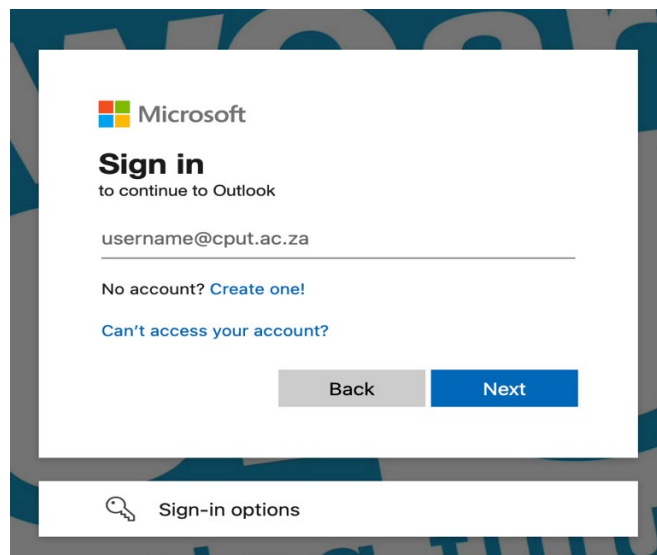

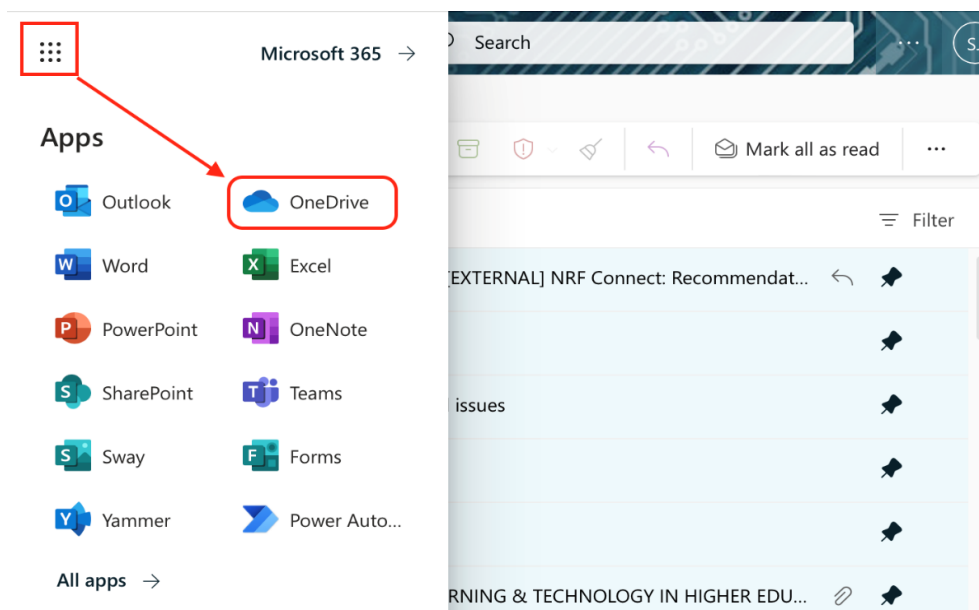


How to use Microsoft OneDrive to upload and share videos to Blackboard

OneDrive is the official CPUT cloud storage services of the Microsoft 365 conglomerate. By virtue of being a CPUT staff member, Office 365 is part of the network account that you have access to. You can already use OneDrive from the same credentials you use for Microsoft productivity and communications applications, such as Outlook and Skype. One account for everything Microsoft. Hence the first thing that you will need to do is to sign up using your CPUT network account credentials. See screenshot 1 below:



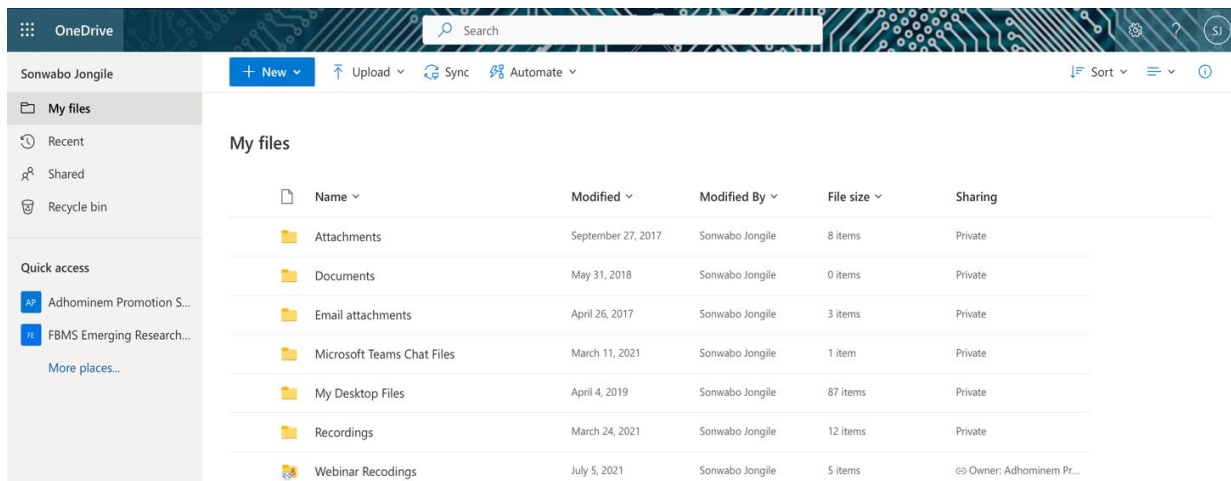
After logging-in, you will need to select the APP LAUNCHER icon  from the top left-hand-side of your Outlook page, then select OneDrive from the list. See screenshot 2 below:



From this point of the guide, you will learn how to:

- upload, and
- share.

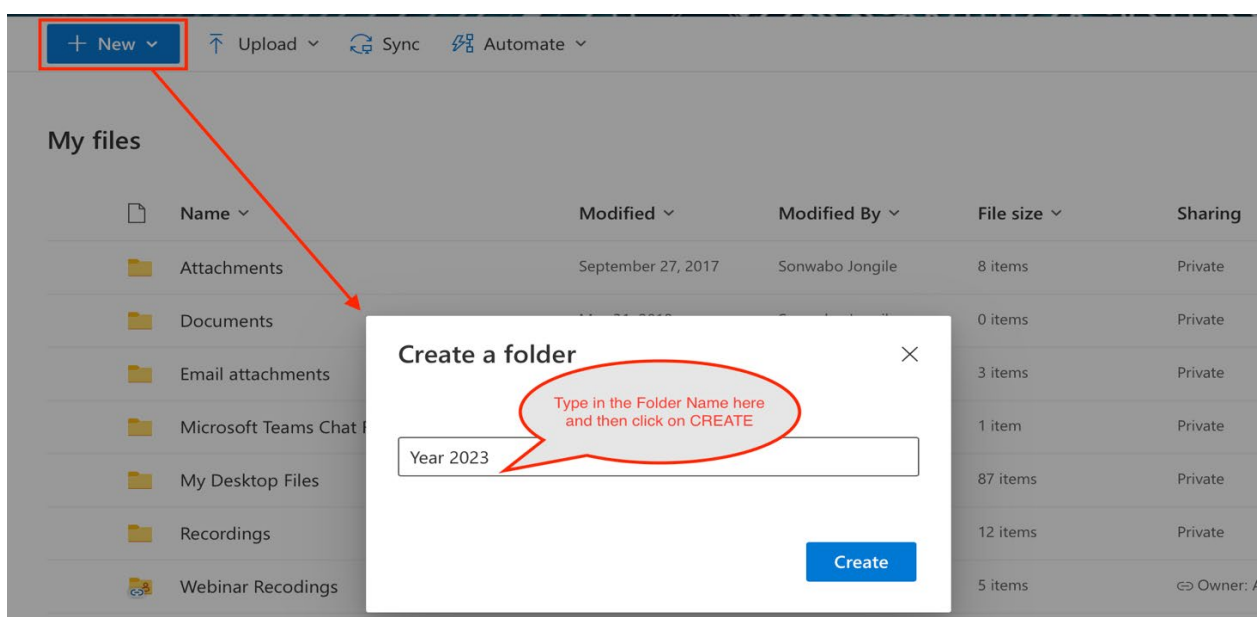
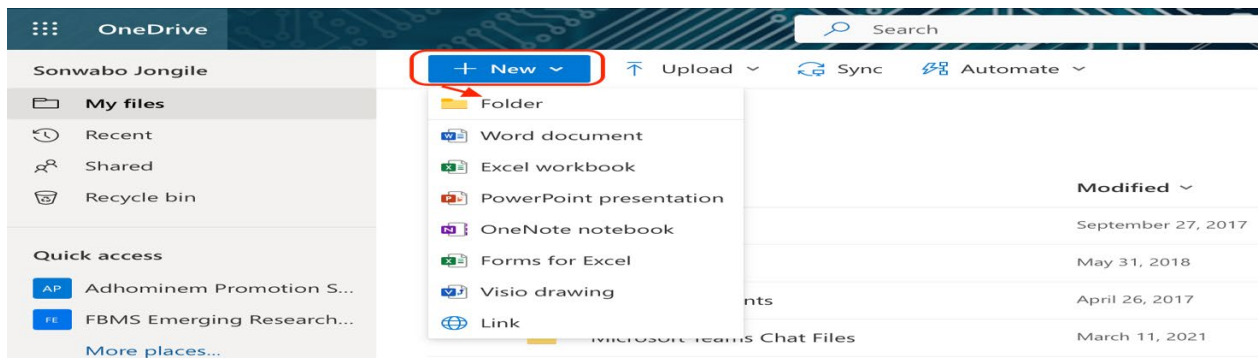
This is the landing page into your OneDrive. See screenshot 3 below:



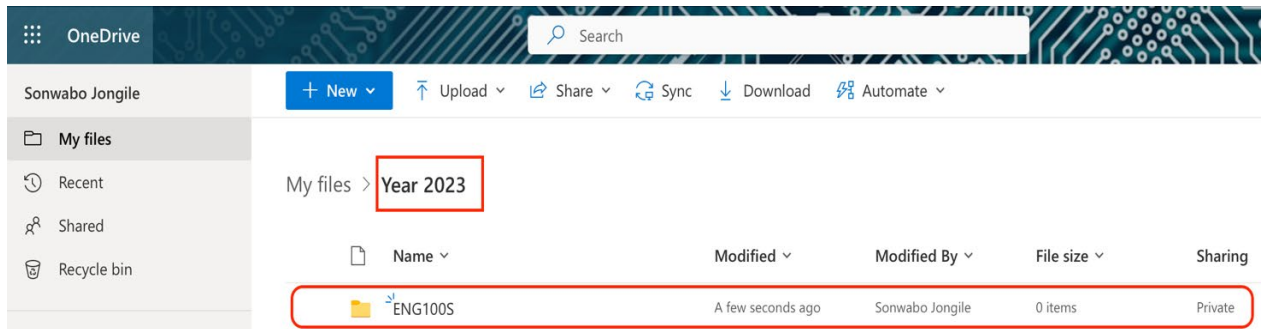
We recommend that you create a NEW FOLDER and SUB-FOLDERS by clicking on NEW, then FOLDER. See folder name examples below followed by screenshot 4 and 5:

Folder name- (current year: Year 2023)

