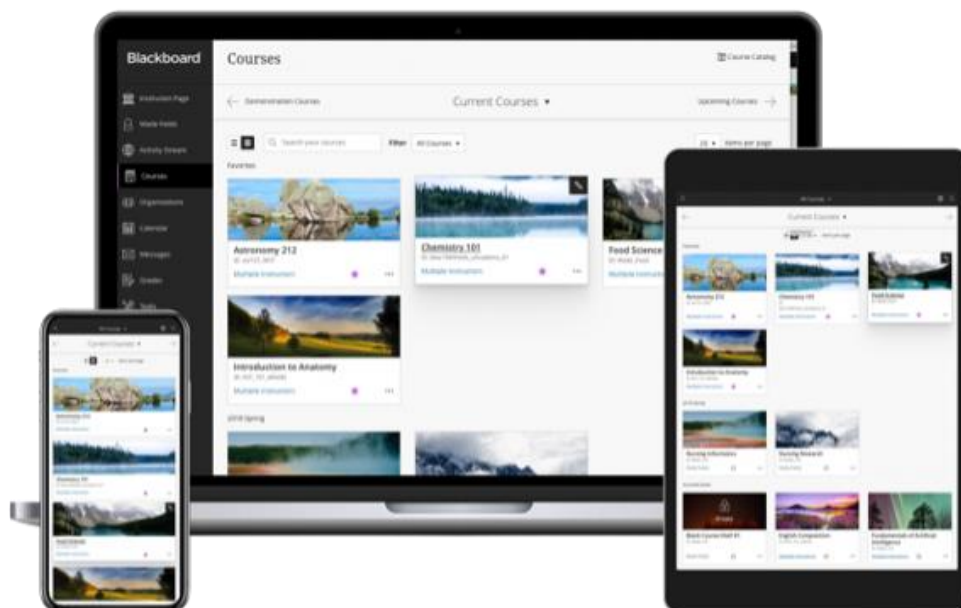


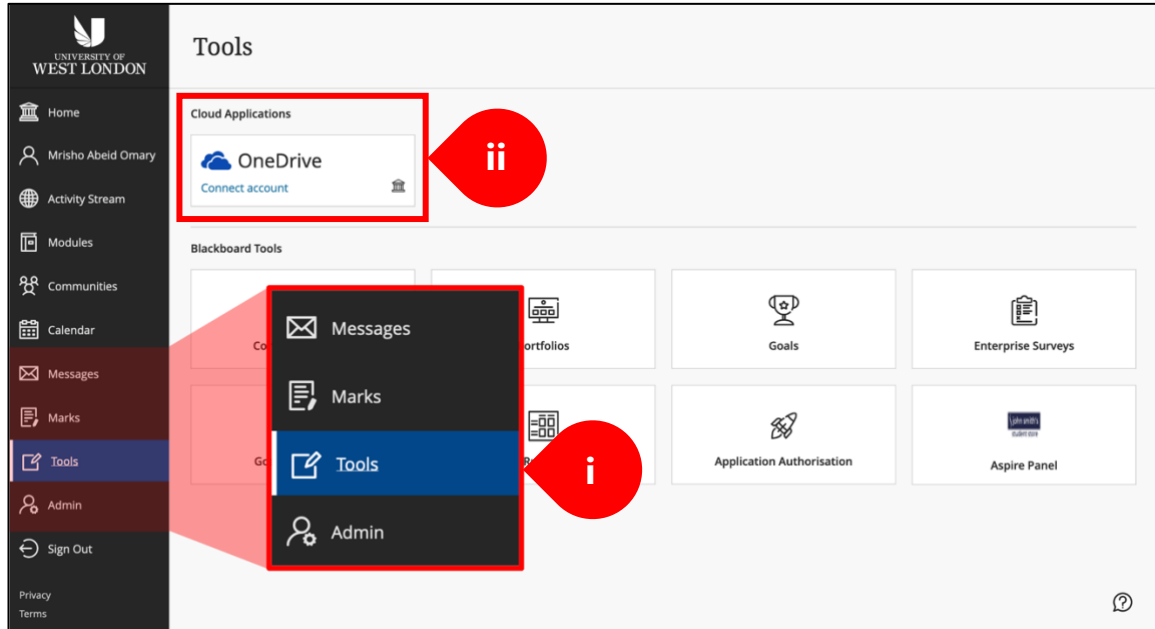
MISC:

# CONNECT CLOUD STORAGE ACCOUNT WITH BLACKBOARD

*This guide will show you how to connect your online storage account, such as OneDrive, Google Drive, Box and more, with Blackboard. This makes it easier to access your online content directly within Blackboard for when you are building materials as a lecturer or accessing your assignments and other documents as a student.*

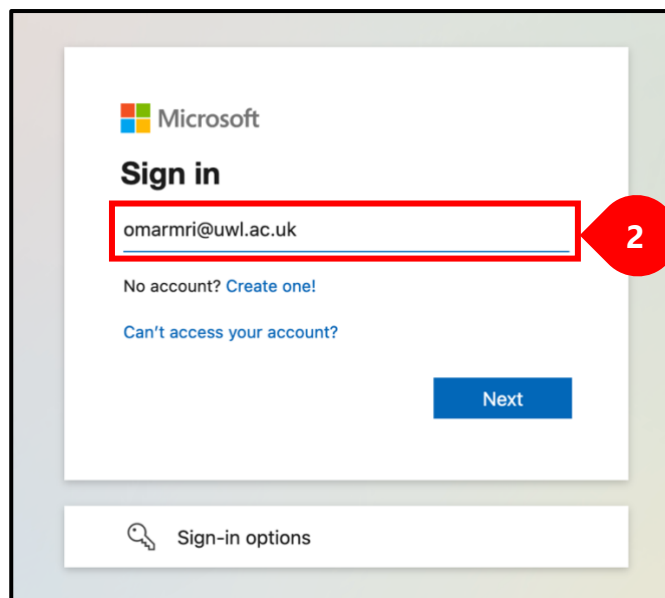


1. First log into Blackboard by visiting <https://portal.uwl.ac.uk> or directly via <https://online.uwl.ac.uk>
  - i. select **Tools** on the base navigation
  - ii. then **connect account** under OneDrive in Cloud applications



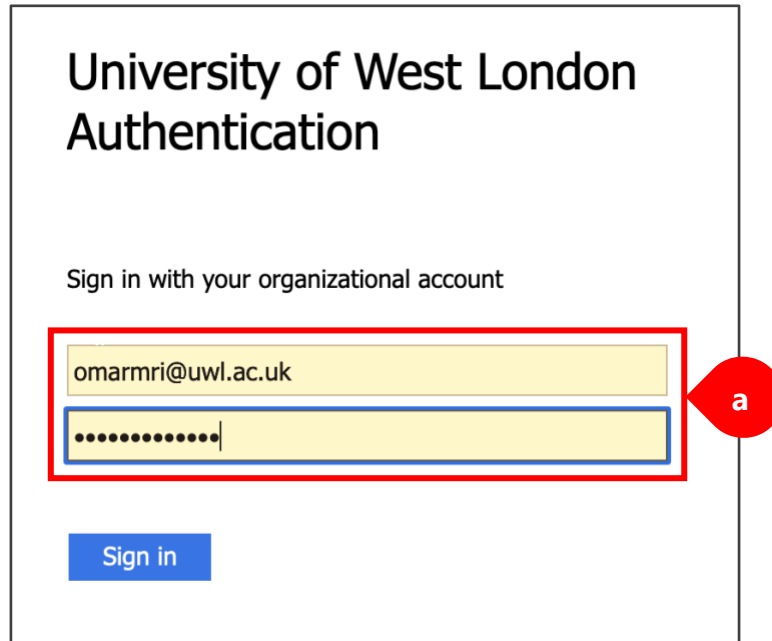
\* you will be redirected to login page in a new tab.

