

How to embed Google Docs Document in Blackboard

Blackboard Quick Guide

What is Google Docs?

Google Docs is an online word processing program that lets you create and simultaneously edit documents with your students.

NOTE: In order to create Google Docs, you will need to create a Google Account. If you have Gmail then you already have a Google account. Create a Google Account by clicking on the following:

<https://accounts.google.com/signup/v2/webcreateaccount?flowName=GlifWebSignIn&flowEntry=SignUp>

Why embed a Google Docs Document in Blackboard?

Do you find yourself constantly editing certain documents within your Blackboard courses?

Did you know that you can use Google Docs to automatically update course content without editing items in Blackboard?

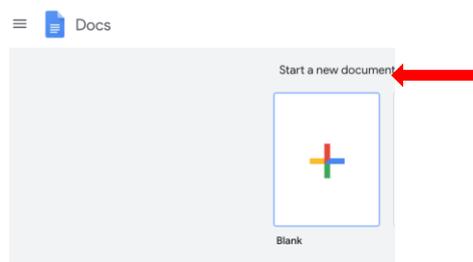
- Google Docs is a convenient way to automatically update course content without editing items in Blackboard.
- You can embed your Google Docs into a Web page or LMS (Blackboard and others), which allows you to update the document in Google Docs without having to update the item itself in Blackboard or anywhere else.
- Your students will also be able to access and edit the document.
- This is also a great platform to help manage team projects within your learning groups!

How to create a Google Docs Document

1. Create a document

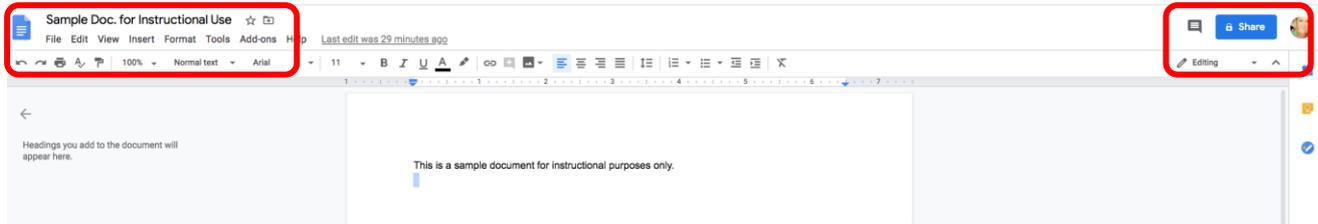
1.1 On your computer, open the Google Docs home screen at docs.google.com

1.2 In the top left, under "Start a new document," click New 

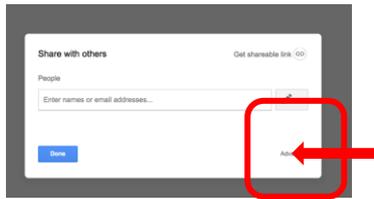


2. Share and work with others

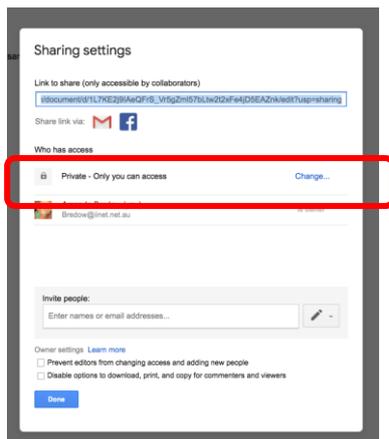
2.1 Once you have created your document, name your document by clicking the top left hand window and click **Share**



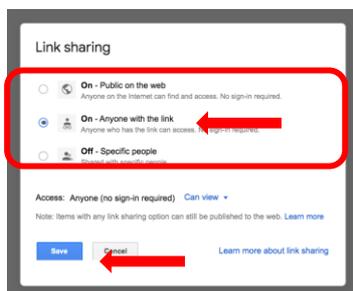
2.2 By clicking on **Share** icon you will open the **Share with others** function. Click on the **Advanced** option to open **Sharing settings**



2.3. On the **Sharing settings** window, under the **Who has access** option, click **Change**

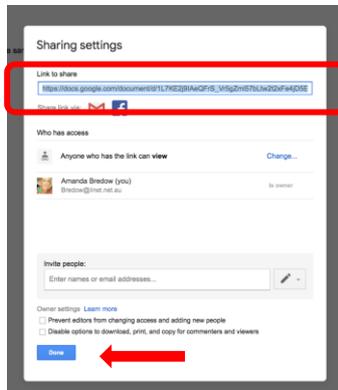


2.4 Share as **Anyone With The Link Can Access** setting and click **Save**



2.5 Copy your document address link to your clipboard and click **Done**

Now that code is copied to your computer's clipboard, keep in mind that this selection will be overwritten if you copy any other text on your computer. You may want to paste it into a scratch Word document to have it handy.



