The Teaching Guide for Blackboard Drive App

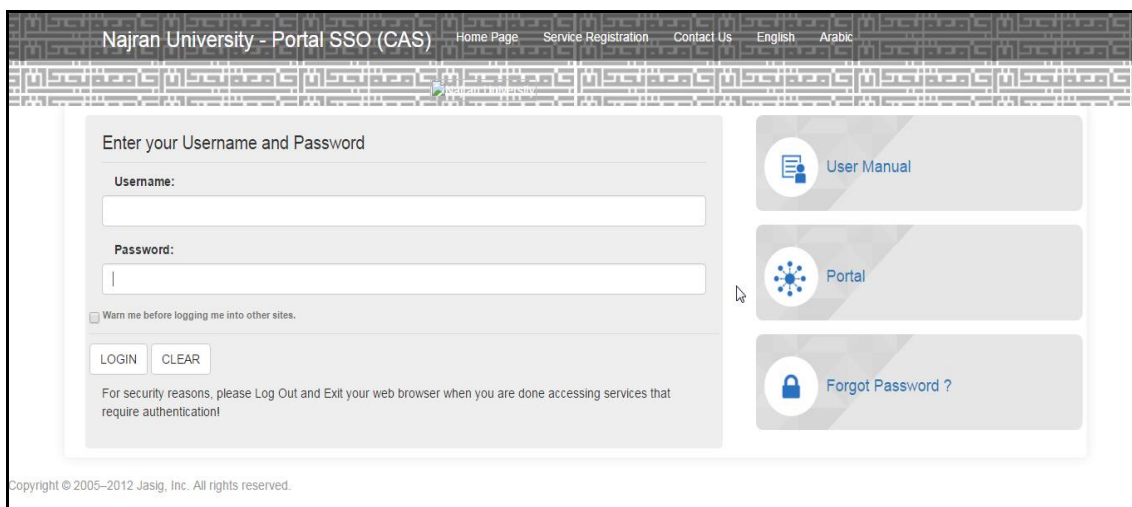# Efficient and Time Saving Tool

Introduction

The Blackboard Drive is a desktop application that allows you to map a network drive to the content collection in the Blackboard Learn System. This apps enables the members of the academic individuals to manage folders and files from personal desktops with the use of several tools such as Windows® Explorer for Windows Operating Systems, Mac OS® X Finder for Macintosh Operating Systems, the Microsoft Office software, and from web interfaces.

The Benefits of the Blackboad Drive

1) The repetitive educational contents from one of the subjects can be shared with others training coursers via links. This saves an enormous storage space.
2) Content builders are enabled to give the members of the academic individuals Read, Write, and Delete Permissisns on files and folders.
3) files and folders can be uploaded and shared from anyplace in the world.
4) If one of the academic individuals has lost his/her contents in his/her PC, contents are still saved in the Blackboard Learn System.

How to Downlaod Blackboard Drive

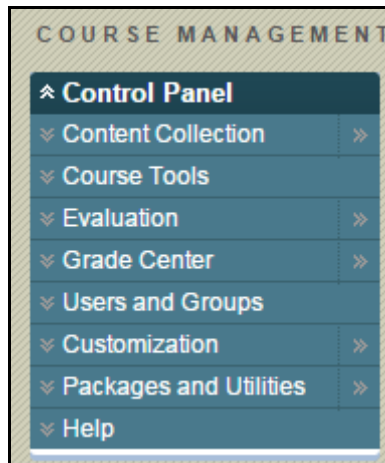1) Sign in the [Blackboard Learn System](#).

Form No. (01) Gate Single Sign
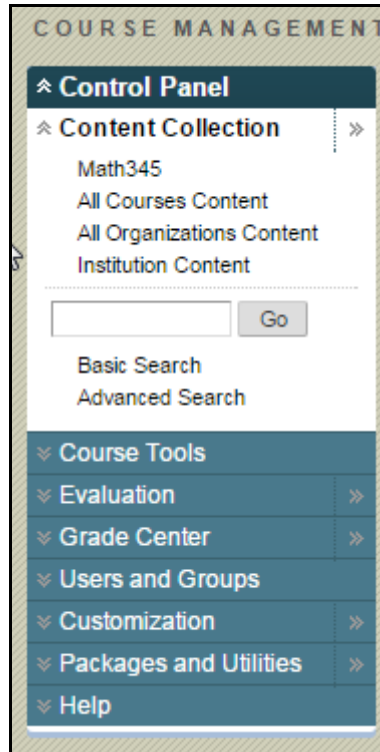
2) Choose the trainiing course

3) Scroll Down to the Contol Panel/Course Managment .
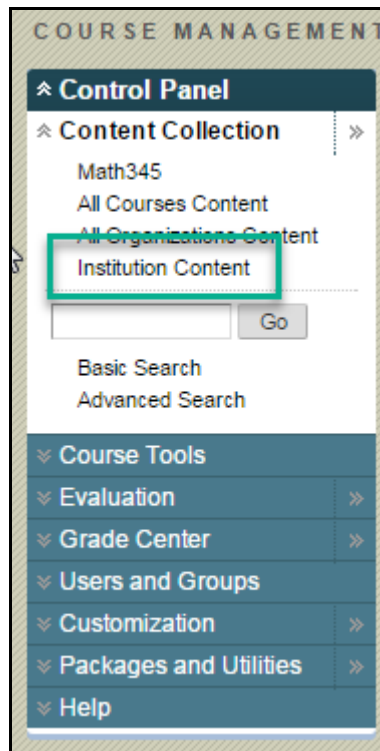
Form No. (02) Course List

Form No. (03) Control Panel
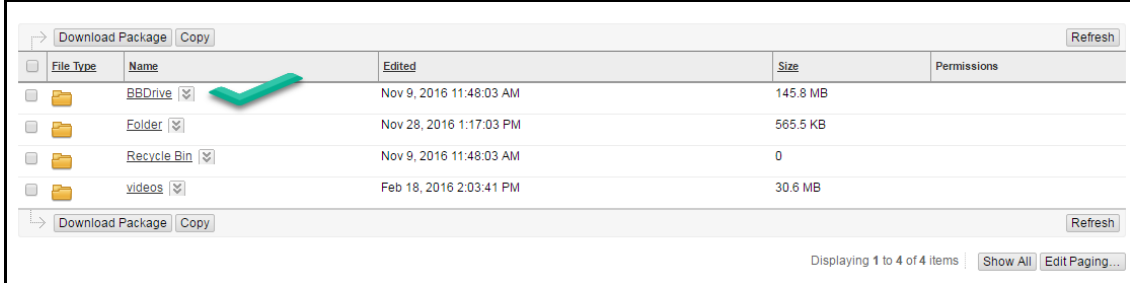
4) Expand the "Content Collection" Area.

