Embedding Office 365 Files in Blackboard

Introduction

Today, as part of our faculty professional development, we are going to cover **how to embed Microsoft Office files in Blackboard.** The purpose of embedding is to be able to update Microsoft Office files without having to go back into Blackboard to re-upload or update the file. This saves a ton of time, and hopefully you will find this convenient.

Embedding Your Microsoft Office Files

The first step to take before embedding your files within Blackboard is to open your file in Word Online. **Click on the File tab** (Figure 1).
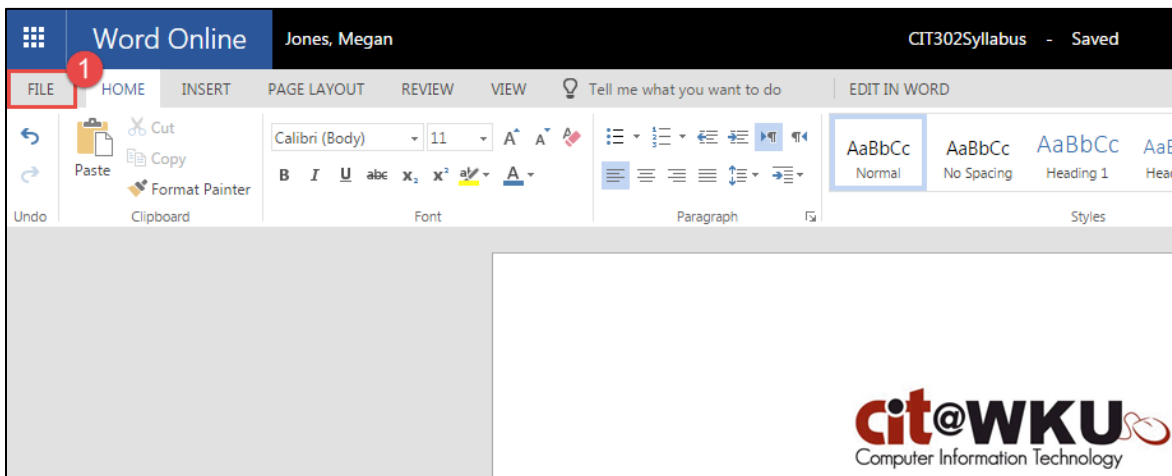

Figure 1: Syllabus opened in Word Online. Click the File tab (1)

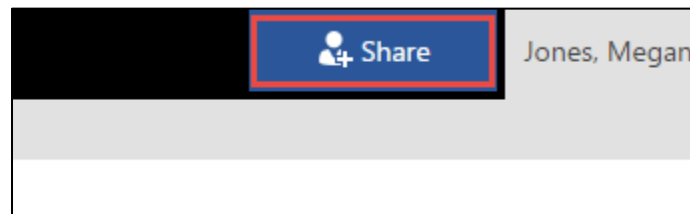After opening your document, you should see a Share button at the top, right-hand corner of the page (Figure 2).

Figure 2: Share button in Word Online

Click the Share button. You will now see a Share dialog box pop up in your web browser (Figure 3). Be sure that **Get a link is selected** in the left hand menu. Select "**Edit link – no sign-in required**" from the drop down menu (1) and then **select the link by left clicking on it** (2).
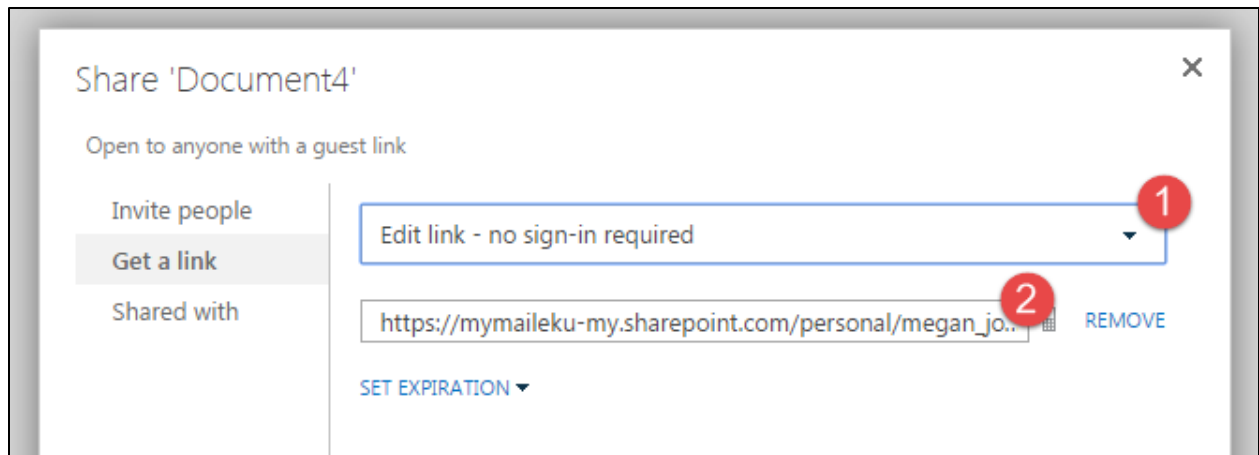
Figure 3: Share button in Word Online

