

OneDrive/Blackboard Integration

Posting Content via the Qwickly Module

Introduction

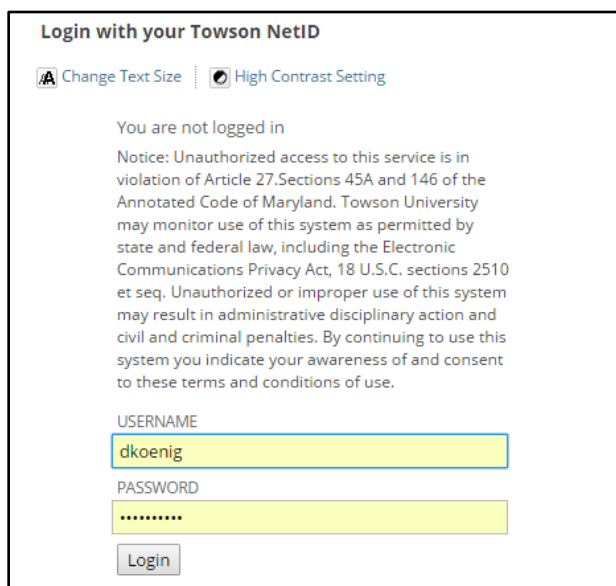
You now have the ability to either upload or link to files in OneDrive from Blackboard. This is done when adding content through the Qwickly module.

If you choose to upload a file, a static snapshot of the document will be added to your courses. Students will be able to download and view the document. This would be 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 would be useful if you want to use a document that might need to be edited later—like a syllabus or class schedule.

Upload a File from OneDrive

1. Navigate to **blackboard.towson.edu**.
2. Type your **USERNAME** (NetID) and **PASSWORD** in the appropriate fields and then click the **Login** button.



Login with your Towson NetID

[Change Text Size](#) | [High Contrast Setting](#)

You are not logged in

Notice: Unauthorized access to this service is in violation of Article 27, Sections 45A and 146 of the Annotated Code of Maryland. Towson University may monitor use of this system as permitted by state and federal law, including the Electronic Communications Privacy Act, 18 U.S.C. sections 2510 et seq. Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use.

USERNAME
dkoenig

PASSWORD
.....

Login

Figure 1

3. Locate the **Qwickly** module on your home screen and click on **Post Content**. A new window will appear.

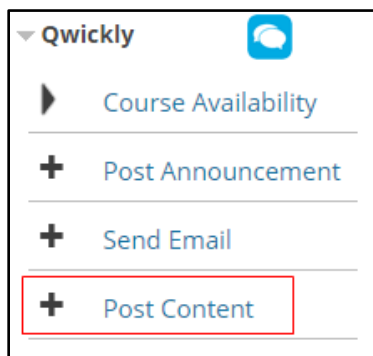


Figure 2

OneDrive/Blackboard Integration: Posting Content via the Qwickly Module

- On the left-hand side, select which course(s) you'd like to add content to by clicking the checkbox to the left of the course title(s).
- In the appropriate fields, type a **Name** and **Description** for the file.
- Below the **Description** box, choose **OneDrive**.

