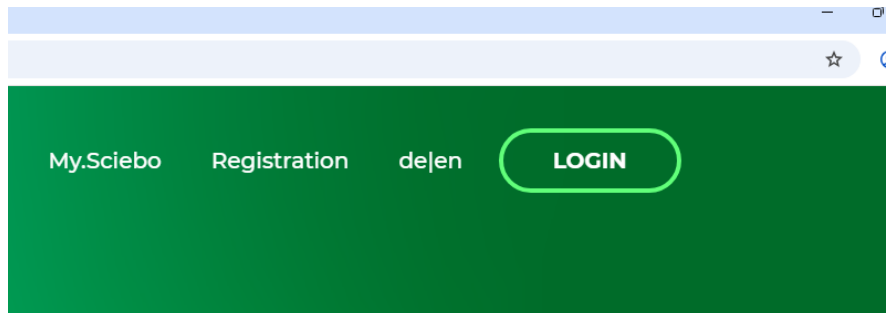


How to share documents in Sciebo

1) Click on the link: <https://www.sciebo.de>

Select your preferred language: **de** or **en**

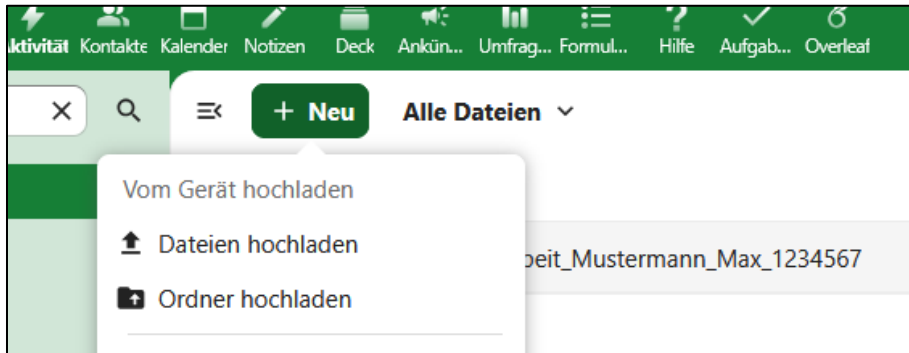


2) Upload a folder and name it according to the following format:

Anlage_Bachelorarbeit_Nachname_Vorname_Matrikelnummer

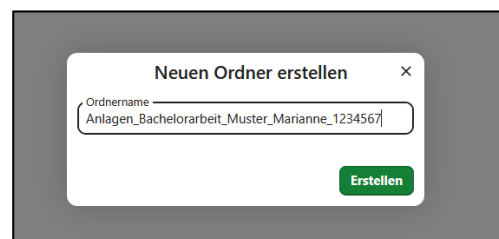
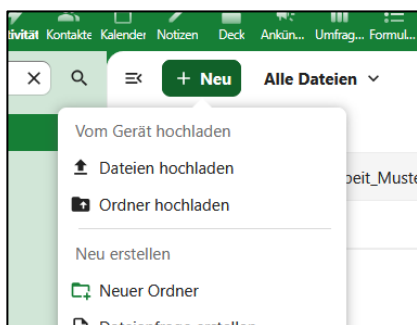
bzw.

Anlage_Masterarbeit_Nachname_Vorname_Matrikelnummer

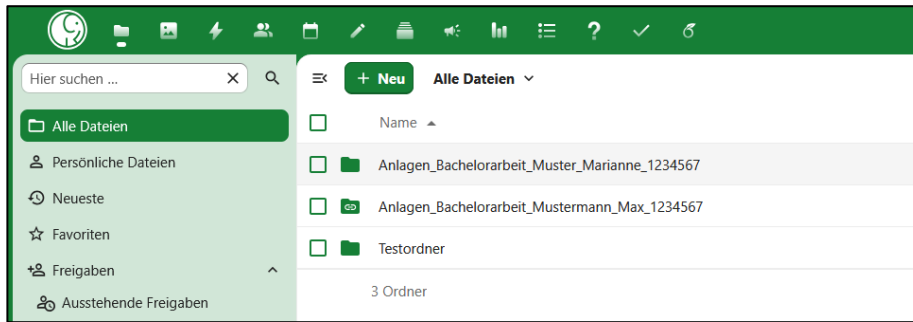


OR create a new folder

- Click on 'New Folder'
- Name it:
Anlage_Bachelorarbeit_Nachname_Vorname_Matrikelnummer
Bzw.
Anlage_Masterarbeit_Nachname_Vorname_Matrikelnummer
- Click on 'Create' (The folder is now in your **central storage**.)

