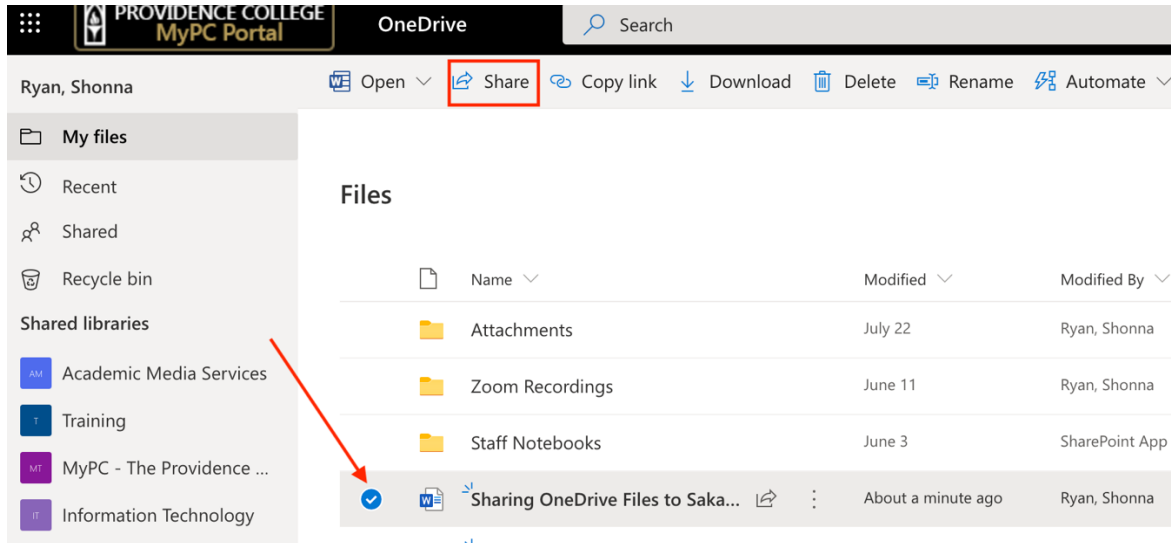


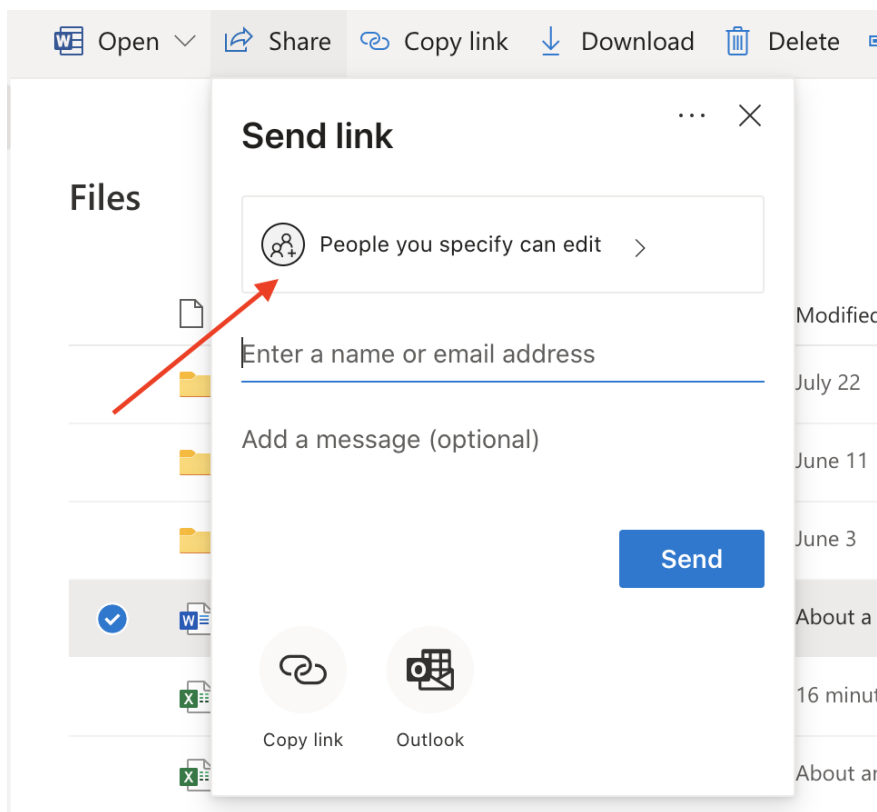
Sharing OneDrive Files to Sakai Assignments

