Overview

This document will provide information on how to share and secure non-confidential documents via OneDrive, such as course documents with students.

Central Oregon Community College entrusts employees with many forms of confidential data. It is our responsibility to ensure that we avoid sharing confidential data beyond those who should be able to access it for business (College) reasons. While we may share public information (such as course syllabus) with anyone, we must be diligent to protect information such as student grades and SSNs from cyber-criminals and even accidental exposure. Do not use OneDrive or any other cloud-sharing medium to share confidential College data. For more information and alternate solutions, contact the Information Security Office at (541)383-7746 x7746 or InfoSec@COCC.edu.

Supported cloud sharing

The only supported and accepted method of cloud document sharing is Microsoft OneDrive. Other cloud-sharing medium, such as DropBox and GoogleDocs are not approved by the College.

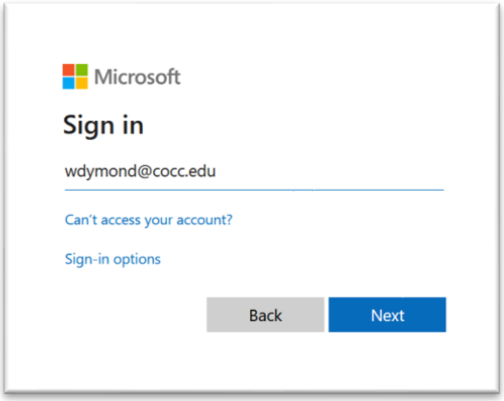
How to share files securely with OneDrive

The following instructions will demonstrate how to log into OneDrive, create share locations, and then configure security to allow select access to those locations.

Login to OneDrive:

1) Open a web browser and access the College's OneDrive location:
    a. https://cocc-my.sharepoint.com/

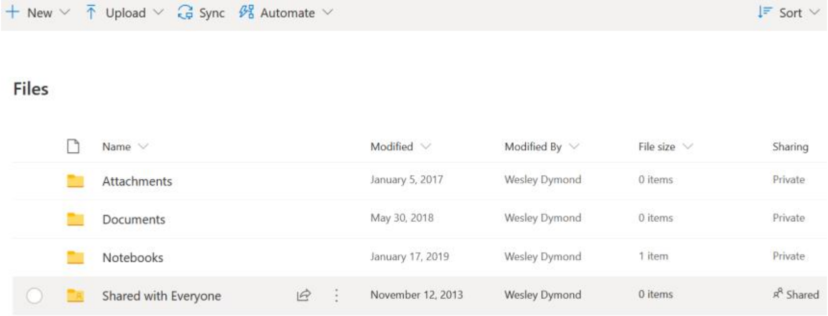
b. Login:


Microsoft
Sign in

wdymond@cocc.edu

Can't access your account?
Sign-in options
Back
Next

2) Once authenticated, the web browser will display your file and folders:


+ New
Upload
Sync
Automate
Sort
Files

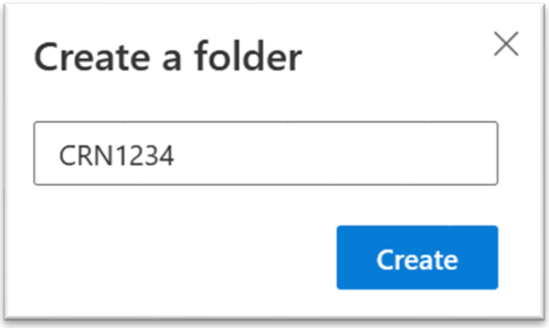
Name	Modified	Modified By	File size	Sharing
Attachments	January 5, 2017	Wesley Dymond	0 items	Private
Documents	May 30, 2018	Wesley Dymond	0 items	Private
Notebooks	January 17, 2019	Wesley Dymond	1 item	Private
Shared with Everyone	November 12, 2013	Wesley Dymond	0 items	Shared

3) From the top menu there are options to create + New folders and documents, Upload existing documents from your workstation, and more. For this document are scope is only on creating/uploading documents and folders while setting security settings for access to these documents.

Create a folder and upload a document

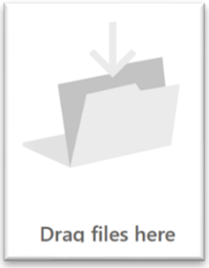
Folders are a great way to secure multiple documents, allowing the owner configure access to all files contained in that folder at the same time. This simplifies security management, which reduces risk of accidental exposure. In this example we will create a folder, setup security on that folder, and then upload a document to that folder.

1) Click + New and then select Folder. When presented with the following popup, select a folder name that makes sense. If, for instance, you are planning on sharing word documents to a class, you could name the folder after the appropriate CRN#. In this case, I'll use a face "CRN1234".



