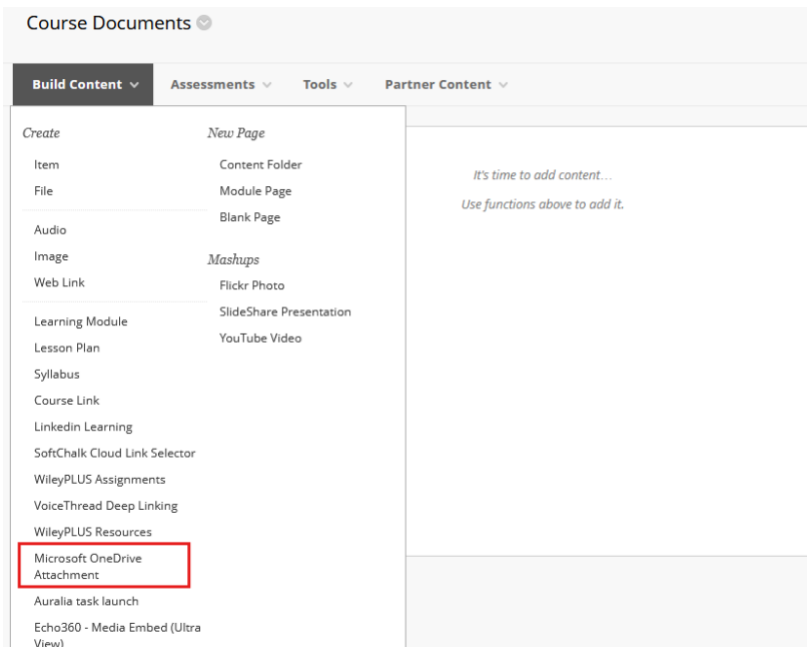


Embed OneDrive Documents in Blackboard

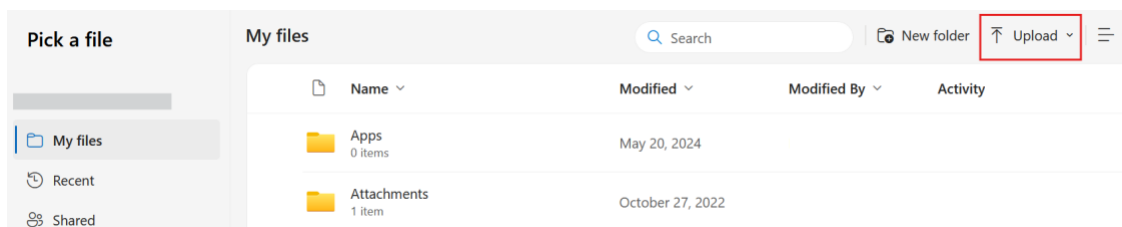
If you have questions related to the information provided on this tip sheet, please contact the UMIT Service Desk: it.miami.edu/help.

Embed OneDrive Documents in Blackboard Original Courses

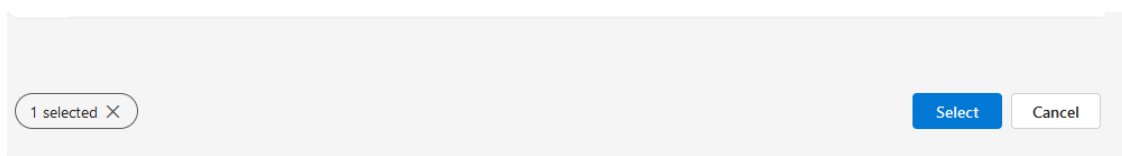
1. Access Course Documents, and under 'Build Content', click 'Microsoft OneDrive Attachment'.



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.



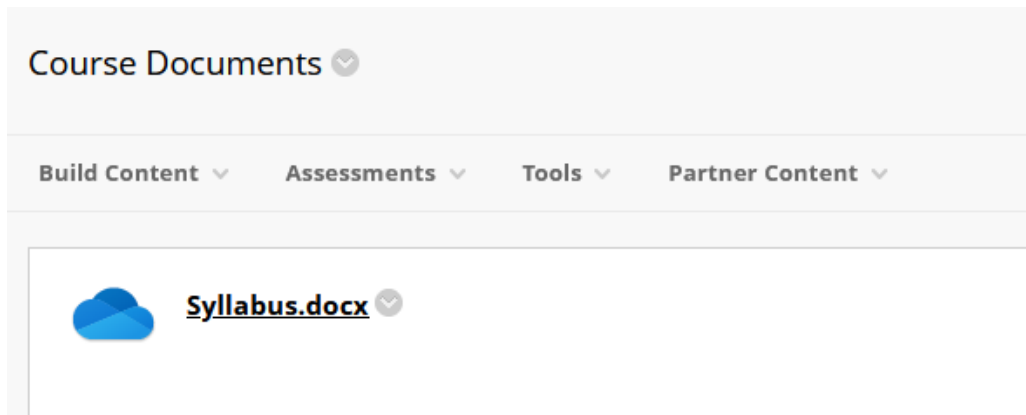
3. After choosing a file, scroll down to the bottom, and click 'Select'.



