Work with the Google Folder App

Blackboard Web Community Manager

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This guide covers all available features and functionality. Features included in your contract may vary.

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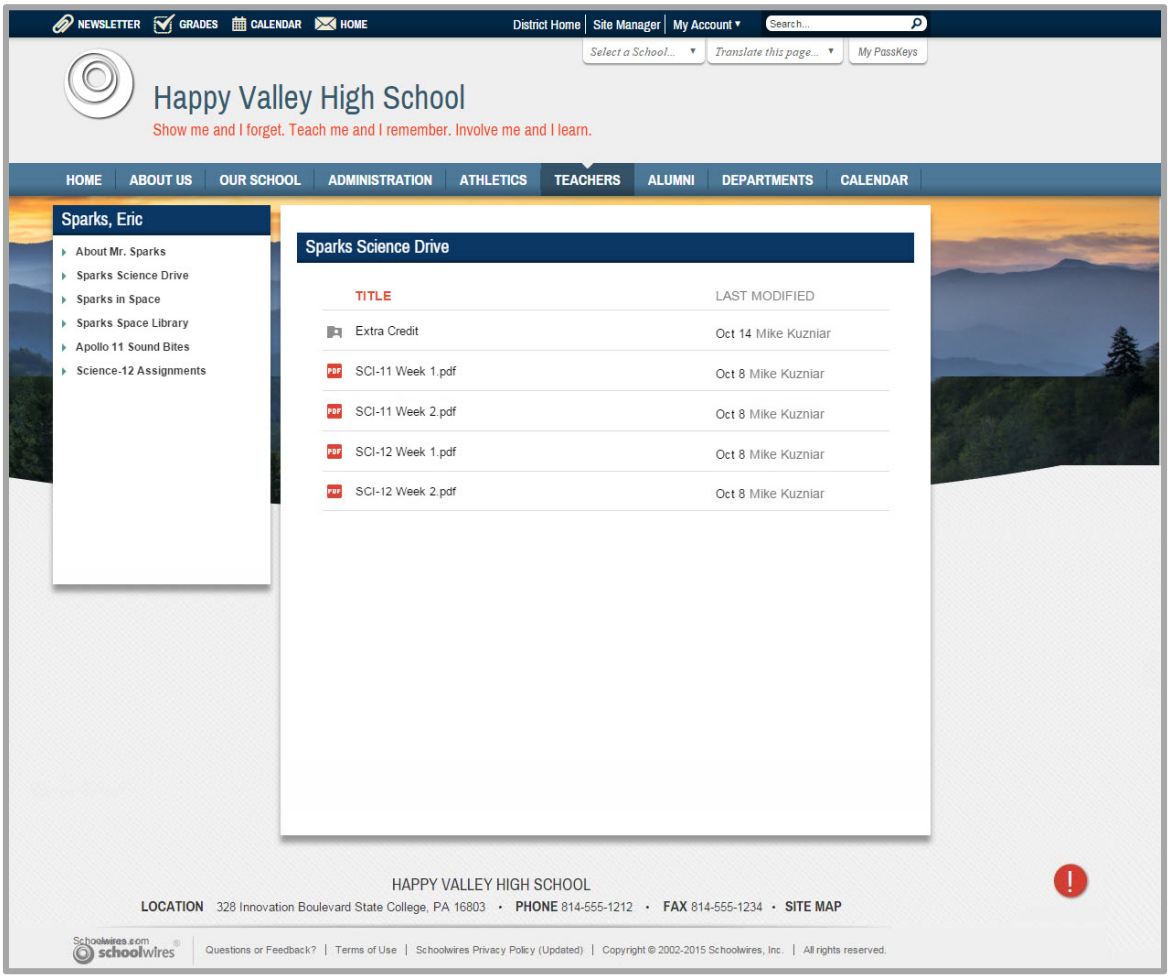
Introduction

The Web Community Manager Google Folder App allows you to connect with a folder you created with in Google Drive™—a file storage and synchronization service created by Google.

Once your site administrator has downloaded and imported the Google Folder App, you can add it to your pages.



This guide shows you how to add a Google Folder App to a page and link it to a Google Drive folder.

