

USING ONEDRIVE IN MOODLE

ONEDRIVE GIVES YOU ONE PLACE TO STORE, SHARE, AND SYNC YOUR FILES.

In OneDrive you can:

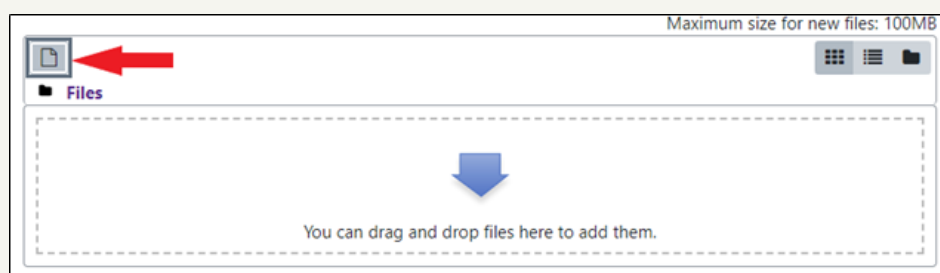
- Upload files from your PC or Mac. (1 TB of storage space)
- Share files with others.
- Give others permission to edit files and work on them at the same time.
- Get to your files from anywhere; on your computer, tablet, or phone.
- Sync OneDrive to your PC or Mac, so you can access your files even when you're offline.



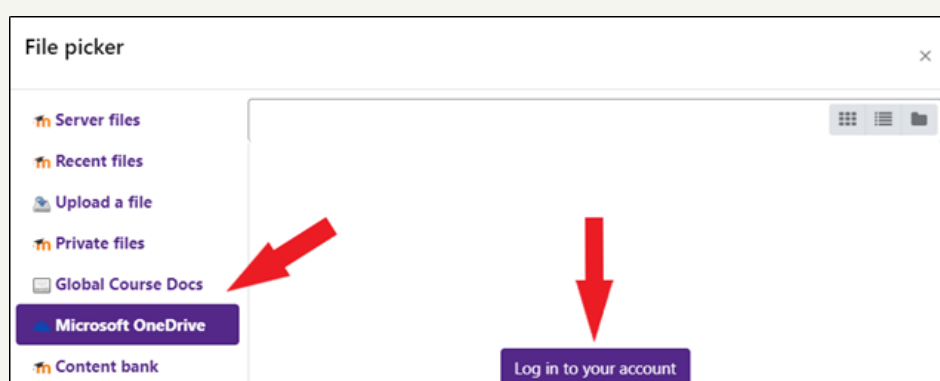
You can use OneDrive to share photos, Microsoft Office documents, other files, and entire folders with people. The files and folders you store in OneDrive are private until you decide to share them. You can see whom a OneDrive file is shared with or stop sharing at any time.

YOU CAN UPLOAD FILES TO MOODLE FROM ONEDRIVE IF THE FILES ARE UNDER 100 MB.

Open an assignment and choose **Add submission** then use the file picker icon to add a file



Choose to upload from **Microsoft OneDrive** then **log in to your account.**

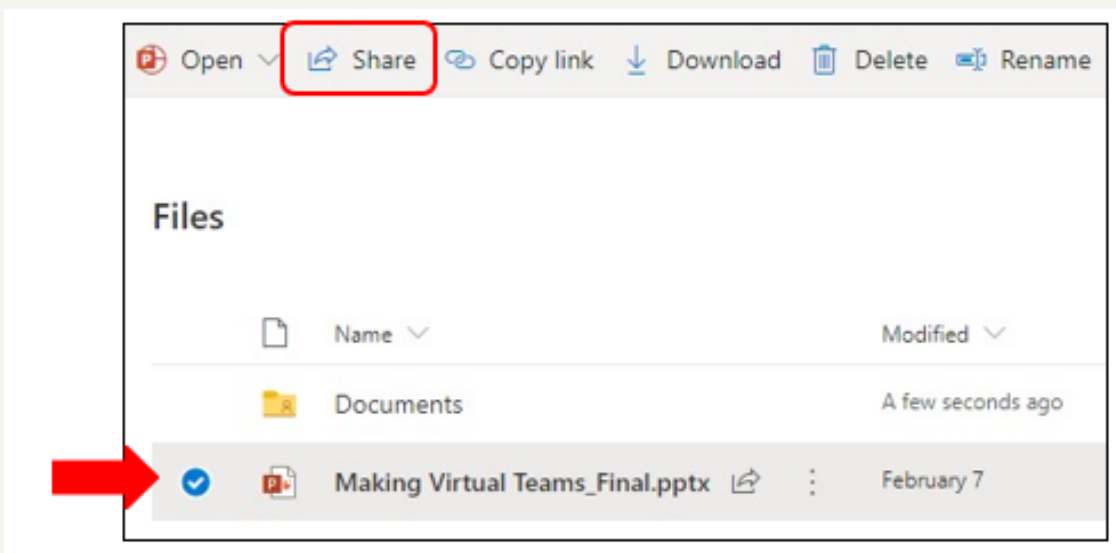
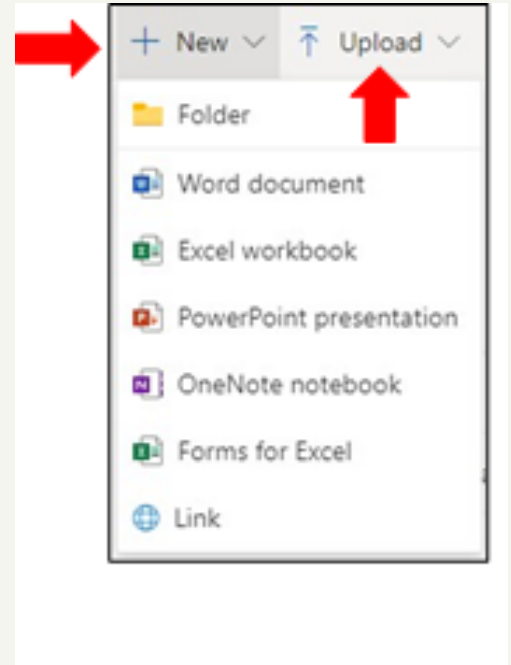