Sometimes an instructor will want you to share the link to a OneDrive file instead of uploading an attachment. This goes over the steps to properly sharing a file link from OneDrive to Sakai. Note that you can always follow steps 1 - 4 to share a OneDrive file if you want to ensure that whoever you are sharing with can view and edit the file.

1. Once you have uploaded or created your file in OneDrive and are ready to share, select the file and click “Share”.




2. Since you will be sharing the link, you will want to make sure that the privileges are set to “People in Providence College with the link”. If this is not the option displaying, click on the privilege settings box.





3. Select “People in Providence College with the link” and then click “Apply”.


Link settings

Who would you like this link to work for?
[Learn more](#)

 Anyone with the link ⓘ


 **People in Providence College with the link** ✓


 People with existing access

 Specific people

Other settings

☒ Allow editing

 Open in review mode only ⓘ ☐


 Block download ☐ ⓘ

Apply

Cancel

4. Now, click “Copy Link”. If this link is shared with anyone at PC they will now be able to both view and edit the file.


Send link


 People in Providence College with the link can edit >

Enter a name or email address

Add a message (optional)

Send

 Copy link

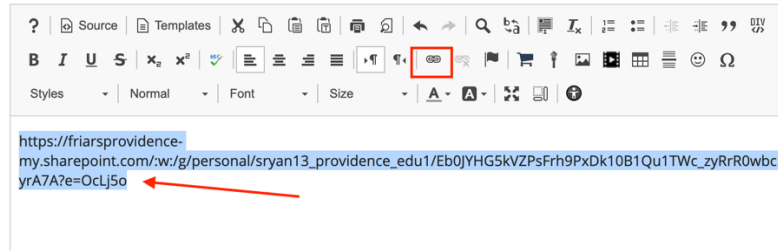
 Outlook

5. Now that you have created a link with the proper viewing/editing privileges, open the Sakai Assignment and paste the link in the in-line text box. Note that you can make this a clickable link by highlighting the URL and then clicking the link icon (recommended).

Submission

Assignment Text

This assignment allows submissions using both the text box below and attached documents. Type your submission in the box below and/or use the Browse button or the "select files" button to include other documents. **Save frequently while working.**



https://friarsprovidence-my.sharepoint.com/:w:/g/personal/sryan13_providence_edu1/Eb0JYHG5kVZPsFrh9Pxdk10B1Qu1TWc_zyRrR0wbcyrA7A?e=Oclj5o

6. Click, "Proceed" and then "Submit" and your assignment will now be submitted for grading and your instructor can add comments and edits to the document in real-time.

ASSIGNMENTS

[Link](#) [? Help](#) [✕](#)

Submission Confirmation

Draft - In progress

Submitted

Returned

☒ You have successfully submitted your work. You will receive an email confirmation containing this information.

User: Shonna Ryan (Student) (ryan_stu)
Class site: Demo Sakai 101 201610
Assignment: Test Assignment 2
Submission ID: **6e945d65-ce30-437b-b8f8-2cd4b0c11b2d**
Submitted on: Aug 13, 2020 1:18 PM

Your submission included the following:

https://friarsprovidence-my.sharepoint.com/:w:/g/personal/sryan13_providence_edu1/Eb0JYHG5kVZPsFrh9Pxdk10B1Qu1TWc_zyRrR0wbcyrA7A?e=Oclj5o

Submitted Attachments

No attachments yet

[Back to list](#)