

## Submitting Large Files in Blackboard Via OneDrive Link

This document has been adapted from the University of the West of England – Bristol web page, [Using OneDrive for large file submissions](#).

Large submission files (typically over 100MB) are not suitable for uploading directly to Blackboard. Users typically report upload issues arising from several external (non-Blackboard) causes, including the user's ISP, user-side bandwidth issues, and user-side slow internet speeds.

Instead of physically uploading large files into Blackboard to submit your work, save those files in your UHCL OneDrive and provide your instructor with a hyperlink in Blackboard that they can use to obtain your file.

Please follow these instructions to share your submission from your UHCL OneDrive and then submit a link to the file in Blackboard.

1. Prepare your assessment for submission. If the submission has multiple files or folders, you may want to create a single zip containing all the files.
2. Upload the file to your UHCL OneDrive. **NOTE:** Do not use a personal OneDrive or any other cloud storage provider. Access your UHCL OneDrive via [go.uhcl.edu](http://go.uhcl.edu) and selecting M365 Dashboard.
3. Select the file in your OneDrive and then select **Share**.
4. Set the share permissions to **Anyone with the link**. Do not set an expiry date, password or block downloads.
5. Select **Apply**, then **Copy Link** and select copy if the link is not automatically copied to the clipboard.
6. Follow the normal Blackboard submission process but instead of browsing to a file, open the **Write Submission** text box and paste the copied OneDrive link into the text submission area
7. Select **Submit**.
8. Check your receipt of the Blackboard Coursework Tab. As no files were attached to your submission, you will see a red exclamation mark to the right of your receipt.
9. Open the receipt and click on the submission text.html link. This will open in a new browser tab and will contain your OneDrive link. Make sure you can open the link to your OneDrive and your files.

**Important Note:** After the due date, **you must not move, delete or edit the file**, or your submission will become invalid and inaccessible by your instructor. For this reason, we would recommend storing your submitted files in a clearly named folder in your OneDrive so that you know not to edit after submission.

For further information, see:

- [Video: Upload and save files and folders to OneDrive](#) (Microsoft Support)
- [Video: Share OneDrive files and folders](#) (Microsoft Support)
- [Submitting Assignments](#) (Blackboard Support)

If you encounter any issues or require further assistance, please contact OIT's Support Center, either via email at [SupportCenter@uhcl.edu](mailto:SupportCenter@uhcl.edu) or by telephone at (281) 283-2828.