

OneDrive RTP User Guide

Published: August 5, 2020

Using the Guide

Different types of users have different needs in accessing the OneDrive RTP system. To help users, in each section title, we have added the following notations to indicate if this is something that will likely be needed for the role that you play. The roles are identified by the following notation:

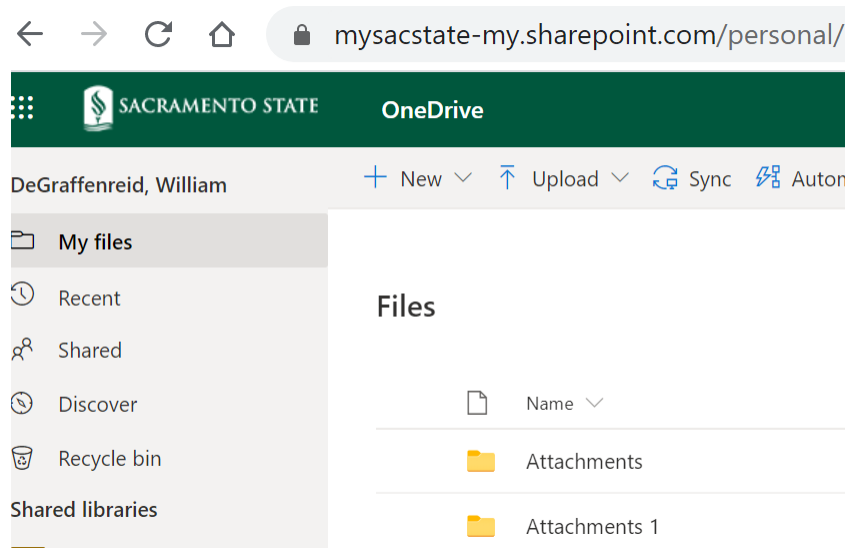
- F – Faculty member under review
- R – A reviewer (member of review committee, department chair (if required by local policy), dean, or Provost)
- A – College Analyst
- S – Administrative support (members of college/department staff that normally help with preparing W-PAF.)

This guide is intended to be a quick reference for all users on how to access and (if appropriate) move info into the folders. For more details, please see the Procedures document.

Accessing OneDrive Folder (F, R, A, S)

When you are originally assigned access to a folder, you will be sent an email with a link to that folder. If you lose that email, you may also gain access to One Drive via a web browser. Navigate your browser to: <https://mysacstate-my.sharepoint.com/>. If not already logged on with SacLink credentials, please do so.

