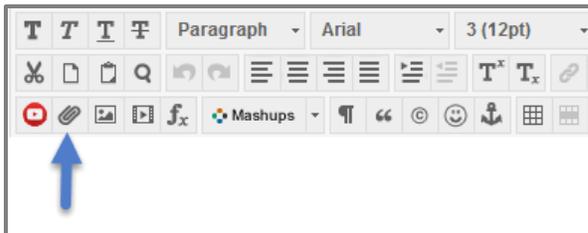


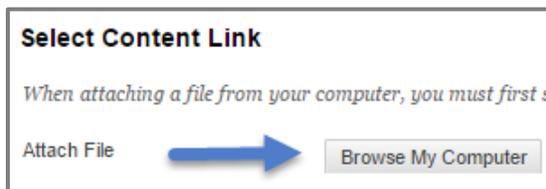
Creating Content in a Textbox

1. Adding an Attachment

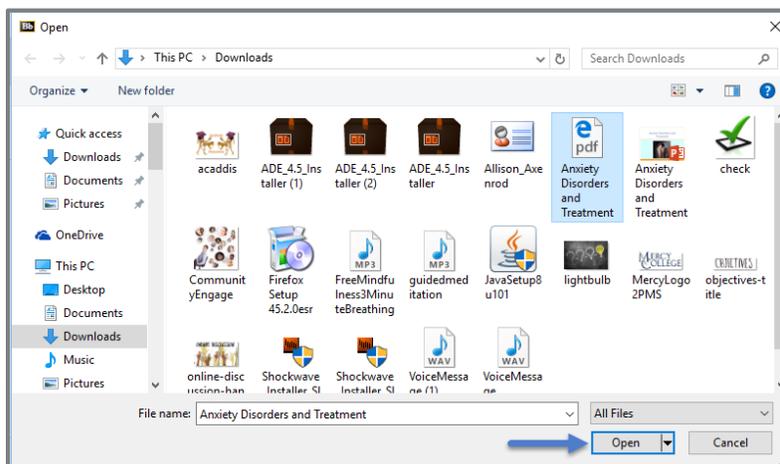
1. Click on the **Attachment Icon**.



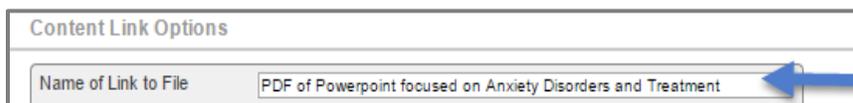
2. Click **Browse My Computer**.



3. Select the **File** you want to attach and click **Open**.



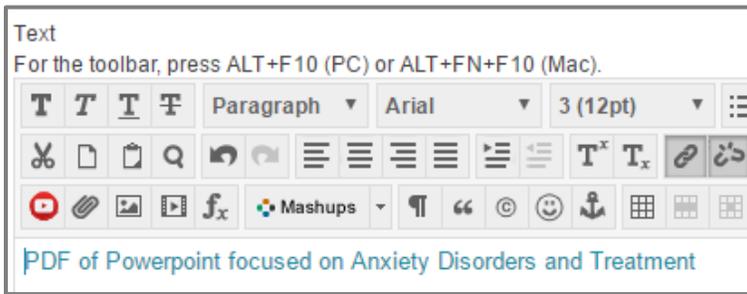
4. Change the **Name of Link to File** to how you want it to appear on the page.