2. Provide your username and select **Next**. The email you provide depends on the kind you have. For instance:
  - i. **staff** – should provide their *username* email. Such as the example seen in the image below.
  - ii. **Students** – should provide their usual student email. Such as [12345678@student.uwl.ac.uk](mailto:12345678@student.uwl.ac.uk)



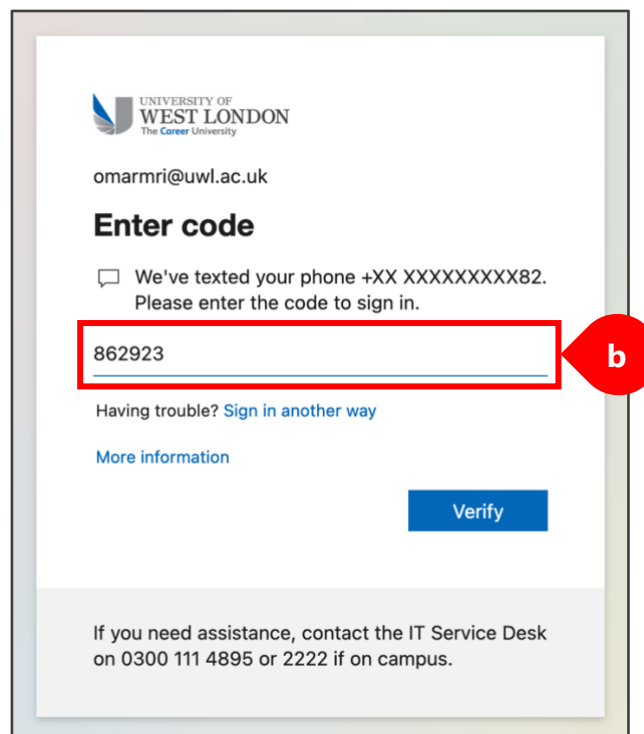
\* You will be redirect to a login screen similar to the one you normally see when logging into Blackboard, Email, Timetabling or other systems.

- a. While on the log in screen, provide your email, as above, and the password associated with them click on **Sign in**.



The screenshot shows the 'University of West London Authentication' login page. It features a title, a subtitle 'Sign in with your organizational account', and two input fields. The first field contains the email 'omarmri@uwl.ac.uk' and the second field contains a masked password. A red box highlights both input fields, with a red circle containing the letter 'a' pointing to the right. Below the fields is a blue 'Sign in' button.

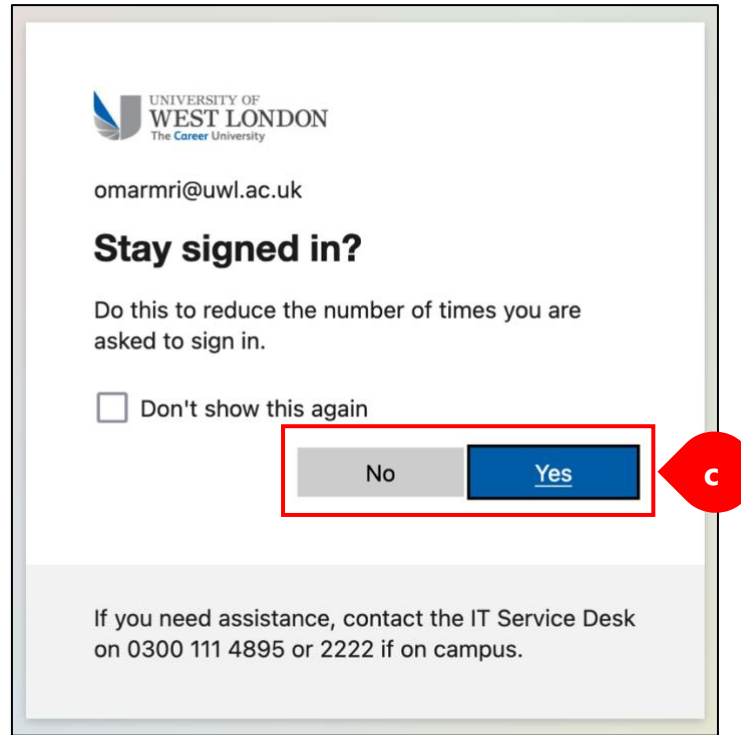
- b. If you have set *multi-factor authentication* on your account, a code will be sent to your registered number or email, provide this then select **Verify** to continue.



The screenshot shows the 'University of West London Authentication' verification page. It features the university logo, the email 'omarmri@uwl.ac.uk', and the heading 'Enter code'. Below this is a message: 'We've texted your phone +XX XXXXXXXXXX82. Please enter the code to sign in.' A red box highlights the input field containing the code '862923', with a red circle containing the letter 'b' pointing to the right. Below the input field are links for 'Having trouble? Sign in another way' and 'More information'. At the bottom is a blue 'Verify' button. A footer contains contact information for the IT Service Desk.

