Faculty Guide to the Dropbox Mashup Tool

Blackboard Learn

Dropbox is a cloud-based storage solution for sharing files across any technology. Dropbox has partnered with Blackboard to give faculty and students a mashup tool for sharing files from a Dropbox account within course content, discussion boards, and assignments. It is available when accessing Blackboard in a web browser and through the student Blackboard app.

Use of this tool is *optional* and at the discretion of the user.

First Time Instructions

To learn more about the Blackboard Dropbox integration, watch this video.

Step One – Create a Basic Dropbox Account.

Create a free basic Dropbox account (if you do not already have one) and upload your files into it. A free basic account will give you 2 GB of file space. Additional space can be purchased from Dropbox if desired.

**Step Two – Connecting to Dropbox and Adding Links to Files in Blackboard**

1. Log into Blackboard and access a course. When creating content, locate the *Mashups* tool within the content's text-editor and select "Dropbox".
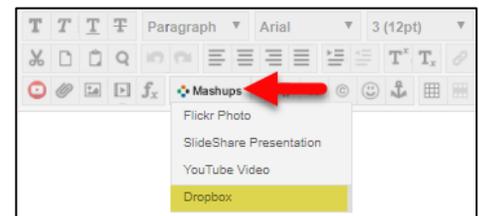

2. In the *Add Dropbox Files* window that appears, click "Browse Dropbox". In the login form that appears, enter your Dropbox account's login information, *uncheck* the "Remember Me" checkbox, and click "Sign In".


