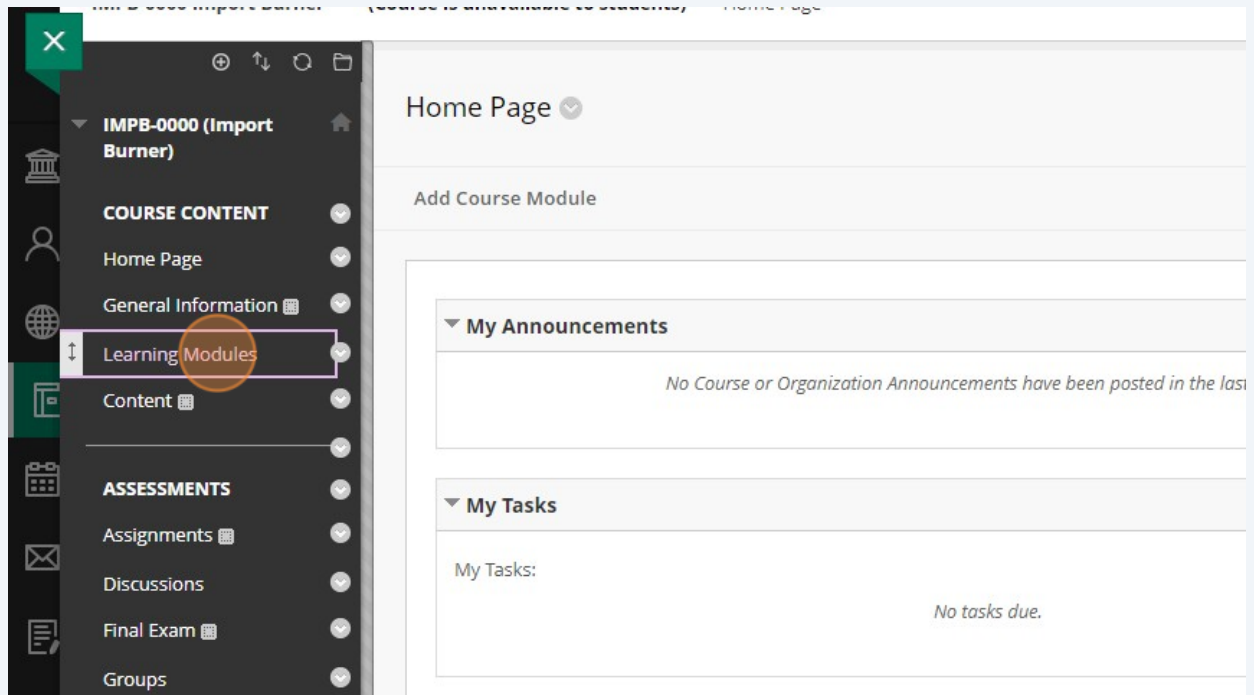


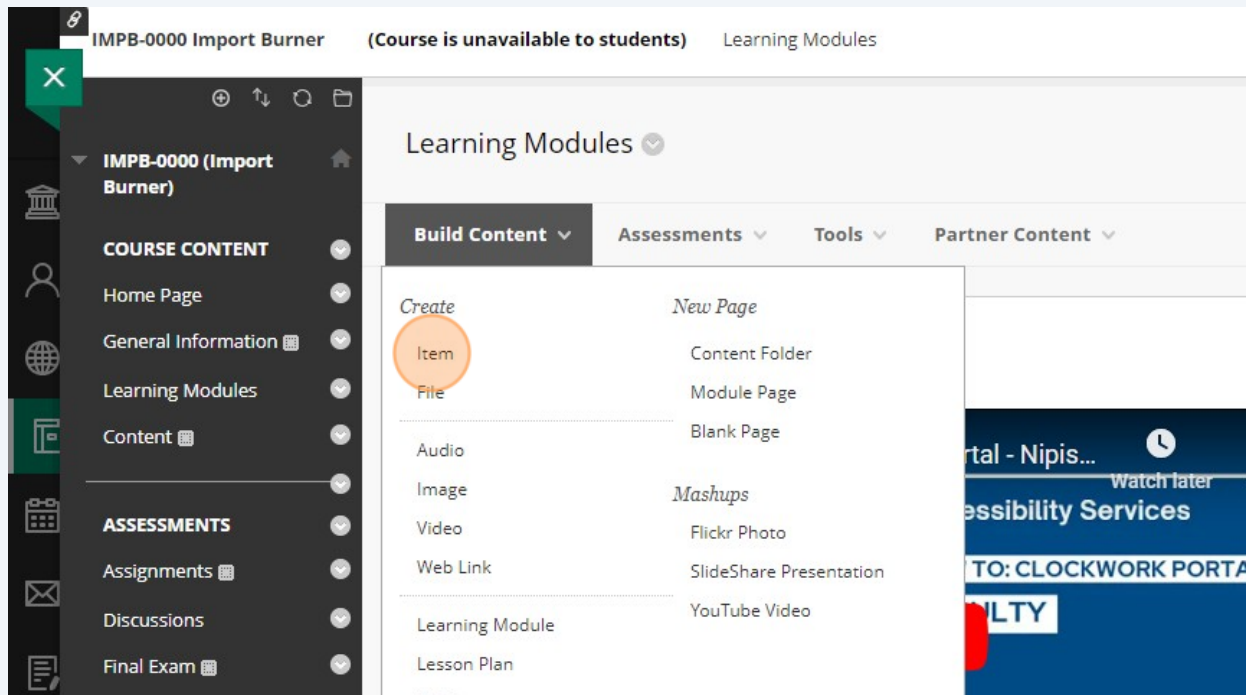
# How to Import and Attach Files from OneDrive

