Aalto University School of Arts, Design and Architecture

Returning assignments to a Sharepoint folder

Assignments are returned in Microsoft Sharepoint. Applicants do not see each other's returned files.

You will receive a link to return your assignment in the invitation letter or its attachment. Click on the link or copy it into the address field of your browser. The link will take you to a page (image below) where you can add your files to the system.

Uploading files
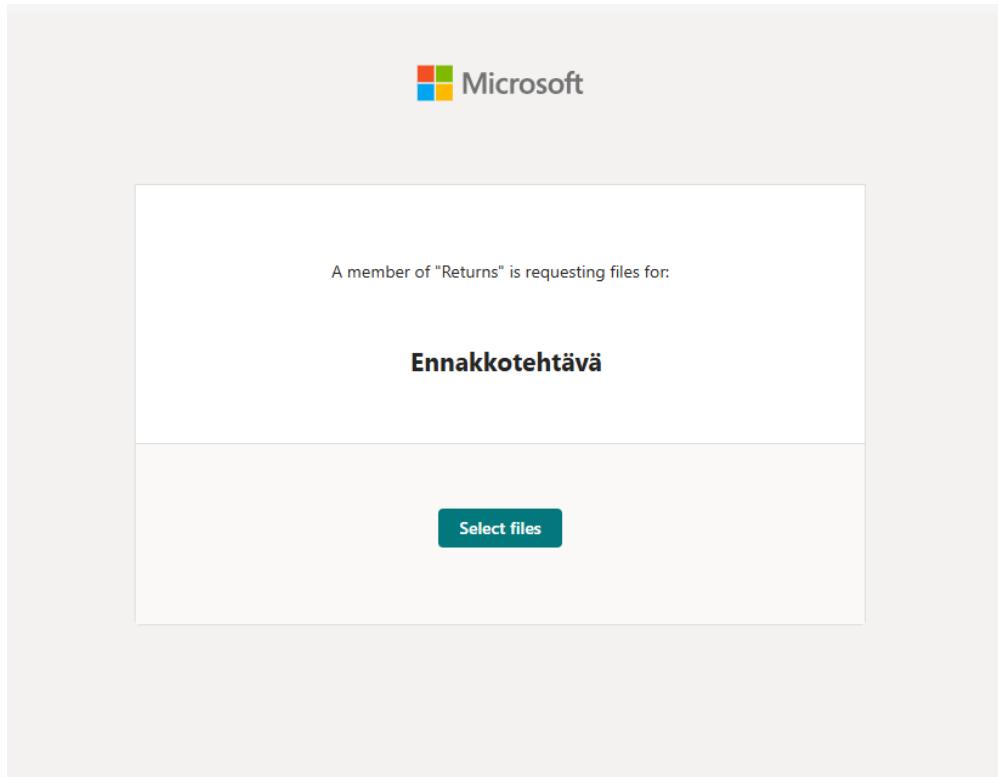
Click the Select files button.
