Uploading files to OneDrive and creating a link in Moodle

Log in to your ONLINE OneDrive cloud storage site - https://login.microsoftonline.com/

- 1. Upload your video, PowerPoint, PDF, etc...
 - a. Drag and drop the file into OneDrive
 - OR
- b. Click on upload Files and upload the video from your computer

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$+$ New \vee	$\bar{\uparrow}~$ Upload $\lor~$	G Sync	🕂 Automate 🗸
	Files		
Files	Folder		

2. Once your material has uploaded you will find it in your list of files

 Check the "dot" to select the file 			Workshops and Office Info	September 14, 2017	Bri
			Zoom Documents	March 12	Bri
	•	Þ	Adding Audio To Powerpoint-1 🖻	A few seconds ago	Bri
		X	Book.xlsx	May 1, 2019	Bri
		W	Document.docx	March 21	Bri

4. With the item selected, go to the top of the page and click on the "Copy link" option



🗱 Open \vee 🖻 Share	👁 Copy link 🛓 Download 🔟 De	elete 🛋 I	Rename	纾 Automate \lor	🗈 Move to 🗋 Co
Tech Tips		×	7	Bright, Karla M.	86 items
			7	Bright, Karla M.	4 items
Worksho	Link copied		, 2017	Bright, Karla M.	57 items
Zoom De	https://bonaventureedu-my.sh	Сору		Bright, Karla M.	4 items
Adding #	\bigoplus Anyone with the link can edit $\ >$		ago	Bright, Karla M.	5.21 MB
📀 🖪 Book.xls				Bright, Karla M.	7.77 KB
Documer	nt.docx	March 21	Link	settings	×

- 5. Click on the "Anyone with the link can edit to open the link settings.
- 6. ONLY un-check the Allow editing setting
- 7. Click apply and then Copy to copy the link to your computer's clipboard
- 8. Go to your Moodle course and the discussion board
- Click on "Create new discussion topic" or click Reply (This will depend on how your discussion board is set up)
- 10. Fill in the Subject line (Image 4)
- 11. Type your message into the Message area
- 12. Paste you link from OneDrive into the message of your post.

OR

13. Highlight the text that will become your hyperlink

to	Subj	ect	My Introduction Video
	Messa	age :	
Imag	je 4		Hello all,
			this is my introduction video

14. Click on the Insert/edit link button

- Who would you like this link to work for? Learn more
- Anyone with the link
 People in St. Bonavent...re
- University with the link People with existing access
- R Specific people
- Other settings

 ✓
 Allow editing

 Image: Set expiration date
 ×

 A
 Set password

Apply

Cancel

In the Insert/edit link Dialog Box

- Paste the link into the Link
 URL textbox (Image 5)
 (You may need to use control
 + v to paste the link)
- From the menu next to
 Target select "Open in new window (_blank)"
- 3. Click the **Insert button**
- 4. Type the rest of your discussion post, if you need to

		_	Insert/edit link	×
	١٢	General	Popup Events Advanced	
		General p	roperties	
		Link URL	:H4kmYBq_EbtR1q9D74O67KiGrPNw?e=DNH3sS	
_		Target	Open in new window (_blank)	
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Imag		5		
inag		5		
	ſ	Insert		Cancel
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- 5. If you have completed your discussion post, click the **Post to discussion button**
- 6. Once you post the discussion you can test your link to make sure it works if not edit your post and redo the hyperlink