

# Embedding Google Docs in Blackboard

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### Introduction

Hello; my name is Megan Jones and I am an Instructional Designer here at ECU. Today, as part of our faculty professional development, we are going to cover **how to embed Google Docs in Blackboard**. The purpose of embedding is to be able to update the Google Document without having to go back into Blackboard to re-upload or update the file. This saves a ton of time, and hopefully you will find this convenient.

### What is Google Docs?

Google Docs is a **cloud-based word processing program**, available through any browser with an internet connection. You do not have to download or install any program to use Google Docs. All you need is a **Google Account**. To sign up for a Google Account, [please click this link](#).

### Why use Google Docs?

Google Docs is a **convenient, portable platform** to easily **edit** and **share your files** with others. You can also **embed your Google Doc** 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. Obviously, this has the potential of saving a ton of time.

### Creating a Google Document

Creating a basic Google Document is addressed in [another tutorial](#).

### First Steps

The first step in this process would be to actually **create a Google Document** with the information you would like to share on Blackboard. In this tutorial, I am going to create a Syllabus in Google Docs.

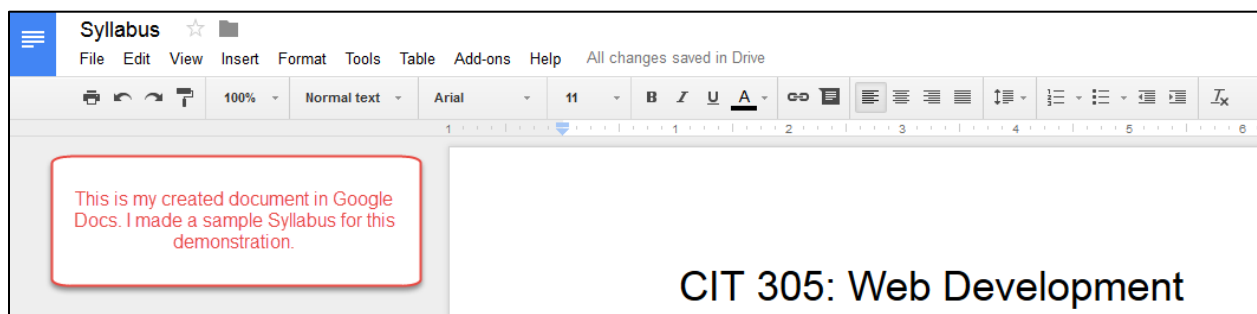
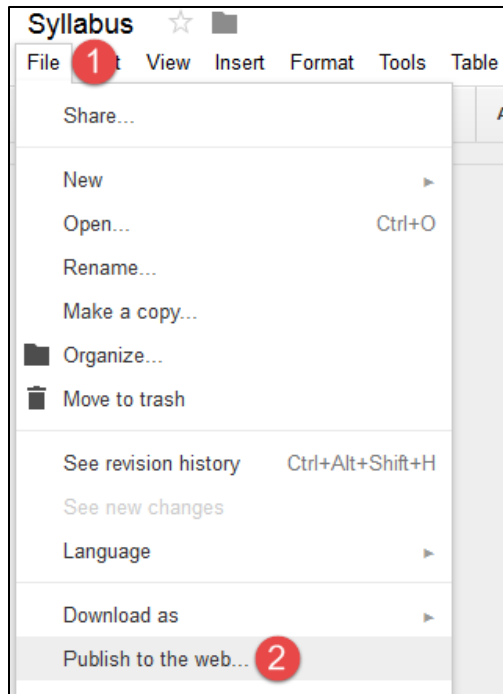


