

Share files in OneDrive and link to Moodle user guide

The maximum file size accepted in Moodle platform is 300MB per file. If you wish to share large files in Moodle platform, the easiest way is to upload your files to OneDrive and share the file link to your students in Moodle.

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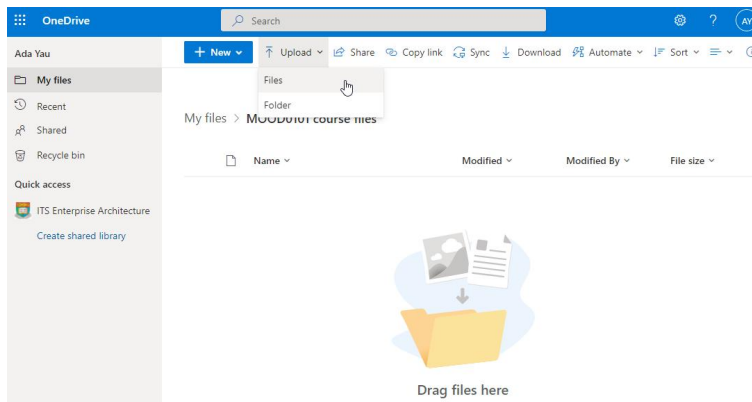
[A. Upload a file to OneDrive](#)

[B. Create sharable link in OneDrive](#)

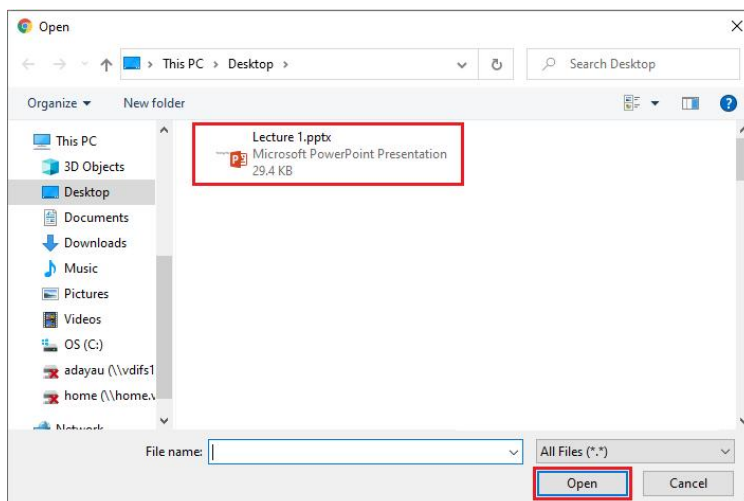
[C. Share the file link in Moodle](#)

A. Upload a file to OneDrive

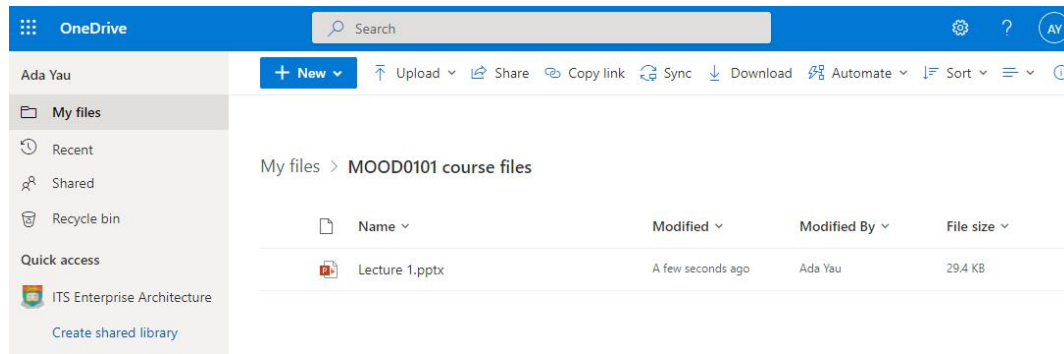
1. Login your OneDrive account at <https://onedrive.live.com/about/en-us/signin/> with your HKU Portal UID (UID@hku.hk) and PIN.
2. Click "Upload" and select "Files" to upload file to your OneDrive account.



3. Select the file from your local computer and click "Open".



4. The file is successfully upload to your OneDrive.



B. Create sharable link in OneDrive

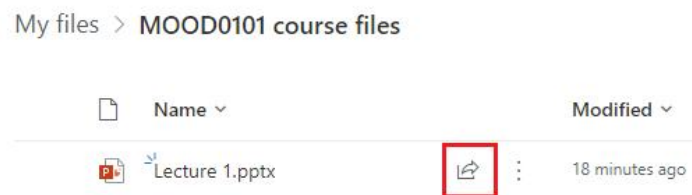
There are 4 levels of sharing access in OneDrive:

- Anyone with the link- gives access to anyone who receives this link, whether they receive it directly from you or forwarded from someone else. This may include people outside of your organization.
- People in The University of Hong Kong with the link- gives anyone in the University of Hong Kong who has the link can access to the file, whether they receive it directly from you or forwarded from someone else.
- People with existing access- can be used by people who already have access to the document or folder. It does not change the permissions on the item. Use this if you just want to send a link to somebody who already has access.
- Specific people- gives access only to the people you specify, although other people may already have access. If people forward the sharing invitation, only people who already have access to the item will be able to use the link.

