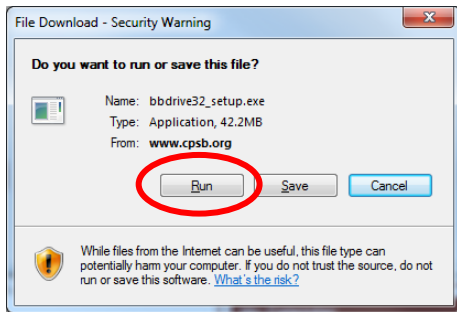




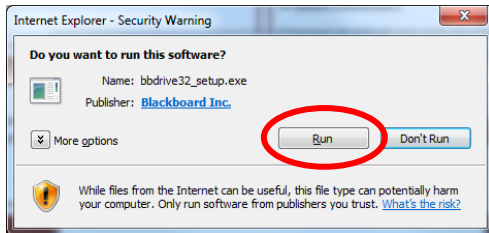
INSTALLING:

- Log in to Blackboard and look for the “Bb Drive” Module.
- Click on the appropriate link to install.
- Follow the on screen instructions.

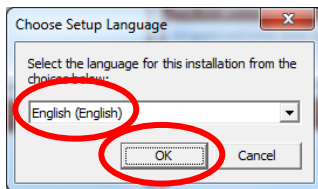
1 Click Run



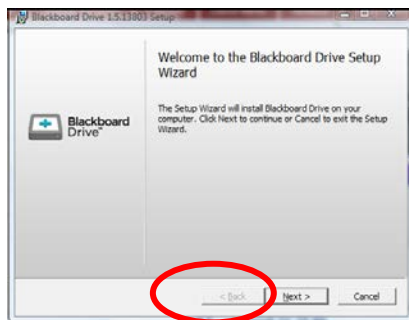
2 Click Run



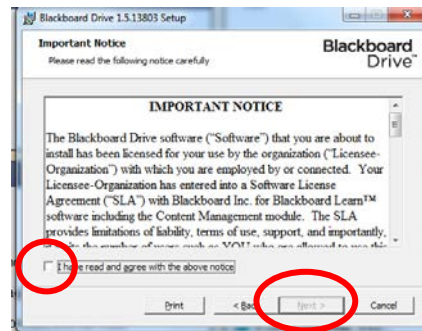
3 Select language then click OK



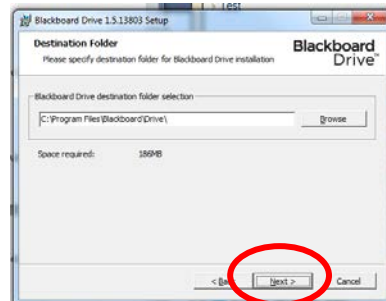
4 Click Next



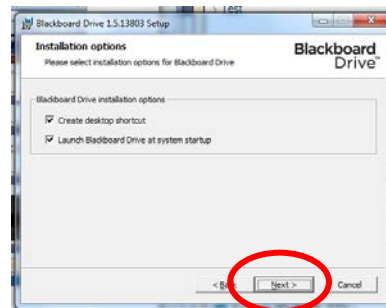
5 Place a check in the box and click Next



6 Click Next



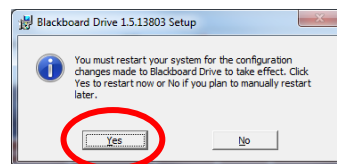
7 Leave both boxes checked then click Next



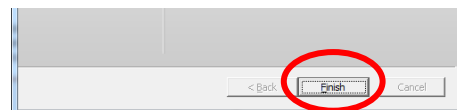
8 Click Install



9 Click Yes (You may not receive this message)



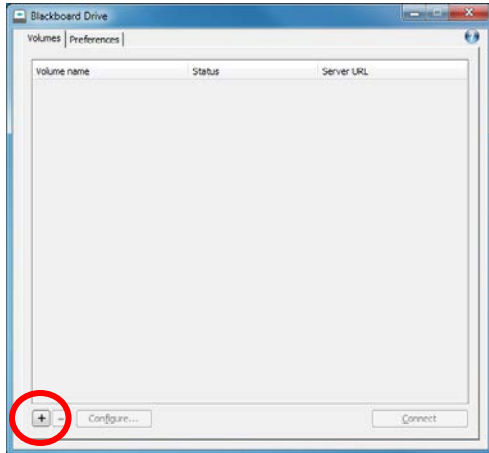
10 Click Finish



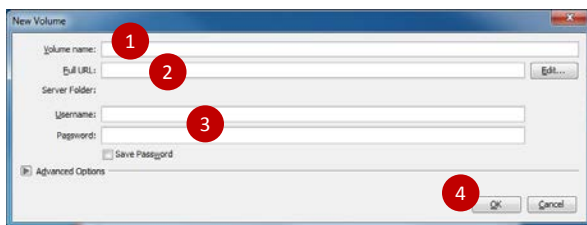
CONFIGURATION:

When setup is complete, your Blackboard Drive should launch. If not, double-click the Blackboard Drive icon on the desktop.

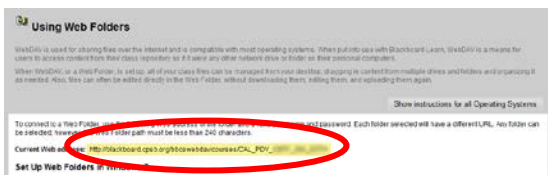
11 Click the “+”



12

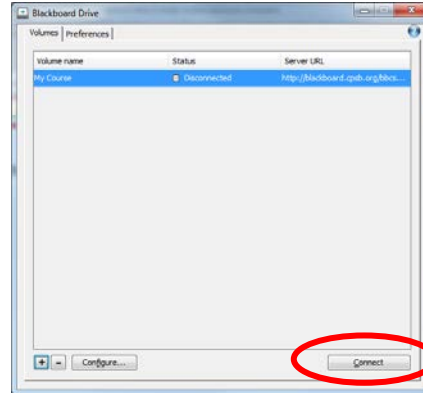


1. Volume Name: Enter “Blackboard”
2. Full URL:
 - a. Log in to Blackboard and click your course under “My Courses”
 - b. In the Control Panel, click on “Content Collection” then click the first link that begins with CAL_PDV...
 - c. Click the button “Set Up Web Folder”
- d. Copy the URL listed as “Current Web Address” and paste it into the box labeled “Full URL” (Paste by click CTRL + V on your keyboard)



3. Username and Password: enter your CPSB username and password
4. Click OK

13 Click Connect



Using your Blackboard Drive:

Go to “My Computer” (Win XP) or “Computer” (Vista or Win 7)

You will see the new drive listed.

Double click the drive to open it.

Drag and drop files/folders into the drive.

These files will then be listed in your course in the Control Panel under “Content Collection” then the first link that begins with CAL_PDV...

