Adding Course Materials to Dropbox and Linking within Blackboard

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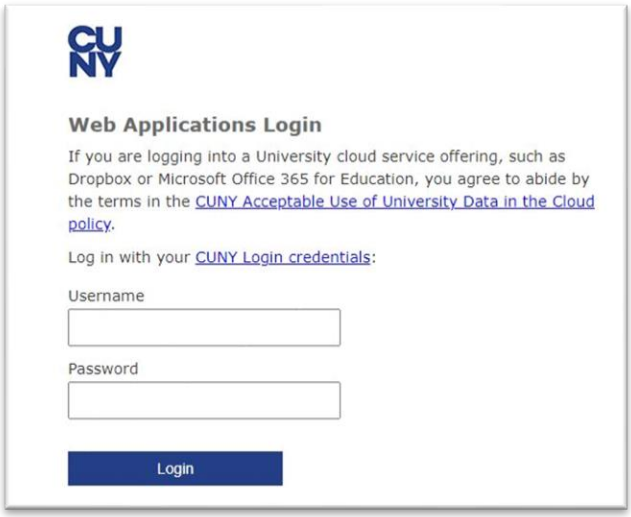
Blackboard courses have a course quota of **1.5 GB**. Once this quota is reached no further materials can be added. Using videos and large file sizes can quickly reach this quota. Adding these materials to Dropbox and linking them within your course can free up large amounts of space.

Accessing CUNY Dropbox

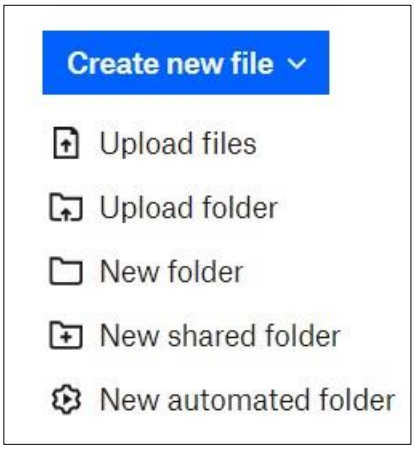
1. Access your CUNY Faculty Dropbox account here and login with your CUNY login credentials.



CUNY Dropbox: https://www.cuny.edu/about/administration/offices/cis/technology-services/dropbox/

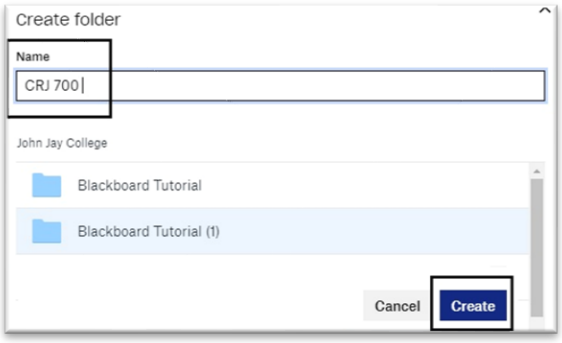
Uploading Files

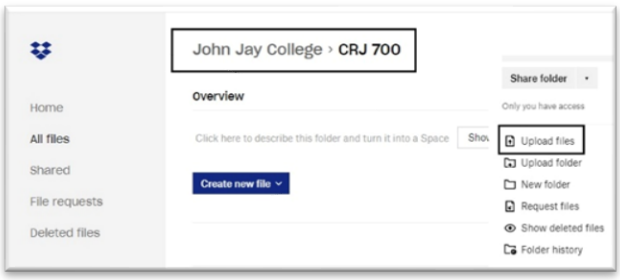
2. On the Home page of Dropbox, on the right-hand side you will see a list of options on how to add files.



3. To upload a single file, select **Upload Files** from the right-side menu. Select the file from your device and **select Open** to begin the upload.

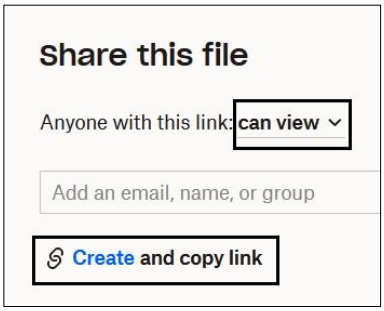
4. To upload multiple files into one folder you must first create the folder. Click on **New Folder** and name it. Click on **Create** to save the folder. Click within the new folder and click on **Upload Files** on the right-hand menu to add course files.



