ILLINOIS VALLEY COMMUNITY COLLEGE
Student Technology

Instructions for Submitting an Office 365 OneDrive File to Blackboard

1. CREATE YOUR FILE USING THE MS OFFICE 365 ONLINE APPS:

1) Log into your IVCC student email account at www.ivcc.edu/studentemail.
2) Click on the app launcher in the upper left corner.
3) Select the needed app (Word, Excel, PowerPoint, etc.).
4) Select a blank file to begin or select from your saved files in OneDrive.
5) Begin creating/editing your file.
6) To rename your file: Click on the file name on the title bar, type in the new file name, and enter.
7) Your file automatically saves as you work. "Saved" will appear near the file name.

2. DOWNLOAD THE MS OFFICE 365 ONLINE FILE TO YOUR COMPUTER:

1) Log into your IVCC student email account at www.ivcc.edu/studentemail.
2) Click on the app launcher in the upper left corner.
3) Select OneDrive.
4) Select your file by clicking the circle in front of file.
5) Select Download from the toolbar. Depending upon your browser, your file may automatically download or you may need to select Save File and OK from a prompt.
6) The file is now downloaded to your Downloads folder.

3. SUBMIT YOUR MS OFFICE 365 ONLINE FILE ON BLACKBOARD:

1) Log into Blackboard at https://ivcc.blackboard.com.
2) Click on your course.
3) Navigate to the assignment to which you need to submit your file.
4) Two methods to upload your file:
   - Click on Browse My Computer in the Attach Files dash-outlined area. Select your Downloads folder, select the file you need to submit, and Open. You will see your file appear under the dash-outlined box. Go to #5 below.
   - You can drag and drop your downloaded file into the Attach Files dash-outlined box. Go to #5 below.
5) Click to Submit your assignment on Blackboard. You will see your file appear in your attempt.