

Blackboard

Qwickly

Do I Upload the File or Link it from OneDrive?

When adding content through the Qwickly module, you have the ability to either upload the file or link to the file that's located in your OneDrive.

If you choose to upload a file, a static snapshot of the document will be added to your course(s). Students will be able to download and view the document. This is useful if you know your document will not need to be changed or altered.

If you choose to link to the file, a dynamic link will be generated and made available to the students inside of the course it is located in. This is useful if you have a document that might need to be edited later, like a syllabus or class schedule.

Uploading a File from OneDrive

1. Navigate to <https://blackboard.towson.edu>
2. Log in with your TU **NetID and Password**
3. Locate the **Qwickly Module** on your home screen
4. Click on **Post Content**

The screenshot shows the 'Post Content' interface in Blackboard. On the left, there are tabs for 'Courses' and 'Organizations'. Under 'Courses', there are two radio buttons next to course names: 'AkindiTest' and 'Aimee Test 2'. The main area on the right has a 'Name' field, a 'Description' field with a rich text editor toolbar, and a 'Select File From:' section with 'Computer' and 'OneDrive' options. Below that is a 'Post To Location' section with a dropdown menu and a text input field. At the bottom right are 'Cancel' and 'Submit' buttons.

Figure 1

5. On the left hand side, select which course(s) you'd like to add the content to by clicking the **radio button** to the left of the course name(s)
6. Type in a **Name** and **Description** for the file

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7. Below the Description box, choose **OneDrive**
8. Select **Upload File**
9. Click **Continue**
10. Click **Browse** and a pop up window will appear
11. Type in your TU **email** to be directed to the **TU Log In Page**
12. Input your TU **email and password**
13. You can now choose from your **OneDrive files**
14. Select the ones you'd like to upload using the **circles** to the left of the file name
15. Once you've selected your file, click **Open** at the bottom of the page
16. After a moment, you'll see your **file name** next to the **Browse** button
17. Choose the **Content Area** you'd like the file to go to
18. Click **Submit**

Link a File from OneDrive

1. Follow steps 1-7 above
2. Select **Link from Cloud**
3. Click **Continue**
4. Click **Browse** and a pop up window will appear
5. Type in your TU **email** to be directed to the **TU Log In Page**
6. Input your TU **email and password**
7. You can now choose from your **OneDrive files**
8. Select the ones you'd like to upload using the **circles** to the left of the file name
9. Once you've selected your file, click **Open** at the bottom of the page
10. After a moment, you'll see your **file name** next to the **Browse** button
11. Choose the **Content Area** you'd like the file to go to
12. Click **Submit**