

UPLOAD AND SHARE A ONEDRIVE FILE LINK TO WTCLASS

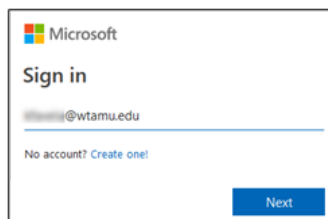
To submit a video, presentation, or other file to WTClass that needs to be shared as a link from OneDrive, follow the directions below.

CONTENT

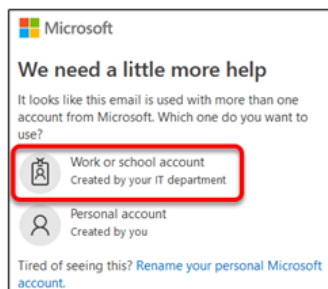
[Upload Your File to OneDrive](#)
[Get the OneDrive Link for Your File](#)
[Place the OneDrive Link into WTClass](#)

UPLOAD YOUR FILE TO ONEDRIVE

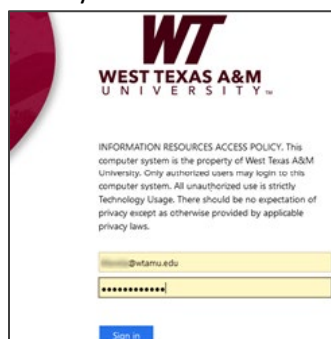
1. In your preferred browser, go to <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen.
2. Enter your full WT Email address in the Sign in box.

A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left. Below it, the text "Sign in" is displayed. There is a text input field containing "@wtamu.edu". Below the input field, it says "No account? Create one!". At the bottom right, there is a blue button labeled "Next".

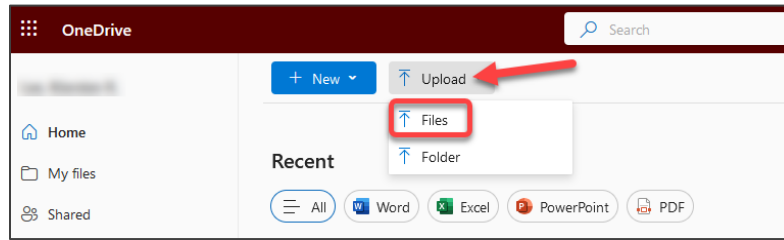
3. Select the option for “Work or School account created by your IT department.” If requested a second time, select “Work or School account created by your IT department” again.

A screenshot of the Microsoft account selection screen. It features the Microsoft logo at the top left. Below it, the text "We need a little more help" is displayed. Underneath, it says "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two options: "Work or school account Created by your IT department" (highlighted with a red box) and "Personal account Created by you". At the bottom, it says "Tired of seeing this? Rename your personal Microsoft account."

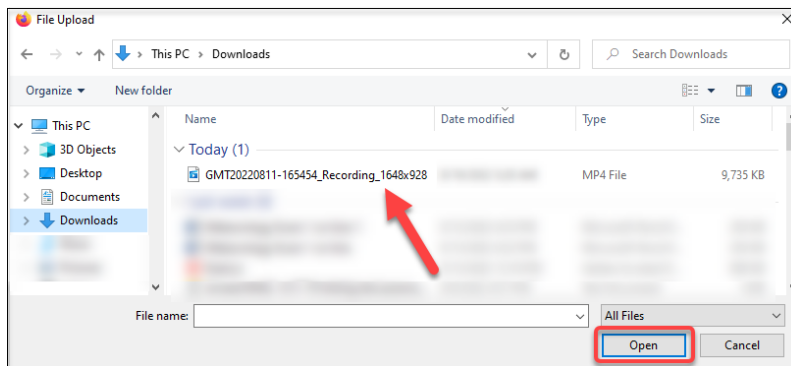
4. Enter your full WT email address and Single Sign On password.

A screenshot of the West Texas A&M University Single Sign On screen. It features the WT logo at the top left. Below it, the text "WEST TEXAS A&M UNIVERSITY™" is displayed. Underneath, there is a section titled "INFORMATION RESOURCES ACCESS POLICY" with a paragraph of text. Below the policy text, there are two input fields: one for the email address (containing "@wtamu.edu") and one for the password (containing "*****"). At the bottom, there is a blue button labeled "Sign in".

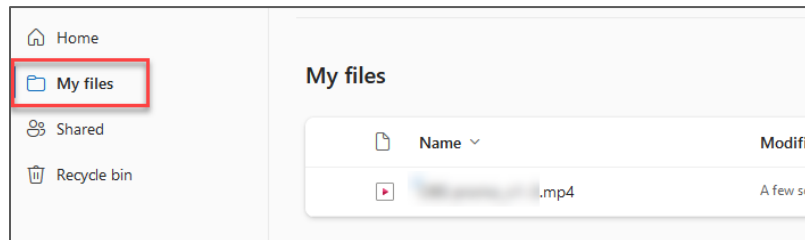
5. Once you are in OneDrive, select the **“Upload”** button and choose the **“Files”** option.



