KINGDOM OF SAUDI ARABIA Ministry Of Higher Education Najran University

E-Learning and Distance Education Deanship



المملكة العربية السعودية وزارة التعليم العالي جامعة نجران عمادة التعلم الإلكتروني والتعليم عن بعد

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 <u>Blackboard Learn System</u>.

Najran University - Portal SSO (CAS) Home Page Service Registration Contact	Us English Arabic
(1) = (1)	وحواصي وحدورهم وحديدها
Enter your Username and Password Username:	User Manual
Password:	Portal
LOGIN CLEAR For security reasons, please Log Out and Exit your web browser when you are done accessing services that require authentication!	Forgot Password ?
Copyright © 2005–2012 Jasig, Inc. All rights reserved.	

Form No. (01) Gate Single Sign



2) Choose the trainiing course

نظام التعلم الإلكتروني	
اعلان هام Home Page Courses	الدروس التعليمة
Course Search	Course List *
Go	Courses where you are: Instructor Q Math345: Advanced Mathematics
	Abdullhadi: C++ Language
	NewCourse: Perl

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.



COURSE MANAGEN	AENT
* Control Panel	
Content Collection	»
Math345	
All Courses Content	
All Organizations Content	t 👔
Institution Content	
Go	
	2
Basic Search	8
Basic Search Advanced Search	
Advanced Search	»
Advanced Search	> >
Advanced Search Course Tools Evaluation	
Advanced Search Course Tools Evaluation Grade Center	
Advanced Search Course Tools Evaluation Grade Center Users and Groups	»
Advanced Search Course Tools Evaluation Grade Center Users and Groups Customization	» »

Form No.(04) Control Panel

5) Click the "Institution Content" Link.





Form No. (05) Control Panel

6) Click the "BBDrive" Link

\rightarrow	Download P	ackage Copy			Refresh
	File Type	Name	Edited	Size	Permissions
		BBDrive 😵	Nov 9, 2016 11:48:03 AM	145.8 MB	
		Folder 😵	Nov 28, 2016 1:17:03 PM	565.5 KB	
		Recycle Bin	Nov 9, 2016 11:48:03 AM	0	
		videos 😵	Feb 18, 2016 2:03:41 PM	30.6 MB	
\rightarrow	Download P	ackage Copy			Refresh
				Displaying 1 to 4 of 4	items Show All Edit Paging

Form No. (06) Institution Content Page

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

File Type	Name	Ň	Permissions
	Blackboard Drive 1.7.17115.dmg	There are 3 options. The first one is for Macintosh Operating Systems, whereas the others are for	
	BlackboardDrive-x64 1.7.17372 setup.exe 😵	Windows 64 Bits and Windows 32 Bits Operating	
	BlackboardDrive-x86 1.7.17372 setup.exe 😵	Systems consequently.	
Downloa	ad Package Copy		Refre

8) The download of the setup file completed

إعلان ملم Home Page	-البمة Courses				
Advanced Mathematics 🔯 Con	tent Collection > institut	tion > BBDrive >			Edit Mode is: ON 5
Advanced Advanced Advanced Advanced Advanced Advanced Compage Content	The Content Col Content Collection	Ition Content: BBDrive 😴 liection provides central file storage for all content. When creating conten on, all links to the item reflect those changes. Using the links in the Contr in all of the courses in the institution. <u>More Help</u>			
Fools		d Package Copy			Refresh
OURSE MANAGEMENT	File Type	Name	Edited	Size	Permissions
Control Panel		Blackboard Drive 1.7.17115.dmg	Oct 24, 2016 9:44:49 PM	15.8 MB	
Content Collection »	0.0	BlackboardDrive-x64 1.7.17372 setup.exe	Oct 24, 2016 8:49:34 PM	65.8 MB	
Math345 All Courses Content	0.0	BlackboardDrive-x86 1.7.17372 setup.exe	Oct 24, 2016 8:50:09 PM	64.4 MB	
All Organizations Content Institution Content	Downloa	d Package Copy			Refresh
Go Basic Search Advanced Search			Dis	playing 1 to 3 of 3 items	Show All Edit Paging
Course Tools Evaluation » Grade Center »		Downloading Completed			