Form No.(04) Control Panel
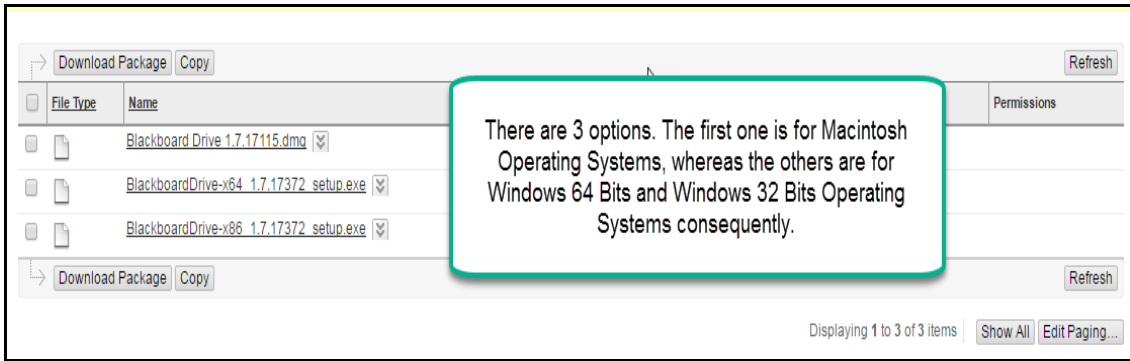
5) Click the "Institiution Content" Link.
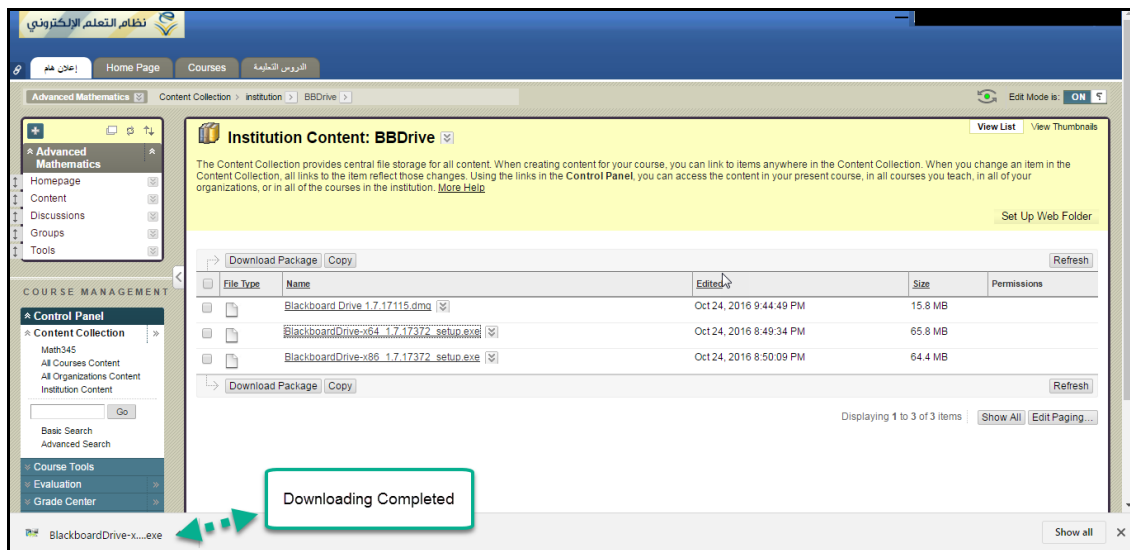
6)   Click the "BBDrive" Link

Form No. (06) Institiution Content Page

7)   Click the link which represents your Personal Desktop Operating System, and then the download process starts.
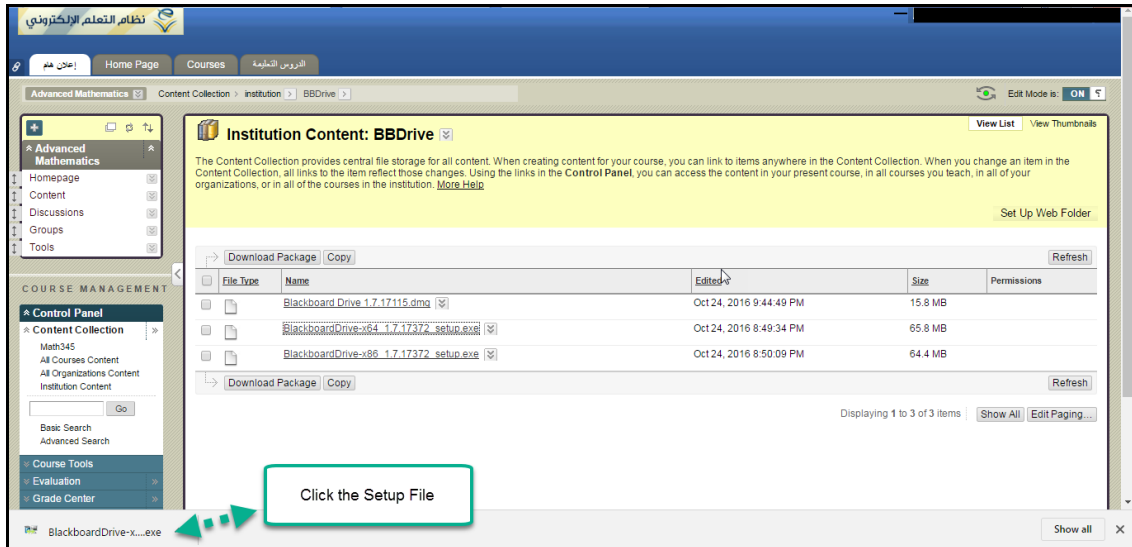

There are 3 options. The first one is for Macintosh Operating Systems, whereas the others are for Windows 64 Bits and Windows 32 Bits Operating Systems consequently.

