Blackboard Drive

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Blackboard Drive makes the Blackboard Content Collection appear as and behave like a mapped Drive on your computer. This Quick Guide describes how to install and set up Blackboard Drive on a Windows computer.

Installing Blackboard Drive

- From the Windows start button in the bottom left corner of your screen, select All Programs->Microsoft System Center 2012->Configuration Manager->Software Center. In the window that opens, highlight "Blackboard Drive" and click the Install button.

Running and configuring Blackboard Drive

- Start Blackboard Drive from the Start Menu on your computer or from the Desktop shortcut. A dialog window entitled Blackboard Drive should pop up. If it does not, select the Blackboard Drive icon in the System Tray (a grey box with a light blue ‘+’ symbol).
- Select the Volumes tab in the dialog window. Click on the Plus button at the bottom of the window.
- Enter a Volume name, eg "MyAberdeen Content Collection".
- For Full URL, enter https://abdn.blackboard.com/bbcswebdav (there are other options as discussed below).
- Enter your University username and password. Make sure the Save Password checkbox is checked.
- Open ‘Computer’ or ‘My Computer’ on your desktop. Double click on the new Drive named after the Volume name you provided earlier. You will see folders representing the various sections of the Content Collection:
  - institution -> Institution Content
  - courses -> Course Content
  - orgs-> Organisation Content
  - users-> My Content
- Your viewing and editing rights are exactly the same as they are in the Content Collection. Inside the courses folder, you will see a folder for each course where you are Course Coordinator, Lecturer or Course Developer. You will be able to edit files and create new files and folders in these folders. Files in the organisations folder are available in a similar way. You will have full editing rights to files in users. Within the institution folder you will be able to navigate to and open files. You will not however be able to edit or create new content in this folder unless you have been given permission to do so by a System Administrator.

Connecting directly to folders within the Content Collection

- You can set up as many connections to different points within the Content Collection as you like using the above procedure. Each one will be given a unique drive letter and will require a unique URL in the Full URL field. The easiest way to get this URL is to use the Content Collection’s ‘360° View’. For example, to link to a course with ID AB1234_12, browse to this folder in the Content Collection, click the chevrons beside the folder name and select ‘360° View’. The URL listed under ‘Web Folder URL’ is the one to copy and paste into the Full URL field.

Opening Blackboard Drive from the Content Collection

- Once Blackboard Drive has been installed, a new item, ‘Open with BbDrive’, appears in the dropdown menu beside all folder names in the Content Collection. Selecting this opens the folder in Windows Explorer.