



## Installing and Configuring Blackboard Drive

### What is Blackboard Drive?

Blackboard Drive is a desktop application that allows you to map a network drive to the Content Collection in a Blackboard course or organization. With Blackboard Drive you can manage your files using Windows Explorer or Mac OS X Finder. Files can be opened, edited, and saved right to your computer without having to re-upload them back into Blackboard.

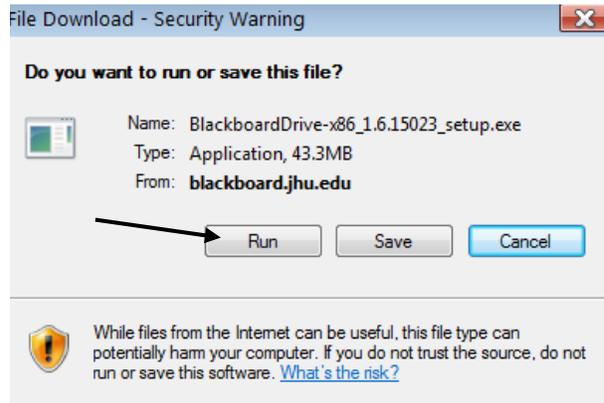
### Downloading Blackboard Drive:

1. Log in to Blackboard with your JHED ID and Password.
2. Paste the following URL into your browser:  
<https://blackboard.jhu.edu/bbcswebdav/institution/ITJH/BlackboardDrive>
3. Click the appropriate link to download the 'Blackboard Drive' installation program.

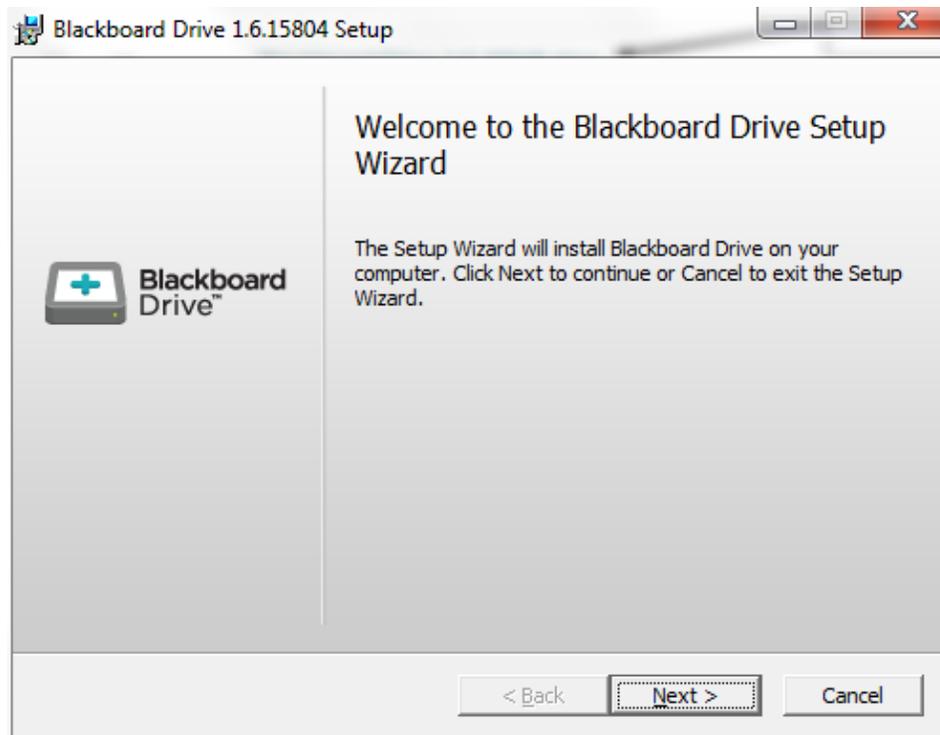
		<a href="#">Blackboard Drive 1.6.15648.dmg</a>	← If you're using a Mac, click this link.
		<a href="#">BlackboardDrive-x64_1.6.15804_setup.exe</a>	← If you're running a Windows 64-bit operating system, click this link.
		<a href="#">BlackboardDrive-x86_1.6.15804_setup.exe</a>	← If you're running a Windows 32-bit operating system, click this link.  <a href="#">Click here to find out which one your machine is running.</a> (scroll down and look under 'Automatic version detection results')

