



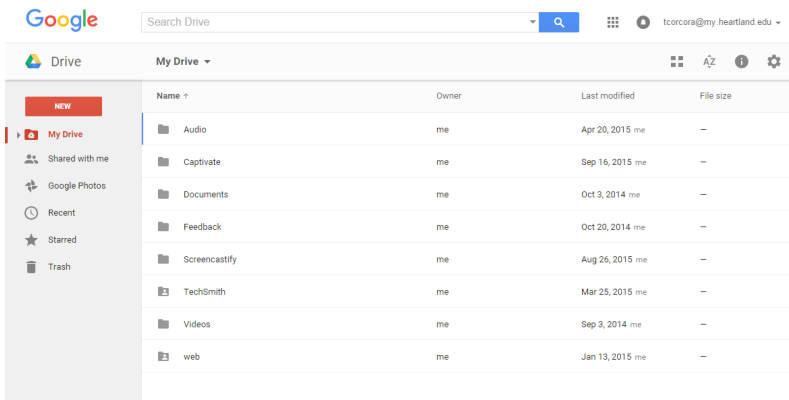
Using Google Drive and the Blackboard Google Apps Document Tools



These instructions will allow you to access your Google Drive, create folders and upload video files in that Google Drive, set permissions so your Blackboard class roster can see your Google Drive video files, and link to those Google Drive videos files from Blackboard using the built-in Google Apps Document Tools in your Blackboard course(s).

Accessing Your Google Drive Storage

You can gain access to your Google Drive through the web browser.

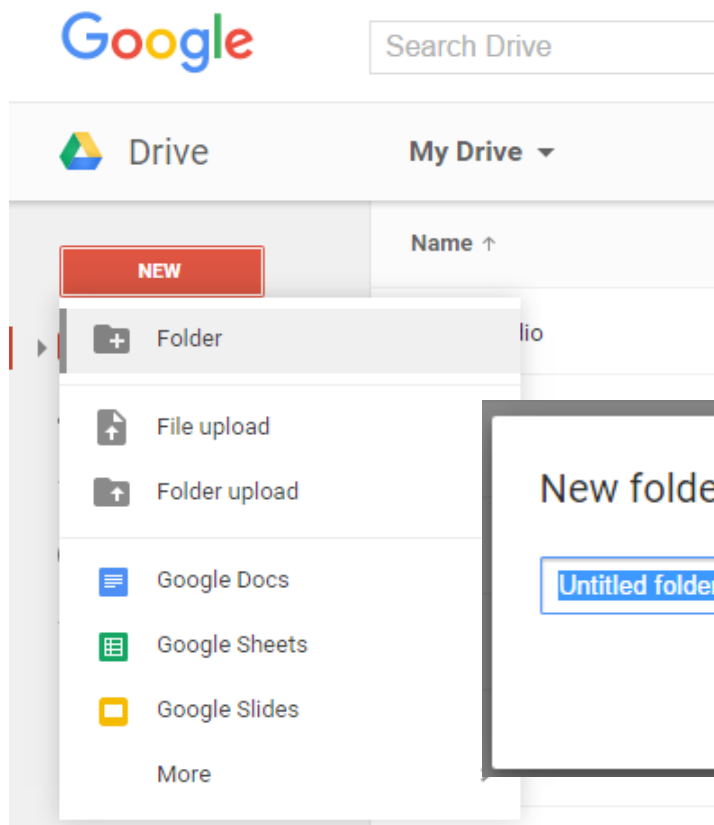


1. go to the URL:
<http://drive.google.com>
2. You will be in your Google Drive web browser access.



Creating Folders in Your Google Drive

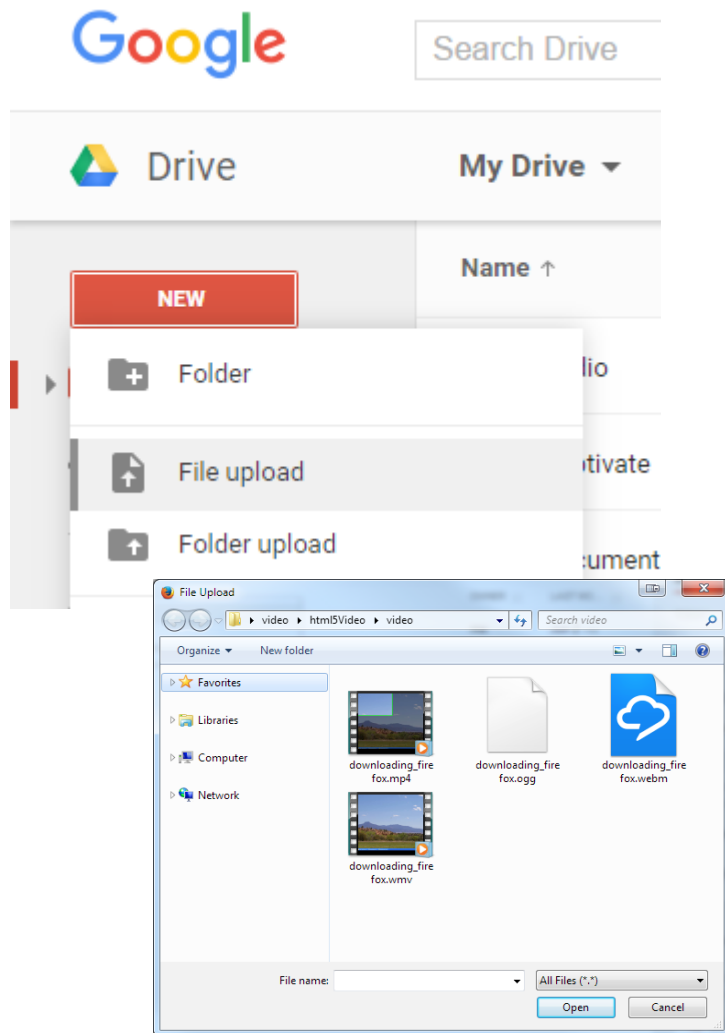
From within your Google Drive you can create folders, upload media and more.



1. Click on the "NEW" button along the upper left.
2. Choose "Folder" to create a new folder,
3. Enter the New Folder name and click "Create",
4. This will create a new folder for you to organize Google Drive files.

Uploading a Video into a Google Drive Folder

Video files can be uploaded and stored in your own Google Drive and organized into folders.



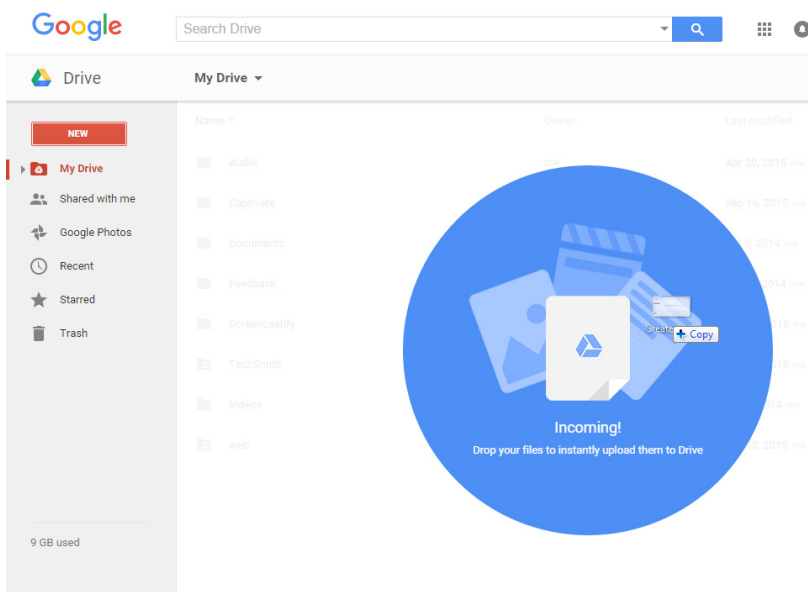
1. Create a folder or navigate into an existing folder on your Google Drive to store your video,
2. Click on the "NEW" button and choose "File upload",
3. Navigate to the video file you would like to upload and click Open,
4. Your video will upload into your Google Drive folder.

