Linking to Offline Content
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It is possible to link Offline Content to a content area. For example, let’s say your students have a textbook for the course that came with a CD-ROM. You can use Blackboard 9 to directly link specific content from the CD-ROM to the content area, giving users quick accessibility to the material.

If you are using the RIC template, the main content area will be under My Course Work. For information on downloading the RIC template, please refer to the Building a Course white paper and video located on the Faculty Toolbox.

If you are using the Blackboard 9 default template, the main content area will be under Content. If the content area is empty, you will only see it if Edit Mode is turned ON. Once content is added to a content area, it will be visible on the menu when Edit Mode is OFF. This guide will be using the default template.

Note: If you want to add in a new content area on your Course Menu, please refer to the Adding and Editing a Content Area white paper.

Map Your Local CD-ROM Drive
Before you can link Offline Content to your course, you must first designate the drive for your CD-ROM on Blackboard. To do this, follow these instructions:
1. Under My Institution, go to the Tools section and click Personal Information.

2. Click Change Personal Settings.

3. Under Section 3 (Select CD-ROM Drive), enter in the drive letter for your computer’s CD-ROM. For PC computers, use the drop down menu. For MAC computers, enter the information in the space provided.

   **Note:** If you don’t know the letter for your computer’s CD-ROM:

   - **PC Computers** – Go to Start -> My Computer to find the drive letter.
MAC Computers – Go to the Finder.

4. Click Submit.

5. A verification message will appear on the next screen.

Link to Offline Content
Follow these instructions to link Offline Content to a content area:

1. Click Content (or an appropriate content area).
2. Make sure Edit Mode is switched to ON.

3. Go to Build and click Link to Offline Content.

4. Fill out the Offline Content Information, including the Name, Color of Name, and any additional Text.
5. Fill in the **Path to Content** and the **Name of Link** sections. Do not type in the drive letter of the CD-ROM.

6. Select your **Options**. To make the link readily available, make sure **Permit Users to View the Content Item** is set to **Yes**.

7. Click **Submit**.
8. The **Offline Link** should be in the content area. Switch **Edit Mode** to **OFF** to confirm the link is available to all users.