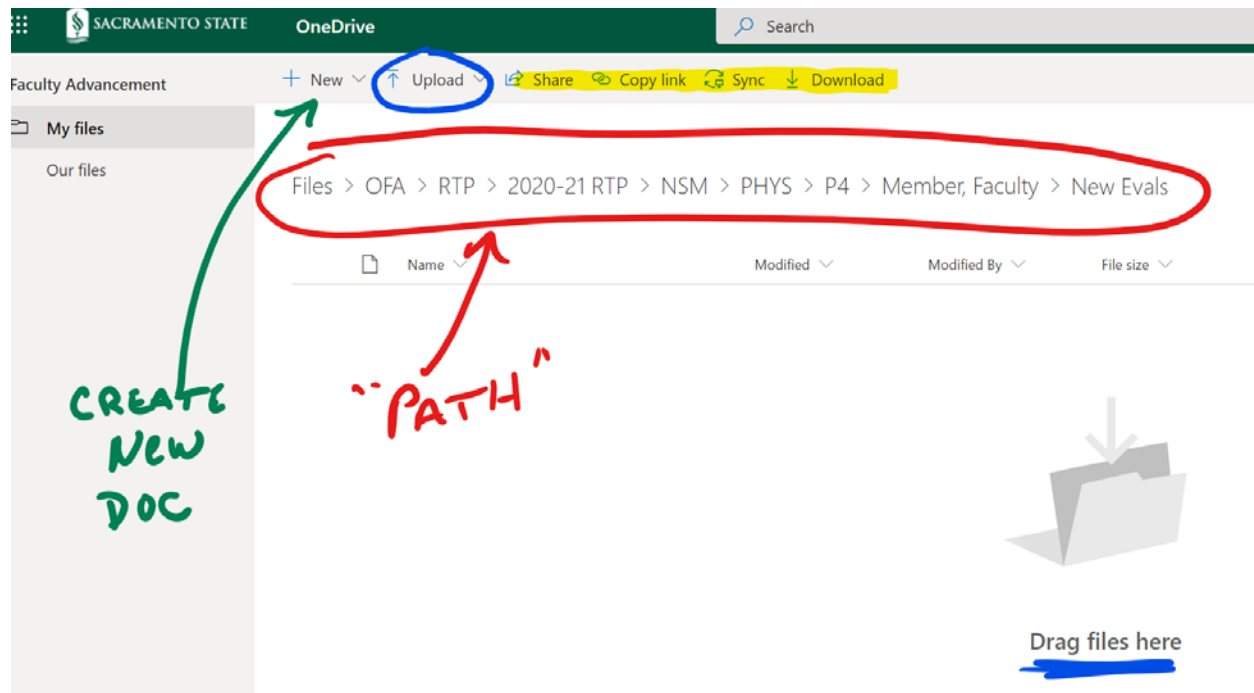
The navigation on the left will look something like the image below:



Click on the “Shared” folder and you will see a list of items that have been shared with you. It should include the department-, college-, or faculty-level folder that has been assigned to you. Clicking on that folder should take you to the folder and assigned sub-folders for your review. Access to these folders will only be for the period during which you would normally have access to the paper binders: once the “letter” is distributed to the college office, the college HR analyst will remove your access.

Moving Materials In and Out of One Drive (F, A, S)

One Drive is a cloud-based file storage system. It works very much like the file folder system on your desktop computer. A screen capture of the web-based system is shown in the figure below. It is annotated to show the essential elements. The user must have edit-level access or higher to be able to add items to the folder. Those with read only or restricted level access will not be able to add to the folders as described below.

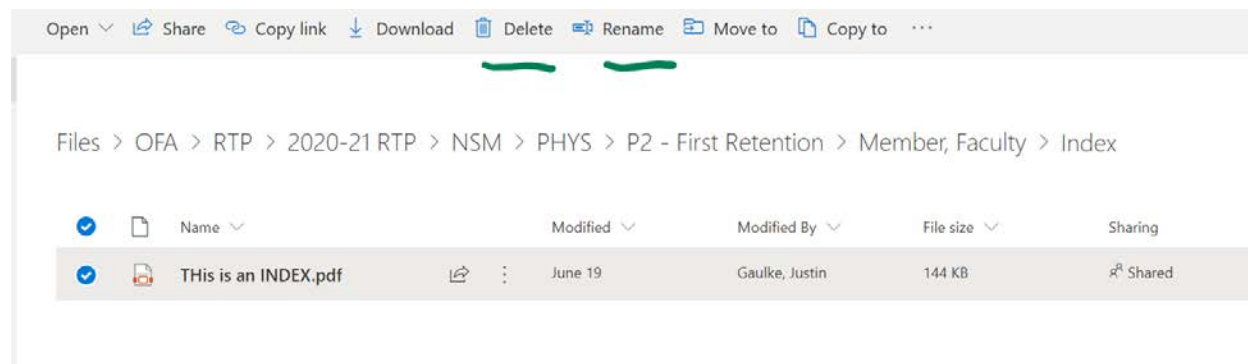


The “path” of the file structure is shown in red. Depending on the access you are given, you may not have such a long path shown. For this case, this folder is where current evaluations would go for “Faculty Member” in Physics, who is doing a P4 review. To go to the Faculty Member’s top-level folder, you click on the “Member, Faculty” link in the path to back up a level.

