

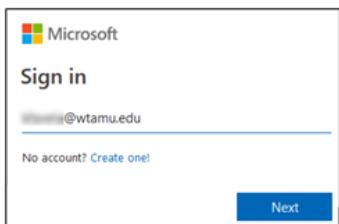
## UPLOAD AND SUBMIT A ONEDRIVE FILE LINK TO WTCLASS (STUDENTS)

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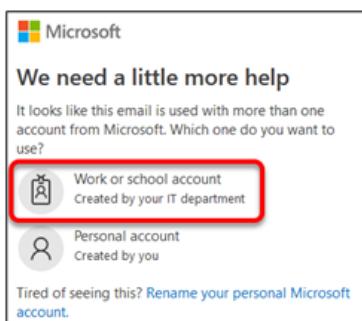
To submit a video, presentation, or other file to WTClass that needs to be shared as a *link from OneDrive*, follow the directions below.

### UPLOAD YOUR FILE TO ONEDRIVE

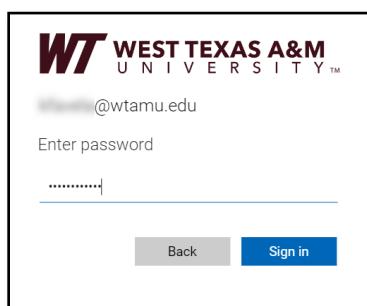
1. In your preferred browser, go to <https://onedrive.com>. Click on the “Sign In” button in the top right of the screen.
2. Enter your **full WT Email address** in the Sign in box.



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.

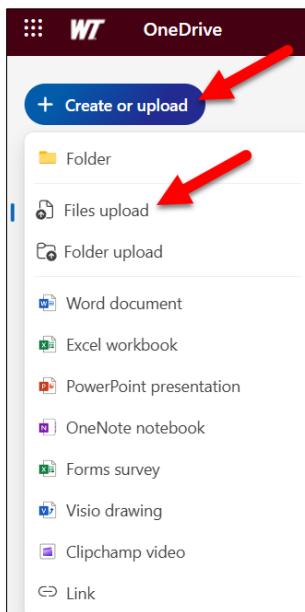


4. Enter your **Single Sign On** password.

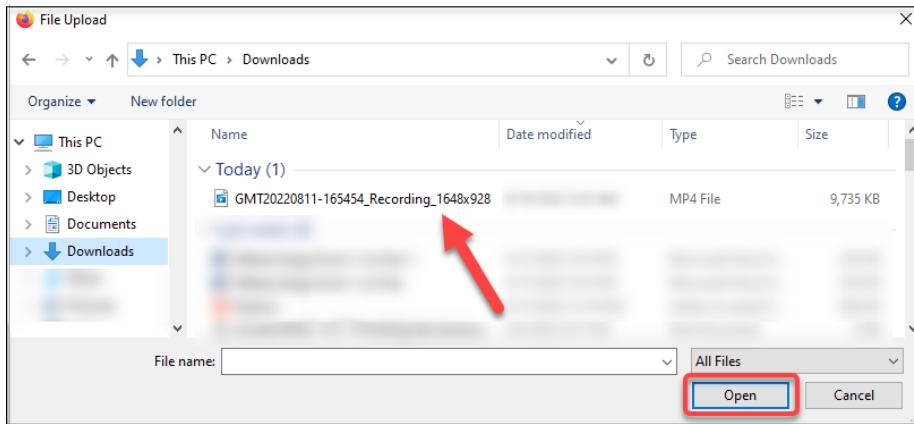


5. Complete the **DUO** process.

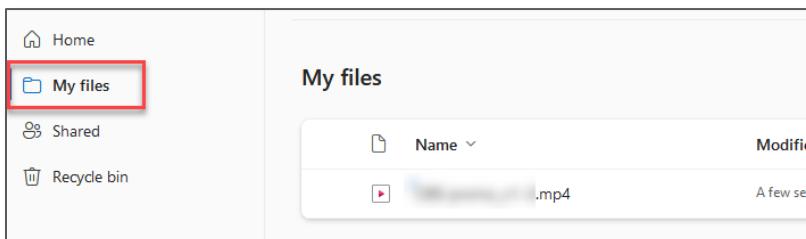
6. Once you are in OneDrive, select the “+ Create or upload” button and choose the “Files upload” option.



