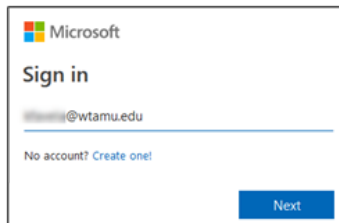


UPLOAD AND SUBMIT A ONEDRIVE FILE LINK TO WTCLASS (STUDENTS)

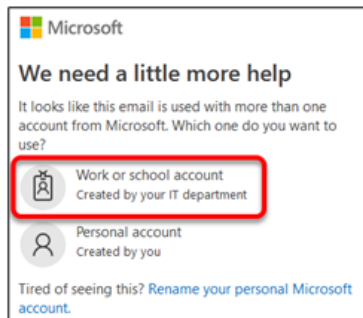
To submit a video, presentation, or other file to WTClass that needs to be shared as a *link from OneDrive*, follow the directions below.

UPLOAD YOUR FILE TO ONEDRIVE

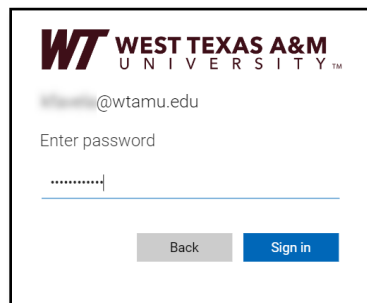
1. In your preferred browser, go to <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen.
2. Enter your full WT Email address in the Sign in box.

A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing a partial email address "@wtamu.edu". Underneath the input field is a link that says "No account? Create one!". At the bottom right 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.

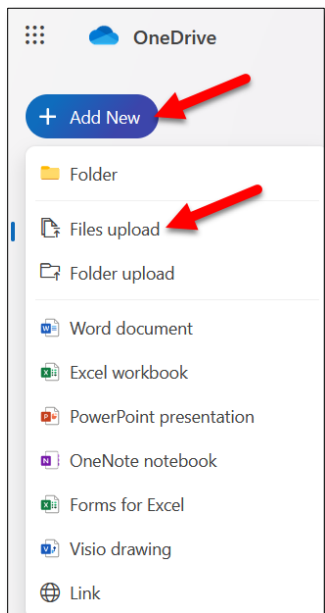
A screenshot of a Microsoft account selection screen. It says "We need a little more help" and "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two options: "Work or school account Created by your IT department" (highlighted with a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

4. Enter your Single Sign On password.

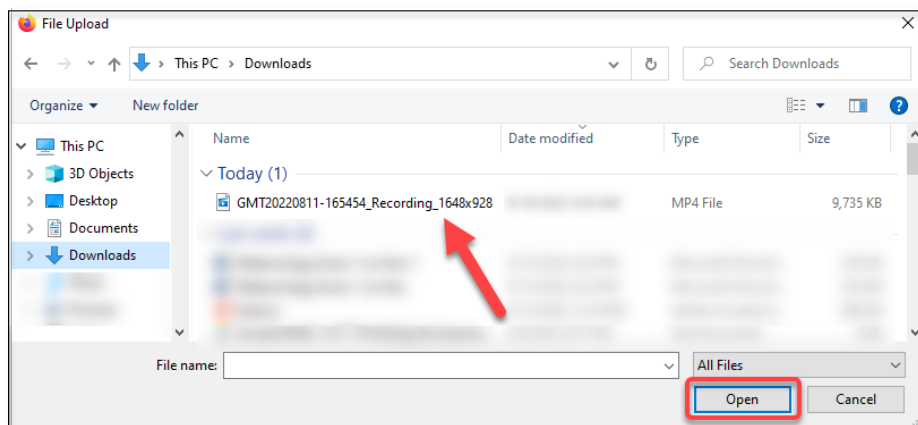
A screenshot of the West Texas A&M University Single Sign On password screen. It features the WT logo and "WEST TEXAS A&M UNIVERSITY™" at the top. Below is a text input field containing a partial email address "@wtamu.edu". Underneath is a label "Enter password" followed by a password input field with masked characters ".....". At the bottom are two buttons: "Back" and "Sign in".

5. Complete the DUO process.

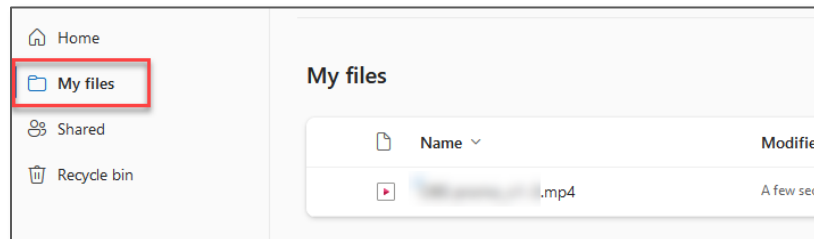
6. Once you are in OneDrive, select the **“+ Add New”** button and choose the **“Files upload”** option.