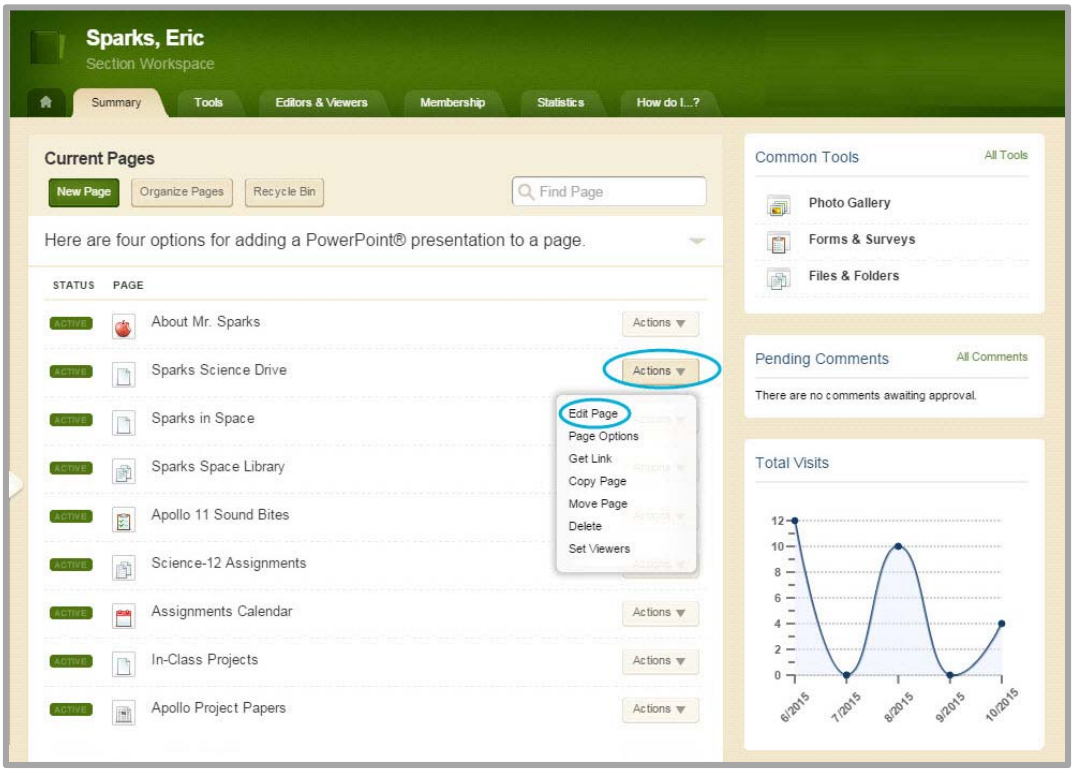
Work with the Google Folder App

With the Google Folder App, you can connect to a folder in Google Drive. You'll add the Google Folder App to a page, insert a Google Drive Shareable Link, set the View Type and set app Options.

Add a Google Folder App

Here's how you add a Google Folder App to a page.

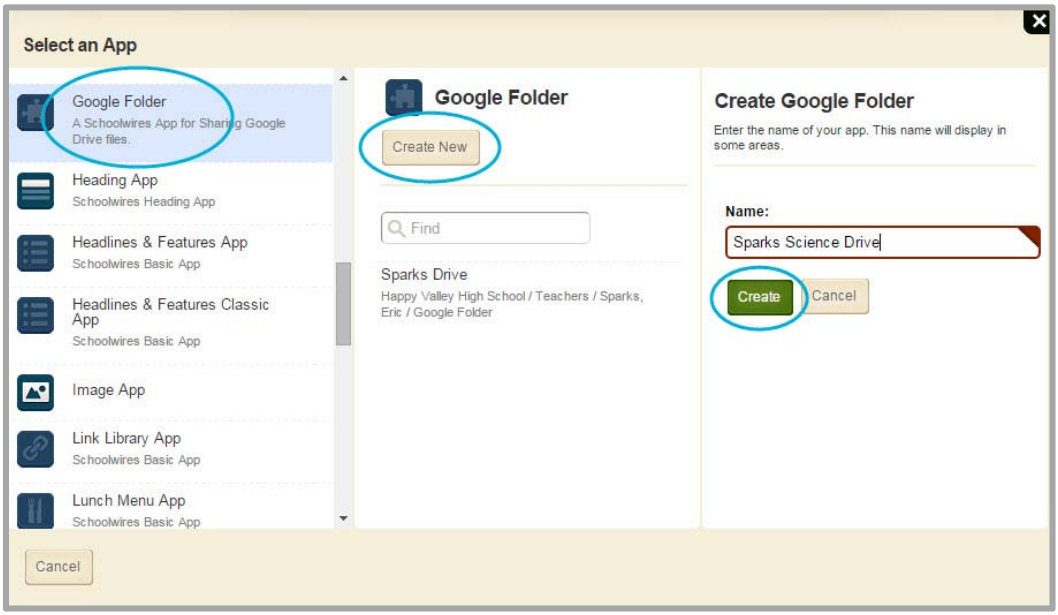
1. In *Site Manager*, navigate to the workspace containing the page to which you wish to add a Google Folder App.
2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.



