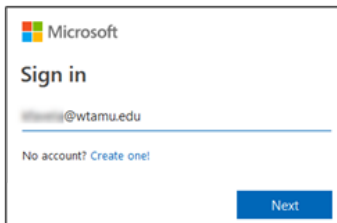


UPLOAD AND SHARE A ONEDRIVE FILE LINK TO WTCLASS

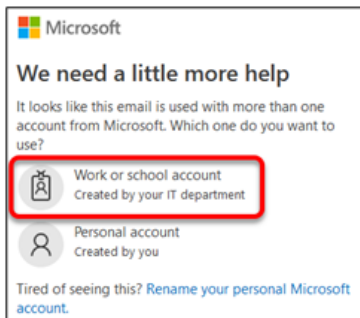
To submit a video, presentation, or other file to WTClass that needs to be shared as a *link from OneDrive*, follow the directions below.

UPLOAD YOUR FILE TO ONEDRIVE

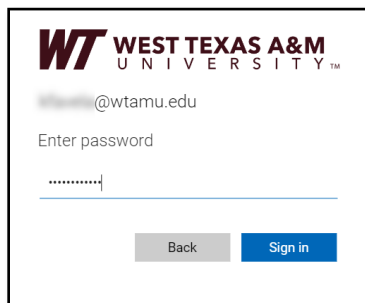
1. In your preferred browser, go to <https://onedrive.live.com>. Click on the “Sign In” button in the top right of the screen.
2. Enter your full WT Email address in the Sign in box.



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.

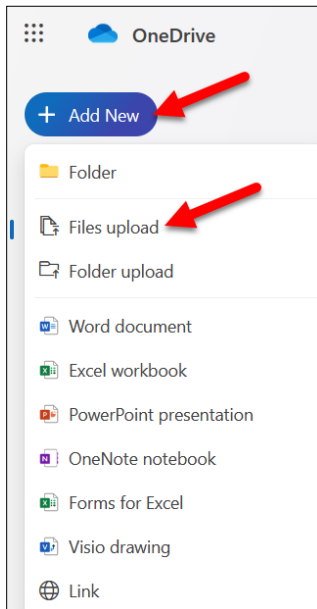


4. Enter your Single Sign On password.

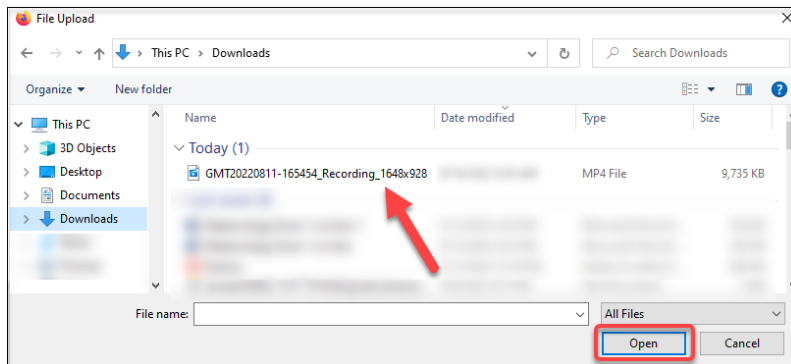


5. Complete the DUO process.

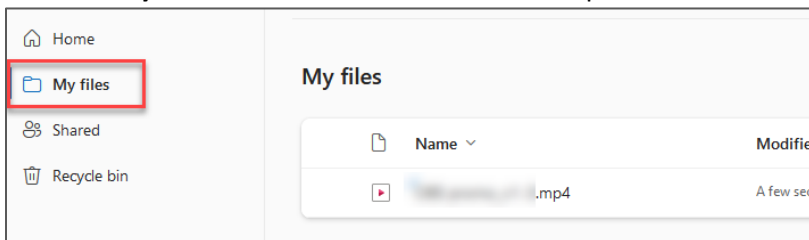
6. Once you are in OneDrive, select the **“+ Add New”** button and choose the **“Files upload”** option.