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.

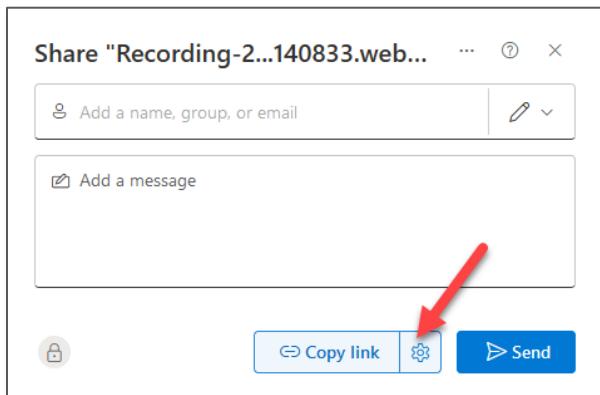


## GET THE ONEDRIVE LINK TO YOUR FILE

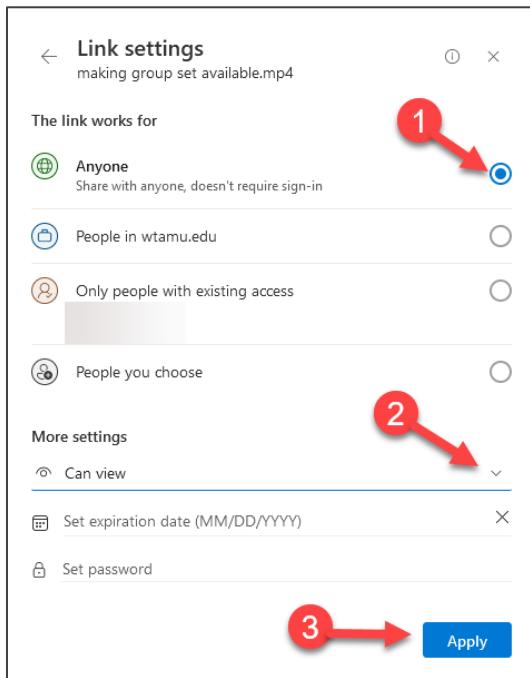
1. Next to the name of the file that you want to share, click “share”



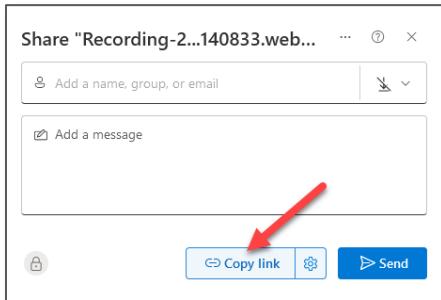
2. On the pop-up window, click on the “gear” icon.



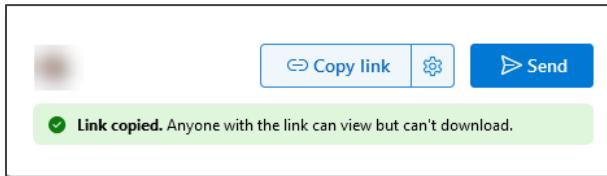
3. Set the link to allow “**Anyone**” so that anyone can access the link. Then, under “**More Settings**” click the dropdown and change the download options to “**Can View**.” Then click “**Apply**.”



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**.

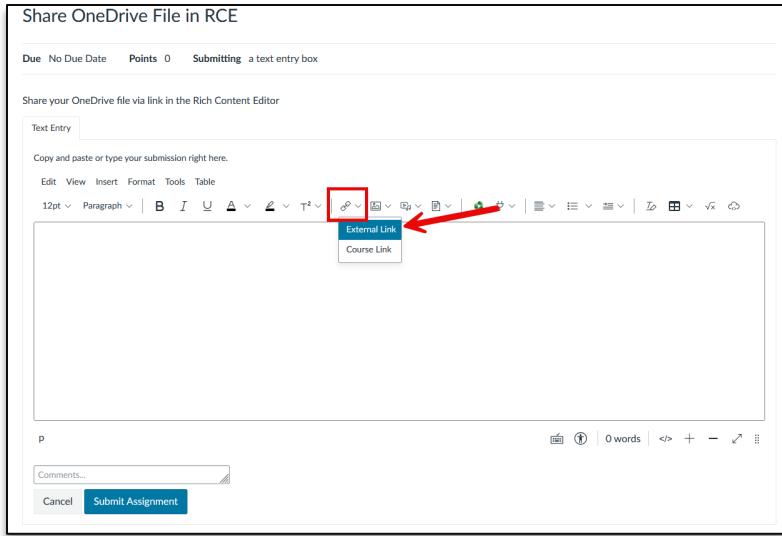
3. Click the **Start Assignment** button on the top right of the page to begin the assignment.

