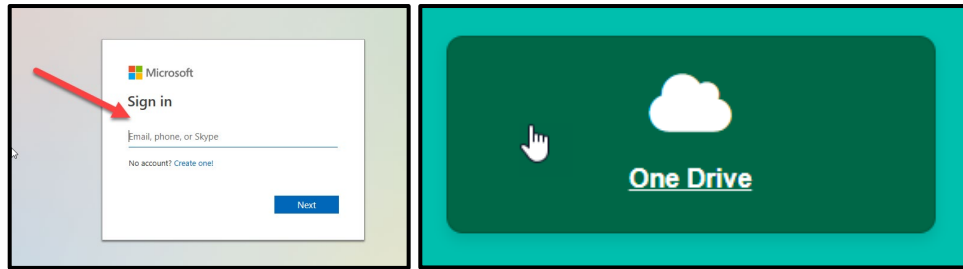




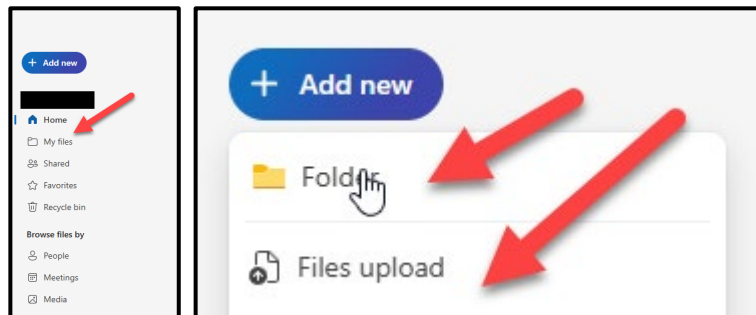
Uploading and Using a OneDrive File in Blackboard

To use a cloud-based OneDrive file in Blackboard, you must first access your account through the JU portal or directly using the <https://onedrive.live.com/login/en-us/> link. You may already have this set up since you have signed in to your Office 365 to use the suite of applications.

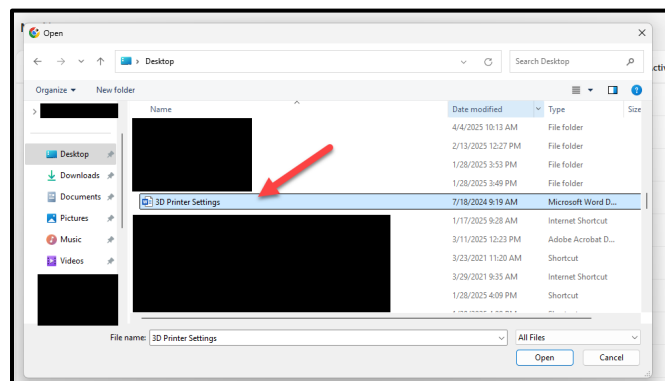
[YouTube Video Link](#)



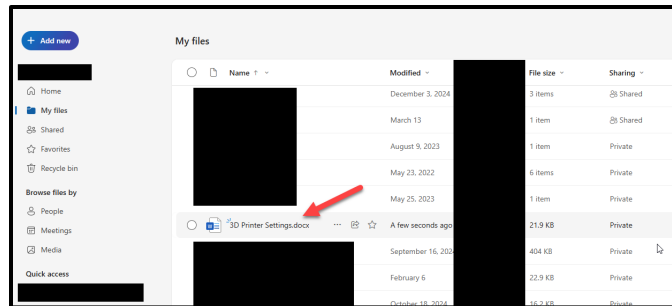
Okta authentication will be launched once your JU email is placed in the user sign-in and the next button is selected.



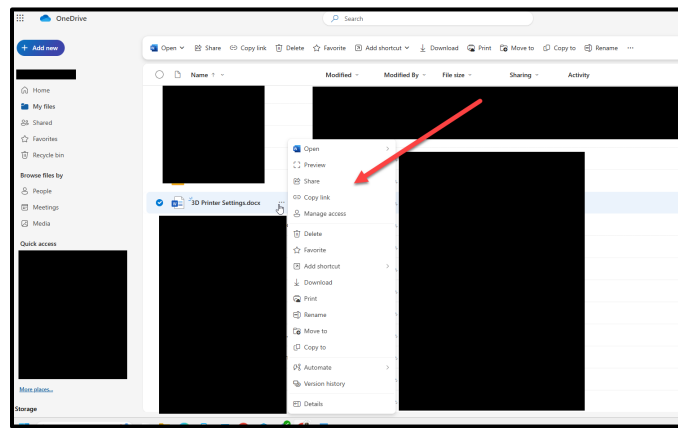
Once you have entered OneDrive, you have the option to upload a file with or without creating a folder first. Best practices include staying organized and creating folders for each class.



After clicking Files upload, you will select the file on your workstation and choose **Open**.



Once you have uploaded the file, you should now see the file in the directory of your **OneDrive** account.



