How to upload and link documents from Dropbox, OneDrive, and other repositories

If your documents are in a repository such as **Dropbox, Google Drive**, **OneDrive**, etc., links from Brightspace to these repositories may not work, so users will not be able to access these documents. To provide direct links to such documents, follow these steps:

- 1. Download the document from its repository location (e.g., from Dropbox) to your computer.
- 2. In Brightspace, click Manage Course and select Manage Files from the drop-down menu:

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3. Select the location where you want to place the document – e.g., "Week 2", and click "Upload":

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4. Upload the PDF from your computer and click Save:



5. Go back to **Content** – Select the location where you want to place the document – e.g., "**Week 2**", and click "**Edit**" (Under the three dots on top right of the screen):

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6. Select the **Insert Quicklink** Icon:

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8. Select "Week 2" (or whichever location the PDF was placed in):

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9. Click on the PDF you uploaded:

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We begin week 2 with a quick review of the basics of chemical bonding. We then take a deeper dive into the different types of chemical reactions that could occur in nature.		
Reading Chemical Bonding an Overview.pdf		

10. Your PDF is now linked in the location you specified. Click **Save and Close**.

Your content page will include the PDF link so users can access the document:

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Lecture Slides - Chemical Bonding and F	Reading Chemical Bonding	<u>3 an Overview.pdf</u>
To Do this Week		

Note: To embed the PDF, see "How to Embed a PDF document in OWL Brightspace"