

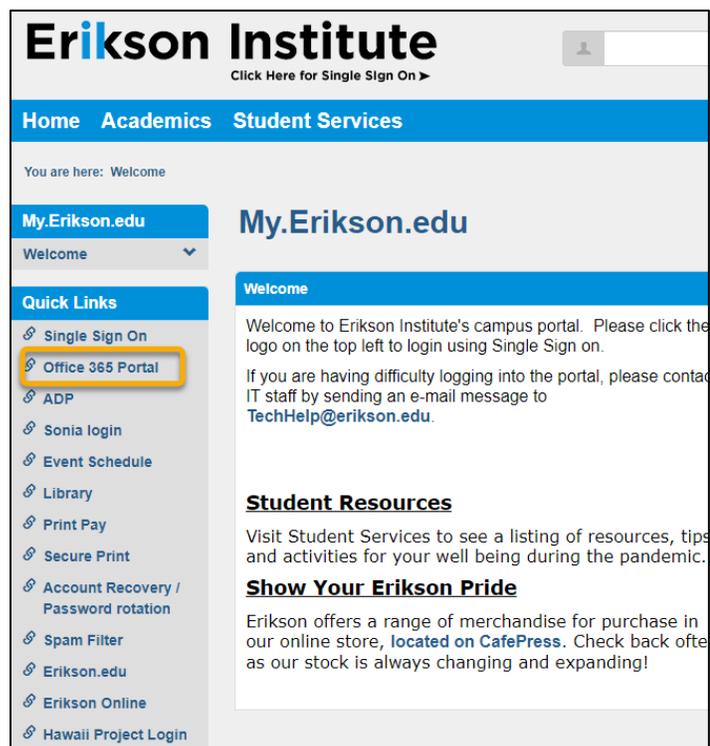
Saving Course Readings

There are a variety of ways to save readings from each semester to ensure you can access them later in your Erikson career and beyond. Below are simply suggestions for those who do not currently have a method for saving readings from each semester.

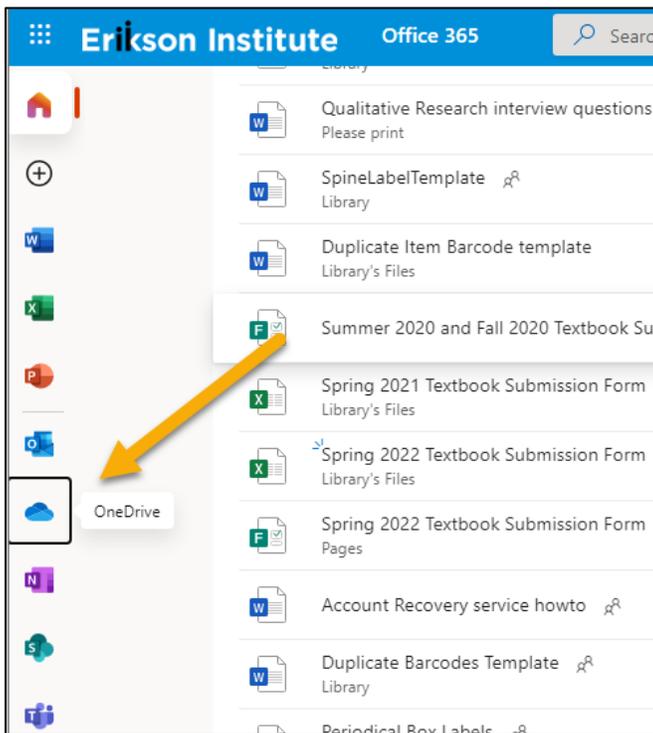
1. Download all articles provided in Canvas. This can be done by saving the PDF if it is directly linked in the Course Reserves, or by downloading it from the web source like Ebsco or ProQuest.
 - a. In the case of databases, like Ebsco or ProQuest, you will see a PDF button on the web page.
2. Create folders for each of your courses on your computer, then place each reading into the corresponding folder.

If you do not have a personal external hard drive or cloud-based storage (like Google Drive), you have access to OneDrive through Erikson. OneDrive is a cloud-based service from Microsoft that allows you to store materials safely.

1. To find OneDrive, either go to office.com in a web browser or find the link to the Office365 portal on my.erikson.edu
2. Log in using your Erikson email address and password



3. Click the “cloud” icon for OneDrive on the left-side menu



4. Click the “Upload” button in the top menu.
 - a. If you have saved your readings in a folder labeled by course, you can simply upload the entire folder by selecting “Upload” then “Folder.”
 - b. If you have not saved the readings in folders already, take the time to create a folder for each of your courses in OneDrive by selecting “New” and “Folder.”
 - i. Then click “Upload” and “Files” to save the readings in the corresponding folders.

