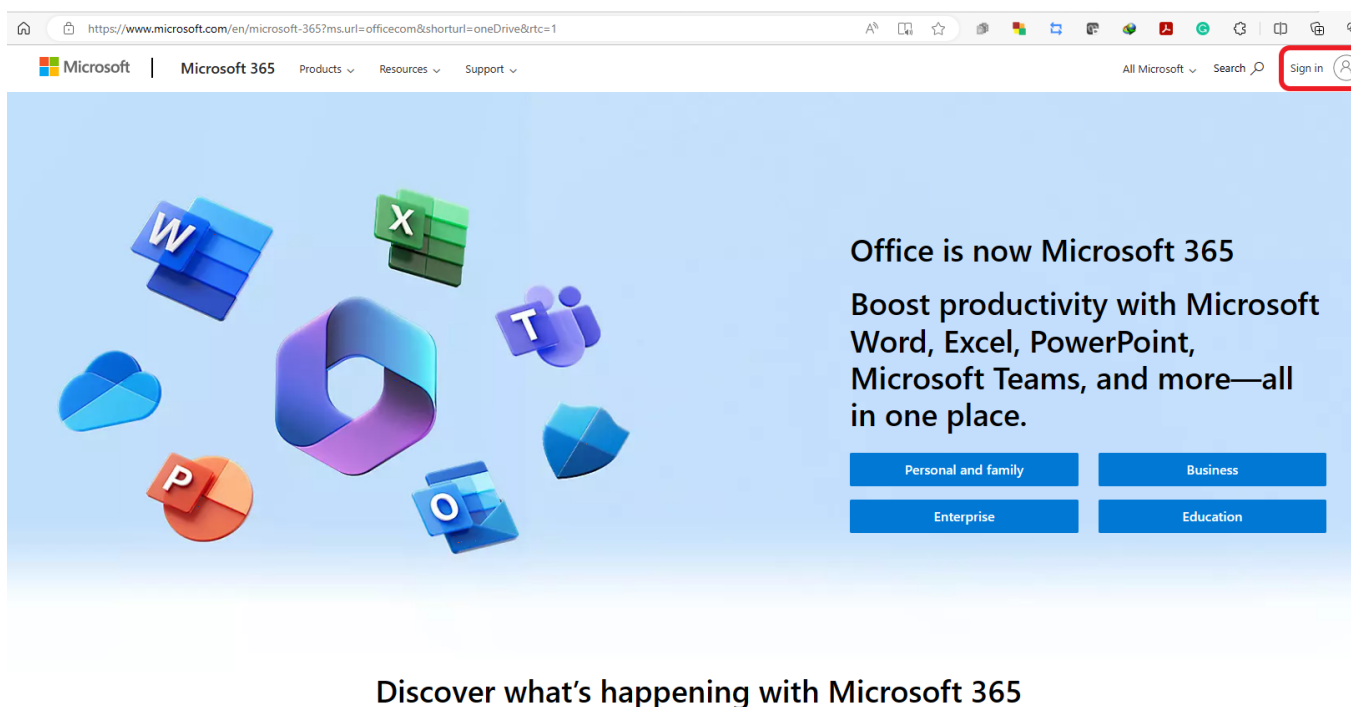


Linking MS OneDrive File Uploads

Opening your OneDrive

1. **Open** a web browser.
2. **Navigate** to the Microsoft Office homepage: www.office.com
3. **Click** “Sign in” and sign into your Microsoft account.



4. **Login** to the portal by using your **Office 365 credentials**. If you have not created Office 365 account yet by using uom email, please visit, [How to Self-Register to Office 365](#).



