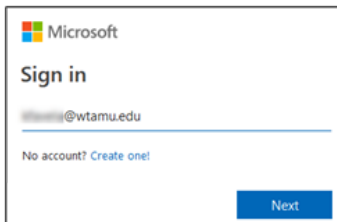


UPLOAD AND SUBMIT A ONEDRIVE FILE LINK TO WTCLASS (STUDENTS)

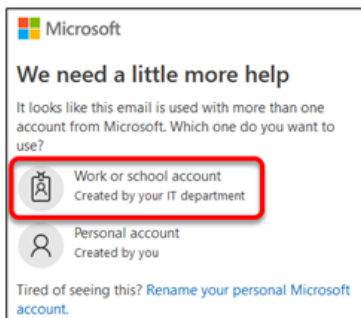
To submit a video, presentation, or other file to WTClass that needs to be shared as a *link from OneDrive*, follow the directions below.

UPLOAD YOUR FILE TO ONEDRIVE

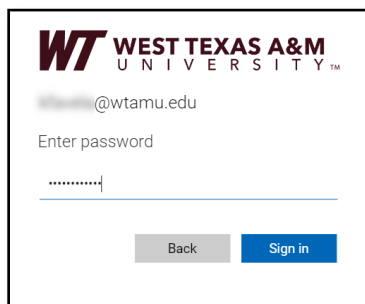
1. In your preferred browser, go to <https://onedrive.com>. Click on the “**Sign In**” button in the top right of the screen.
2. Enter your **full WT Email address** in the Sign in box.

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 field is a link that says "No account? Create one!". At the bottom right is a blue button labeled "Next".

3. If necessary, 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.

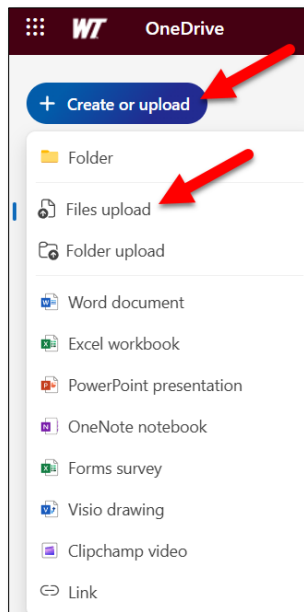
A screenshot of a Microsoft account selection screen. It says "We need a little more help" and "It looks like this email is used with more than one account from Microsoft. Which one do you want to use?". There are two options: "Work or school account Created by your IT department" (highlighted with a 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 **Single Sign On** password.

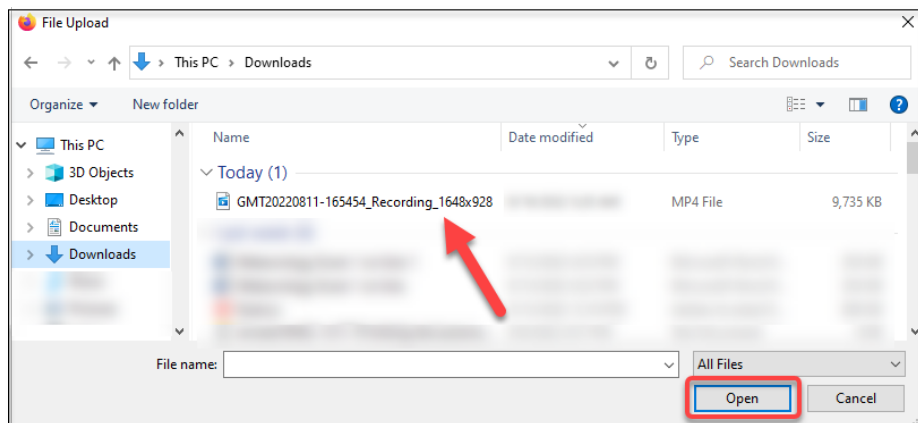
A screenshot of the West Texas A&M University Single Sign On page. It features the WT logo and "WEST TEXAS A&M UNIVERSITY™" at the top. Below is a text input field containing a partial email address "@wtamu.edu". Underneath is a label "Enter password" followed by a password input field with masked characters ".....". At the bottom are two buttons: "Back" and "Sign in".

