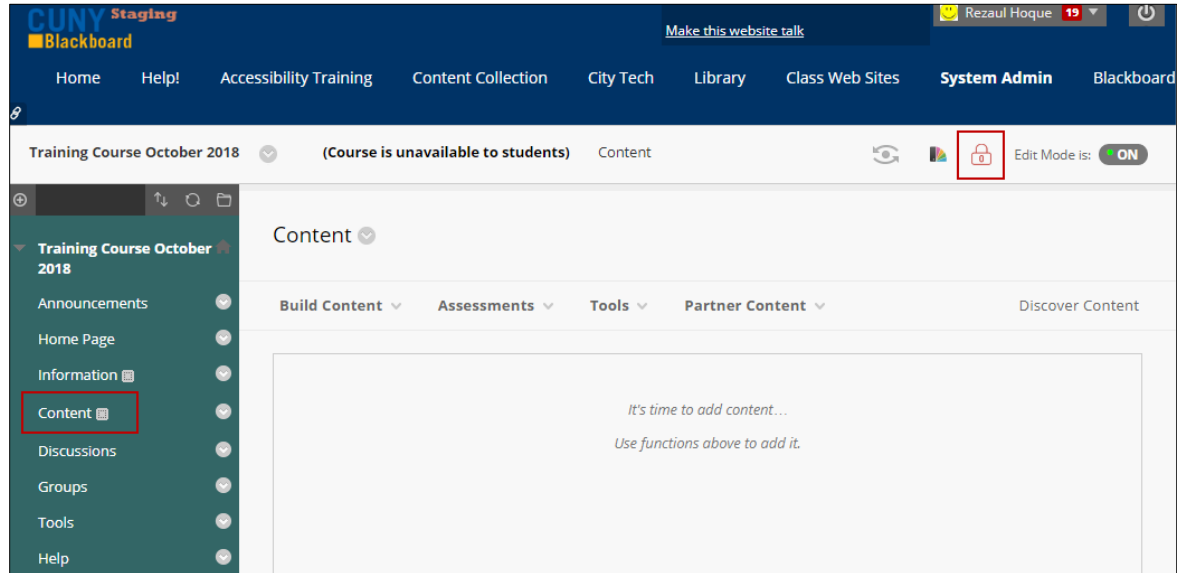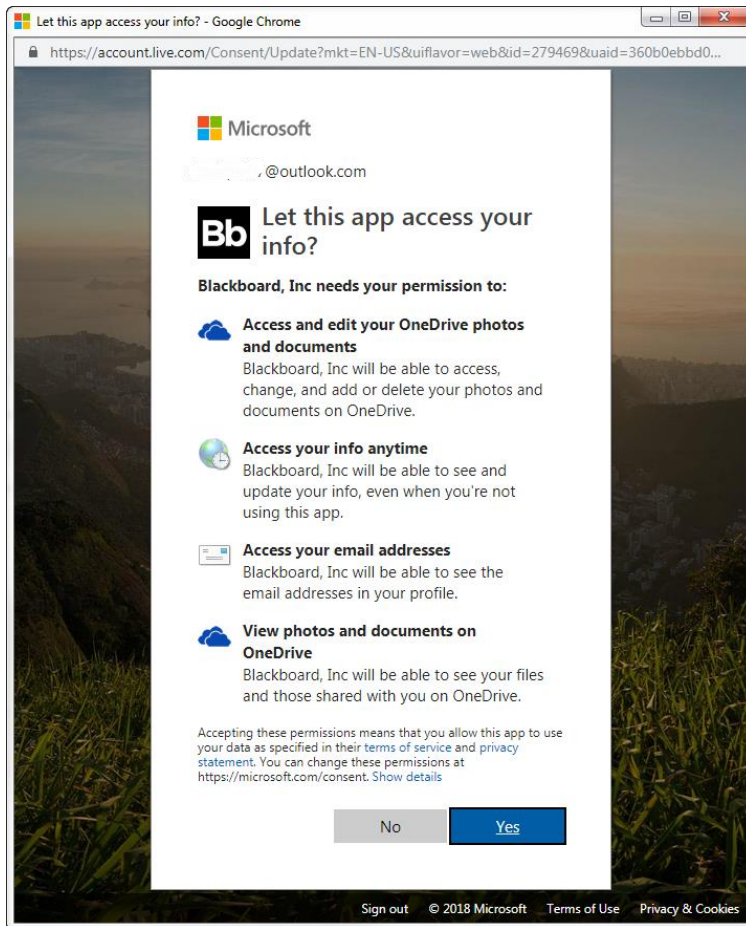**Making course available**: Now you can make a course available to students with one click. From a course Content area, click on the padlock icon located next to Edit Mode.
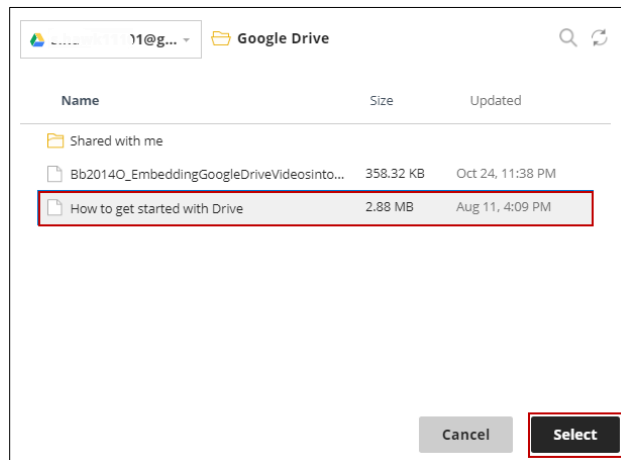

