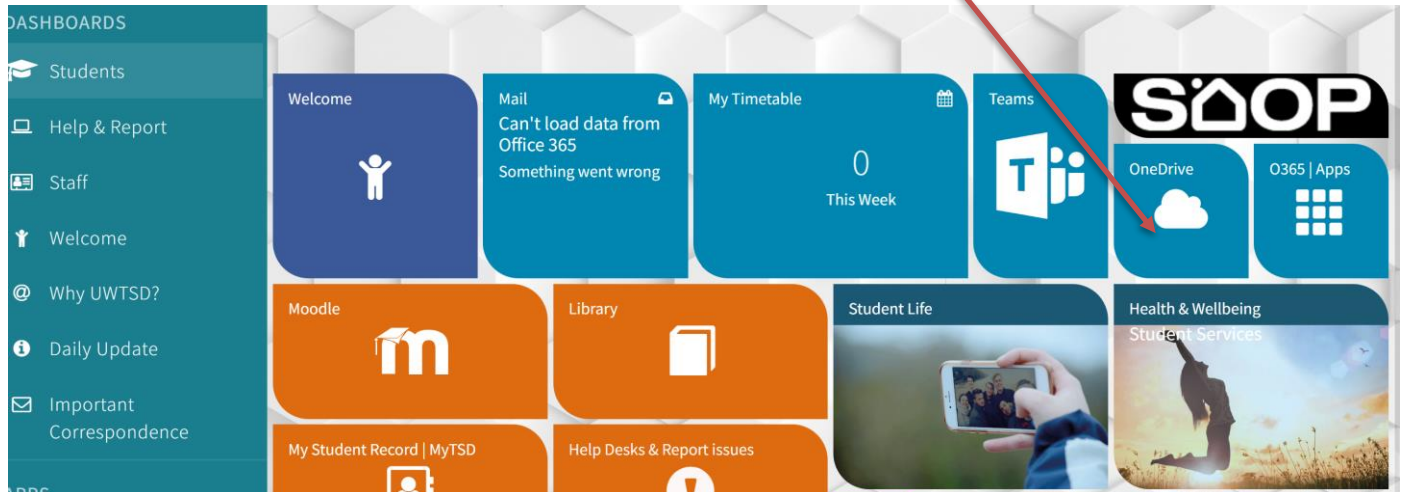


One-drive upload Guide

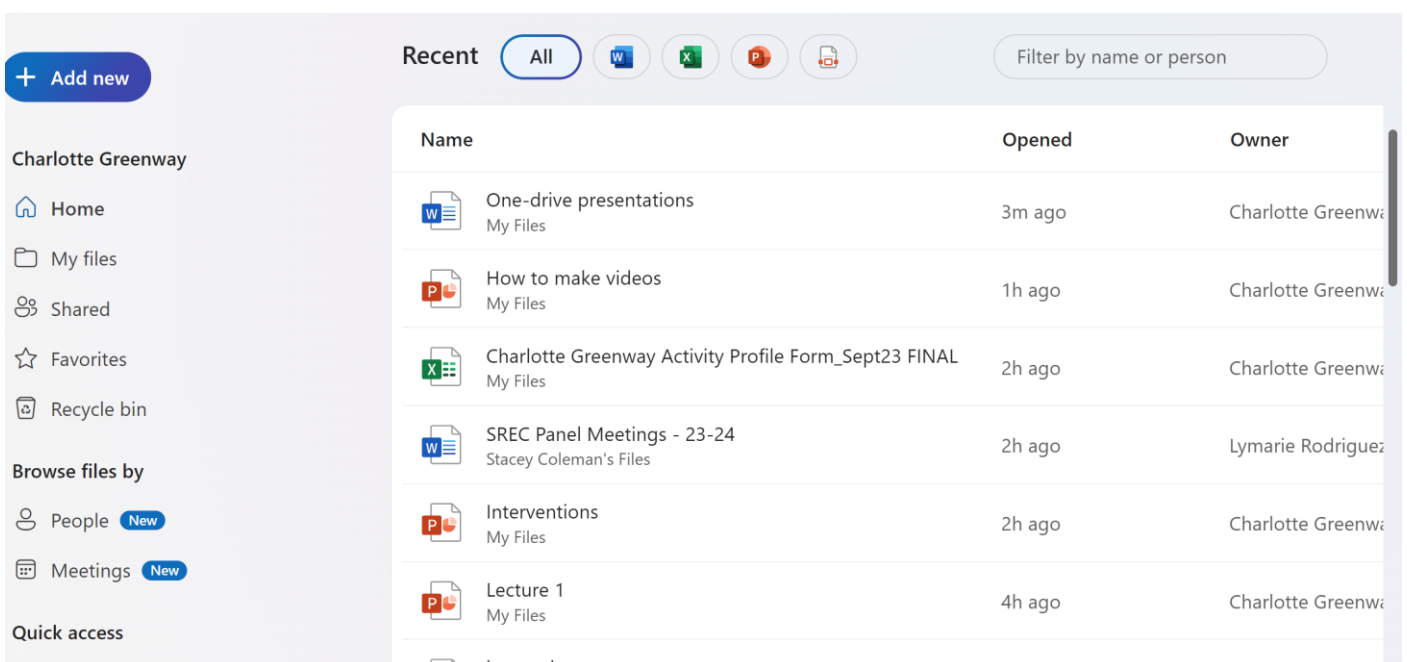
Create your slides/video following the videos provided. Once you have done this, you need to transfer the video from your device to Onedrive