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

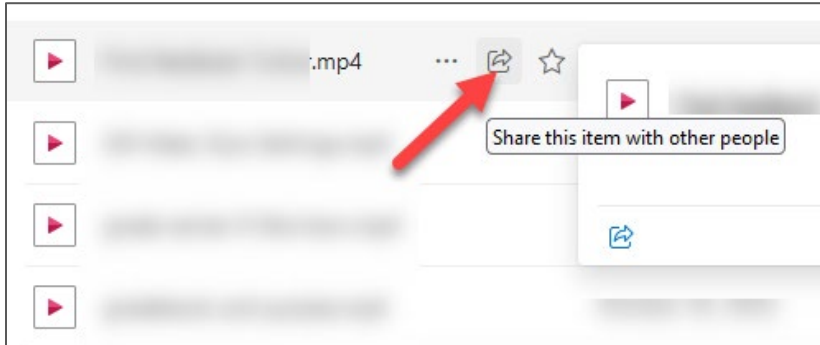


8. Click on **“My Files”** in the left-hand menu. Your uploaded file will be in the list.



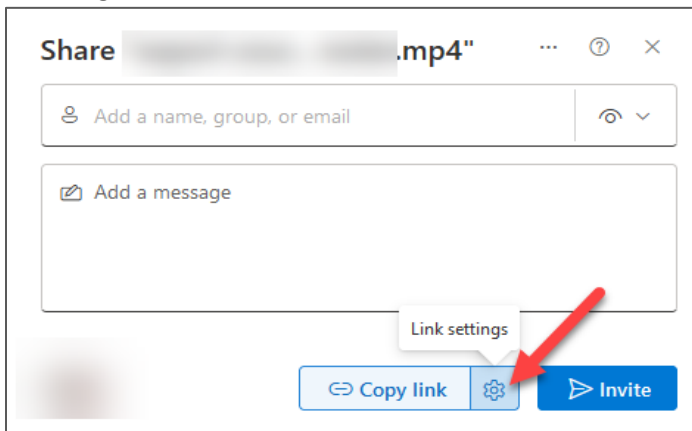
GET THE ONEDRIVE LINK TO YOUR FILE

1. Move your mouse over the file name of the file that you want to share. Click the share icon (looks like an arrow in a box).

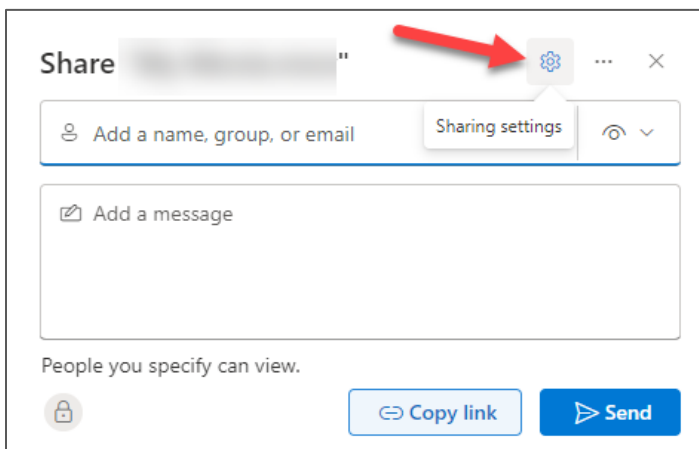


2. Click the **copy link settings cogwheel**. The cogwheel may be next to the Copy Link button, or in the top right corner of the settings box.

