

If you have questions related to the information provided on this tip sheet, please contact the UMIT Service Desk: <u>it.miami.edu/help</u>.

Embed OneDrive Documents in Blackboard Original Courses

1. Access Course Documents, and under 'Build Content', **click** 'Microsoft OneDrive Attachment'.

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Build Content 🗸	Assessments \lor Tools \lor	Partner Content 🗸
Create	New Page	
ltem File	Content Folder Module Page	It's time to add content Use functions above to add it.
Audio Image Web Link	Mashups	
Learning Module Lesson Plan	SlideShare Presentation YouTube Video	
Syllabus Course Link Linkedin Learning		
SoftChalk Cloud Link Se WileyPLUS Assignments	lector	
VoiceThread Deep Linki WileyPLUS Resources	ng	
Microsoft OneDrive Attachment Auralia task launch		
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2. After signing in with your UM credentials, **choose** an existing file or upload a file to OneDrive. You can also create a folder to keep your files organized.

Pick a file	My files	Q Search Co New folder ↑ Upload > = -
	🗅 Name ~	Modified \vee Modified By \vee Activity
🛅 My files	Apps 0 items	May 20, 2024
🖲 Recent	Attachments 1 item	October 27, 2022

3. After choosing a file, scroll down to the bottom, and click 'Select'.



4. The file is now accessible from Course Documents.



Course Documents	9		
Build Content V Asse	ssments 🗸	Tools \lor	Partner Content 🗸
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- 5. You can also add files from OneDrive to any content item using the Original Course full rich text editor. These can include, but are not limited to:
 - Folders
 - Learning Modules
 - Item
 - Lesson Plan

For example, in an Item, **select** the round plus symbol to display the Add Content menu.

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6. Select Microsoft OneDrive Attachment.





- 7. Once you've logged in, you will see your OneDrive space, where you can **select** the file, you would like to add to your course.
- 8. Repeat steps 5-7, to add multiple files from OneDrive to your Blackboard Original Item. After adding your files, **click** Submit.

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9. The documents from OneDrive are now available in your course.

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	Class Ideas 1.docx		



Embed OneDrive Documents in Blackboard Ultra Courses

1. Under Course Content, click the purple line and then select 'Create'.

Course Content	م	•••
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⊕ Create		•••
♣ [*] Auto-Generate Modules		\sim
🗇 Copy Content		
⊡ Upload		
Cloud Storage		
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2. In the Create Item menu, **click** 'Folder'.

	×	Create Item	
Analytics Groups		Course Content Items	^
	۵	Learning module	
		Folder	

3. Rename your folder and click 'Save'.

Ø Hidden from students	•
Description	
Add a description	
	,
Maximum 750 characters	

UMIT Tip Sheet



4. Once you've created your folder, you can add files to it. **Click** the folder to open it and **click** the purple line within it, then **choose** Create.



5. Select Embedded Cloud Document.

	Folder	
	Document	
þ	Embedded Cloud Document	

6. This is your OneDrive, you can add documents to it that you need to share in your course by clicking the "Upload" button at the top right.



7. Once your file is uploaded, **click** the circle to the left of the file name, and **click** Select. This will add your file to the course.