8)   The download of the setup file completed
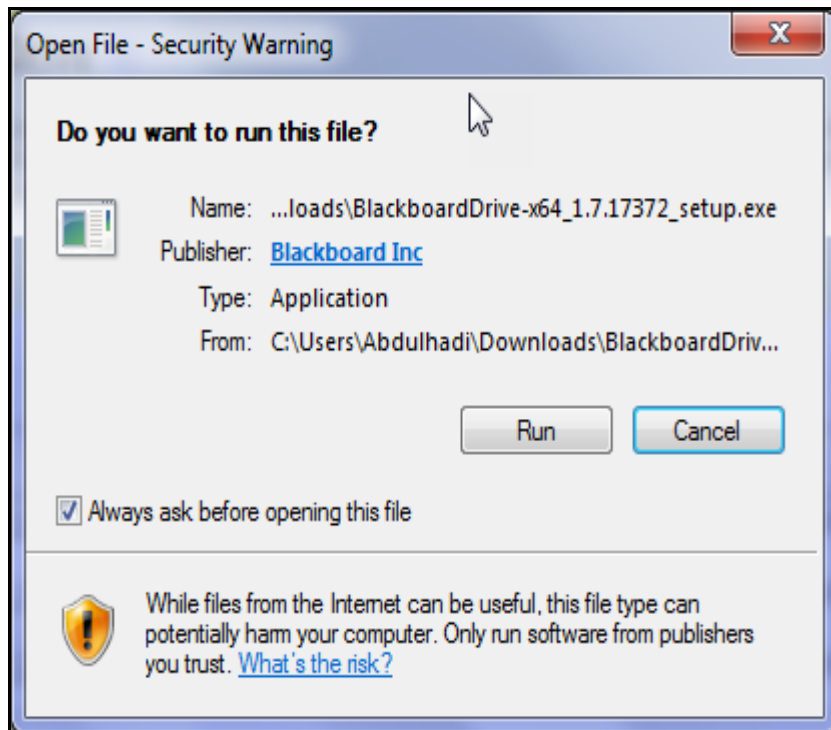

Form No. (08) BBDrive Page

How to Install Blackboard Drive

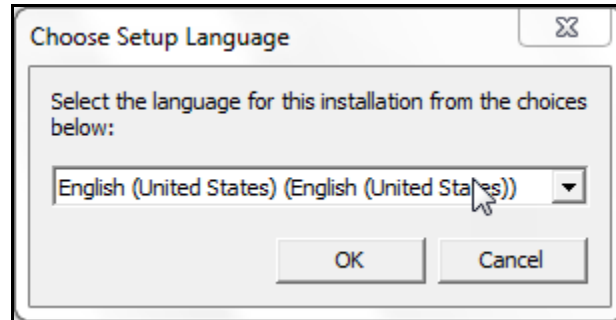1) Click the setup file that has been downloaded

Form No. (09) BBDrive Page

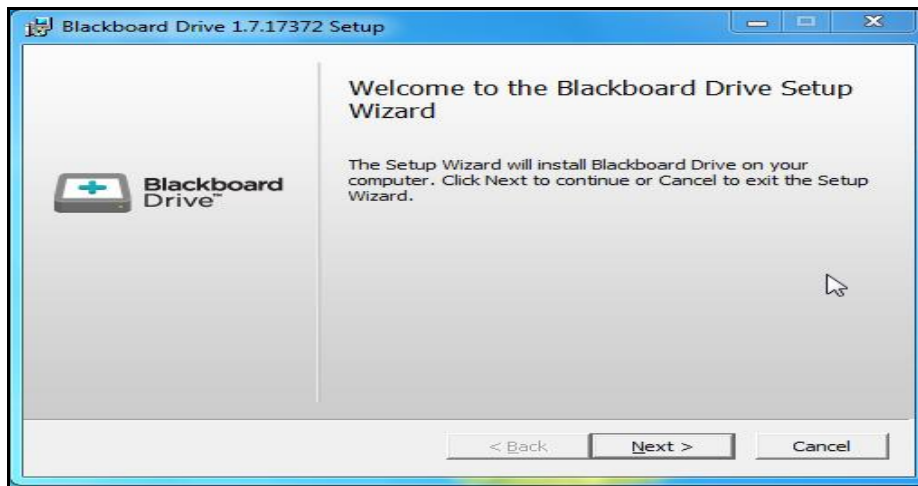2) Click the **"Start"** Button in the Security Warning Popup Window