5. Complete the **DUO** process.

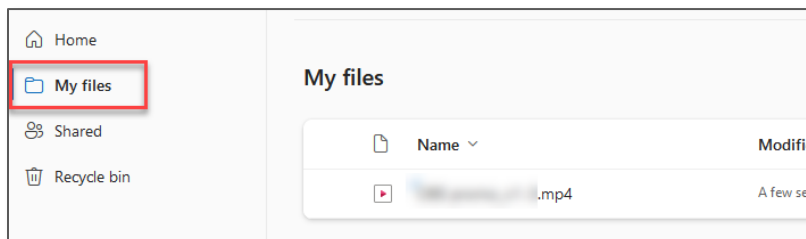
6. Once you are in OneDrive, select the “+ Create or upload” button and choose the “Files upload” option.



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.

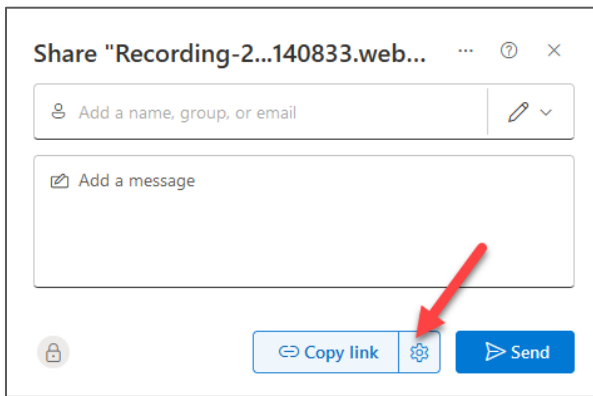


GET THE ONEDRIVE LINK TO YOUR FILE

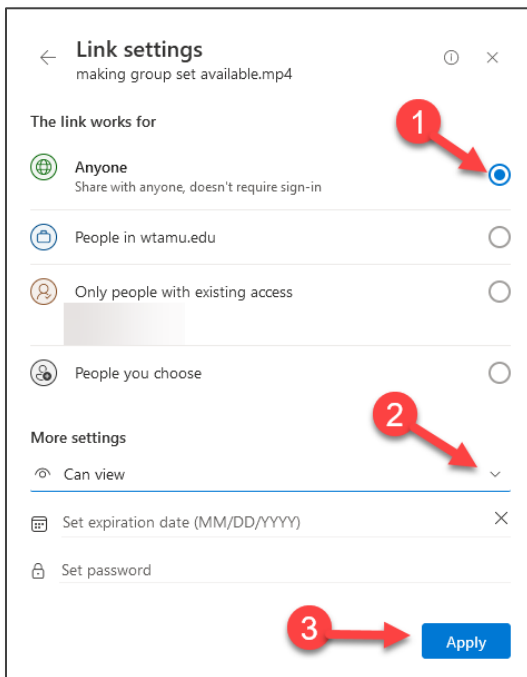
1. Next to the name of the file that you want to share, click “share”



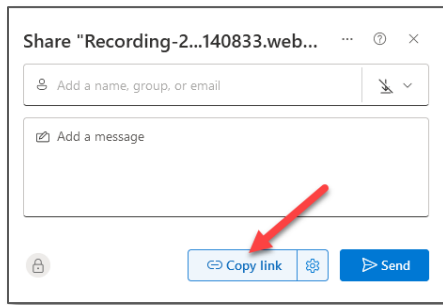
2. On the pop-up window, click on the “gear” icon.



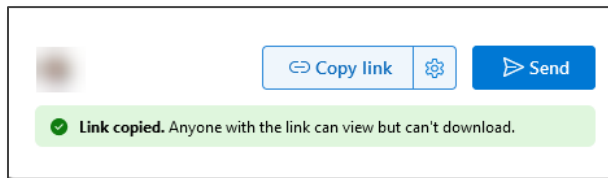
3. Set the link to allow “Anyone” so that anyone can access the link. Then, under “More Settings” click the dropdown and change the download options to “Can View.” Then click “Apply.”