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.

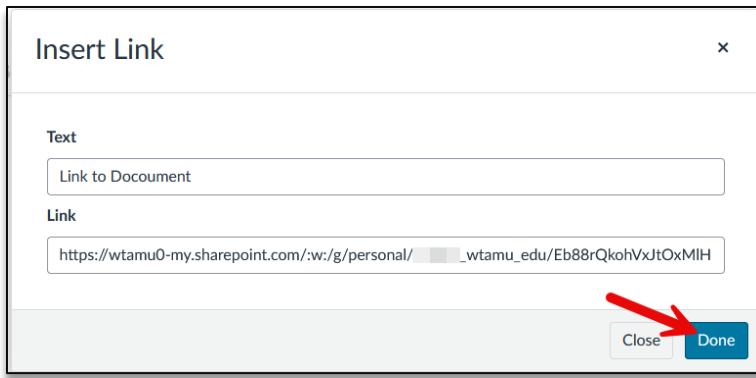
- a) **Submitting in the Rich Content Editor**

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

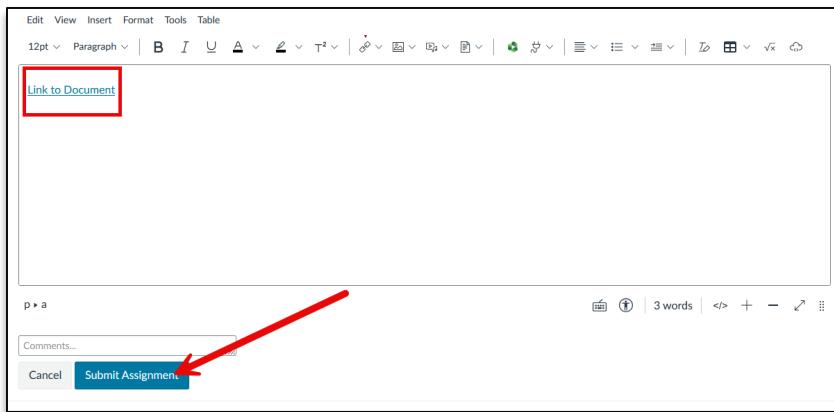
- i) Select the **Text Entry** tab.
- ii) Click on the down arrow next to the **Insert Link** icon and select **External Link**.



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**.



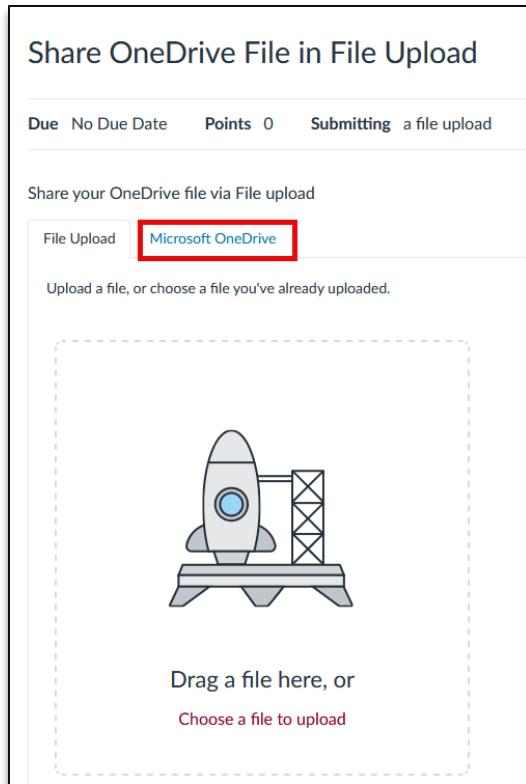
iv) Your link will appear in the rich content editor. Click **Submit Assignment** when you are ready to submit.