3. Under Actions, click *Manage Apps & Layout*. The page opens in Design mode.

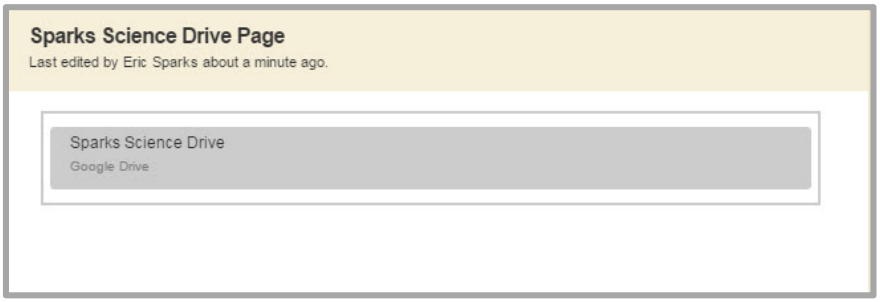
4. Click **Add App**. The Available Apps dialog displays.

5. In the first column, click **Google Folder**.



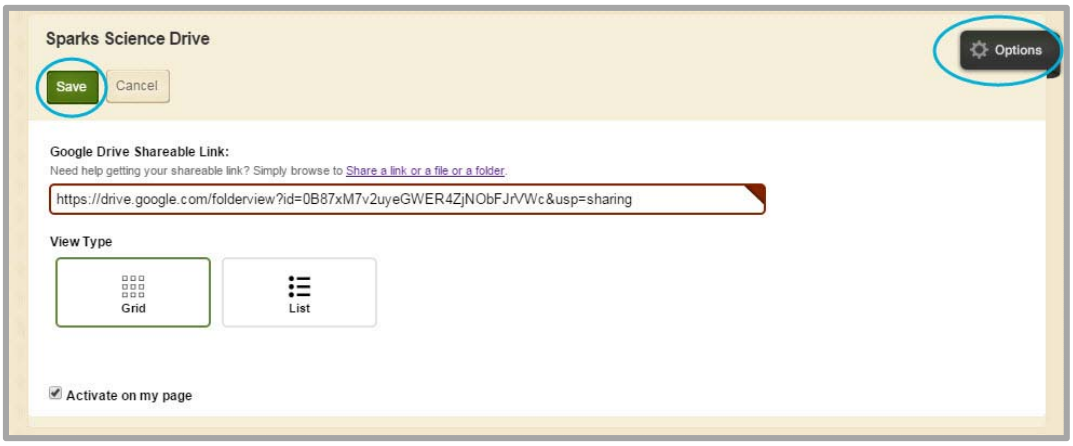
6. In the second column, you see a list of existing Google Folder Apps. Select an app in the list or click **Create New,** enter a name for the app in column three and click **Create**.

7. Click **I'm Done**. You are returned to the page in Edit mode.



Continue the process by editing the app. You'll specify the Google Folder Shareable Link and set View Type. You can also choose to deactivate the app on your page.