There are also 2 levels of permission:

- Can view- allows the recipient to only view the file or folder; they cannot make changes to it. This can be further restricted by selecting the option to Block download, which means they cannot save a local copy.
- Can edit- allows the recipient to make changes to the file or folder.

1. Click "Share" icon to create a sharable link for the file.



2. A window will appear and you can set your sharing preferences. Click "Anyone with the link can edit" to start choosing your options.

Send link

Anyone with the link can edit >

To: Name, group or email

Message...

Send

Copy link

Shared with:

3. You are suggested to share the link with "People in The University of Hong Kong with the link". However, please note that anyone in the University of Hong Kong who has the link can access to the file, whether they receive it directly from you or forwarded from someone else.

You can also choose if you allow the recipients edit/download the file.

Link settings

Who would you like this link to work for? [Learn more](#)

- Anyone with the link
- People in The Universi... Of Hong Kong with the link
- People with existing access
- Specific people

Other settings

- Allow editing
- Set expiration date
- Block download

Apply Cancel

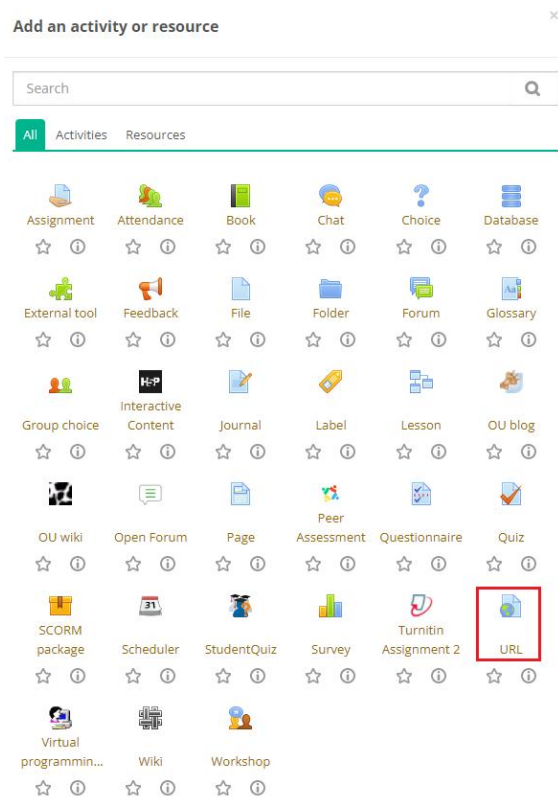
4. After confirmed the sharing settings, click “Copy link” icon to copy the share URL link.

C. Share the file link in Moodle

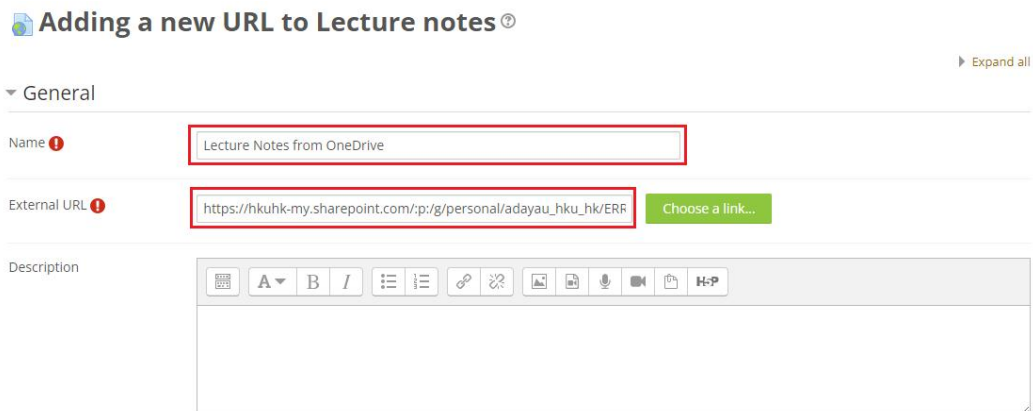
1. Go to the Moodle course page and click “Turn Editing On” button to enable the editing mode.

2. Click “Add an activity or resource” on the course content page.

3. Select "URL" activity.



4. Enter the name of the URL and paste the copied link under "External URL".



5. Click "Save and Return to course" to save the settings.