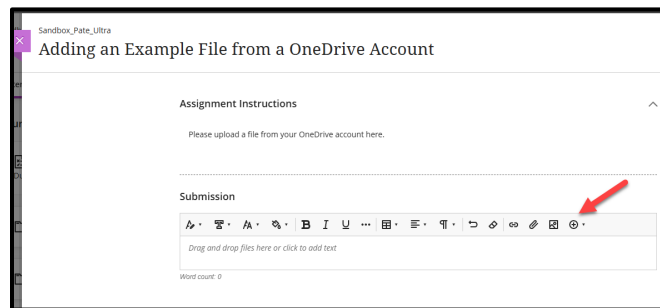
When giving access or sharing a file, the online **OneDrive** version gives you more options. Next, the directions to use a **OneDrive** file in **Blackboard** will be covered.



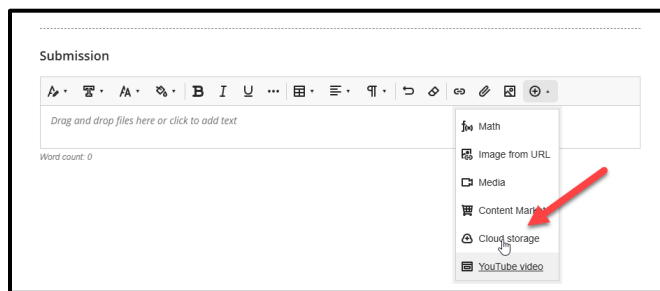
Adding Your File to a Blackboard Assignment



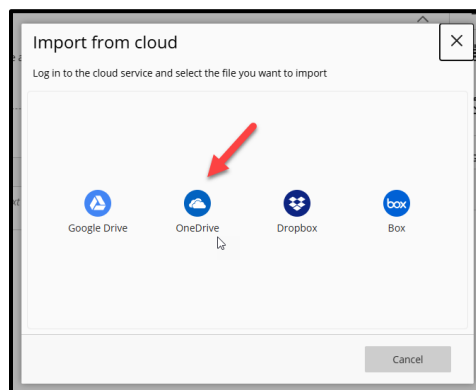
When you need to import a **OneDrive** file to submit in Blackboard, you will select the assignment and click into the submission window.



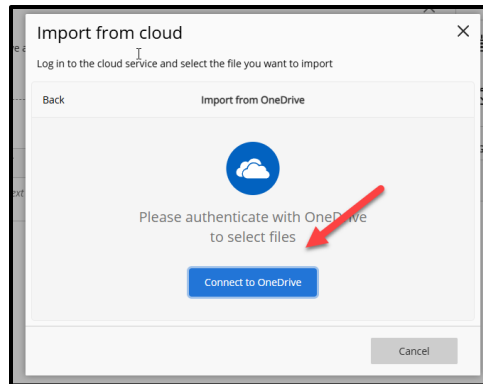
Here, you will select the **+** sign on the far right side of the editor toolbar to allow the sub-menu of choices to populate.



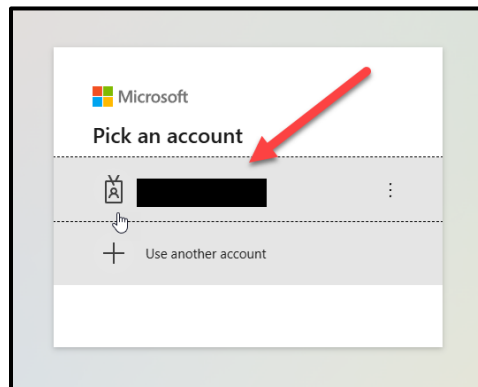
Select **Cloud Storage**.



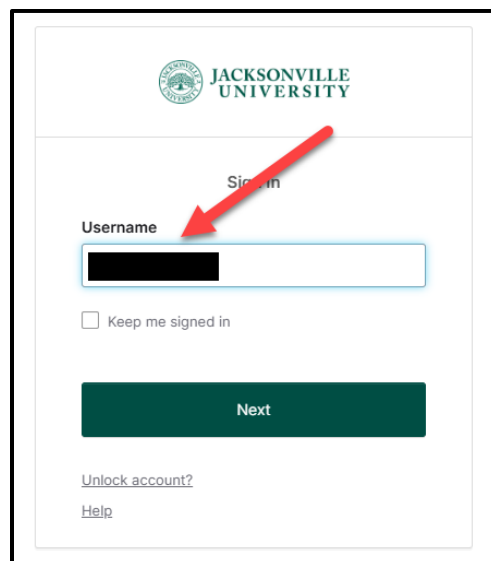
Choose **OneDrive** to begin.