4. The file is now accessible from Course Documents.

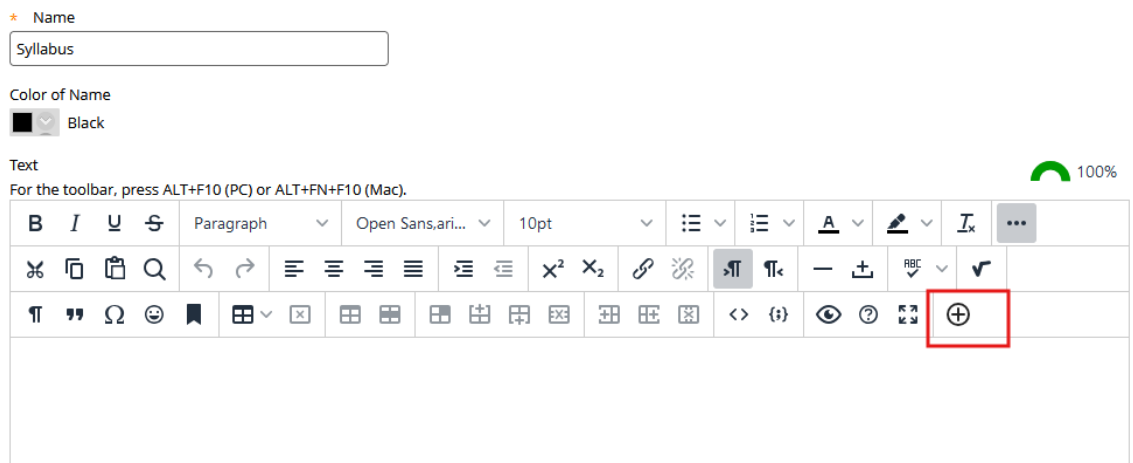


Embed OneDrive Documents in Blackboard



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.



6. **Select** Microsoft OneDrive Attachment.





Embed OneDrive Documents in Blackboard

- 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.
- Repeat steps 5-7, to add multiple files from OneDrive to your Blackboard Original Item. After adding your files, **click** Submit.

* Name

Color of Name
Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

Syllabus.docx

Class Ideas 1.docx

Click **Submit** to proceed.