Sign in

XXXXXXXXXXXX@uom.lk

No account? [Create one!](#)

Next



UNIVERSITY OF MORATUWA
POWERED BY CENTER FOR IT SERVICES

XXXXXXXXXXXX@uom.lk

Enter password

Password

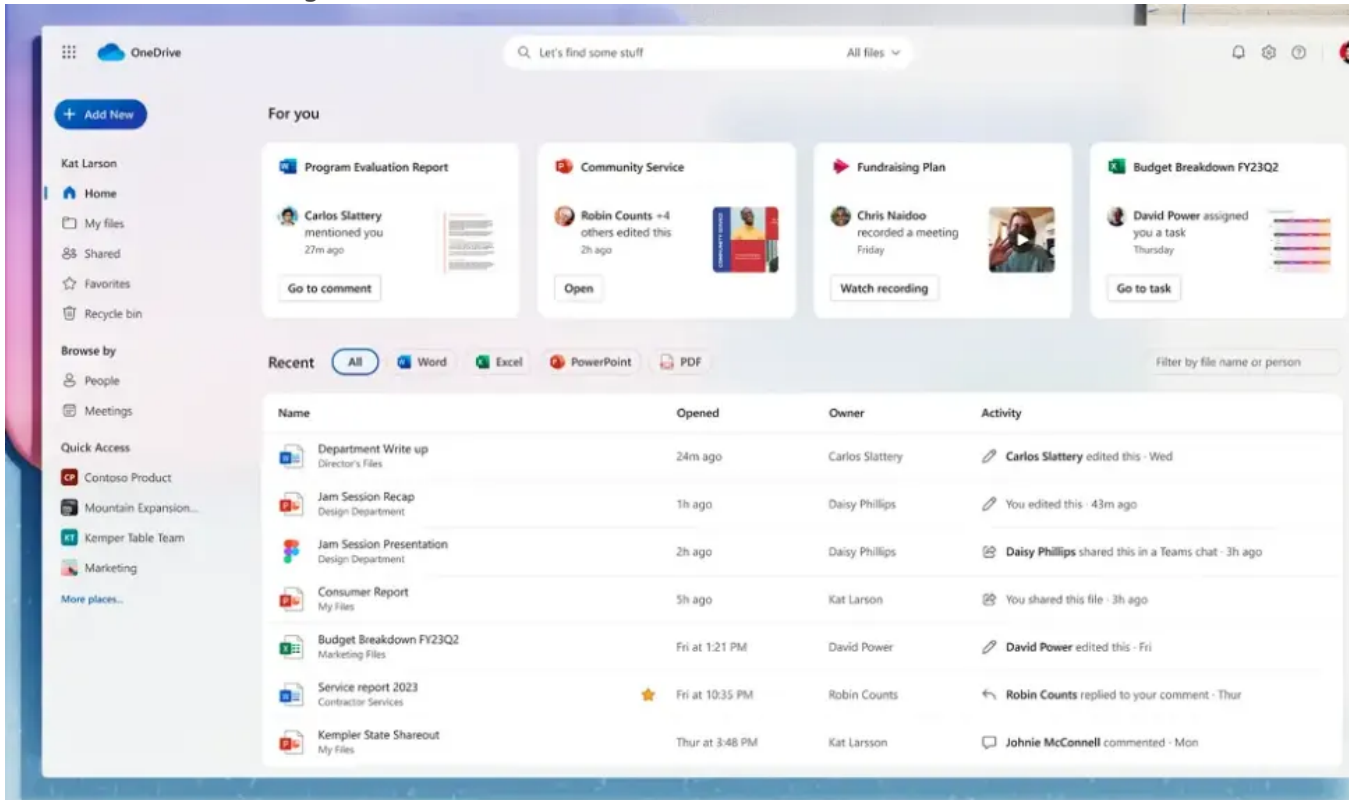
[Forgot my password](#)

[Sign in with another account](#)