You can add existing files to a folder in two ways (noted with blue), by dragging and dropping the file directly into the window or by clicking on the “Upload” link. To create and add a brand-new file (Word, Excel, Powerpoint) directly into the folder, you would click on the “+New” link (green), but since most documents will be existing, this is likely to not be used much.

The items highlighted in yellow may or may not exist depending on the level of access that you are granted. As this was generated from “owner” level access, it has options that restricted and read-level access would not have.

Once materials are in the folder, a user with edit (or higher) level access can rename or delete a file. To delete or rename a file, click on the “radio button” to the left of the file name and the options appear at the top as shown in the figure below. Those with restricted-level access cannot rename or delete a file.



Providing Access to Folders (A)

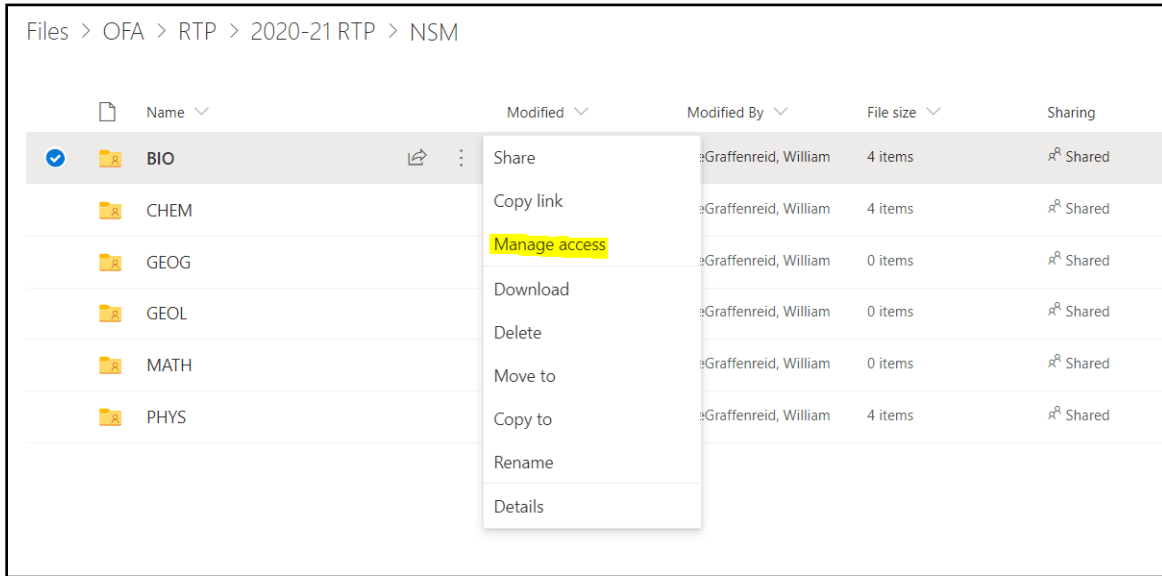
College analysts will be given permission to assign access to department and college staff, the faculty member under review, and the individual reviewers at primary, secondary, and dean-level reviews. OFA will provide the appropriate college analysts with the access necessary to perform this work. This section walks through the process of managing access for analysts. This process is only available to the college analysts.

