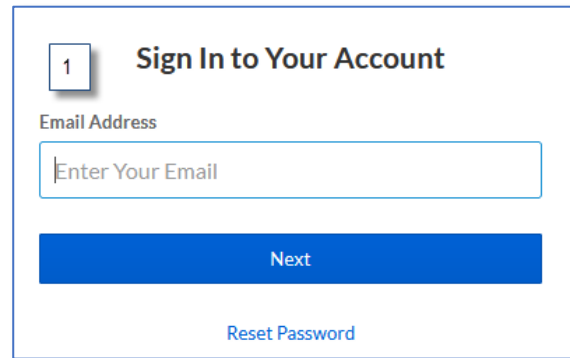
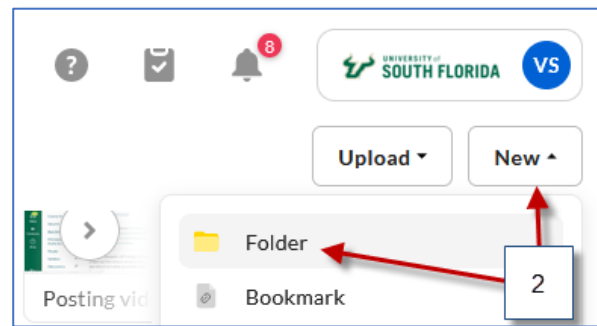


## Upload Blackboard Collaborate Videos to Box

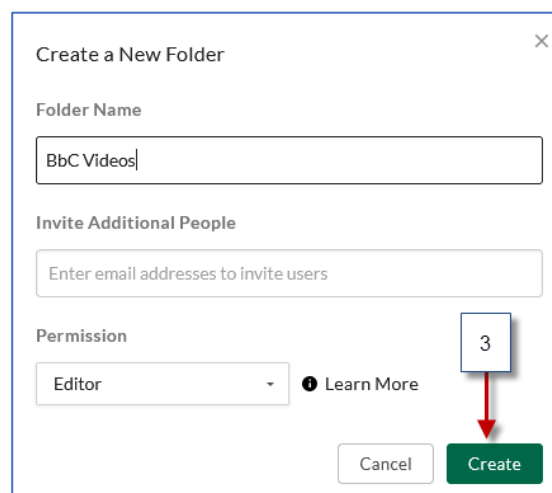
1) Go to <https://usf.account.box.com/login> & sign in to your account.



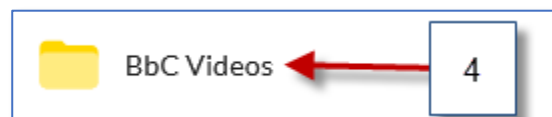
2) Once you have signed into your account, click "New..." button located at right side of the screen. Select "Folder" option.



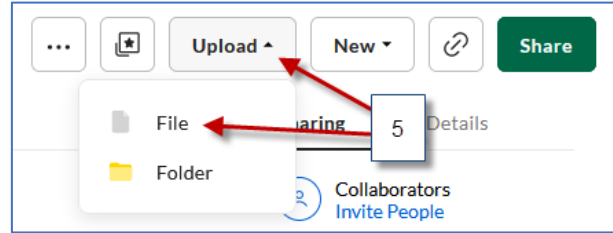
3) Specify a folder name for your video album. Click "Create" button. This is the folder where your videos will be uploaded.



4) Click on the folder you created. You will see an empty folder at the moment. It is because you haven't uploaded anything here yet.

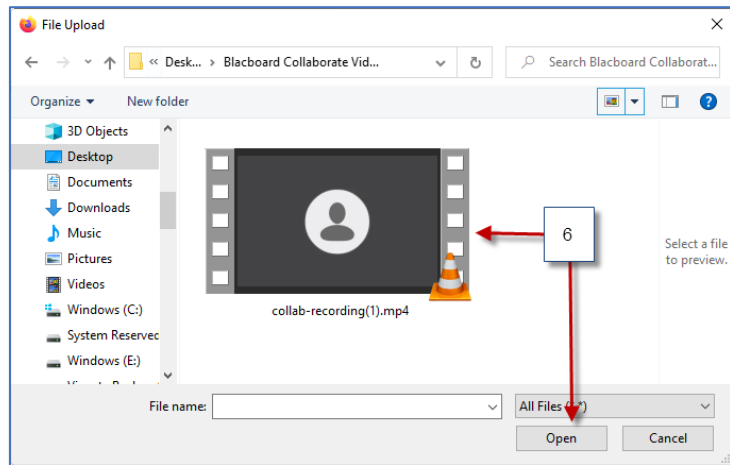


5) To upload videos to this folder, click the **"Upload"** button located right side of the screen. Select **"File"** option.

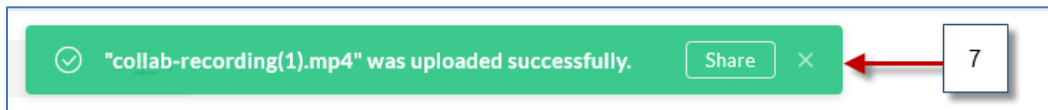


6) The **"File upload"** window opens up. Browse & select videos that you want to upload by clicking **Open**.

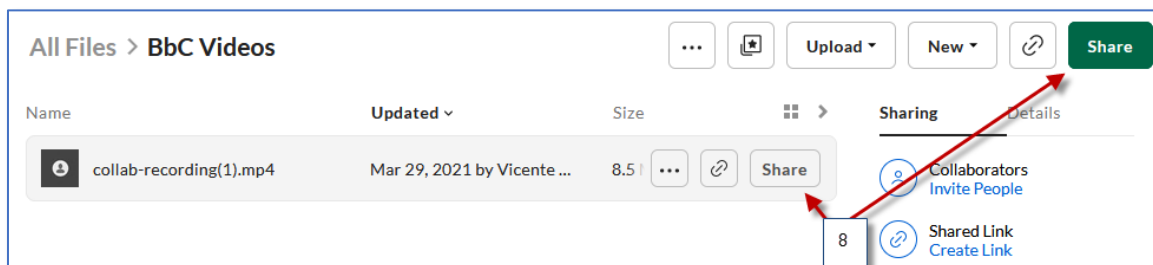
You have another option to upload the videos i.e "Drag-and-drop". Here you can simply drag your videos directly from your computer to a location in your Box account.



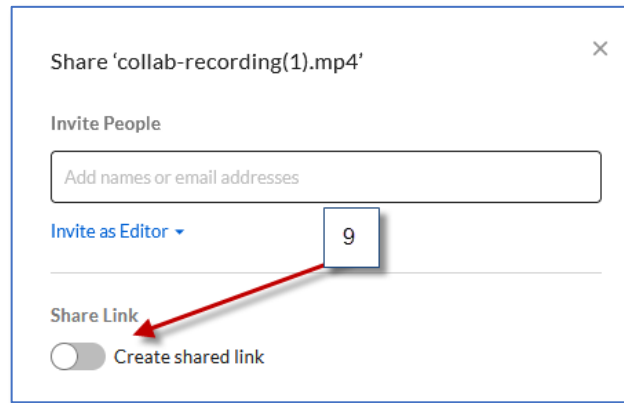
7) Once your files are successfully uploaded, you will be prompted with a message that says "Upload complete".



8) Once your files are successfully uploaded, you will be able to Share your video by clicking in the **Share** button.



9) Click **Create Shared Link** to activate.



10) Click here to copy the link. Then paste the link in an email, announcement, etc.