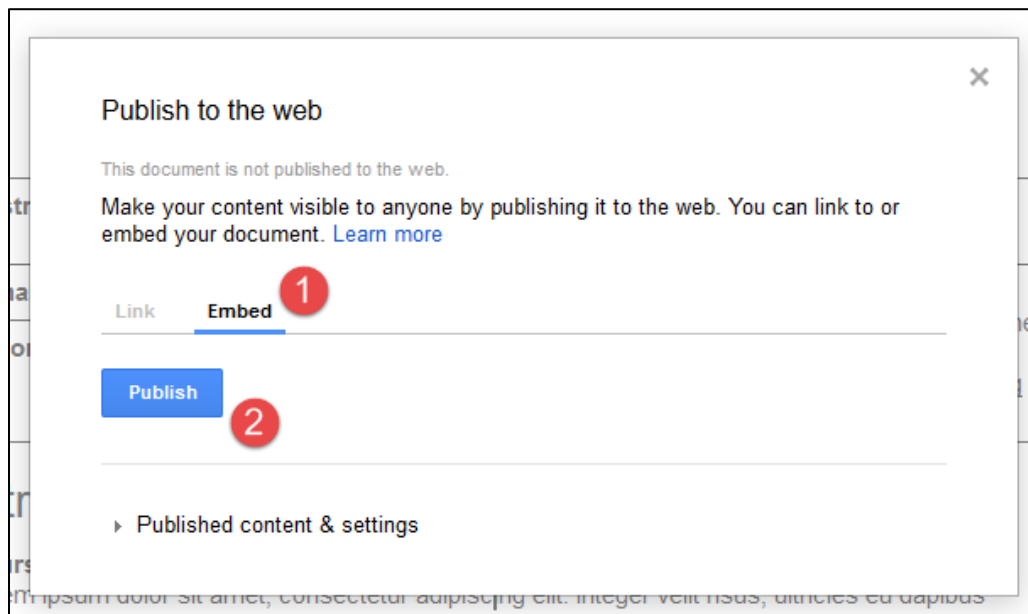
Figure 1: Created Google Document



Once you have your document created, there is a setting **you MUST enable** before being able to embed your Google Document. This setting is located in the **File** menu, and it is called **Publish to the web...**

*Figure 2: Click File (1) and then Click Publish to the web... (2)*

Click on **Publish to the web...** and you should see a dialog box pop up. Be sure to click the **Embed** tab beneath the descriptive text.



*Figure 3: Click Embed (1) and then click Publish (2)*

After selecting **Embed**, click the **Publish** button. Google will confirm that you want to share the document online by asking, “Are you sure you want to publish this selection?” Click **OK**.

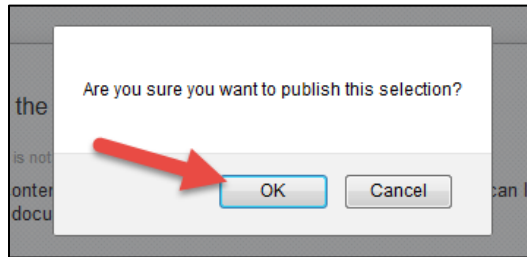


Figure 3: Click OK to confirm Publishing

Once you click **OK**, Google will process your document and spit out some HTML code. It may look something like this:

```
<iframe  
src="https://docs.google.com/document/d/18xygsANRcac8jYjHNeR2DMbwHm5Xwh9  
AexiZA4KIKWs/pub?embedded=true"></iframe>
```

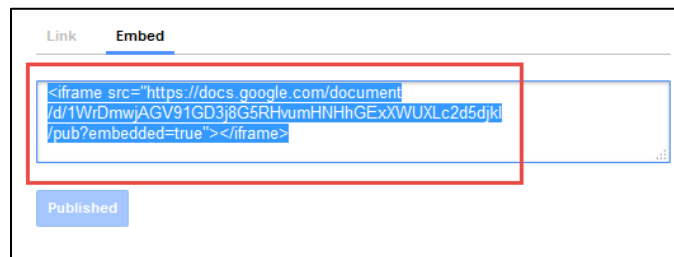


Figure 4: Embed Code

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.

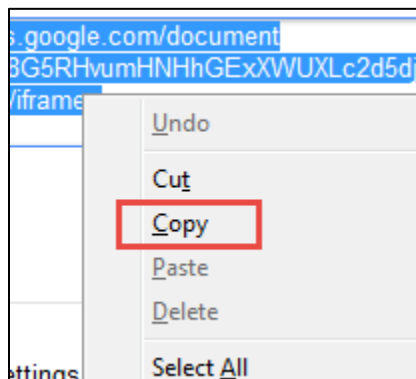


Figure 5: Copy the Embed code from your Google Doc

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. Let's go to Blackboard.

## Embedding Your Google Doc

Log in to Blackboard and navigate to your course. In this tutorial, I created a Syllabus in Google Docs, so it would be fitting to include that embed code in a **Syllabus** item. Click on **Syllabus**, and you should see your content page appear.

If you do not already have an item created within this page, click on **Build Content** and select **Item**. If you already have an item created, click on the **grey down arrow by the title** of the item and select **Edit**. You should see the **Edit Item** screen in either case.