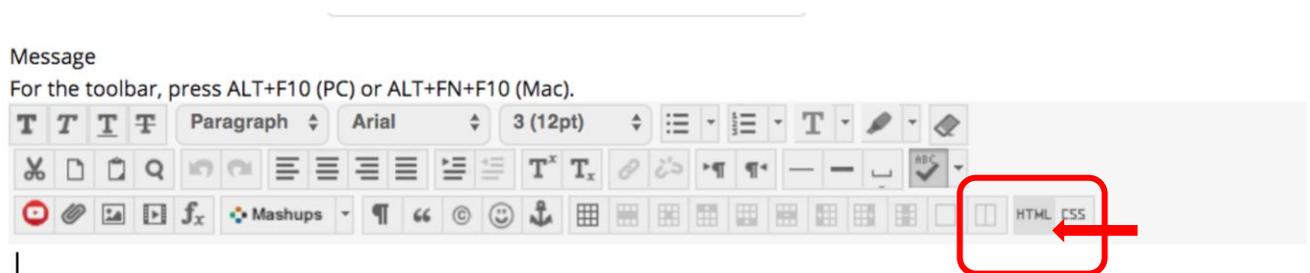
Note: Don't be intimidated by this as you will be simply copying and pasting this code in to Blackboard. If you're curious, this code is for embedding what we call an iframe, which is a container for your content. Copy the Embed code by pressing Ctrl+C on your keyboard or by right-clicking your mouse and selecting Copy from the mouse menu.

How to embed a Google Docs Document in Blackboard

1. Login in to **Blackboard**

Navigate to the course site where you would like to embed your document. *For the purpose of this instruction, I have chosen to create Discussion Board thread.*

2. Open the **HTML** function

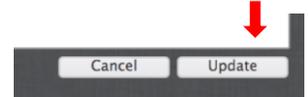


3. An **HTML code editor** window will open.

Copy the following **code** into your HTML code view window. Then replace the orange text below with your Google Docs code (Step 2.5 above). Press **Update** to activate the code.

```
<p><iframe width="900" height="500" frameborder="0" src="PASTE YOUR GOOGLE DOC SHARED LINK IN HERE"></iframe></p>
```





After clicking **Update**, you should see a small, yellow placeholder in your text editor. This is where your document will appear. Click **Submit**.

Message

For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).



Path: p Words:0

ATTACHMENTS

Attach File

*Click **Save Draft** to save a draft of this message. Click **Submit** to submit the post. Click **Cancel** to quit.*

4. Accessing Google Docs

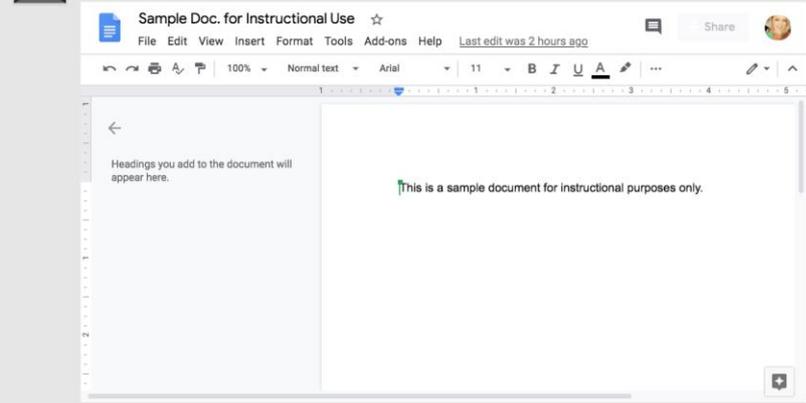
Your Google Doc is now LIVE on your Blackboard site and can be accessed and edited by anyone who is enrolled. You can also edit the document on Google Docs on your Google account, without going into Blackboard.

Select: [All](#) [None](#)

Message Actions

1 Post(s) in this Thread Thread 2 of 2

Amanda Bredow  **Embedding Google Docs Example** just now



Select: [All](#) [None](#)

Message Actions

This procedure also works for Google Sheets, or any of the other Google apps you might care to use.