

Instructions for Using mydrive to Upload and Access Web Page Files

- Navigate to - <https://mydrive.nvcc.edu/login>.
- Enter your Blackboard username and password and click *Sign In*.

Please Note:

This system provides you with the ability to easily share documents and files with others. If you are developing web applications for a class, you must use the following URL format in order for your web applications to perform properly:

<http://MyDrive.nvcc.edu/username/public>

Any files uploaded to this file sharing system will be deleted automatically after 365 days of inactivity. Additionally, in order to protect internal systems and personal information of students, faculty and staff, Northern Virginia Community College reserves the right to delete files and documents at its own discretion without prior notice to users. Please share responsibly.



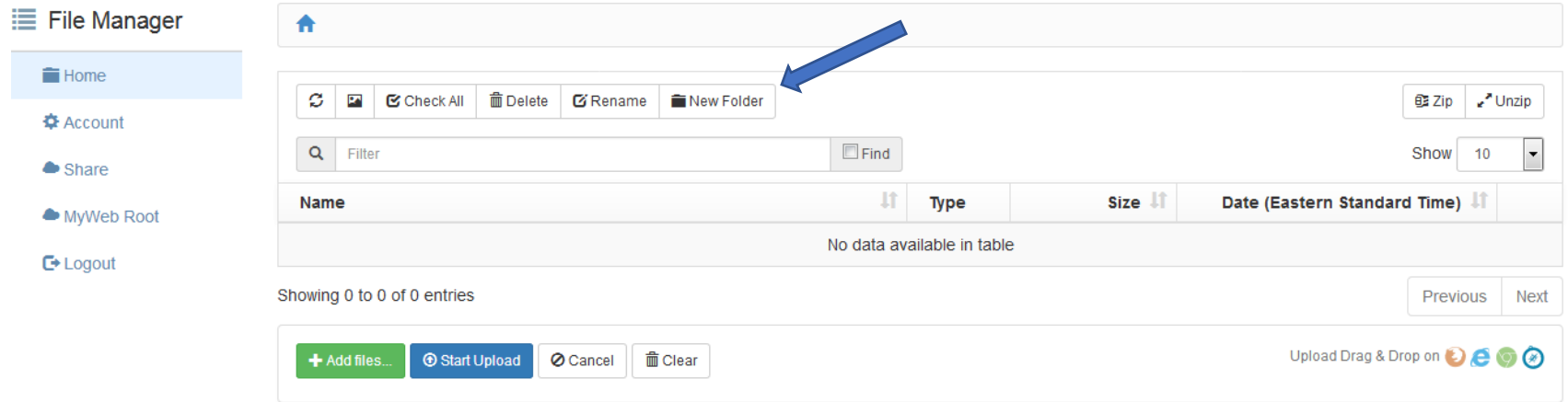
User Login

TIP: Use your MyNOVA user ID to sign in, not your full VCCS email address.

Sign In




- The OneDrive opening screen appears. Click *New Folder*.



The screenshot shows the OneDrive File Manager interface. On the left is a sidebar with navigation options: Home (selected), Account, Share, MyWeb Root, and Logout. The main area features a toolbar with icons for Refresh, View, Check All, Delete, Rename, and New Folder. A blue arrow points to the 'New Folder' button. To the right of the toolbar are buttons for Zip and Unzip, and a 'Show' dropdown menu set to 10. Below the toolbar is a search bar with a 'Filter' input and a 'Find' button. A table header is visible with columns for Name, Type, Size, and Date (Eastern Standard Time). The table body contains the text 'No data available in table'. Below the table, it says 'Showing 0 to 0 of 0 entries' and has 'Previous' and 'Next' buttons. At the bottom, there are buttons for '+ Add files...', 'Start Upload', 'Cancel', and 'Clear'. On the far right, it says 'Upload Drag & Drop on' followed by icons for various upload methods.

- Enter the name *public* and click *Create*.

Create New Folder? ✕



 Are you sure you want to create a new folder with the selected name?

Relative To

/

Folder

public



- Click the folder name *public* so that the name public appears next to the little house icon near the top of the screen.
- Click *Add files*.

✔ Directory 'public' created ✕

 [🏠](#) / public

🔄 📁 🔍 Check All 🗑️ Delete ✏️ Rename 📁 New Folder 🗜️ Zip 📂 Unzip

🔍 Find Show 10

Name	Type	Size	Date (Eastern Standard Time)
Go Up One Folder	up		

Showing 0 to 0 of 0 entries Previous Next

+ Add files... 🔄 Start Upload 🚫 Cancel 🗑️ Clear Upload Drag & Drop on



- Browse your computer and add each file that you want uploaded. There should be five files - movies.html, hobbies.html, the .css file and the two image files.
- These files should now appear in the window BELOW the Add files button.
- To add these files to the public folder, Click *Start Upload*.

🏠 / public

🔄 Refresh 🖼️ Preview 📄 Check All 🗑️ Delete 📄 Rename 📁 New Folder


🔍 Filter Find Show 10

Name	Type	Size	Date (Eastern Standard Time)
📁 Go Up One Folder	up		

Showing 0 to 0 of 0 entries Previous Next

+ Add files... ⬆️ Start Upload ⏹️ Cancel 🗑️ Clear Upload Drag & Drop on 📄 📄 📄 📄

movies.html	0.91 KB	⬆️ Start ⏹️ Cancel
styleex.css	0.52 KB	⬆️ Start ⏹️ Cancel



- You will know that the files are uploaded to the public folder when the files are listed in the window ABOVE the Add files button.
- You can now check that your pages are displaying properly by clicking *MyWeb Root* on the left menu.

The screenshot shows a File Manager interface with a left sidebar containing navigation options: Home, Account, Share, MyWeb Root (highlighted with a blue arrow), and Logout. The main area displays a green notification bar at the top stating: "File 'movies.html' successfully uploaded" and "File 'styleex.css' successfully uploaded". Below this, the breadcrumb path is "/ public". A toolbar includes icons for Refresh, Download, Check All, Delete, Rename, and New Folder, along with Zip and Unzip buttons. A search bar with a "Filter" input and a "Find" button is present. A table lists the files:

Name	Type	Size	Date (Eastern Standard Time)
Go Up One Folder	up		
movies.html	file	936 B	12/15/2017 1:08 PM
styleex.css	file	531 B	12/15/2017 1:08 PM

Below the table, it says "Showing 1 to 2 of 2 entries" with "Previous" and "Next" navigation buttons. At the bottom, there is an upload section with buttons for "+ Add files...", "Start Upload", "Cancel", and "Clear". A summary table shows the uploaded files:

movies.html	0.91 KB	Clear
styleex.css	0.52 KB	Clear

On the right side of the upload section, there is a note: "Upload Drag & Drop on" followed by social media icons.

- A list of the files in your public folder should display. Click the movies file and make sure it renders as you intended and that all the links work. Do the same for the hobbies file.

[\[To Parent Directory\]](#)

12/15/2017	1:08 PM	936	<u>movies.html</u>
12/15/2017	1:08 PM	531	<u>styleex.css</u>

- Once you are satisfied with your web site, post the following url to the Blackboard assignment area - **<http://mydrive.nvcc.edu/username/public/>** - where username is your Blackboard username. You can easily just copy this url from the browser and paste it into Blackboard.