6. Select the file that you want to place in OneDrive and click **“Open.”**

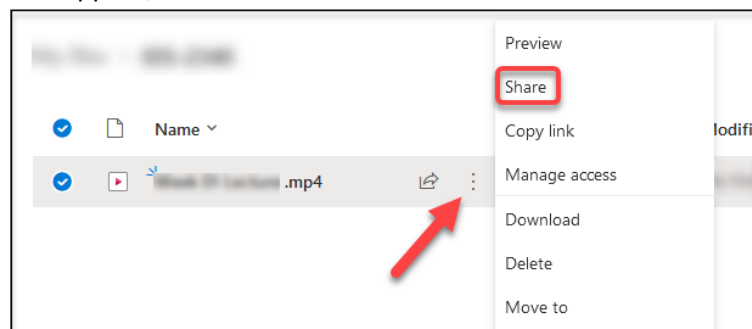


7. Click on **“My Files”** in the left-hand menu. Your uploaded file will be in the list.

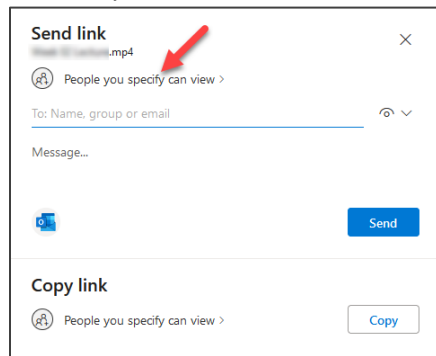


GET THE ONEDRIVE LINK FOR YOUR FILE

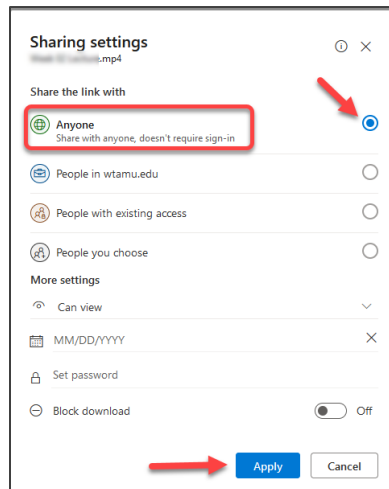
1. Move your mouse over the file name of the video you want to share, click the three dots that appear, and select **“Share.”**



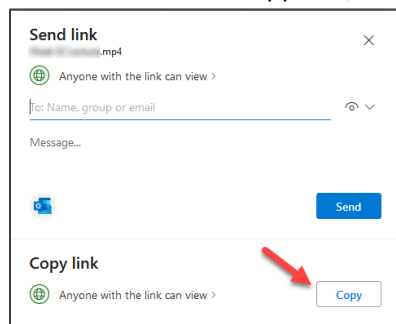
2. Allow anyone with the link to view the file by clicking on “**People you specify can view.**”



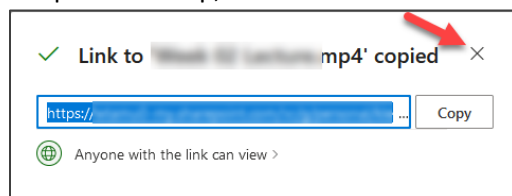
3. Change your preference to “**Anyone.**” Then click “**Apply.**”



4. On the window that appears, click on “**Copy**” to get the shareable link.



5. **Close the Copy link confirmation screen**, or click “**Copy**” again if you did not copy the link in the previous step, and then close the confirmation screen.



