

Adding Files from Cloud Storage to your Course Content

Go to the content area of your course where you want to upload a file. In the Attachments area, click the **Browse Cloud Storage** button. You can also access cloud storage from the **Select File** icon in the editor.

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.



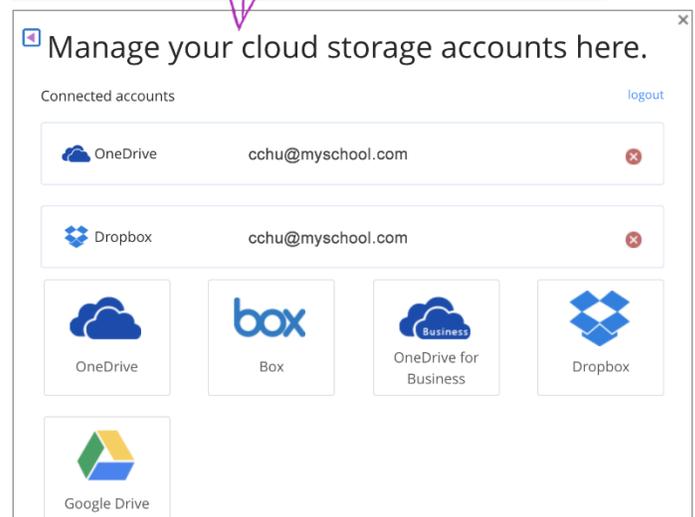
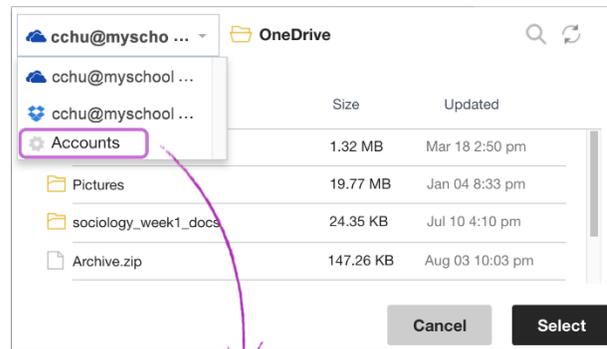
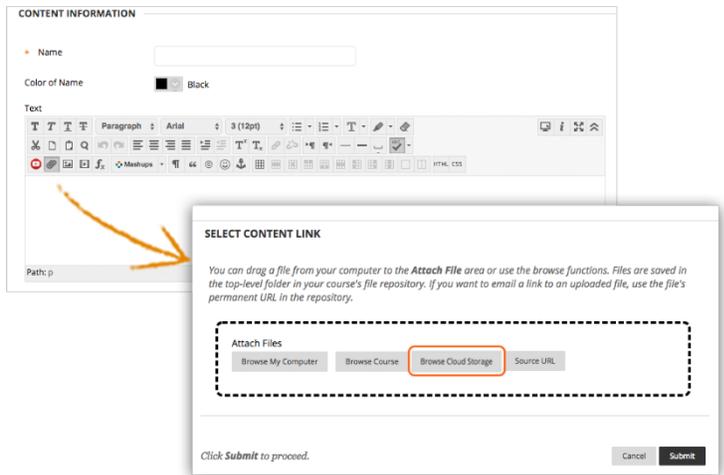
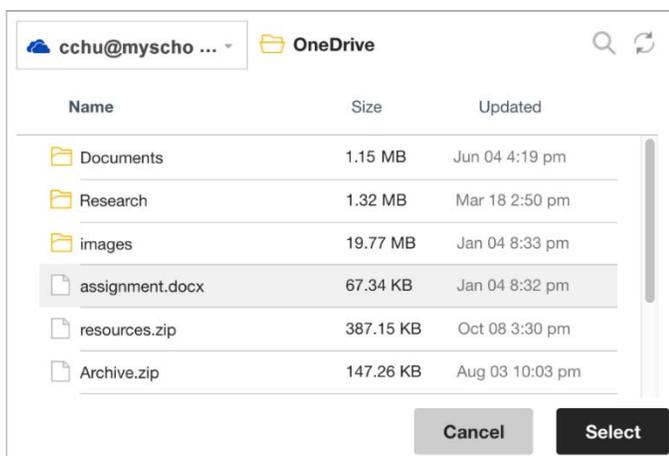
Choose the cloud app where the file you need to upload is located. If you have your documents saved in the OneDrive account available through Office 365, select **OneDrive for Business**.

Log in, and grant permission for Blackboard to access the selected cloud storage.

If you need to switch accounts, click the dropdown list on the left corner of the window and click **Accounts**.

Select the app you want to log in to. You can also disconnect other accounts you have linked to.

Locate the file you want to upload. Click the file from the list and click the **Select** button. Click the **Submit** button to finish creating the course item.



*You can currently access your cloud storage files when you create and attach files for **assignments** or **items**.

** At this time, preview and annotation on Google Drive file formats (Google Docs, Sheets, Slides, etc.) do not work.



Watch the video guide at: <https://youtu.be/Blyu397YrT4>