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.

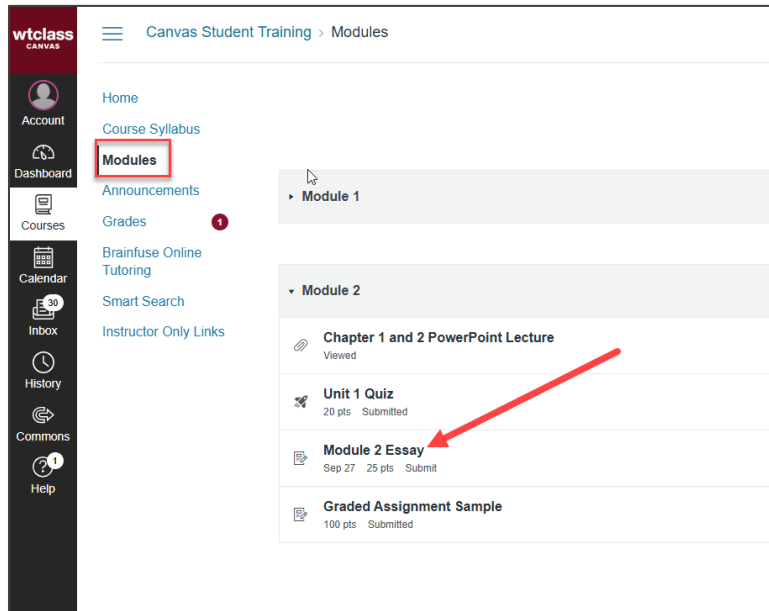


6. The copied link will be saved to your computer's clipboard. Continue to the next step to place the link into WTClass.

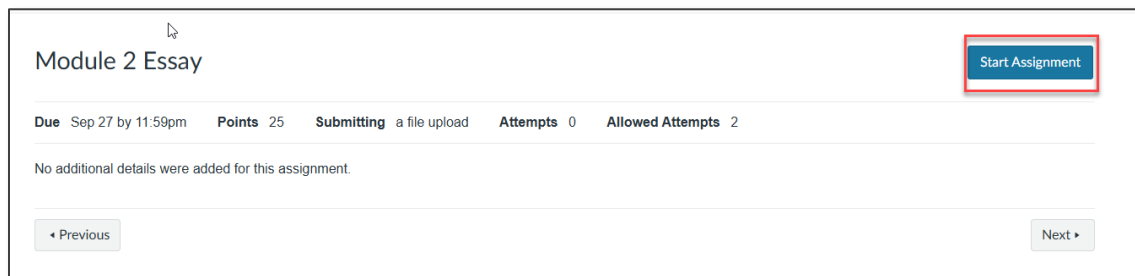
SUBMIT IN WTCLASS

IF SUBMITTING TO AN ASSIGNMENT IN WTCLASS

1. Go to **WTClass**.
2. Go to **Modules** and click the name of the assignment.



3. Click the **Start Assignment** button on the top right of the page to begin the assignment.

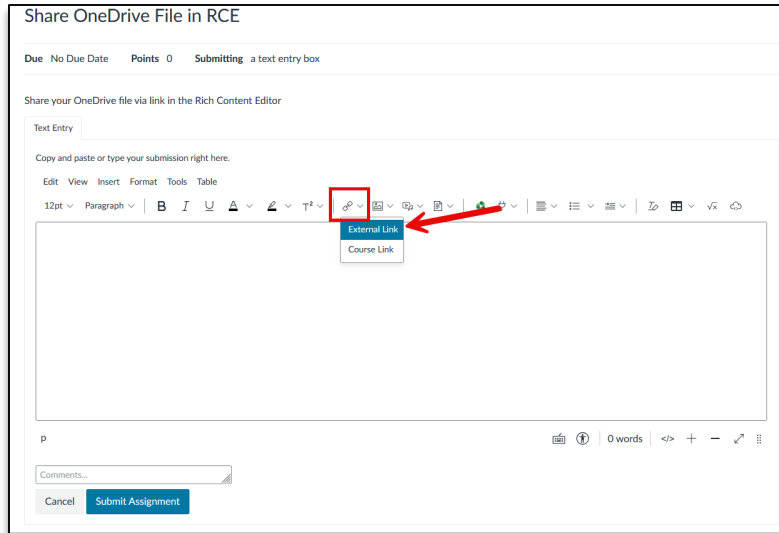


4. Submit your copied link. In Canvas, **there are 3 ways to share your OneDrive file**, depending on how the instructor has set up the assignment. See below for directions for each process.

a) Submitting in the Rich Content Editor

If your assignment presents you with a **Rich Content Editor**, you will see the Text Entry tab.

