Linking from Blackboard to the FDR (Macintosh)

Scott Badger / Jack Mello

This document outlines the specific steps necessary to link from the FDR to your Blackboard courses. v1.2
Linking to Blackboard from the FDR
By Scott Badger / Jack Mello

The FDR is an on-campus storage area where faculty can upload and access streaming video and audio files. It can also be used to store other supported files of any type. There are five folders available: coursework, private, qtmovies, winmedia, and www.

This paper addresses how to access the files on the FDR in your Blackboard course.

Windows Media files
Storage for streaming video the Windows Media format (ie: WMV)

QuickTime Files
Storage for streaming video the QuickTime format (ie: MOV)

Linking to Your Coursework Files
Storage of file to be accessed within Blackboard

Private Folder
Faculty storage that can only be accessed by the faculty member
Windows Media Files

This procedure describes how to link to a Windows Media file from Blackboard.

01. In the FDR, double-click the winmedia folder to reveal your Windows Media files.
02. Locate the file to which you want to link.
03. Right-click the file and select **Info**

![Image of file location and right-click menu]

04. Select the file name and copy it to the Clipboard

![Image of file properties window]

**Size**: 868.7 ... bytes
**Where**: /winmedia
**Web URL**: http://facultyacc_media9sample.wmv
**Kind**: wmv
**Permissions**: rwx------ (700)
**Owner**: 0
**Group**: 0
**Created**: Unknown
**Modified**: August 5, 2005 4.47.31 PM EDT
**Checksum**: Unknown
05. Open your Blackboard course and then navigate to the location where you want to add the URL link.

06. Under Build Content, select URL

07. Enter both a URL* and a name *.

08. For the address, use http://winmedia.ric.edu/faculty/ followed by your username/filename (paste Clipboard from Step 4 in place of filename).
(For example: http://winmedia.ric.edu/faculty/jmello/windowsmedia9sample.wmv)
**Note:** If the target file is located within a subfolder within the winmedia folder then after your username you would need to type in / followed by the folder name and / then enter the file name.
(For example: http://winmedia.ric.edu/faculty/jmello/samples/windowsmedia9sample.wmv)

<table>
<thead>
<tr>
<th>Options</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Permit Users to View this Content</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Open in New Window</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Track Number of Views</td>
<td>☐</td>
<td>☑</td>
</tr>
<tr>
<td>Select Date and Time Restrictions</td>
<td>☐</td>
<td>☑</td>
</tr>
</tbody>
</table>

09. Below section four, make sure that “**Permit Users to View the Content Item**” is turned on.

10. Since you’re linking to a video or audio, we recommend that you set “**Open in New Window**” to Yes.

11. **Track Number of Views** and **Select Date and Time Restrictions** are optional settings.

12. Click **Submit**.

14. The link has been added to your Blackboard course.
QuickTime Files
This procedure describes how to link to a QuickTime file from Blackboard

01. In the FDR, double-click the qtmovies folder.
02. Locate the file to which you want to link.
03. Right-click the file and select **Info**

![Image of file management interface](image1.png)

04. Select the file name and copy it to the Clipboard

![Image showing file information](image2.png)
05. Open your Blackboard course and then navigate to the location where you want to add the URL link.

06. Under Build Content, select **URL**

07. Enter both a URL* and a name *.

08. For the address, use [http://qtmedia.ric.edu/faculty/](http://qtmedia.ric.edu/faculty/) followed by your username/filename (paste Clipboard from **Step 4** in place of filename).
   (For example: [http://qtmedia.ric.edu/faculty/jmello/sample_h264_300kbit.mp4](http://qtmedia.ric.edu/faculty/jmello/sample_h264_300kbit.mp4))
Note: if the target file is located within a subfolder within the qtmedia folder then after your username you would need to type in / followed by the folder name and / then enter the file name. (For example: http://qtmedia.ric.edu/faculty/jmello/qtss_movies/sample_h264_300kbit.mp4)

9. Below section four, make sure that “Permit Users to View the Content Item” is turned on.

10. Since you’re linking to a video or audio, we recommend that you set “Open in New Window” to Yes.

11. Track Number of Views and Select Date and Time Restrictions are optional settings.

12. Click Submit.

14. The link has been added to your Blackboard course.
Linking to Your Coursework Files

This procedure describes how to link to files stored in the coursework folder from Blackboard.

Files such as Word, PowerPoint, Excel, and PDF files that you want students to have access to should be uploaded into the coursework folder. These are not public files and anyone with Internet access will not have access to them. They are accessible from within Blackboard or directly after entering a valid (RIC) username and password.

**Note:** remember that all streaming media files must be placed in either the *qtmovie* or *winmedia* folders. If placed in the coursework folder, they will be accessible but will not stream, instead they will download before playback.

01. In the FDR, double-click the *Coursework* folder to reveal your files.
02. Locate the file to which you want to link.
03. Right-click the file and select **Info**

![Image of file management interface]

04. Select the file name and copy it to the Clipboard

![Image of file information window]

Size: 100.6 bytes
Where: /coursework
Web URL: [http://facultyacc...001-newspd.pdf](http://facultyacc...001-newspd.pdf)
Kind: Preview Document
Permissions: rwx------ (700)
Owner: 0
Group: 0
Created: Unknown
Modified: Today 11:31:27 AM EST
Checksum: Unknown
05. Open your Blackboard course and then navigate to the location where you want to add the URL link.

06. Under Build Content, select URL

07. Enter both a URL* and a name *

08. For the address, use http://faculty2.ric.edu/ followed by your username/filename (paste Clipboard from Step 4 in place of filename).
(For example: http://faculty2.ric.edu/jmello/2001-newspad.pdf)

Note: if the file is located within a subfolder within the coursework folder then after your username you would need to type in / followed by the folder name and / then enter the file name.
(For example: http://faculty2.ric.edu/jmello/audacity/2001-newspad.pdf)
09. Below section four, make sure that “Permit Users to View the Content Item” is turned on.

10. Since you’re NOT linking to a video or audio, we recommend that you set “Open in New Window” to No.

11. Track Number of Views and Select Date and Time Restrictions are optional settings.

12. Click Submit.

14. The link has been added to your Blackboard course.
Private Files

01. Place files here that you do not want anyone else to gain access to. The only access is through FTP with your username and password. User Support Services will never ask for your password. Remember, please don’t share your account information with anyone.