

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. Login with our Towson University **USERNAME** (NetID) and **PASSWORD**.

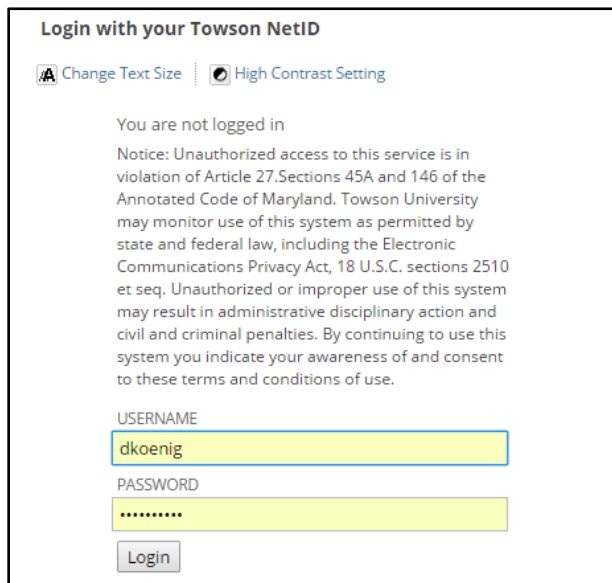


Figure 1

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

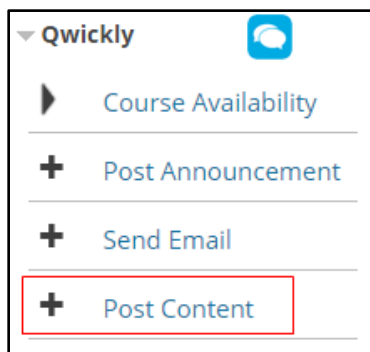


Figure 2

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).
- Type a **Name** and **Description** for the file.
- Below the **Description** box, choose **OneDrive**.

Post Content

Courses | **Organizations**

Select All | Clear All

Panopto Course
Don_Panopto

Name

Description

↶ ↷ *I* **B** *I* U Link Unlink **¶** **¶**

Select File From

Computer OneDrive

Post To Course Location

Create New Content Area ▾ Qwickly Content

Cancel Submit

Figure 3

- Click the radio button beside **Upload File**.
- Click the **Continue** button.

Select File From Upload File Link from Cloud

Continue

Figure 4

- Click the **Browse** button. A pop-up login window will appear.

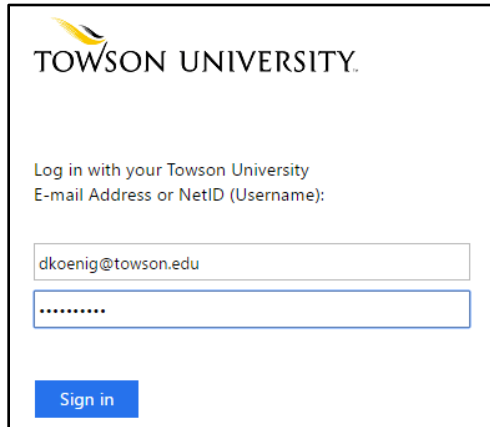
Select File From No file selected.

Cancel

Figure 5

OneDrive/Blackboard Integration: Posting Content via the Qwickly Module

10. Type in your Towson University **Email** address to be directed to the **TU Login** page.
11. Input your Towson University **Email** address and **password** and then click the **Sign in** button.



The image shows the Towson University login page. At the top left is the Towson University logo. Below it, the text reads "Log in with your Towson University E-mail Address or NetID (Username):". There are two input fields: the first contains the email address "dkoenig@towson.edu" and the second contains a masked password ".....". A blue "Sign in" button is located at the bottom left of the form.

Figure 6

12. A one-time permission screen will appear. Click the **Accept** button.
13. Select the file you'd like to upload using the **circle** to the left of the file name.

