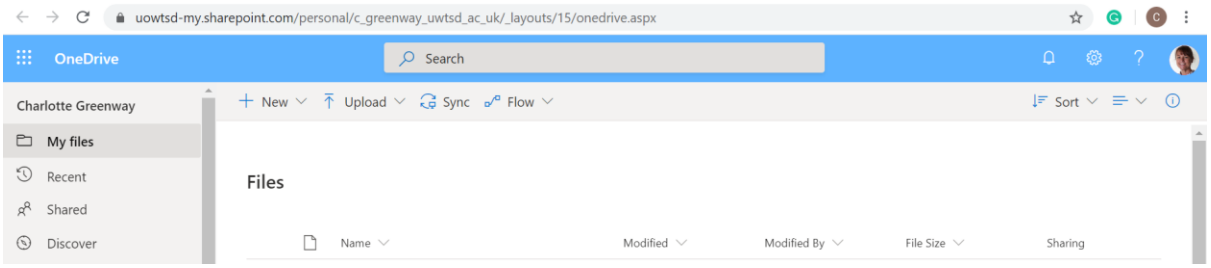
Once you have your recorded presentation on your computer, you then need to upload this onto One-drive.

All of you have access to One-drive on the HWB. Click onto One-drive

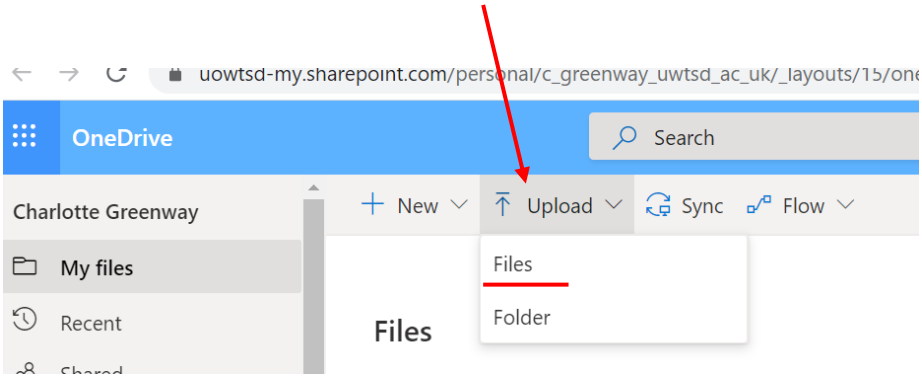


Once you have opened One-drive follow the steps below for uploading your presentations.