Pick the appropriate file then choose **Select this file** to return to Moodle.

OneDrive can also be very useful if you encounter the limitations of the 100 MB file size upload limit in Moodle. If you need to add files to Moodle that are larger than the 100 MB limit, you can upload them to OneDrive and then share them and include a link to the shared file in Moodle.

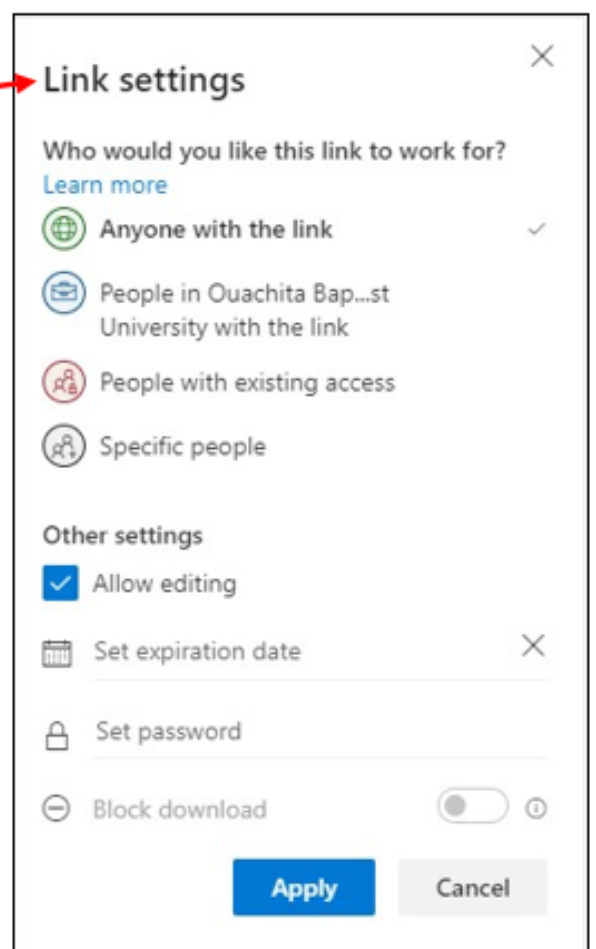
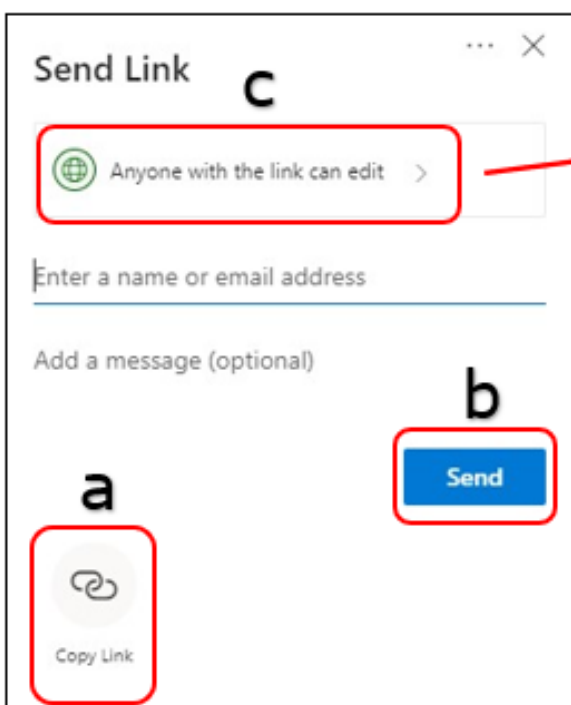
YOU CAN SHARE FILES IN ONEDRIVE IF FILES YOU NEED TO UPLOAD ARE OVER 100 MB.

1. Log in to <https://office.com> using your Ouachita email address and password then open **OneDrive**.
2. Drag and drop files into the OneDrive space or use the toolbar to upload a file or create new files or folders.
3. Pick the file or folder you want to share by selecting the circle to the left of the item. You can also pick multiple items to share together.
4. Click Share at the top of the page.



5. You then have options to :

- (a) Copy the link
- (b) Send the link (enter an email address) or
- (c) Select *Anyone with the link can edit* to customize the link access settings.



6. Once the link is copied, paste the shared link in an assignment, discussion forum, or other activity.