Accessing files from the cloud: Now you have options to upload a file from Cloud Storage such as Dropbox, OneDrive and Google Drive in addition to the local computer and Content Collection.

Important note: Files uploaded from Cloud Storage are a "snapshot" of the file as of the time the file is submitted in Blackboard. Changes to files in Cloud Storage made after the files have been uploaded to Blackboard will not be reflected in Blackboard unless you upload the file again. This applies to student submitted work as well.

From a course Content area, hover mouse over Build Content and click Item.
Under Attachments, click on Browser Cloud Storage and select your favorite cloud drive.

Create Item

A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or content folder. More F

★ Indicates a required field.

CONTENT INFORMATION

★ Name

Color of Name   ■ ▾   Black

Text

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Path: p   Words:0

ATTACHMENTS

You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.

Attach Files   [Browse My Computer]   [Browse Content Collection]   [Browse Cloud Storage]

Here we will show how to get a file stored in the OneDrive. Click OneDrive and sign in to your account.

Sign in to your Microsoft account - Google Chrome

🔒 https://login.live.com/oauth20_authorize.srf?scope=wl.skydrive+wl.skydrive_update+wl.offline_access+...

▦ Microsoft

← .... @outlook.com

Enter password

••••••••••••

☐ Keep me signed in

Forgot my password

[Sign in]

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Click Yes to give access permission.

Click on a file name and click Select.

Click Submit button.

Important note 1: Due to the permissions necessary to use Cloud Storage in Blackboard, logging into these services will save a cookie to the computer you are using for that Blackboard session. After completing your work, we strongly recommend logging out of Blackboard, closing the web browser, and completely logging out of your account after using public or shared computers. If you do not completely log out of a shared computer, the next user to open Blackboard may see your Cloud Storage files.

Important note 2: There is a known issue with the new Cloud Integration tool and files attached from Google Drive. It has been reported that files uploaded to Blackboard directly from Google Drive attach to content items without the identifying file extension, which causes a blank file to be displayed in Blackboard. This will impact both the content you post and work your students submit. Blackboard is aware of the problem and until it is resolved by Blackboard, files should not be uploaded to Blackboard directly from Google Drive. As a workaround, you can download any files to your local computer and then upload them to Blackboard from there, or you may download them to your local computer, re-upload them to Google Drive and then use them in Blackboard without downloading them again.

For more information, visit Blackboard at
https://help.blackboard.com/Learn/Instructor/Course_Content/Create_Content/Create_Course_Materials/Add_Files_Images_Audio_and_Video/Cloud_Storage