Access should be assigned based on the appropriate windows for review as follows:

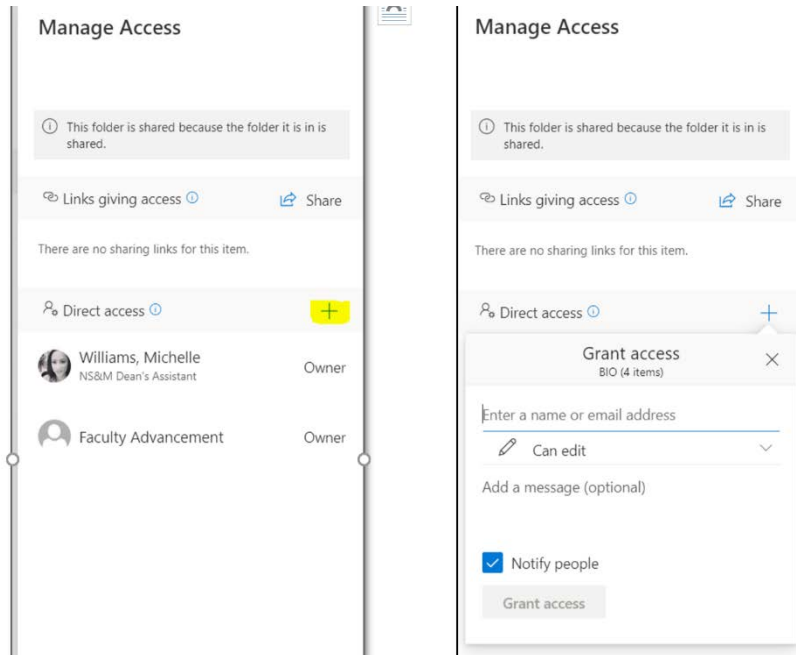
- File Building: faculty member (their folder), department ASC (department folder), college analyst (college folder). Some departments have a practice of requiring the faculty member to review the file with the department chair before closure; in this case read or restricted-level access may be granted to the chair
- Primary Review: committee members (department folder), college analyst (college folder)
- Secondary Review: committee members (college folder), college analyst (college folder)
- Dean Review: dean (college folder), college analyst (college folder)

The analyst will retain access through the process to address any problems with file access that may arise during the reviews.

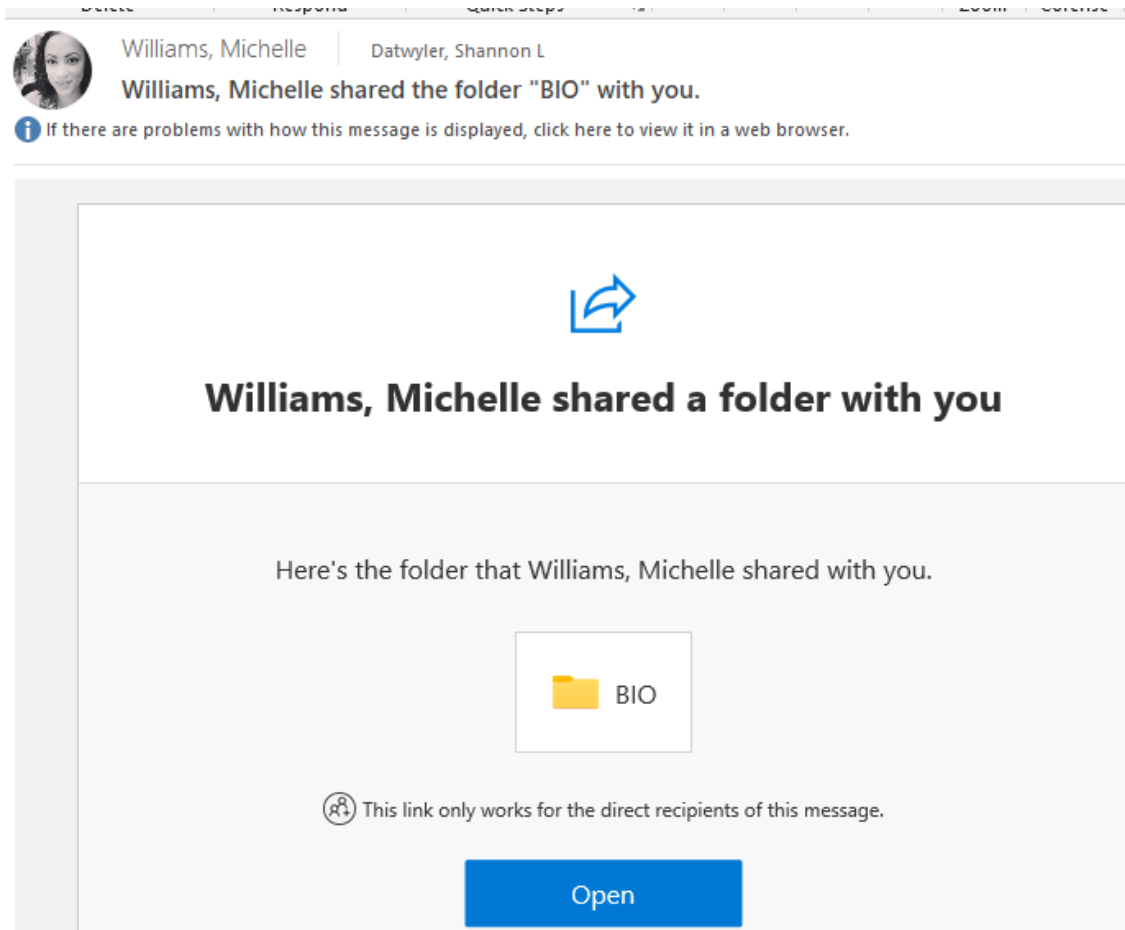
To get to the folder permissions highlight the department folder then click the three dots and click “Manage access”