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

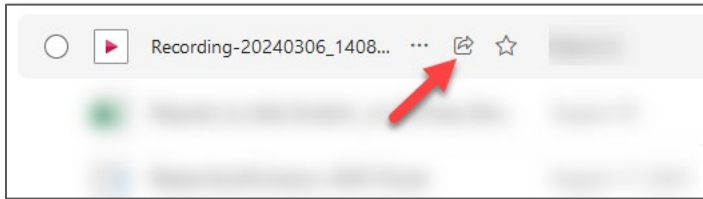


8. Click on **“My Files”** in the left-hand menu. Your uploaded file will be in the list.

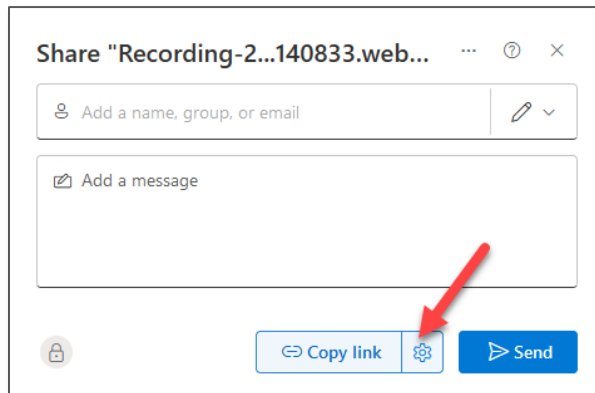


GET THE ONEDRIVE LINK TO YOUR FILE

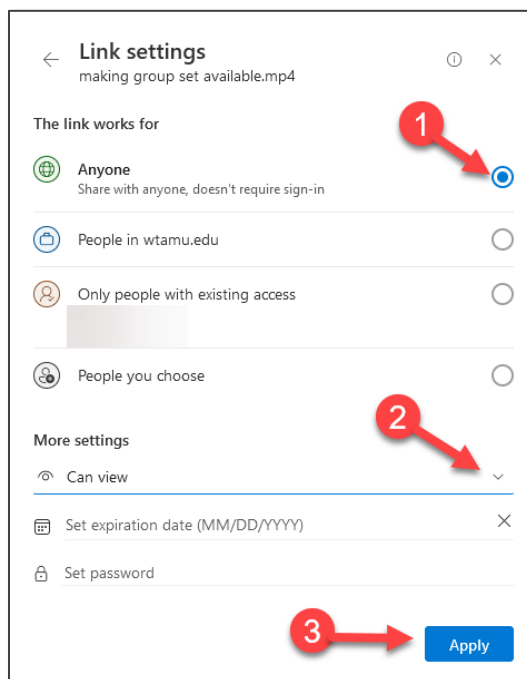
1. Next to the file name of the file that you want to share, click “share” arrow icon.



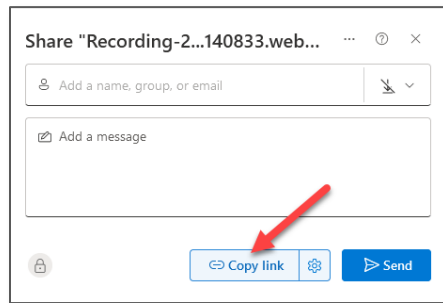
2. On the pop-up window, click on the “gear” icon.



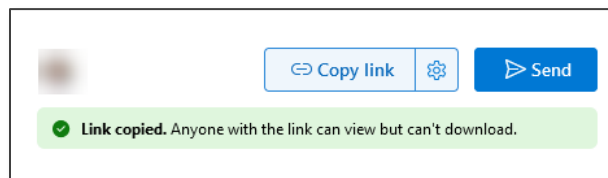
3. Set the link to allow “Anyone” so that anyone can access the link. Then, under “More Settings” click the dropdown and change the download options to “Can View.” Then click “Apply.”



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



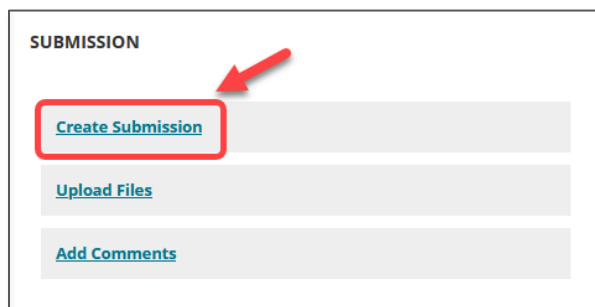
5. A message will appear that states that the link is copied.



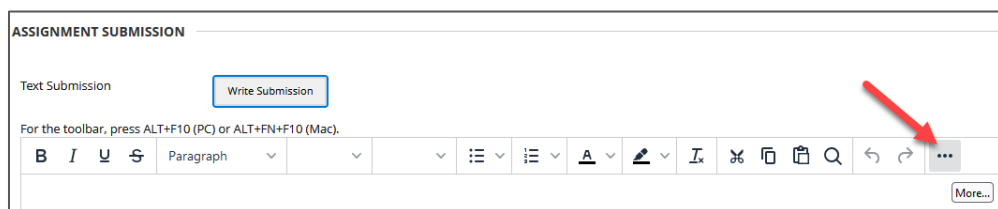
6. The copied link will be saved to your computer’s clipboard. Continue to the next step to place the link into WTClass.

