

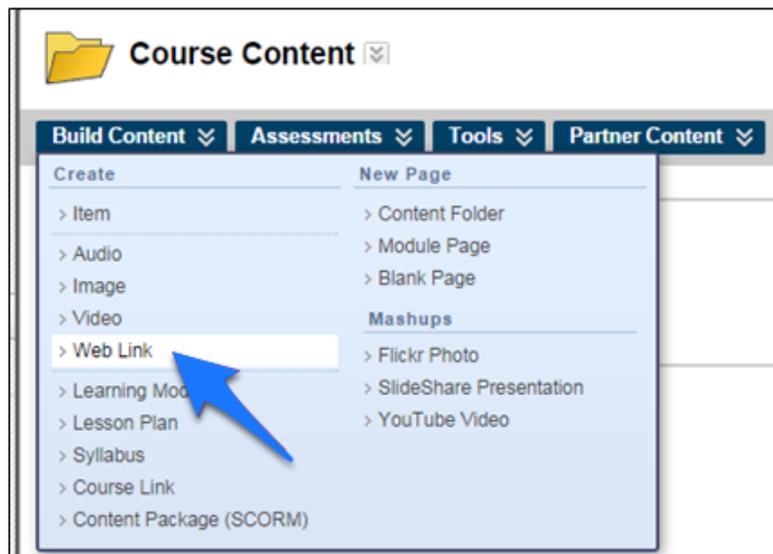
4. Linking Files to Blackboard via Cyberduck

In this tutorial, you will learn how to:

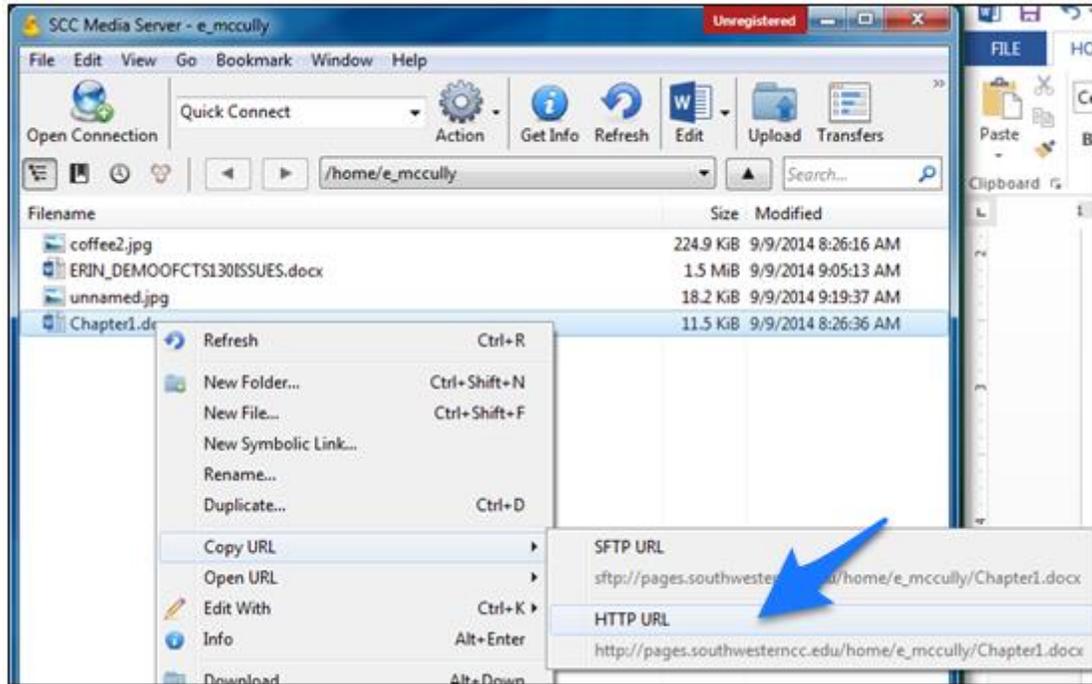
- Link files that are located on the media server to your Blackboard course using Cyberduck.
- Replace an existing file in your Blackboard course with a link to the file housed on the media server.