All of you have access to One-drive on the HWB. Click onto One-drive

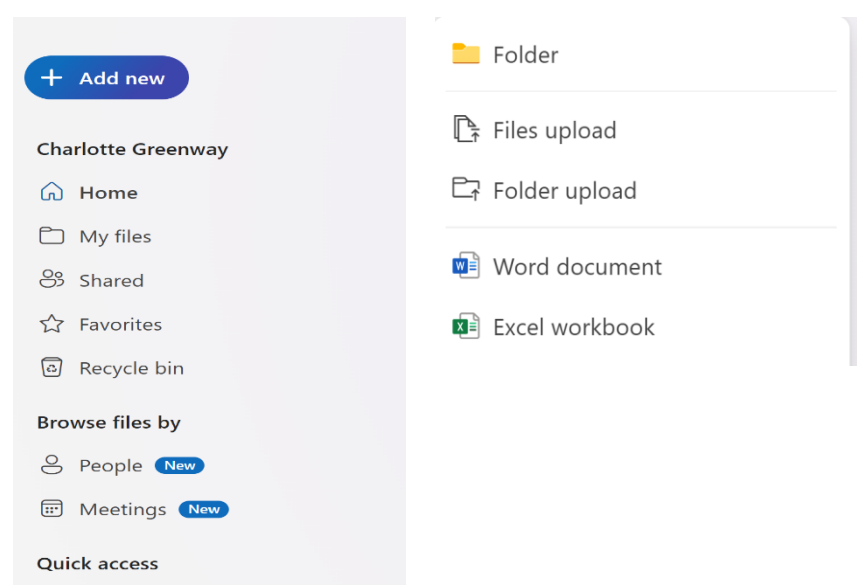


Once you have opened One-drive follow the steps below for uploading your video.

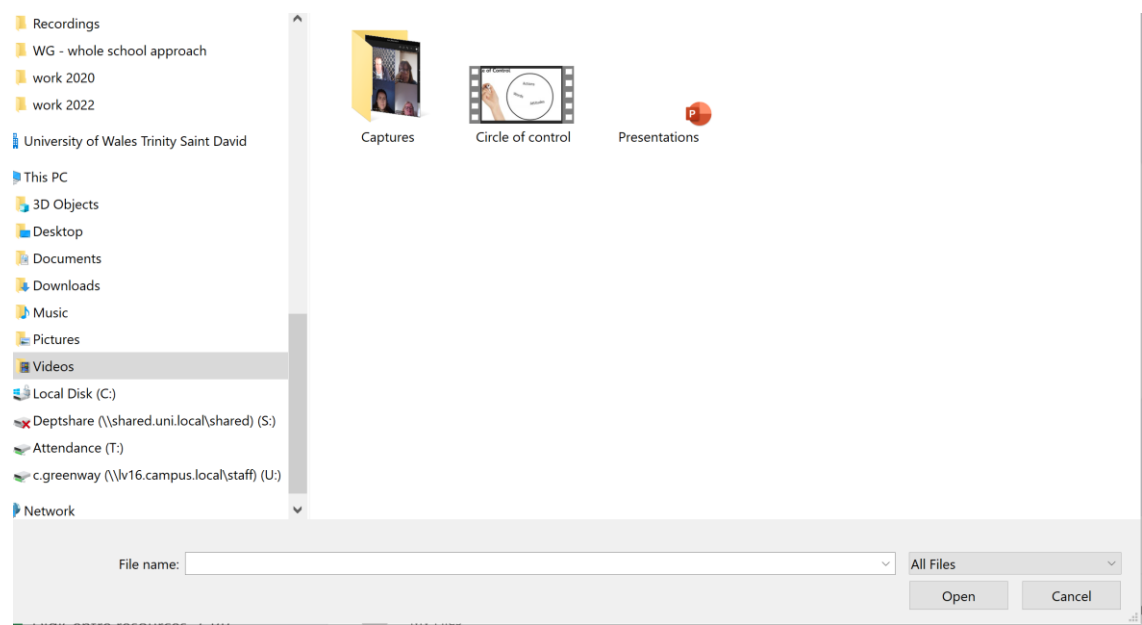
Here is the One-drive default page



To upload your video click on the Add new button on the left of the screen and select files upload from the dropdown menu



