

## Do I Upload the File or Link to it from OneDrive?

When adding content through the Qwickly module you have the ability to either upload the file or link to the file that's located in your OneDrive.

If you choose to upload a file, a static snapshot of the document will be added to your courses. Students will be able to download and view the document. This would be useful if you know your document will not need to be changed or altered.

If you choose to link to the file, a dynamic link will be generated and made available to the students inside of the course it is located in. This would be useful if you want to use a document that might need to be edited later—like a syllabus or class schedule.

### Upload a File from OneDrive

1. Navigate to [blackboard.towson.edu](http://blackboard.towson.edu).
2. Log in with our Towson University **NetID** and **password**.
3. Locate the **Qwickly module** on your home screen.
4. Click **Post Content**.
5. A new window will appear.

The screenshot shows the 'Post Content' interface in Blackboard. It features a left-hand navigation pane with 'Courses' and 'Organizations' tabs. The 'Courses' tab is active, showing a list of courses. One course, 'Blackboard Q4 2016 Demo' (ID: 1174BLACKBOARDDEMO101), is checked. The main content area includes a 'Name' field, a 'Description' field with a rich text editor toolbar, and an 'Upload File From' section with icons for 'Computer' and 'OneDrive for Business'. At the bottom, there is a 'Post To Course Location' section with a dropdown menu showing 'Create New Content Area' (selected), 'Announcements', and 'Content'. A text box next to the dropdown contains 'Qwickly Content'. There are 'Cancel' and 'Submit' buttons at the bottom right.

**Figure 1**

6. On the left hand side, select which course(s) you'd like to add content to by clicking the **checkbox** to the left of the course title(s).
7. Type a **Name** and **Description** for the file.

8. Below the Description box, choose **OneDrive for Business**.
9. Select to **Upload to Blackboard**.
10. Click **Continue**.
11. Click **Browse** and a pop up window will appear.
12. Type in your Towson University **email** to be directed to the **TU Log in page**.
13. Input your Towson University **email** and **password**.
14. You can now choose from your **OneDrive files**.
15. Select the ones you'd like to upload using the **circles** to the left of the file name.
16. Once you've selected your file, click **Open** at the bottom of the page.
17. After a moment, you'll see your **file name** next to the **Browse** button.
18. Choose the **Content Area** you'd like the file to go.
19. Click **Submit**.

### *Link a File from OneDrive*

1. Follow **steps 1 – 8** above.
2. Select to **Link from Cloud**.
3. Click **Continue**.
4. Click **Browse** and a pop up window will appear.
5. Type in your Towson University **email** to be directed to the **TU Log in page**.
6. Input your Towson University **email** and **password**.
7. You can now choose from your **OneDrive files**.
8. Select the ones you'd like to upload using the **circles** to the left of the file name.
9. Once you've selected your file, click **Open** at the bottom of the page.
10. After a moment, you'll see your **file name** next to the **Browse** button.
11. Choose the **Content Area** you'd like the file to go.
12. Click **Submit**.