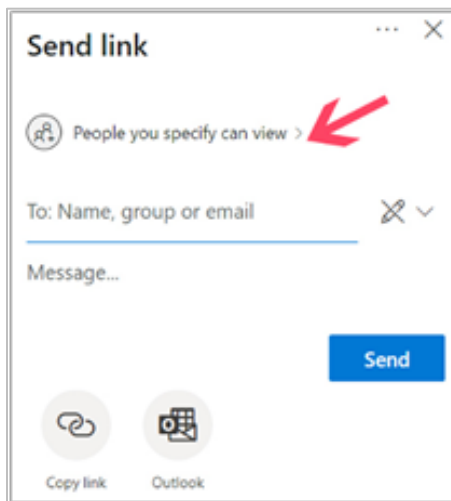




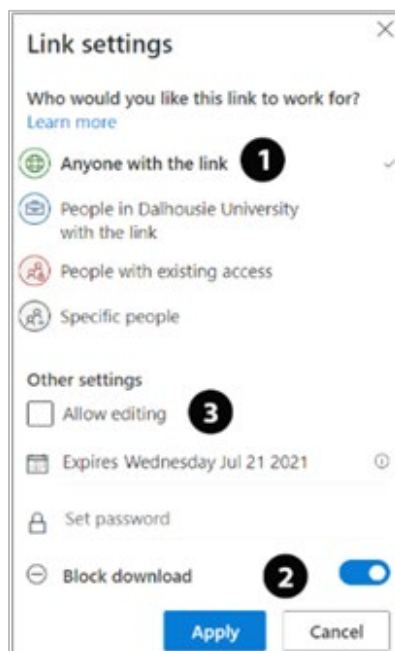
Providing Restricted Access to a Guest Lecture Video through OneDrive

To alleviate any concerns from guest lecturers providing lecture content (videos, slides, etc.) who wish to restrict access to their content, sharing files through OneDrive is possible. This method will allow the students in the course to view a document linked in Brightspace but stored in OneDrive, with the caveat that students will have zero ability to download, edit, or interact with the document. These conditions can be revoked at any time by the content owner (in this case, the guest lecturer), or an automatic expiry date can be applied.

1. Open the share menu for the document in OneDrive and click on “People you specify can view”.

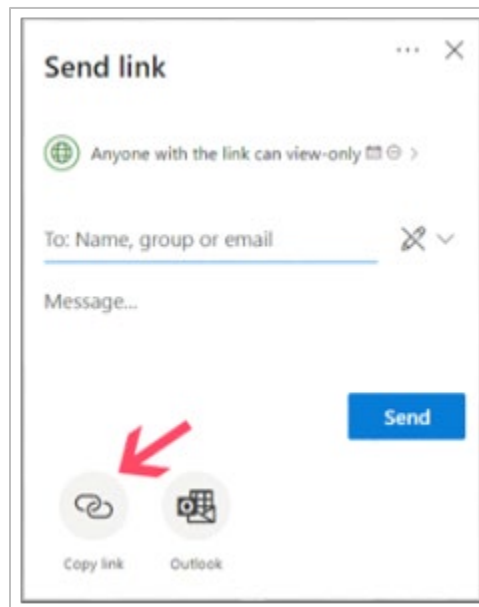


2. This will open a new menu, choose “Anyone with the link,” (pictured as 1) and set an expiry date if required. Tick the box to Block Downloads (pictured as 2) and leave the box unticked for “Allow Editing” (pictured as 3).





3. After applying those settings, you will be taken back to the main page. Click “Copy Link” as shown.



4. This will generate a unique link that you can copy and post in Brightspace. Students will be able to follow the link to view the PPT lecture. They will not be able to edit, download, print, etc. **It is strictly a viewing link, and the master file remains in OneDrive.**