Part 1: Linking Files to Blackboard

1. Access both your Blackboard course and Cyberduck, keeping the two programs open side-by-side on your computer's desktop.
2. Go to the Content area within your Blackboard course where you wish to add a link to a file (such as "Course Content" or "Course Information") and click "Build Content."
3. Select "Web Link" and name the link (such as "Chapter 1 PowerPoint").



- In the Cyberduck window, right-click the file you want students to access in your course.
- Hover your mouse over “Copy URL” and select “HTTP URL” (the link has now been copied to your clipboard).

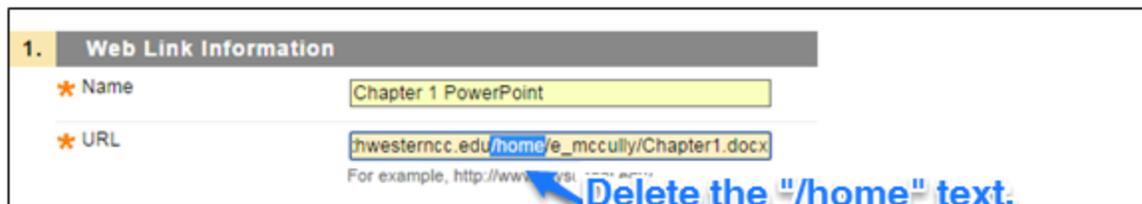


- Paste the URL in the URL box.

Note: If your link includes the word “home,” then you may not have installed a bookmark (Link to Cyberduck Tutorial 2 here). An immediate fix is to remove the text “/home” from the link. For example, it may read:

“http://pages.southwesterncc.edu/home/e_mccully/Chapter1.docx” (without quotation marks) but it **should** read:

“http://pages.southwesterncc.edu/e_mccully/Chapter1.docx” (without quotation marks)

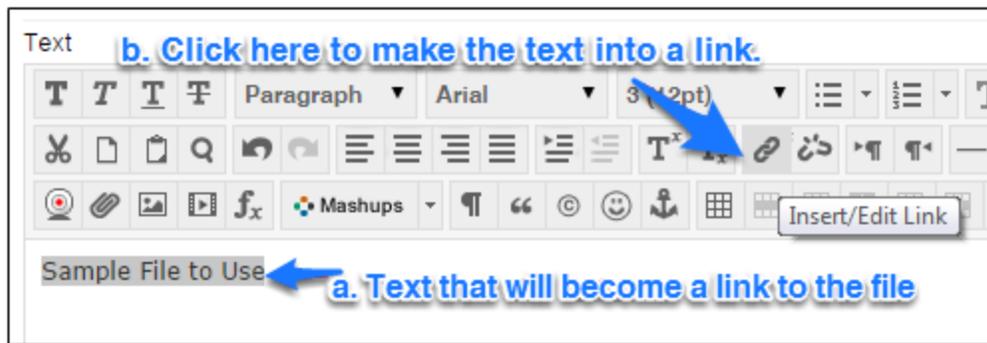


After completing this activity, please return to Cyberduck Tutorial 2 to install a bookmark to avoid this issue in the future.

- Click “Submit.”

Part 2: Edit Existing Blackboard Content Containing Uploaded Files

1. Access your Blackboard course and open Cyberduck, keeping the two programs open side-by-side on your desktop.
2. In your Blackboard course, find the content item that contains an uploaded file that you want to convert to a link using Cyberduck. Click on the Action Link to the right of the item name () and select "Edit."
3. In the Cyberduck window, right-click the file you want students to access in your course. Select "Copy URL" and **select "HTTP URL"** (the link has now been copied to your clipboard).
4. In Blackboard, in the item's Text Editor, type the name of your file. Highlight the name and click on the link icon in the Text Box Editor menu.



5. Paste the URL that you copied to your clipboard (paste over the existing "http://" that is already there – if it appears twice in the URL, it will not function properly).
6. Re-type the file name in the title box for accessibility purposes. (A screen reader will now properly identify this file.)
7. Scroll down and mark the existing uploaded file for removal and submit.

File Name	Link Title	File Action	Item's Alignments
 SafeAssign Tutorial(1).docx	<input type="text" value="SafeAssign Tutorial.docx"/>	Create a link to this file	<input type="checkbox"/> Add alignment to content Mark for removal

Next: 5. Deleting Uploaded Files from Blackboard.

If you have further questions, please submit a ticket to SCC E-Learning [here](#).