Audio and video feedback:
Instructors now have the option to send audio and/video feedback in addition to the existing text based feedback to the students.
A. Click Grade Center.
B. Click Full Grade Center.
C. Locate the column for the Assignment you want to view a student's submission and click the small drop-down arrow located on the right side of the exclamation sign and click Attempt.
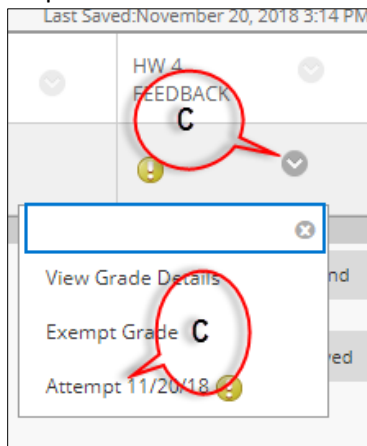
D. Click small down-arrow to open grading panel.
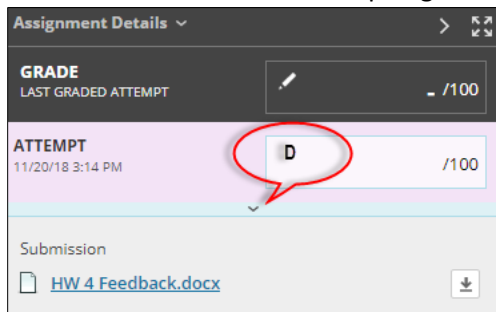
E. Click icon A to open content editor.
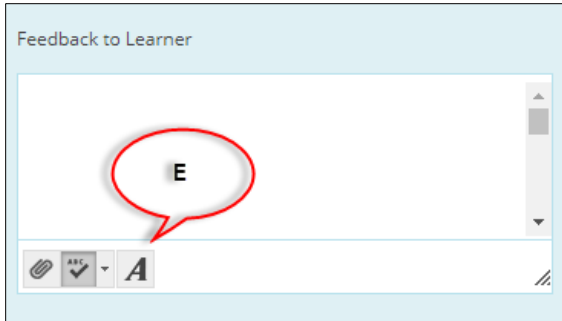
F. Click microphone icon from the Feedback to Learner ribbon.
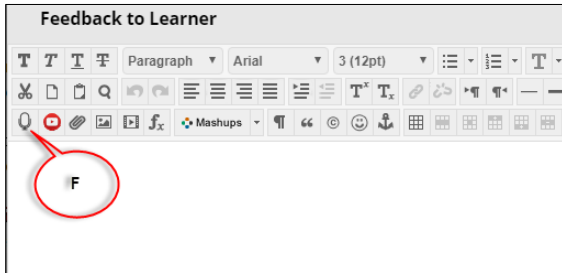
E. Click on red circle to start capturing audio or video feedback. You can record up to five minutes.
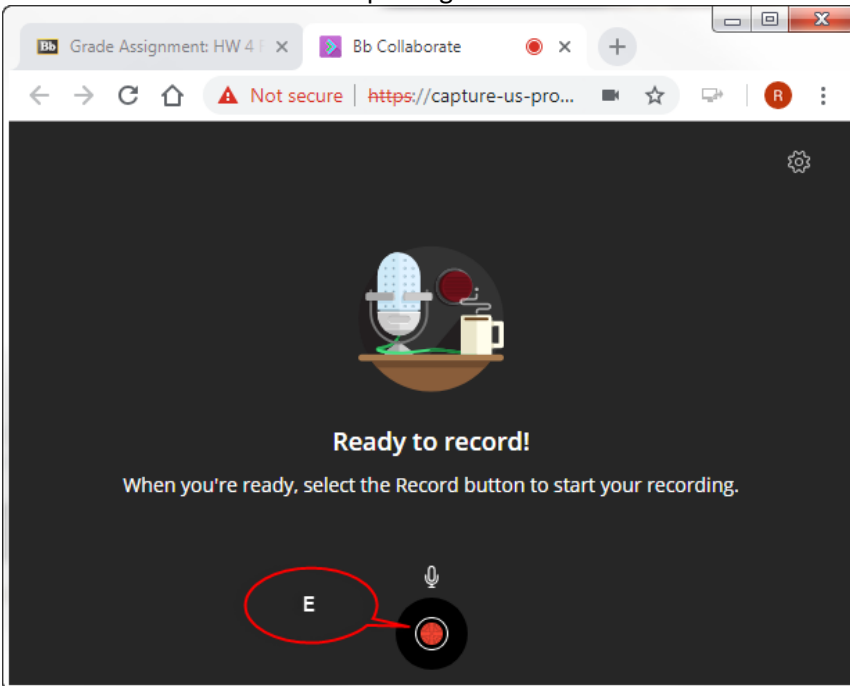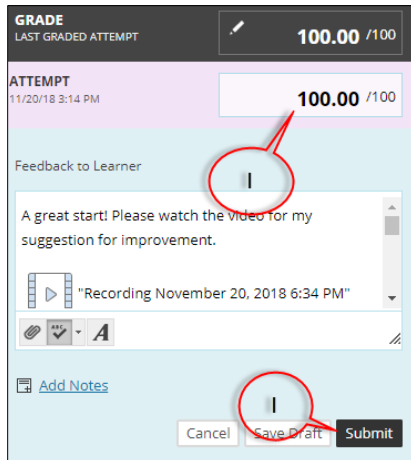

