

Configuring Blackboard Drive for Windows

Installation

1. If you currently have any version of Blackboard Drive or Xythos Drive on your computer, you MUST uninstall these and restart before installing this version of Blackboard Drive.
2. Determine whether you have a 32-bit or 64-bit Windows operating system
 - a. **NOTE:** to determine what operating system you have select the Windows Start button and in the search box (Win 7) [*click Run... for WinXP machines*] type dxdiag then press enter. The third line — **Operating System** specifies which version you are running.
3. Click on the link below to download the latest builds of BlackboardDrive.

Windows

32-bit:

http://coursecontent.gvltec.edu/gtccteweb/Bb_Drive/Latest_Version/BlackboardDrive-x86_1.6.15023_setup.exe

64-bit:

http://coursecontent.gvltec.edu/gtccteweb/Bb_Drive/Latest_Version/BlackboardDrive-x64_1.6.15023_setup.exe

Mac Version:

http://coursecontent.gvltec.edu/gtccteweb/Bb_Drive/Blackboard_Drive_1.5.14490_mac.zip

4. After downloading the Blackboard Drive installer, please run it to install (read note below before completing the installation process). Follow the prompts to install. While a restart is not required after install, it may be recommended if you have any unusual behavior after installing.

NOTE: When prompted to have Bb Drive launch immediately, deselect/do not choose that option. It is best to complete the installation and then have Bb Drive launch to avoid potential system slowness.

Overview of Blackboard Drive Interface

1. If not already started, start Blackboard Drive. You can do this through the Programs menu or Bb Drive desktop shortcut (if a shortcut was added to your desktop during the installation process).
2. Blackboard Drive has a GUI for configuring and connecting, but this GUI does not need to be open during normal use. Blackboard Drive runs as an icon in the system tray on the taskbar (usually the lower right of your screen - **figure 1.0**).



Figure 1.0

If the Blackboard Drive GUI is not visible you can open it by clicking on the system tray icon or right clicking and selecting "show application window"

The GUI looks like this (**figure 1.2**):

