Storing Large Files on OneDrive and Linking to Them from Canvas

This method can be used when large files are needed in a Canvas course but the course size quota would be exceeded. Adding files in this method does not impact the course size.

You have been provided an institutional OneDrive account through our Office 365. It is very easy to store a file in OneDrive and add it to Canvas.

Here is how:

1. Go wherever you plan to link the content. It can be a new page, an existing page, assignment (new or existing), anywhere you have a text editor box.
2. Click on the icon that looks like a plug and View All. Select Office 365 from the list. Once you've done it once, it will appear here without clicking View All, like it does in the graphic below.

3. It should credential you in to Office 365 and land on your OneDrive files:
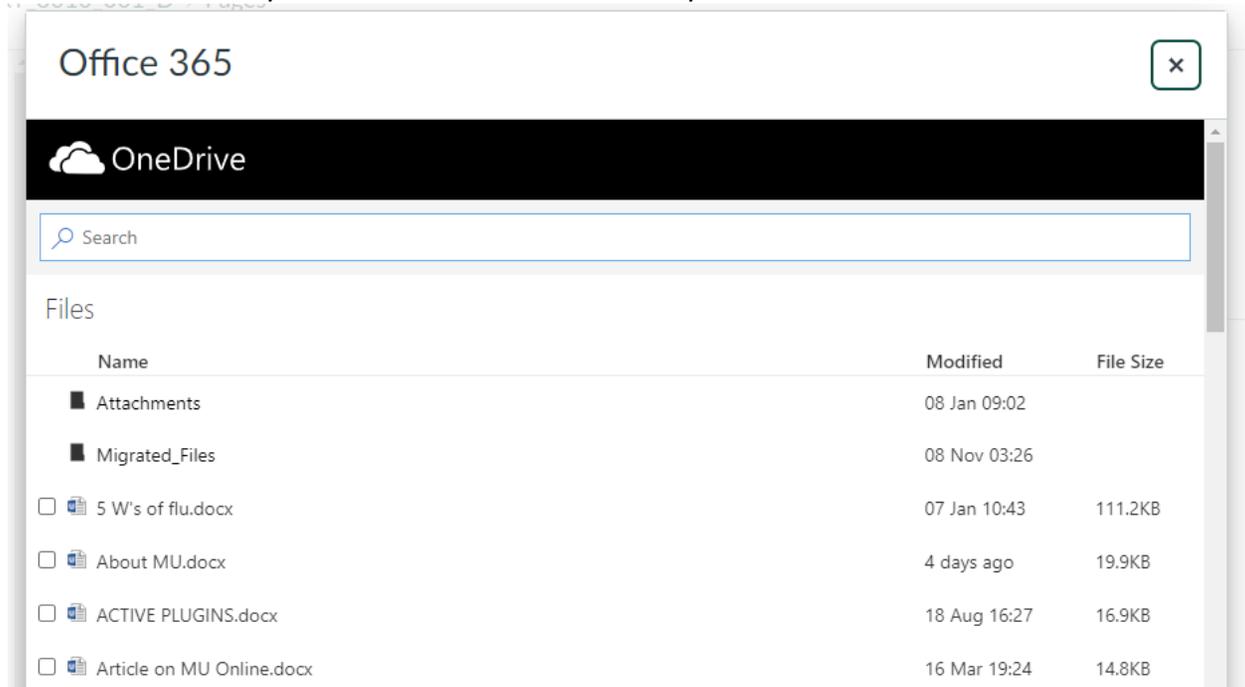
4. Just put a check mark next to the file you want to add. Then click the Attach File button.

☑ 📄 About MU.docx		4 days ago	19.9KB
☐ 📄 ACTIVE PLUGINS.docx		18 Aug 16:27	16.9KB
☐ 📄 Article on MU Online.docx		16 Mar 19:24	14.8KB
☐ 📄 Caitlyn Exam 1.docx		21 Jul 12:42	35.0KB
☐ 📄 Caitlyn Possibles.docx		24 Sep 14:44	15.0KB
☐ 📄 Cross Country One Mile Report.docx			

Cancel   **Attach File**

5. The link now appears at the location where my cursor was in the text box.

Page Title

New Page for Item from One Drive

Edit   View   Insert   Format   Tools   Table

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About MU.docx

6. Just save the item you were adding the link to, and now, the content has been added to the Canvas course without impacting the course size quota.