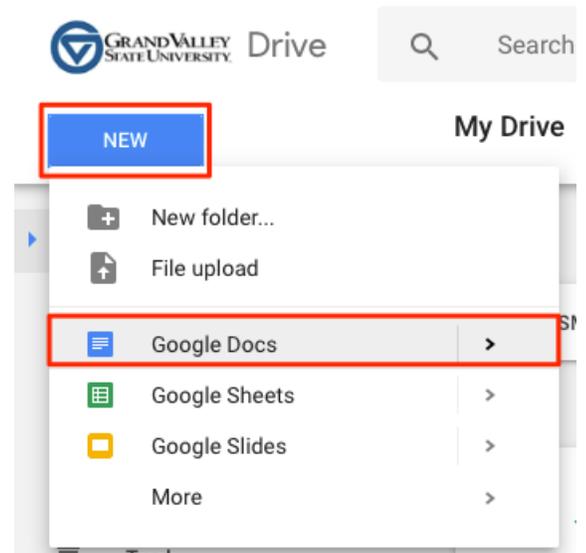
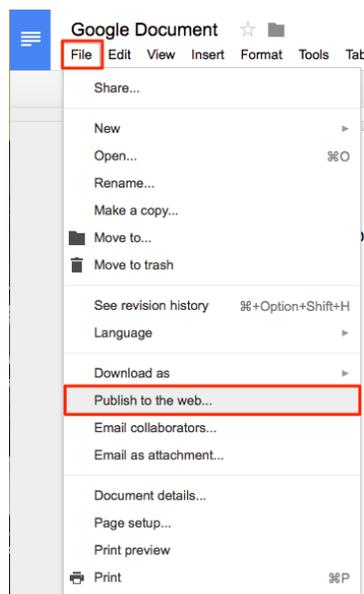


Embedding and Linking to a Google Doc and Sheet in Blackboard

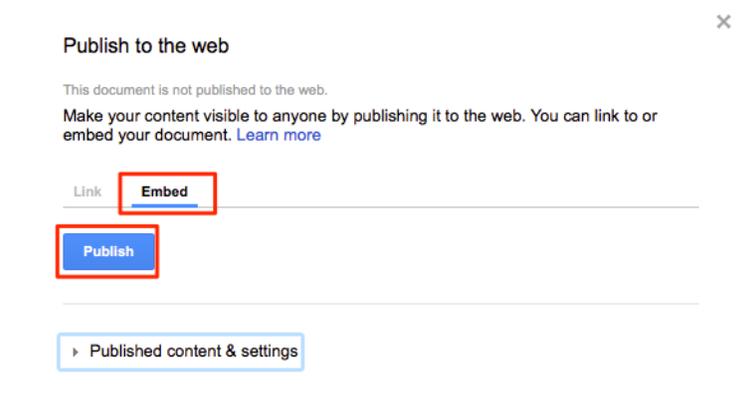
Embedding a Google Doc in Blackboard

Note: These steps are the same for embedding a Google Sheet

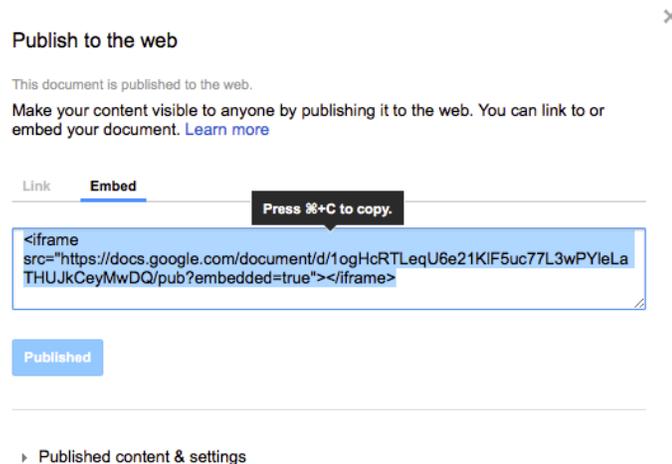
1. Login to your Google account and open your Google Drive. Click on **New**, then **Google Docs**.
2. Create your Google Doc. A previously created Google Doc can also be used.
3. Click **File**, and then select **Publish to the web...**