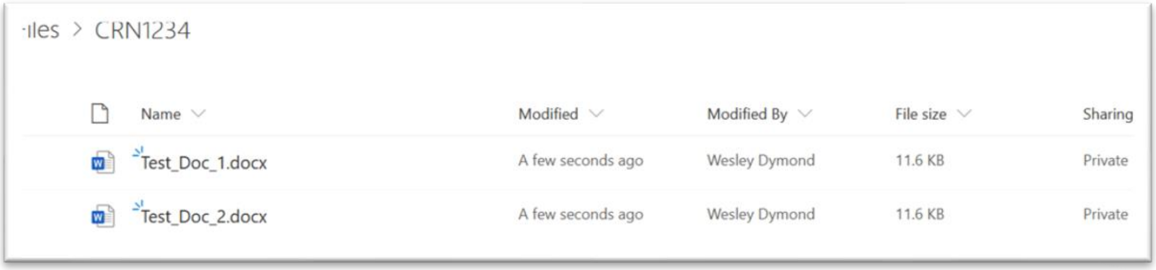
CRN1234

2) Now that we see the folder listed, click on the folder name CRN1234 to access the folder.
3) Once inside the folder, we can upload documents via either the Upload icon, or by dragging files into the browser. For this example, I drag two files called Test_Doc_1 and Test_Doc_2 into the window onto the Drag files here icon.



Understanding Security Permissions

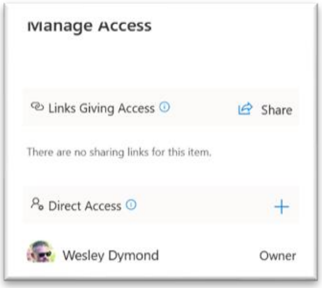
1) From this example, we can see that the file sharing properties are set to 'Private', meaning that no-one has access to the file except for the owner.



·iles > CRN1234

Name	Modified	Modified By	File size	Sharing
Test_Doc_1.docx	A few seconds ago	Wesley Dymond	11.6 KB	Private
Test_Doc_2.docx	A few seconds ago	Wesley Dymond	11.6 KB	Private

2) We can verify this by selecting the ⋮ (show actions) icon and selecting Manage access.
3) The Manage Access pop-up shows us two areas of interest:



Manage Access

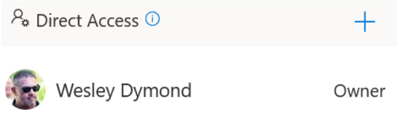
Links Giving Access ⓘ Share

There are no sharing links for this item.

Direct Access ⓘ +

Wesley Dymond Owner

4) The Links Giving Access ⓘ has no entries, indicating that no other users have that ability to view or download these items.
5) The Direct Access ⓘ section indicates that one person, Wesley Dymond, is the owner and also has the ability to access and modify the contents of this folder.



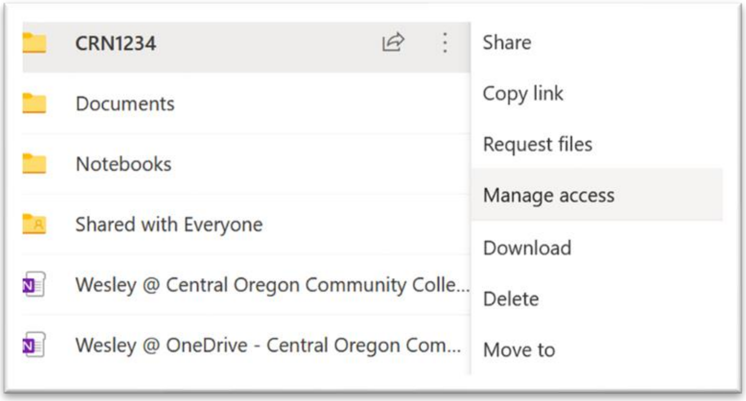
Direct Access ⓘ +

Wesley Dymond Owner

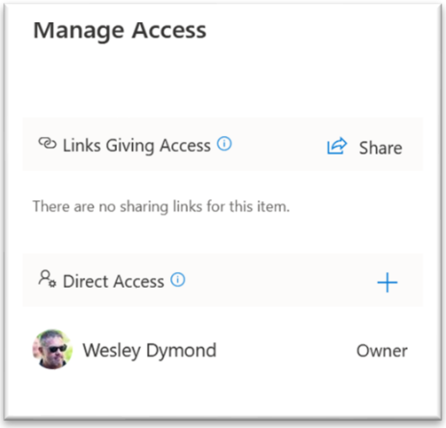
6) From this screen, we could click ⋮ for one of the file entries and then manage security, however for most situations a better solution is to manage access to the entire folder.

Setting Share Permissions

1) From the files screen, select ⋮ and then Manage access.


CRN1234
Documents
Notebooks
Shared with Everyone
Wesley @ Central Oregon Community Colle...
Wesley @ OneDrive - Central Oregon Com...
Share
Copy link
Request files
Manage access
Download
Delete
Move to

2) We are presented with the familiar Manage Access panel.


Manage Access
Links Giving Access ⓘ
Share
Direct Access ⓘ
+
Wesley Dymond
Owner

There are no sharing links for this item.

3) To share access to this folder, click Share from Links Giving Access ⓘ Share
4) The next pop-up allows us to set security:
    a. "Anyone with the link" means that anybody on the internet can access this information. Only set this if the information is public and does not contain any confidential information, such as FERPA or personally identifying information.
    b. "People in Central Oregon Community College with the link" will allow only COCC user accounts to access the files.
    c. "People with existing access" will keep the same settings but allow you to re-send the invitation to someone.
    d. "Specific people" will allow you to choose specific email addresses to send the link to.
5) If you check ☑ Allow editing then people will be granted permission to alter the documents, including modifying and saving a new version to this location.
6) You can enter email addresses to send this link to, and if the user is a non-COCC user, this will be noted.
7) Lastly, you can add a message, informing the invitation email recipient about the nature of the invitation. Hint: A properly crafted note can help students understand that this is not a phishing email or SPAM.