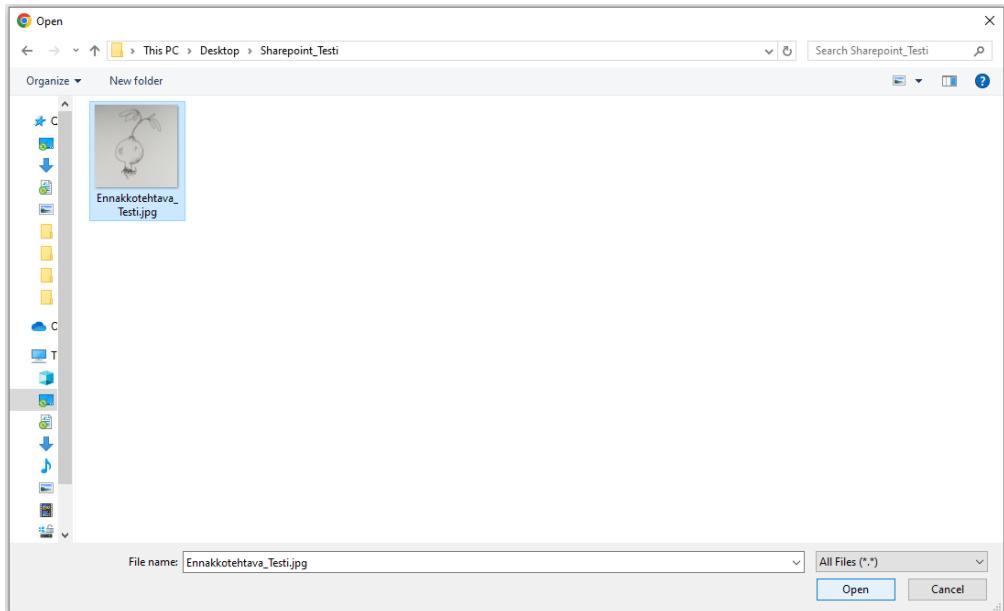
A file selection window will open, and you can select the files you want to upload. Click the Open button at the bottom right of the window.
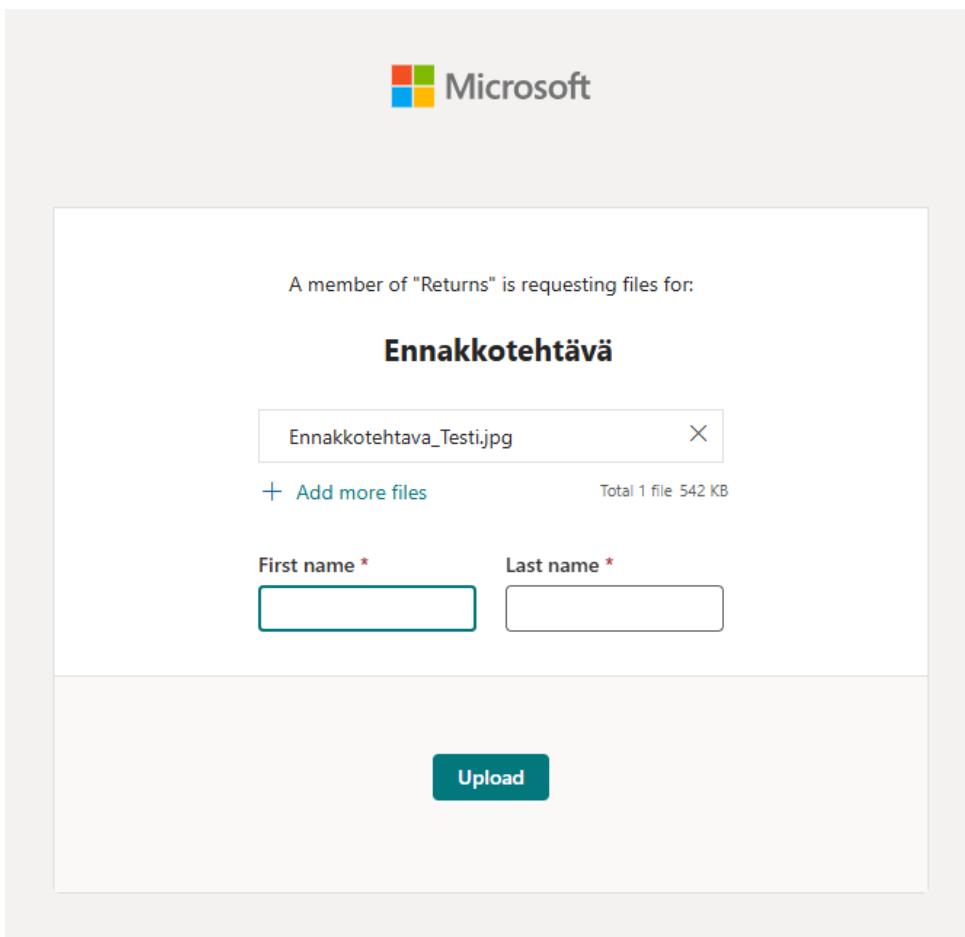
If necessary, you can select more files by clicking Add more files. Enter your first and last name in the empty fields and click the Upload button.