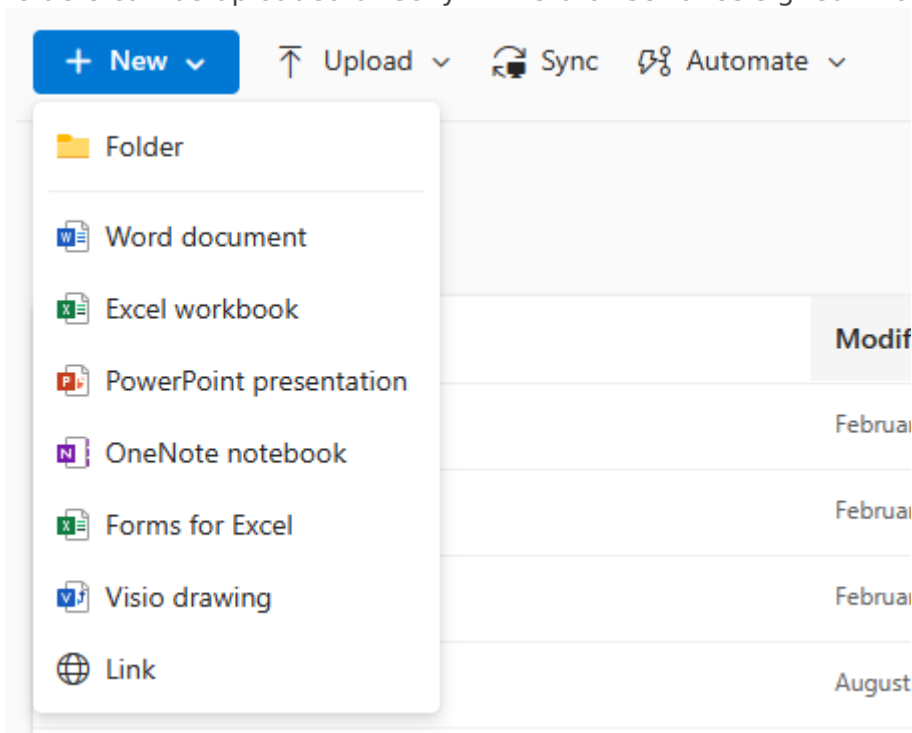
Sign in

Welcome to University of Moratuwa Office 365
tenant. ~Powered By Center for IT Services~

5. The Microsoft Office home page is displayed. A listing of the available online apps available to you is revealed. Below is a listing of files you've recently accessed in your OneDrive cloud storage.

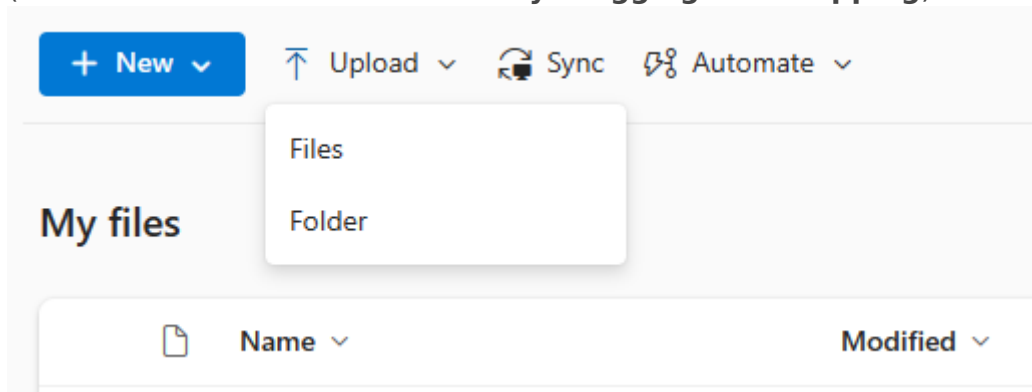


6. All new files (Such that Folder, Word, Excel, etc.) that are created through Office.com are automatically saved to your OneDrive. You can store over 320+ different file types in OneDrive (7Z AVI ZIP IMG ISO MKV MOV MP3 MP4 MPEG JPE PNG PLJ PPS etc.). Files and folders can be uploaded directly in the browser once signed into OneDrive



7. **Click** "Upload" next to the New button, and then click "Files" or "Folder" to upload the contents.

(You can also do the same task by dragging and dropping).



In the file upload dialog box, **navigate** to the Downloads folder.