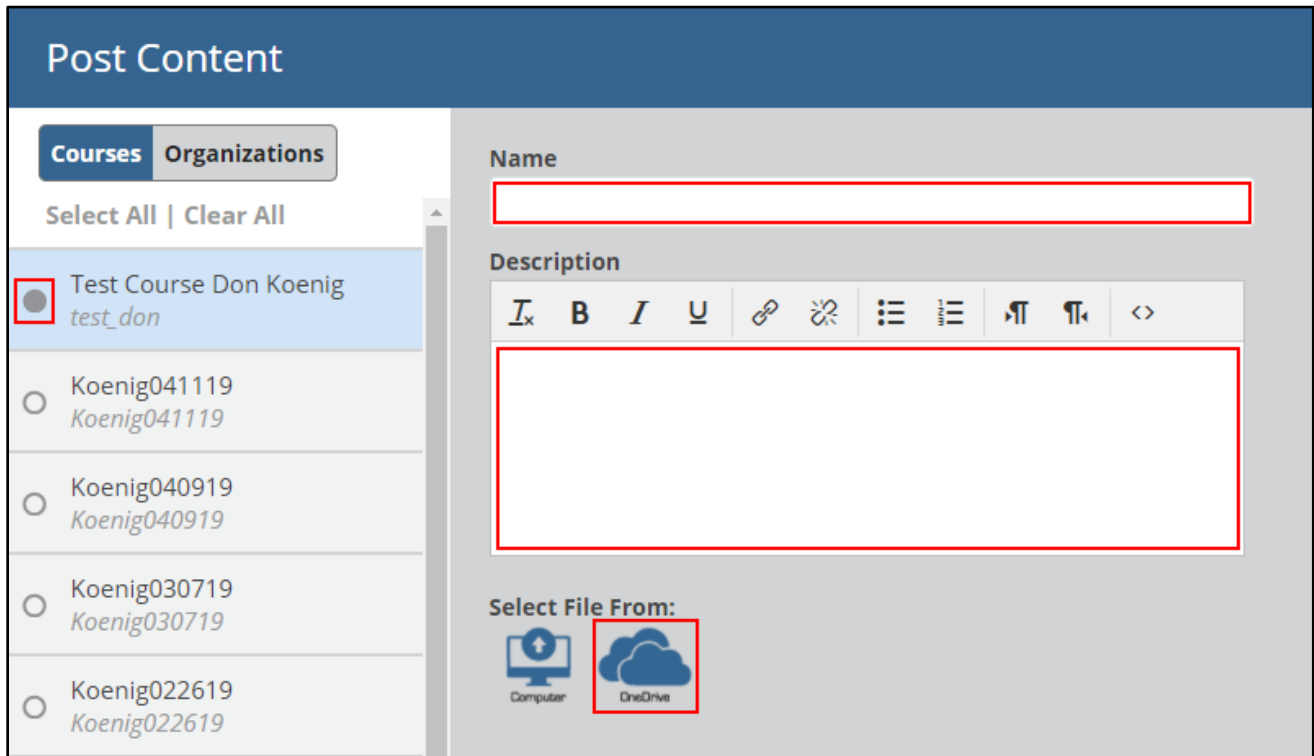


Figure 3

- Click the radio button beside **Upload File** and then click the **Continue** button.

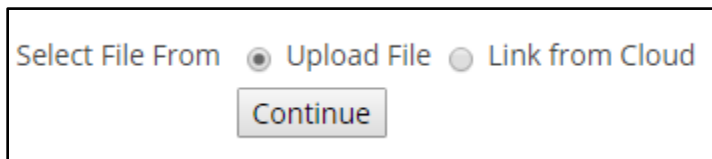


Figure 4

- Click the **Browse** button. A Microsoft **Sign in** window will appear.

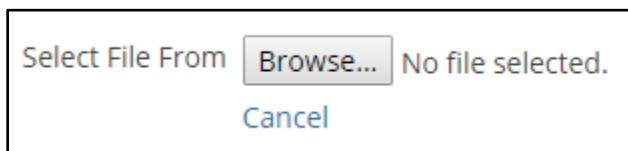


Figure 5

OneDrive/Blackboard Integration: Posting Content via the Qwickly Module

9. In the **Email, phone, or Skype** field, type your Towson University email address and then click the **Next** button. You will be redirected to the Towson University **Sign In** page.

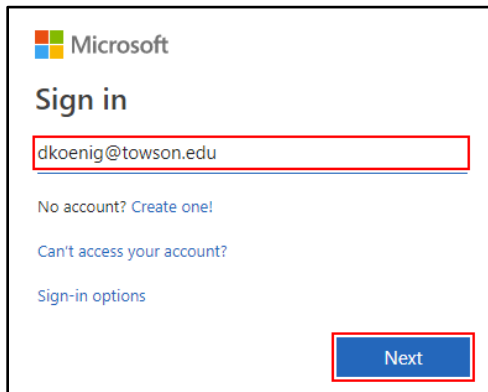


Figure 6

10. Type your Towson University email address and password in the appropriate fields and then click the **Sign in** button.
11. A one-time permission screen will appear. Click the **Accept** button.