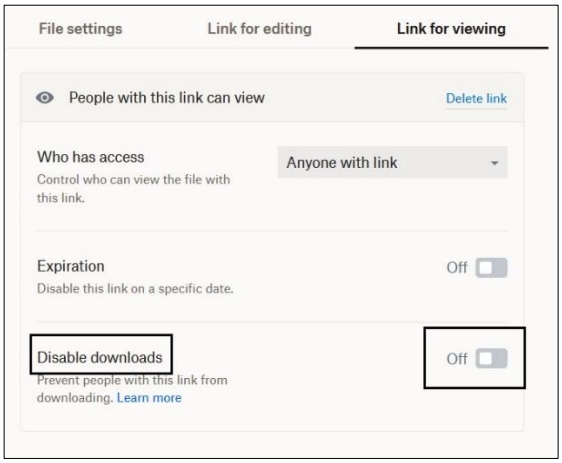


5. Once all files have been added, click on the **Share** button to the right of the file or folder name that you want to link to in your Blackboard course.

6. Make sure to select **Can View** under **Anyone with this link** and not Can Edit if you do not want the students to change the document. Click on **Create and Copy Link > Copy Link.**

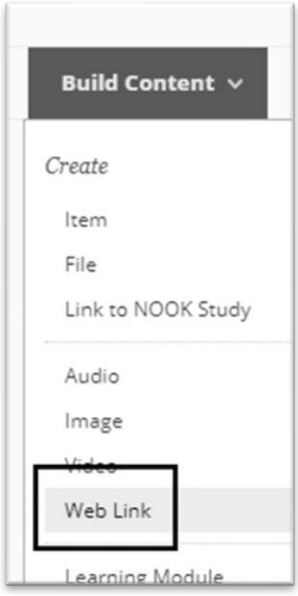


Note: If you would like restrict students from downloading your files you can select this option by clicking on the **Link Settings** selection **> Disable Downloads > Select ON**



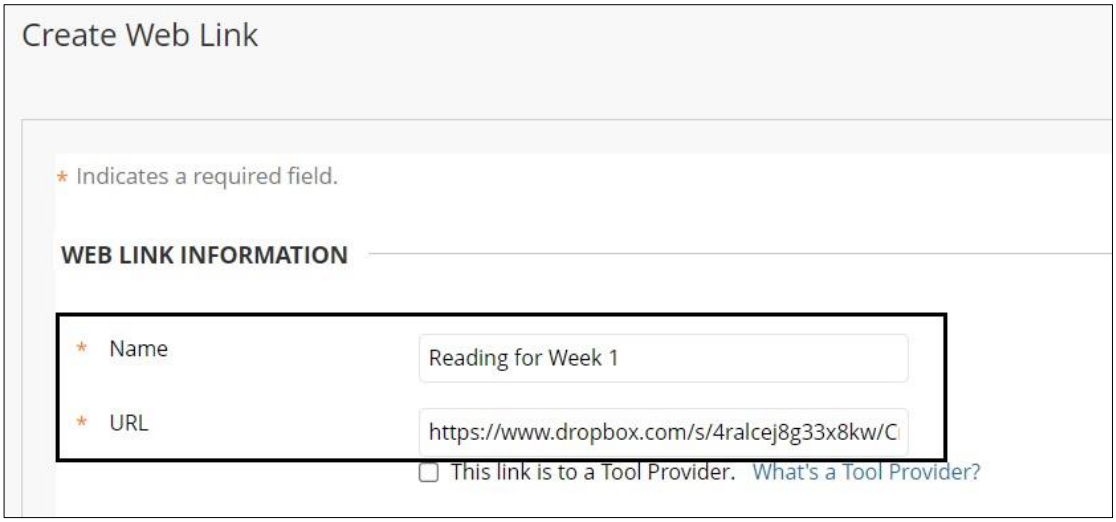
Adding Dropbox Links to Blackboard

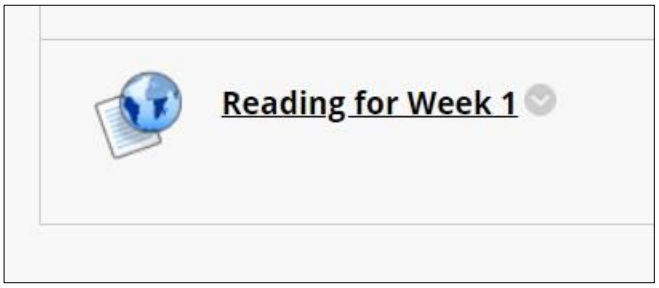
7. To add web link in a content area, click on the content area on the course menu. Click on **Build Content > Web link**



Note: You can also add the link by selecting **Build Content > Create Item** if you need to add additional text instructions.

8. On the **Create Web Link** page, enter the **name of the file or folder** and **paste the URL link** from Dropbox. **Press Submit** to complete. Students will click on the link and be brought to that specific file or folder in the Dropbox account.





For more information and assistance, please email DOES Blackboard Support at blackboard@jjay.cuny.edu