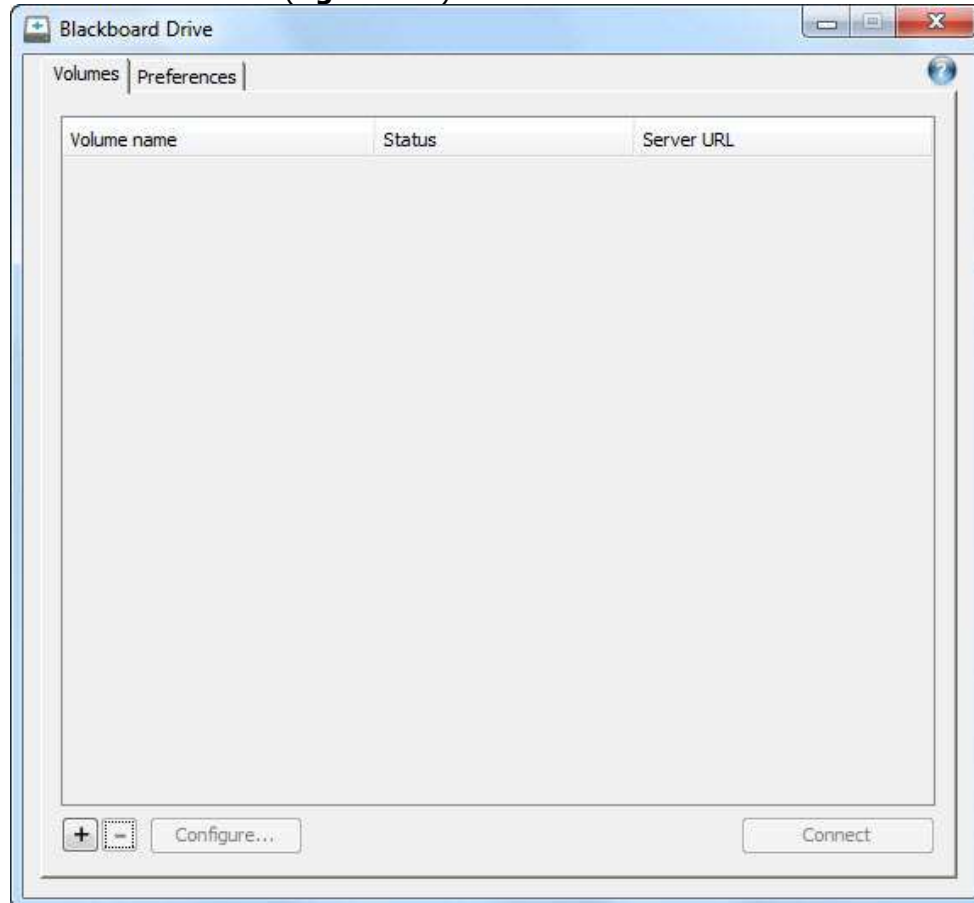


Figure 1.2

Note: If you just installed you will not see any volumes or connections on the list.

Configuring to Connect to Bb Learn's Content Management Module

1. To create a new Volume, or connection, click the + button on the lower left.



That will bring up the following dialog (**Figure 1.3**):

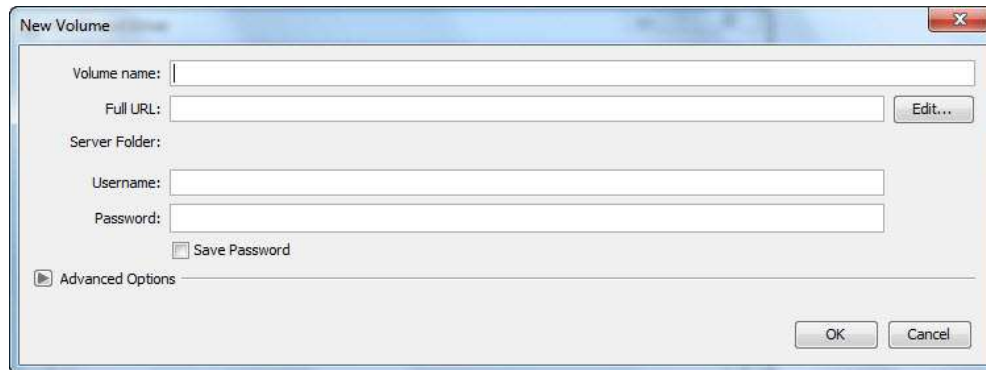


Figure 1.3

2. Enter a name for your volume in the **Volume Name** field. For example, enter "GTC Blackboard".
3. In the **Full URL** field, enter:

<https://gvltec.blackboard.com/bbcswebdav/courses/>

4. You will now enter your login credentials to GTC's Blackboard. Enter your Blackboard username in the **Username** field and enter your Blackboard password (optionally, you can save your password; check the **Save Password** checkbox to do so. *You should NOT do this on a public computer*).

The dialog should look like this (**Figure 1.4**):