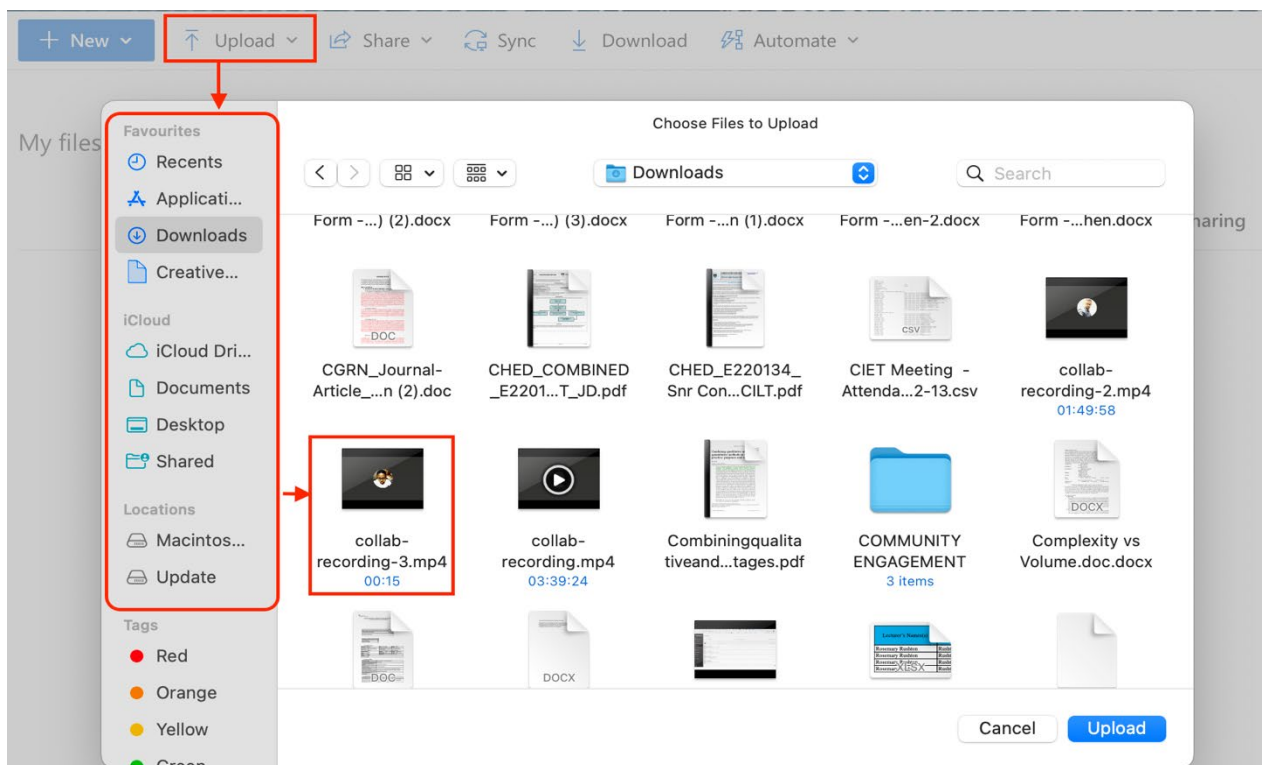
Subfolder- (name of the subject: ENG100S)



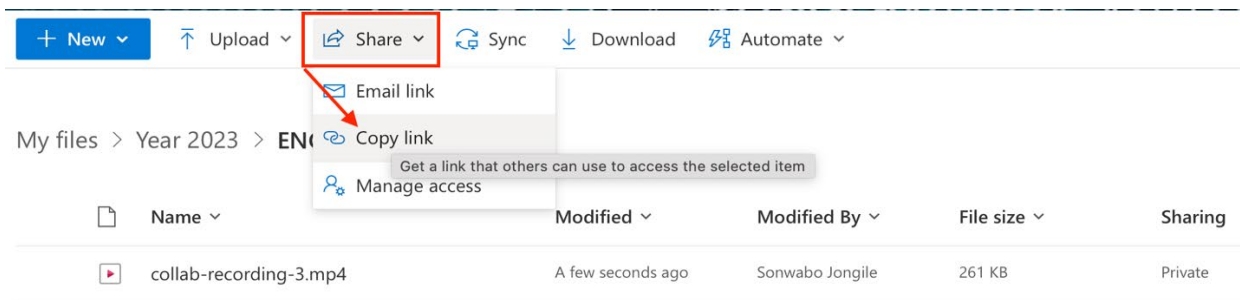
You have now created a new folder (e.g. Year 2023). You need to create a sub-folder within the main folder by repeating the steps (new—folder—create folder) and name it by your subject code (e.g. ENG100S). See screenshot 6 below:



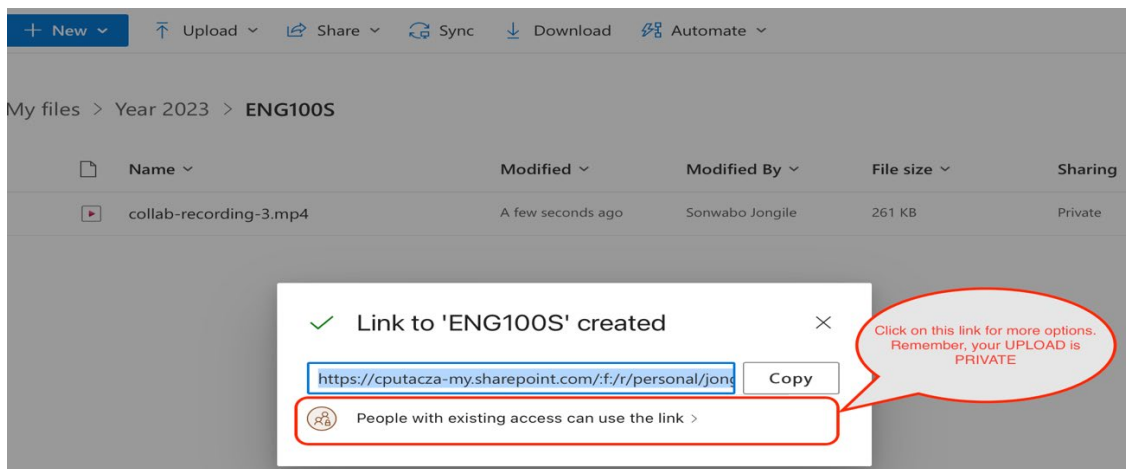
Once you have created a new folder (Year 2023) and sub-folders (ENG100S), you then need to upload your video/s by clicking on the UPLOAD button on the top left hand side of your screen. See screenshot 7 below:



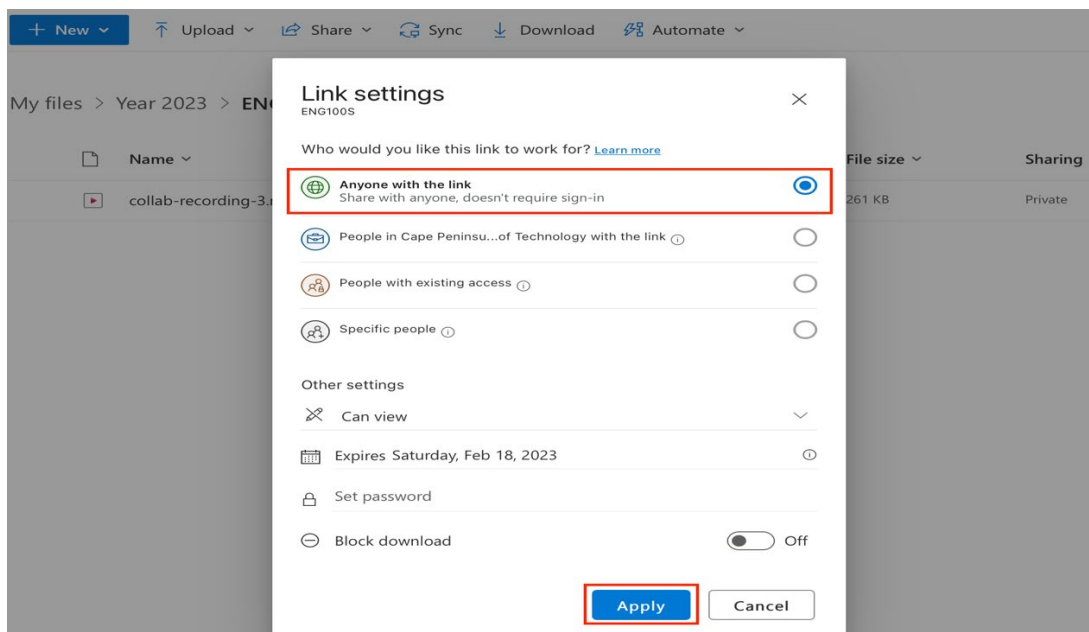
Choose the directory in which the video is saved (desktop, my documents, USB, external hard drive, etc) and select the video. Click on UPLOAD and the video will be uploaded into the sub-folder (ENG100S) you created. The next step is to COPY THE LINK of the video by clicking on the SHARE button from the top-centre of your screen and then click on COPY LINK. See screenshot 8 below:



