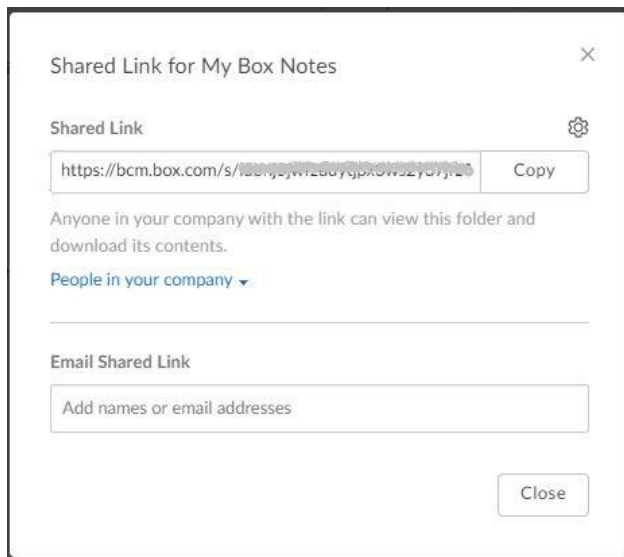


How do I embed a Box Video/Document in my Blackboard course?

Embedding a Box document in a Blackboard course allows one to synchronize a document through Blackboard in real time. This is useful for updating lecture notes, course schedules, and other documents across Blackboard without having to upload files to multiple course shells.

Sharing a Box file

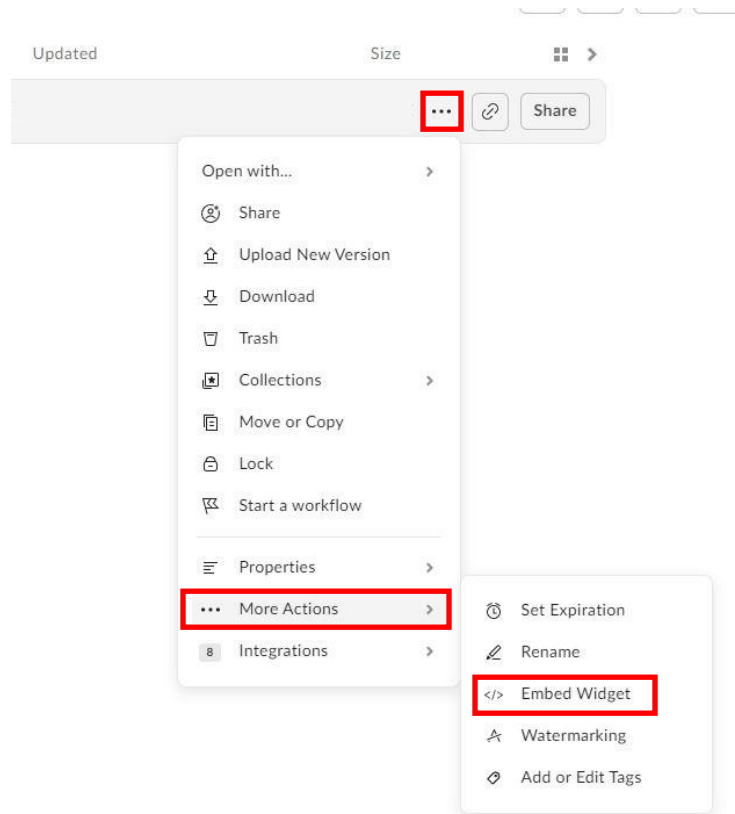
1. Identify the file to share within Box
2. Click **"Share"**



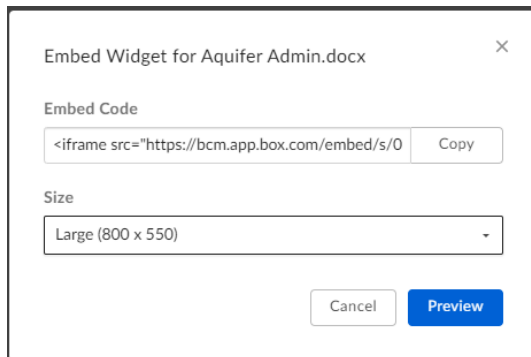
3. Selecting **"People in your company"** will allow you to set who can see the file
 - a. The default level of access is **"People in your Company"** (e.g., anyone at BCM with the link must also log in).
 4. Clicking on the gear icon will reveal advanced settings.
 - a. **"Set Custom URL"** allows you to customize the link that people see.
 - b. **"Link Expiration"** helps adhere to fair use guidelines for limited access if the folder contains copyrighted material.
 - c. **"Allow Download"** lets you disable the ability for people to save a copy of your file.

Embedding the File/Video in a Blackboard course

1. Click on the icon with three dots. It looks like a LEGO brick.
2. Scroll down to More Actions and expand the menu.
3. Select Embed Widget.



4. Copy the code provided by Box. If you want the file to appear bigger or smaller, make adjustments on the screen (**Size**) before copying the Embed Code provided by Box. Use the preview link to look at your document before committing to the code.



5. Go to your Blackboard course and enter the content area and/or folder where you want the file to reside (e.g., Course Documents).
 - If you want the file to appear immediately in front of users, add an ITEM.
 - If you want the file to appear on a blank page, add a PAGE.
6. Once the item or page opens, give it a name.
7. Next click on the Source Code button on the tool bar.
8. Paste the embed code (<iframe...>) and click save to close the pop-up.

* Indicates a required field.

CONTENT INFORMATION

* Name

Color of Name █ Black

Text
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



9. Click SUBMIT to save.