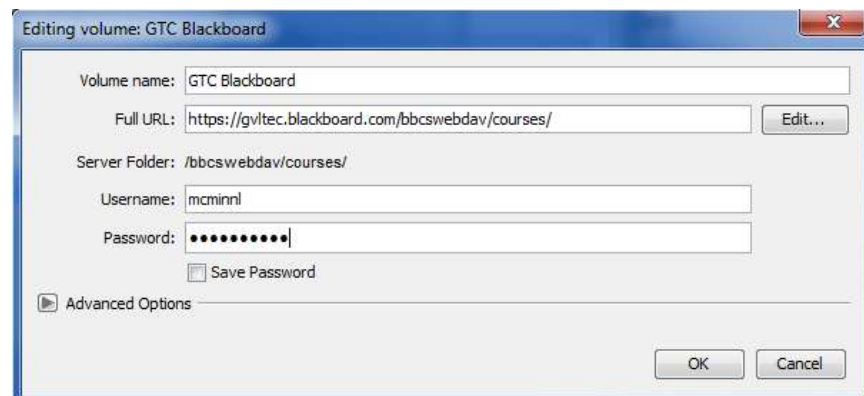


Figure 1.4

5. Click on the **OK** button when done.

Blackboard Drive: Instructions for Installation, Configuration & Use

6. You will now see a new volume (**Figure 1.5**).

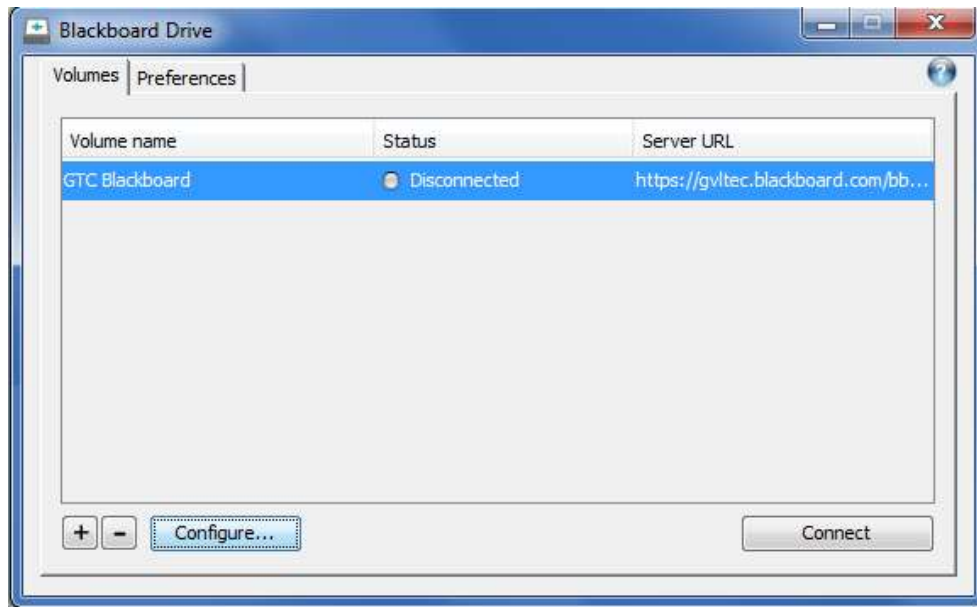


Figure 1.5

Testing your Connection

1. You can now test your connection by selecting the new volume you created and clicking on **Connect** button in the lower right of the GUI.
2. The Status column will briefly say "connecting" and have a yellow ball next to it. When connected it will say "Connected" with a green ball (**Figure 1.6**).