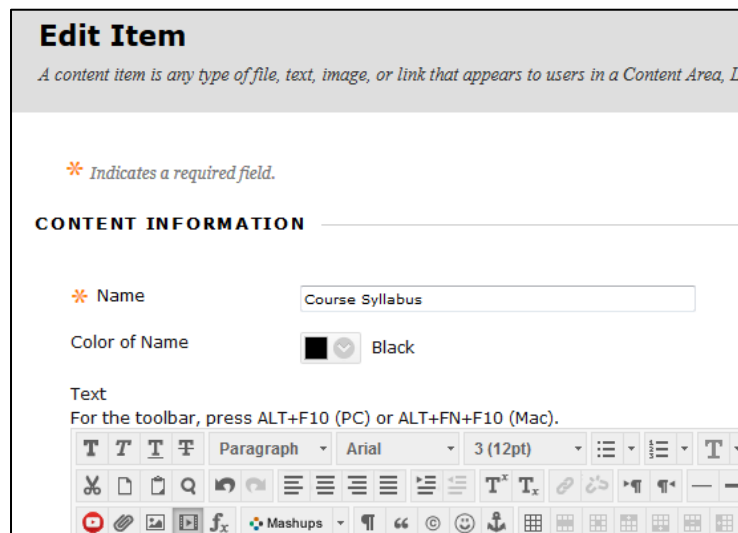


Figure 6: Edit Item page in Blackboard

At this stage, you should see the **text editor** below the name and color items. Look for the **HTML button**.

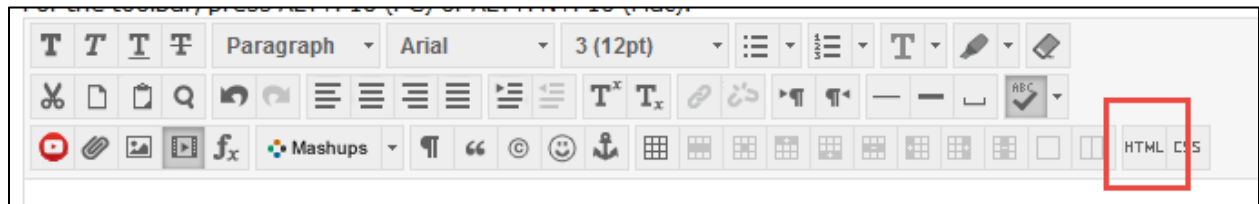


Figure 7: Click the HTML button to bring up the HTML code view window

Click the **HTML** button, and a **HTML code view** window should pop up. This window is where you will be pasting the code you copied earlier.

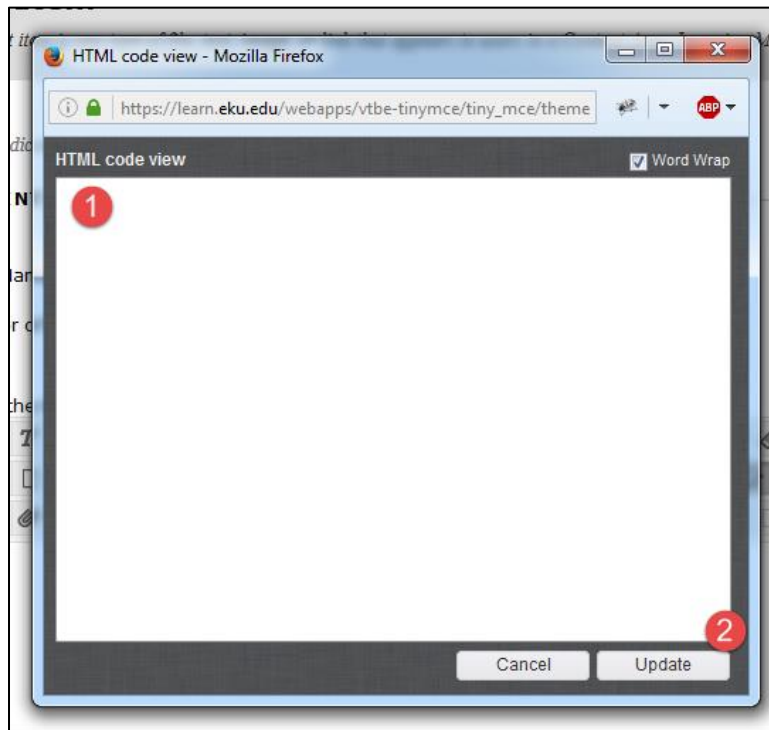


Figure 8: HTML code view window – Paste your Embed code from your Google Doc (1) and then click Update (2)

Click anywhere you would like to embed your Google Document. In this case, since I have no other content on this item, I pasted it at the beginning. Click **Update** after you have pasted your embed code from your Google Doc.