IMPORTANT: The video will take some time to process after it is uploaded. This is not immediate. You may need to wait several minutes or longer for the video to be viewable.

You can know when the video is finished processing because it will playback for you when you double click on the video.

Drag and Dropping a Video into a Google Drive Folder

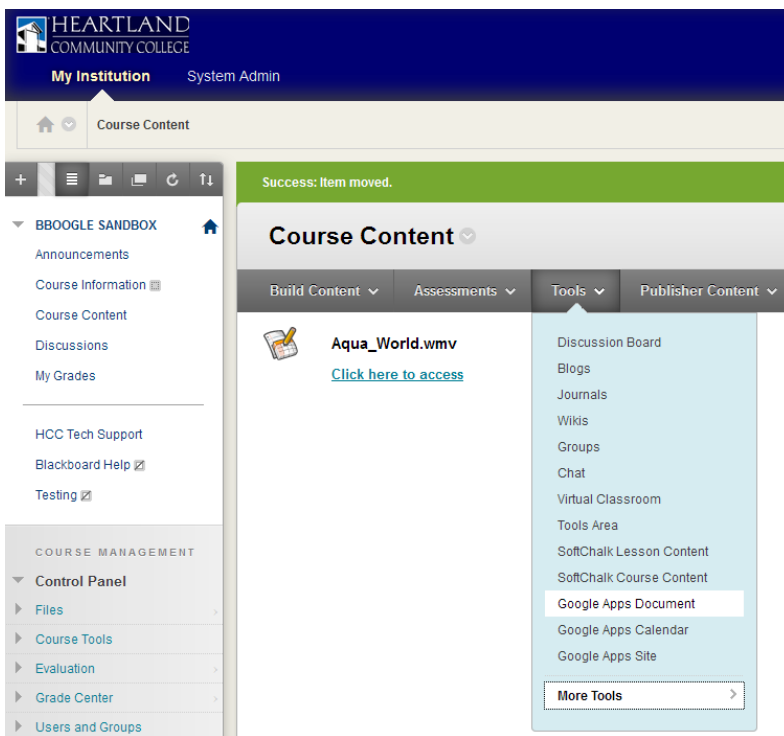
Video files can be uploaded by dragging and dropping the video into Google Drive.



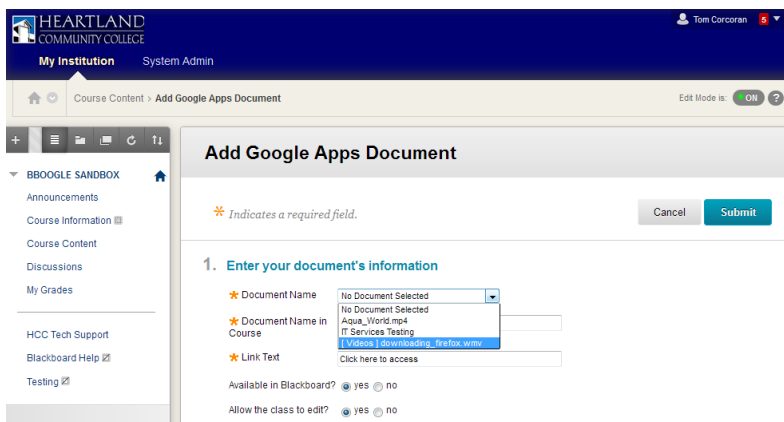
You can simply drag and drop video files into the Google Drive folder by dropping files right onto the web browser. The files will upload into that folder after you release the mouse button.

Using the Google Apps Document Tool in Blackboard

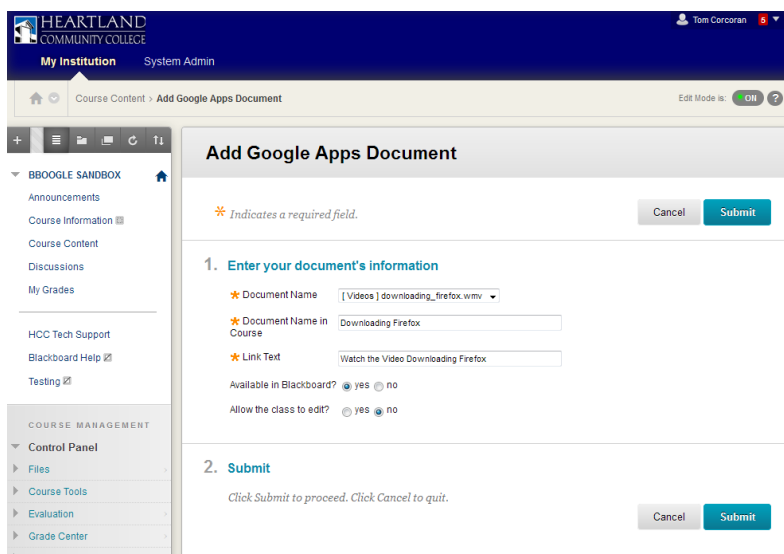
Videos can be shared with a Blackboard class by linking to the video in a Blackboard content area using the built-in Google Apps Documents tool from within Blackboard.



1. Log into the Blackboard course into which you want to link a video,
2. Navigate into the course content area you want video to appear,
3. From the Blackboard Tools menu drop down and select Google Apps Document,



4. On the Add Google Apps Document screen drop down the Document Name field and select the Google Drive video file you want to link to (all of your Google Drive folders and files will appear in that Document Name drop down field; folders appear with brackets around the folder name),

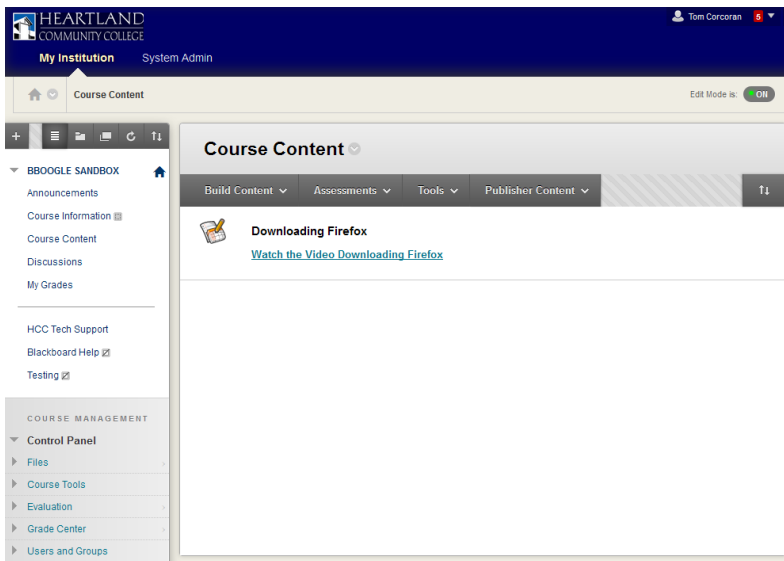


5. Type Link Text to show on screen,
6. Make sure "Available in Blackboard" is chosen as "yes",
7. Change the radio button for "Allow the class to edit" to "no",
8. Click "Submit".