## Installing Blackboard Drive

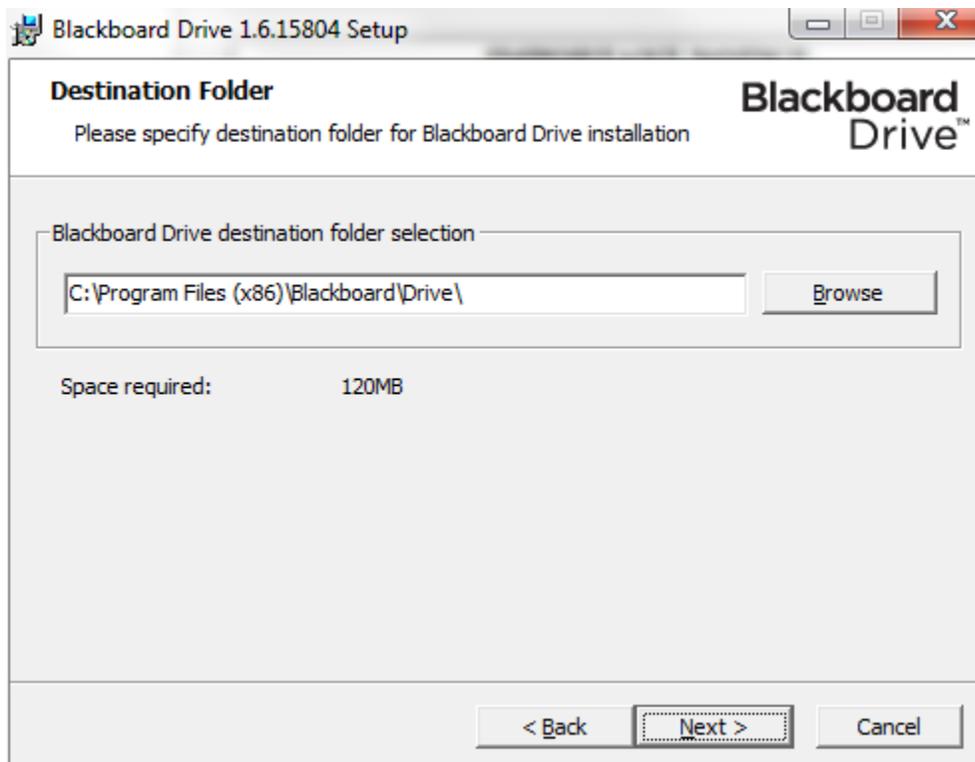
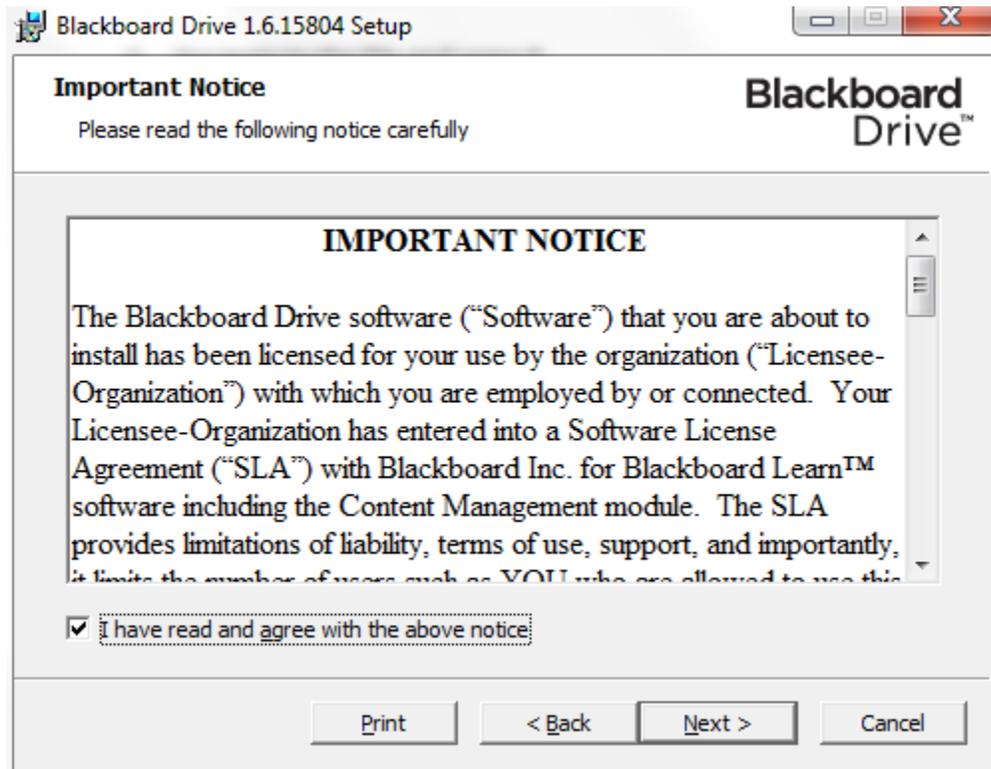
1. After clicking the appropriate link to download, when prompted, confirm that you would like to 'Run' the program:

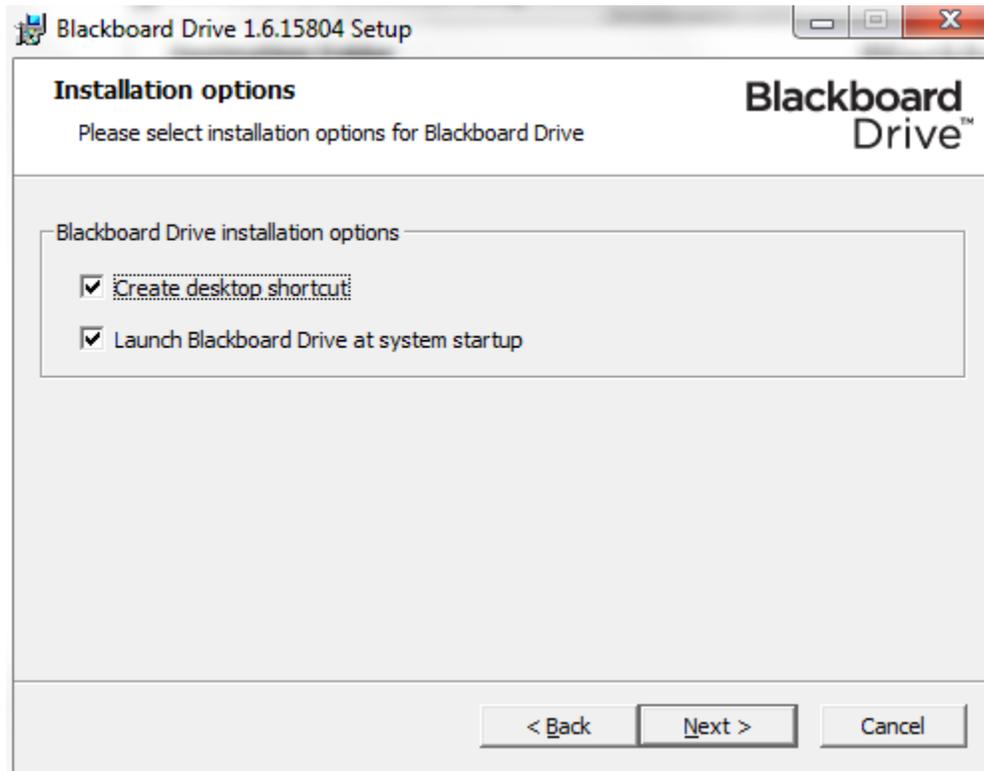


2. Follow the set-up wizard. Select language if prompted.

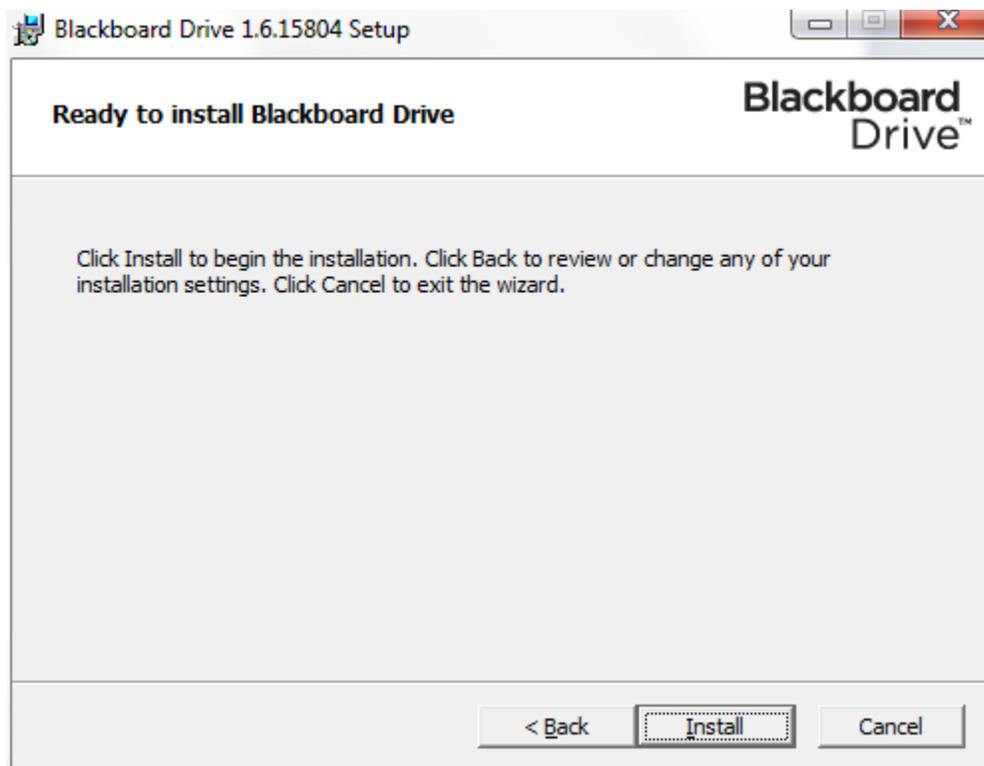


3. Agree to the terms and conditions, and continue to follow the prompts in the setup wizard. You will have the option to select whether to create a desktop icon. ("Yes" is the default.)





4. Click Install.