5. Click **Submit**.

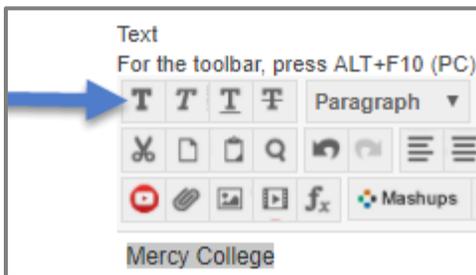


6. The **File** will now appear as a **Clickable Link** on the **Page**.

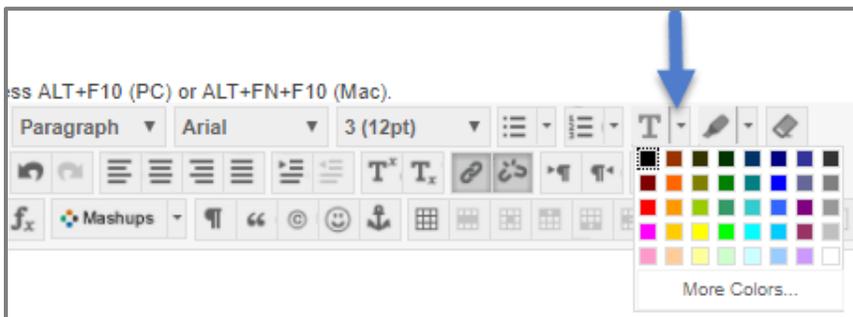


7. To emphasize the **File** bold it and change it to a darker blue color.

- To make the **File** bold click the **Bolded T**:



- To change the **File Color** click the **Arrow** next to the **T** on the right side of the **Toolbar** and pick a **Dark Blue Color**:

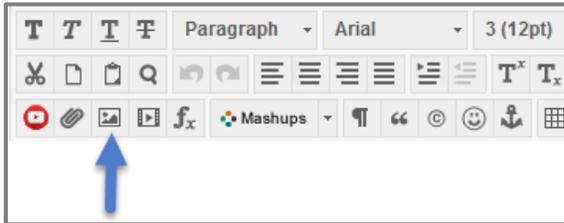


8. You will now see the **File Name** change color.



2. Adding an Image in a Textbox

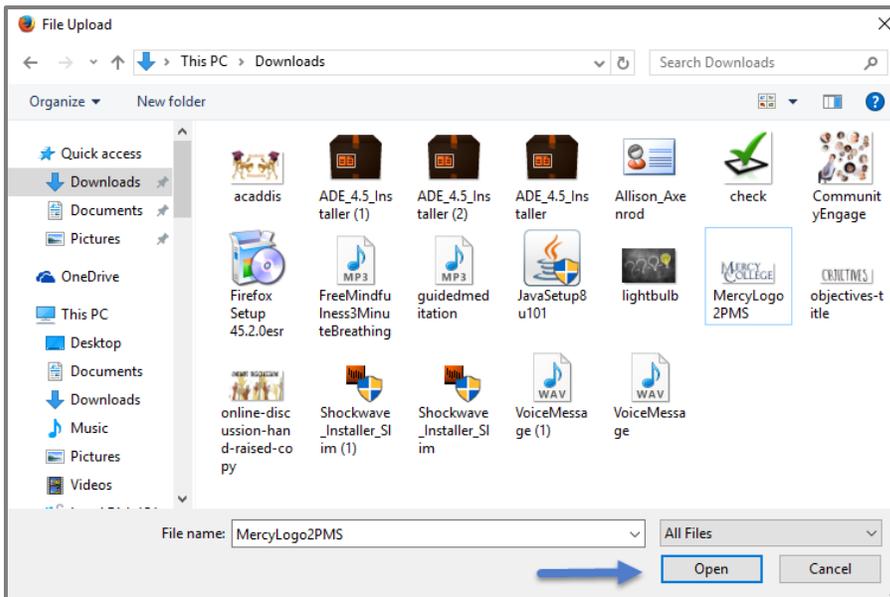
1. If you are looking to upload an **Image** you have saved on your computer click on the **Image Icon**.



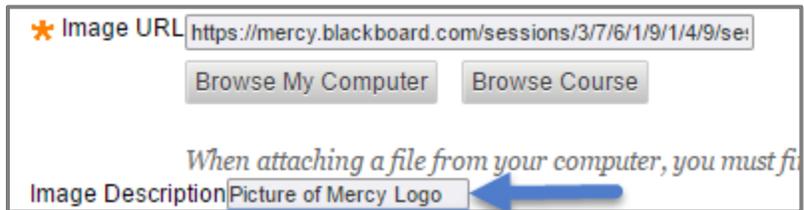
2. Click on **Browse My Computer**.