Form No. (10) Security Warning Popup Window

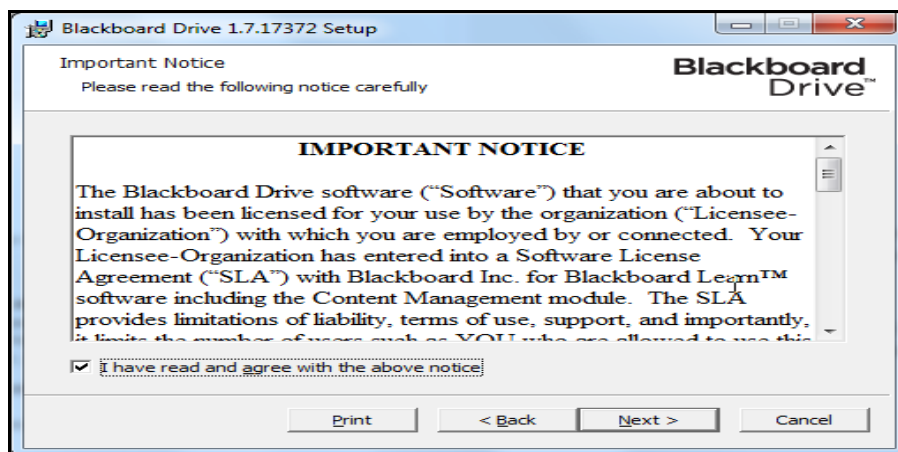3) Choose the language from the Setup Language Popup Window

Form No. (11) Setup Language

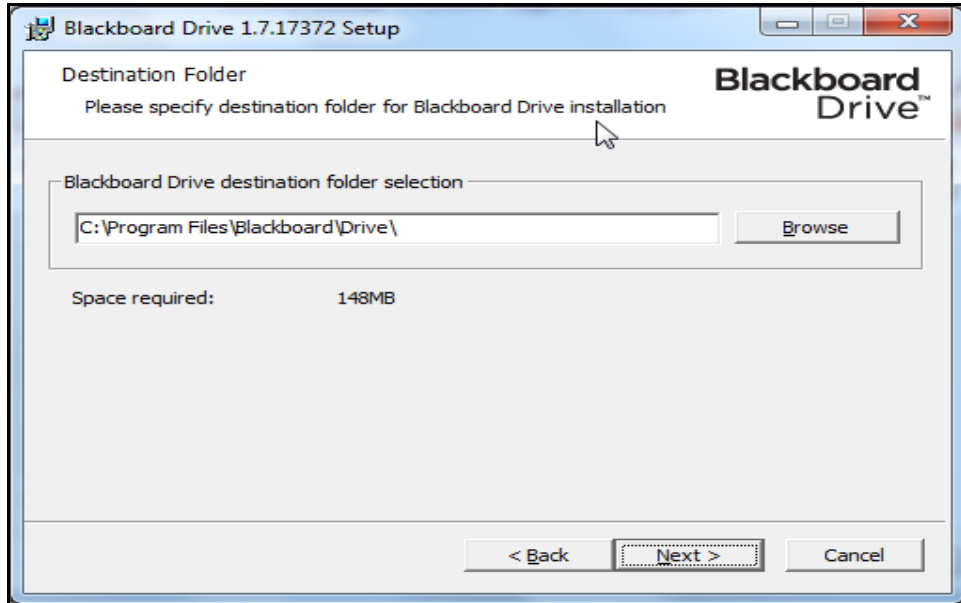4) Click the "Next" button in the Setup Wizard Popup Window

Form No. (12) Setup Wizard

5) Agree on the terms and conditions of the use, and then click the **"Next"** Button in the Setup Wizard.
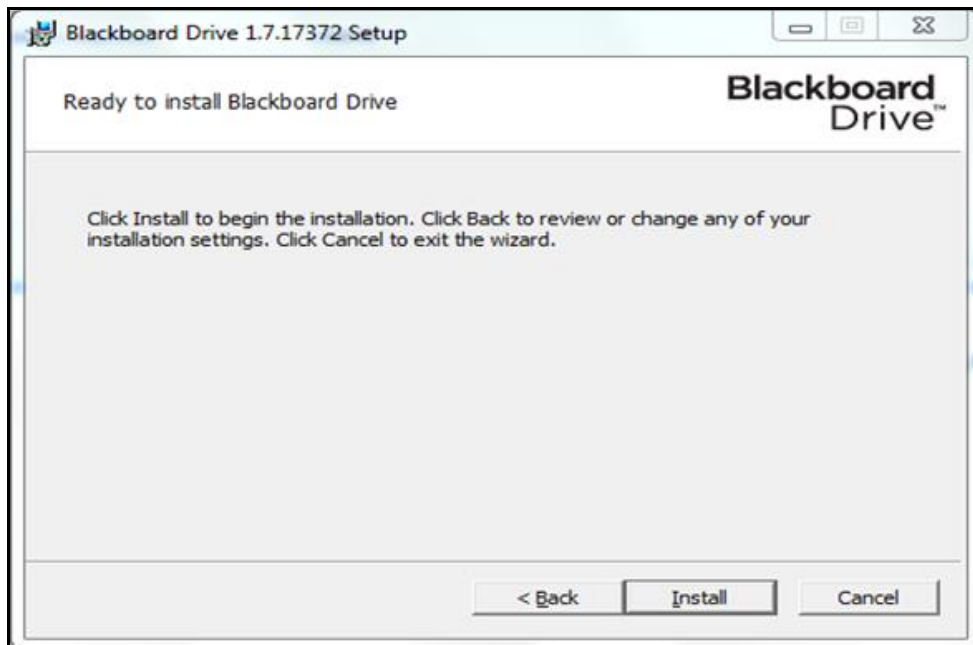