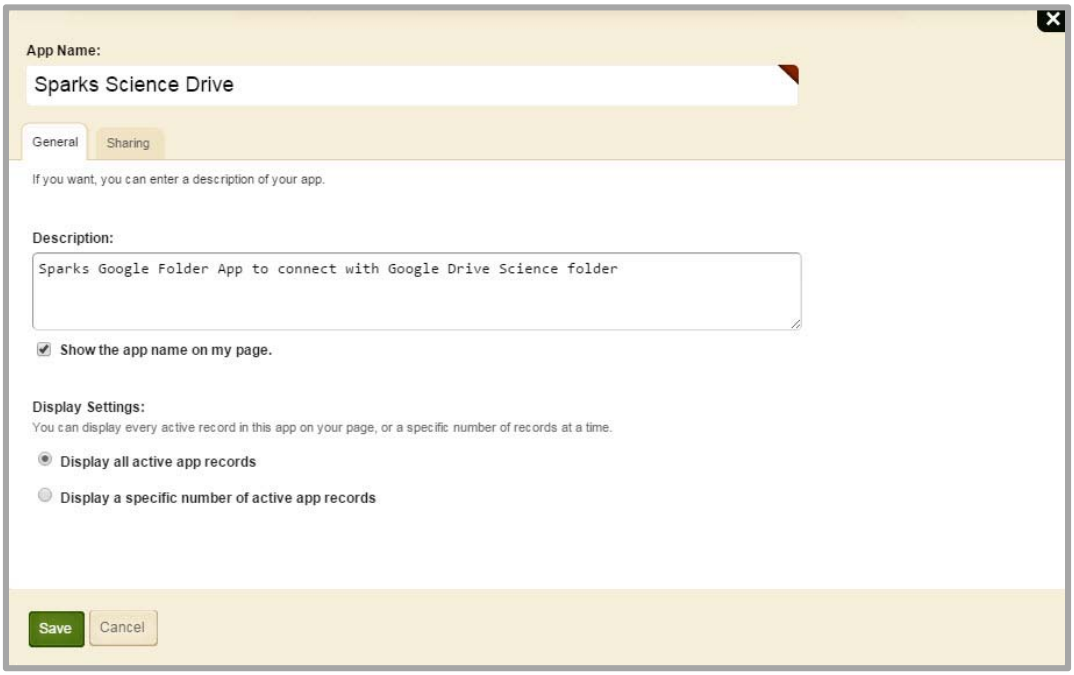
8. Click the Google Folder App. The app edit dialog displays.



9. Enter the Google Drive Sharable Link. Click the link you see above the field for additional information.
10. Select a View Type. Click *Grid* or *List*.
11. Uncheck *Activate on my page* to stop the display of the app on the end-user website.
12. Click **Save**.

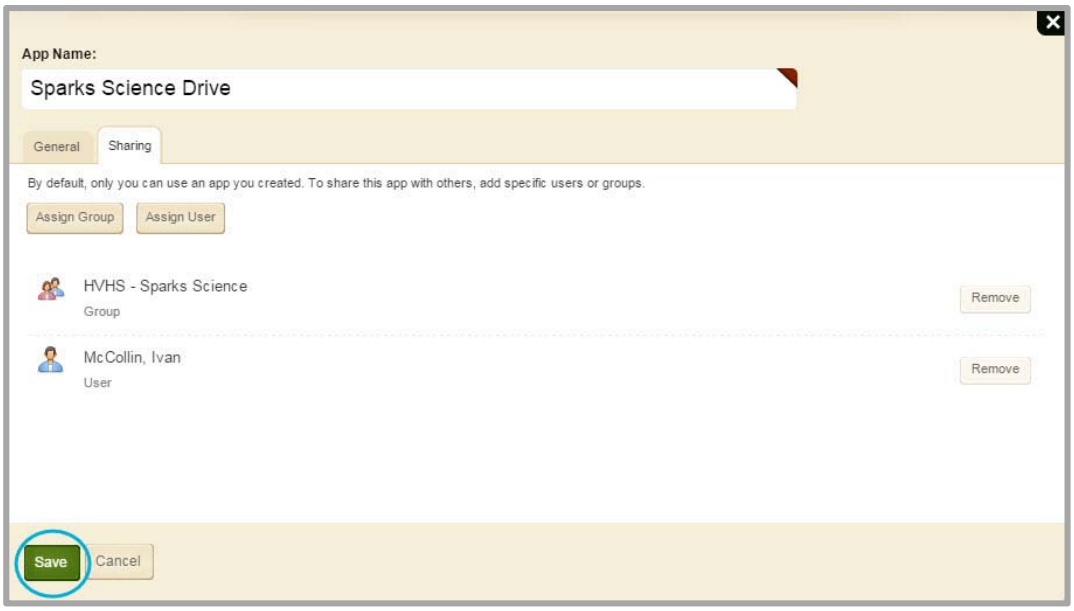
Finish by setting app options. Options are grouped into two tabs, **General** and **Sharing**.

