

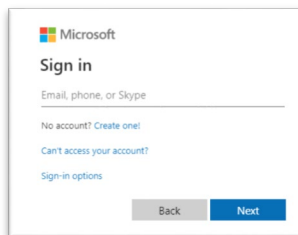
Course Content – Office 365 – Video/File Storage with OneDrive Uploading and Linking

Video files can be large and quickly use up course space. Video files can be stored outside of Blackboard and a link to the video placed in the course for students to use. OneDrive is a file storage feature that is part of Office 365. Videos can be stored in OneDrive and then linked to Blackboard.

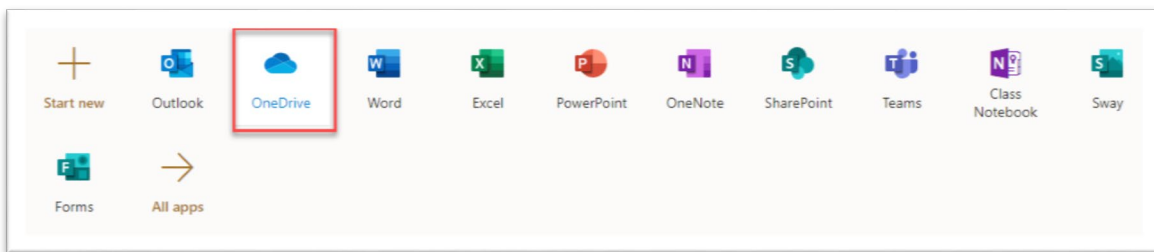
OneDrive

Step One: Access MS Office 365 Account

1. Access [MS Office 365](https://login.microsoftonline.com)¹ using college network login credentials.

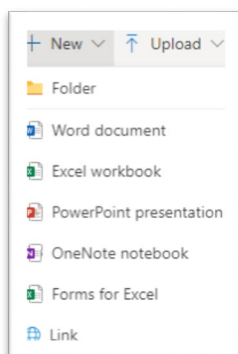


2. Select **OneDrive** at the top of the screen



Step Two: Adding files to OneDrive

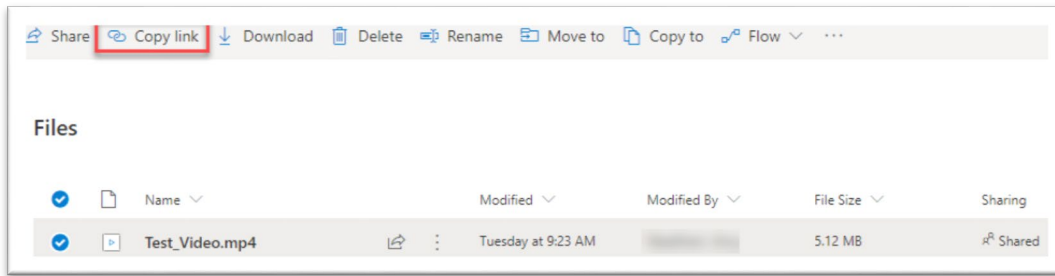
1. Add files to OneDrive using one of the following methods: 1) Click and Drag a file from your computer system to the OneDrive files area 2) Select upload a file or folder from within OneDrive or 3) Create a new file with a MS program.



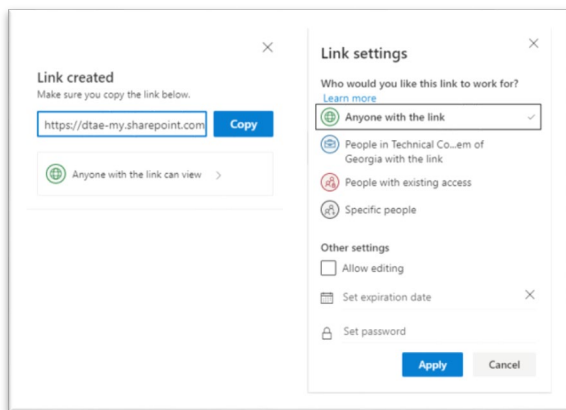
¹ <https://login.microsoftonline.com>

Step Three: Copy the File Link

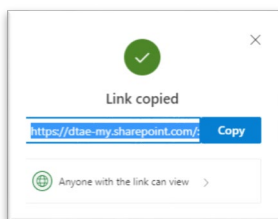
1. In OneDrive, check the radio button next to the file you want to link in a Blackboard course
2. Select **Copy Link**



3. Select the statement: **Anyone with the link can edit**
4. **Uncheck Allow editing** and select **Apply**

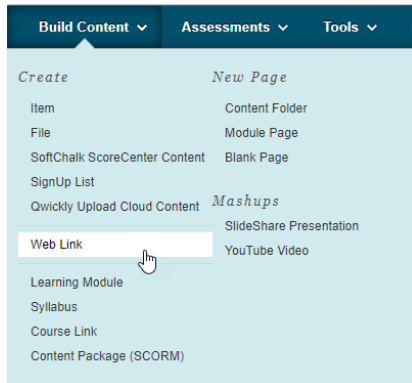


5. Select **Copy**



Blackboard: Adding a Link to a Blackboard Course

1. Navigate to a Blackboard course
2. Choose a content area and select **Build Content** then **Web Link**



3. Enter a name for the link. The link name can be different from the file name.
4. Paste the web link to the URL text box

A screenshot of the 'WEB LINK INFORMATION' form. The form has two main sections: 'Name' and 'URL'. The 'Name' field contains the text 'OneDrive Video'. The 'URL' field contains the text 'https://dtae-my.sharepoint.com/:v/g/personal/astead'. Below the 'URL' field, there is a checkbox labeled 'This link is to a Tool Provider.' and a link 'What's a Tool Provider?'. The form is titled 'WEB LINK INFORMATION'.

5. Enter a description (optional)
6. For **Web Link Options**, keep the default setting of **Open in New Window**.

A screenshot of the 'WEB LINK OPTIONS' section. It features a heading 'WEB LINK OPTIONS' and a section titled 'Open in New Window'. Below this, there are two radio buttons: 'Yes' (which is selected) and 'No'.

7. Complete any date restrictions (optional)
8. Select **Submit**