1

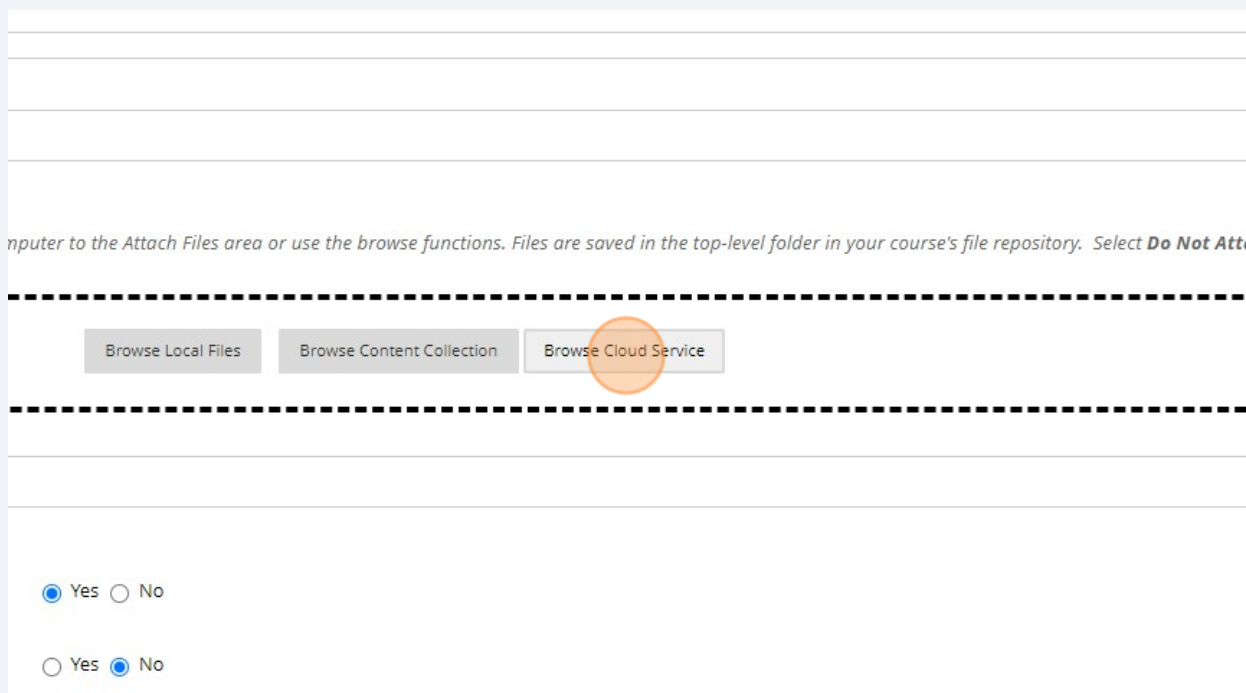
Click the location that you want to put your files. In this example I chose the "Learning Modules" area.