This will insert the video you chose as a hyperlink into your Blackboard course.

Using the Google Apps Document Tool in Blackboard

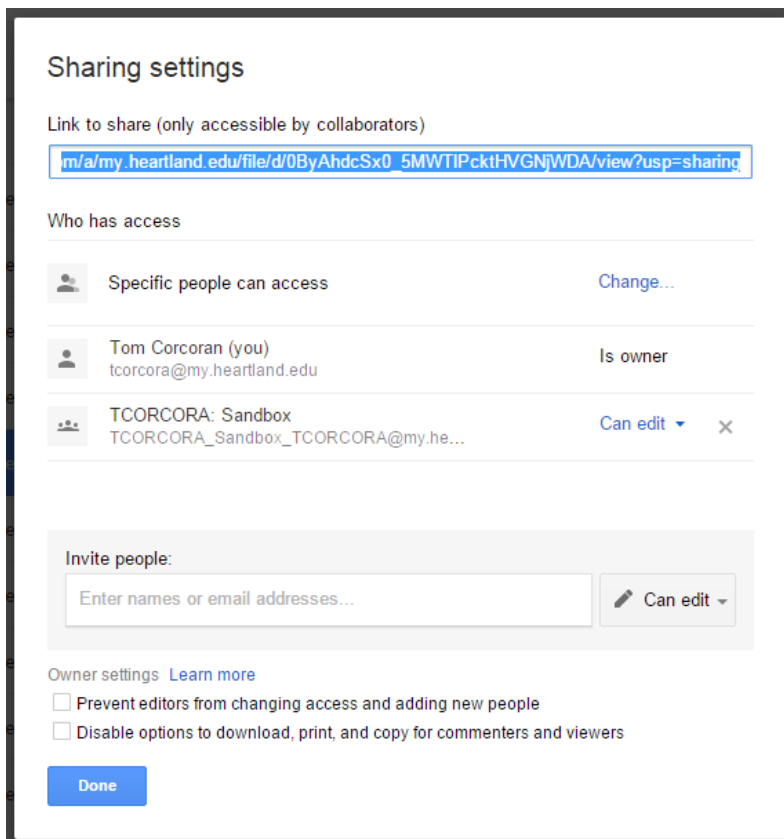
(continued)

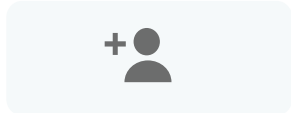


This will share the video with the entire class roster allowing anyone enrolled in that class to view the video. The permissions in Google Drive will change to reflect that the video you linked to now is shared with everyone on that class roster as a group permission to the course's name.

Manually Setting up Google Drive Folder/File Share Settings

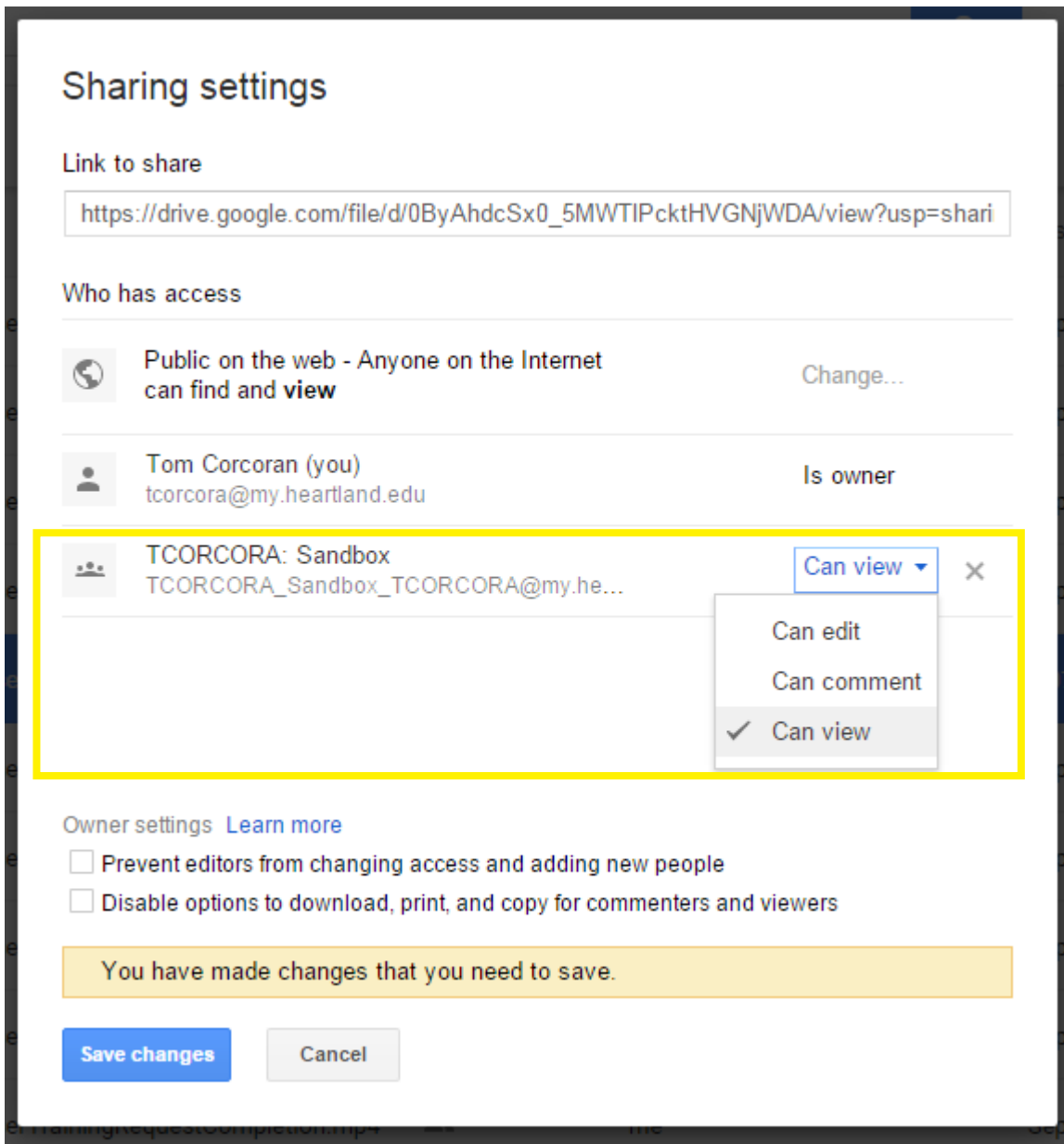
If you want to embed videos directly into a Blackboard course you must manually share the video by inviting all students using their individual Gmail addresses entered into Google Drive.



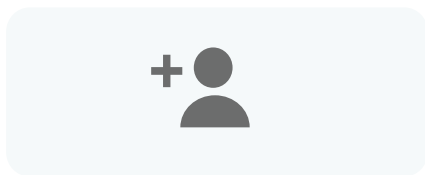
1. To manually share files from Google Drive navigate to the Google Drive file,
 2. Checkmark the file and choose Share (the button with the silhouette of a person and plus symbol),
- 
3. Manually enter each student's Gmail address into the "Invite people:" field,
 4. After entering each student's Gmail address make sure that "Can view" is selected to the right of the list of Gmail addresses (Not "Can edit"),
 5. Click "Send" to invite each student to view the video.