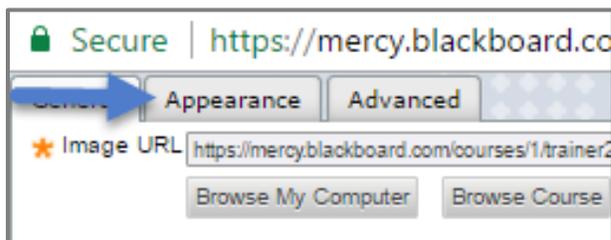
3. Select the **Image** you want to upload and click **Open**.



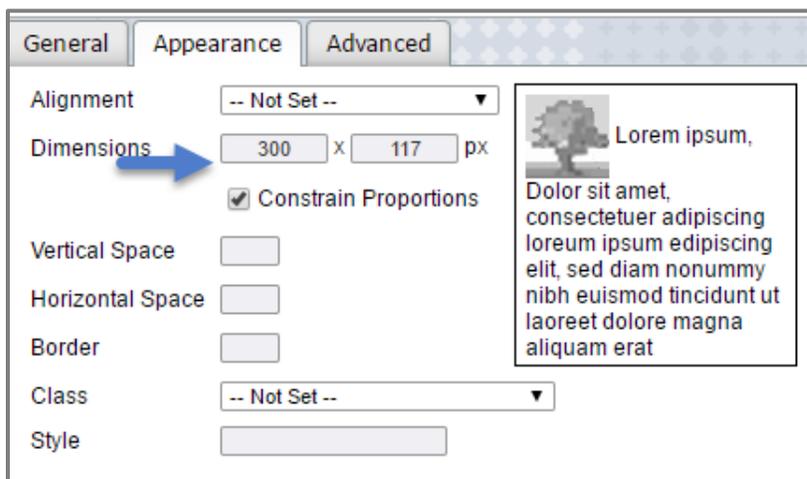
4. Enter a **Description** for the Image.



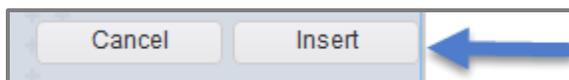
5. To change the size of the image, click on the **Appearance Tab**.



6. Under **Dimensions**, change the first number to 300.



7. Click **Insert**.



8. To resize the **Image** further, select the image box and click on the **Dot** that appears on the **Outer Corner**.



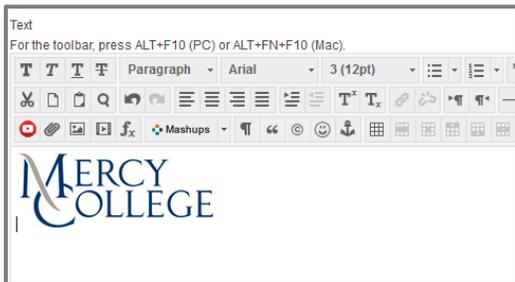
9. Two **Arrow Heads** should appear:



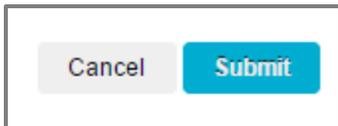
10. Drag the **Image** to the appropriate size.



11. Your image should now be the correct size in the **Text Box**.

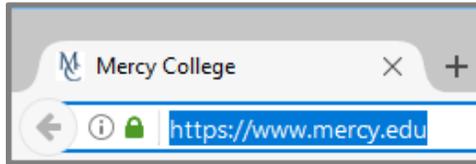


12. Click **Submit**.

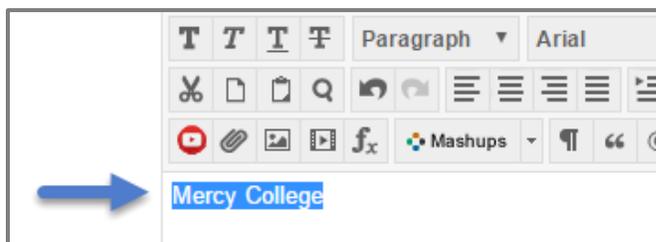


3. Adding a Hyperlink

1. Find the **Page** you want to hyperlink to and copy the **Web Address** by highlighting it and hitting **Ctrl and C** on the keyboard simultaneously.