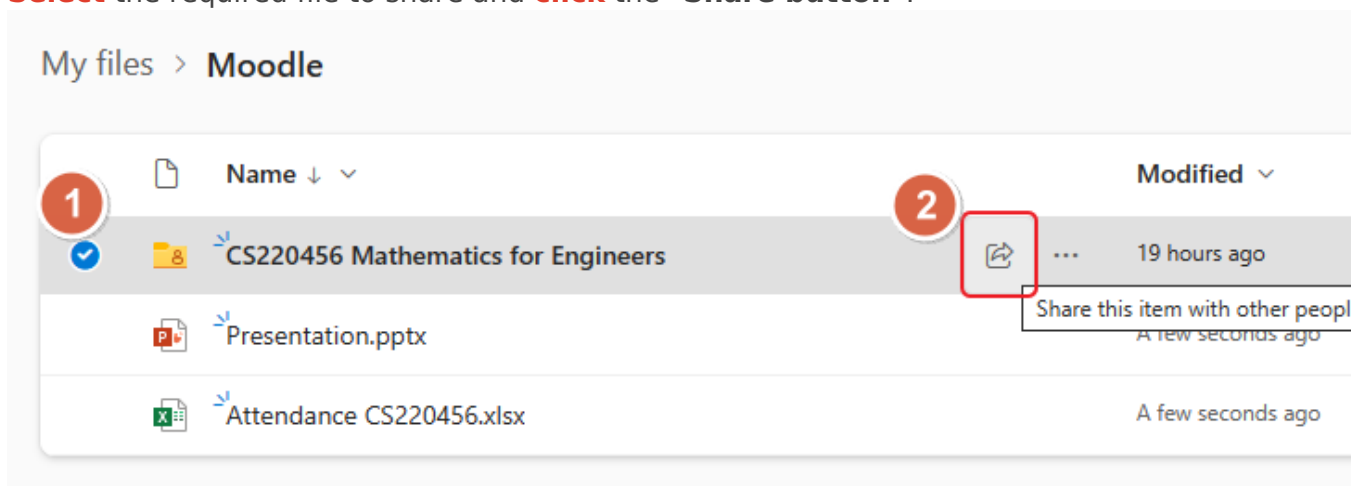
Select the required file and click **Open**.

8. **Notice** how the file has appeared in the content pane.

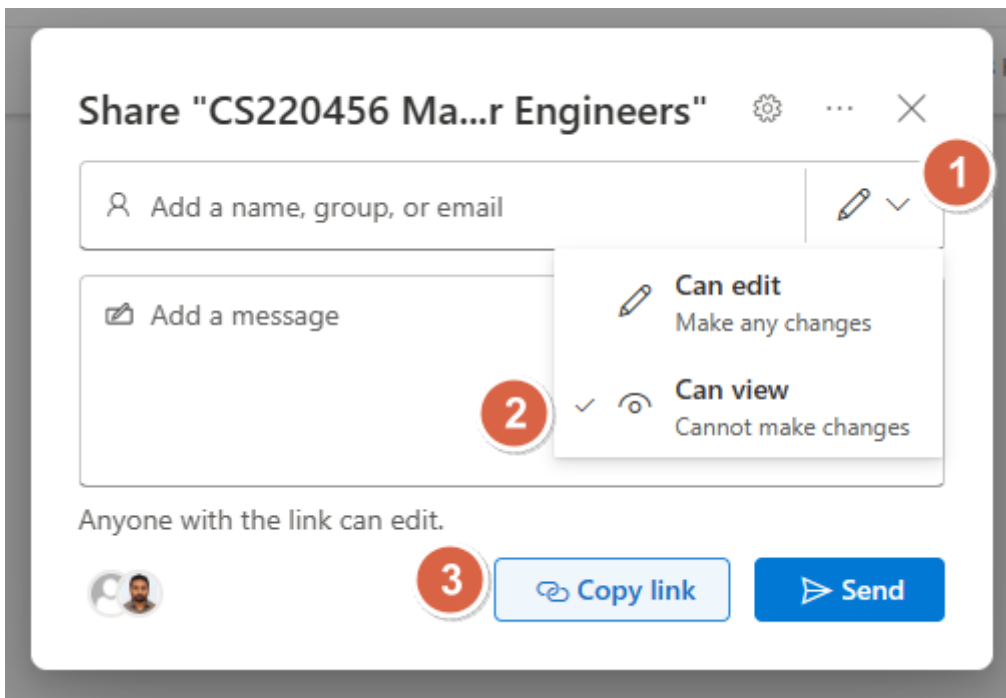
	Library of Congress.jpg	3m ago	Private	259 KB
---	-------------------------	--------	---------	--------