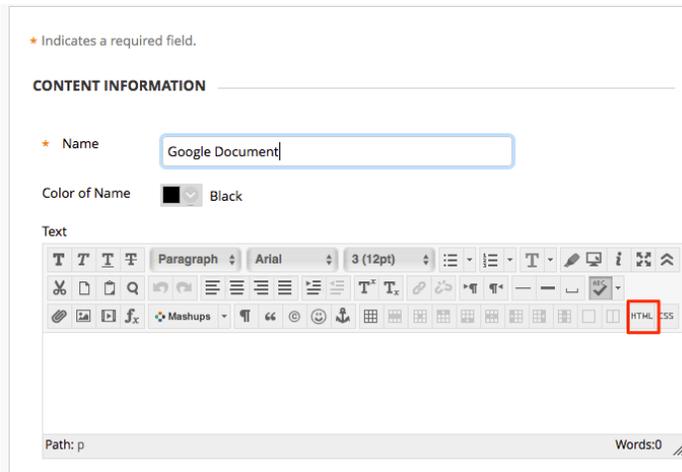
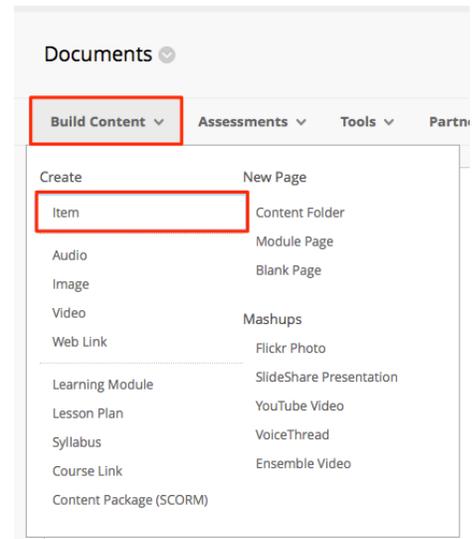
4. In the new window, click the Embed tab and select **Publish**.



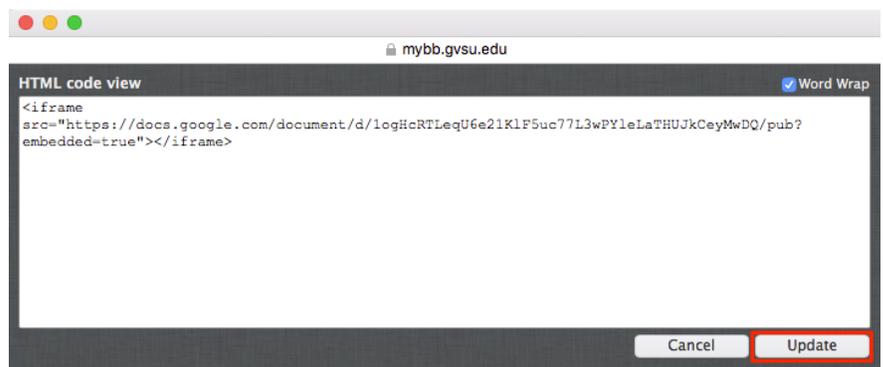
5. Copy the Embed code.



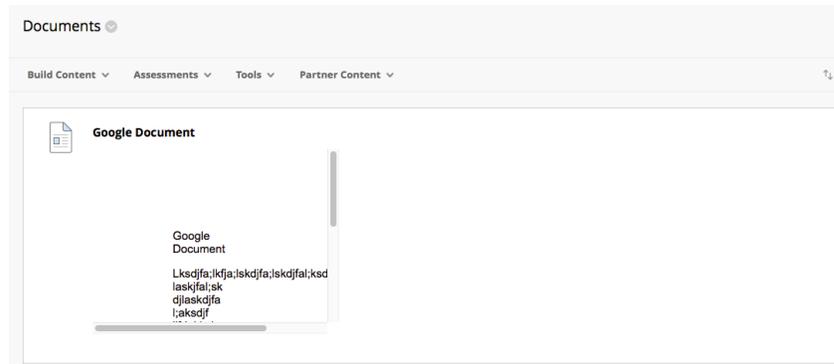
6. Navigate back to your course in Blackboard where you want to insert the form.
7. Go to the content area where you want to add the form (Documents, Assignments, etc.)
8. Click **Build Content**, and then select **Item**.
9. Name the Item, and click **HTML** from the text editor.



