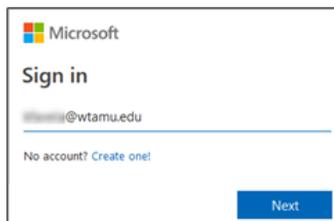


UPLOAD AND SHARE A ONEDRIVE FILE LINK TO WTCLASS (FACULTY)

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

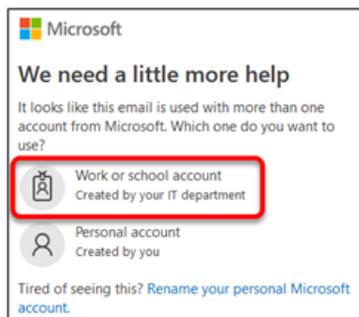
UPLOAD YOUR FILE TO ONEDRIVE

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.



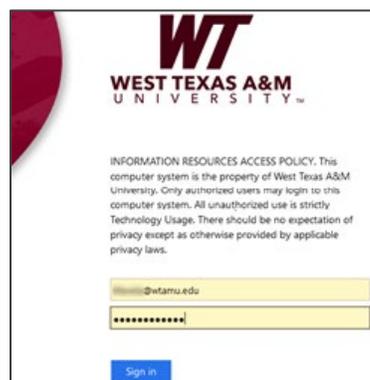
A screenshot of the Microsoft sign-in page. It features the Microsoft logo at the top left, followed by the text "Sign in". Below this is a text input field containing a partial email address "@wtamu.edu". Underneath the input field is a link that says "No account? Create one!". At the bottom right of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



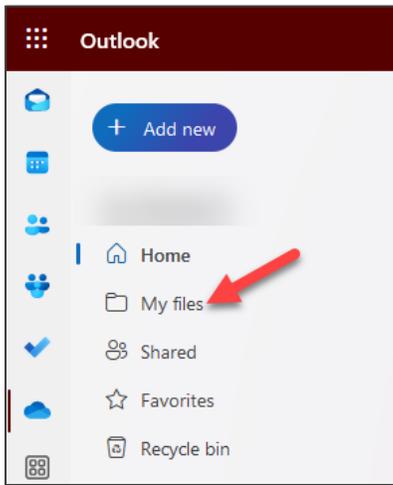
A screenshot of a Microsoft account selection screen. It features the Microsoft logo at the top left, followed by the heading "We need a little more help". Below the heading is a message: "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two radio button options: "Work or school account Created by your IT department" (which is 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 full WT email address and Single Sign On password.

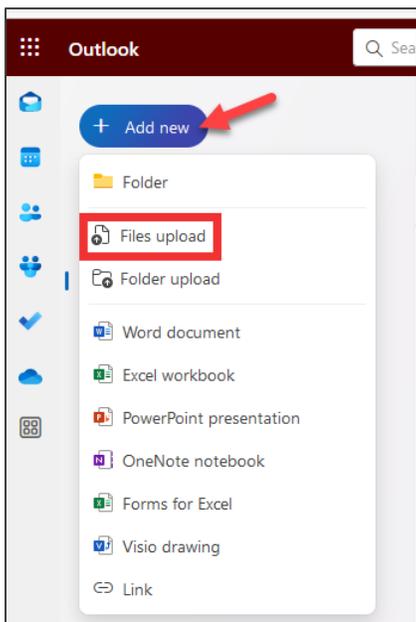


A screenshot of the West Texas A&M University Single Sign On login page. It features the WT logo and "WEST TEXAS A&M UNIVERSITY™" at the top. Below this is a section titled "INFORMATION RESOURCES ACCESS POLICY. This computer system is the property of West Texas A&M University. Only authorized users may login to this computer system. All unauthorized use is strictly Technology Usage. There should be no expectation of privacy except as otherwise provided by applicable privacy laws." Below the policy text are two input fields: one for the email address (containing "@wtamu.edu") and one for the password (masked with asterisks). At the bottom is a blue button labeled "Sign in".