Setting Permissions in Google Drive to Share With Your Class

Using the built-in Google Apps Document Tool in Blackboard will automatically share permissions with the class roster for that course creating a group permission on your Google Drive file.



The screenshot shows the 'Sharing settings' dialog for a Google Drive file. At the top, there is a 'Link to share' field containing a URL. Below this, the 'Who has access' section lists three entities: 'Public on the web - Anyone on the Internet can find and view' with a 'Change...' link; 'Tom Corcoran (you)' with email 'tcorcora@my.heartland.edu' and the role 'Is owner'; and 'TCORCORA: Sandbox' with email 'TCORCORA_Sandbox_TCORCORA@my.he...'. The 'TCORCORA: Sandbox' entry is highlighted with a yellow rectangle, and a context menu is open over it, showing options: 'Can view' (selected with a checkmark), 'Can edit', and 'Can comment'. Below the access list, the 'Owner settings' section includes two unchecked checkboxes: 'Prevent editors from changing access and adding new people' and 'Disable options to download, print, and copy for commenters and viewers'. A yellow message bar states 'You have made changes that you need to save.' At the bottom are 'Save changes' and 'Cancel' buttons.

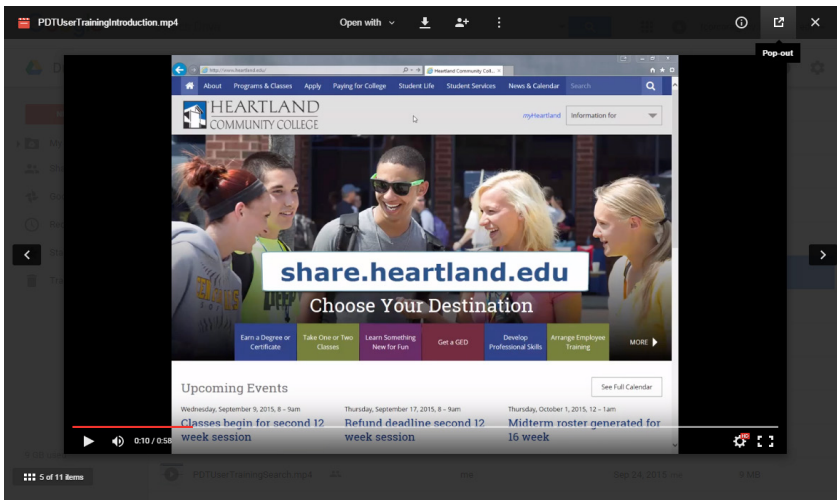


Google Drive Share Settings button
(appears after single clicking on a Google Drive file or folder)

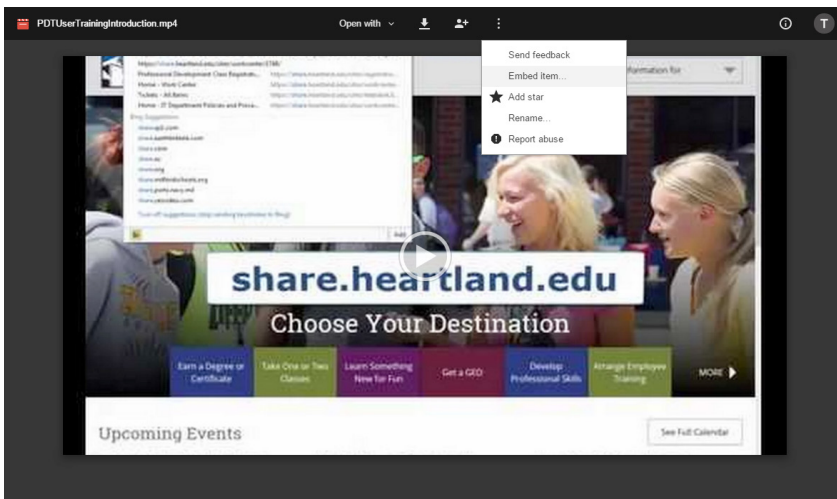
Above you see the Share Setting for a Google Drive video file. The yellow highlighted rectangle shows a "Group Permission" to a Blackboard course. This allows the class roster to view this video when linked from a Blackboard content area.

Embedding a Video from Google Drive into a Blackboard Course

Rather than linking to the video you can embed a video directly into a Blackboard course from Google Drive (this takes much more work than using the built-in Google Apps Tool in Blackboard)



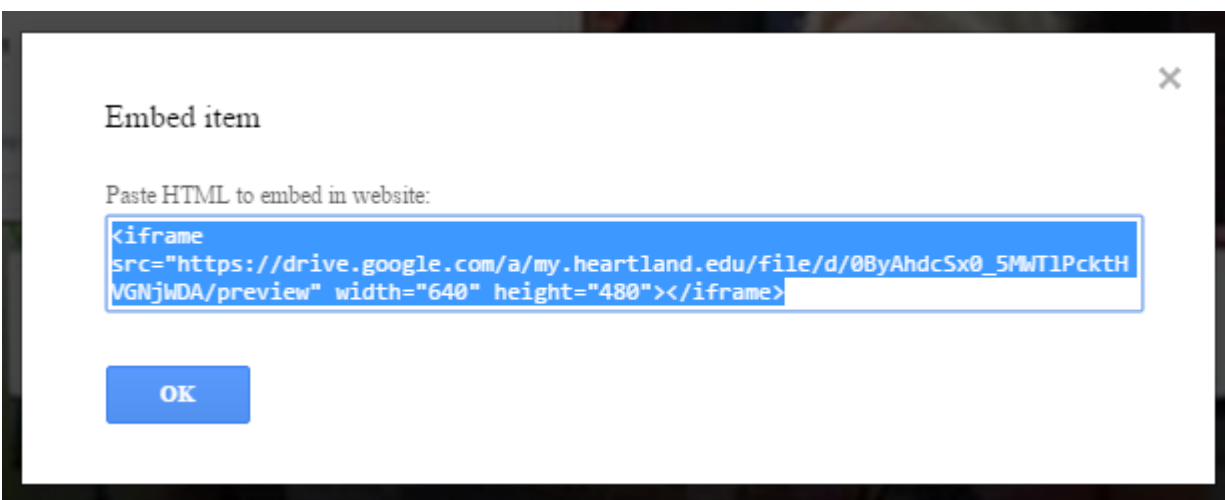
1. Navigate to the video you want to embed in your Google Drive,
2. Double click the video title to open the video in Google Drive,
3. Pause the video,
4. Click the Pop-out icon in the upper right corner,



5. Click the more actions menu,
6. Choose Embed item,



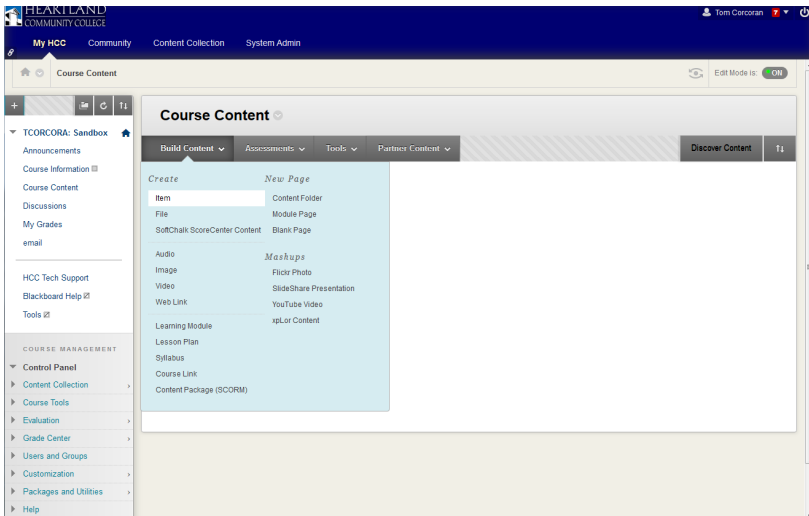
7. This will give you the <iframe> HTML code to embed the video into your Blackboard course,
8. Highlight and copy that <iframe> code and click OK,