Form No. (13) Setup Wizard

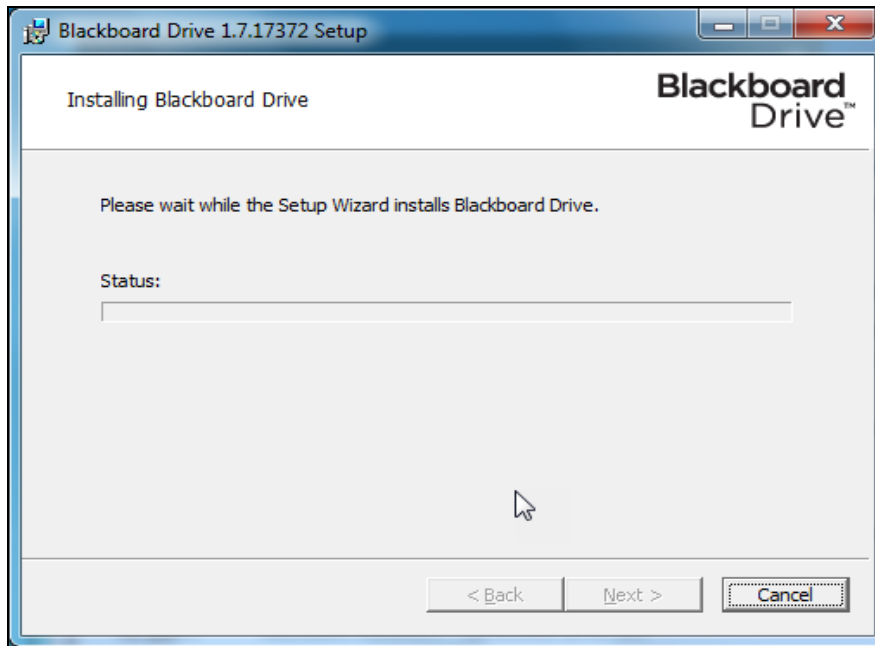6) Click "Next" Button in the Setup Wizard Popup Window

Form No. (14) Setup Wizard

7) Click the "Install" Button, and the installation process starts.

Form No. (15) Setup Wizard

Form No. (16) Setup Wizard

8) Enable the Extension Feature for browsers.
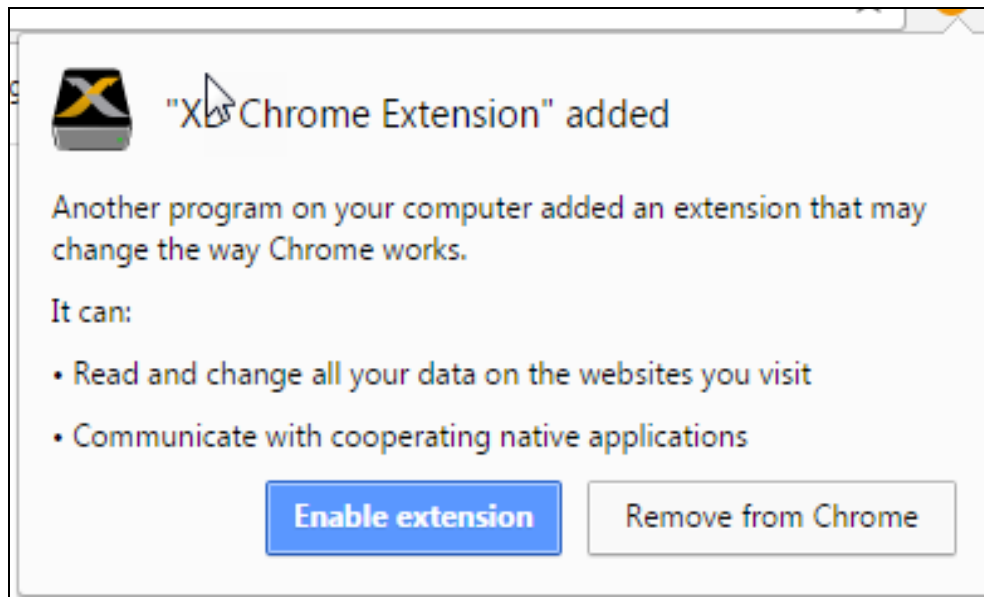
Form No. (17) Extension Feature

9) Click the **"Finish"** Button, and then you will be asked to restart your personal Computers to complete the installation process
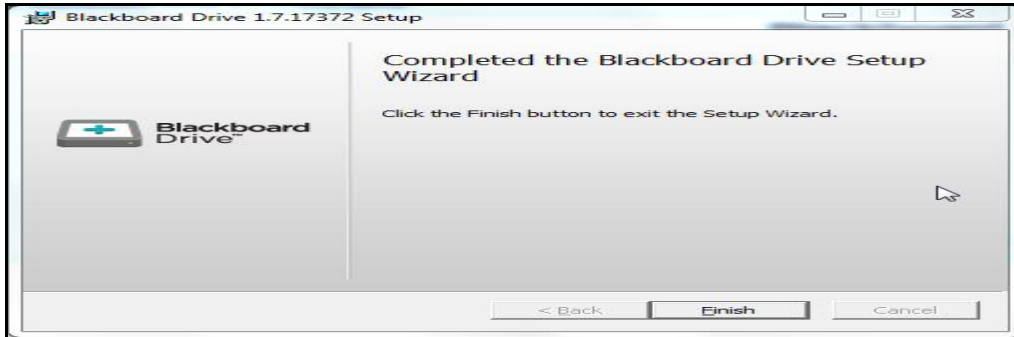
Form No. (18) Setup Wizard

Form No. (19) Setup Wizard

10) After Restarting your computers, the Blackboard Drive Icon will be apparent on Your PC Desktops and Taskbars

Form No. (20) PC Desktop

How to Activate Blackboard Drive

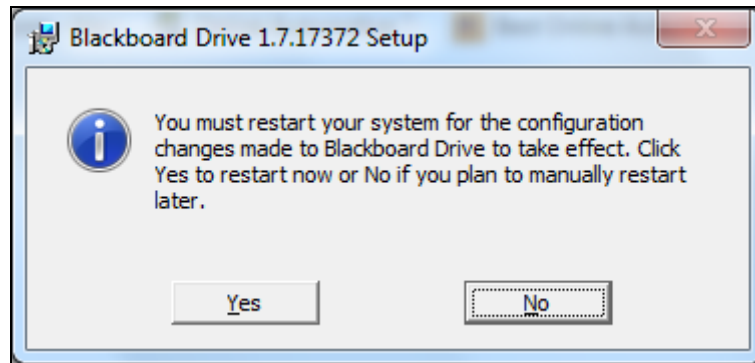1) Sign in the <u>Blackboard Learn System</u>, as shown in Form No.(01).
2) Choose the trainiing course, as shown in Form No.(02).
3) Scroll Down to the Contol Panel/Course Management, as shown in Form No.(03) .
4) Expand the "Content Collection" Area, as shown in Form No.(04).
5) There are two options in the Content Collection. They are "*All Courses Content*" and "*Math345*". Here, the Identification Name of the training "*Math345*" will be clicked.

