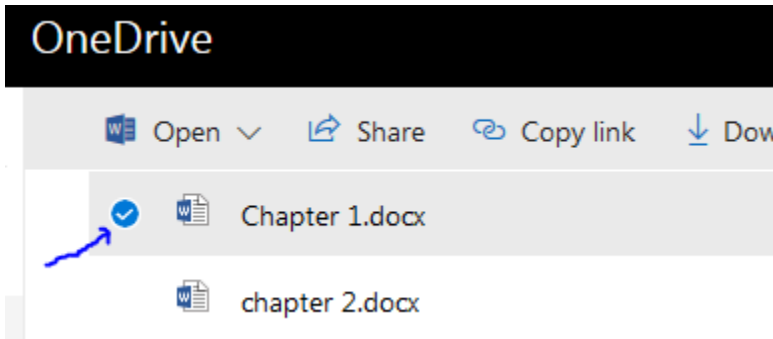


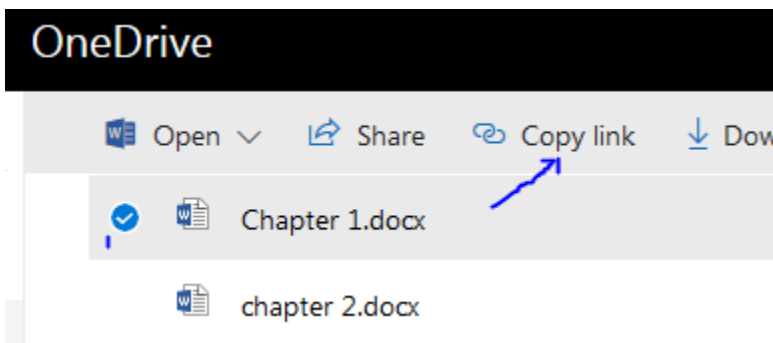
How to Link a File from Your OneDrive for Business in your Blackboard Course

By Scott Badger

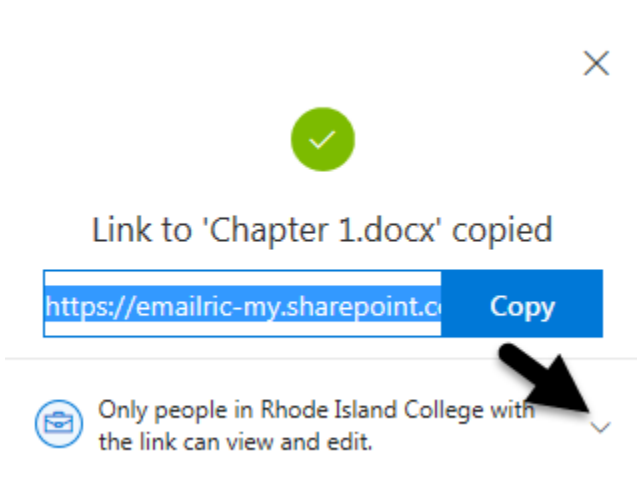
1. Log into your Office 365 account.
2. Click the OneDrive App



3. Select the file you want to link too.

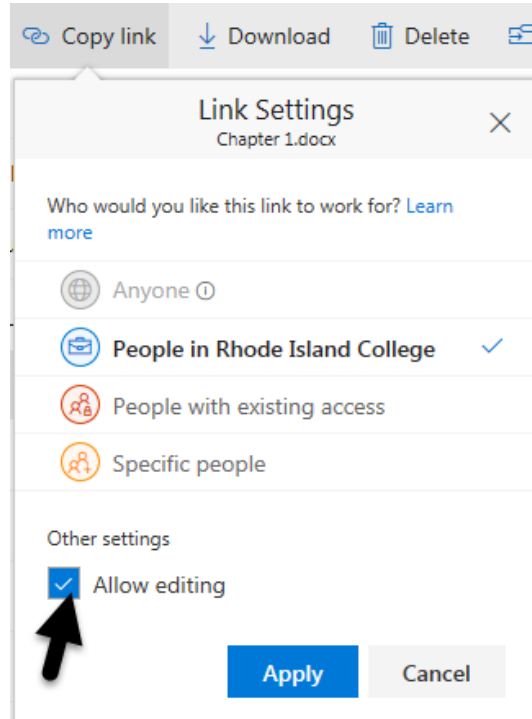


4. Click "Copy link".

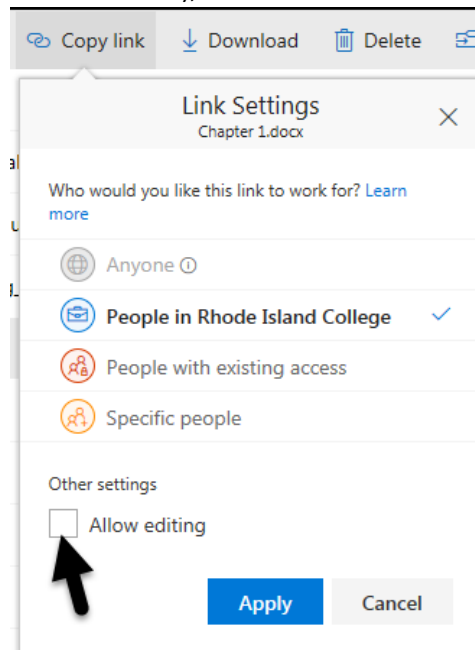


5. Click the down arrow to the right of "Only people in Rhode Island College with the link can view and edit".

6. Do one of the following:



a. If you want the user to have the ability to make changes to the document (Word, Excel or PowerPoint), then make sure that “Allow editing” is turned on.



b.
c. If you don't want the user to have the ability to make changes to the document (Word, Excel or PowerPoint), then make sure that “Allow editing” is turned off.

7. Click Apply.

8. Click the “Copy” button.

- Now move over to your Blackboard course and navigate to the location where you want to deploy the link.
- Hover Build Content and select Web Link.

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to p

** Indicates a required field.*

WEB LINK INFORMATION

<i>* Name</i>	<input type="text"/>
<i>* URL</i>	<input type="text"/>

For example, <http://www.myschool.edu/>

- Enter a name within the Name field.
- Paste in the copy URL within the URL field.
- (Optional) Enter in a description within the description field.
- Press Submit.

Note: When the student clicks on the web link within your Blackboard course, they will have to log into their Office 365 account if they have not already logged into their Office 365 account within another tab of the browser before they can access the file.