

When to Upload or to Link Files in Brightspace

Brightspace now allows users to upload files directly from Google Drive and Microsoft OneDrive, eliminating the need to rely on shared links. This enhancement simplifies the process of adding content to assignments and helps ensure students can access materials without running into permission issues.

While it's still appropriate to use links for external resources like YouTube videos, websites, and databases, it's time to move away from the practice of linking to Word and PowerPoint documents. Even when a "Only Potsdam users" share link is correctly created, students may still experience access issues **if they forget to log in to OneDrive before clicking the link.**

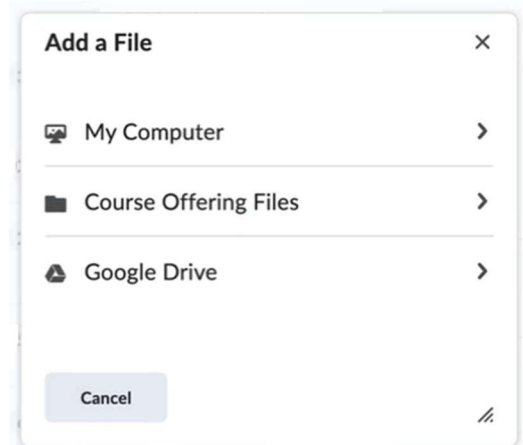
To avoid confusion and delays, upload all course materials directly to Brightspace whenever possible. For video files, consider the following: short videos (under five minutes) can be uploaded directly to Brightspace but must include closed-captioning and transcripts. For longer videos, especially full-length lectures, faculty should contact cci@potsdam.edu to request that the videos be uploaded to the campus Teams video site, as Brightspace has a 2 GB upload limit.

How to Upload Files to Brightspace

To upload your Google Drive or Microsoft OneDrive files, select the **File Upload** option to open the *Add a File* window (files will be directly added to the assignment, eliminating the need for you to provide sharing permissions to users). Select the appropriate folder, login if prompted, and locate your file.

OneDrive and Teams Files

Use the **My Computer** option to select files linked to your OneDrive app or saved to your computer. As this tool does not provide direct access to Teams files, download those files to your computer to upload them to Brightspace.



Video file Locations

The save locations of video files is not always obvious as its location depends on which tool was used to create it or if it was manually uploaded. Check the following locations in OneDrive.

- **Teams Meeting Recordings:** Meeting recordings are located in the OneDrive **Recordings** folder of the person that started the recording.
- **Stream Recordings:** Screen recording and Camera recording videos created using Stream are located at the top-level of OneDrive (My files folder). See New Clipchamp below.
- **Clipchamp Video Projects:** Once you have exported a Clipchamp video project, the produced video is saved to OneDrive >Videos >Clipchamp >NameOfVideoProject >Exports.

- **NEW Clipchamp Page:** Microsoft is marketing a new Clipchamp page. However, the videos created using the *Stream Recordings* and *Camera Recordings* buttons still open the Stream Recorder (the video is not being created in the Clipchamp video-projects app). See Stream Recordings above.

How to Share Files

The default share setting for all OneDrive and Teams files is **“People you choose.”** To ensure links are created correctly, use the **Share** button instead of the *Copy link* option—this will prompt you to select specific users. If you use a link without choosing recipients, warning messages will appear in OneDrive, Outlook, and Teams (though not in external platforms like Brightspace). For a quick refresher on sharing files in Microsoft 365, watch the [How to Share Files in OneDrive](#) – 02:00 video. When appropriate, you may create a “Only Potsdam users” share link as long as the file does not contain sensitive or confidential information.

Sharing – Security

The **“People you choose”** setting helps protect university data by ensuring only specific individuals can access your content. This reduces the risk of unintentionally exposing sensitive information such as student records, research data, or internal communications. In contrast, **“Anyone”** links allow unrestricted access—anyone with the link, regardless of identity or affiliation, can open the file without authentication. These links remain active indefinitely unless manually deleted, and if forwarded or posted publicly, they can be accessed by unintended recipients without your knowledge. **Because of this, “Anyone” links should never be used for files containing sensitive or confidential information.** It’s also a good practice for campus users to periodically review and delete old “Anyone” links to prevent lingering exposure.