

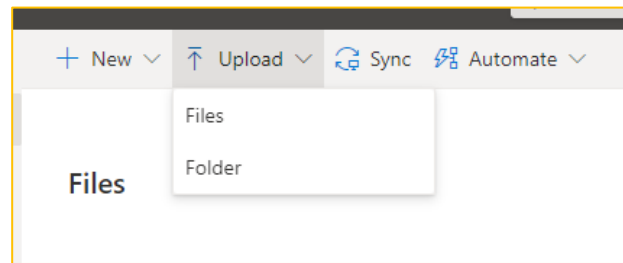
Uploading files to OneDrive and creating a link in Moodle

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

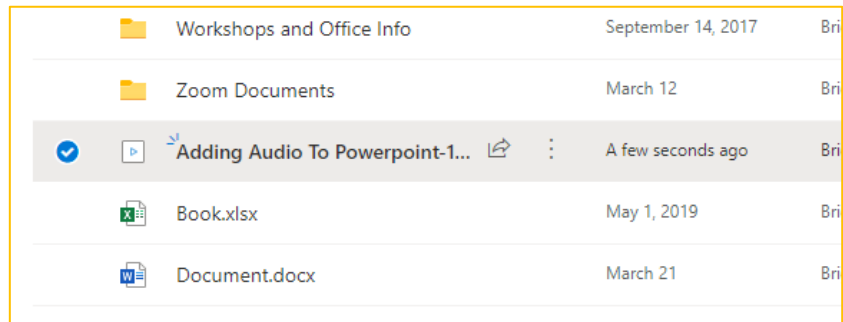
OR

- b. Click on upload – Files and upload the video from your computer



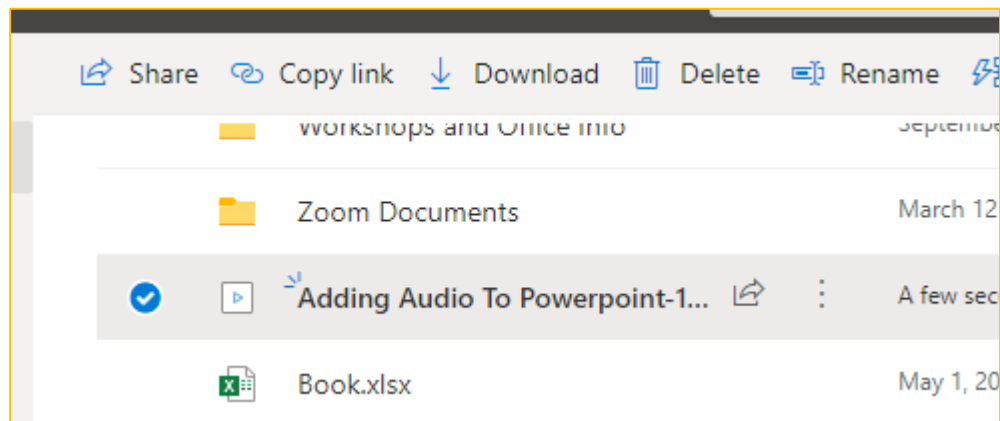
2. Once your material has uploaded you will find it in your list of files

