

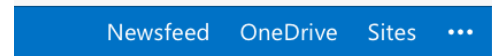
Posting Word Online Document to Blackboard

1. Access our website <http://www.mc3.edu>.
2. On the top right side, click the **My MC3 LOGIN** button.
3. Enter your **Username** and **Password**.
4. Click **Sign In**
5. On the portal page, under Applications/Tools, click **Office 365 for Students**.



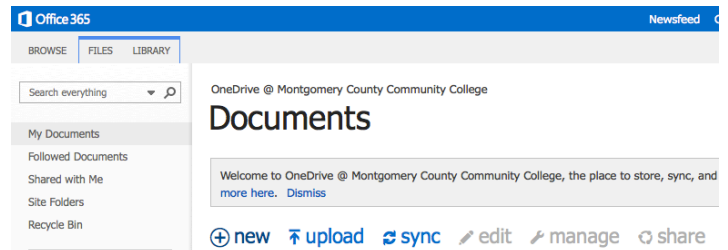
User name:
Password:
 Change password after logging on

Office 365 for Students



Note: You will be redirected to the Office 365 site.

6. On the *Let's get started* page, click **OneDrive** in the blue bar at the top of the screen.
7. This will open OneDrive @ Montgomery County Community College and show your **Documents**
8. Now you can download the document you want to post to Blackboard.



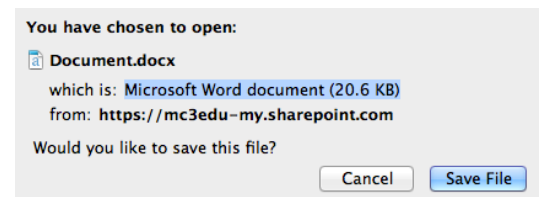
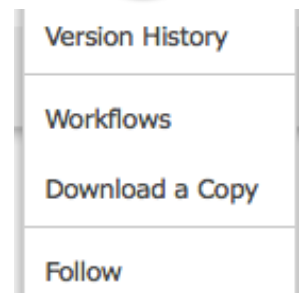
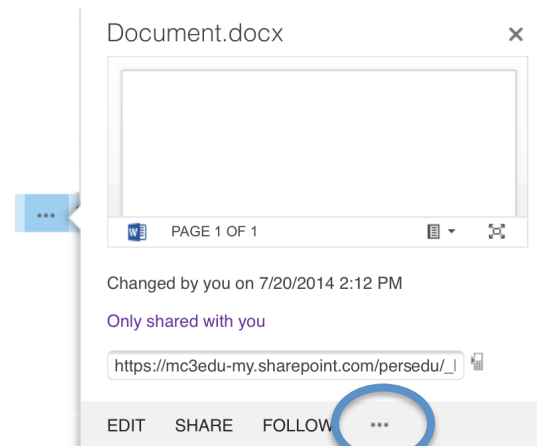
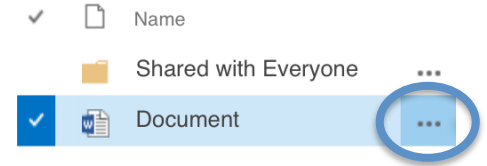
Downloading a document from Word Online

1. In OneDrive you see a list of your Documents
2. To the right of the document you want to download, click the three dots.
3. A preview of your document will open in a small window to the right of the three dots.
4. At the bottom of the preview box, click the three dots.
5. In the menu, click **Download a Copy**
6. You will receive a message confirming the download, and you must click **Save File**.
7. Select a location to save your file and click **Save**.
8. Navigate to your course on Blackboard and add the document as an Item or File.

OneDrive @ Montgomery County Communi

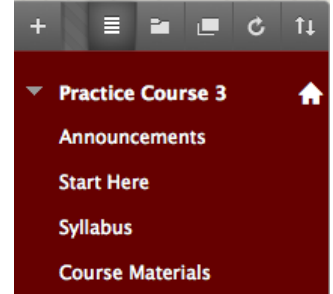
Documents

+ new ↑ upload

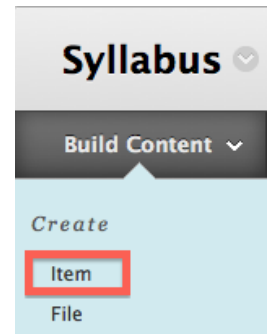


Adding an Item to a Blackboard Course

1. Select the content area where you want to add a file (ex. Syllabus).



2. Click the **Build Content** button.
3. From the drop down menu, select **Item**.



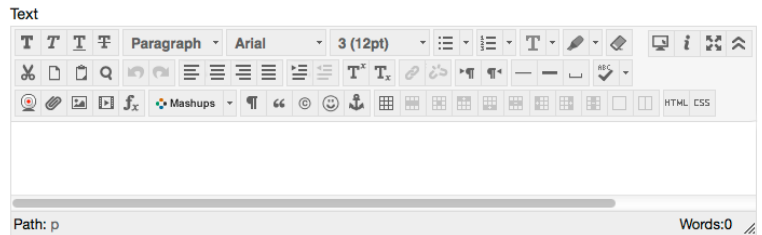
4. Type a name for the item in the **Name** field.

1. Content Information

* Name

Note: The Name is a required field.

5. Type content in the **Text** window. Notice that you have various editing features similar to MS Word.



6. Scroll down to **Attachments** and click either the **Browse My Computer** button or the **Browse Course** button to locate your document.
7. Browse for your document and double-click the file to upload it to your course.



- 8. If you want your students to view this document, select the **Yes** radio button in the **Permit Users to View this Content** field.

- 9. If you want to track student access to this item, select the **Yes** radio button in the **Track Number of Views** field.

- 10. If you want to display this item for a set date/time, enter the information in the **Display After** and **Display Until** fields in the **Select Date and Time Restrictions** area.



- 11. Click the **Submit** button.



3. Standard Options

Permit Users to View this Content Yes No

Track Number of Views Yes No

Select Date and Time Restrictions

Display After  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.

Display Until  
Enter dates as mm/dd/yyyy. Time may be entered in any increment.