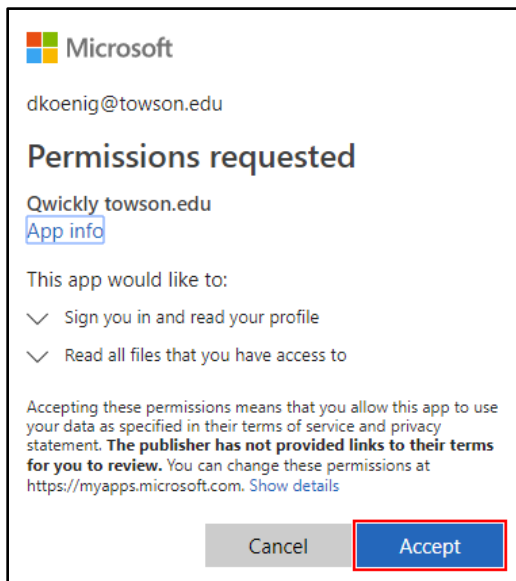


Figure 7

12. Navigate to and then select the file you'd like to upload by clicking the circle beside the file name.

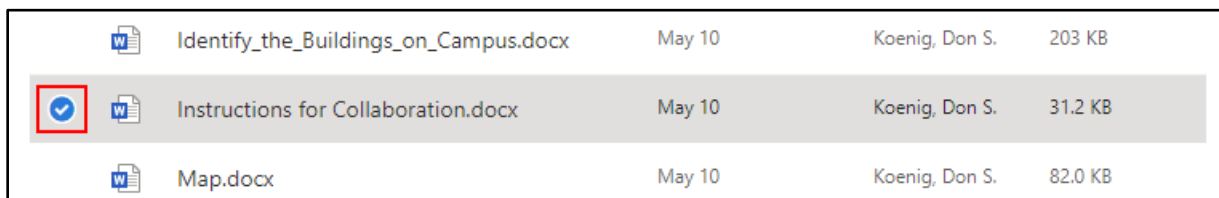


Figure 8

13. Once the file is selected, click the **Open** button at the bottom of the page. After a moment, the file name will appear beside the **Browse** button.

OneDrive/Blackboard Integration: Posting Content via the Qwickly Module

- Click the dropdown menu under the **Post To Location** header and select the location to house your file.
- Click the **Submit** button. You will receive a confirmation screen that the content has posted.

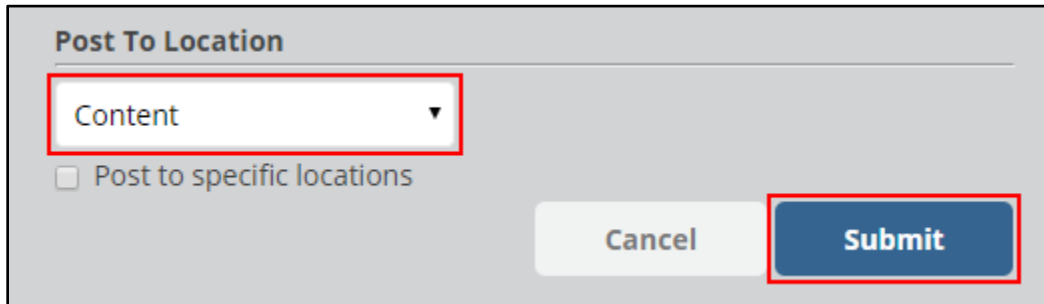


Figure 9

Link a File from OneDrive

- Navigate to **blackboard.towson.edu**.
- Type your **USERNAME** (NetID) and **PASSWORD** in the appropriate fields and then click the **Login** button.

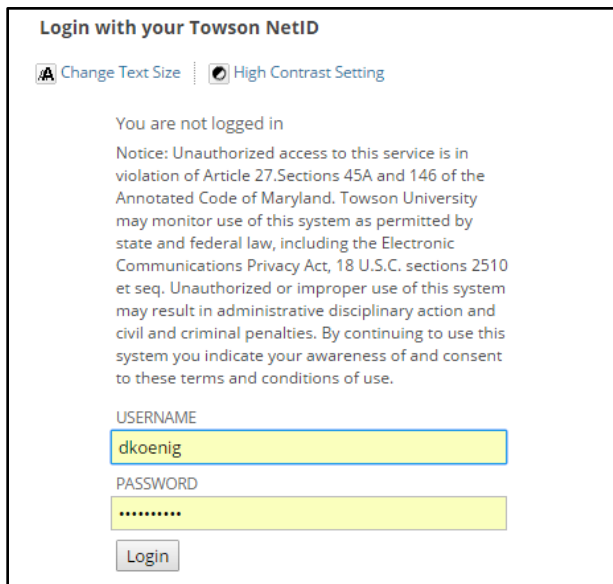


Figure 10

- Locate the **Qwickly** module on your home screen and click on **Post Content**. A new window will appear.

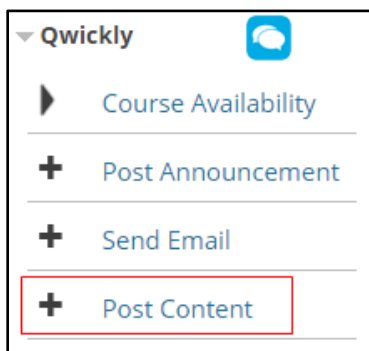


Figure 11

OneDrive/Blackboard Integration: Posting Content via the Qwicky Module

- On the left-hand side, select which course(s) you'd like to add content to by clicking the checkbox to the left of the course title(s).
- In the appropriate fields, type a **Name** and **Description** for the file.
- Below the **Description** box, choose **OneDrive**.