6. The copied link will be saved to your computer’s clipboard.

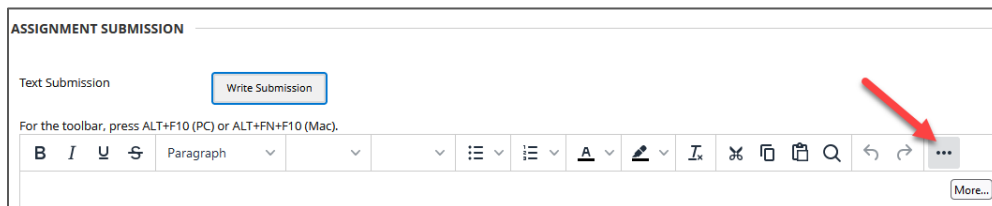
PLACE THE ONEDRIVE LINK INTO WTCLASS

IF SUBMITTING TO AN ASSIGNMENT DROPBOX IN WTCLASS

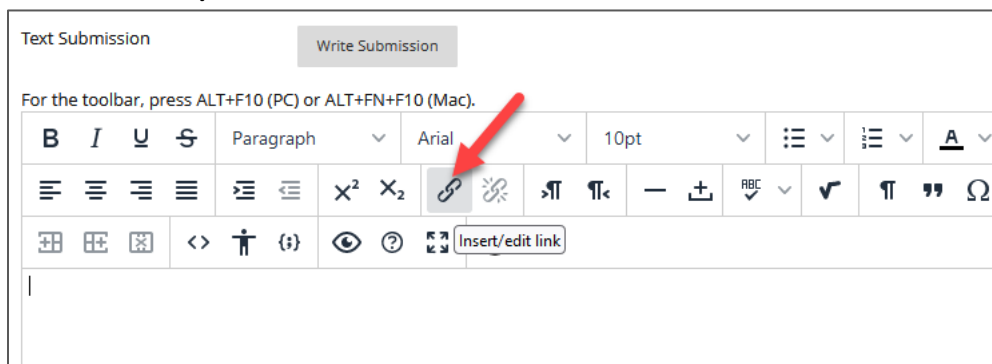
1. Go to WTClass.
2. Go to your Assignment submission dropbox, and click the name of the assignment.
3. Click **"Write Submission"** to open a text editor box.



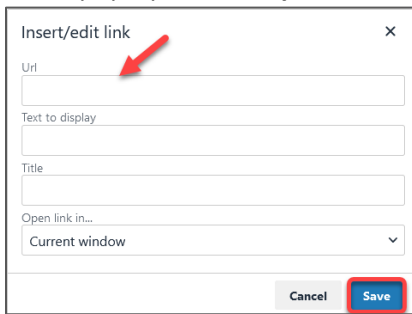
4. Locate the Insert/Edit Link button. If needed, **expand the text editor box options** by clicking on the three dots at the top of the content option bar.



5. Select the **Insert/Edit Link** button.



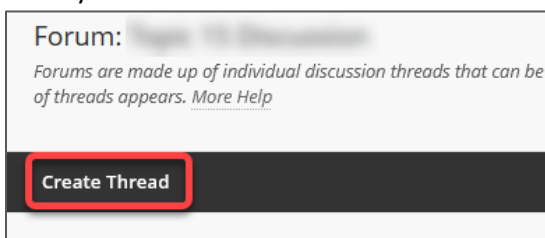
6. In the pop-up window, **paste the copied link** from OneDrive into the URL box and click **“Save.”**



7. Click **“Submit.”**
8. Please DO NOT delete or move your file from OneDrive.

IF SHARING TO A DISCUSSION BOARD IN WTCLASS

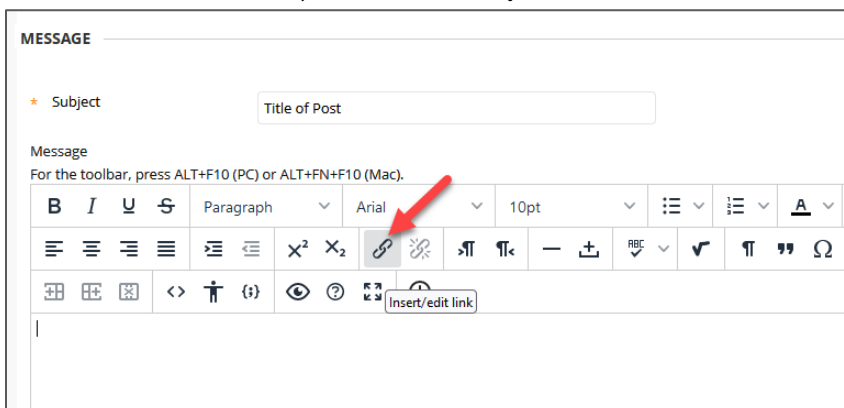
1. Go to your discussion forum and click **“Create Thread”** to make a post.



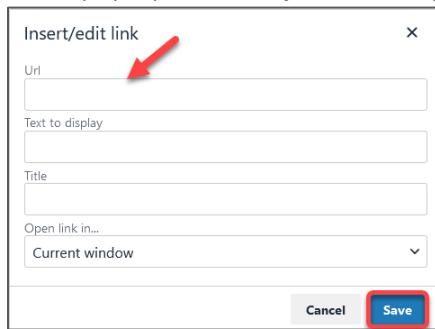
2. Place a title in the subject line.



3. In the content editor box, select the **Insert/Edit Link** button.



4. In the pop-up window, **paste the copied link** from OneDrive into the URL box and click **“Save.”**



The image shows a 'Insert/edit link' dialog box with the following fields and controls:

- Url:** A text input field with a red arrow pointing to it.
- Text to display:** A text input field.
- Title:** A text input field.
- Open link in...:** A dropdown menu currently set to 'Current window'.
- Buttons:** 'Cancel' and 'Save' buttons at the bottom right. The 'Save' button is highlighted with a red box.

5. Click **“Submit.”**
6. Please DO NOT delete or move your file from OneDrive.