2. Return to the **Textbox** on your **Blackboard Website**, and highlight the **Word or Phrase** that you want to turn into a **Hyperlink**.



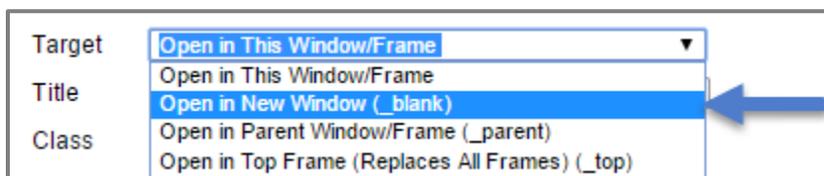
3. Click the **Hyperlink Icon**.



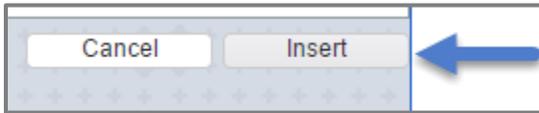
4. Paste in the **HTML Address** of the website into the **Link Path Field** by hitting **Ctrl and V** on the keyboard simultaneously.



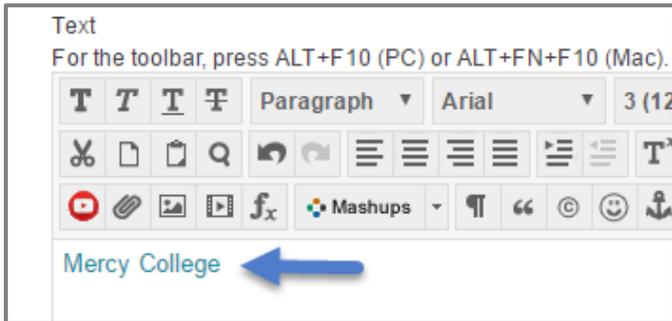
5. Under **Target** select **Open in New Window**.



6. Click **Insert**.

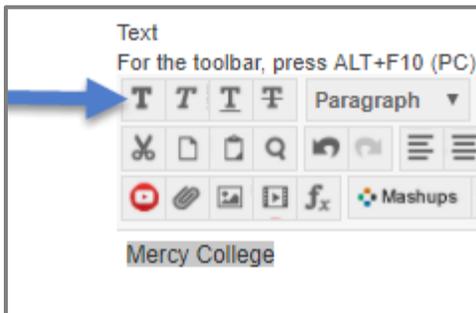


7. The **Text** will now have changed color and become a hyperlink opening to the webpage. It is always a good idea to check that the link is working correctly.