Embedding a Video from Google Drive into a Blackboard Course (continued)

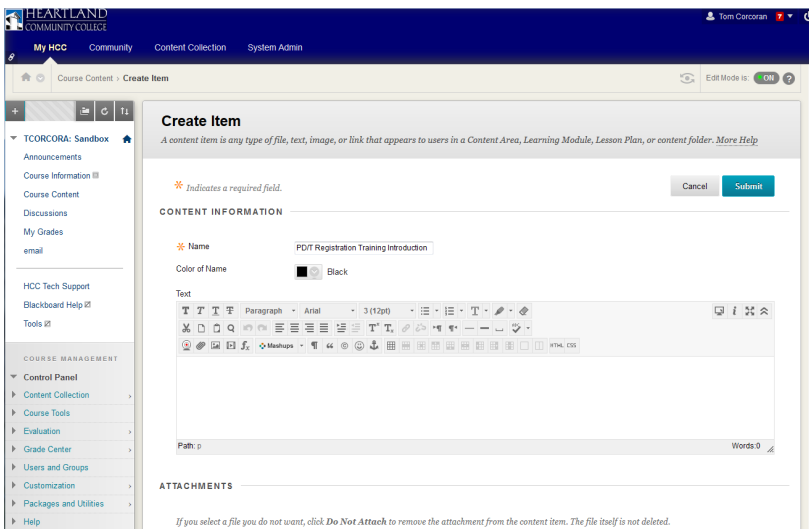
9. Log into your Blackboard class and navigate to the location you want to embed the video into,

10. Choose Build Content and Create Item,

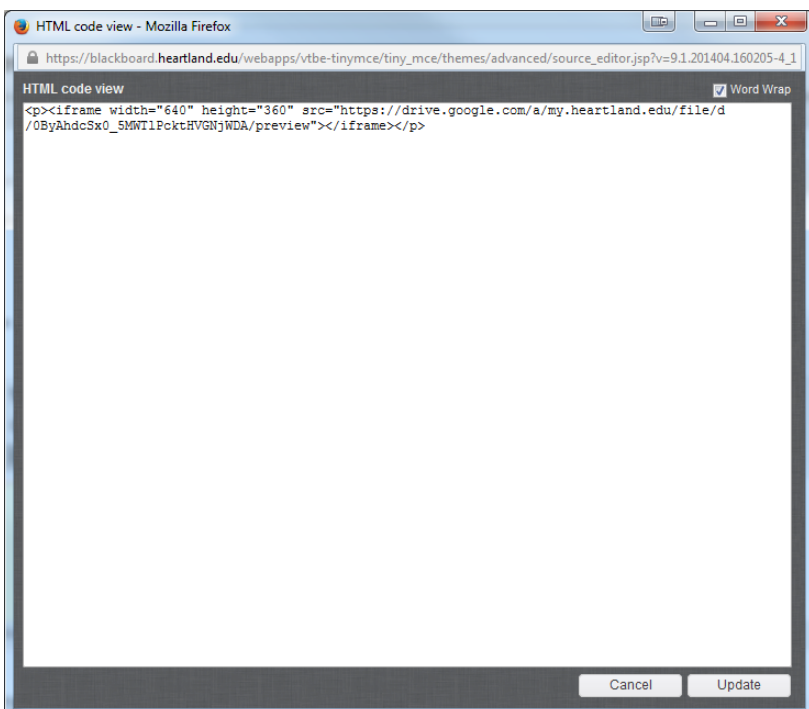


11. Give your item a name,

12. In the text editor in Blackboard choose the HTML code button,



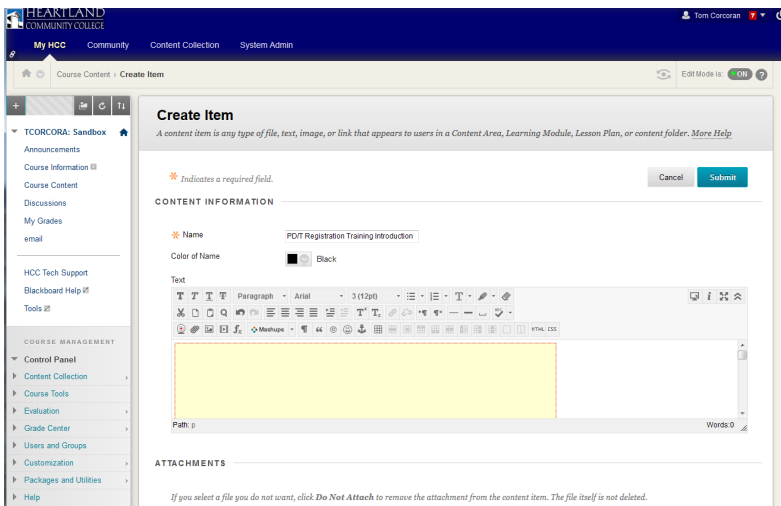
13. In the HTML code view paste in the <iframe> HTML code you copied from the Google Drive Viewer and click "Update",



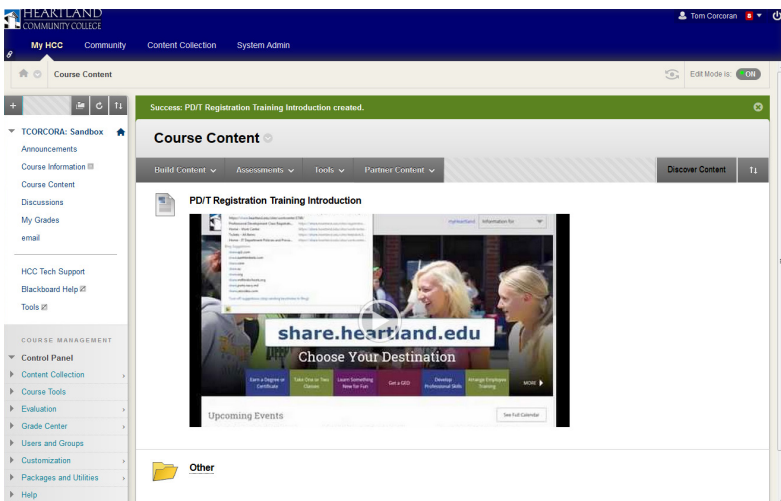
If your video in Google Drive is saved as a high definition video (with a 16:9 aspect ratio) you will need to multiple your video width by 0.5625 to get the correct height. Then type the desired width and height number into the HTML code.