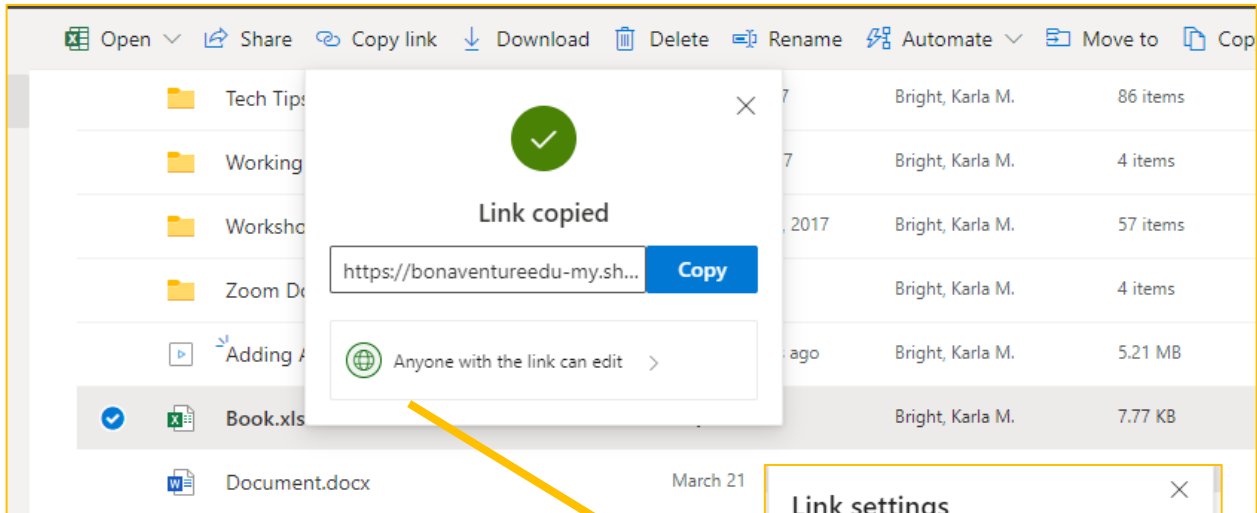
3. Check the “dot” to select the file



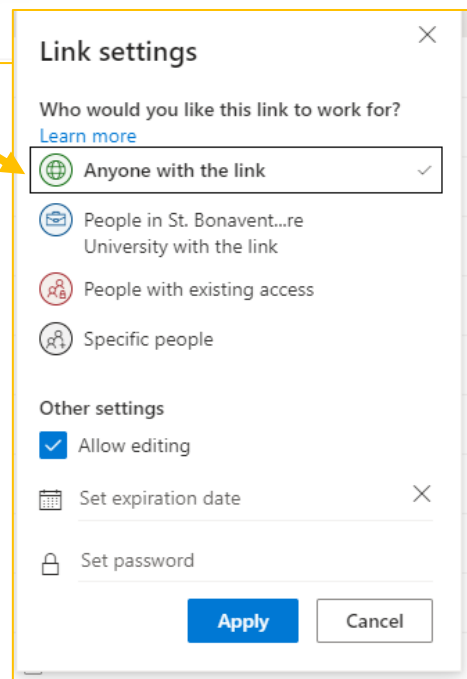
4. With the item selected, go to the top of the page and click on the “**Copy link**” option

Go to the next page in this document





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
9. 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)

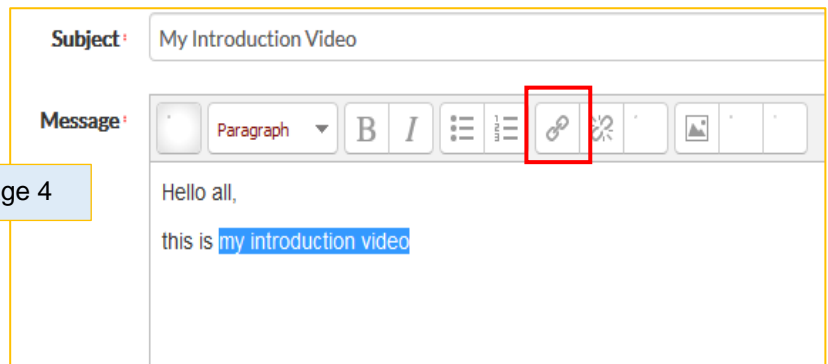


11. Type your message into the **Message** area
12. Paste you link from OneDrive into the message of your post.

OR

Image 4

13. Highlight the text that will become your hyperlink



14. Click on the **Insert/edit link** button

In the Insert/edit link Dialog Box

1. Paste the link into the **Link URL textbox** (Image 5)
(You may need to use **control + v** to paste the link)

2. 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

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