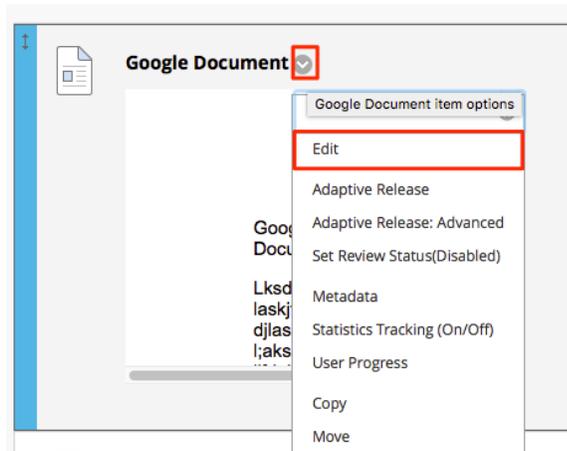
10. This will open a new window. Paste the embed code into the box and click **Update**.



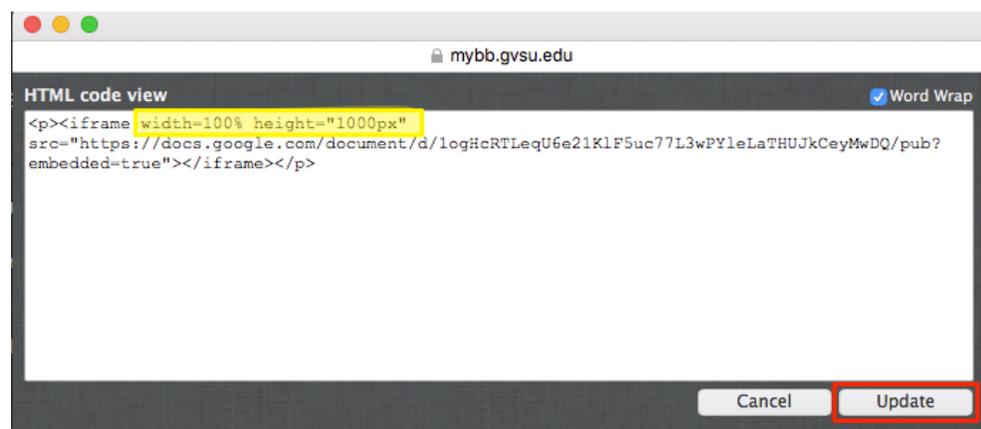
11. Select **Submit** when finished.
12. The Google Doc is now embedded in Blackboard. The document will appear like the example below.



13. This embedded Google Document with default to the size below. If you wish you change the size of the document, click the grey drop down arrow next to the name of the item and select **Edit**.



14. Select **HTML** from the text editor. This will open a new window (where the embed code was pasted). To change the size to a regular sized document, change the **width to 100%**, and the **height to "1000px"**. Select Update when finished, and then Submit.