Updated 8-3-17
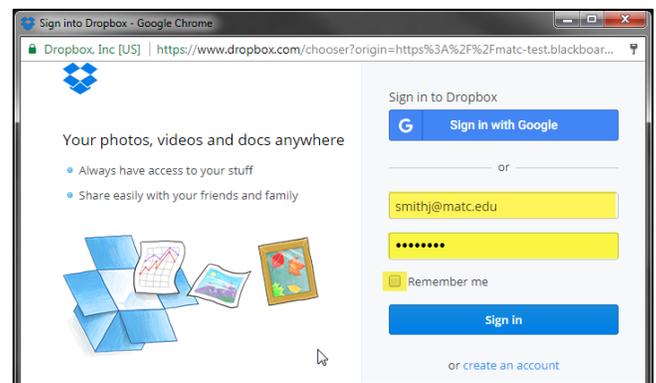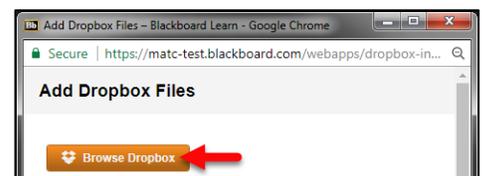
3. In the *Dropbox Chooser* window that appears, select the files you want to post. Then, click the "Choose" button.
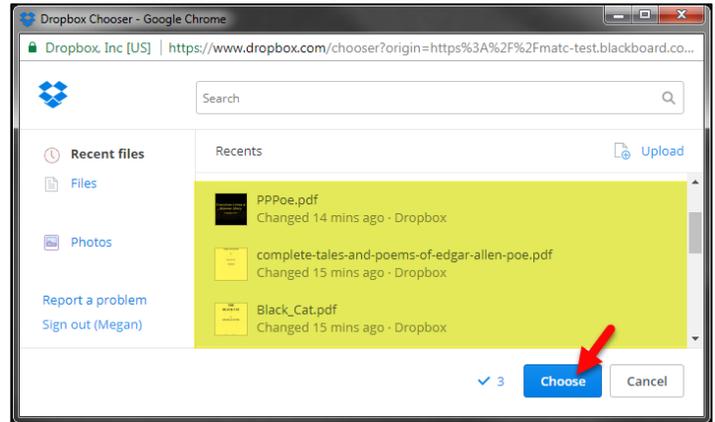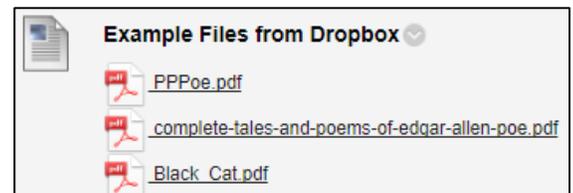
4. The "Add Dropbox Files" window will update and display your selected files. Click the "Submit" button.
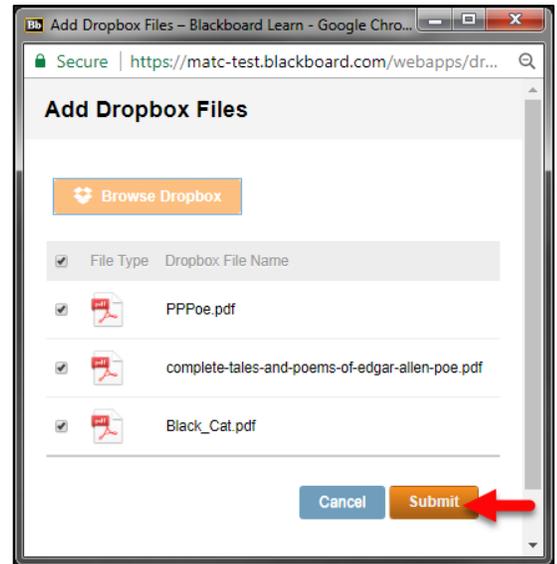
5. The text-editor in Blackboard will update and display icons and links to the Dropbox files. Click the "Submit" button at the bottom of the page to post the content to Blackboard.
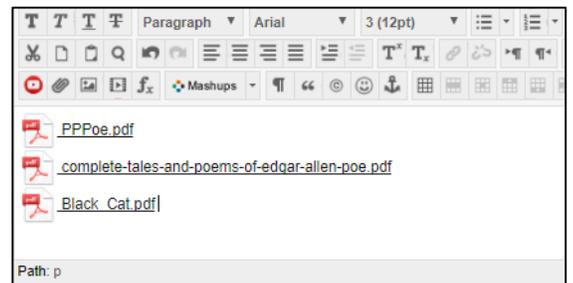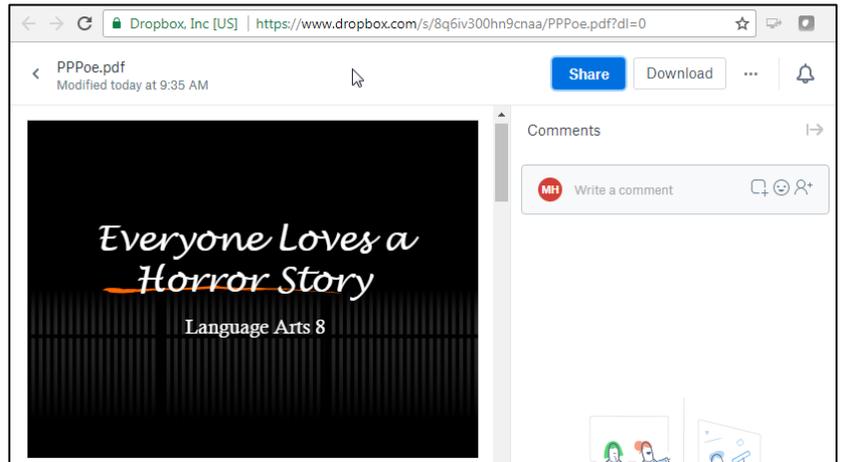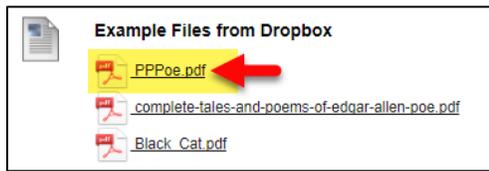
6. The Dropbox files will appear as *links* within the content.

How Students Access Links to Dropbox Files in Blackboard

When the student clicks on a link to a Dropbox file in a course, the file will open in a new browser window at the Dropbox website. Students can download the file if desired.

Tips for Using Dropbox with Blackboard

- If you are on a shared computer, such as in a computer lab, always remember to log out of Dropbox and clear the browser's cookies after you are done using it! This prevents other users from accessing your Dropbox under your login.

- Similar to Google Docs, Microsoft Word, Excel, and PowerPoint files are editable using Dropbox's Microsoft Office for Dropbox app. Changes made to files in Dropbox are immediately visible wherever they have been shared!

- Although students have the option to use Dropbox to send a written assignment submission through the web browser or Blackboard App, we recommend that they continue to use the *file attachment* method of assignment submission instead. Blackboard's inline grading and SafeAssign plagiarism tools *cannot* scan the contents of files hosted by Dropbox! Furthermore, files submitted through Dropbox *can* be edited by the student after submission.

Support Resources

- Dropbox Quick Start Guide
- Dropbox Help Center
- Dropbox Guided Help for Basic Accounts
- Opening a Dropbox File to Make Edits