Form No. (08) BBDrive Page



How to Install Blackboard Drive

💝 نظام التعلم الإلكتروني					-	
اعلان هلم بعلم الم	Courses تتعليمة					
	nt Collection > institution					Edit Mode is: ON S
Advanced Advanced Advanced Advaned Content Content Discussions	The Content Colle Content Collection	tion Content: BBDrive S ection provides central file scheder for all contern, all links to the item reflect mose changes. Usi n all of the courses in the institution. <u>More Help</u>	ng the links in the Control Panel, you can act	can link to items anywhere in the Content Colle cess the content in your present course, in all co	ection. When you ourses you teach	View List View Thumbnais change an item in the in all of your Set Up Web Folder
Tools	Download	Package Copy				Refresh
COURSE MANAGEMENT	File Type	Name		Edited	Size	Permissions
* Control Panel		Blackboard Drive 1.7.17115.dmg		Oct 24, 2016 9:44:49 PM	15.8 MB	
* Content Collection >>		BlackboardDrive-x64 1.7.17372 setup.exe	*	Oct 24, 2016 8:49:34 PM	65.8 MB	
Math345 All Courses Content		BlackboardDrive-x86 1.7.17372 setup.exe	×	Oct 24, 2016 8:50:09 PM	64.4 MB	
All Organizations Content Institution Content	Download	Package Copy				Refresh
Go Basic Search Advanced Search				Displaying 1	to 3 of 3 items	Show All Edit Paging
Course Tools Evaluation Grade Center		Click the Setup File				
🛤 BlackboardDrive-xexe 🧲						Show all X

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

Choose Setup Language	23
Select the language for this installation from the below:	e <mark>choice</mark> s
English (United States) (English (United States))) 🔽
OK Ca	ncel

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.

Blackboard Drive 1.7.173	372 Setup		
Important Notice Please read the following	notice carefully		Blackboard Drive [™]
	IMPORTAN		
The Blackboard Dri install has been licen Organization") with Licensee-Organizati Agreement ("SLA") software including th provides limitations it limits the number of I have read and agree	sed for your use which you are er on has entered it with Blackboar the Content Mana of liability, terms	by the organiz mployed by or nto a Software d Inc. for Black agement modules of use, suppor	ation ("Licensee- connected. Your License kboard Learn TM e. The SLA t, and importantly,
	Print	< <u>B</u> ack	Next > Cancel

Form No. (13) Setup Wizard



Blackboard Drive 1.7.17372 Setup	
Destination Folder Please specify destination folder for Blackboard Drive installation	Blackboard Drive [™]
Blackboard Drive destination folder selection	
C:\Program Files\Blackboard\Drive\	Browse
Space required: 148MB	
< Back	Cancel

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.

Blackboard Drive 1.7.17372 Setup	
Ready to install Blackboard Drive	Blackboard Drive
Click Install to begin the installation. Click Back to re installation settings. Click Cancel to exit the wizard.	
< B2	nck Install Cancel

Form No. (15) Setup Wizard



湯 Blackboard Drive 1.7.17372 Setup	
Installing Blackboard Drive	Blackboard Drive [™]
Please wait while the Setup Wizard installs Blackboard Drive.	
Status:	
ß	
<u> </u>	xt > Cancel

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. (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 training 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.

Ă	إدارة الأدورة الأتدريبي
*	لوحة التحكم
*	Content Collection *
	Math345
C	محتوى كافة الدورات التدريبية
	محتوى كافة حلقات تبانل المعلومات محتوى مؤسسة
	الانتقل
	بحث أساسى
	بحث متقدم
	الله الدورة التدريبية 🛛 🛛 🛛
	التقييم
	الله مركز التقديرات
	المستخدمون والمجمو عات
	التخصيص
	الحزم والأنوات المساعدة
	الله المات 🛛 🕹
/////	

Form No. (21) Control Panel



6) Click the "Setup Web Folder" Link.