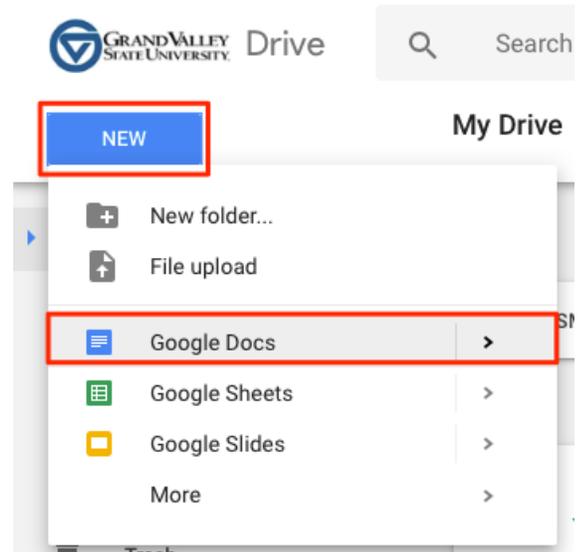
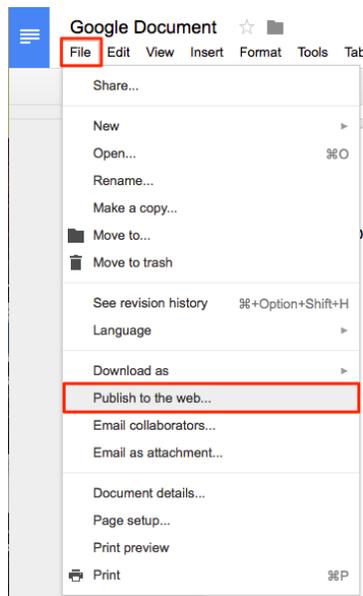
15. The Google Doc will now appear in your course as a full-sized document.

NOTE: The Google Doc embedded in your course does not automatically update when changes are made to the Google Doc. If you plan on making changes to the Google Doc after embedding it in your course, it is recommended that the link to the Google Doc be posted in the course, rather than embedding it.

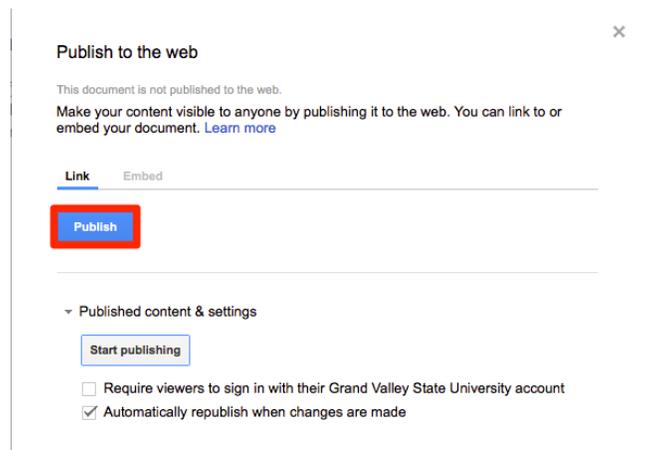
Linking to a Google Doc in Blackboard

Note: These steps are the same for embedding a Google Sheet

1. Login to your Google account and open your Google Drive. Click on **New**, then **Google Docs**.
2. Create your Google Doc. A previously created Google Doc can also be used.
3. Click **File**, and then select **Publish to the web...**



4. In the new window, select Publish.



5. Copy the link

Publish to the web ×

This document is published to the web.
Make your content visible to anyone by publishing it to the web. You can link to or embed your document. [Learn more](#)

Link Embed

jle.com/document/d/1ogHcRTLeqU6e21KIF5uc77L3wPYleLaTHUJkCeyMwDQ/pub

Or share this link using:    

Published

- Navigate back to your course in Blackboard where you want to insert the Google Doc.
- Go to the content area where you want to add the form (Documents, Assignments, etc.)
- Click **Build Content**, and then select **Web Link**
- Type in a name for the document, and paste the link into the URL field

Documents ▼

Build Content ▼ Assessments ▼ Tools ▼ Part

Create	New Page
Item	Content Folder
Audio	Module Page
Image	Blank Page
Video	Mashups
Web Link	Flickr Photo
Learning Module	SlideShare Presentation
Lesson Plan	YouTube Video
Syllabus	VoiceThread
Course Link	Ensemble Video
Content Package (SCORM)	

Create Web Link

A Web Link is a shortcut to a Web resource. Add a Web Link to a Content Area to provide a quick access point to relevant materials. [More Help](#)

• Indicates a required field.

WEB LINK INFORMATION

• Name

• URL
For example, <http://www.myschool.edu/>

This link is to a Tool Provider. [What's a Tool Provider?](#)

- Click **Submit** when finished.
- The Link to the Google Doc is not in your course, and will

appear like the example below. To get to the document, students need to click on the name.

Documents ▼

Build Content ▼ **Assessments** ▼ **Tools** ▼ **Partner Content** ▼

 **Google Document**