- i) Select the **Text Entry** tab.
- ii) Click on the down arrow next to the **Insert Link** icon and select **External Link**.



- iii) In the Insert Link box, enter the text you want to appear in the **Text** field and paste your link into the **Link** field. Click **Done**.

Insert Link

Text

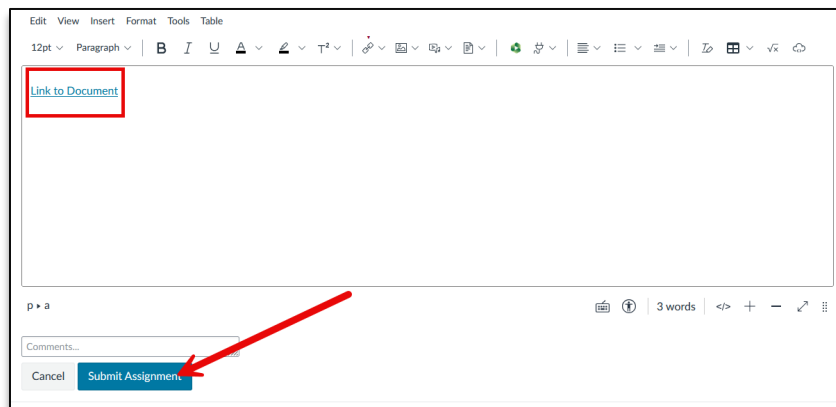
Link to Document

Link

https://wtamu0-my.sharepoint.com/:w:/g/personal/_wtamu_edu/Eb88rQkohVxJtOxMIH

Close Done

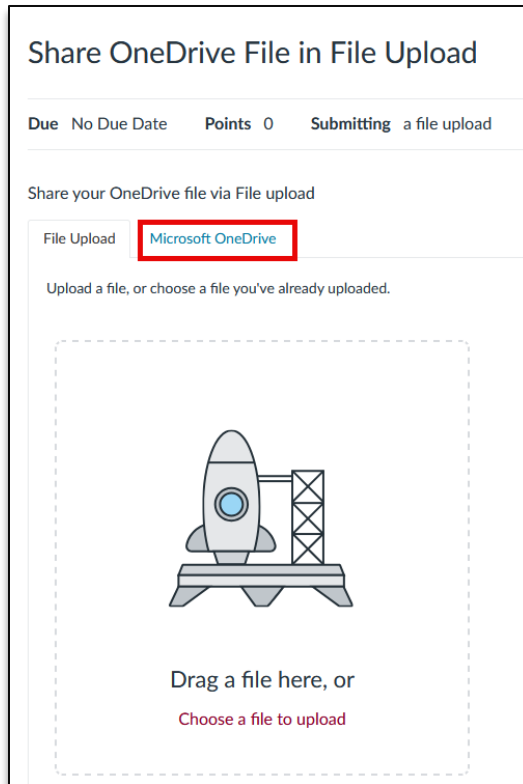
- iv) Your link will appear in the rich content editor. Click **Submit Assignment** when you are ready to submit.