13. Click **Options**. Options open on the **General** tab.



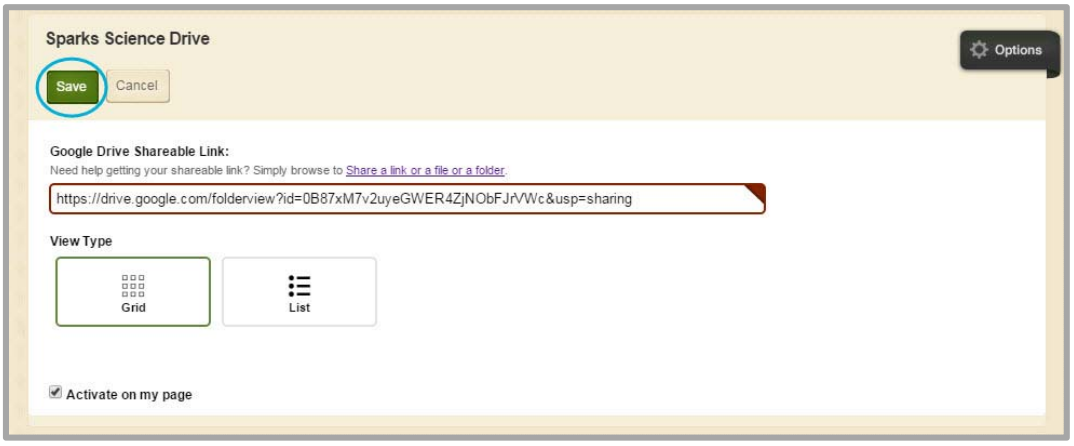
14. On the **General** tab, you can change the App Name, add a Description or activate the *Show the app name on my page* check box.

15. On the **Sharing** tab, you can allow other users to place the app on their pages. They can only place the app on their pages—they cannot edit the app.



Click the **Assign Group** or **Assign User** buttons to search for and select specific users and groups with whom you would like to share the app

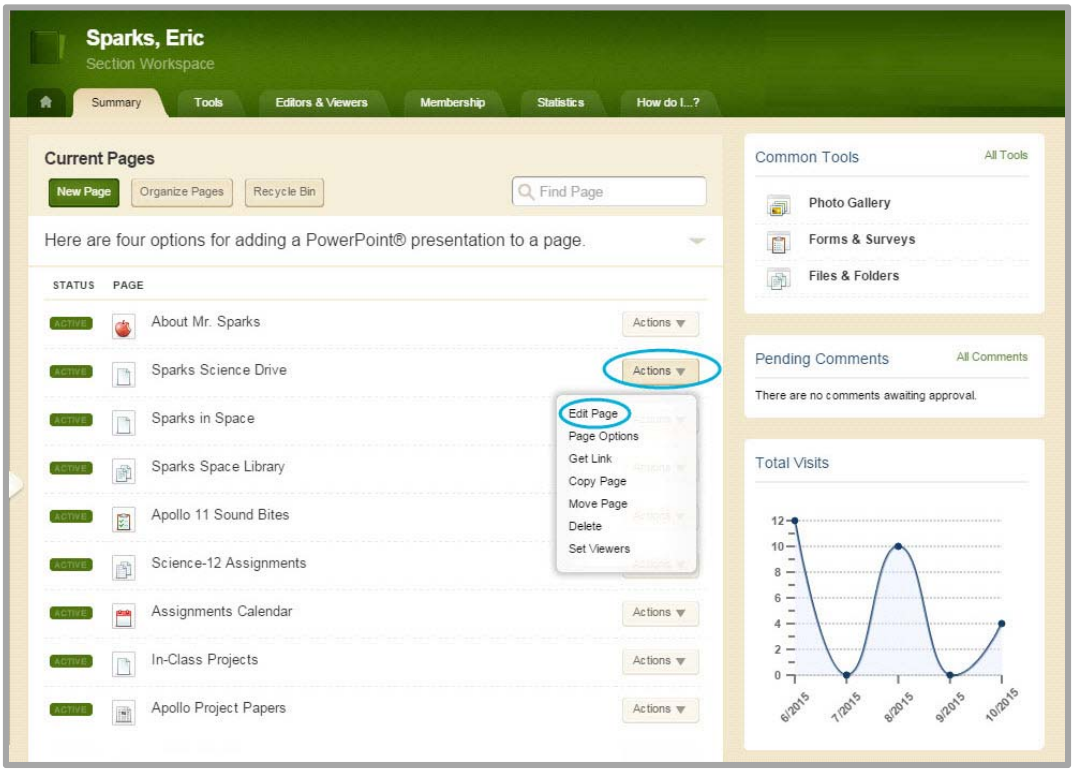
16. Click **Save** to retain your settings. App Options close.
17. Click **Save.**