Embedding a Video from Google Drive into a Blackboard Course

(continued)



14. Make sure "Permit Users to View this Content" is marked as "Yes",
15. Click "Submit".

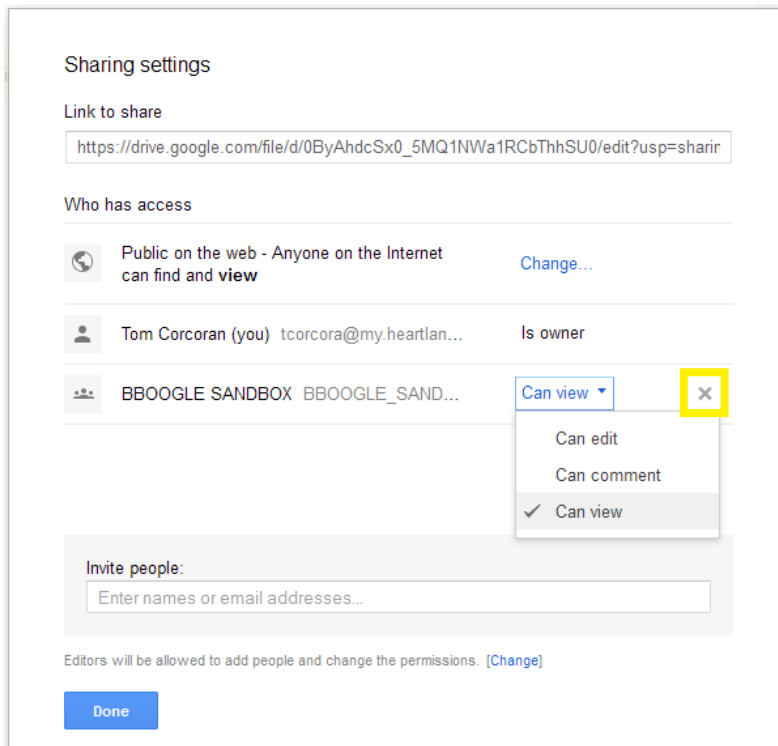


This will embed the video directly into the Blackboard course for viewers to see the video.

IMPORTANT: Students will only be able to see this video if they have been invited to view this video from within the Google Drive Share Settings by following the steps above titled "Manually Setting Up Google Drive Folder/File Share Settings" **OR** if you use the built-in Google Apps Document Tools method to create a hyperlink to the video and a group permission to that video for the Blackboard course. Then you have embedded the video following the steps for embedding video.

Manually Removing the Previous Semester's Group Permissions to Your Google Drive Videos

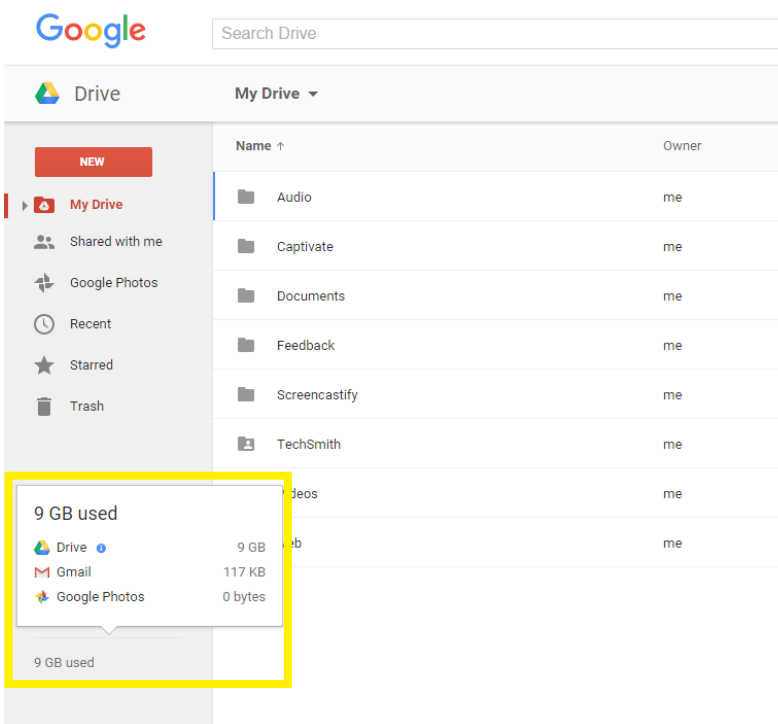
At the end of the semester you will have to manually remove any manually added individual permissions you have created. You can leave the Blackboard course group permission.



1. Access your Google Drive,
2. Navigate to the location of the videos you want to manually remove from the previous semester's group permissions,
3. Checkmark the video you wish to have the previous semester's permissions removed and choose Share (the button with the silhouette of a person and plus symbol),
4. This Sharing Settings screen allows you to set or remove permissions,
5. Click the X to the right of the class group permissions (or individual permissions) you wish to remove (highlighted in yellow at left),
6. Click "Done".

Managing Google Drive Storage Space

Initially you will receive 30 Gigabytes of storage space on your Google Drive. You can see how much space you are using by following these steps.



1. In the lower left corner of the Google Drive Web Access screen you will see an indication of how much space you are using on your Google Drive in both gigabytes and as a percentage of the total storage space available,
2. Rolling over this indication will pop up a small window showing you how much storage is being used.

The 30 Gigabytes of Google Drive Storage is shared across your Gmail account, Google Drive and any Google Photos you have uploaded to your Google Account.

Captioning a Google Drive Video

Google Drive Videos can have Closed Captioning added by creating and uploading a closed caption file paired up with your Google Drive videos.

Example of a .SRT files are formatted in plain text:

```
1
00:00:00,000 --> 00:00:04,000
[music playing]

2
00:00:04,000 --> 00:00:08,000
Um...I watch TV really well. I love
TV.
```

Creating a Closed Caption track for a Google Drive video

1. In a plain text editor transcribe the video narration,
2. Type in time codes (start and stop) above the narration,
3. Type the number of the caption above the time code,
4. Save the file with a .srt file extension.


See the example of a .SRT file at left.

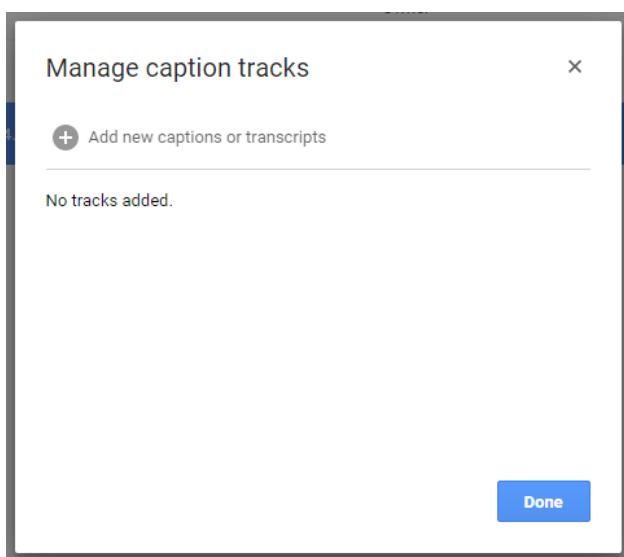
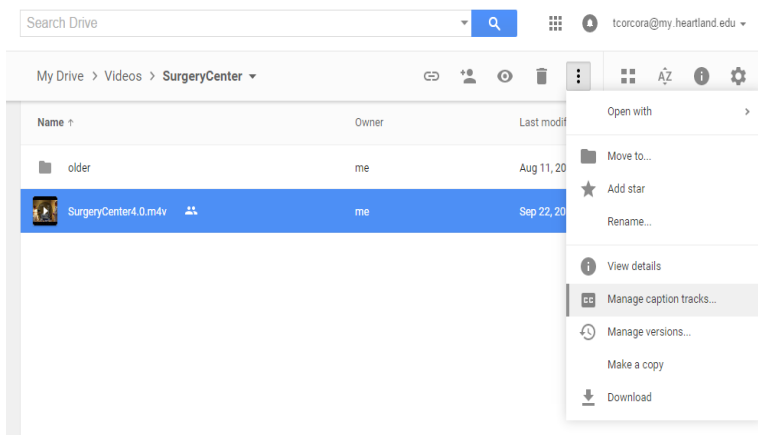
Formatting a time code:

Start time End Time
00:00:00,000 --> 00:00:04,000

(hours:minutes:seconds,milliseconds)

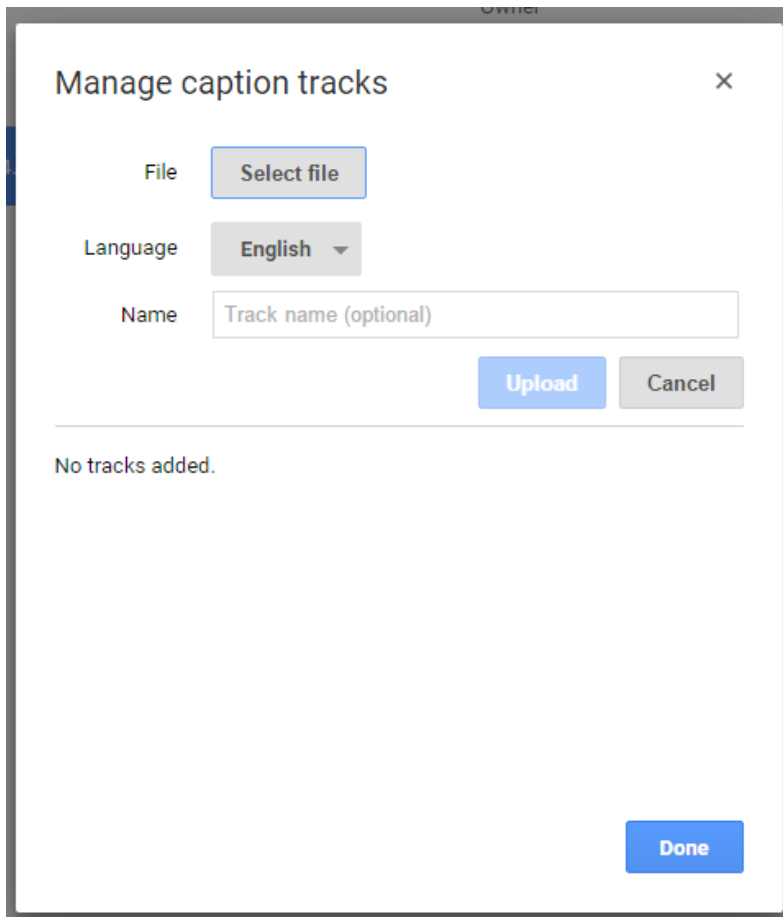
Instructions for uploading the .SRT caption file to an associated Google Drive video:

1. Select the video to add a caption to in Google Drive,
2. Under More actions button choose Manage Caption Tracks, 
3. Choose "Add New Captions or Transcripts",

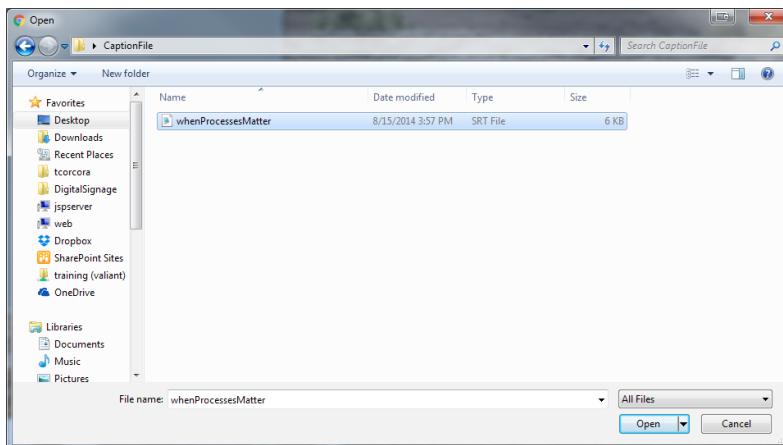


Captioning a Google Drive Video (continued)

4. Choose File: "Select File" button,



5. Navigate to where you stored your .SRT file, choose it, and click Open,



Captioning a Google Drive Video

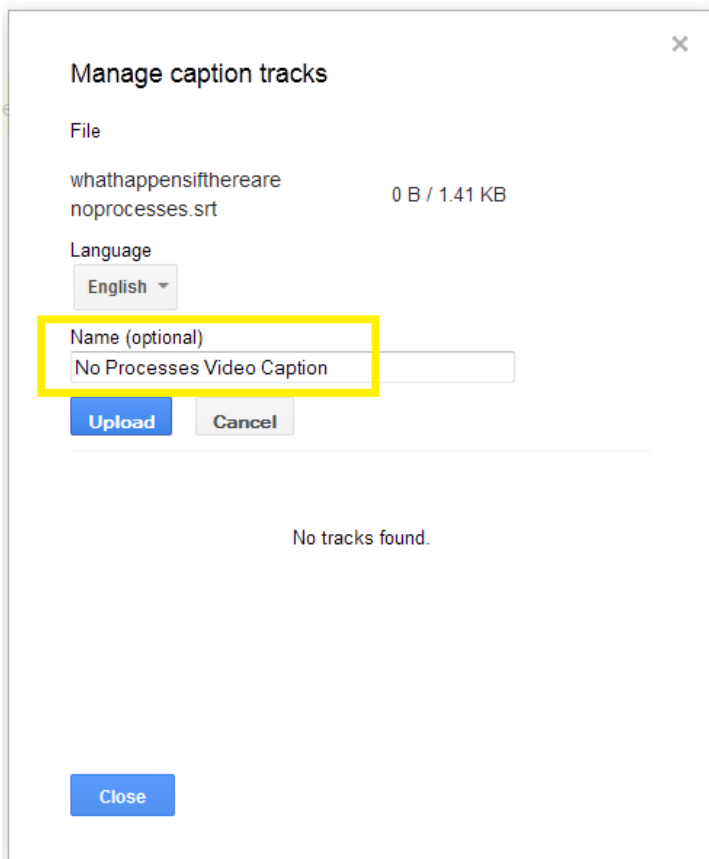
(continued)

6. Give the file a unique track name

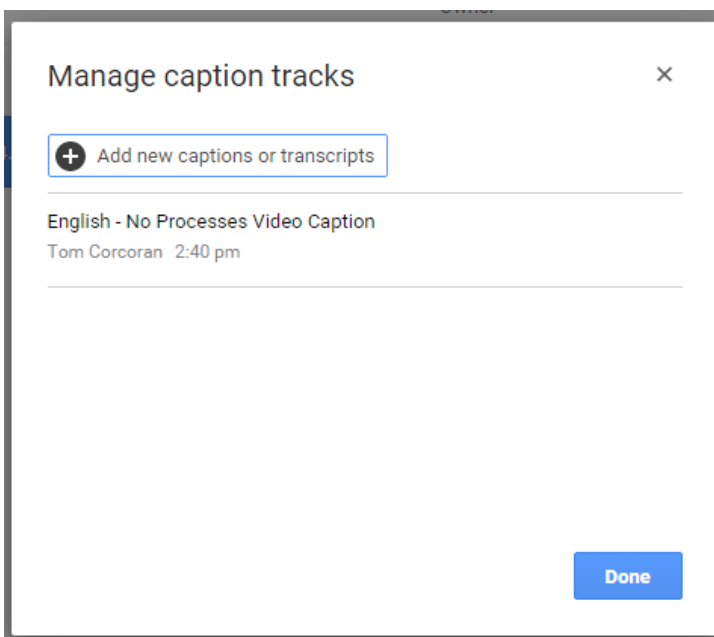
7. Click Upload. The File will upload,

8. Click Done.

The video will then have an associated closed caption track.