5. After the program finishes installing, you will be prompted to restart your computer. This must be done in order to complete the installation.

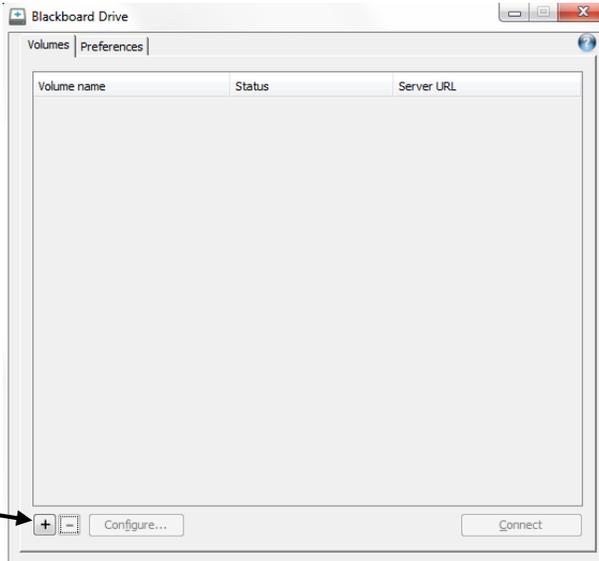
## Opening and Using Blackboard Drive

1. When Blackboard Drive has been successfully installed, a desktop icon will appear if that option was selected during the installation process. Click to open.