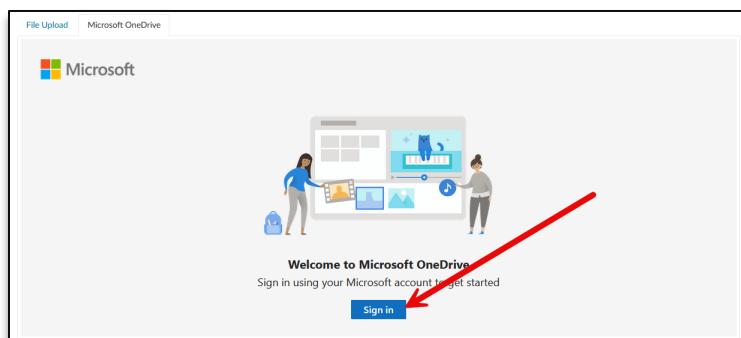
**b) Submitting with the Canvas OneDrive Connection**

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**.

Share your OneDrive file via File upload

File Upload Microsoft OneDrive

Pick a file

Home

Name Opened Owner Activity

Name	Opened	Owner	Activity
Document1	21m ago		
Document 2	21m ago		You edited this - Oct 24
	Yesterday at 1:29 PM		You edited this - Tue
	Yesterday at 1:29 PM		
	Yesterday at 1:29 PM		

Search in all files

1 selected X

Submit

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

Due No Due Date Points 0 Submitting a file upload

Share your OneDrive file via File upload

File Upload Microsoft OneDrive

File Document 2.docx change

Additional comments Comments...

Cancel Submit Assignment

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

wtamu.instructure.com

Canvas is currently processing your submission. You can safely navigate away from this page and we will email you if the submission fails to process.

OK

**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/...wtamu\_edu/Eb88rQkohVxJtOxMlH1OqrQBO5k\_cBtzsOWgOEa2C6y\_Lg?e=7YfcKl

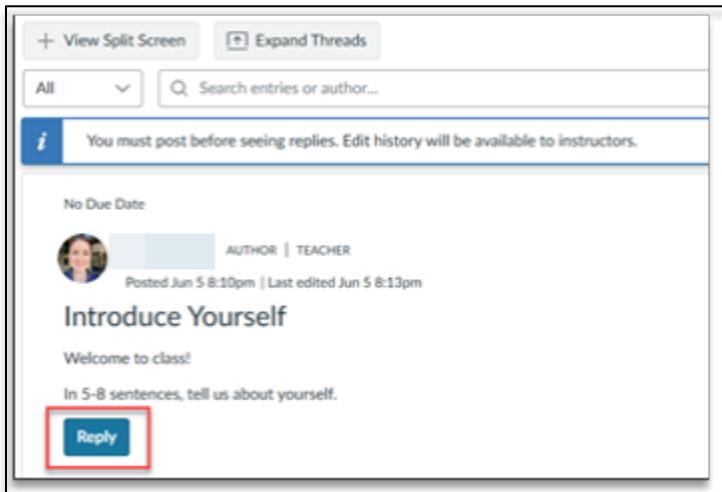
Comments...

Cancel Submit Assignment

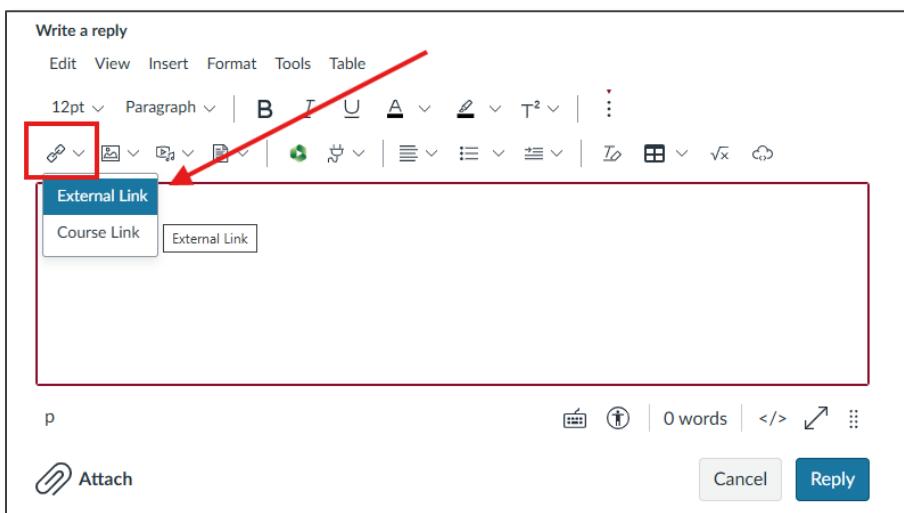
**IMPORTANT:** Please **DO NOT** delete or move your file from OneDrive.