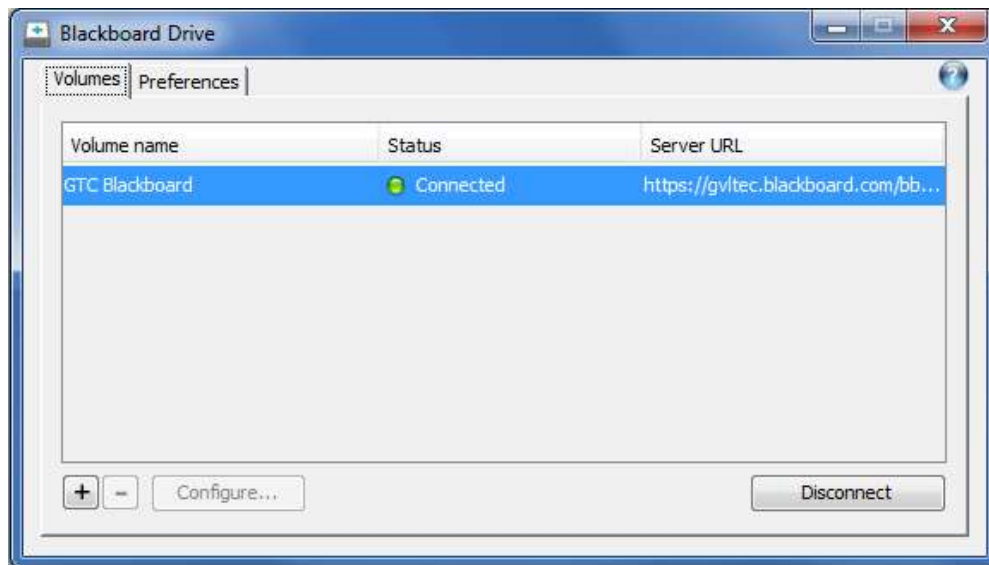


Figure 1.6

Blackboard Drive: Instructions for Installation, Configuration & Use

3. To access your volume, open "Computer". Your new mapped network drive with the volume name you provided should appear under Network Drives (**Figure 1.7**).