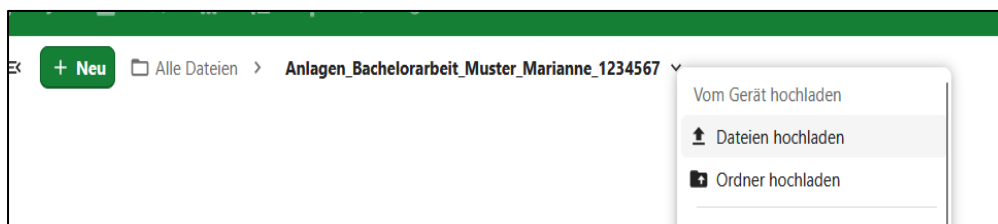
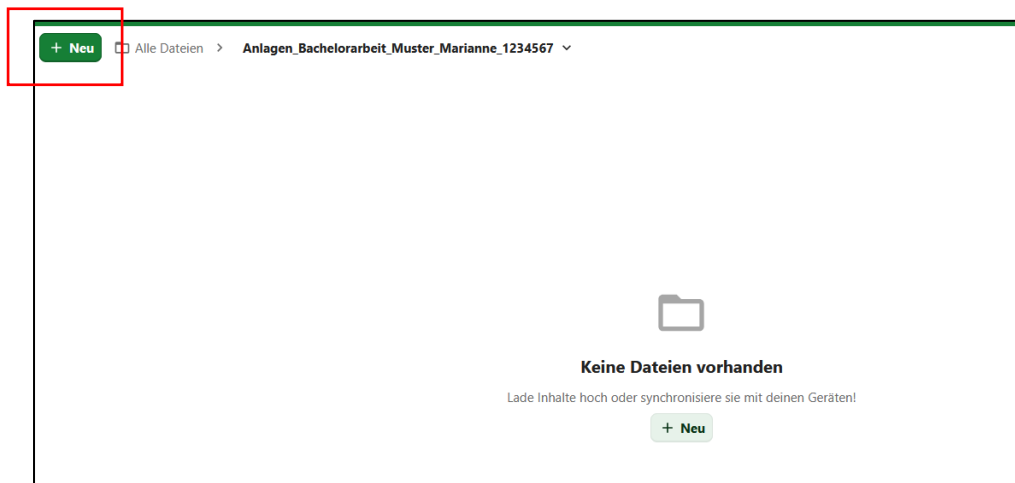


You can find all the folders here:



3) Upload your files

- Drag your files (PDFs, data, images, videos) into the folder or double-click on the folder
- Then please click on the highlighted **'+New'** icon

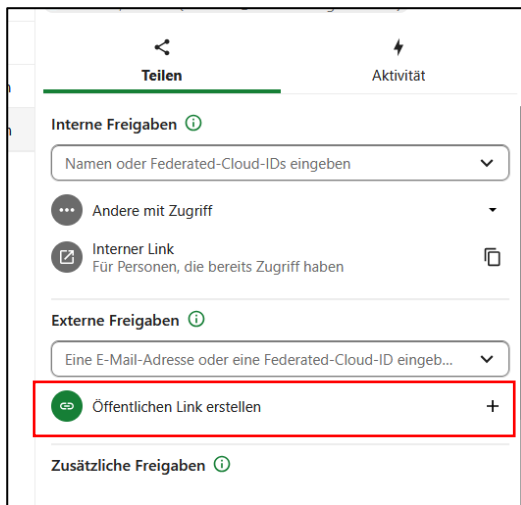


4) Create a link (for sharing)

Depending on whether you have created a folder or uploaded a single file, click either on the green person icon or on **'Shared'** at the far right



Click on „Create public link“



Once you have created the public link, it is automatically saved and you can paste it into the BIC:

<https://uni-duisburg-essen.sciebo.de/s/jR3Gcgw7bLckMwS>

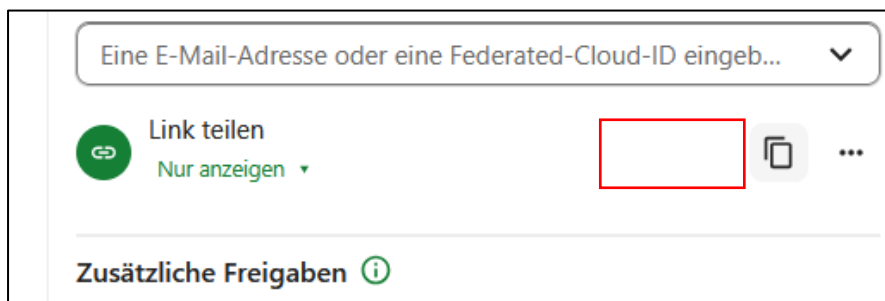
5) Configure the link

Choose the right settings!

Zugriff	☒ Nur Lesen (kein Bearbeiten)
Ablaufdatum	☒ Nein
Einmaliger Download	☒ Nein

6) Copy the link and paste it into the BIC workflow form

- Click on 'Copy link' (usually an icon showing a clipboard)
- Paste it into the BIC workflow form



 Summary:

Step	Action
1	Open the page: https://www.sciebo.de
2	Upload a folder: Anlage_Master/Bachelorarbeit_Nachname_Vorname_Matrikelnummer OR Create a folder: Anlage_Master-/Bachelorarbeit_Nachname_Vorname_Matrikelnummer
3	Upload your files
4	Click on 'Create link'
5	Select: Read-only
6	Click on ' Copy link '
7	Paste the LINK into the BIC workflow form.