Important Notice:-

a) When the Option "*All Courses Content*" is chosen, a new network drive for the Blackboard Drive App will be created. The network drive contains the content of all courses you are teaching in the Blackboard Learn System.
b) When the Course ID "*Math345*" is chosen, only the content of this course will be saved in a new network drive. Here, the "*Math345*" symbol refers to the Identification Name (ID) of the Advanced Mathematics Course. For every training course, there is only one ID, so you must have a different IDs for your courses.
c) The content here refers to files and folders which have been saved in the Blackboard Learn System. Files and folders usually appear in th Content Collection Section.
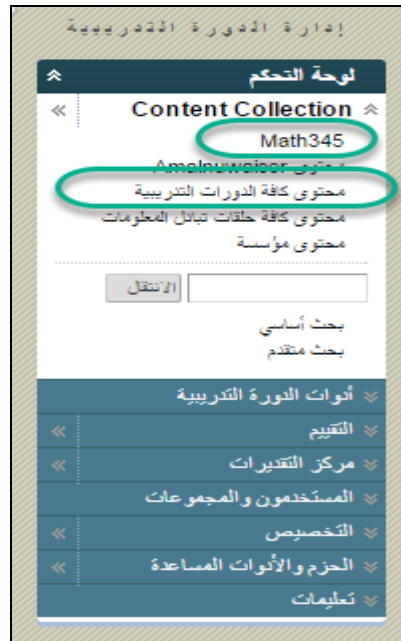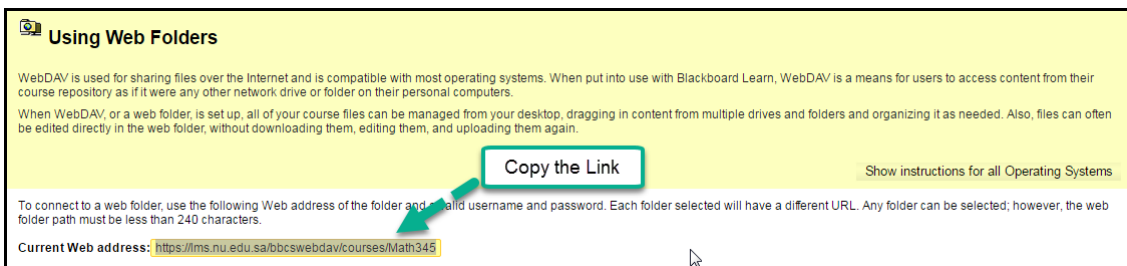

Form No. (21) Control Panel

6) Click the **"Setup Web Folder"** Link.
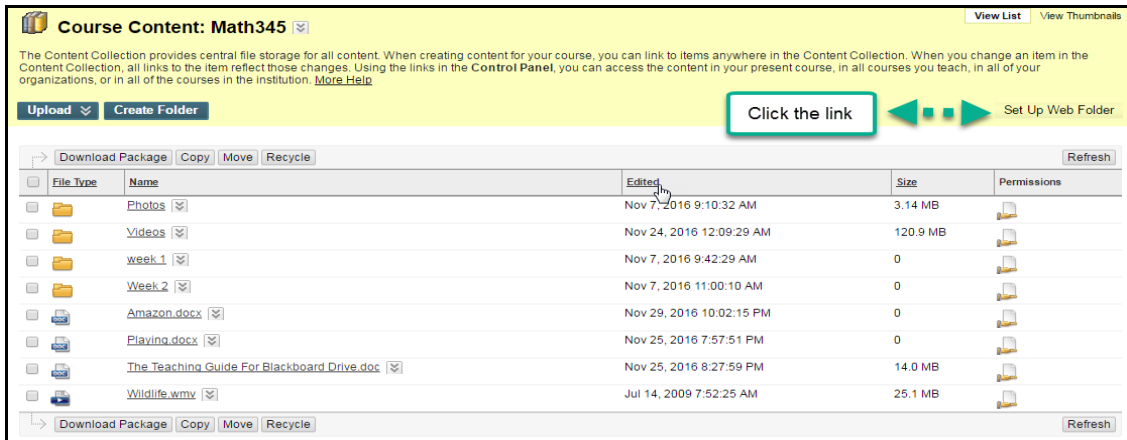
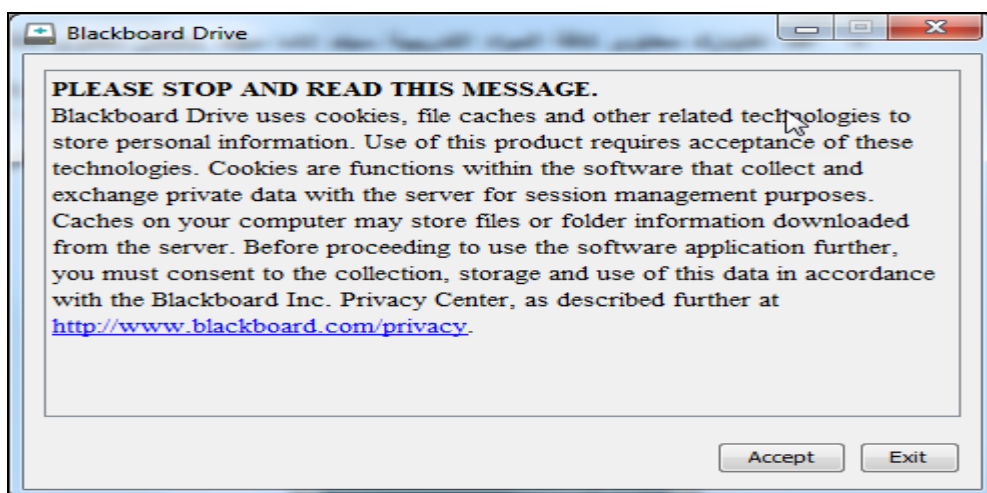Form No. (22) Content Collection Page

7) Copy the **"Current Web Address"/URL.**

Form No. (23) Using Web Folders Page

8) Click the **"Blackboard Drive"** icon, which is apparent on PC Desktops or on taskbars, as shown in Form No.(20).
9) You are requested to agree on the terms and the conditions when launching the Blackboard Drive app for the first time.