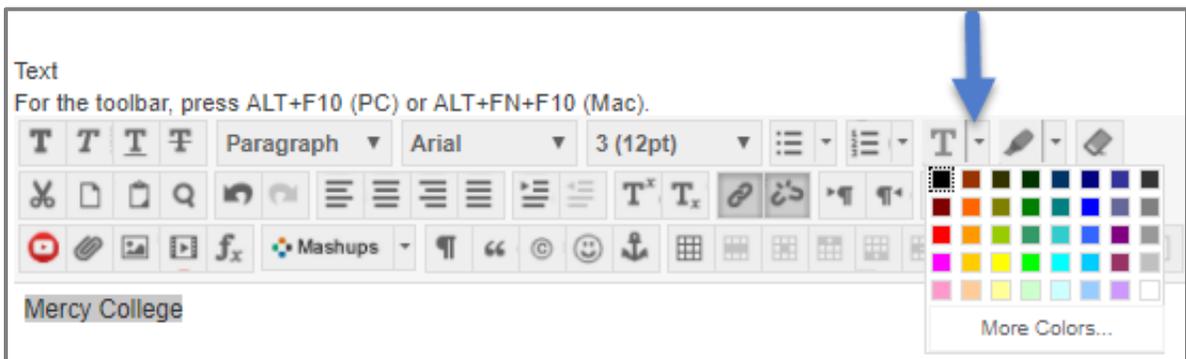


8. To emphasize the **Link** bold it and change it to a darker blue color.

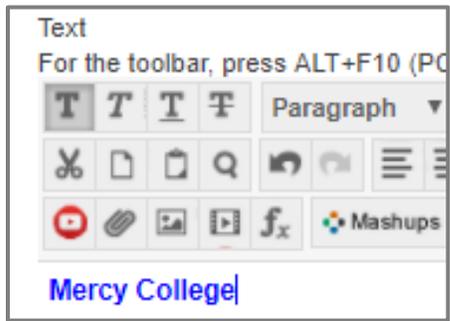
To make the **Link** bold click the **Bolded T**:



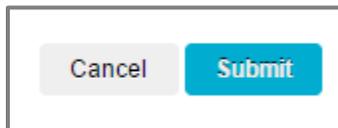
To change the **Link Color** click the **Arrow** next to the **T** on the right side of the **Toolbar** and pick a **Dark Blue Color**:



9. You will now see the link change color.

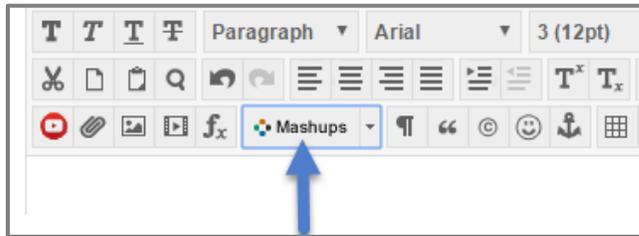


10. Click **Submit**.

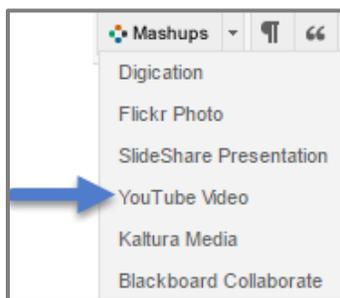


4. Adding a YouTube Video Through Mashup

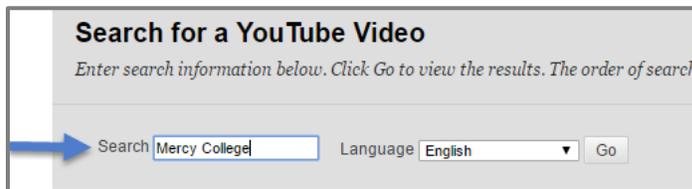
1. Click on the **Mashup Icon**.



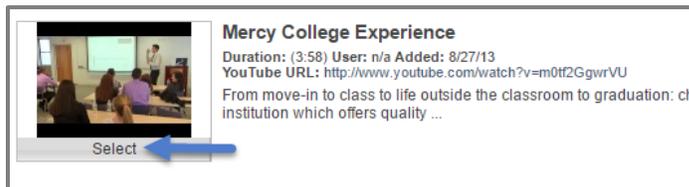
2. Select **YouTube Video** from the menu options.



3. Enter the **Topic** of the video you are looking for in the **Search Box** and click **Go**.



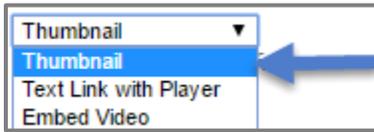
4. Click directly on the word **Select** to choose the video.



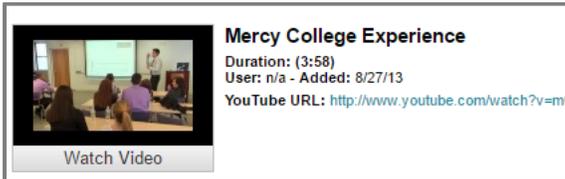
5. Click on **Thumbnail**, in order to pull up the **View** options.