IF SUBMITTING TO AN ASSIGNMENT DROPBOX IN WTCLASS

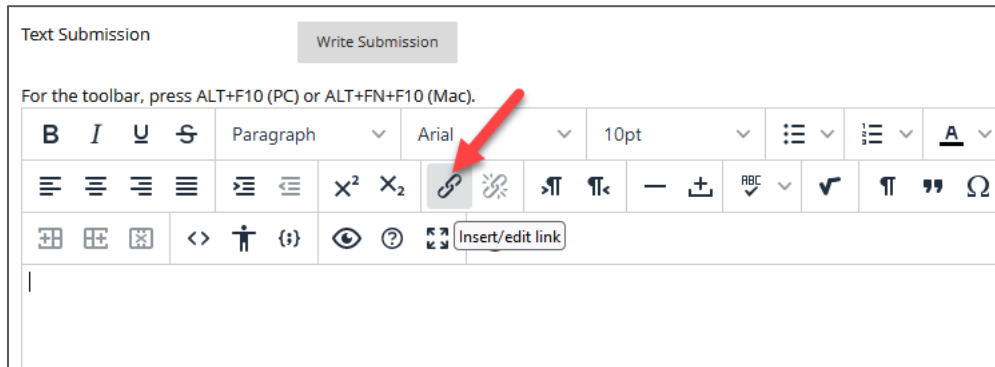
1. Go to WTClass.
2. Go to your Assignment submission dropbox, and click the name of the assignment.
3. Click “**Create Submission**” to open a text editor box.



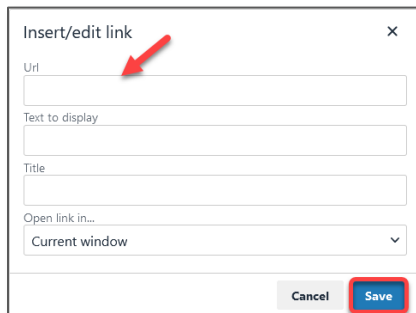
4. Locate the Insert/Edit Link button. If needed, **expand the text editor box options** by clicking on the three dots at the top of the content option bar.



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



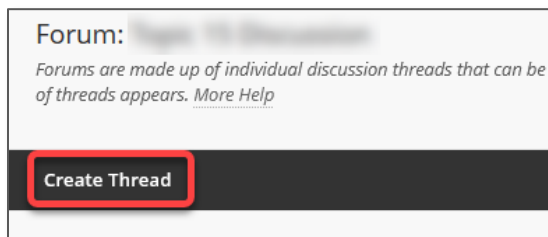
6. In the pop-up window, **paste the copied link** from OneDrive into the URL box and click **“Save.”**



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.



MESSAGE

★ Subject

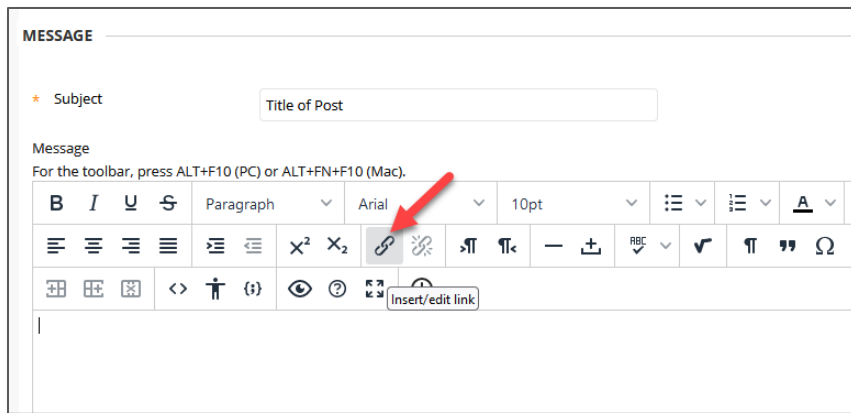
Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B *I* U ~~S~~ Paragraph Arial 10pt

A red arrow points to the subject line input field.

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



MESSAGE

★ Subject Title of Post

Message

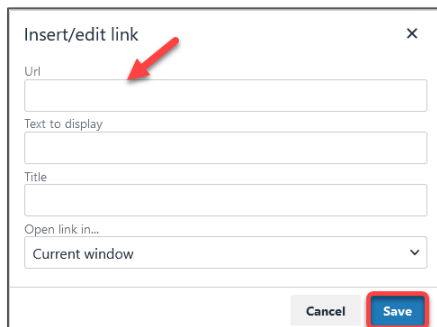
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

B *I* U ~~S~~ Paragraph Arial 10pt

Insert/edit link

A red arrow points to the Insert/Edit Link button in the toolbar.

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



Insert/edit link

Url

Text to display

Title

Open link in...

Current window

Cancel Save

A red arrow points to the Url input field.

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