The Content Colle Content Collection	e Content: Math345 interfeature of the storage for all content. When creating content for your course all links to the item reflect those changes. Using the links in the Control Panel, you can all of the courses in the instlution. More Help			
	reate Folder	Click the link	4 ••	Set Up Web Folder
Download	Package Copy Move Recycle			Refresh
File Type	Name	Edited	Size	Permissions
	Photos 😵	Nov 7, 2016 9:10:32 AM	3.14 MB	,
	Videos 🔯	Nov 24, 2016 12:09:29 AM	120.9 MB	
	week 1 🔯	Nov 7, 2016 9:42:29 AM	0	
	Week 2 🔯	Nov 7, 2016 11:00:10 AM	0	
	Amazon.docx 🔯	Nov 29, 2016 10:02:15 PM	0	
	Playing.docx 😵	Nov 25, 2016 7:57:51 PM	0	
	The Teaching Guide For Blackboard Drive.doc	Nov 25, 2016 8:27:59 PM	14.0 MB	, <u> </u>
	Wildlife.wmv 🔯	Jul 14, 2009 7:52:25 AM	25.1 MB	,
Download	Package Copy Move Recycle			Refresh

Form No. (22) Content Collection Page

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

Search Using Web Folders	
WebDAV is used for sharing files over the Internet and is compatible with most operating systems. When put into use with Blackboard Learn, WebDAV course repository as if it were any other network drive or folder on their personal computers.	/ is a means for users to access content from their
When WebDAV, or a web folder, is set up, all of your course files can be managed from your desktop, dragging in content from multiple drives and fold be edited directly in the web folder, without downloading them, editing them, and uploading them again.	lers and organizing it as needed. Also, files can often
Copy the Link	Show instructions for all Operating Systems
To connect to a web folder, use the following Web address of the folder and challed username and password. Each folder selected will have a differen folder path must be less than 240 characters.	t URL. Any folder can be selected; however, the web
Current Web address: https://ims.nu.edu.sa/bbcswebdav/courses/Math345	

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.

Blackboard Drive			
Volumes Preferences Intellitta	ach		0
Volume name	Status	Server URL	
Clic	k the "+" sign		
+ - Configure			Connect

Form No. (25) Blackboard Drive App

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

New Volume		×
Volume name:	Enter Subject Name Such as "Advanced Math"	
Full URL:	Pasta the "Current Web Address", Such as https://lms.nu.edu.sa/	Edit
Server Folder:		
Username:	Enter your user-name such as "aahasim"	
Password:	Enter Your Personal Password such as "***********	
Ī	Save Password Check the box	
Advanced Option	ns	
	☑ Open Windows Explorer window upon connection	
Startup Mode:	Online Choose Online from the Drop-Down	List
	Bypass proxy server	
Sharing Level:	Heavy -	
	Assign drive letter automatically	
Drive:	F: v	
	Disable Windows Explorer file and folder previews	
	This will prevent Windows Explorer from downloading files and folders for the purpose of reading icons, tags, and other information embedded within the file or folder.	
	OK	Cancel

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.

Blackboard Drive	.)	
Volumes Preferences Intellitta	ich	
Volume name	Status	Server URL
Advanced Math	Disconnected	https://lms.nu.edu.sa/bbcswebd
	The Training Cours Add will be appare	
+ - Configure		Connect

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:/".

Blackboard Drive			
Volumes Preferences Intellit	tach		•
Volume name	Status	Server URL	
Advanced Math	Connected as F:\	https://lms.nu.ec	u.sa/bbcswebd
Z	Activated Training Course and Saved in a Network Drive "X:\:		
			C3

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.







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:-

- 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).