\* However, in case you have yet to set **multi-factor authentication**, please ensure you do so that your account is protected from external malicious attacks.

- c. In case the device you are using is personal to you and you would not mind storing your login information on it, select **Yes** to proceed.  
*\* However, if you are using a public device, please do not store your login information, hence you should select **No** to proceed without saving your information.*



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omarmri@uwl.ac.uk

### Stay signed in?

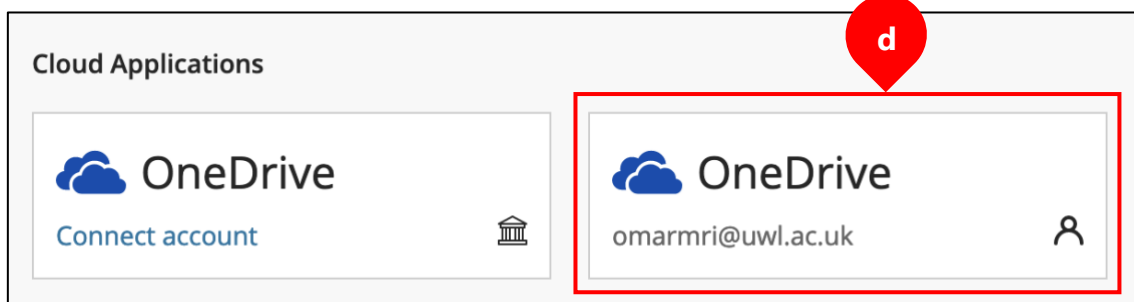
Do this to reduce the number of times you are asked to sign in.

Don't show this again

No Yes

If you need assistance, contact the IT Service Desk on 0300 111 4895 or 2222 if on campus.

- d. You will be redirected back to the **Tools** page in Blackboard. If the process above was successful, you will see a new OneDrive link associated with the account you used to login.



