

How to use your NIU OneDrive to update and share your IDP

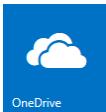
A. Setup your OneDrive and Update your IDP:

1. Open your NIU OneDrive in a web browser. To do this:

- Go to www.niu.edu and select Office 365 from the Quick Links drop-down menu (upper right corner of the NIU home page).
- Login using your **A ID account**, not your Z ID account. This will open up **Outlook mail** by default.
- To switch to your **OneDrive**, click the checker-box icon in the upper left corner of the top navigation bar to display a list of app tiles:



- Click on the OneDrive tile:



2. Upload the IDP PhD template file to the Files section of your OneDrive.

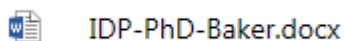
- Click the Upload link in the top navigation bar of your OneDrive:



- In the Choose File to Upload window, select your PhD IDP template file and click Open to upload it.
- Rename, if needed, the template file (right-click the file and select "Rename" from the popup menu) to the following format:

IDP-PhD-<Last Name>

For example,



Alternatively, you can drag and drop the template file into the Files section (a rectangle will appear).

3. Update the IDP document with your assessment data.

- Right-click your IDP file and select "Open In Word".
- Follow the instructions in the IDP document, filling out the form as much as you can. Clicking Save will write the file back to your OneDrive. You can continue editing and saving, or close the document and return later to continue editing.

See Ryan Damhoff if you need missing assessment data. You need to make sure that the rubrics/surveys for each Student Learning Outcome are applied according to the appropriate PhD timeline document. Be sure to update your IDP template file before the first meeting with your Advisory Committee and to notify them when you schedule the meeting that your OneDrive file is ready for their review.

B. Share your IDP document with the DGS and your Advisory Committee (after it's updated and it's time to schedule your first meeting):

1. **Navigate to the Files view** of your OneDrive.

This is the default view after opening your OneDrive, but you can always get there by clicking the Files link in the left margin menu.





2. **Share your IDP folder** with the DGS and members of your Advisory Committee (.

a. Right-click your updated IDP file and select "Share" from the pop-up menu.

b. Type the names of the DGS and your committee members into the Invite People field. (After typing a name, wait a bit for the search to locate the name, then select it). Here's an example:

Share 'IDP-PhD-Baker'

🔒 Only shared with you

Invite people	 Gary Baker x	 Timothy Hagen x	Can edit ▼
Get a link	 Jim Horn x	 Victor Ryzhov x	
Shared with	<input type="text" value="Include a personal message with this invitation (Optional)."/>		
	<input checked="" type="checkbox"/> Require sign-in		
	<input checked="" type="checkbox"/> Send an email invitation		

[Share](#)

Leave all the default settings.

c. Click the Share button at the bottom of the pop-up window.

[Share](#)

Congratulations, you did it!