After you have selected your link, copy it by **right-clicking on the link** and **selecting Copy** or by selecting the link and **pressing the keyboard combination Ctrl + C**. Your link has now been copied to your computer's clipboard. The next step is to open your course in Blackboard.

Pasting the Embed Code in Blackboard

Log in to Blackboard and navigate to your course. In this tutorial, I created a Syllabus in Microsoft Office, so it would be fitting to include that embed code in a **Syllabus** item. Click on **Syllabus**, and you should see your content page appear.

If you do not already have an item created within this page, click on **Build Content** and select **Item**. If you already have an item created, click on the **grey down arrow by the title** of the item and select **Edit**. You should see the **Edit Item** screen in either case.
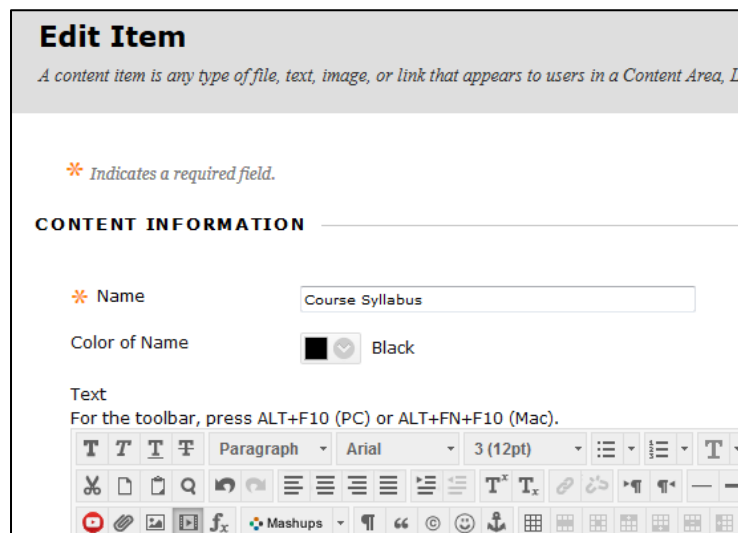

Figure 4: Edit Item page in Blackboard

At this stage, you should see the **text editor** below the name and color items. Look for the **HTML button**.
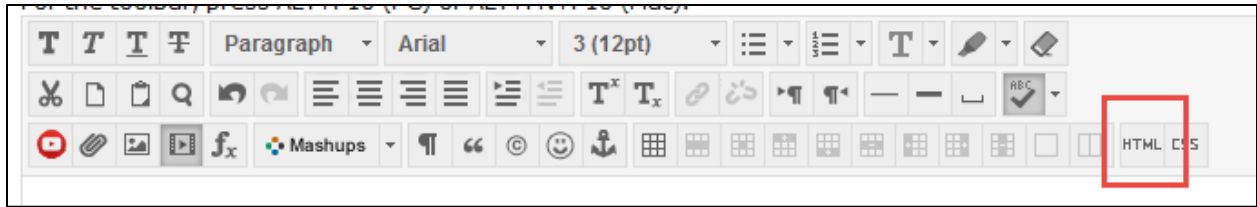
Figure 5: Click the HTML button to bring up the HTML code view window