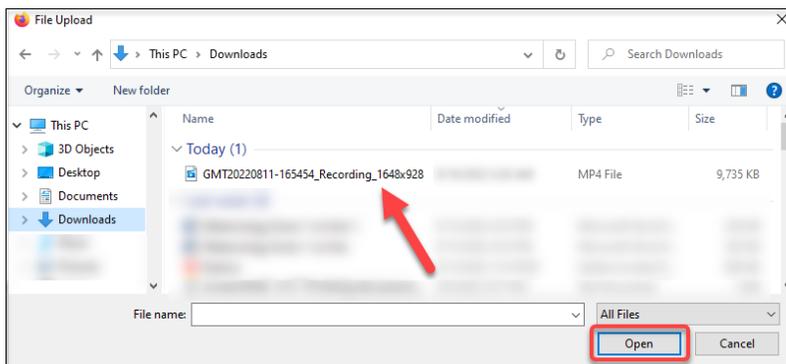
5. Once you are in OneDrive, go to **“My files”** in the lefthand navigation.



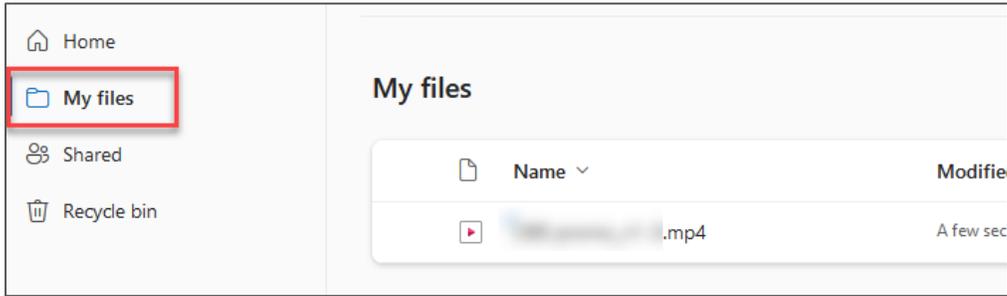
6. In the top left corner, click on **“+ Add new”** button and then **“Files Upload.”**



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. You may need to scroll down a bit to find the file, based on the name of the file.

