# USING ONEDRIVE TO SUBMIT LARGE FILES TO MOODLE

Moodle limits the file sizes that can be submitted, but sometimes your classwork can exceed that limit. In such instances, you simply need to use your UMW OneDrive account to store the file then create a link in Moodle that will provide your instructor and/or classmates access to the file.

Every student, faculty, and staff member at UMW has 1 TB of cloud storage in their OneDrive as part of the Microsoft Office 365 account. Your OneDrive can be organized with folders and subfolders, just as you are able on a personal computer.

Accessing Your OneDrive Storage

Log into your UMW Outlook web-based email account. In the upper-left corner, click on the **App launcher**. From the menu, select **OneDrive**.
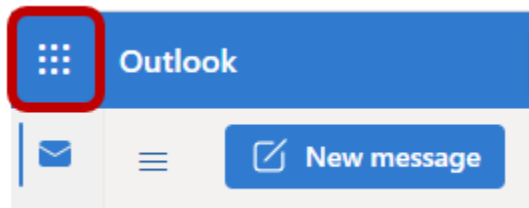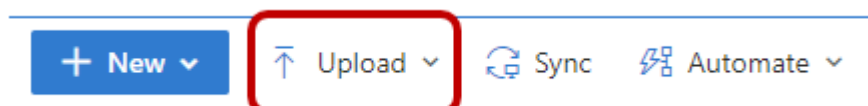
Uploading Files to OneDrive

The simplest way to add something to your OneDrive is to drag the file from your computer to OneDrive or an open folder on your OneDrive. If you've done so correctly, you'll receive a confirmation of the upload in the upper-right corner.
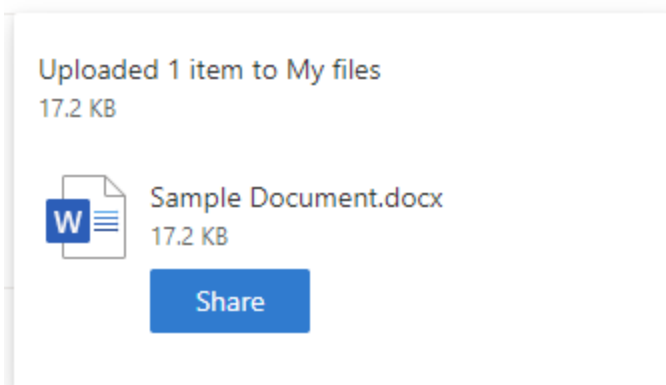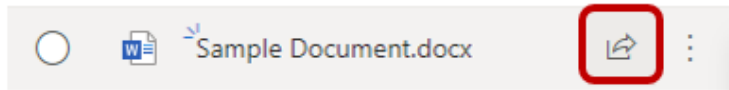
You can also add files by clicking on **Upload** near the top-left of the screen.

Getting a Sharing Link

In your OneDrive, locate the document you wish to share and hover the cursor over the document's line of information. Click on the **Share the selected item with other people** icon.

In the dialogue box that opens, under the **Copy link** option, click on **Copy**.


Adding the Link to Moodle

Navigate to the discussion forum or assignment where you will submit your work.

In an Assignment Folder

Click on **Add submission**. On the submission page, look for the box labeled **Online text.** In that box, input some text letting your instructor know that you're sending them elsewhere to locate the work. Highlight some of that text (preferably what lets your instructor know exactly what's happening), and click on **Link** in the editing menu.
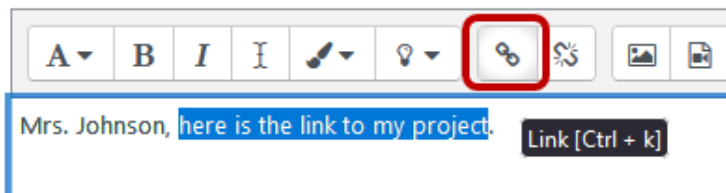
In the **Create link** dialogue box, paste the URL/link address from your file in OneDrive where it says, **Enter a URL.** Click the **Create link** button.
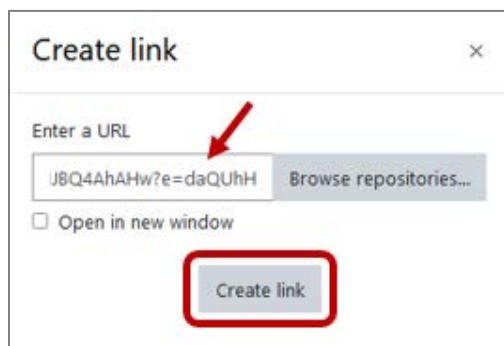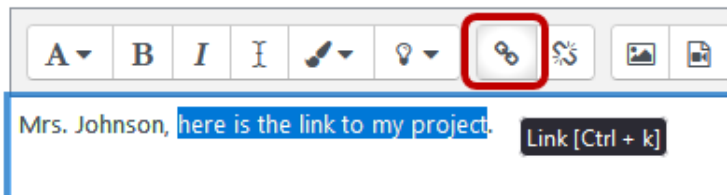

When ready to submit, click **Save changes** and proceed as usual.

In a Discussion Forum

In a new discussion post, click on the **Use advanced editor and additional options** before typing anything, including a subject.

Type your post, including some text letting your instructor and classmates know that you're sending them elsewhere to locate the work. Highlight some of that text (preferably what lets your them know exactly what's happening), and click on **Link** in the editing menu.

When ready to submit, click **Submit** and proceed as usual.