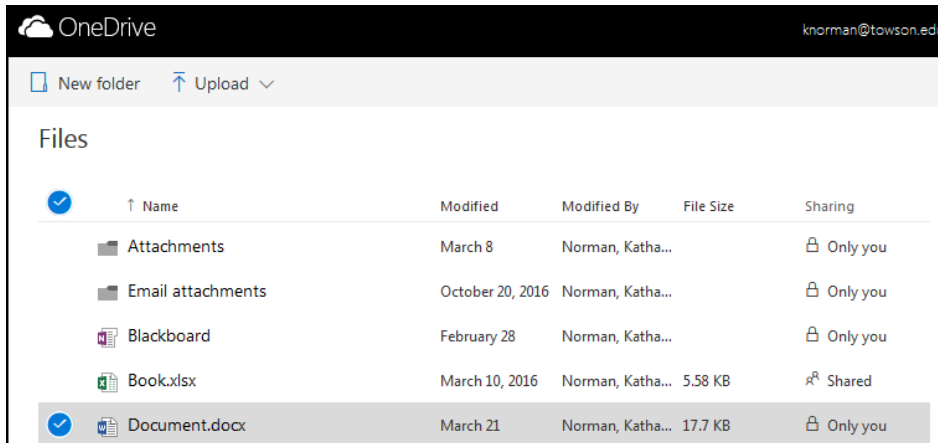
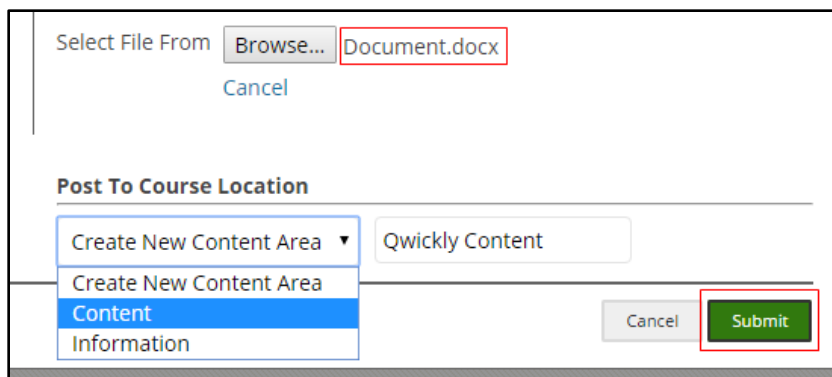


Figure 7

14. 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.
15. Click the dropdown menu under the **Post To Course Location** and select the location to house your file.



The image shows a dialog box for selecting a file and posting it. At the top, it says "Select File From" and has a "Browse..." button and a text field containing "Document.docx". Below that is a "Cancel" button. The main section is titled "Post To Course Location" and has a dropdown menu with "Create New Content Area" selected. The dropdown menu is open, showing options: "Content" (highlighted in blue) and "Information". To the right of the dropdown is a text field containing "Qwickly Content". At the bottom right, there are "Cancel" and "Submit" buttons. The "Submit" button is highlighted with a red box.

Figure 8

16. Click the **Submit** button. You will receive a confirmation screen that the content has posted.

Link a File from OneDrive

1. Navigate to **blackboard.towson.edu**.
2. Login with your Towson University **USERNAME** (NetID) and **PASSWORD**.
3. Locate the **Qwickly** module on your home screen and click on **Post Content**. A new window will appear.
4. 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).
5. Type a **Name** and **Description** for the file.
6. Below the **Description** box, choose **OneDrive**.
7. Click the radio button beside **Link from Cloud**.

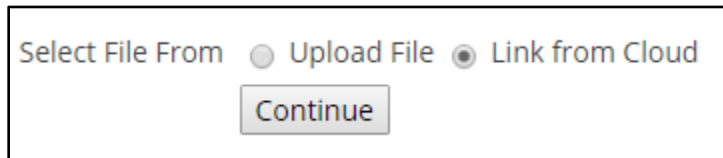


Figure 9

8. Click the **Continue** button.
9. Click **Browse** and a pop up window will appear.
10. Type in your Towson University **Email** to be directed to the **TU Login page**.
11. Input your Towson University **Email** and **password** and click the **Sign in** button.
12. A one-time permission screen will appear. Click the **Accept** button.
13. Select the file you'd like to upload using the **circle** to the left of the file name.
14. Once the file is selected, click the **Open** button at the bottom of the page. After a moment, the **file name** will appear next to the **Browse** button.
15. Click the dropdown menu under the **Post To Course Location** and select the location to house your linked file.
16. Click the **Submit** button. You will receive a confirmation screen that the content has posted.