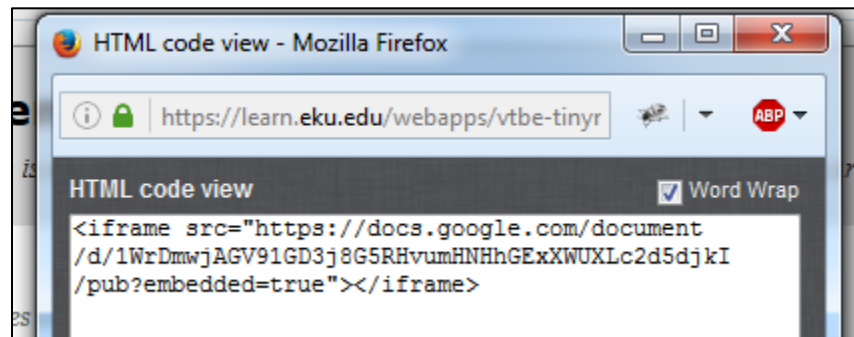


Figure 9: Pasted Embed code

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

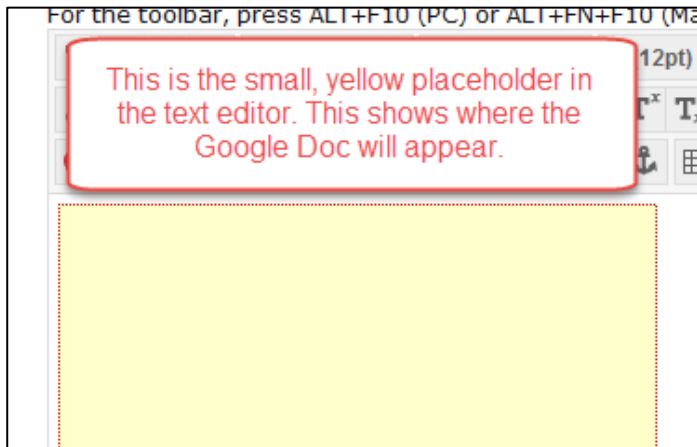


Figure 10: Yellow Placeholder

**Don't click Submit just yet – you may not be happy with the size**, and we can quickly change that by making minor edits to the HTML code you pasted earlier.

## Editing Your Google Doc Embed Code

If you are not happy with the size of your embed box, which I'm often not, you will need to **edit the embed code**. To do so, click on the **HTML button** in your text editor. The **HTML code view** window should appear. Your initial code should have looked something like this:

```
<iframe  
src="https://docs.google.com/document/d/18xygsANRcac8jYjHNeR2DMbwHm5Xwh9  
AexiZA4KIKWs/pub?embedded=true"></iframe>
```

After you clicked Update earlier, **Blackboard actually did some of the coding for you**. It added both **width** and **height** to your object automatically.

```
<p><iframe width="320" height="240"  
src="https://docs.google.com/document/d/18xygsANRcac8jYjHNeR2DMbwHm5Xwh9  
AexiZA4KIKWs/pub?embedded=true"></iframe></p>
```

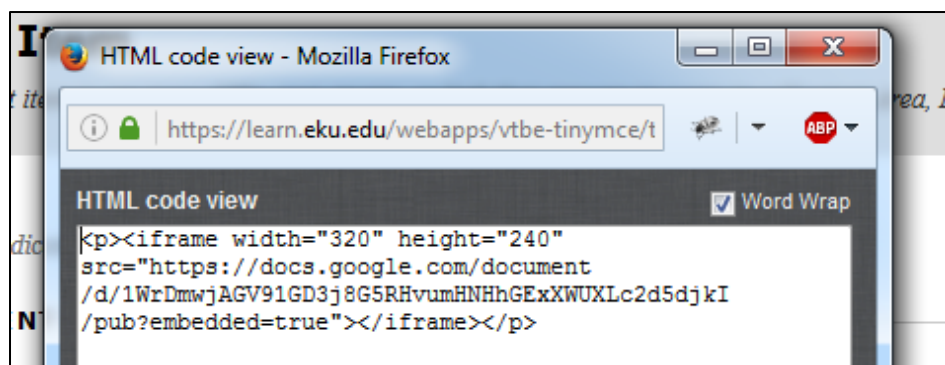


Figure 11: Blackboard coding width and height automatically

All that you need to do now is **replace the numbers 320 and 240** with something else. I personally use **800 width and 600 height** for embedded Google Docs – they just seem to look better that way:

```
<p><iframe width="800" height="600"  
src="https://docs.google.com/document/d/18xygsANRcac8jYjHNeR2DMbwHm5Xwh9  
AexiZA4KIKWs/pub?embedded=true"></iframe></p>
```