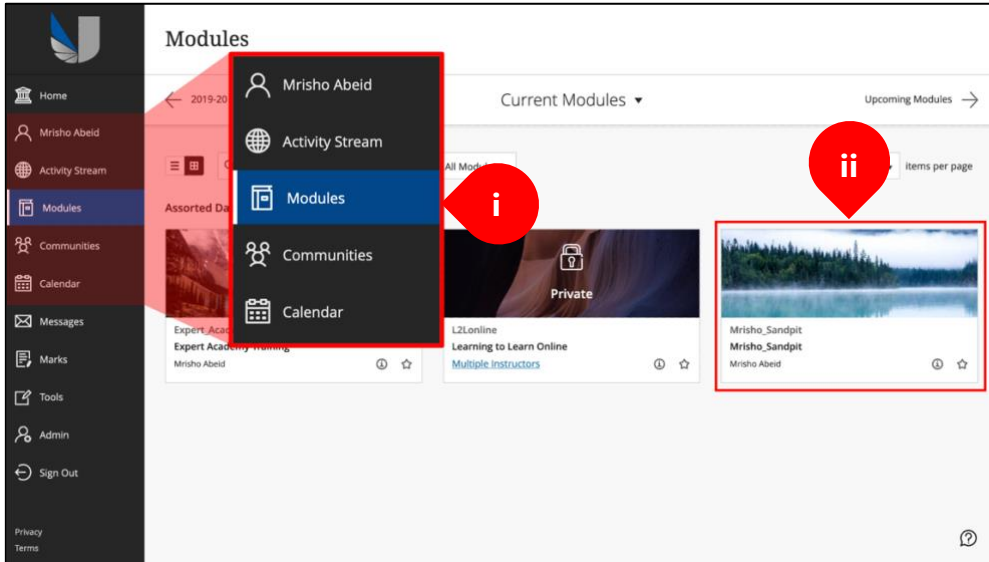
Cloud Applications

OneDrive  
Connect account

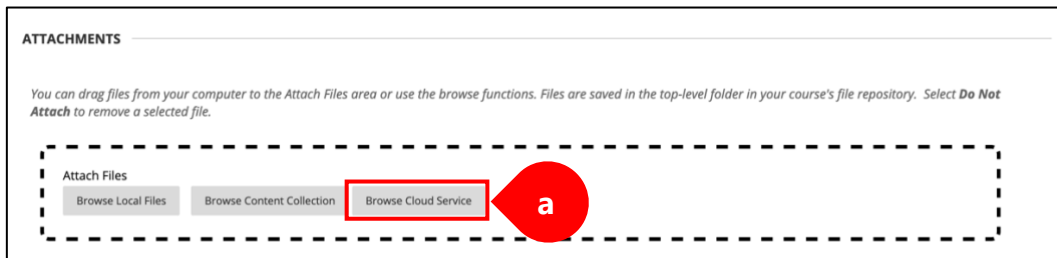
OneDrive  
omarmri@uwl.ac.uk

3. To add content from your OneDrive account to Blackboard:
  - i. go to **Modules** or **Communities**
  - ii. select the instance in which you would like to add the content.

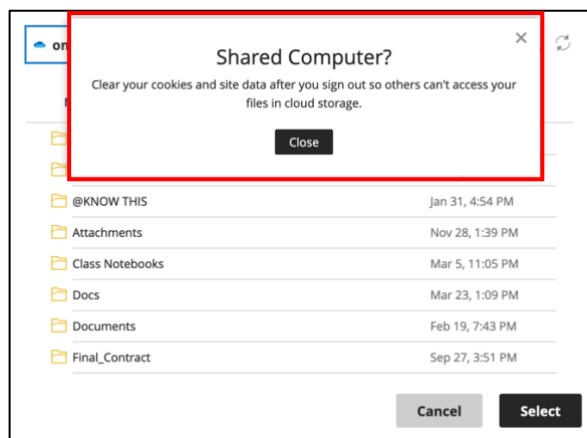
\* The following guidance is based on a lecturer's approach when creating content on Blackboard, however, **Students** can follow the same guidance when attaching files to their assignments for submissions.



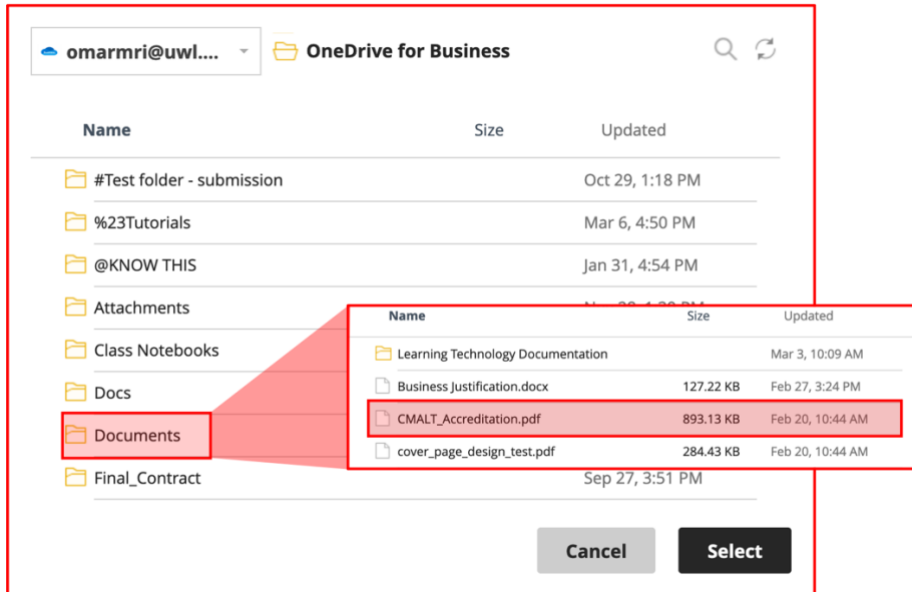
- a. Navigate to the section you would like to attach the file, create a new item and select **Browse Cloud Service** under attachments.



\* Remember to sign out and clear your browser's cookies and cache to ensure no one else can access your account. Especially if you are using a public device. Select **Close** to proceed.



- b. Select the file or location it is saved in your OneDrive account directory, then click **Select** to accept the chosen file.



- c. The file will then appear in the **Attached files** area of the item you are creating in Blackboard.



- d. Once the item is attached and you have saved the item, it should appear as seen below.

