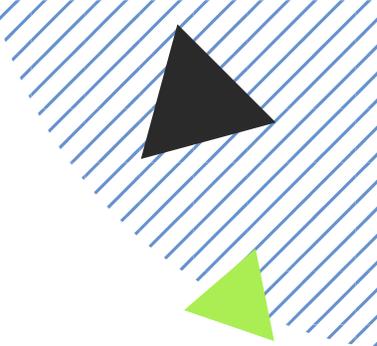


# Best Practices

## Using OneDrive to Link Video Recordings to Blackboard



Blackboard has very limited storage space, but your Microsoft OneDrive account has 1 Terabyte of storage space! Follow the steps below to use OneDrive for storing your videos and linking the videos you have created to your Blackboard courses.

1. Record your video segment and download the video file to your computer.
2. Open your OneDrive account:
  - Go to [www.southtexascollege.edu](http://www.southtexascollege.edu), then click on **Faculty/Staff** link at top
  - Click on **Web Mail** button to log in
  - Once in Outlook, click on the 9 dots on the upper left of screen
  - Select OneDrive from the menu that appears
  - In OneDrive, click on **New** at the top of the screen, select **Folder** and create a folder to store your videos
3. Click on the folder you just created, and click **Upload**. From your computer, select the video recording you would like to upload to OneDrive.
4. Once the video file has uploaded to the OneDrive folder, click on the three dots to the right of the video, and click on **Copy Link**.
5. Now open the Blackboard course where you would like to insert the video link.
6. Find the week or folder where you would like to insert the video. Click on **Build Content** and select **Web Link** from the drop-down menu.
7. Name your video and paste the link from OneDrive in the URL field using CTRL-V on your keyboard. Click Submit.

Your students should now be able to access your video clip stored on One Drive.

### Questions?

Contact OPOD for help.  
opod@southtexascollege.edu  
872-7269