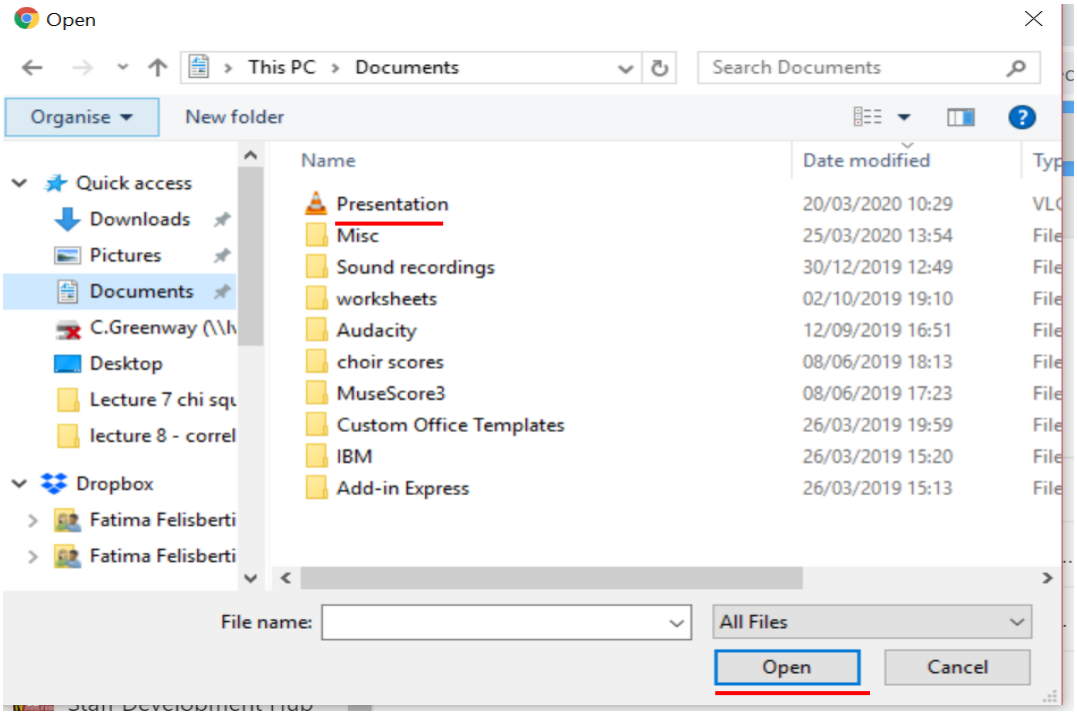
Here is the One-drive default page



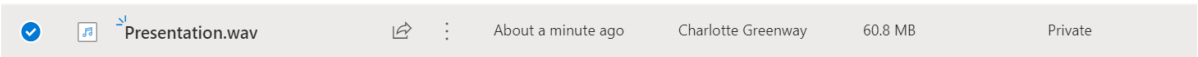
To upload your presentation click on the Upload button in the toolbar and select Files



Then you select the presentation from the location you have saved it in – below it is in my documents. Select the presentation and press open.



The file/presentation you have selected will then upload to One-drive

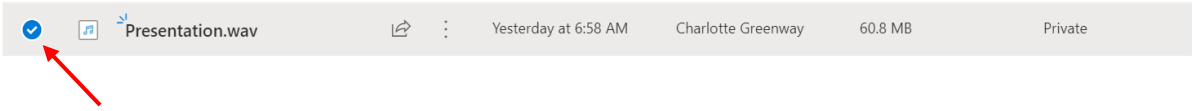


You will then need to send your presentation to your module tutor.

If you prefer to watch these steps, see this video.

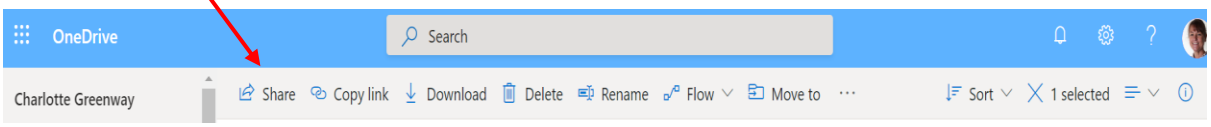
https://support.office.com/en-us/article/video-upload-files-and-folders-to-onedrive-7f630d4a-0af2-40f9-a32a-de5f149eb1de

How to share/email your One-drive presentation to your module tutor

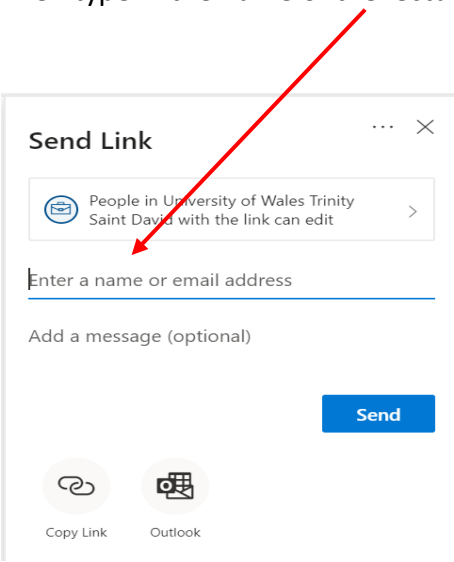


Select the presentation you want to share

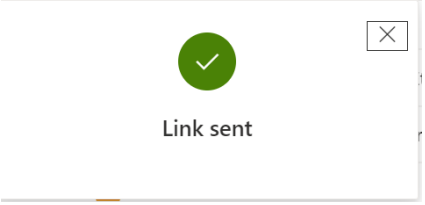
Click on the Share button in the toolbar.



Then type in the name of the lecturer and Send.



You will see the below once the presentation has sent.



If you prefer to watch these steps, see this video

https://support.office.com/en-us/article/video-share-files-and-folders-in-onedrive-personal-3fcefa26-1371-401e-8c04-589de81ed5eb?ui=en-US&rs=en-US&ad=US