Form No. (24) Terms and Conditions Page

10) Click the **"+"** Sign, which is apparent on the Volume Tab of the Blackboard Drive app.
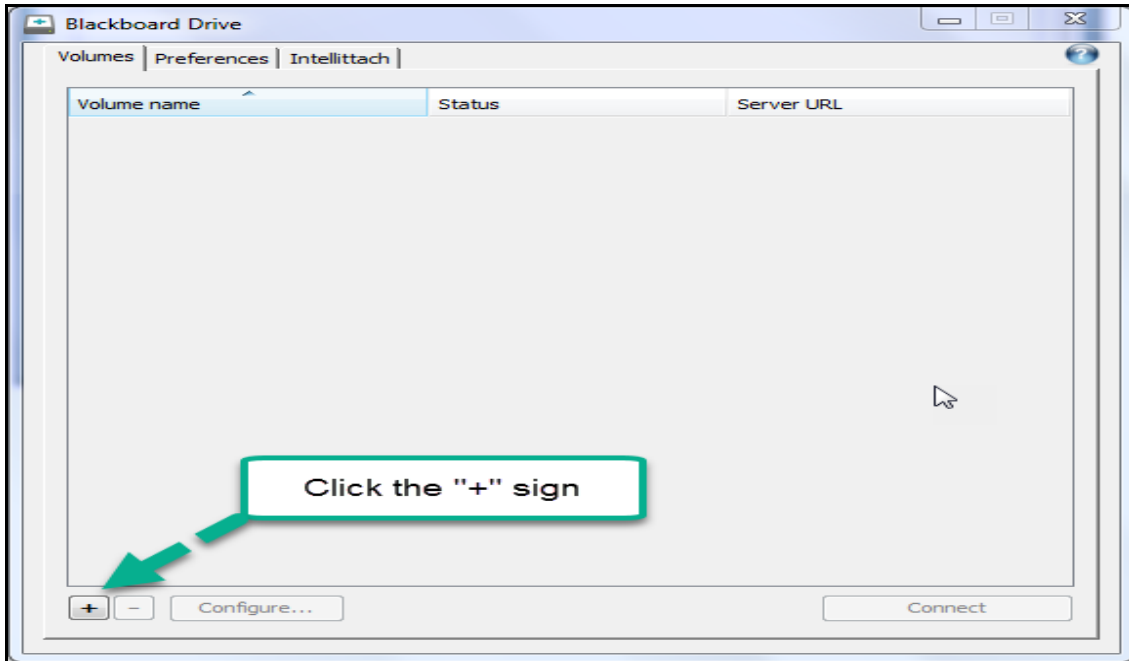
Form No. (25) Blackboard Drive App

11) Fill out the form as detailed in the next form, and then Click the **"OK"** Button.

Form No. (26) the Form

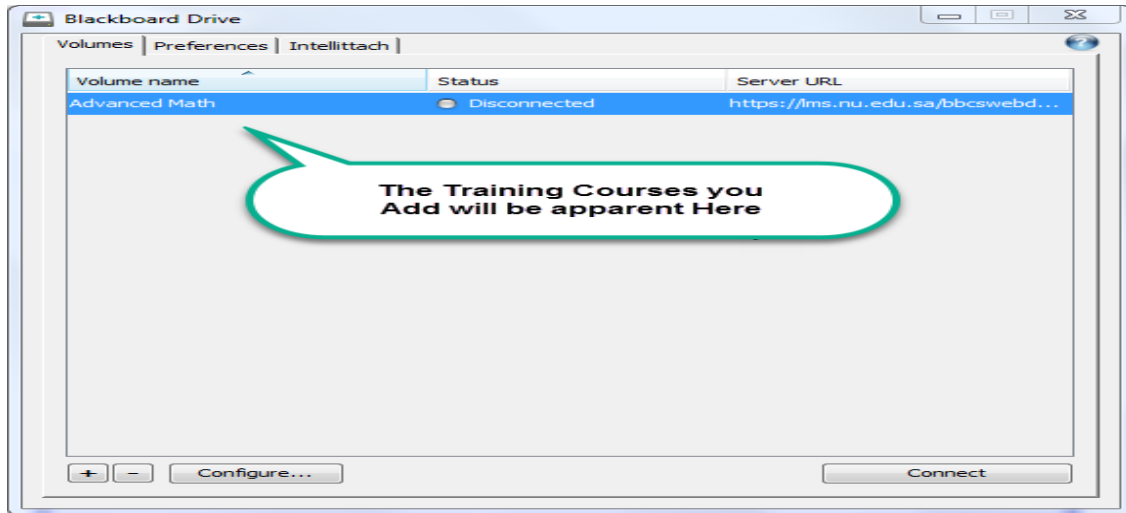After clicking the **"OK"** Button, the front page of the Blackboard Drive app appears as show,. in the following form.