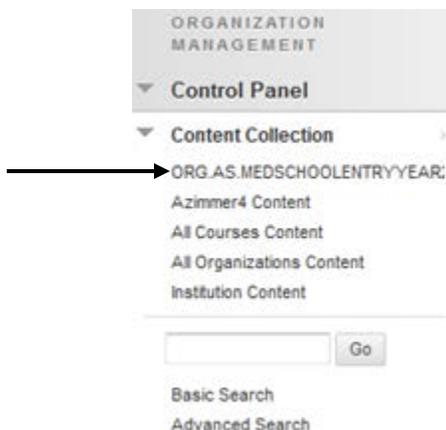
(If not, go to the Start button on your computer and search for it among your installed programs.)

2. Once open, click the plus sign in the lower left to add a configuration.



3. Fill in the required fields:

1. Add a name for the mapped course or organization with NO SPACES to the Volume Name field (e.g. 'PreMedAdvising').
2. Obtain the 'Full URL' by following these steps:
  - a. Once inside the course or organization, navigate to the Control Panel (lower left side) and click Content Collection then the first link, which is the name of the course/org:



- b. Click the 'Set Up Web Folder' button in the upper right.

Set Up Web Folder

- c. Copy the 'Current Web Address' to your clipboard.

Current Web address: <https://blackboard.jhu.edu/bbcswebdav/orgs/ORG.AS.MEDSCHOOLENTRYEAR2015>

- d. Paste the 'Current Web Address' into the Full URL field.

3. Add your JHED ID and password to the Username and Password fields. Click the 'Save Password' option.
4. Click OK.

Volume name: PreMedAdvising

Full URL: <https://blackboard.jhu.edu/bbcswebdav/orgs/ORG.AS.MEDSCHOOLENTRYEAR2015> Edit...