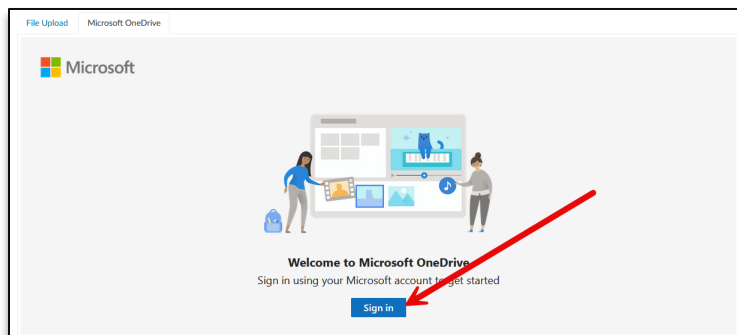
b) Submitting with the Canvas OneDrive Connection

If your assignment presents you with a File Upload tab, you will need to upload your OneDrive file as the submission.

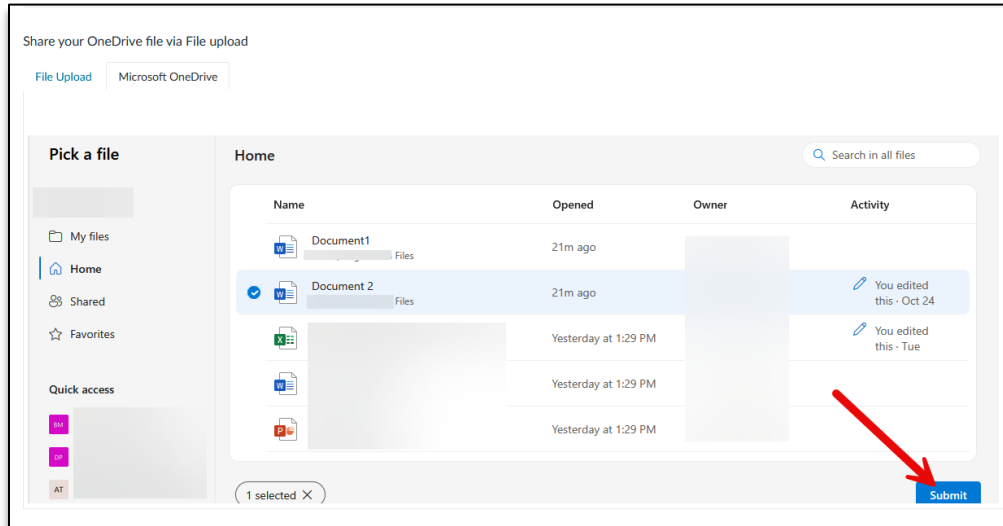
- i) Click on the **Microsoft OneDrive** tab.



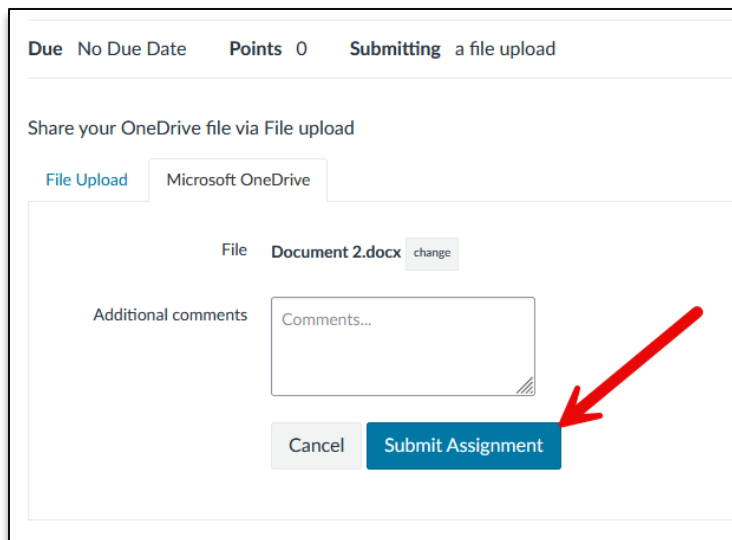
- ii) Click **Sign in & follow steps 1 – 5** in the section above titled "[UPLOAD YOUR FILE TO ONEDRIVE](#)".



