



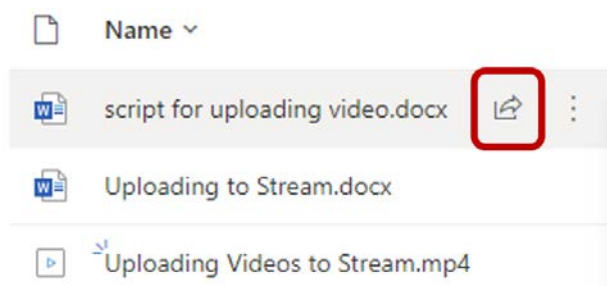
Teaching with Technology Tip

LINKING TO ONEDRIVE DOCUMENTS IN MOODLE

Storing your course documents in OneDrive then using sharing links to insert those documents within Moodle creates more efficient work flows for both you and your students. For you, it means updating those files in OneDrive and the changes will automatically happen in Moodle—because you linked to the document rather than uploaded it to Moodle. For students, it means they will navigate directly to the document rather than completing numerous clicks to open the document on their computer. Begin by simply creating the document within OneDrive or uploading the document to your OneDrive.

Getting a Sharing Link

Within OneDrive, locate the file you wish to add to Moodle. Open the file sharing dialogue box by hovering over then clicking on the **Share** icon next to the file's name.



For linking to documents through Moodle, focus on the **Copy link** section of the dialogue box. OneDrive defaults to “Anyone with the link can view” for sharing the file. This default will probably work just fine since you are limiting who has the link by placing it within Moodle. If you wish to limit or broaden that access, click on the sharing status to open that menu. When you're ready to create the link in Moodle, click on **Copy**.



OneDrive will open a confirmation dialogue box, indicating that you've copied the sharing link; you can simply close the box because the link has been copied for pasting.

Adding the Document to Moodle

Return to the Moodle course site where you wish to add the document. Turn on editing and navigate to the topic/module where you wish to post the document and click on **+Add an activity or resource**. From the **Add an activity or resource** menu, select **URL**.



Give the document a **Name** that's meaningful and useful to students then paste the link you copied in the **External URL** box. Finally, click **Save and return to course**.

 Adding a new URL to Section 16 

▼ General

► Expand all

Name

Lifecycle of Stars



External URL

<https://universityofmontanawestern-my.sharepoint.com/:w:/g/persc>



Choose a link...

Notes about Adding Documents from OneDrive

- Unless you specifically allow editing, students will not be able to edit the document you share *within your OneDrive*. They will be able to download the document and edit that way. If you do not want students to easily alter the document, consider converting the document to a PDF file then linking to that version.
- Students will still be able to print the document, even if they choose not to download it.
- You can turn on the editing of linked documents and allow for collaborative work within OneDrive.
- You can use the same link to add the same file to multiple Moodle sites. As a result, you can simply edit the file in a single location—OneDrive—and the changes will be available in all Moodle sites using the link.