Server Folder: /bbcswebdav/orgs/ORG.AS.MEDSCHOOLENTRYEAR2015

Username: azimmer4

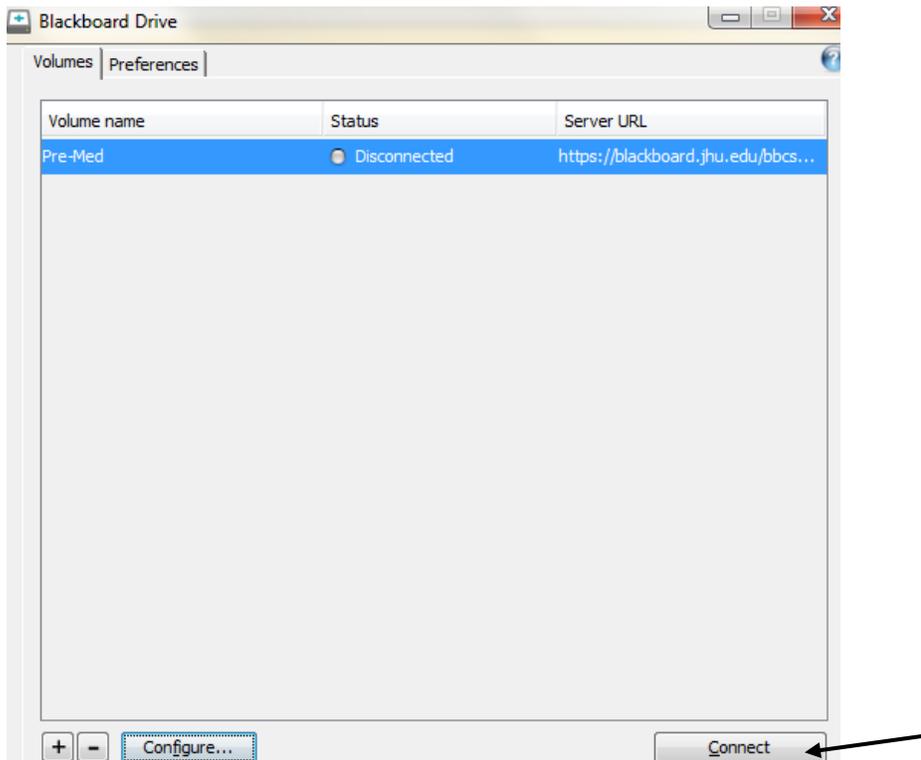
Password: ●●●●●●●●

Save Password

Advanced Options

OK Cancel

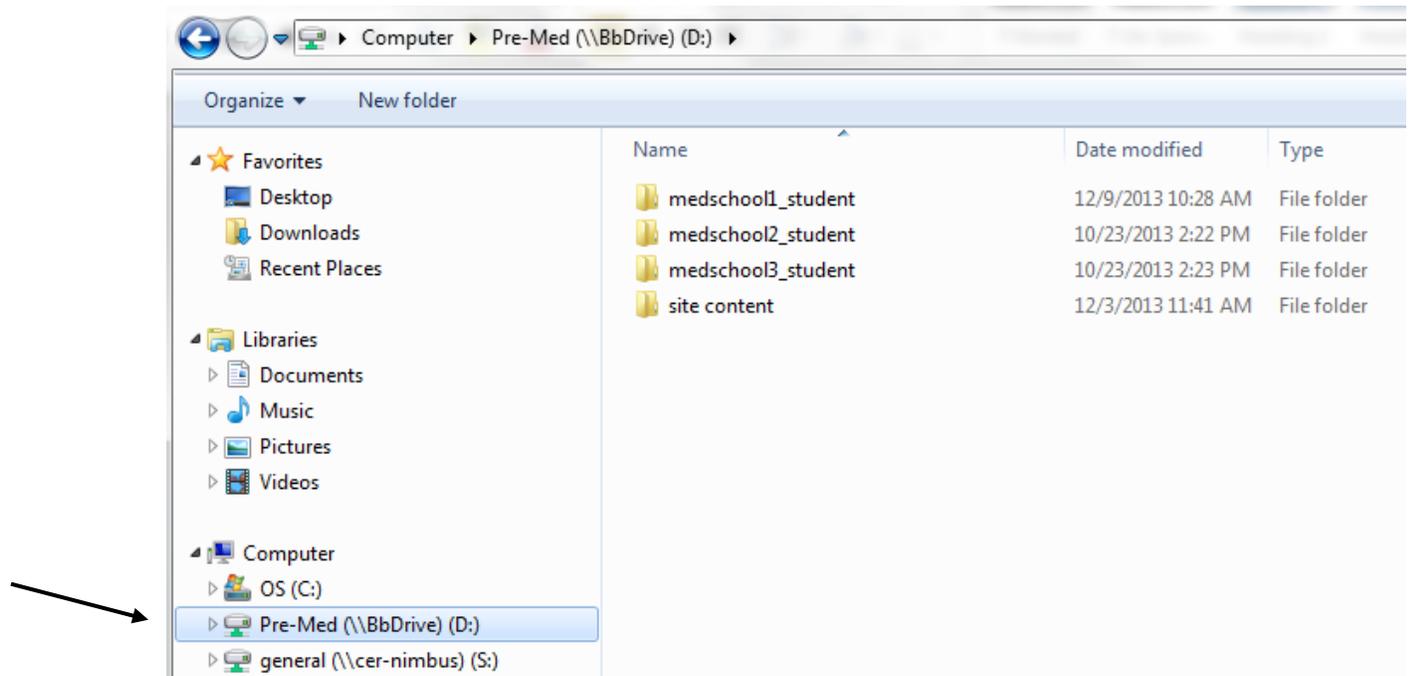
5. Click the 'Connect' button in the lower right hand side.



6. After a few seconds, the status should change to a green light and say 'Connected.' Once you are connected, you can close the Blackboard Drive dialog box.

Volume name	Status	Server URL
Pre-Med	 Connected	https://blackboard.jhu.edu/bbcs...

7. Open the file directory on your computer and you should see a mapped drive to your course or organization. Click on the drive to begin using it like any other drive.



When files are opened from within the file directory, any edits to them are also saved to the Blackboard server.