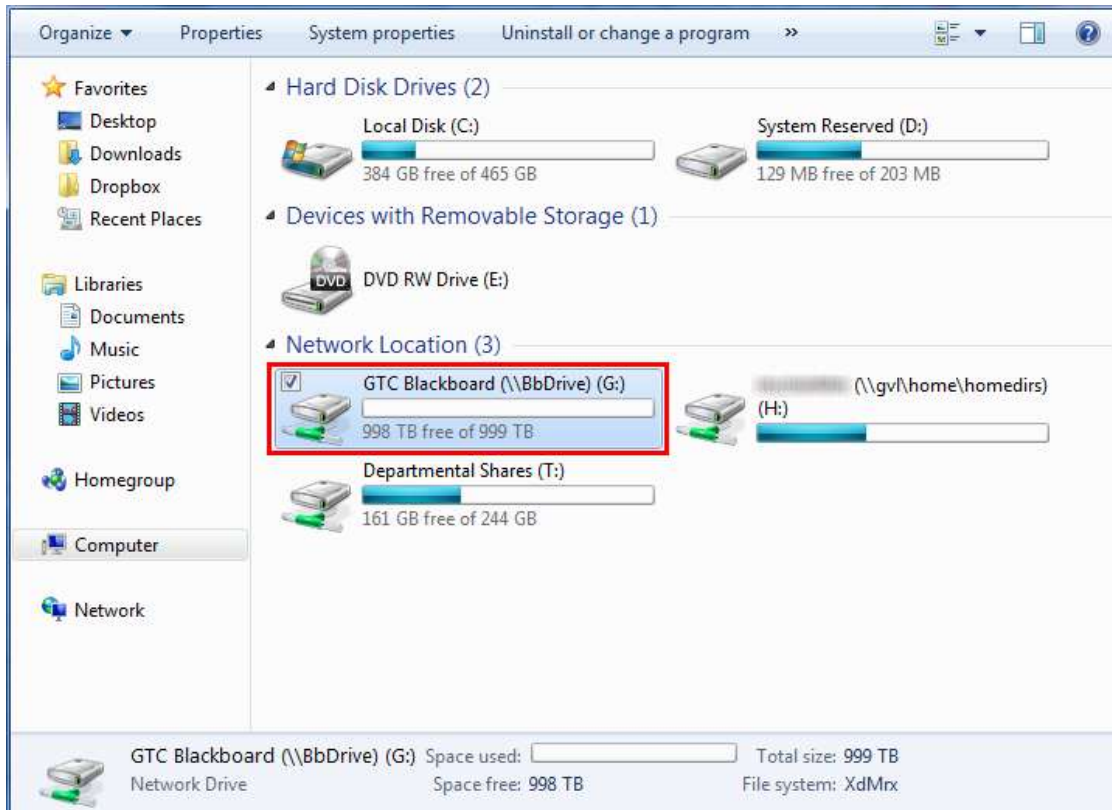


Figure 1.7

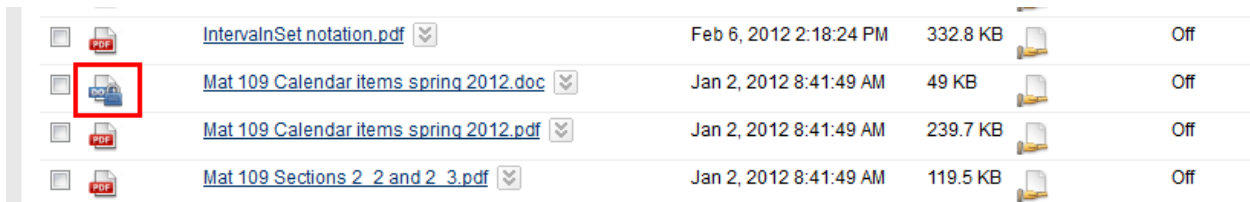
4. Please browse your drive and verify you can access contents.

Explore the Easy Edit with Blackboard Drive User Experience

1. To experience easy edit with Blackboard Drive, log into Blackboard (the Web UI (*User Interface*)) while Blackboard Drive is running.
2. Navigate to an editable file such as a Word document stored in *Content Collection* that you have write access to. (You can always upload a file into your user home directory – My Content.)

Blackboard Drive: Instructions for Installation, Configuration & Use

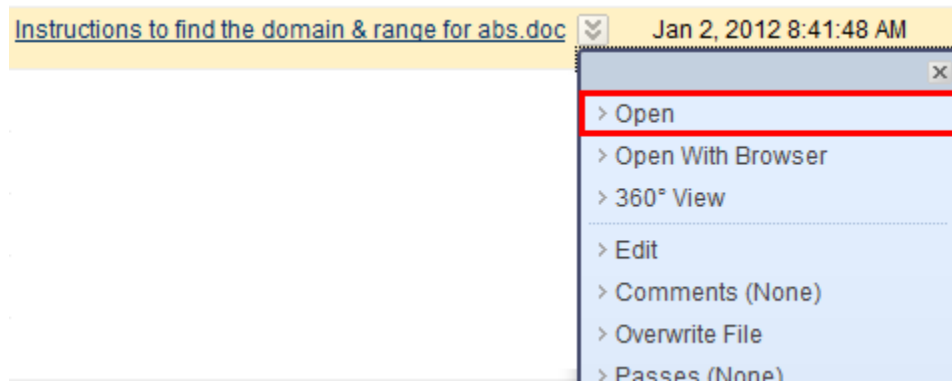
3. There are two options for editing a file via the Web UI.
 - a. Click directly on the file name and it should open up in the native application (such as Microsoft Word). You can verify it's opened on the server by going to the Web UI and hitting "refresh" on the file listing. You should see a "**lock**" icon on the file icon for the file you are editing. If you make edits and save the file, the edits will be saved back to the server (see **Figure 1.8**).



	IntervalSet notation.pdf	Feb 6, 2012 2:18:24 PM	332.8 KB		Off
	Mat 109 Calendar items spring 2012.doc	Jan 2, 2012 8:41:49 AM	49 KB		Off
	Mat 109 Calendar items spring 2012.pdf	Jan 2, 2012 8:41:49 AM	239.7 KB		Off
	Mat 109 Sections 2 2 and 2 3.pdf	Jan 2, 2012 8:41:49 AM	119.5 KB		Off

Figure 1.8

- b. Use the Action Menu for the file. Select **Open** from the menu. The file will open in the native application (see **Figure 1.9**).



4. Edit and save the file, and close the application. Then after a few seconds refresh the file listing in the Web UI. You should see the file has been modified and is no longer locked. You can also open the file again to see your edits. If you had versioning turned on for that file, you would see the version number updated after you saved the file and refreshed the Content Collection screen (see **Figure 2.0**).