Click the **HTML button**, and a **HTML code view** window should pop up. **This is where we will be pasting the link you copied from your Word Online document earlier.** Click anywhere in the white box and paste the link by **right-clicking and selecting Paste** or by **pressing the keyboard combination Ctrl + V**. You should now see your link pasted in the HTML code view window (Figure 6).
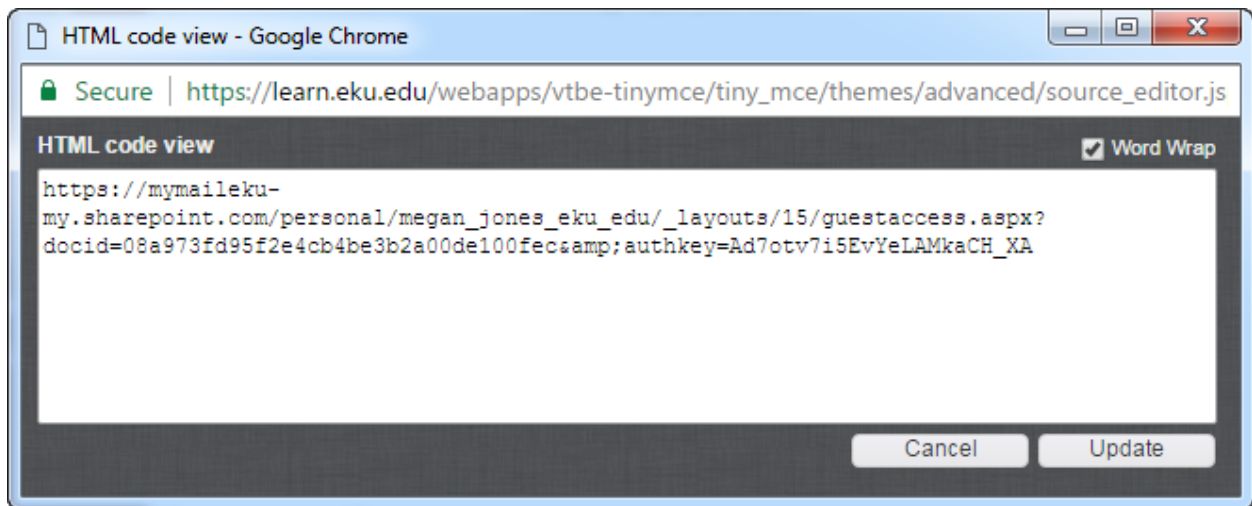

Figure 6: The link pasted from Word Online

The next step requires you to copy the iframe code below and paste it in the same HTML code view window. **Select the iframe code below** by clicking and dragging your mouse over the code and **then copying it by right-clicking on your selection and choosing Copy** or by **pressing the keyboard combination Ctrl + C.**

```
<p><iframe width="600" height="800"
src="YOURGETWEBLINK&amp;action=embedview&amp;wdbipreview=true"
frameborder="0"></iframe></p>
```

After you have copied the code above, **navigate back to the HTML code view window**. You may need to select it from your taskbar, as it has opened in a new window from Blackboard. **Paste the iframe code above in the white box below your link** (Figure 7).
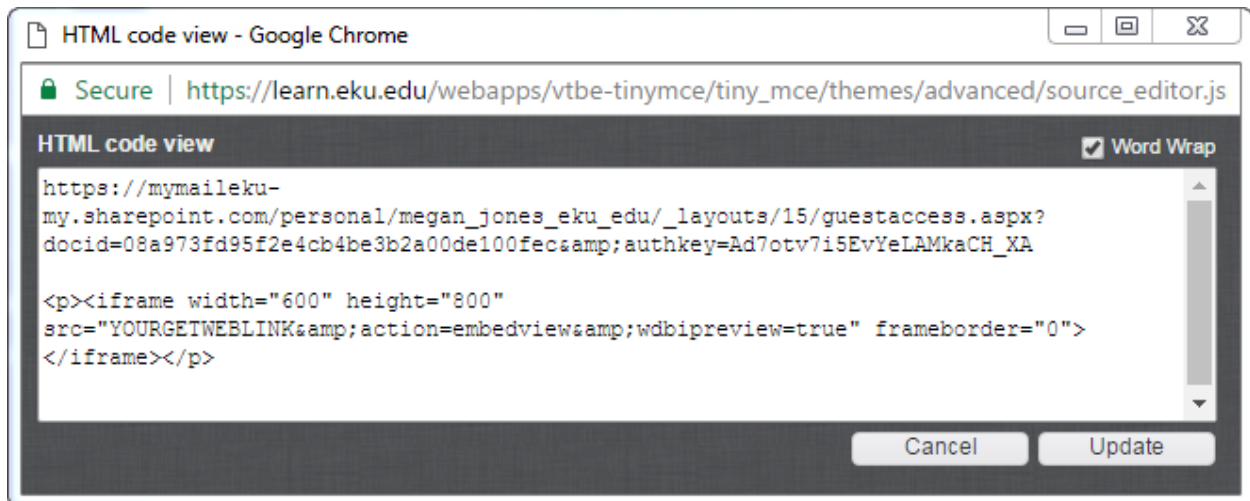
Figure 7: The iframe code pasted from this document

