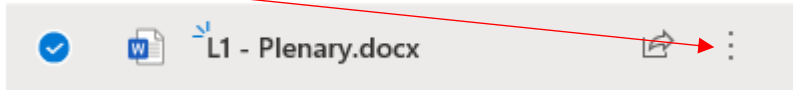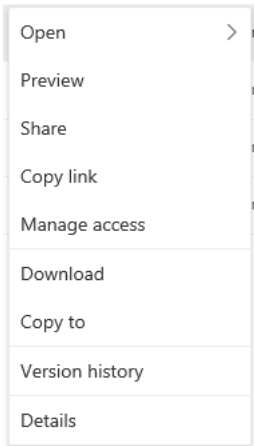# How to Edit and Save StudentResources Documents

This document takes you through how to edit a document stored in StudentResources without the need to save to personal device.
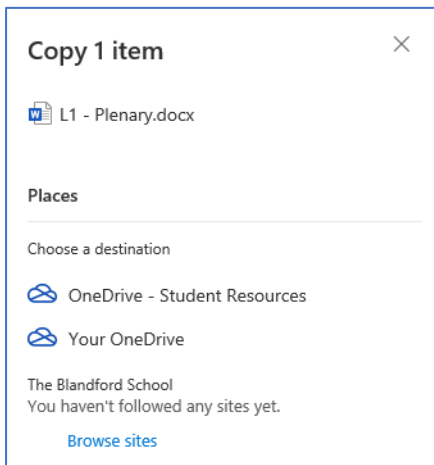
1. Locate the work you have been set in StudentResources.

2. Click on the 3 dots next to the document you want copy

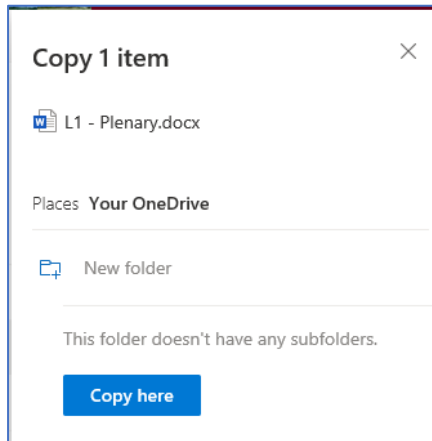3. On the popup menu select Copy To

4. Options will pop up on the right

# How to Edit and Save StudentResources Documents

5. Click on Your OneDrive and the box will change

6. If you click on New Folder you can enter a folder name which will be created in Your OneDrive

7. Click on Copy Here and a message will popup near the top informing you when the copy has completed

8. Click OneDrive at the top of the page and this will take you into your personal OneDrive

9. You will find the document you have just copied. If you created a folder to put it in you will need to open that folder
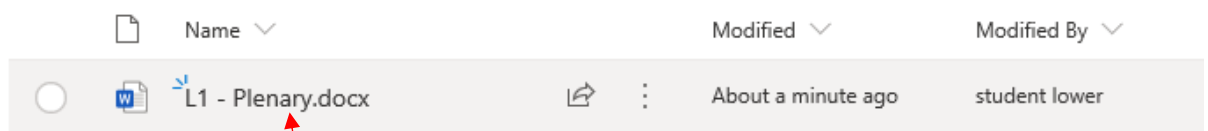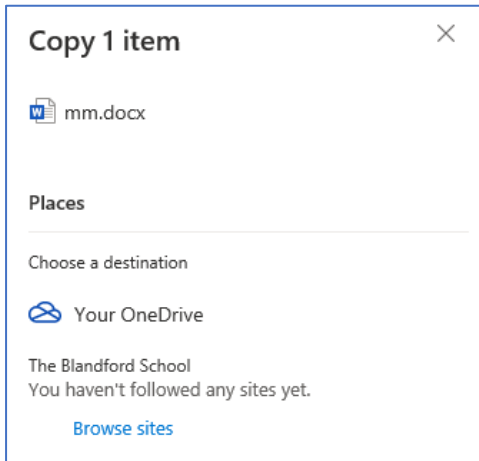

10. Click on the document name and it will open in the online App

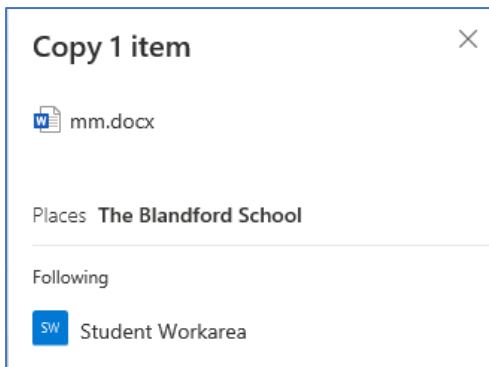11. You can now make changes which will be saved automatically as you go along
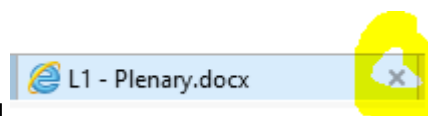
12. Exit the document when finished

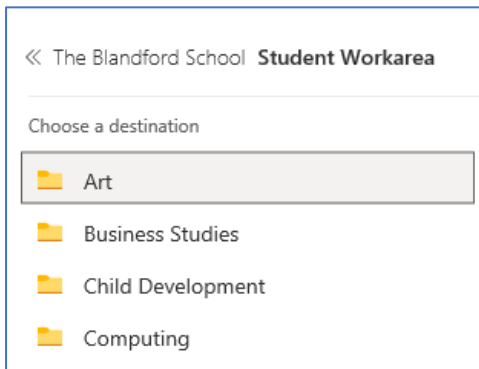13. Once back in your OneDrive repeat steps 2 – 3
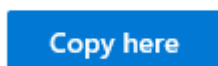
14. Options will pop up on the right

15. Click on Browse Sites

16. Select Student Workarea and it will display the folders

17. Navigate to the correct folder, making sure you click to go into it and at the bottom click on Copy Here

18. A message will popup near the top informing you when the copy has completed