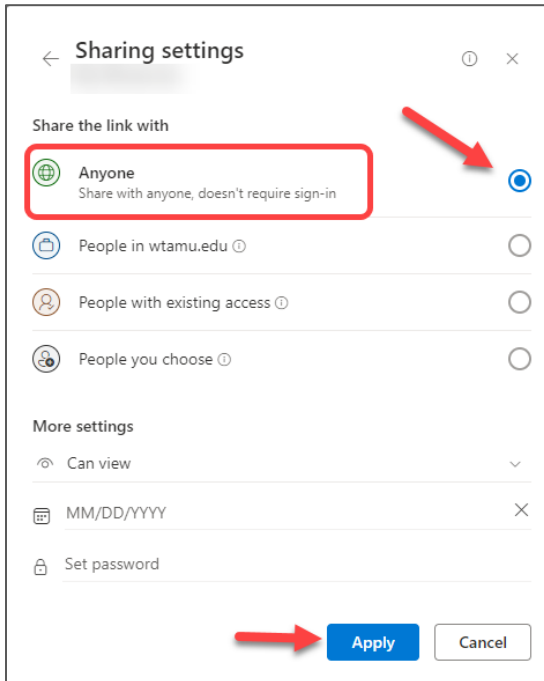
See images, below:



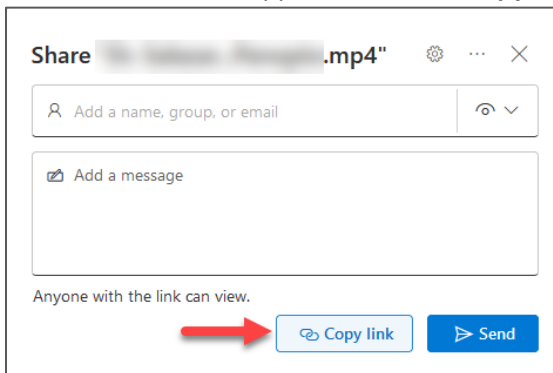
OR



3. Change the share link preference to **“Anyone.”** Be aware that the **other share options will not work correctly for sharing in WTClass.** Then, click **“Apply.”**



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



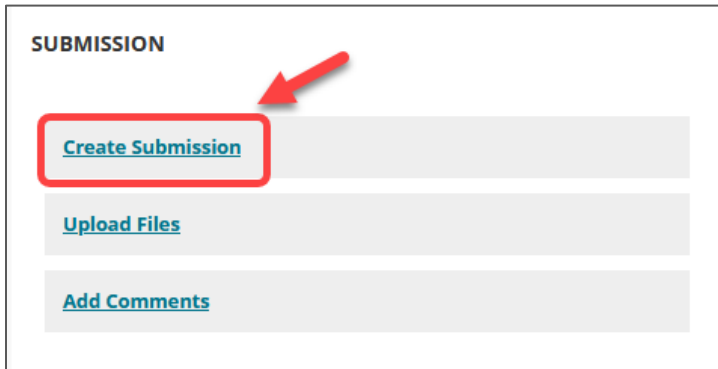
5. The copied link will be saved to your computer’s clipboard so that you can paste it into your submission in WTClass.

PLACE THE ONEDRIVE LINK INTO WTCLASS

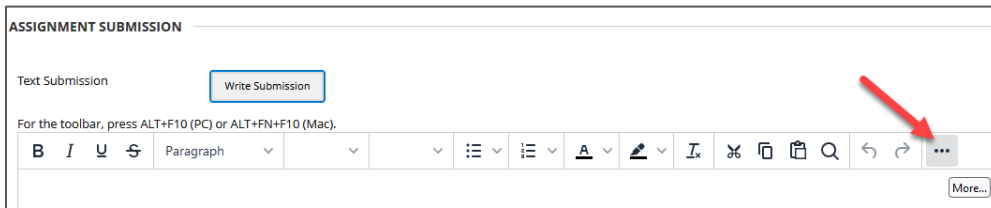
IF SUBMITTING TO AN ASSIGNMENT DROPBOX IN WTCLASS