F. Click Save and exit button.
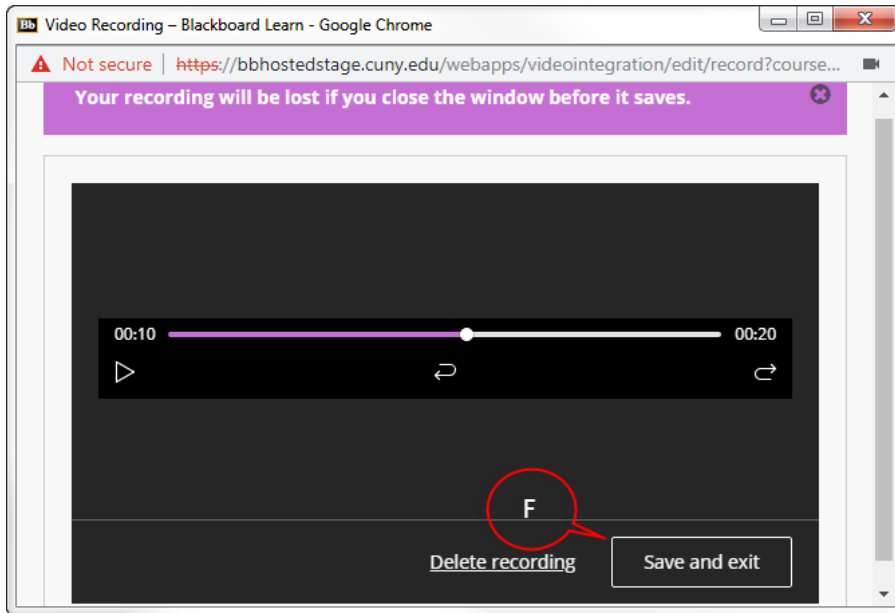
G. Click Insert Recording button.
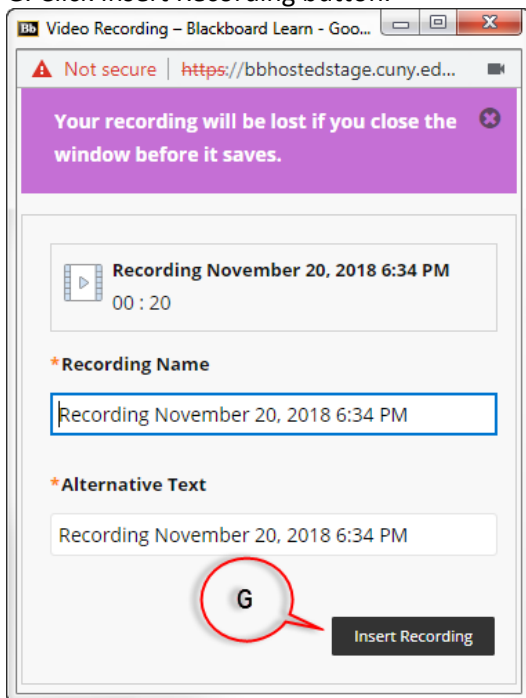
H. Click Submit button.
I. Enter a grade for the attempt and click Submit button.

Note that students can't download or save the recordings.

For more information, visit Blackboard at:
https://help.blackboard.com/Learn/Instructor/Interact/Audio_Video_Recording

Attendance: Now the instructors can manually enter each/all students' Attendance record in a Blackboard course. Click here for a quick Attendance page tour.

Accessing attendance:
1. Click Course Tools and select Attendance.
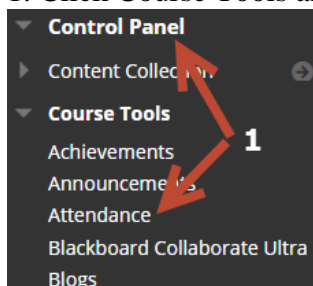
2. Attendance settings will popup; close it to proceed.
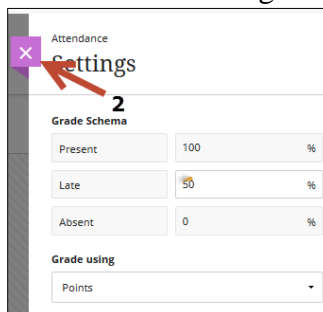
You will be taken to the attendance page.

Taking attendance:

Locate a student and simply click any of the icons: ☑ for present; 🕐 for late, ☒ for absent or ⊘ for excused.

You can watch a short video about marking attendance [here](#).

