INSTRUCTIONS TO EMBED BOX FOLDERS OR FILES IN BLACKBOARD

How to embed Box folder

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|----|---------------|---------------------|--------------------|-----------|-------------------------|-----------|---|
| | opulieu loui | iy by Eddie H. onen | 00 =3 <u>2</u> | | | | |
| | 🐵 Link | https://clemson.bo | x.com/s/mzir06kfgv | hr1mb97nw | 🛔 People in this folder | - | ÷ |

Make sure the people you want to have access to your file have at least viewing permissions and this is shared with "People in this folder".

Now click on the gear beside that. Then click on Embed.

| Shar | e Email | Embed | |
|---|---|---|--------------|
| Size: Medium | \ \ | /iew: List | ~ |
| Width: | s [| iort: Name | ~ |
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| 400 | | Blue | \checkmark |
| Embed Code: | ode: Preview this embe | | |
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You will see an Embed Code. Highlight it all and press Ctrl-C to copy to clipboard.

Go to your Blackboard class Content and click on create item:

| | Workgroups | Content Collection | Employees | Clemson R |
|---|-------------|--------------------|------------------|-------------|
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| + in c | t. | | | |
| - | Cont | tent 🗢 | | |
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| Information 🗃 | Build C | | | |
| Content | Create | Ν | Tew Page | |
| Discussions | Item | | Content Folder | c |
| Groups | Audio | | Module Page | ~ |
| Tools | Image | | Blank Page | _ |
| Help | Web Link | λ | fashups | |
| Home Page | Learning N | lodule | Flickr Photo | |
| Assignments | Lesson Pla | an | SlideShare Prese | ntation |
| | | | VouTube Video | |

Name the Item. Click on the HTML button and paste the code you copied into the HTML code view box.

Ν

| Create Item | A HTML code view - Internet Explorer |
|--|--------------------------------------|
| A content item is any type of file, text, image, or link that appears to users in a Content Area, Learning Modu | |
| * Indicates a required field. | HTML code view |
| 1. Content Information | |
| * Name Box Folder Demo Color of Name Stack | |
| Text | |
| T T I $+$ Paragraph \checkmark Arial \checkmark 3(12pt) \checkmark $=$ \cdot $=$ \cdot T \checkmark \checkmark | |
| | |
| | |
| Path: | |
| | |
| 2. Attachments | |
| The second second with D. N. & Aller I. & second description of a second se | |
| If you select a fue you do not want, cuck Do Not Attach to remove the attachment from the content tiem. The Attach File Browse My Computer Browse Content Collection | |
| | < |
| 3. Standard Ontions | Cancel Update |
| | |
| | |
| ou may need to drag the box a little taller to find t | he Undate button |

| You are curre additional secur clo | ently logged into Box. As an rity measure, please drag the pud into position. |
|--|---|
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| | |
| | |

Now in your Blackboard course, you students will see this:

The student will need to drag the white cloud into the empty spot.

Then they will see the folder and can click on any file to see it in this same box.



If you only want to share an individual file, it works the same way.

How to embed a Box File

Click on the Share beside the file, click on the gear.

Box Quick Start Guide (2).doc
Uploaded Aug 22, 2014 by Laurie H. Sherrod · 781.0 KB

Click Inttps://clemson.box.com/s/n3sm1shrkslc63jfzm27
People in this folder •

You will get this. Click on Embed, highlight the code, press Ctrl-C to copy it.

| SI | nare Em | ail Em | bed | |
|---|---------------------------------------|--|----------------------|-----------------------|
| Size: Medium | ~ | Theme: Blue | | $\mathbf{\mathbf{v}}$ |
| Width: | | | | |
| 500 | | | | |
| Height: | | | | |
| 400 | | | | |
| Embed Code: | ov com/amb | Pre | eview this emb | ed 🖻 |
| 3jfzm27?theme= frameborder="0"a msallowfullscreer | blue" width=" allowfullscree n> | ed_widgevs/ 500" height= n webkitallov | "400" vfullscreen | ~ |
| | | | | |

Go into Blackboard, create a new item, click on HTML button, paste in the code, enlarge HTML box to reveal "update" and click on "update". How the file will look like this:

| i Box C | Quick Start Guide (2).doc | | < > | | ••• | × | |
|---|---|--|--------------------------------------|----------------------------|-----|---|--|
| | | | | | | ^ | |
| | Hi AllThis is a training | | | | | | |
| | Box Quick Start Guide F | or Acme Emp | oloyees | | | | |
| | Welcome to Box - we're glad you're here! | | | | | | |
| | This guide will take you for a curck spin around your account: You'll see how to create a folder, upload and share files and manage your account's sortiles. | | | | | | |
| | o get started, just go to bax com and lag in – after you do, you'll land on your All Files and alders pays. | | | | | | |
| Quick Tip Tracel and a that one way to get your conten- to Box Try of of trans- trackers, Built Uplood, Sync and Emailing Theo- to Stee | Quick Tip Transformations cannot which the provide the second se | | | | | | |
| | 1. Elick the New button and select New Fold | ler: | | | | | |
| Quick Tip Not site which occurs | C1 Training Meterfela | - I pland | | de themes - | 1 | | |
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| | | | | 8 | 2 | | |
| | In the pop-up window that appears, enter Keep Private For Now. To create a folder while | The folder name. Prefe ore you'll callaborate w | r a private kride ath others, ock | r? Select Invite People | 36 | | |
| | | | 20110.000 | | | | |
| | | | | | | | |

If you embed a PowerPoint it will look like this (with navigation links at the bottom):

| | CLEMSON COMPLETING AND INFORMATION TICHNOLOGY |
|----|---|
| | iPads |
| | Accessing Files and Displaying PowerPoint Beyond the Basics Web Site |
| _ | Laurie Sherrad · leurie@clemson.edu · www.clemson.edu/~lauries |
| 60 | (Q, ⊕) △ Page 1 of 16 ▽ □ □ |

NOTE: If you assign share privileges "People in this folder", then your students will need to be logged in to their Box accounts to see the file or folder. Here are two options:

- 1) Ask them to go to http://clemson.box.com and log in before opening Blackboard
- 2) Student can click on "more login options" and "single sign on", then put just his user <u>name@clemson.edu</u>...(it grabs his password from the Blackboard sign in). Since Clemson students use Google mail, this is not his email address!

Another option: Assign privileges "Anyone with the link"