1. Go to WTClass.
2. Go to your Assignment submission dropbox, and click the name of the assignment.

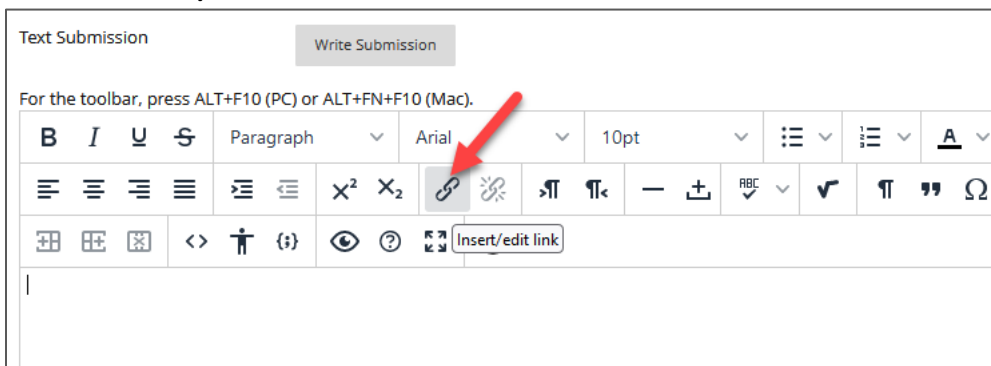
3. Click **“Create Submission”** to open a text editor box.



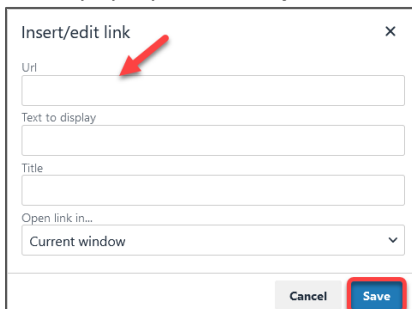
4. Locate the Insert/Edit Link button. If needed, **expand the text editor box options** by clicking on the three dots at the top of the content option bar.



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



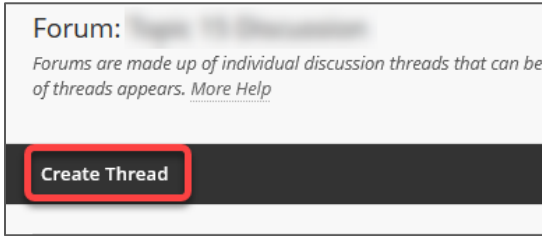
6. In the pop-up window, **paste the copied link** from OneDrive into the URL box and click **“Save.”**



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

IF SHARING TO A DISCUSSION BOARD IN WTCLASS

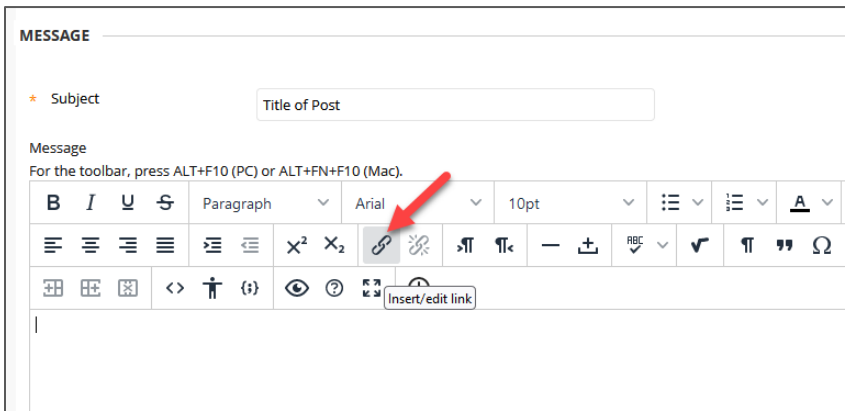
1. Go to your discussion forum and click **“Create Thread”** to make a post.



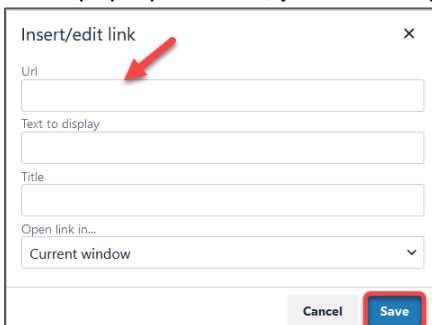
2. Place a title in the subject line.



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.**