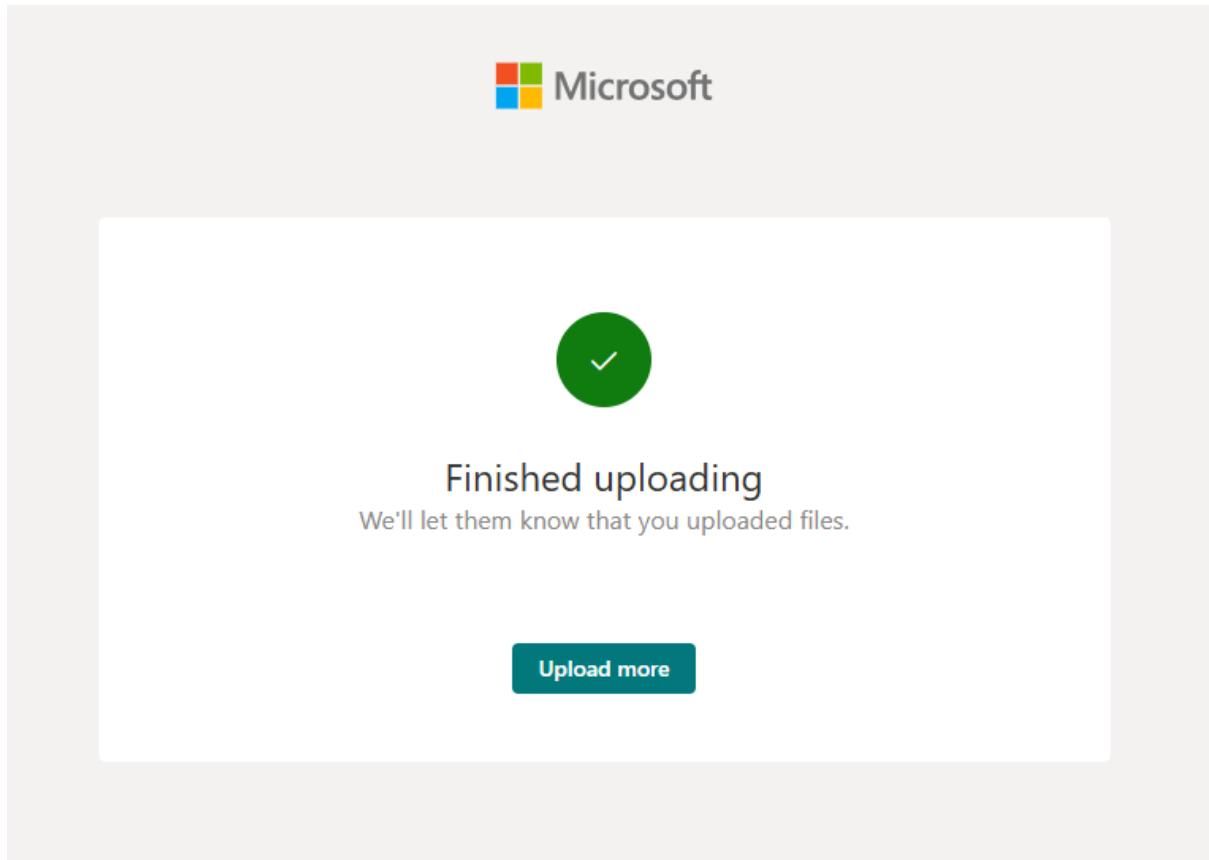
Wait for the Finished uploading screen to appear before closing the window. If necessary, you can add more files by clicking the Upload more button.