

# How to Upload from One-Drive into a Canvas Assignment

## Login to your OneDrive (Office 365) account inside of the Canvas shell area:

1. Login to Canvas, select your Canvas course shell, and on the left hand side locate the Office 365 Tab.
2. You will be prompted to login to your Microsoft account.
3. Log in

OR

1. Click the Assignments Tab, select the assignment you are submitting to.
2. You will be prompted to login to your Microsoft account. Login with your credentials.
3. Log in

## Upload to Canvas Assignments:

1. In your assignment submission choices, choose Office 365 as your submission type.
2. Click on your choice of document from your OneDrive Doc options.
3. Confirm the correct document has been uploaded before submitting.
4. Click Submit Assignment Button.
5. Confirm your submission.

