

كلية الهندسة – جامعة القاهرة



INSTRUCTORS GUIDE- COURSE FILES DIGITIZATION_2017-18

1- NEW tab

From NEW tab you can create new folder or document,..... (if signed in with a university account i.e.@cu.edu.eg)

0		1_Program Specifications - OneDrive - Google Chrome	
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Shared with me	PowerPoint presentation		
Discover	OneNote notebook		_
Recycle bin	Forms for Excel		
Cairo University +	🗊 Link		
Groups bring teams together. Join one or create your own.			
		This folder is empty	
		Drag files here to upload.	
Get the OneDrive apps Return to classic OneDrive			

Note if there is no university account, it is preferable to create the folder on the PC and upload it using the upload tab as in point 2

2- UPLOAD tab

From UPLOAD tab you can upload files of folders

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Recycle bin		
Cairo University + Groups bring teams together. Join one or create your own.	This folder is empty Drag files here to upload.	
Get the OneDrive apps Return to classic OneDrive		Ŧ

3- Note about **Sharing:** you can share the course folder with your TA by forwarding the mail received from the Champion.

4- Edit a file

You can open the uploaded file online by clicking on it and edit as shown in the following photos.



5- Check list

You have to download it then modify according to what is added in the course folder, then upload it again with replacement.

- Download

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Files	001_Course Specs	Copy link	Tamer ElSerafi	x ^R Shared
Recent	002_Teaching Material	Download	Tamer ElSerafi	x ^R Shared
Shared with me	003_Grading Material	Delete	Tamer ElSerafi	x ^R Shared
Discover Recycle bin	004_Class Work Grades	Move to	Tamer ElSerafi	я ^я Shared
Cairo University +	005_ILOs Survey Results	Copy to	Tamer ElSerafi	x ^R Shared
Groups bring teams together. Join one or create your own.	006_Course Report	Rename Flow >	Tamer ElSerafi	я ^R Shared
	a 007_CVs	Version history	Tamer ElSerafi	я ^R Shared
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	✓	February 7	Tamer ElSerafi 49.5 KB	к ^р Shared

Drag files here to upload

Get the OneDrive apps

Return to classic OneDrive

- Edit on PC

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	Cairo University Faculty of Engineering	Please write depart	ment or program name here.	
	Course Fil	e Checklist		
2 - -	Course Title: Click here to enter text.	Course	Code: Click here to enter text	
- - 	Semester Choose an item.	Year	Choose an item.	
- - - -	Content	Status	Notes (If any)	
	1. Course Specs			
ب	1.1. Course Specifications		Click here to enter text.	
	1.2. Course Mapping to NARS		Click here to enter text.	
- - - -	 Teaching material (Use soft copy a appropriate) 	S		
	3. Grading Material			
a -	3.1. Course Work			
10	3.1.1. Assignments		Click here to enter text.	
	3.1.2. Description		Click here to enter text.	
1	3.2. Midterm Exam			
2	3.2.1. Exam Paper		Click here to enter text.	
-	3.2.2. Samples		Click here to enter text.	
n	3.3. Final Exam			
PAGE 1 OF 1 5 OF 230 WORDS	DOM)			印 🗐 🐻 - — + 100%

- Upload with replacement

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Drag files here to upload				
Get the OneDrive apps				
Return to classic OneDrive				

Important NOTE about "Ref. Template" folder

This folder contains all the needed templates in the course files and program files. For Fall 2017, for your convenience, you can upload the files in any format that you have already used; but for Spring 2018, instructors are kindly requested to follow these templates.