Instructions for Using mydrive to Upload and Access Web Page Files

- Navigate to - https://mydrive.nvcc.edu/login.
- Enter your MyNOVA 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.

N User Login

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

👤 MyNOVA Username

🔒 MyNOVA Password

Sign In

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

- 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

Cancel   📂 Create

- 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 |

🔍 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 🦊 e 🌐 ⊘

- 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*.

- 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.

- 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 movies.html
12/15/2017   1:08 PM              531 styleex.css
```

- Once you are satisfied with your web site, submit the url - **http://mydrive.nvcc.edu/username/public/** to your instructor where username is your MyNOVA username.