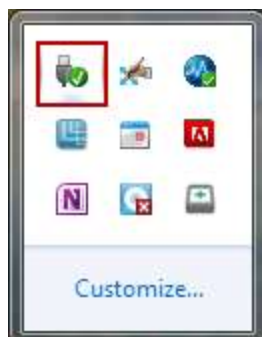
Bookmark Items Email Items Download Package Copy Move Delete						
File Type	Name	Edited	Size	Permissions	Versions	
	Course Content	Feb 8, 2011 12:48:14 PM	626.8 KB			
	GTC_PG_0007_ImportedContent_20100907012103	Sep 7, 2010 1:21:08 PM	184.1 MB			
	GTC_PG_0007_ImportedContent_20110824102101	Aug 24, 2011 10:21:11 AM	393.7 KB			
	Blackboard practice.pdf	Aug 16, 2010 3:05:26 PM	43.3 KB		Off	
	codes for page header.docx	Jun 17, 2011 9:49:37 AM	10.2 KB		Off	
	Copying Courses in Blackboard.docx	Mar 7, 2012 3:19:45 PM	446.3 KB		2	
	ENG_102_Fict_2a_Pt_of_View.html	May 5, 2010 2:12:30 PM	8.39 KB		Off	

Figure 2.0

For more information, you may view the video demonstration <http://www.youtube.com/watch?v=qs6UU-zjdqg> on how it works.

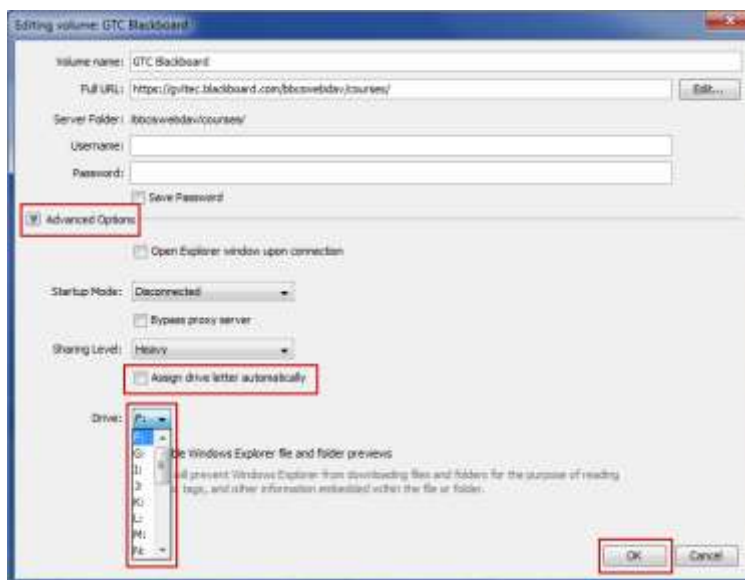
Issues connecting a Flash Drive and connecting to Bb Drive

Occasionally some have had an issue when trying to connect to Bb Drive and using a Flash Drive simultaneously. If your flash drive was designated to use a specific drive letter or it was improperly removed from your computer your that Flash drive and Bb Drive may be trying to use the same drive letter. If that is the case, properly remove your flash drive by clicking the Save Remove Hardware icon in the tray close to the computer's time display



And choose to remove the flash drive. If that still does not let you connect to Bb Drive and your flash drive at the same time, they are still trying to access the same drive letter. You can set Bb Drive to use a specific drive letter. To do that, follow these steps:

1. Open Bb Drive
2. Select the Volume you are trying to use
3. Click the Configure button (bottom left)
4. Click the Advanced Options arrow to display the advanced options
5. Uncheck the Assign drive letter automatically box (just below the Sharing level drop down)
6. Select a drive letter that you want Bb Drive to use (select anything except for the letter your flash drive uses).
7. Click OK



Now, when you connect to Bb Content Collection using Bb Drive, the drive letter you selected will be used.