Cancel **Submit**

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

Course Documents

Build Content Assessments Tools Partner Content

Syllabus.docx

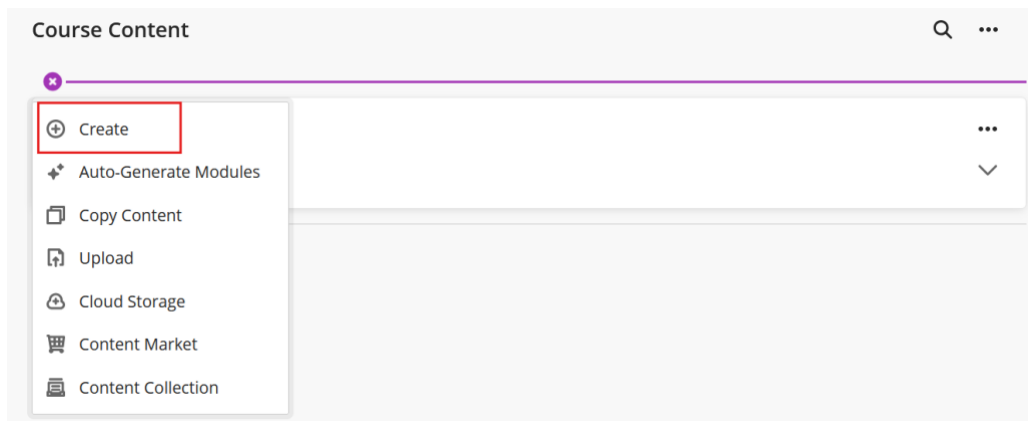
Syllabus

Syllabus.docx

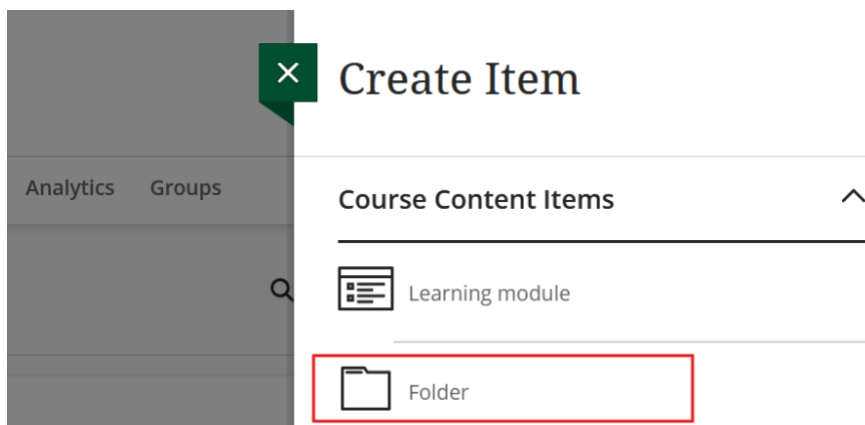
Class Ideas 1.docx

Embed OneDrive Documents in Blackboard Ultra Courses

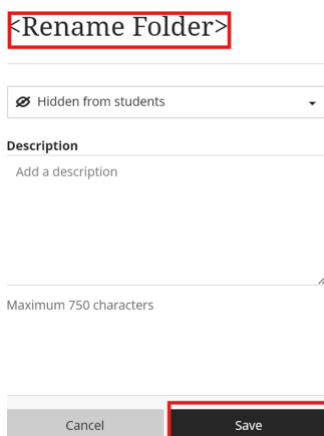
1. Under Course Content, **click** the purple line and **then** select 'Create'.



2. In the Create Item menu, **click** 'Folder'.

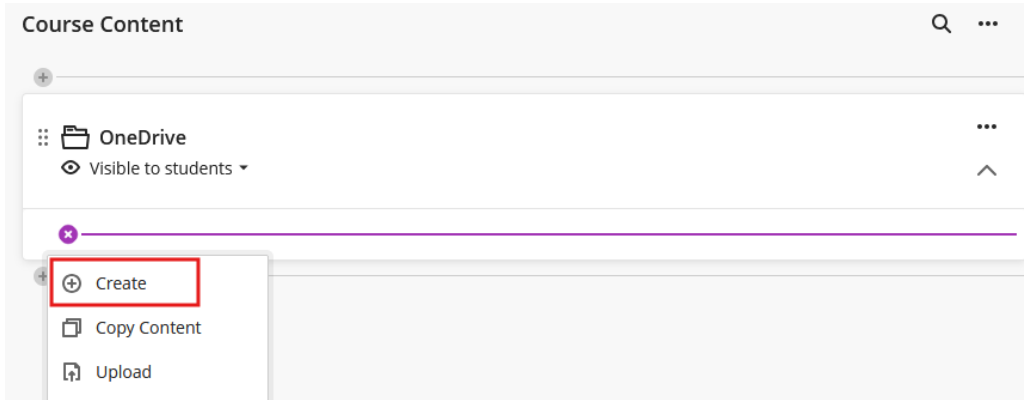


3. **Rename** your folder and **click** 'Save'.

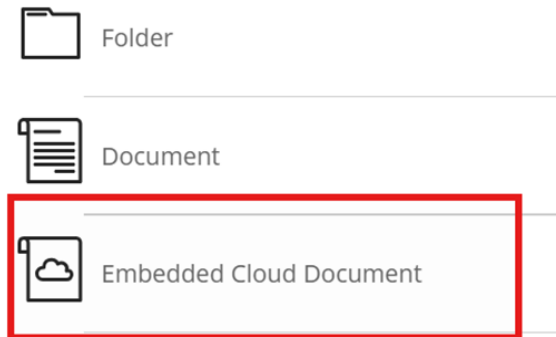


Embed OneDrive Documents in Blackboard

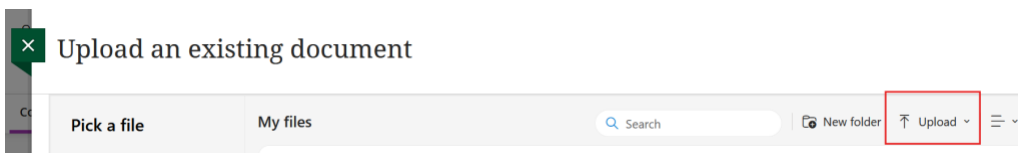
- Once you've created your folder, you can add files to it. **Click** the folder to open it and **click** the purple line within it, then **choose** Create.



- Select** Embedded Cloud Document.



- 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.



- 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.

