Information Technology
WEST TEXAS A&M UNIVERSITY ™
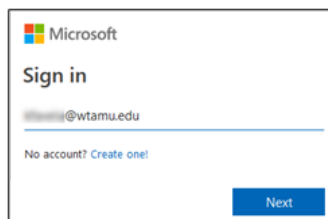
UPLOAD AND SHARE A ONEDRIVE FILE LINK TO WTCLASS

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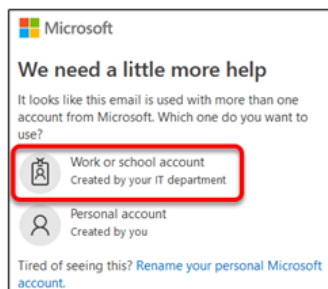
CONTENT

Upload Your File to OneDrive
Get the OneDrive Link for Your File
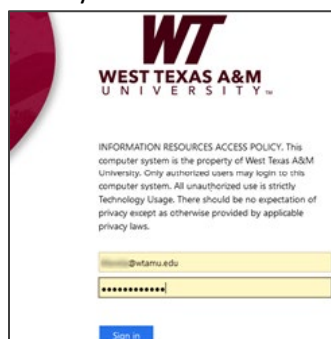Place the OneDrive Link into WTClass

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.

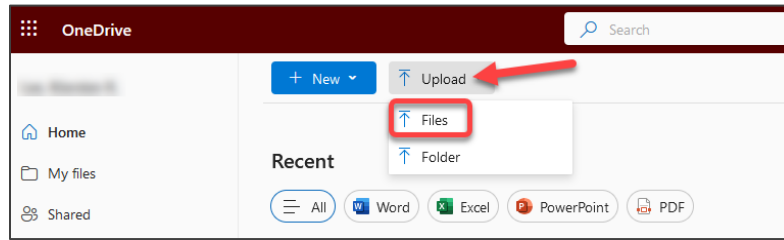2. Enter your full WT Email address in the Sign in box.

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.

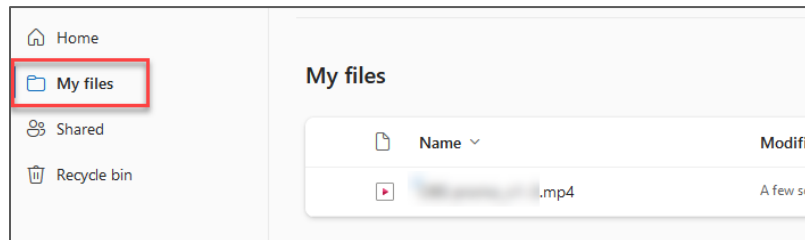4. Enter your full WT email address and Single Sign On password.

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."**
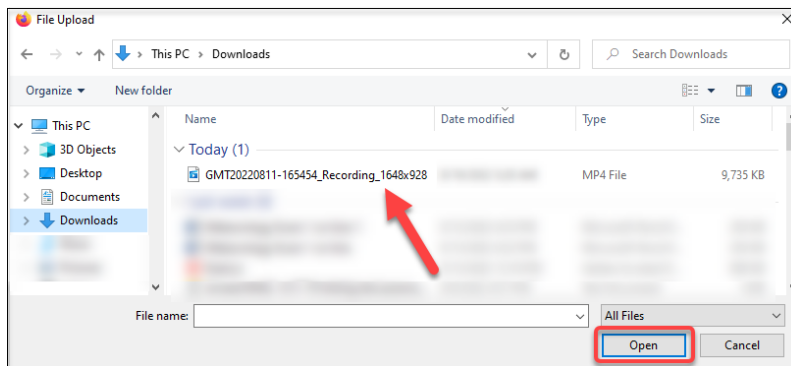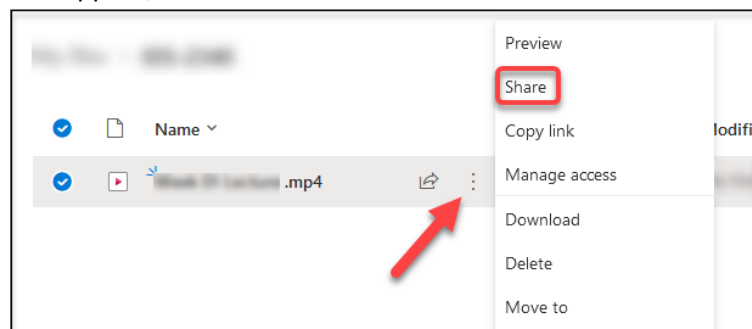