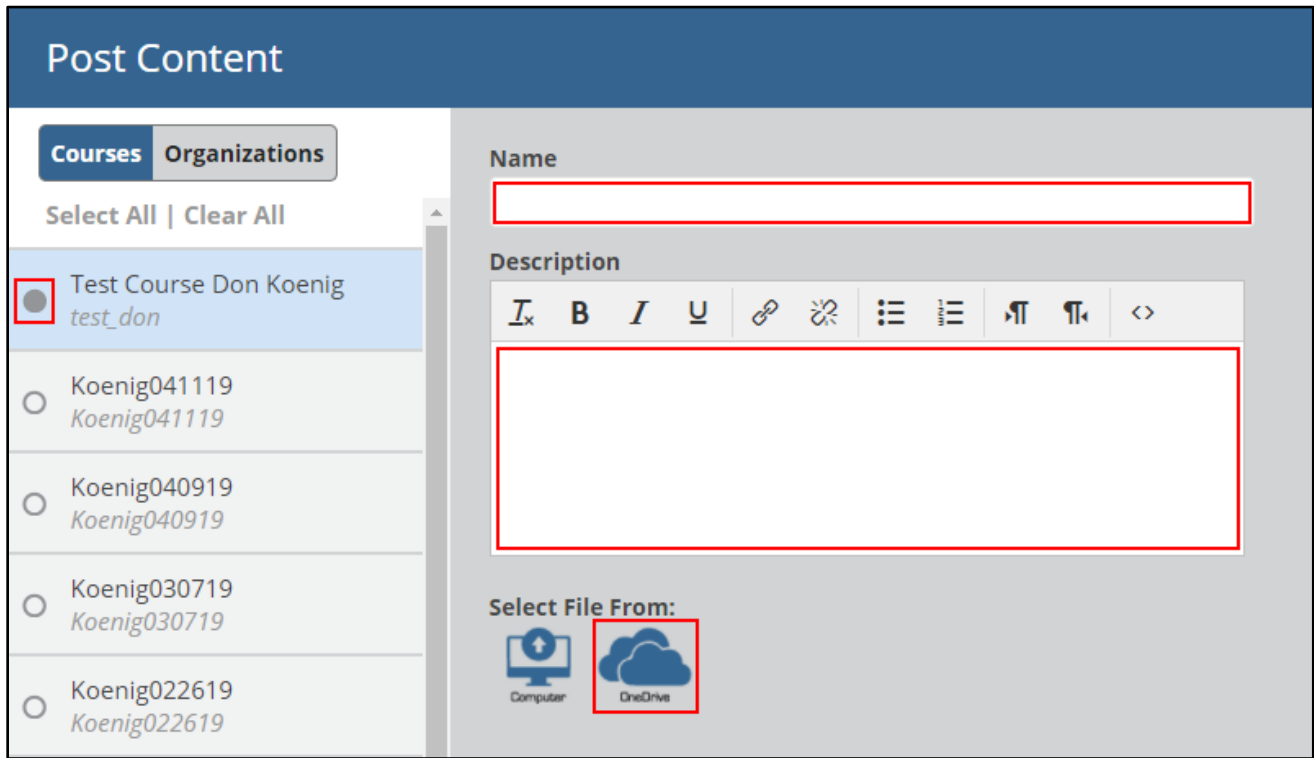


Figure 12

- Click the radio button beside **Link from Cloud** and then click the **Continue** button.

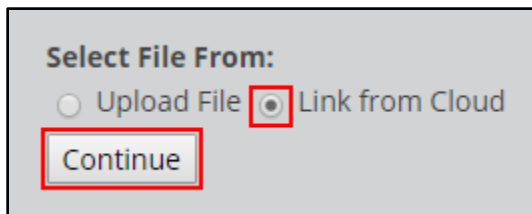


Figure 13

- Click the **Browse** button. A Microsoft **Sign in** window will appear.

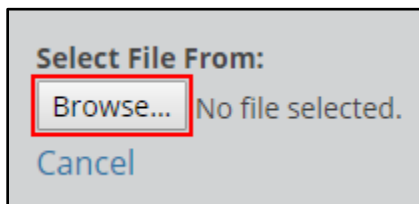


Figure 14

OneDrive/Blackboard Integration: Posting Content via the Qwickly Module

9. In the **Email, phone, or Skype** field, type your Towson University email address and then click the **Next** button. You will be redirected to the Towson University **Sign In** page.

