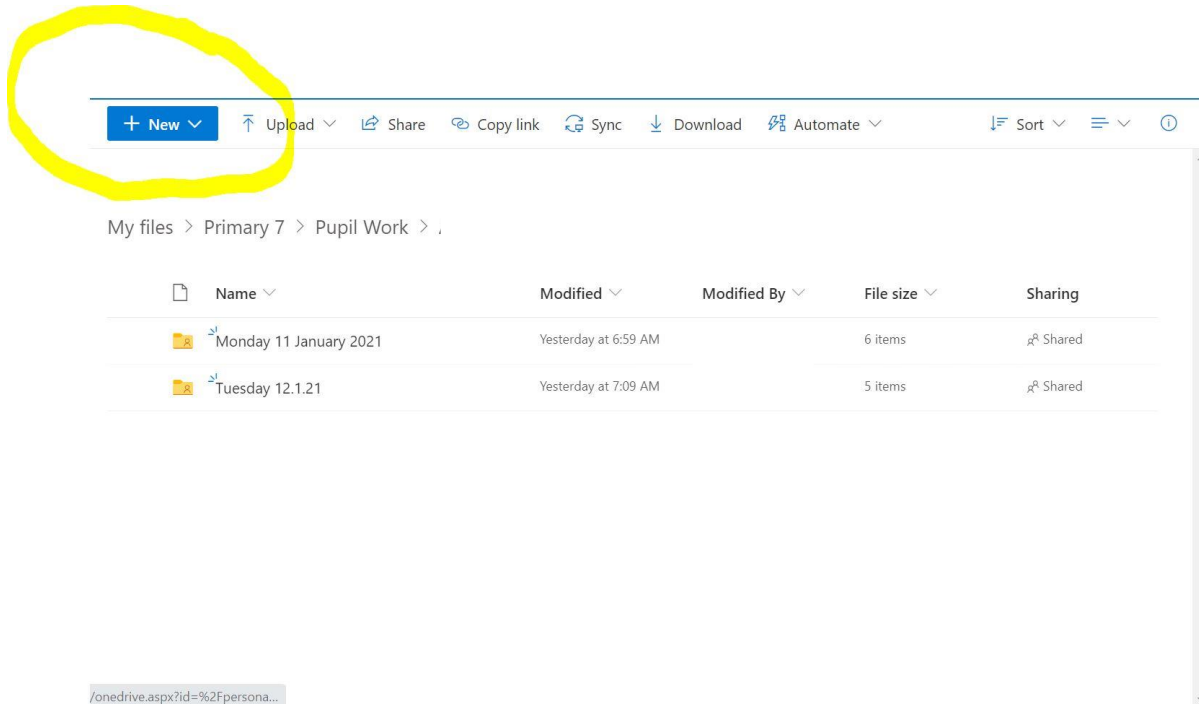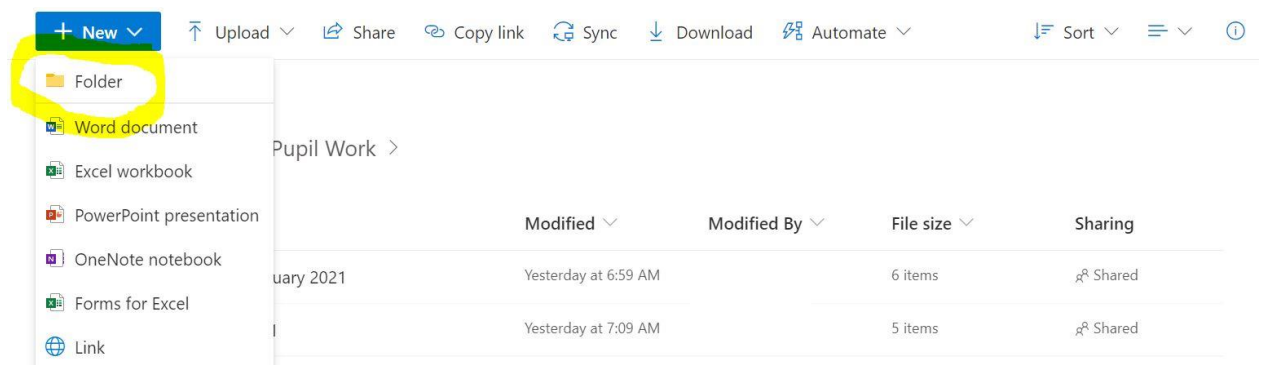Click on the OneDrive link that I have sent to you individually. No one else will be able to access your work apart from you and I.

## Step 1: Click on 'New'



## Step 2: Add a new folder

**Step 3: Add one folder every morning and add your work to it. Please rename it by the date so it is easy to find your completed work.**

| + New ⌄ | ⬆ Upload ⌄ | ↪ Share | ◦ Copy link | ⟲ Sync | ↓ Download | ⚙ Automate ⌄ | | ↓= Sort ⌄ | =⌄ |
|---|---|---|---|---|---|---|---|---|---|

My files  >  Primary 7  >  Pupil Work  >

| ☐ | Name ⌄ | Modified ⌄ | Modified By ⌄ | File size ⌄ | Sharing |
|---|---|---|---|---|---|
| 📁 | Friday 15.1.21 | Yesterday at 6:23 AM | | 6 items | ጸ Shared |
| 📁 | Monday 11 January 2021 | Tuesday at 6:59 AM | | 6 items | ጸ Shared |
| 📁 | Thursday 14.1.21 | Thursday at 7:33 AM | | 6 items | ጸ Shared |
| 📁 | Tuesday 12.1.21 | Tuesday at 7:09 AM | | 5 items | ጸ Shared |
| 📁 | Wednesday 13.1.21 | Wednesday at 5:51 AM | | 7 items | ጸ Shared |