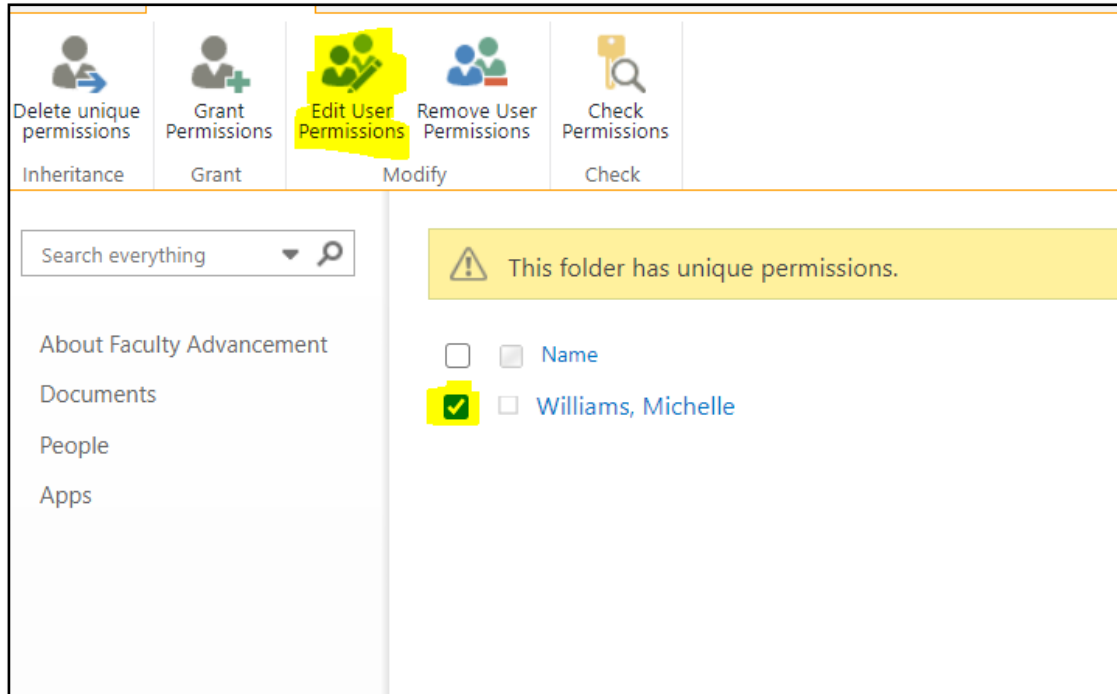
To grant someone access, click on “+” in the direct access area. then enter the name or email of the person you are granting access to. The SacLink email address is the most reliable so as to avoid duplicate names on campus. You will need to choose either “can edit” or “can view” based on their needs. Then click grant access.