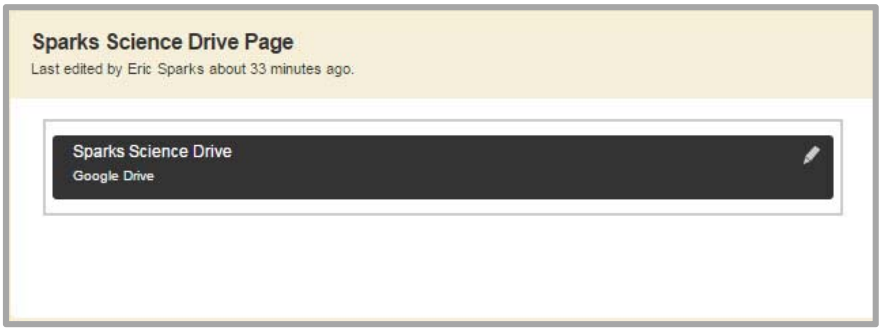
Edit a Google Folder App

Here's how you edit a Google Folder App.

1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to edit.



2. Click **Actions** to the right of the page and select *Edit Page* from the drop-down list. The page opens in Edit mode.

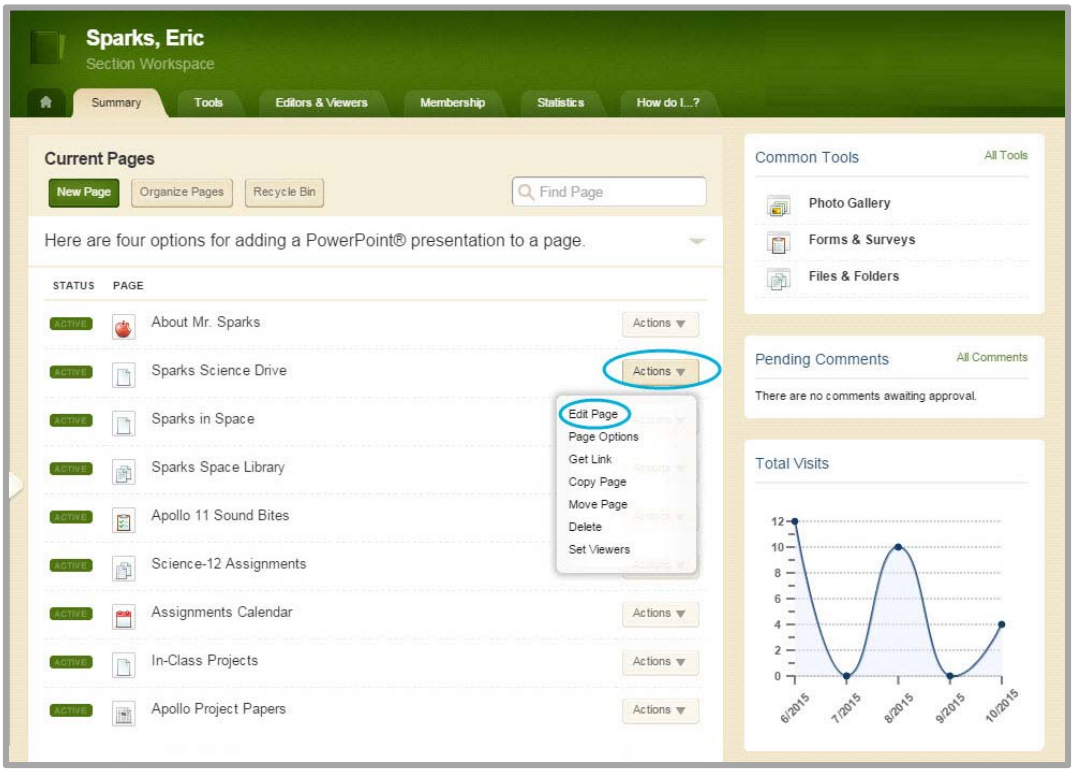


3. Click on the Google Folder App. The app opens.
4. You can change the Google Drive Shareable Link, the View Type, activate or deactivate the app on your page and edit App Options.
5. Click **Save**.

Remove a Google Folder App from a Page

Here's how you delete a Google Folder App from your page.

