

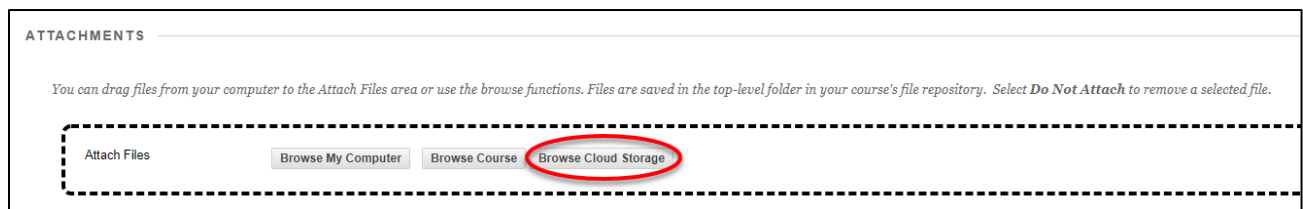
Cloud Storage Integration in Blackboard

Blackboard now offers the ability to link a cloud storage service, such as Microsoft OneDrive, OneDrive for Business, Box, Google Drive, and/or Dropbox. With your course linked to a cloud storage service, you can easily browse your cloud storage for files and add them directly within Blackboard.

Integrating a Cloud Storage Service in Blackboard: Microsoft OneDrive for Business

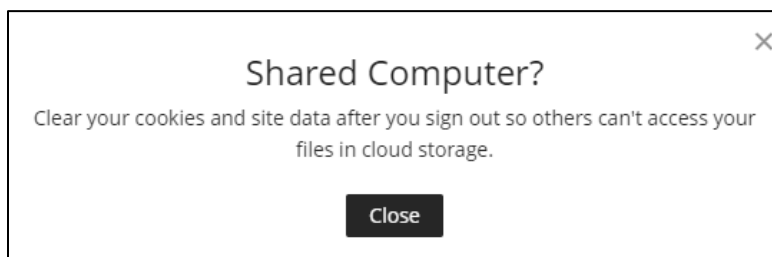
From your course in Blackboard, do the following:

1. Go into any Content Area, such as Course documents. Click on **Build Content** and then click **Item**.
2. In the **Attachments** area (inside the dotted lines), you will see three buttons now. Select **Browse Cloud Storage**.



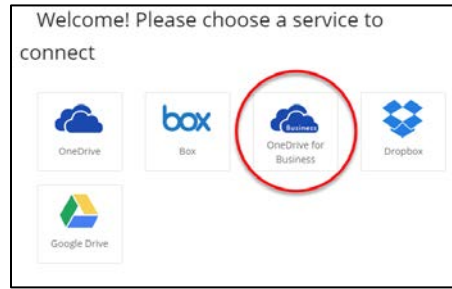
Browse Cloud Storage

3. A message may appear stating that if you are on a shared computer, you should clear the cookies before closing the browser so that you are not still logged in the next time the computer is used. Click **Close**.



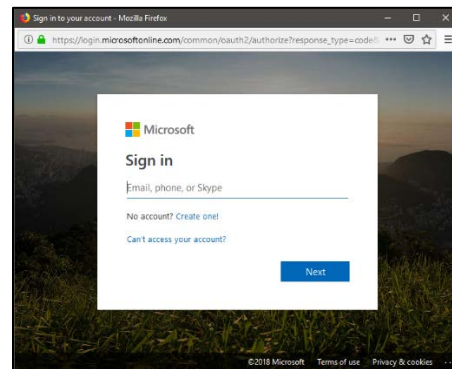
Click Close on a Shared Computer

4. Click **OneDrive for Business**.



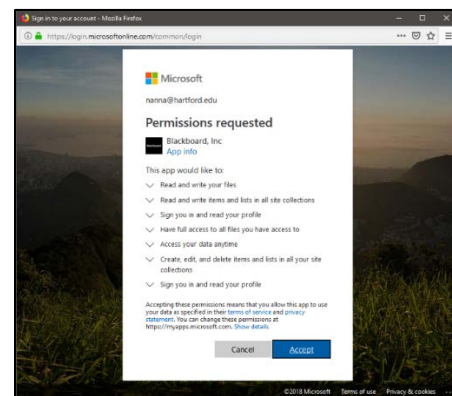
Choose OneDrive for Business

5. A new window will appear and ask you to sign in. Enter your University of Hartford full email address and then click **Next**.



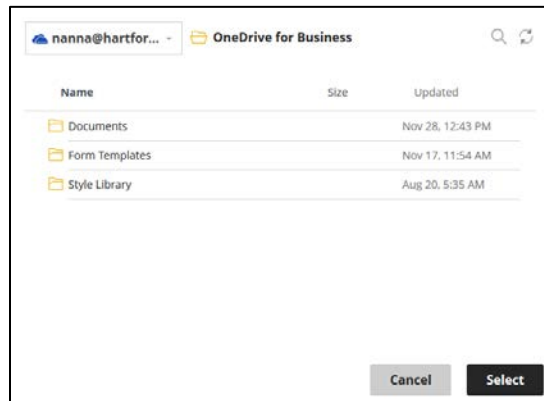
Sign in using UHart email address

6. Type in your email password and then click **Next**.
7. A window will appear saying that Blackboard is requesting permission to access your OneDrive. Select **Accept**.



Allow Permissions

8. You will now see a window which shows your OneDrive and all of its files. To add a file to your course, browse through your drive and click on the file you would like to add, then click **Select**.



Browse Cloud Storage and Choose File

9. You will be taken back to your course in Blackboard and can finish adding the content to your course.

NOTE: To setup a different cloud storage service, such as Dropbox, follow the steps as outlined above and instead of choosing OneDrive for Business, select Dropbox, and use your appropriate credentials for that service.

Getting Help with Technology at the University of Hartford

Faculty Center for Learning Development (FCLD)

FCLD provides consulting and instructional support to faculty and staff who are using technology in teaching and learning. The FCLD Faculty Lab in Mortensen 203a is available for faculty support and use and is equipped with instructional technology- related equipment including: PCs, Macs, scanners, and projectors as well as support staff. Faculty and Staff needing support with Blackboard or other instructional technologies, should contact FCLD.

Phone: (860) 768-4661 **Email:** fclld@hartford.edu

Website: <http://www.hartford.edu/fclld>

Student Blackboard Support

The following is student support for Blackboard only. All other support technical support issues need to be addressed to the Office of Technology Services (below).

Phone: (860) 768-4636 **Email:** bbsupport@hartford.edu

FAQ/Submit a Ticket: <http://www.hartford.edu/studentbbsupport>

Information Technology Services (ITS) Help Desk

For general computer and Internet/network support questions (not directly related to the classroom but rather passwords, Internet/email problems, Banner/Self-Service, campus Facebook).

Phone: (860) 768-4357 **Email:** helpdesk@hartford.edu

Website: <http://hartford.edu/ots>

Media Technology Services (MTS)

Faculty should contact MTS for assistance scheduling or implementing classroom technology (2-Way interactive video classrooms, Smart Podiums, laptops, etc.), for setting up WebEx accounts, or for scheduling and instruction for a wide variety of media equipment and resources like LCD data projectors, CD/cassette players, TVs and VCRs, digital video, and more.

Phone: (860) 768-4357 **Website:** <http://www.hartford.edu/mts>