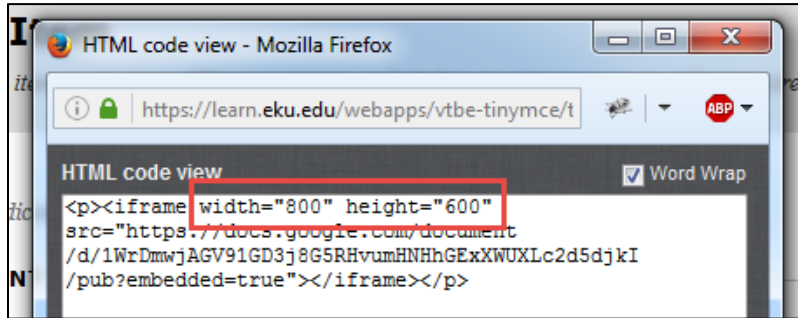


Figure 12: Changing width and height measurements to make it larger

Click **Update**. You should see the yellow box in your text editor at a larger size. Click **Submit** to see your results.

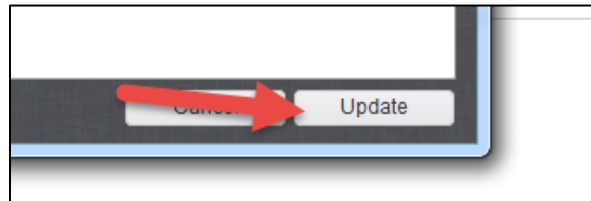


Figure 13: Click the Update button to save any HTML changes

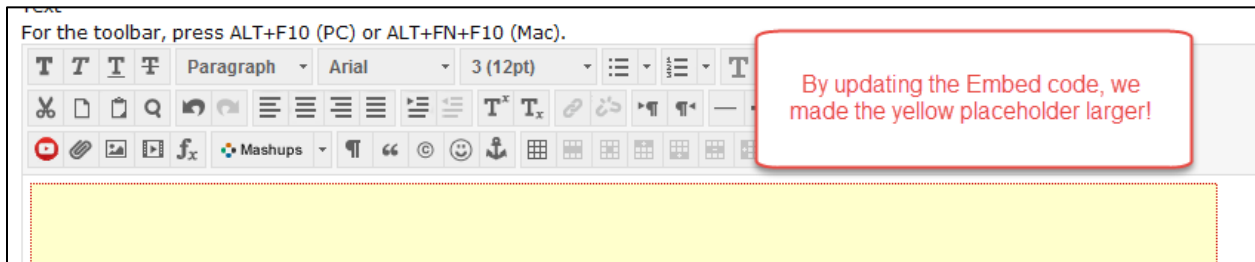
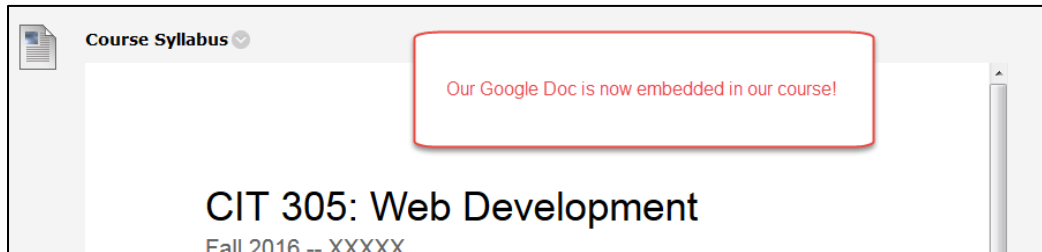


Figure 14: Result of the Embed code edit – the yellow placeholder is larger!

Bingo! **Your Google Doc is now embedded in your Blackboard item.** The better news is that you can update your Google Doc in your browser and your changes will **automatically update** here. There is no need to edit the Blackboard item further unless you decide to embed another Google Doc or add a PDF or DOCX file to the item.



*Figure 15: Result of Google Document embed. Our Google Doc is now embedded in the course!*

## Conclusion

In this tutorial, we reviewed how to embed a Google Doc into Blackboard. I hope you find this process as convenient as I do when working with online courses. If you need help or support, **please do not hesitate to contact me.** I can be reached at [megan.jones@eku.edu](mailto:megan.jones@eku.edu) and [\(859\) 622-3422](tel:8596223422). Thank you!