Form No. (27) Blackboard Drive App

12) Click the **"Connect"** icon, so the training course will be activated and its content will be saved in a new network drive "X:/".
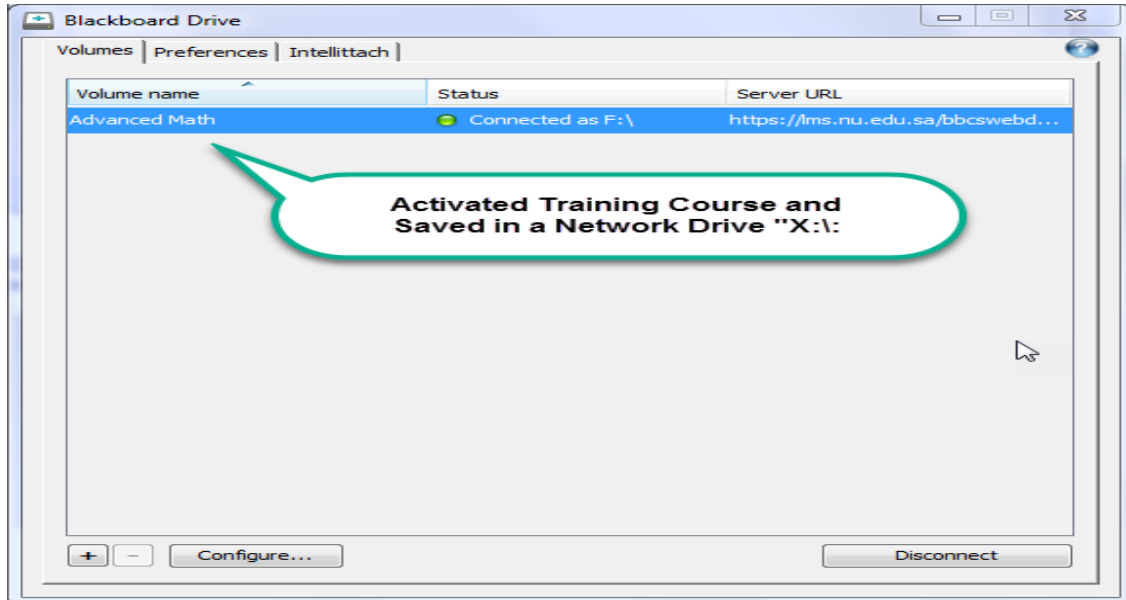
Form No. (28) Blackboard Drive App

Important Notice :- When you follow the steps, you will be able of activating more training courses

How to Access Files and Folders in Blackboard Drive
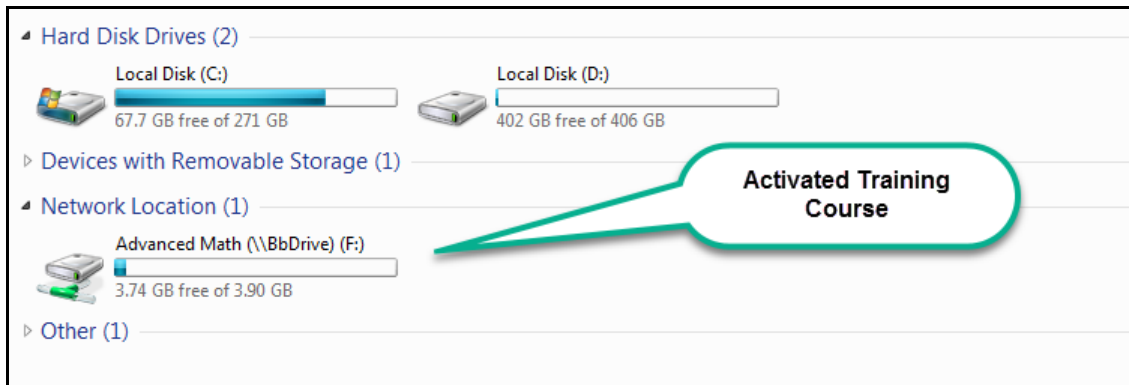
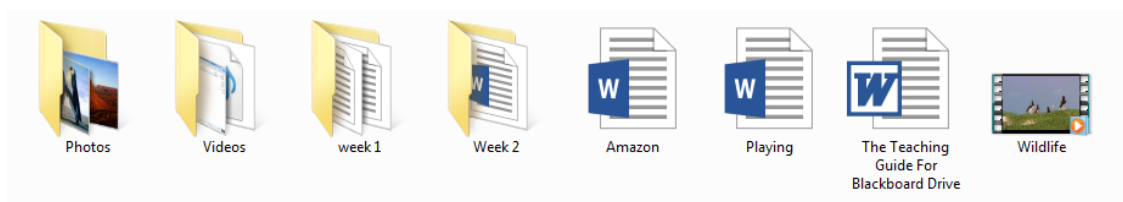1) Click the "Computer" Icon on PC Desktops

Form No. (29) Computer Icon

2) Click the Drive Network (X:/).

Important Notice: - The drive network name might be different in your system due to your system configuration and setting

Form No. (30) Windows Explorer

3) the files and folders, which are saved in the Content Collection, will be apparent.

Form No. (31) Windows Explorer.

How to Use Blackboard Drive

It is used to manage files and folders throught the use of Windows Explorer. A right click menu is available to perform frequently-used actions on files and folders such as the following:-

a) Adding new files and folders.
b) Editing the content of files and folders
c) Deleting files and folders.
d) Reordering files and folders.
e) Refresh the cached data.
f) Enable versioning for files.
g) Copy URL to Clipboard.
h) Locking files and folders.
i) Create intelligent Attachment (Intellittach).
   Two Options Available:-

   i. **Link : -** You can use a link when you are sending files or folders to a user that has an account on the Blackboard Learn Server where the files or folders are stored. You must set appropriate permissions on the files or folders so that the recipient can access them. The recipient will be asked to log in to the server to access the files or folders.
   ii. **Pass : -** A pass is a link that allows users with or without a Blackboard Learn Server account to access your files or folders. From the Pass Options dialog box, you can grant Read and Write or Read Only permission and set the Lifetime for the pass.

Reactivating the Blackboard Drive

After Restarting your PC, the network drive for the Blackboard Drive app might disappear. To reactiavte the network drive, Please follow the steps:-

1) Click the Blackboard Drive Icon, which is apparent on your PC Desktops or taskbars, as shown in Form No.(20).

2) Click the "Connect" Icon, as Shown in Form No.(27).

Done