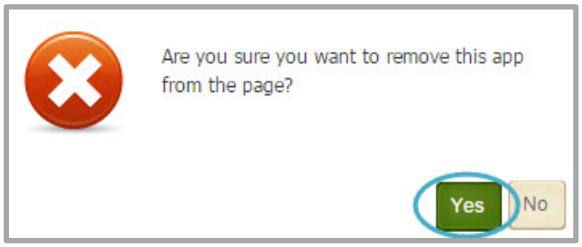
1. In *Site Manager*, navigate to the workspace containing the page with the app you wish to remove.



2. Click *Actions* to the right of the page and select *Edit Page* form the drop-down list. The page opens in Edit mode.
3. Under *Actions*, click *Manage Apps & Layout*. The page opens in Design mode.
4. Positon the cursor on the app you wish to remove.

5. Click the ⊗ icon to remove the app from the page.

6. Click **Yes** on the Confirmation dialog. The app is removed from the page and you are returned to the page in Design mode.



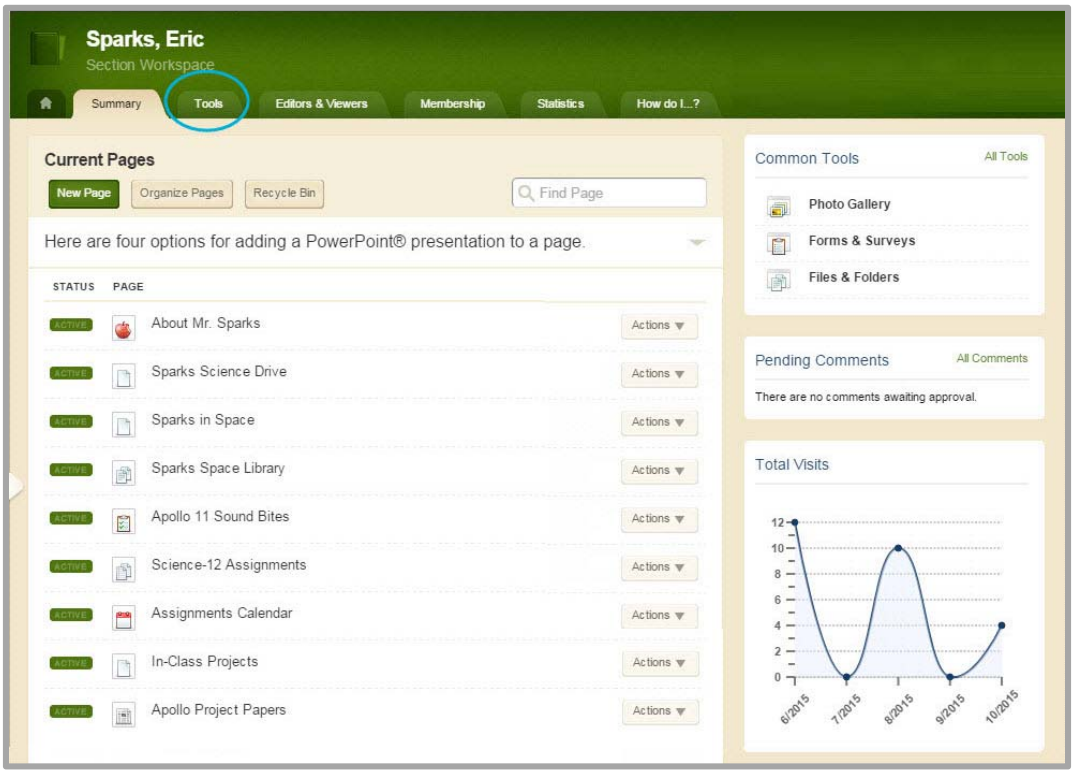
7. Click **I'm Done** to return to the page in Edit mode.

Note that the app is removed from the page but not permanently deleted. The app is available in the local *App Manager*. Click **Tools** in the current workspace, select App Manager and choose Google Folder in the first column—you'll see the app in the list in the second column.