## IF SHARING TO A DISCUSSION BOARD IN WTCLASS

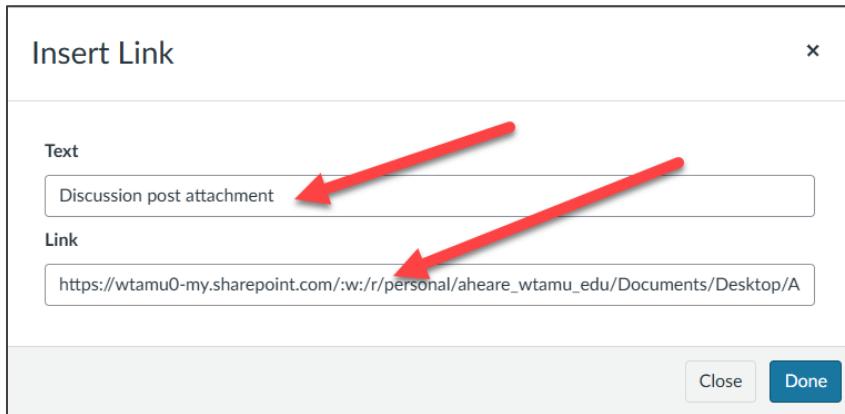
1. Go to your discussion board and click “**Reply**” to reply to a post.



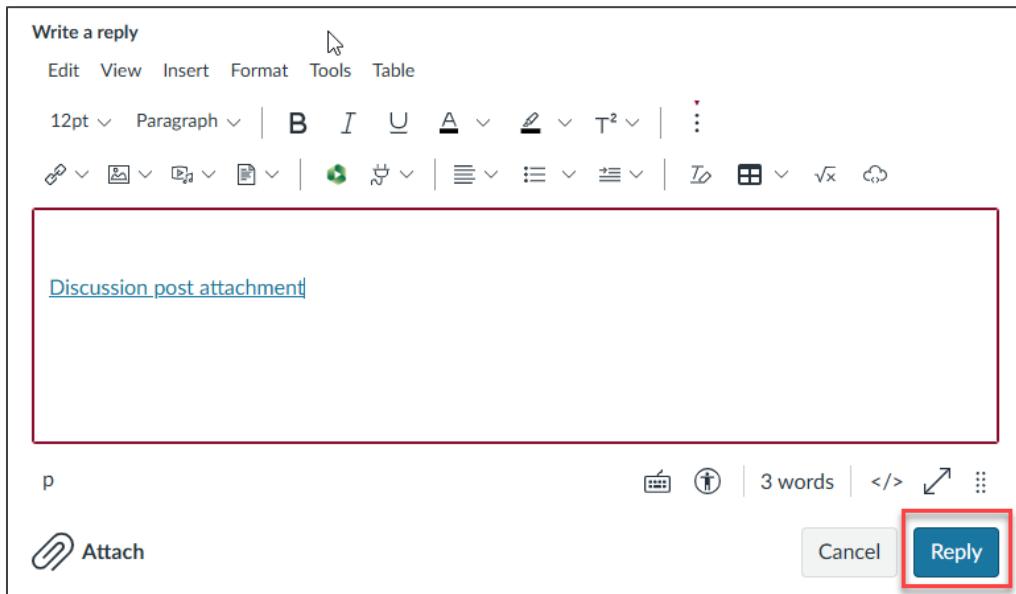
2. In the content editor box, select the **Insert/Edit Link** button and select External Link from the list of options that appears.



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**.”



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



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