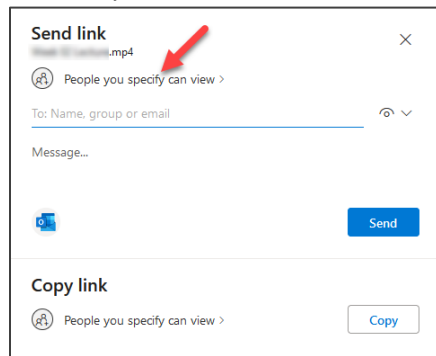7. Click on "**My Files**" in the left-hand menu. Your uploaded file will be in the list.

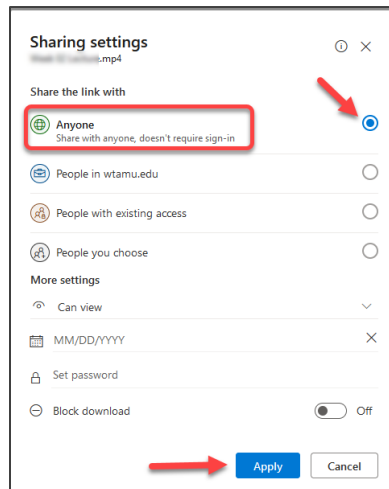## GET THE ONEDRIVE LINK FOR YOUR FILE

1. Move your mouse over the file name of the video you want to share, click the three dots that appear, and select "**Share**."
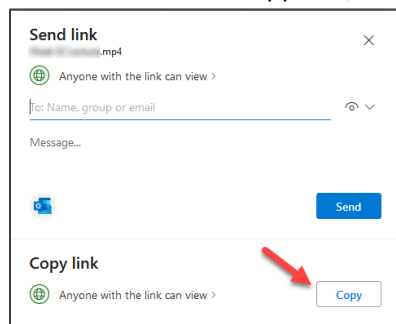
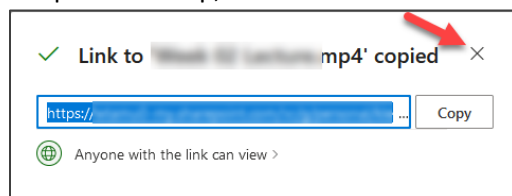2. Allow anyone with the link to view the file by clicking on "**People you specify can view**."

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.
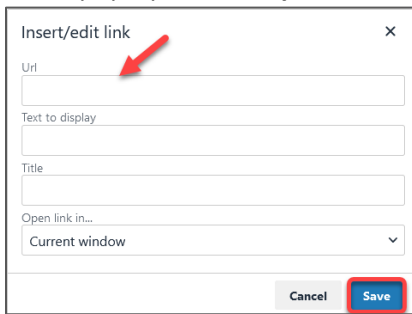