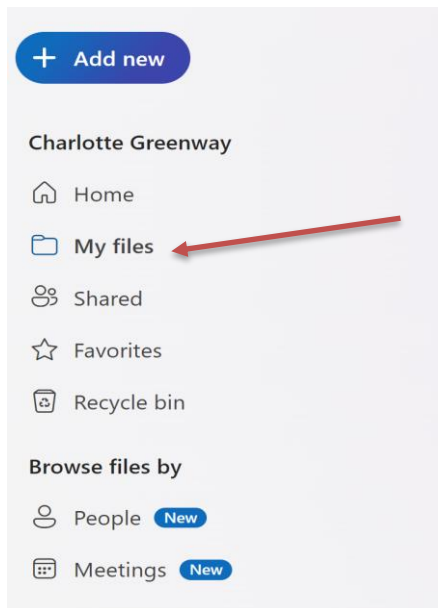
Then you select the video from the location you have saved it in – below it is in my videos. Select and press open.



The file/video you have selected will then upload to One-drive

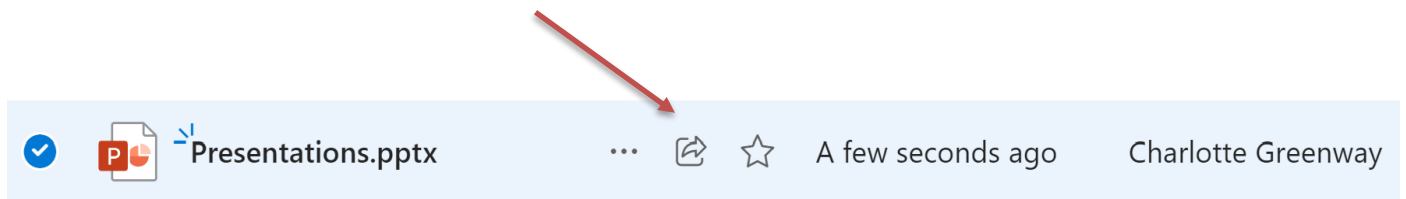


This will be located in your files

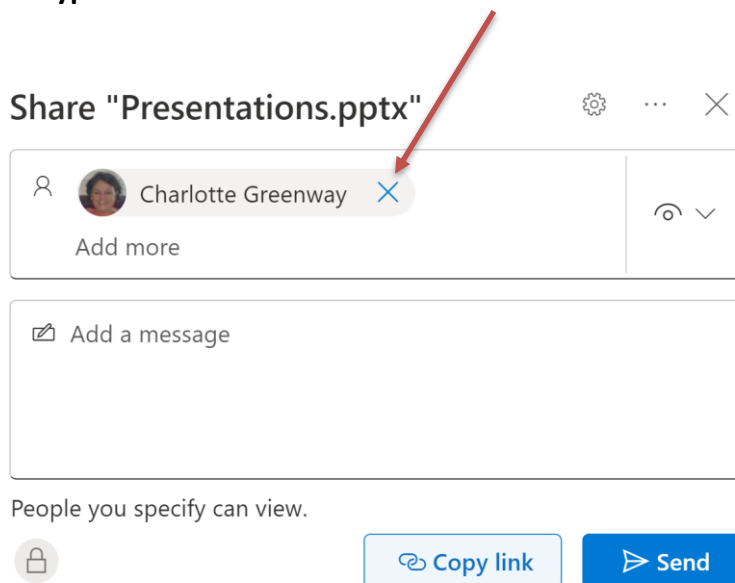


How to share your One-drive presentation/video with your module tutor

Once you have located the video in your files, select the share button



Then type in the name of the lecturer



DO NOT FORGET THIS NEXT STEP

Select people you specify can view

Share "Presentations.pptx"

Charlotte Greenway

X

Add more

👁️

▼

✎ Add a message

People you specify can view.

🔒

🔗 Copy link

➤ Send

Make sure you select **Anyone** and then **Apply**. This way, the second marker/moderators and external examiner can access your video when required.

Share the link with

- 🌐

Anyone

Share with anyone, doesn't require sign-in

☒

📁

People in University o...y Saint David

ⓘ

☐

👤

People with existing access

ⓘ

☐

👤+

People you choose

ⓘ

☐

More settings

👁️

Can view

▼

📅

Expires Friday, Sep 26, 2025

ⓘ

🔒

Set password

⊖

Block download

Off

Apply

Cancel