Meeting view:
This is the default Attendance view. Here you can mark or edit the current day's (Today's) attendance. You will be able to perform following actions by clicking the date column header:
Mark all present for a meeting
Mark all absent
Clear marks
Exempt meeting
Edit meeting
Delete meeting
Clear exemption
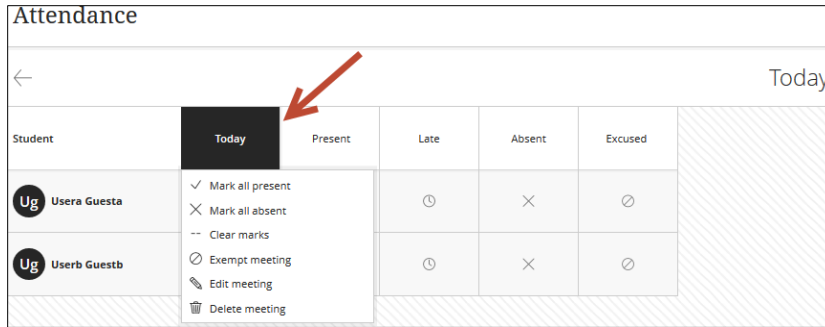
Hint: Mark all students present (see below) then change individual students' attendance statuses from their cells to save time. You will receive an override confirmation when you change an attendance status that had previously been set.

Mark all students present:
1. Click on Today or the day you want to take attendance and click Mark all present.
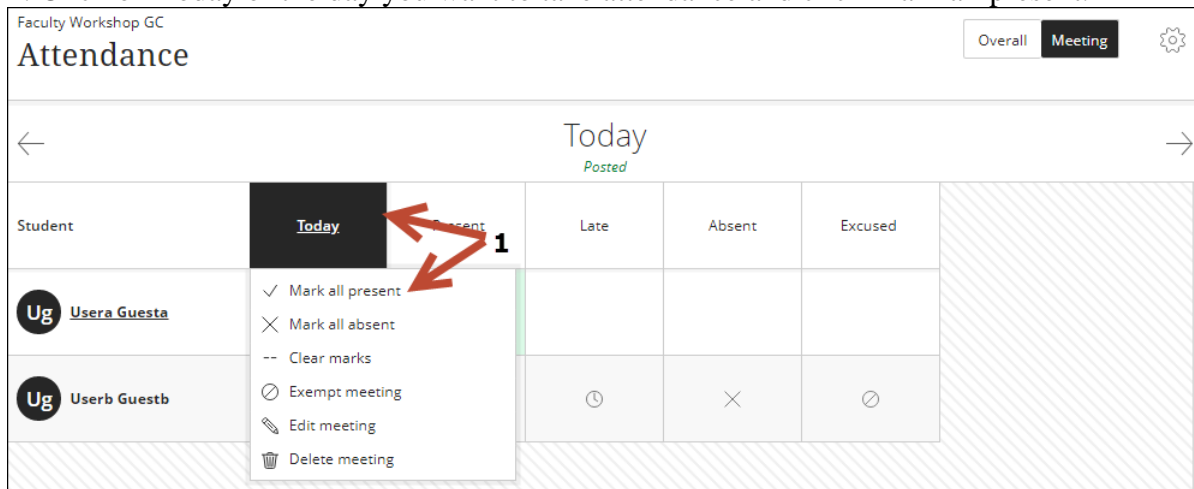
2. Override prompt will appear if any of the students were marked previously. Click Override.
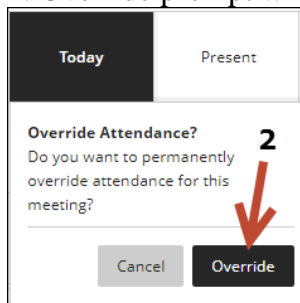
Use the back or forward arrows to navigate between meetings.

Overall view:
In this view you will be able to download class attendance, attendance history, create new meetings, etc.

Download class attendance:
From the Overall view, click Export icon.

Attendance will be downloaded as an Excel CVS file.

Note: you can't download individual student's attendance, but you can view Overall Score. Click on the name of a student to view a student's overall attendance records. You can see how many class meetings the student has missed.

Edit a meeting:
Click the date column header (Today) and click Edit meeting.

Pick a day.
Newly edited date will appear.
Refresh the browser to see the current (Today) day.

Delete a meeting (attendance):
Click on the meeting you want to delete and click Delete meeting.

Click Delete to confirm.

Viewing attendance summary:
Click on the Overview view to see attendance summary.

Exempt a meeting:
Click on a meeting that no longer requires an attendance then click Exempt meeting.

You can clear the exemption by visiting the same place.

Good practice:

- Avoid changing attendance grade from grade center.
- Don't copy attendance column during a course copy process as you'll will get a duplicate attendance column to your Grade Center.