



## **Cyberduck/ Media Server – Linking Files to Blackboard**

**Description** – In this tutorial, you will learn how to link files that are located on the Media server (via Cyberduck) to your Blackboard course.

### **Part I – Linking Files to Blackboard**

1. Access your Blackboard course
2. Access Cyberduck, keep both Blackboard and Cyberduck open side-by-side
3. Go to a Content area within your Blackboard course
4. Click “Build Content”
5. Select “Web Link”
6. Give the link a name
7. Move to your other window to work in Cyberduck
8. Locate the file to which you want to create a Blackboard link
9. Right click on this file
10. Select Copy URL
11. Select HTTP URL (the link has copied to your clipboard)
12. Now move back to your Blackboard window
13. Paste the URL in the URL box
14. Submit

### **Part II –Edit Existing Blackboard Content Containing Uploaded Files**

1. Access your Blackboard course
2. Access Cyberduck, keep both Blackboard and Cyberduck open side-by-side
3. Go to a Content Item that contains an uploaded file that you want to convert to a link
4. Click on the Action Link to the right of the item name and select “Edit”
5. Move to your other window to work in Cyberduck
6. Locate the file to which you want to create a Blackboard link
7. Right click on this file
8. Select Copy URL
9. Select HTTP URL (the link has copied to your clipboard)
10. Now move back to your Blackboard window

11. In the item's Visual Text Box Editor (description area), type the name of your file
12. Highlight this name
13. Click on the Globe icon in the Visual Text Box Editor menu
14. Paste the URL that you copied to your clipboard (paste over the existing "http://" that is in the box – you don't want this to appear twice in the URL)
15. Add a title for Accessibility purposes; if someone is using a screen reader, this file will be identified
16. Before submitting, scroll down and mark the existing uploaded file for removal
17. Submit