

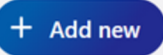


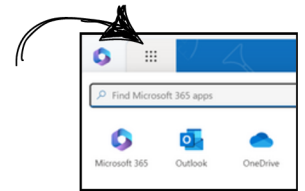
Transferring Files without a USB Drive

Beginning Feb 1, 2025, PCS student laptop devices will no longer be able to access files or folders located on USB devices.

To share files within PCS please use one of the following methods:

Microsoft OneDrive (preferred method)

1. Go to **Clever** 
2. Select Microsoft **M365** 
3. Choose the **OneDrive** app from the waffle in the upper left
4. In OneDrive, click the **+Add New** to add a file or folder 
5. Once a file is uploaded, it can be shared with anyone in Pinellas County Schools by clicking the share icon, then choosing permission settings



OneDrive can also be used to transfer files from a phone by installing the app. This is a great way to transfer photos and videos from an iPhone or Android. OneDrive app is available in the App Store or Google play.

Canvas

1. Teachers can upload and share files from their Canvas courses with all students and other teachers enrolled in the course
2. Teachers share files by adding the file to a **Module** or **Page** within the course
3. Students can upload files to Assignments with the 'file upload' option enabled (students cannot upload or share files in Canvas otherwise)
4. File size limit is 500MB and the total course capacity is approximately 7GB

Email

1. Teachers can share files via email with anyone in PCS
2. Students can share files via email with teachers but *not* other students
3. File size limit is currently 35MB