The individuals that you grant access to will get an email with a link to the folder. As noted above, they will also see the folder in the “shared” folder of the OneDrive web access.



Following this process, the assignments will give either edit or read-level access; to change to restricted-level or to confirm the what access has been given, again click on the “manage access” via the three dots. At the bottom of the window that pops up, there is a link named “Advanced”. Clicking on that link will pull up a window where you can see all individuals with access. By selecting a name and clicking on the “Edit User Permissions” link, you can verify and/or change the level of access they are granted as shown in the figures below. Those granted access for reviewers should in this location be changed to “Restricted View” because this is the most limited level of permission for a folder.



Users:

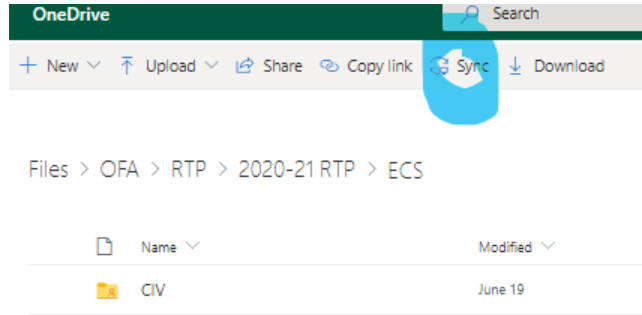
Williams, Michelle

Permissions:

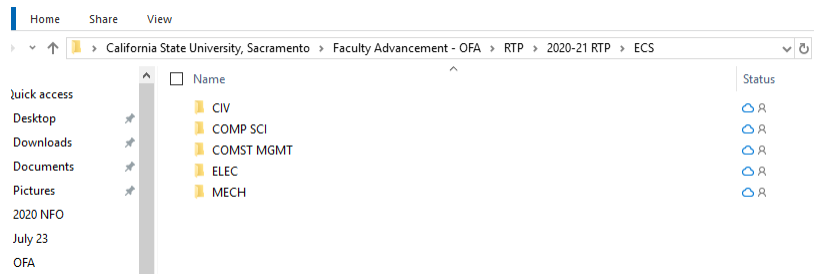
- Full Control - Has full control.
- Design - Can view, add, update, delete, approve, and customize.
- Edit - Can add, edit and delete lists; can view, add, update and delete list items and documents.
- Contribute - Can view, add, update, and delete list items and documents.
- Read - Can view pages and list items and download documents.
- Restricted View - Can view pages, list items, and documents. Documents can be viewed in the browser but not downloaded.

Mapping Drive to Desktop and Copying Templates (A)

There is enough material that the analysts need to move into items in the college folder, that there is an advantage to mapping the college level folder directly to the desktop. To do this, log into the online version (as shown above). Click on the "Sync" icon located as shown in the figure below (note, you may need to install or update the OneDrive application on your computer). Once the sync is complete, you



should be able to find a folder in your file browser that allows you to navigate through the departments within the college as if it were locally stored on your machine. Note that permissions cannot be assigned via the desktop sync'ed folders



Making Faculty Folders (A)

Each department is set up identically, with “P2”, “P3/P5”, “P4”, and “P6, Promotion, and Tenure” folders. Each of these folders contains a template folder for a faculty member. If there is only one faculty member in the department subject to that review, the template can be simply renamed to that of the faculty member. If there are more than one, copies will need to be made. In this case, it is much easier to copy the folder using a sync'ed folder on the desktop than with the web-based access. Folders that are not needed, for instance the P3/P5 folder if there is no one subject to that kind of review in the department, may be deleted.