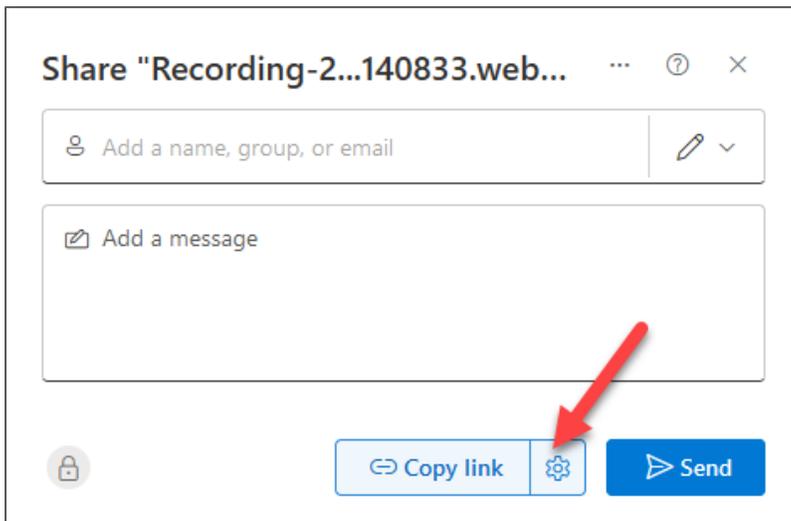


GET THE ONEDRIVE LINK TO YOUR FILE

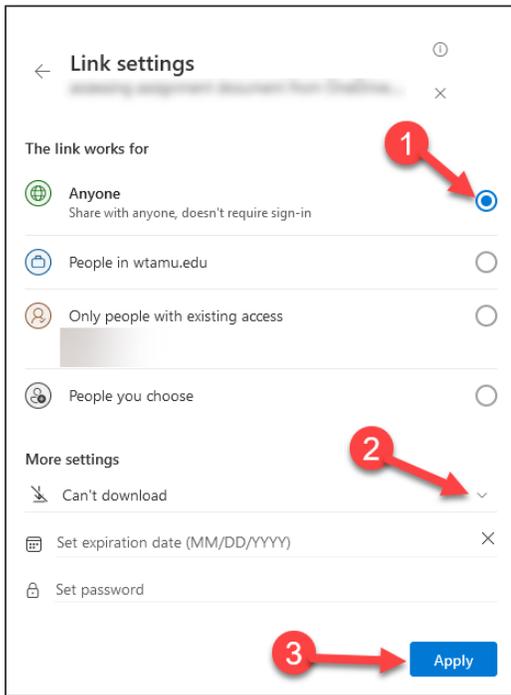
1. Next to the file name of the file that you want to share, click **“share”** arrow icon.



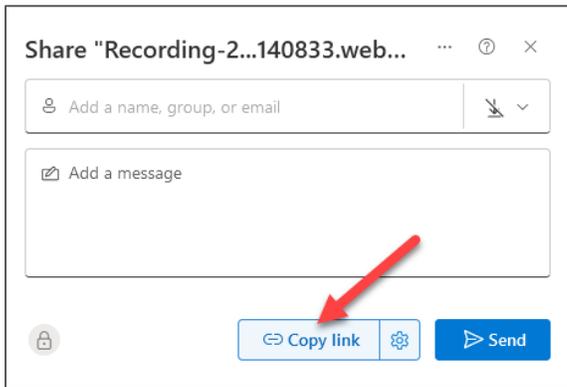
2. On the pop-up window, click on the **“gear”** icon.



3. Set the link to allow **“Anyone”** so that your students can access the link. Then, under **“More Settings”** click on the dropdown and change the download options to **“Can’t download.”** 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.