Permanently Delete a Google Folder App

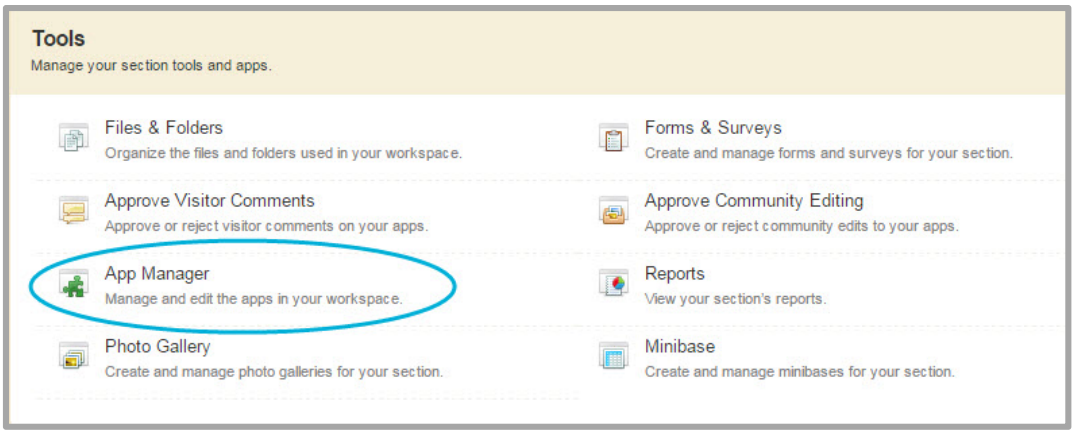
Here's how you permanently delete a Google Folder App.

1. In *Site Manager*, navigate to the workspace containing the page with the app that you wish to permanently delete.

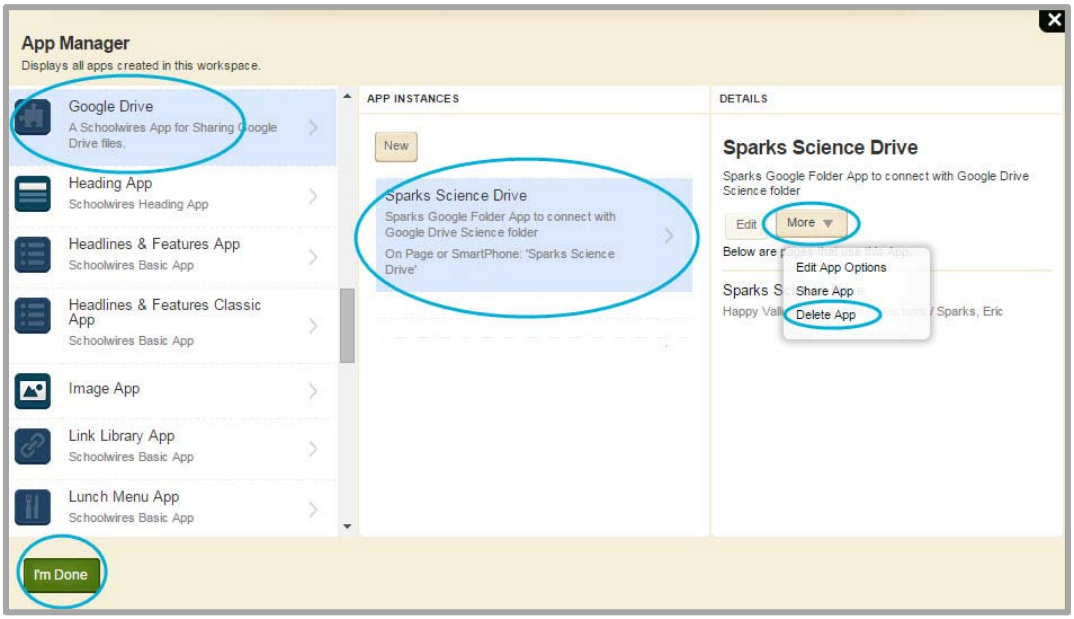


2. Click **Tools.** Workspace tools display.

3. Click App Manager. App Manager displays.



4. In the first column, locate and click the type of the app that you wish to delete. In this instance, the Google Folder App. All apps of this type within the current workspace display in the second column.



5. Locate and click the name of the app you wish to delete. The app instance is highlighted.
6. In the third column, click **More** and select *Delete App* from the drop-down list. A confirmation dialog displays.
7. Click **Yes**. The app is permanently deleted from App Manager.
8. Click **I'm Done** to exit App Manager.

If you permanently delete a page in your Section Workspace Recycle Bin that contains the only instance of an app, that app is permanently deleted.

When you permanently delete an app, it is removed from your pages and the pages of any user with whom you shared the app. Shared users receive an email indicating that you have deleted the app.