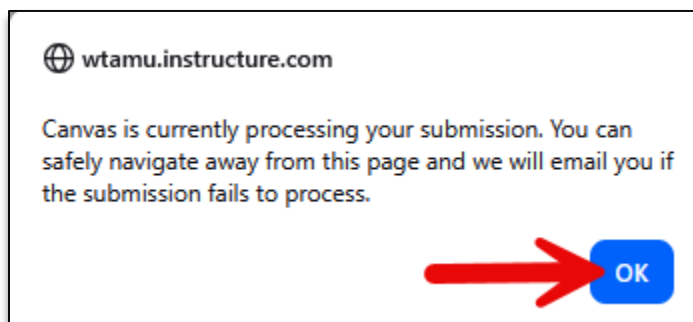
iii) **Navigate to your file** in the OneDrive file picker and click **Submit**.



iv) When you are ready to submit your assignment, click **Submit Assignment**.



v) Canvas will alert you that your submission is being processed. Click **OK** to navigate away from this window.



c) Submitting as a Website URL

If your assignment requires a website URL, you will see the Website URL and Microsoft OneDrive tabs.

- i) On the Website URL tab, **paste the URL** that you copied from OneDrive. Click **Submit Assignment** when you are ready to submit.



Share OneDrive file in URL

Due No Due Date Points 0 Submitting a website url

Share your OneDrive file via URL

Website URL [Microsoft OneDrive](#)

Website URL*

https://wtamu0-my.sharepoint.com/:w/g/personal/wtam_u_edu/Eb88rQkohVxJtOxMIH1OqrQBOSk_cBtzsOWgOEa2C6y_Lg?e=7YfcKl

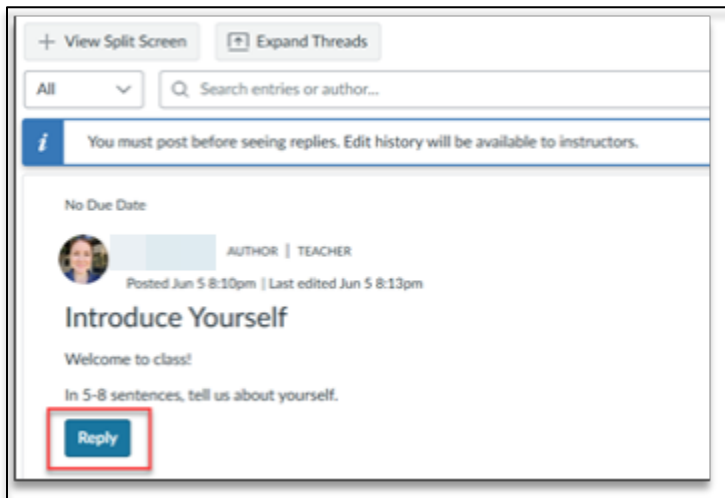
Comments...

Cancel Submit Assignment

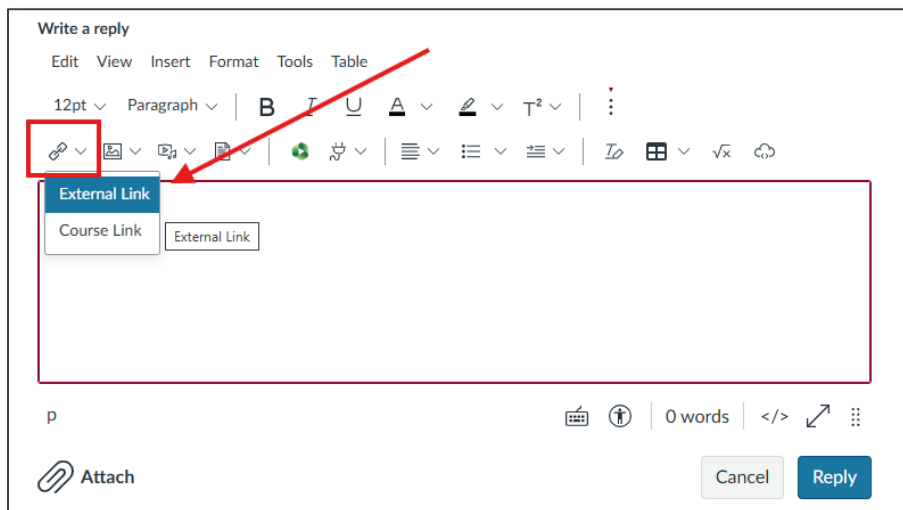
IMPORTANT: Please **DO NOT** delete or move your file from OneDrive.