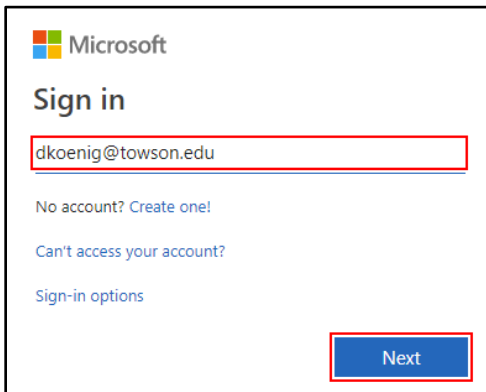


Figure 15

10. Type your Towson University email address and password in the appropriate fields and then click the **Sign in** button.
11. A one-time permission screen will appear. Click the **Accept** button.

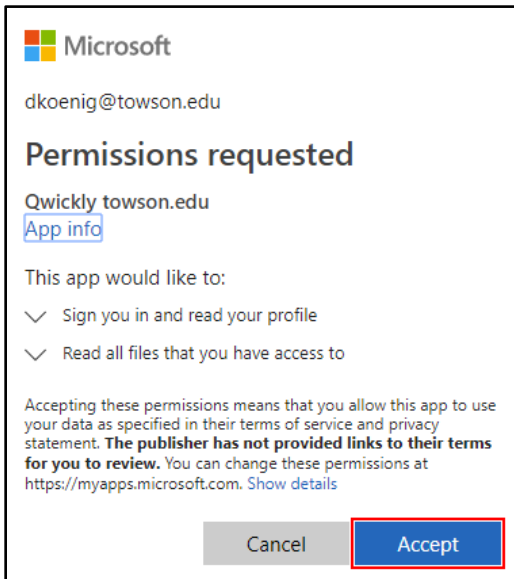


Figure 16

12. Navigate to and then select the file you'd like to upload by clicking the circle beside the file name.

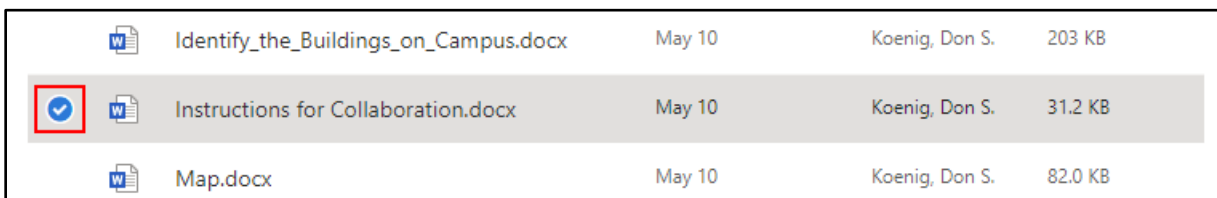
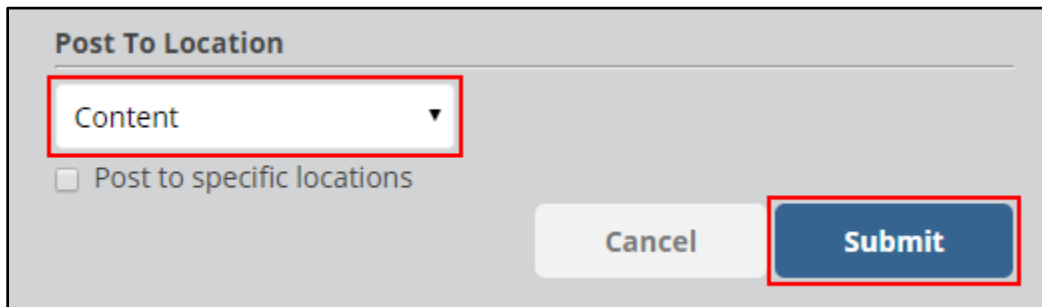


Figure 17

13. Once the file is selected, click the **Open** button at the bottom of the page. After a moment, the file name will appear beside the **Browse** button.

OneDrive/Blackboard Integration: Posting Content via the Qwickly Module

14. Click the dropdown menu under the **Post To Location** header and select the location to house your file.
15. Click the **Submit** button. You will receive a confirmation screen that the content has posted.



The image shows a dialog box titled "Post To Location". At the top left, there is a dropdown menu with the text "Content" and a downward-pointing arrow. Below the dropdown is a checkbox labeled "Post to specific locations" which is currently unchecked. To the right of the checkbox are two buttons: a light gray "Cancel" button and a blue "Submit" button. Red rectangular boxes highlight the dropdown menu and the "Submit" button.

Figure 18