## 2 Go to Build Content and then click "Item"



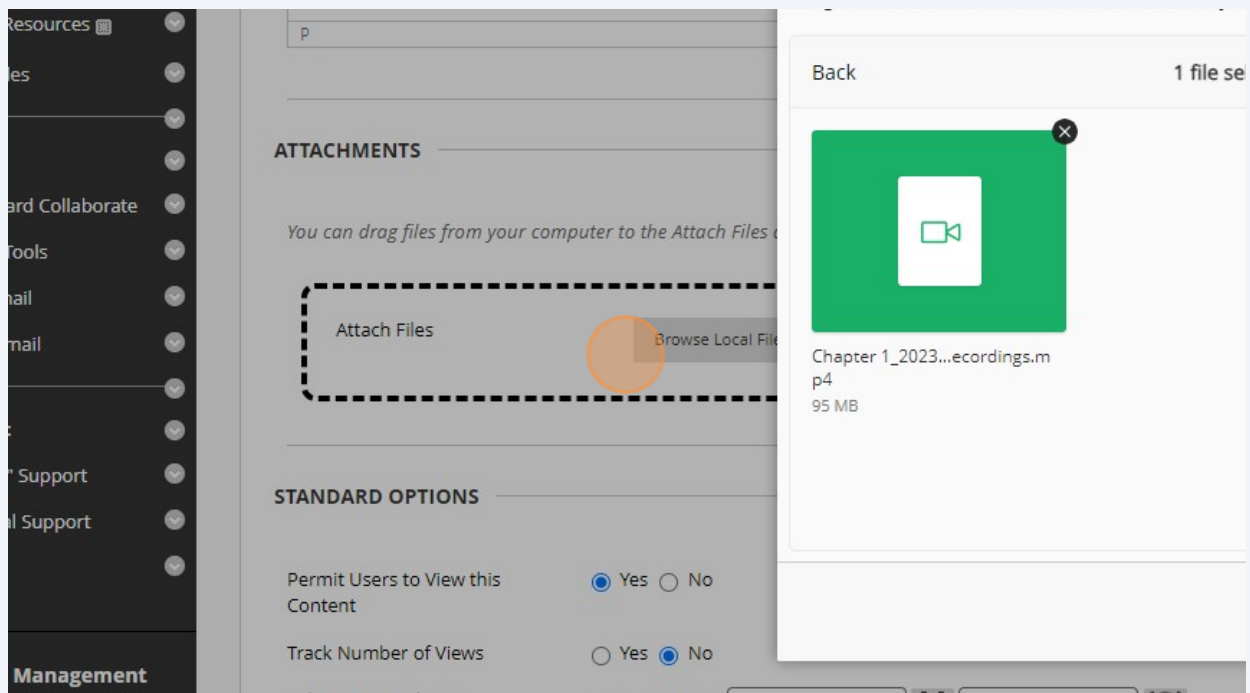
## 3 Click Browse Cloud Service



4 Click "One Drive"

5 Select the file that you want to add, then click the button called "Select 1"

6 Click "Import"



## 7 Change the name to something meaningful

g files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository

Files

Browse Local Files

Browse Content Collection

Browse Cloud Service

as

e

Link Title

File Action

Chapter 1\_2023\_with recordings.mp4

Chapter 1\_2023\_with reco

Create a link to this file

### OPTIONS

Allow users to View this

☒ Yes ☐ No

Number of Views

☐ Yes ☒ No

Maximum Views

## 8 Click this button.

File Action

Item's Alignments

Create a link to this file

☐ Add alignments to content

[Do not attach](#)

Cancel

Submit

9

Click "Chapter 1\_2023"

The screenshot shows a course management interface. On the left is a dark sidebar with a list of navigation items: "w to" Support, "nical Support", "p", "Course Management", "Control Panel", "Content Collection", "Course Tools", "uation", "de Center", "rs and Groups", "tomization", "kages and Utilities", and "p". The main area on the right displays a list of files. The first file is "Ppt from OneDrive" with an attached file "Chapter 1\_2023\_with recordings.mp4" (94.702 MB). The second file is "Import File From One Drive" with an attached file "Chapter 1\_2023" (94.702 MB). The file "Chapter 1\_2023" is highlighted with an orange circle. A purple vertical bar is visible on the left side of the file list.