4. Locate the Insert/Edit Link button. If needed, **expand the text editor box options** by clicking on the three dots at the top of the content option bar.
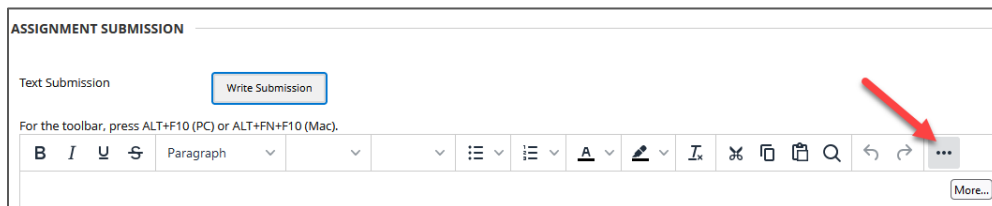
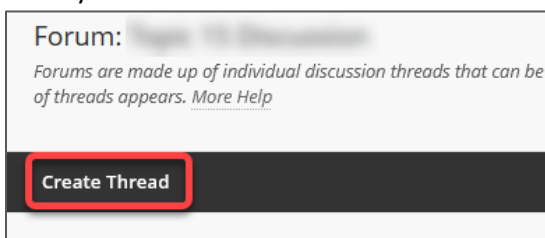5. Select the **Insert/Edit Link** button.
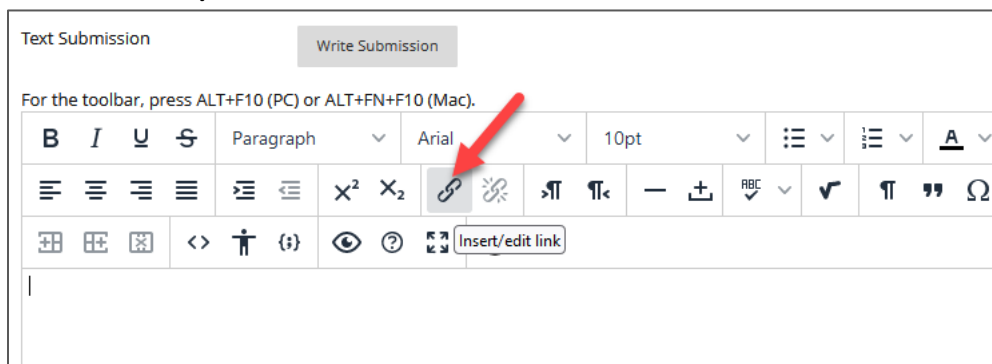
6. In the pop-up window, **paste the copied link** from OneDrive into the URL box and click "**Save**."

7. Click "**Submit**."

8. Please DO NOT delete or move your file from OneDrive.

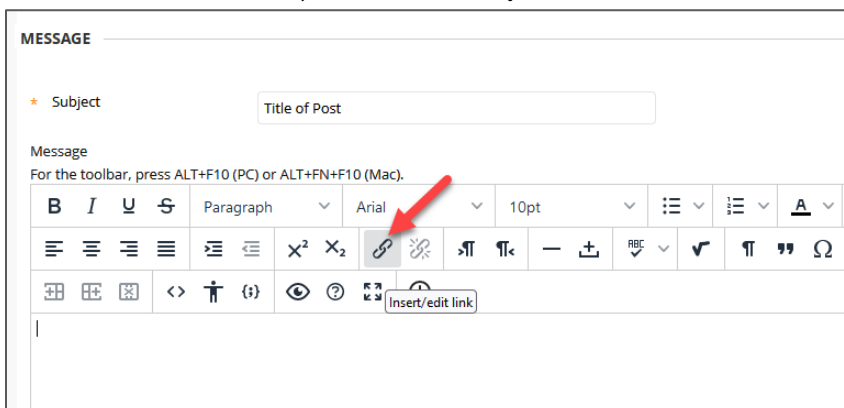IF SHARING TO A DISCUSSION BOARD IN WTCLASS

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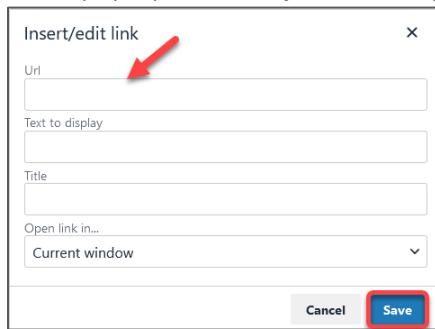

2. Place a title in the subject line.

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**."

5. Click "**Submit**."

6. Please DO NOT delete or move your file from OneDrive.