6. If you want to add the video as a **Thumbnail**, select **Thumbnail** from the menu.



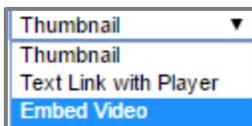
- If you choose **Thumbnail** your students will see:



- When your students click **Watch Video**, a screen will pop up with the video:



7. If you want to **Embed** the video, select **Embed** from the menu.



- If you choose **Embed** you will see a **Yellow Box** in the **Textbox**. It will change to a playable video after you submit the **Textbox**:



8. Select **Yes** next to **Show YouTube URL** so that students also have the option of going to the YouTube website to watch the video.

| | | | | |
|--------------------------|----------------------------------|-----|-----------------------|----|
| Show YouTube URL | <input checked="" type="radio"/> | Yes | <input type="radio"/> | No |
| Show YouTube information | <input type="radio"/> | Yes | <input type="radio"/> | No |

9. Click **Submit**.

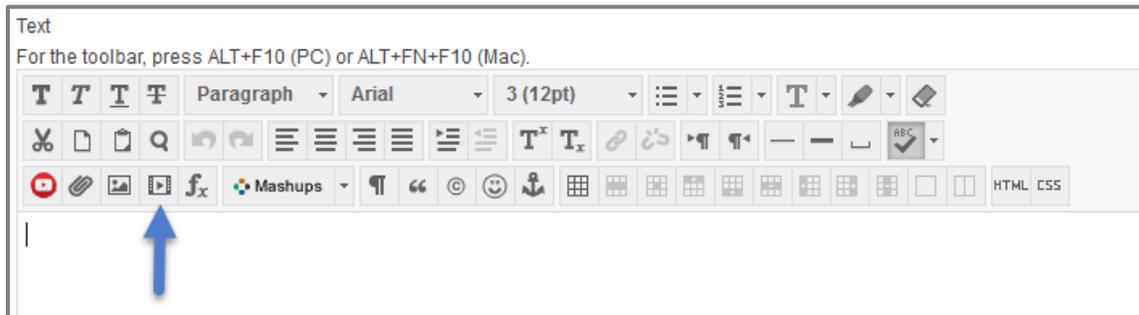
| | |
|---------|---------------|
| Preview | Submit |
|---------|---------------|

10. Below is the embedded **YouTube Video** as it appears on the **Unit Page**.

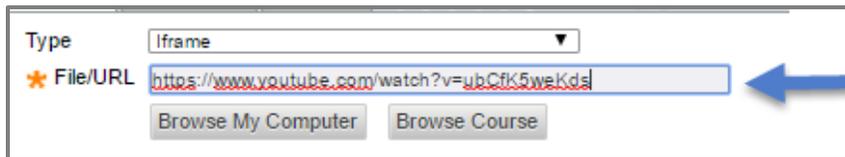


5. Adding Embedded Media

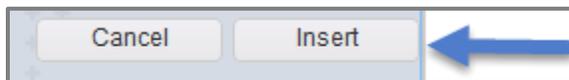
1. If you have an Unlisted YouTube Video or a video link from a video hosting website other than YouTube such as Vimeo, you should embed the video by clicking on the **Insert/Edit Embedded Media Tool**.



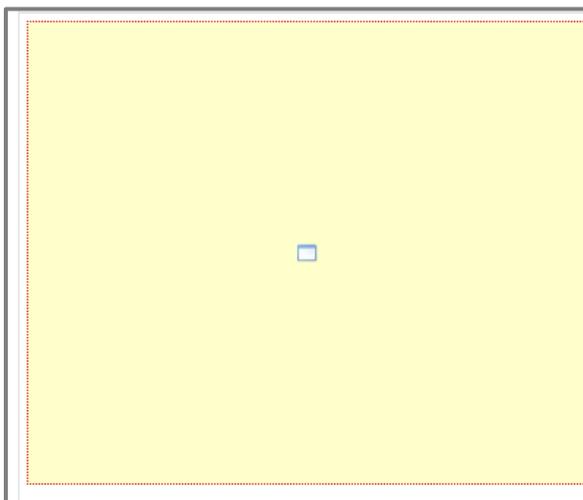
2. Enter the link of the **Video** you want to add.



3. Click **Insert**.



4. The video will now appear as a yellow box (below) while you are editing, but will appear as a video in the **Unit**.



5. Click **Submit** to save your edits.