This is the most important part: **You will be replacing the text YOURGETWEBLINK with the link you pasted from Word Online earlier**, at the top of the HTML code view window. **Select the link from Word Online** by **clicking and dragging your mouse** over the text. Cut the text by **right-clicking your selection and choosing Cut** or by **pressing the keyboard combination Ctrl + X** (Figure 8). Your link is now on your computer's clipboard.
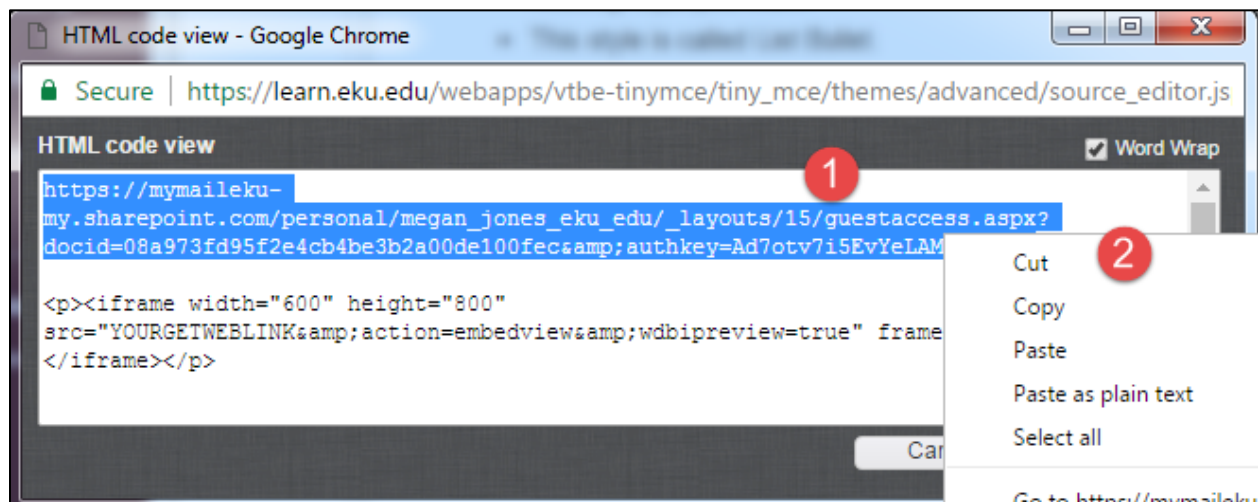

Figure 8: Cutting the link you pasted earlier

You will now **select the text YOURGETWEBLINK** with your mouse by **clicking and dragging over the text YOURGETWEBLINK**. Paste the link you copied earlier by **right-clicking your selection and choosing Paste** or by **pressing the keyboard combination Ctrl + V** (Figure 9). **Your link will now be placed within the iframe code**, which is the intended result (Figure 10). **Click Update** to apply your changes.
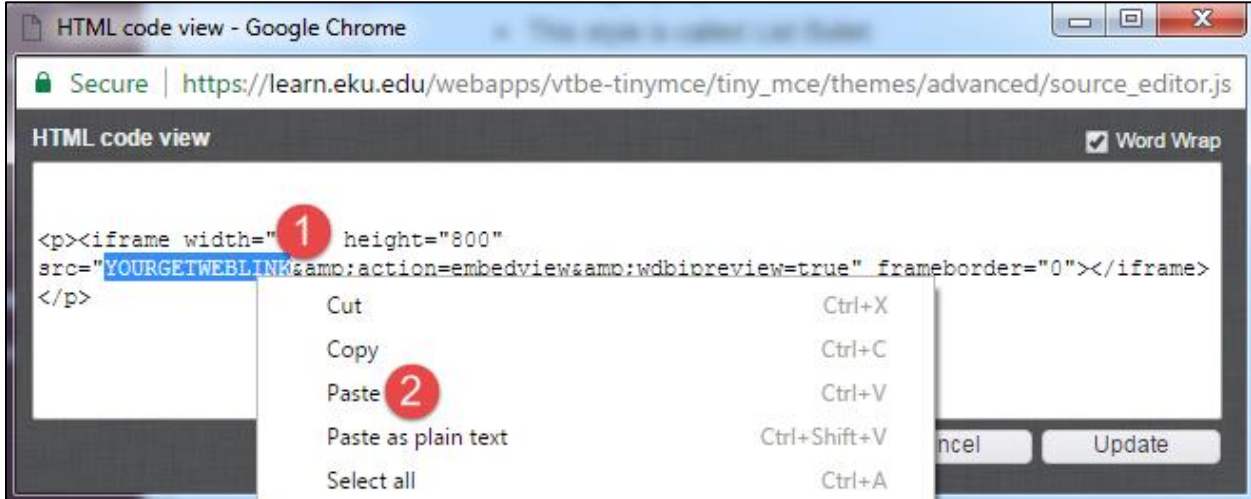