IF SHARING TO A DISCUSSION BOARD IN WTCLASS

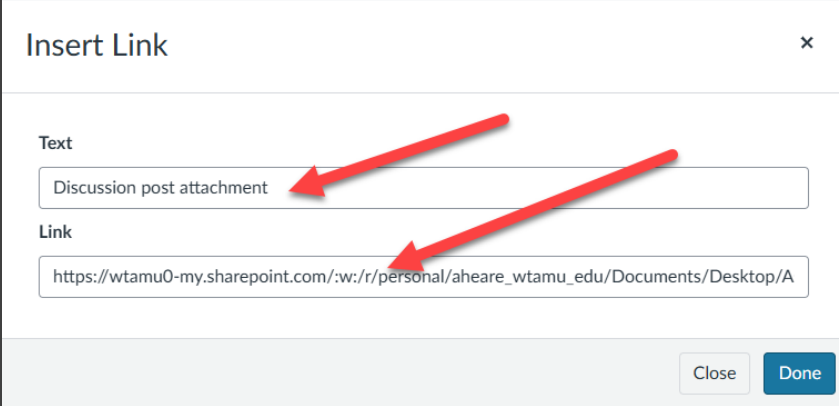
1. Go to your discussion board and click **“Reply”** to reply to a post.



2. In the content editor box, select the **Insert/Edit Link** button and select External Link from the list of options that appears.



3. In the pop-up window, text that you want to appear in the rich content editor, then **paste the copied link** from OneDrive into the Link box and click **“Done.”**



Insert Link

Text

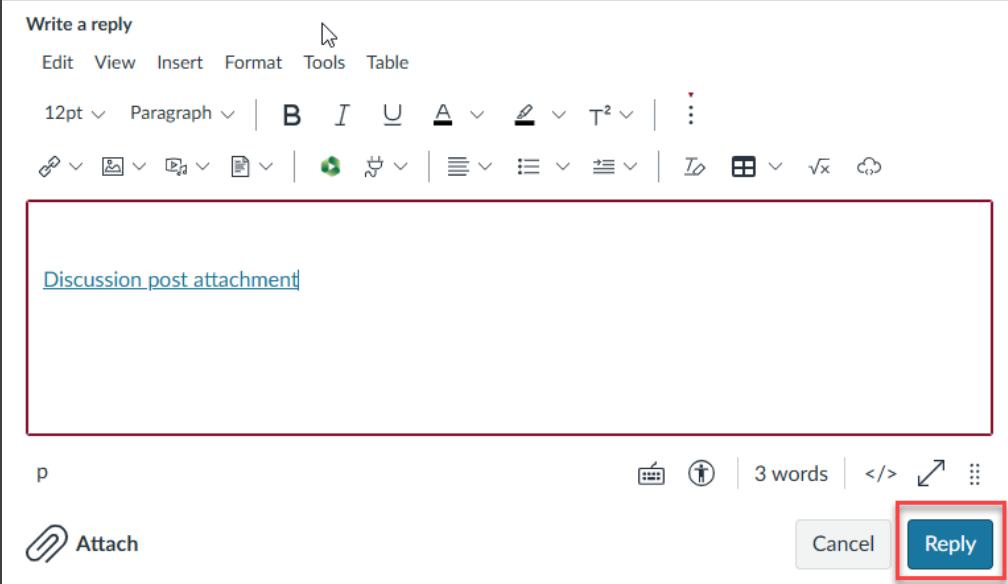
Discussion post attachment

Link

https://wtamu0-my.sharepoint.com/:w:/r/personal/aheare_wtamu_edu/Documents/Desktop/A

Close Done

4. You will see the title appear in the content editor. Click **“Reply”** at the bottom right of the editor



Write a reply

Edit View Insert Format Tools Table

12pt Paragraph B I U A T²

Discussion post attachment

p 3 words </>

Attach Cancel Reply

IMPORTANT: Please **DO NOT** delete or move your file from OneDrive.