

MyFiles/Blackboard File Bridge – Quick Start Guide

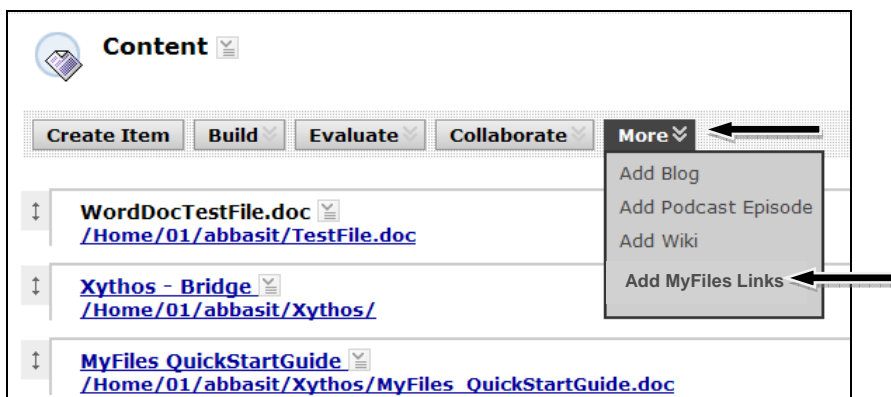
File Bridge Extension (For Faculty Only):

File Bridge allows instructors to share materials and resources with students within Blackboard. You can create and store files in one place for use in several classes, or from semester to semester.

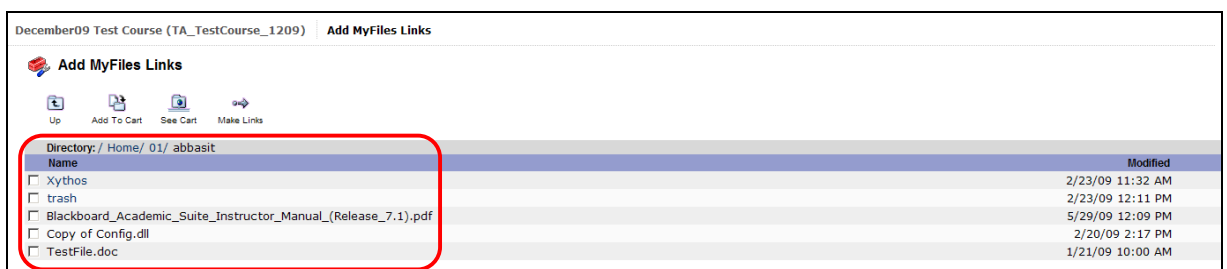
Any resource file that you as an instructor have access to within MyFiles can be made accessible to students in your Blackboard course site, without requiring you to copy and then re-upload that resource into the Blackboard system.

To allow your students to retrieve your MyFiles documents from within one of their Blackboard content areas, follow these steps:

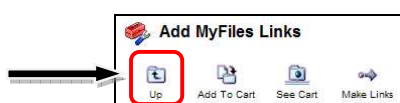
1. Open your Blackboard course site
2. Click on one of your content areas (e.g., “Assignments” or “Course Documents”).
3. Click on ‘More’ from the right side interface, and then from the dropdown menu, click “Add MyFiles Links”



4. You will be presented with a page labeled “Add MyFiles Links,” listing the folders and files in the Home Directory of **your** MyFiles account.

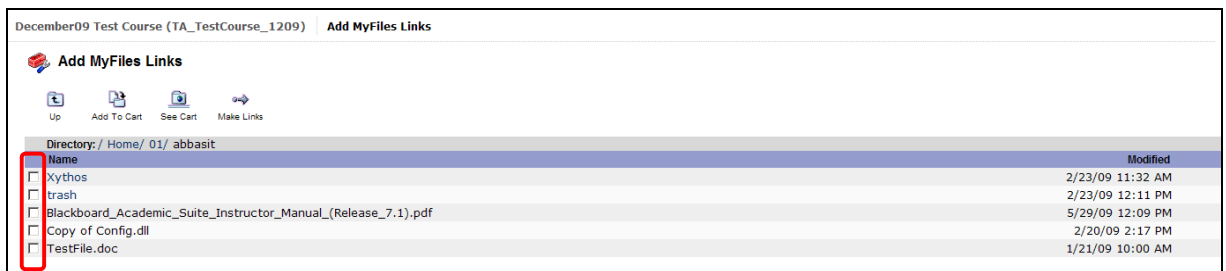


5. Folders will appear first on your list, and are active links – you can click on a folder name to view its contents. The “Up” button located at the top left allows you to navigate up the directory tree to a folder that is a parent of the one you are currently viewing.



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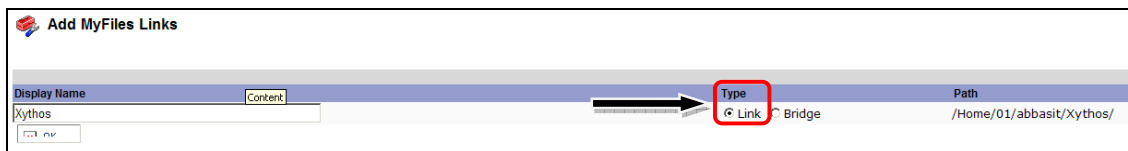
- Click on the checkboxes next to items (which can be either folders or files) to select them.



Selecting a folder will provide links to all the files and subfolders within that folder on your Blackboard course site. Click on “**Make Links**” located in the upper left to create the links in the Blackboard course.



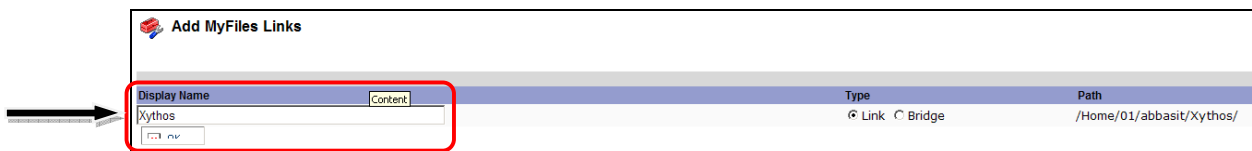
Important: If a **FOLDER** is selected, please note to **ALWAYS** select the “**Link**” option. A link will result in students seeing the entire content of the folder.



If the “**Bridge**” option is selected, students will be presented with the full MyFiles Web User Interface, inside the Blackboard content frame. If your class has Continuing Education Students, they will **NOT** be able to see the contents as currently they don’t get access to MyFiles. Always remember to choose the **Link** option when selecting folders.

Once checking that you have made the choices you intended, click on “**Make Links**” again to confirm them.

- In the resulting display, you are able to modify the “**Display Name**,” which can provide a name for the link that better expresses its content to your students.



- Click OK to complete the process of adding the links to your Blackboard site.
- Your files and **Linked** folders will now appear under the ‘**Content**’ sections within Blackboard.