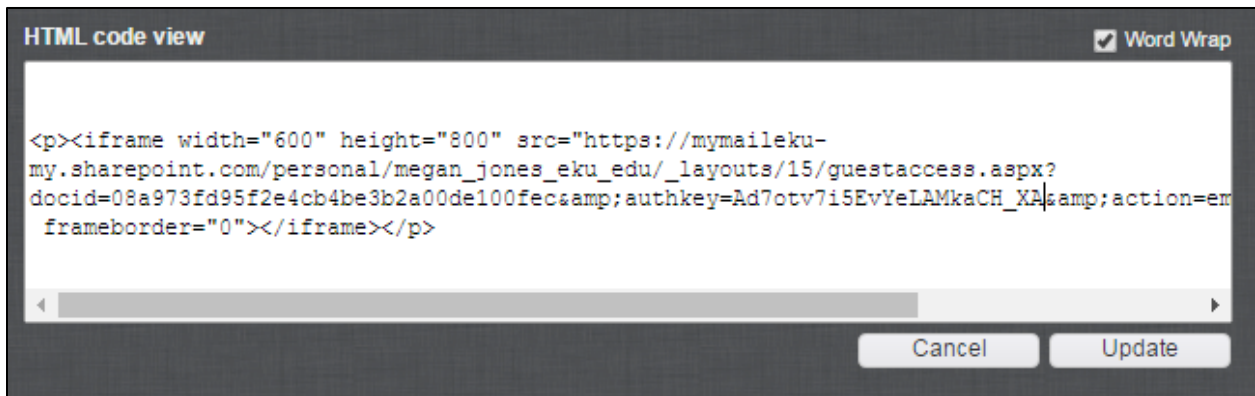Figure 9: Pasting the link into the iframe code

Figure 10: The result of replacing the text YOURGETWEBLINK with the link from Word Online

After clicking **Update**, you should see a **yellow placeholder** in your text editor within Blackboard (Figure 11). This is where your document will appear. **Click Submit to save your changes.**
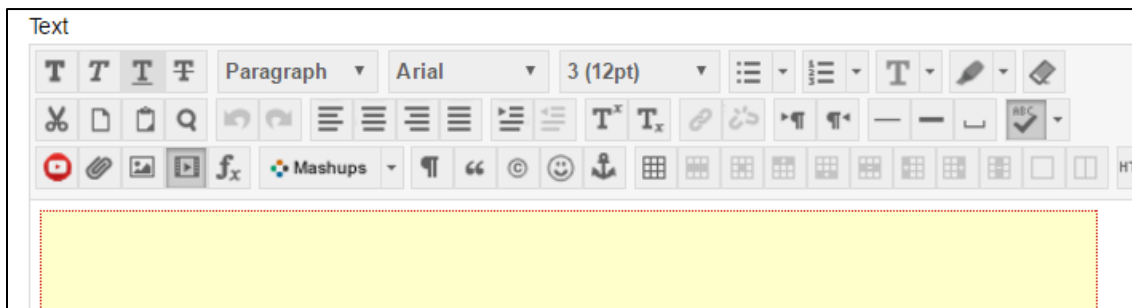

Figure 11: Yellow Placeholder

Bingo! **Your Microsoft Word document is now embedded in your Blackboard item.** The better news is that you can update your file in Office 365 (Word Online) and your changes will **automatically update** here. There is no need to edit the Blackboard item further unless you decide to embed another document or add/edit text.

Figure 12: Result of OneDrive embed. Our Word document is embedded in the course
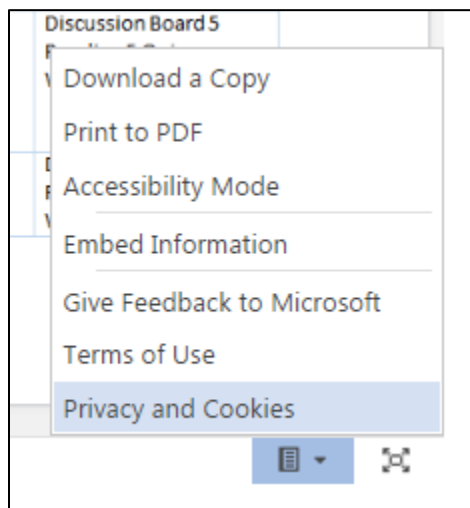

Figure 13: Menu at the bottom, right-hand corner of the embedded document. Students can download, print, or enable accessibility mode from this area.

Uses for Embedded Files

In addition to embedding syllabi, there are other uses for embedded files:

- Assignment instructions and other course documents

- PowerPoint lectures

- Excel worksheets for certain disciplines