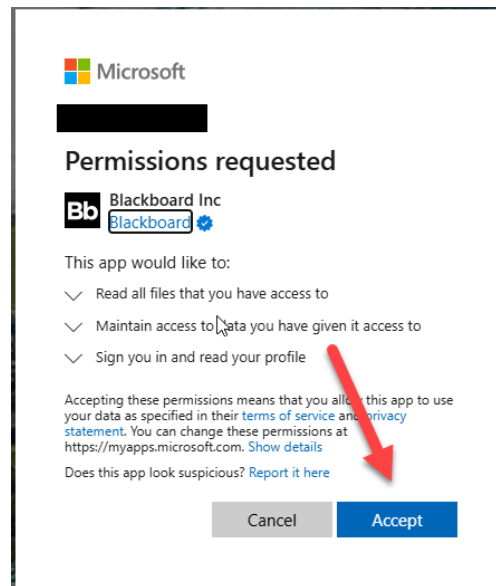
Choose **Connect to OneDrive**.



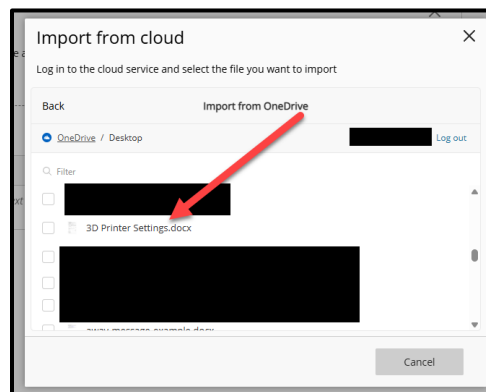
If your account populates, select; otherwise, you will need to enter your email.



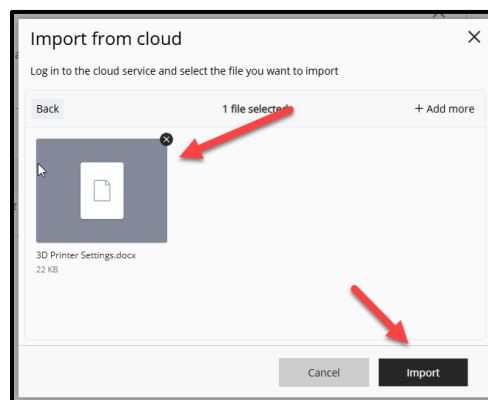
Continue with your **Okta** login permission.



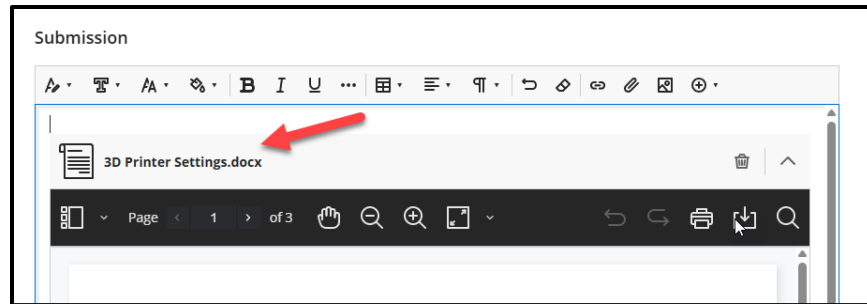
Select **Accept** on this window to allow the live drive connection.



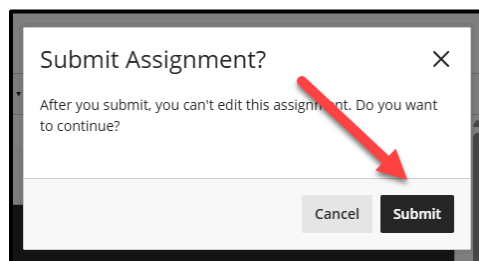
You will now see the folder/file setup on your drive.



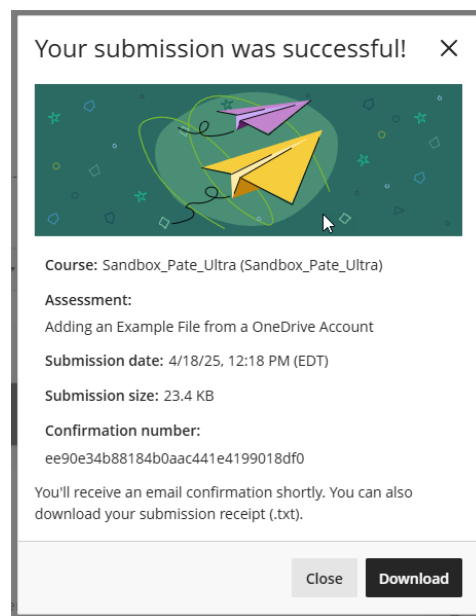
Choose the file you would like to submit and select **Import**.



Once imported, the file will be placed in the course submission window.



Choose **Submit** when you are ready to turn the file in.



Once submitted, a digital submission receipt will pop up on the screen. This is your proof that a file was uploaded. You can print, download, or close the receipt.