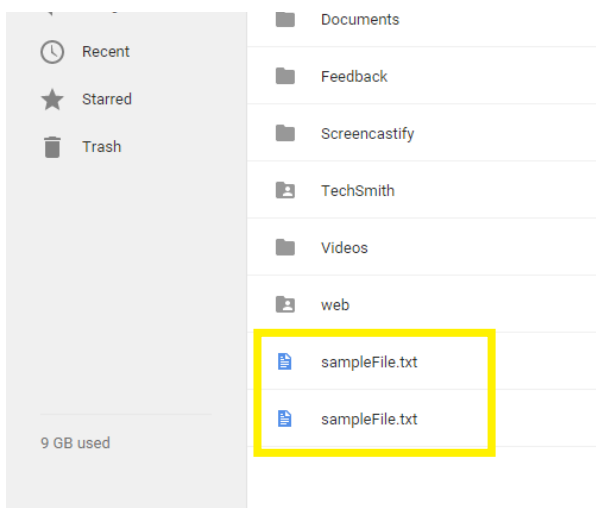
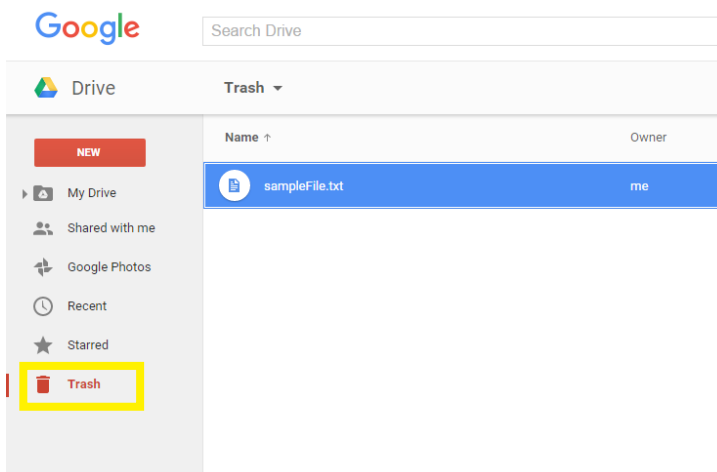
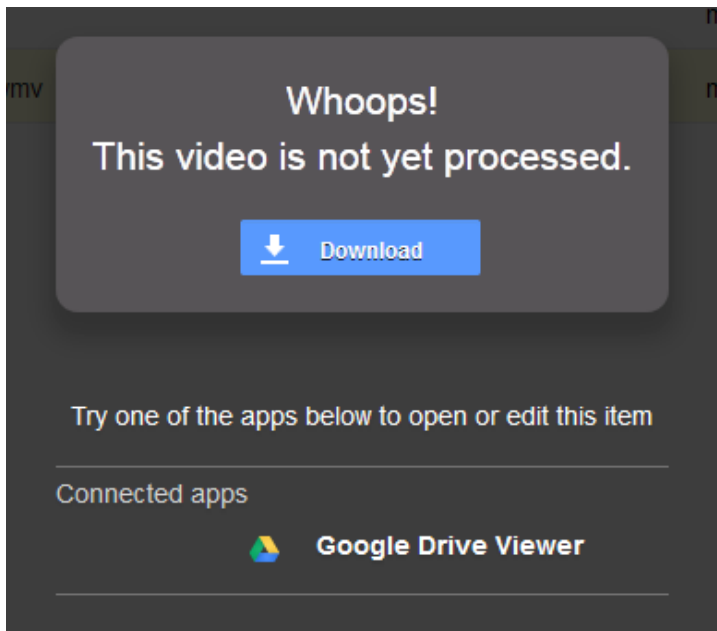
The screenshot shows a 'Manage caption tracks' dialog box. At the top, it says 'File' and lists 'whathappensifthereare noprocesses.srt' with a size of '0 B / 1.41 KB'. Below this, the 'Language' is set to 'English'. A yellow box highlights the 'Name (optional)' field, which contains the text 'No Processes Video Caption'. At the bottom left, there is a blue 'Upload' button and a grey 'Cancel' button. At the bottom center, it says 'No tracks found.' and at the bottom left, there is a blue 'Close' button.



The screenshot shows the 'Manage caption tracks' dialog box after the upload. At the top, there is a button with a plus icon and the text 'Add new captions or transcripts'. Below this, the track is listed as 'English - No Processes Video Caption' with the subtitle 'Tom Corcoran 2:40 pm'. At the bottom right, there is a blue 'Done' button.

Google Drive Video Best Practices

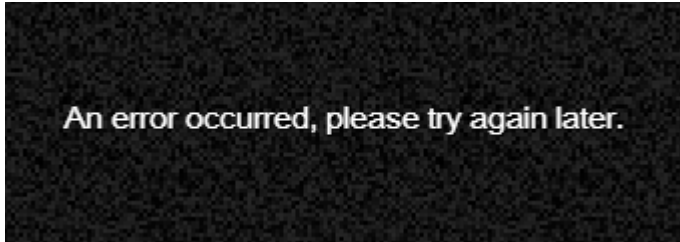
The following contains some of the helpful tips for using Google Drive to store and share video.



1. When you first upload a video into a Google Drive account it will not immediately be available for viewing. Remember to wait for a while (depending on the file size of the video) and then check to see if the video plays back correctly. For much longer videos (30 minutes to an hour or more) you may need to wait for up to one hour or greater. Videos are transcoded by Google into a more universal playback format and take time to process. If you click on a video which is still being processed you will see a screen like the one shown at left.
2. Screen recordings should be at least 720 pixels wide. Smaller resolution videos are difficult for viewers to tell what is happening in your screen recording video. Maximum resolution for a video uploaded into Google Drive is 1920x1080.
3. When you delete an item in a Google Drive it goes into the Trash. To completely get rid of that file you must go into the Trash (in the menu along the left of the Google Drive Screen) and completely erase the file by choosing the file and clicking Delete Forever.
4. There are a wide variety of video file formats acceptable for upload into a Google Drive account. The most common file types include: .WMV, .AVI, .MP4, .MOV, .FLV and WebM.
5. Be Aware: Google Drive doesn't act like a typical file system. You can upload two file into the same folder with the same name and same file extension as seen at left.

Google Drive Video Best Practices

(continued)



6. If you upload multiple videos at once you should check to see if they playback correctly once they have been processed in your Google Drive account. If a video is not processed correctly (for whatever reason) you will see a screen telling you that there was an error (the screen will look like a black, snowy video like the screenshot shown at left). If you see a screen like this the video did not process correctly. Checkmark the video with the error, delete the video and re-upload the video again.

Questions about this content

If you have questions about this Google Drive Video Guide please contact me at the information below.

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please share with:
tcorcora@my.heartland.edu