Also, **notice** the three blue lines “coming out” of the first letter in the name of file. This symbol means that the file has been recently added.

9. **Select** the required file to share and **click** the "**Share button**".

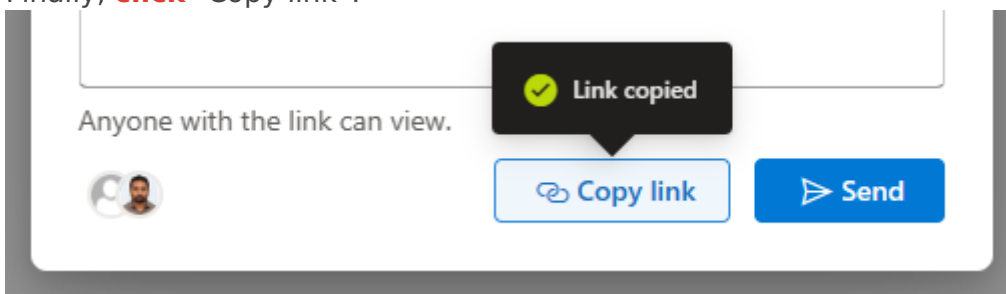


10. **Click** on the **pencil**, drop-down button. Then select the **Can view** option view only purpose.



Notice how it is prompting us to enter a name or email address. This is an optional feature that will send an email to whoever we want containing a link to the file. We will not enter any email addresses here because we want to send a public link to our students.

11. Finally, **click** "Copy link".



Clicking the "Copy link" button does two things:

1. Applies sharing permissions to the file. The sharing permissions state that anyone who knows the link to the file can view and edit it.
2. Copies the link to the file to the clipboard so you can paste it somewhere.

12. **Upload** the shared link to Moodle.

1. First, click "turn editing on" in your Moodle course.

2. Then, click "Add an activity or resource".

The screenshot shows the Moodle interface for the 'Moodle Training 2021' course. The breadcrumb trail is 'Dashboard > Courses > Center for IT Services > MT2021'. A red circle with the number '1' highlights the 'Turn editing on' button. Below the course name 'Engineering Mathematics', a red circle with the number '2' highlights the '+ Add an activity or resource' button.

13. **Select** "URL" under the **resources** tab.

The screenshot shows the 'Add an activity or resource' dialog box. The 'Resources' tab is selected, indicated by a red circle with the number '1'. The 'URL' resource is highlighted with a red box and a red circle with the number '2'. Other resources visible include Book, File, Folder, IMS content package, Label, and Page.

14. **Add** the resource by using an appropriate name and paste the link you have copied under Step 14. Then, **save** it.

Adding a new URL to Engineering Mathematics[?]

General

Name



Lecture recording week 01

1

External URL



<https://uniofmora-my.sharepoint.com/EjPnMc0nNYB>

2

Choose a link...

Description

Rich text editor toolbar with icons for undo, redo, bold, italic, link, unlink, list, indent, outdent, image, video, audio, and help.

☐ Display description on course page [?]

Appearance

URL variables

Common module settings

Restrict access

Activity completion

Tags

Competencies

3

Save and return to course

Save and display

Cancel

There are required fields in this form marked [?].

15. Finally, it will **display** as follows.

Engineering Mathematics



Lecture recording week 01

Revision #8

Created 24 July 2023 10:55:57 by Sanjeewa

Updated 27 July 2023 18:02:19 by Pasan