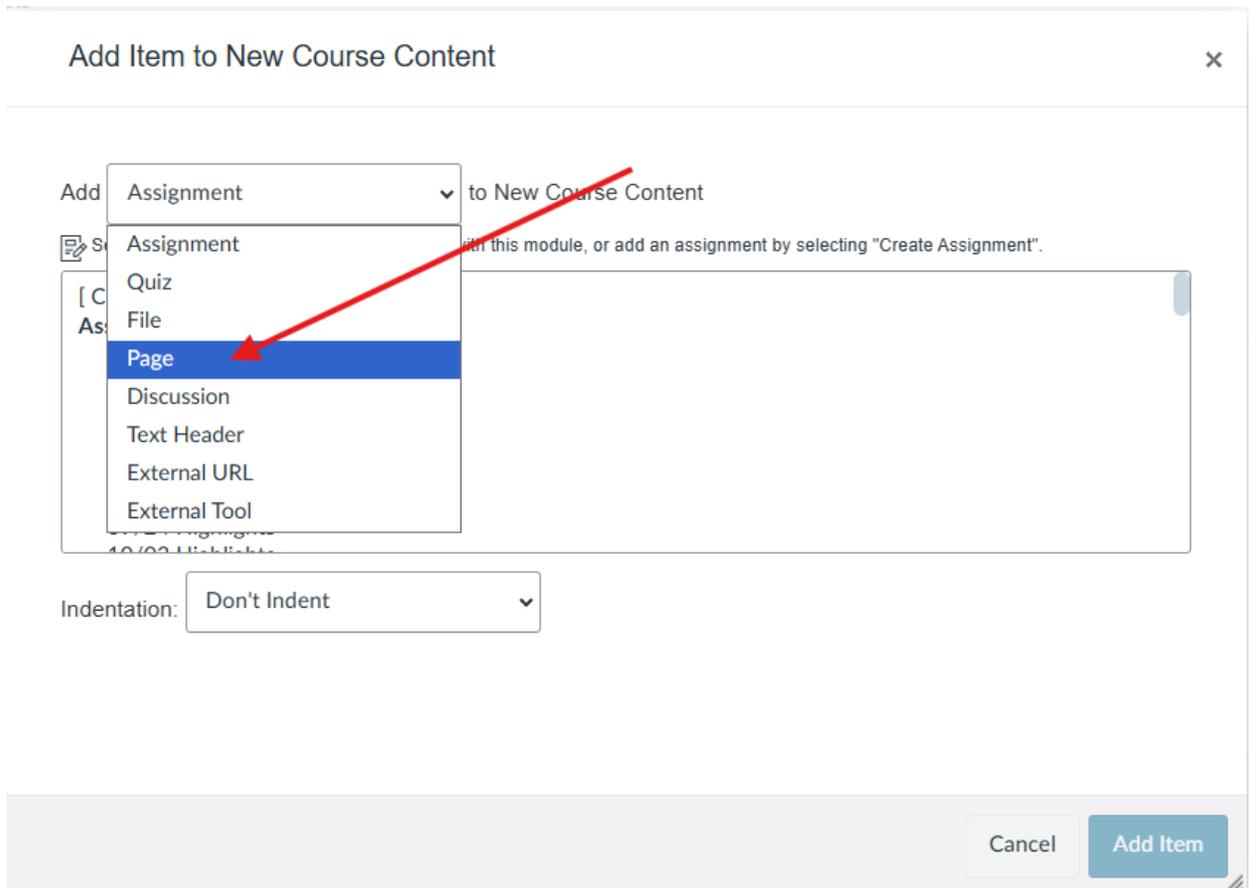
6. The copied link will be saved to your computer’s clipboard. Continue to the next step to place the link into WTClass.

PLACE THE ONEDRIVE LINK INTO WTCLASS

1. Go to WTClass.
2. Go to Modules.
3. Locate the module where you want to place the video link.
4. Click the '+' icon to the right of the module title.



5. Select Page from the Add drop down menu.



6. Select Create page, name the page, and click Add Item.

Add Page to New Course Content

Select the page you want to associate with this module, or add a new page by selecting "Create Page".

- [Create Page]
- 0-my homepage
- About Your Instructor
- Canvas Resources for Instructors
- Canvas Resources for Students
- Course Due Dates
- Course Overview
- Course Resources
- editable page

Page Name: New Page

Indentation: Don't Indent

Cancel Add Item

7. Click the new page title.

New Page

8. Click the Edit button in the top right corner.

View All Pages Publish Assign To Edit

New Page

Previous Next

9. To insert a link, click the link icon in the text editors formatting ribbon and select External Link.

Page Title *

New Page

Edit View Insert Format Tools Table

12pt Paragraph B I U A T² External Link Course Link

p 0 words </>

10. In the Insert Link box, add the text that you want to be the link, then enter the link (as copied in “Get the OneDrive Link to your File” step 6 above). Click the Done button.

Insert Link

Text

Link to Video

Link

<https://wtamu0-my.sharepoint.com/:v:/g/personal/.../Ef1Qm7jVlbxMggVZrKE>

Close Done

11. You'll see the link appear in the text editor.

Page Title *

New Page

Edit View Insert Format Tools Table

12pt Paragraph | **B** *I* U **A** | | | | | | | |

[Link to Vided](#)

p

Options

Users allowed to edit this page

Only teachers

Add to student to-do

Publish At

MM/DD/YYYY

Assign Access

Assign To

Everyone x Start typing to search...

Available from Time Clear

Until Time Clear

+ Assign To

12. Click Save & Publish or Save in the bottom right corner.