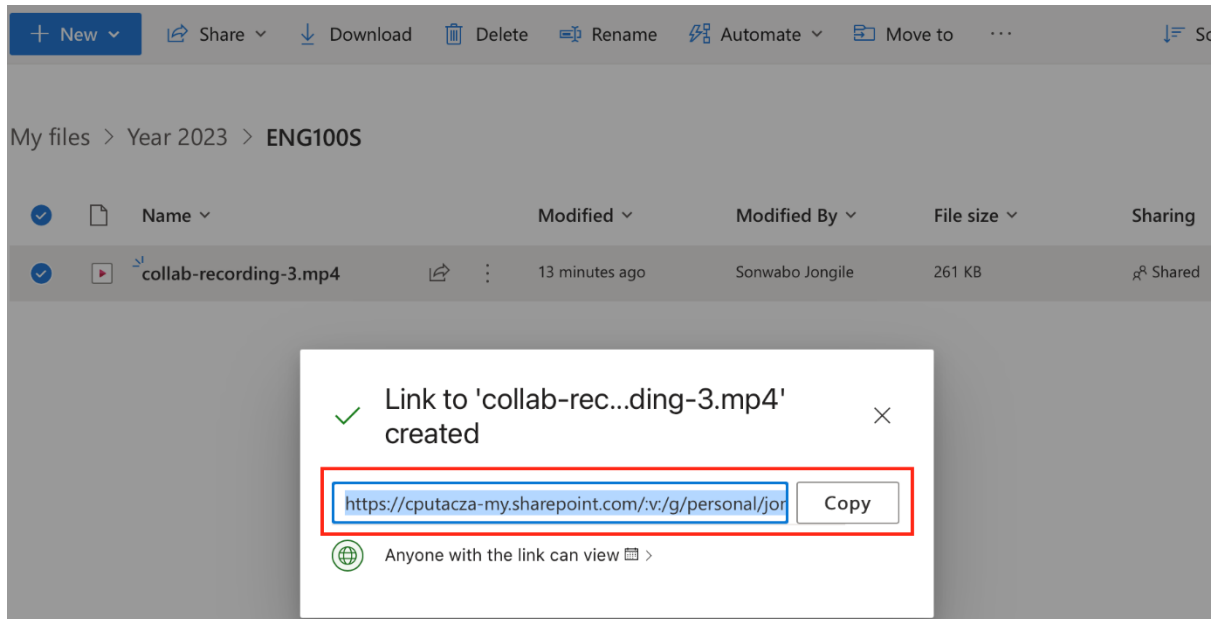
Do not click on COPY yet, first click on the link below COPY to choose the type of access you wish to share with the rest from LINK SETTINGS. Remember, your upload and the link are still PRIVATE at the moment. The link is only accessible by people with existing access to the folder. See screenshot 9 below:



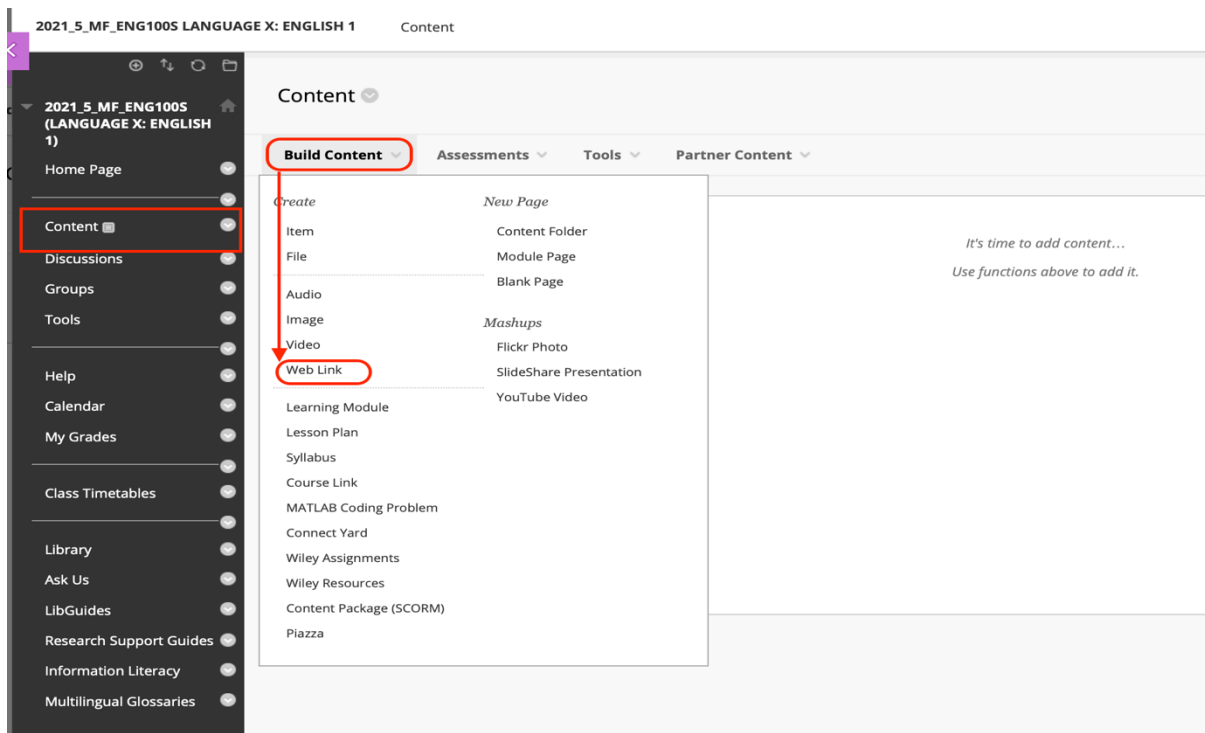
Choose ANYONE WITH THE LINK from the LINK SETTINGS options. This will make the link accessible to anyone with the link, even though your folder is still private. Click on APPLY to apply changes. See screenshot 10 below:



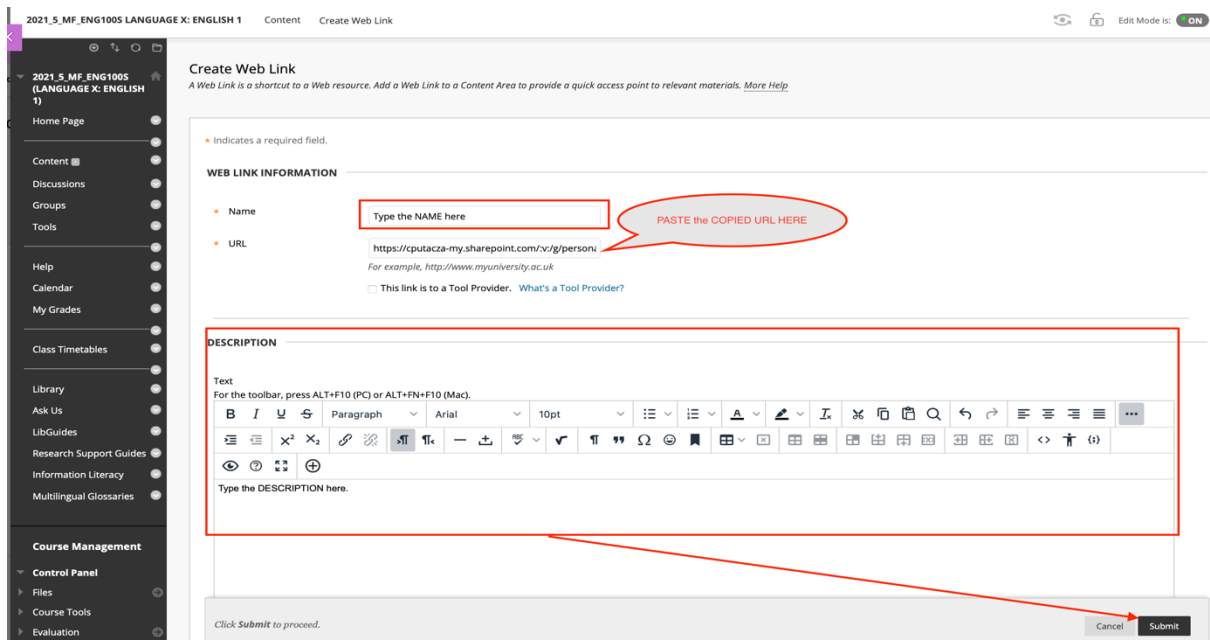
Now that you have APPLIED CHANGES on the settings of the link, you may now click on the COPY button. See screenshot 11 below:



Access your Blackboard Account, select the subject (ENG100S) and access the CONTENT area (depending on the design of your subject structure) and select BUILD CONTENT. See screenshot 12 below:



Type-in the name you wish to use for your video. PASTE the copied URL from OneDrive into the space provided in Blackboard. Insert the description and click on SUBMIT. See screenshot 13 below:



The link to your video has been shared within Blackboard for your students to view, download and reshare with other students. See screenshot 14 and 15 below:

