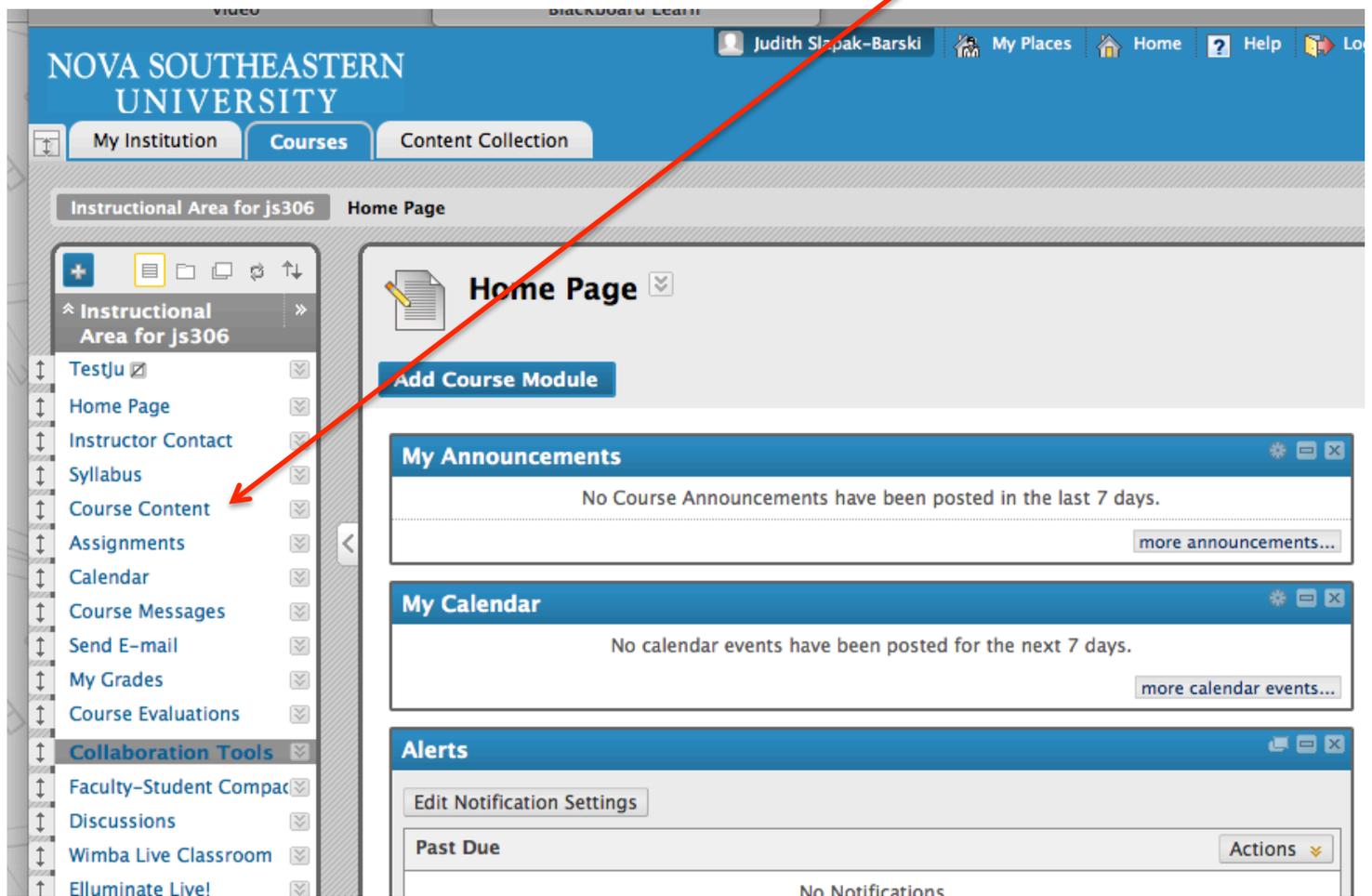


## How to use the products from this faculty toolbox in your Blackboard course

This is a **step-by-step tutorial** for Abraham S. Fischler School of Education faculty who wish to use one of the products in the faculty toolbox in their Blackboard course.

### STEP 1:

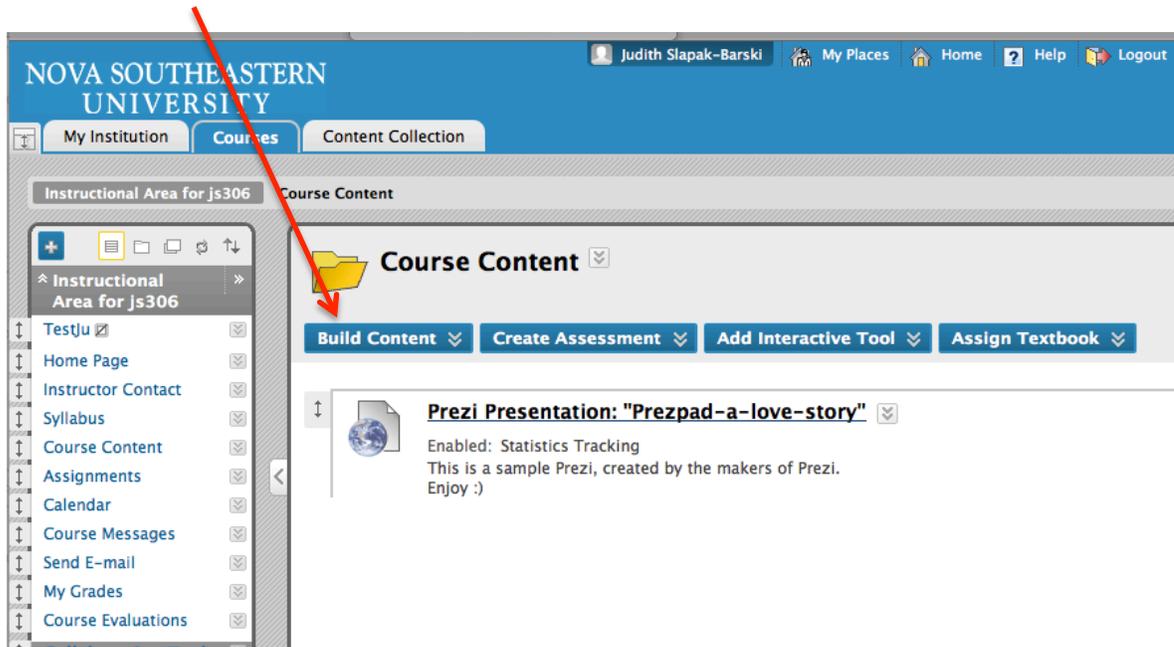
Open your Blackboard course, and click on “Course Content”:



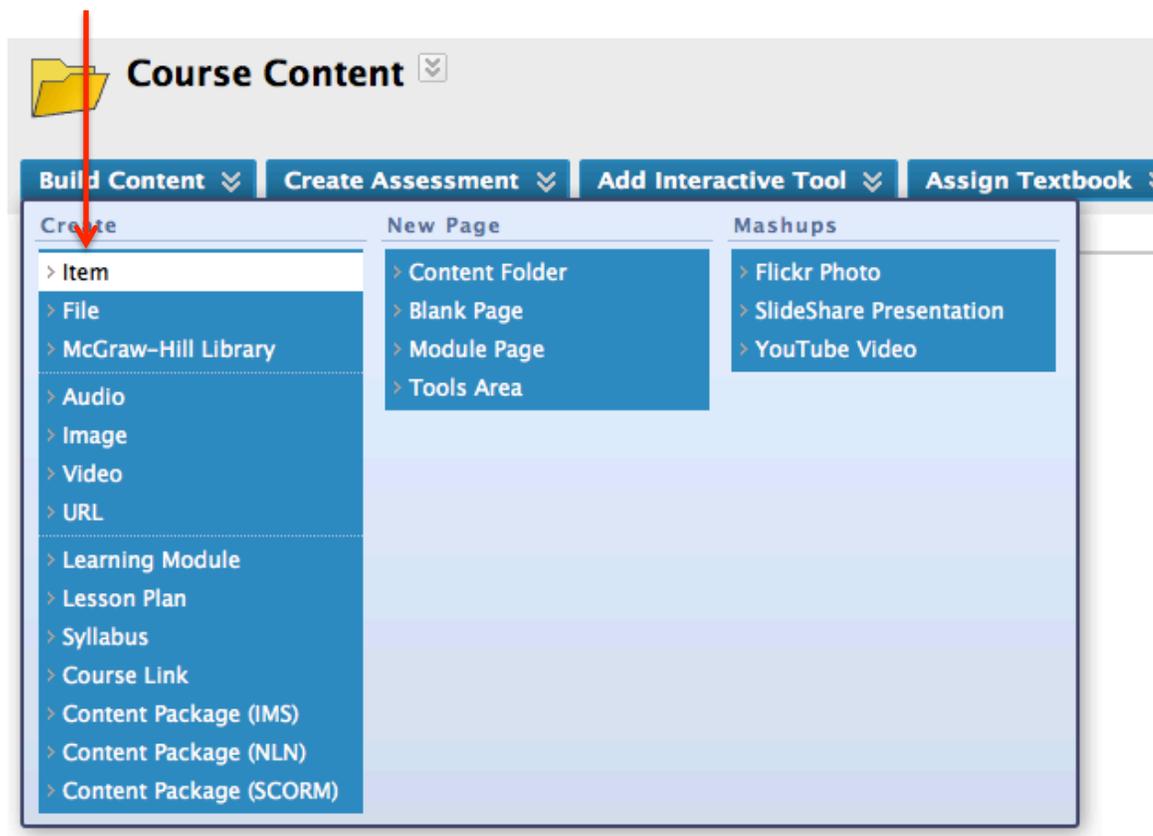
The screenshot displays the Blackboard course interface for 'Instructional Area for js306'. The top navigation bar includes 'My Institution', 'Courses', and 'Content Collection'. The main content area shows the 'Home Page' with an 'Add Course Module' button. Below this are sections for 'My Announcements', 'My Calendar', and 'Alerts'. On the left side, a vertical menu lists various course tools, with 'Course Content' highlighted by a red arrow. The menu items include: Test/Quizzes, Home Page, Instructor Contact, Syllabus, Course Content, Assignments, Calendar, Course Messages, Send E-mail, My Grades, Course Evaluations, Collaboration Tools, Faculty-Student Communication, Discussions, Wimba Live Classroom, and Illuminate Live!

**STEP 2:**

Click on “Build Content”, and a drop-down menu will open:

**STEP 3:**

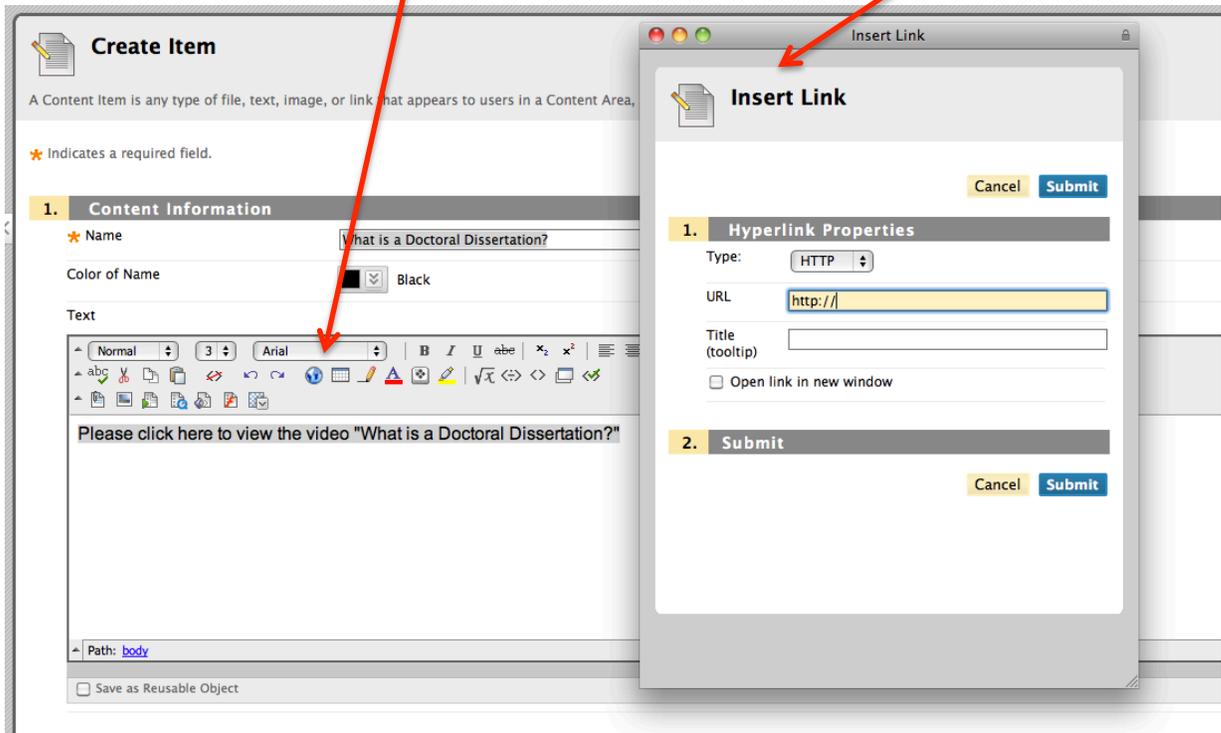
Click on “Item”:





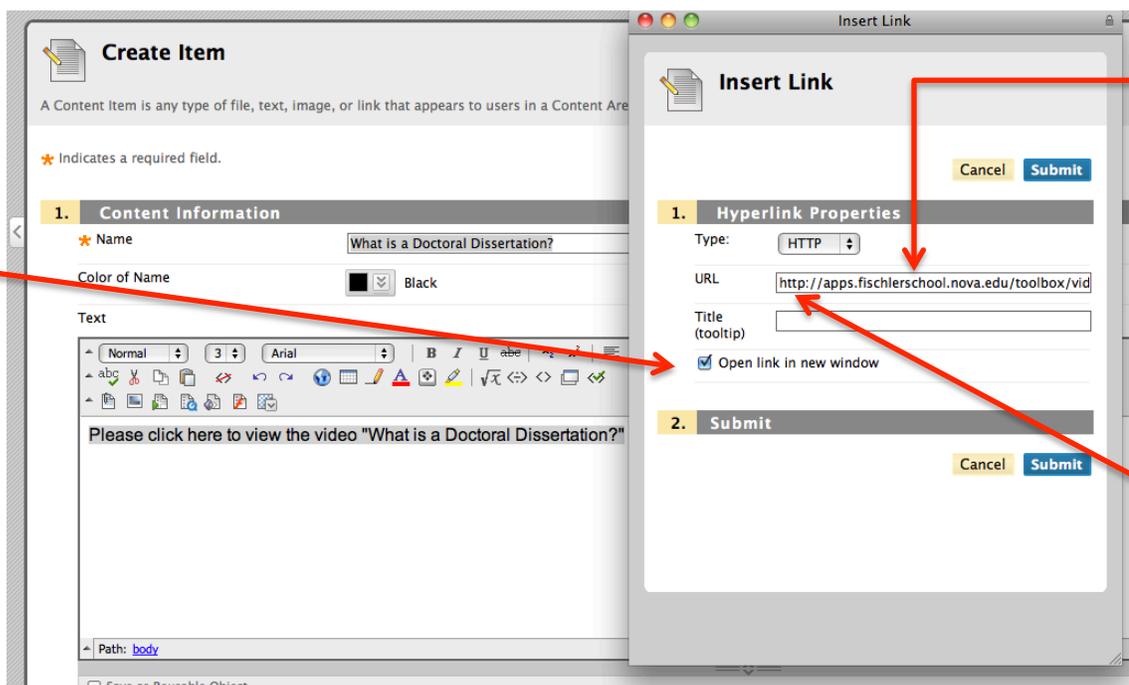
**STEP 6:**

**Click on the image of the world, and a window called “Inset Link” will open:**



**STEP 7:**

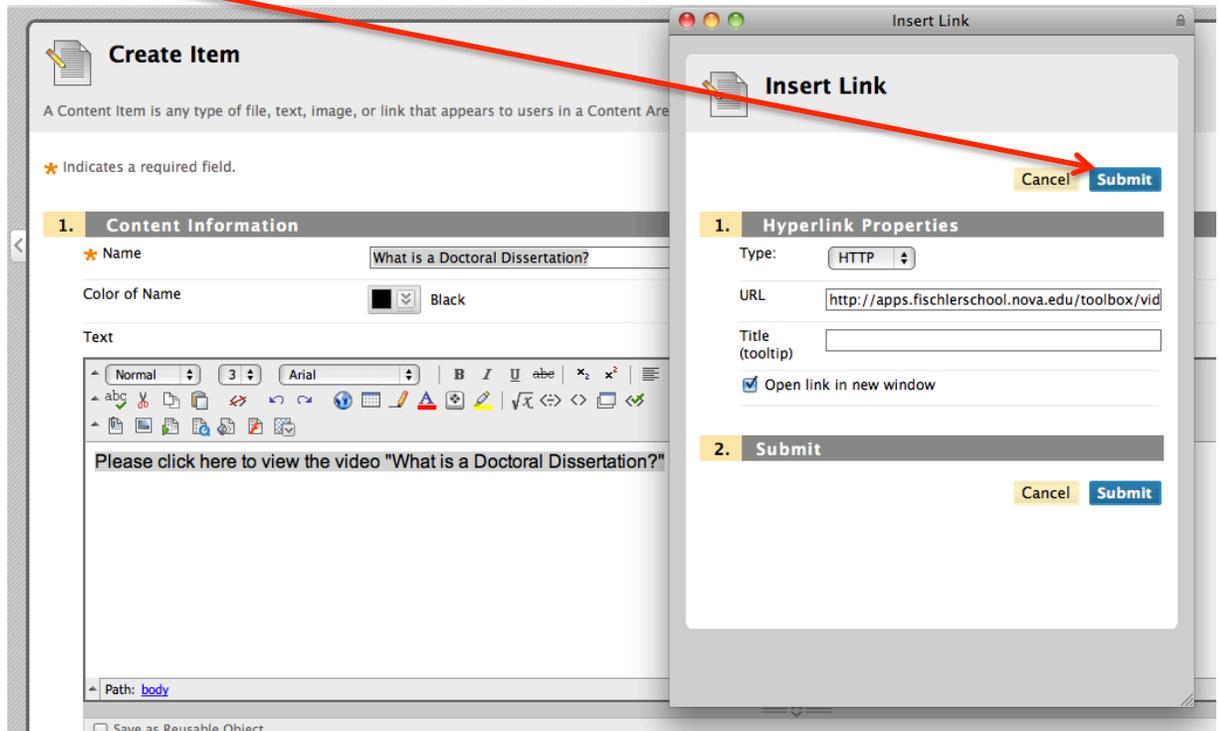
**Paste the link of the product you will use from the toolbox into the URL textbox, and then place a checkmark next to “Open link in new window”:**



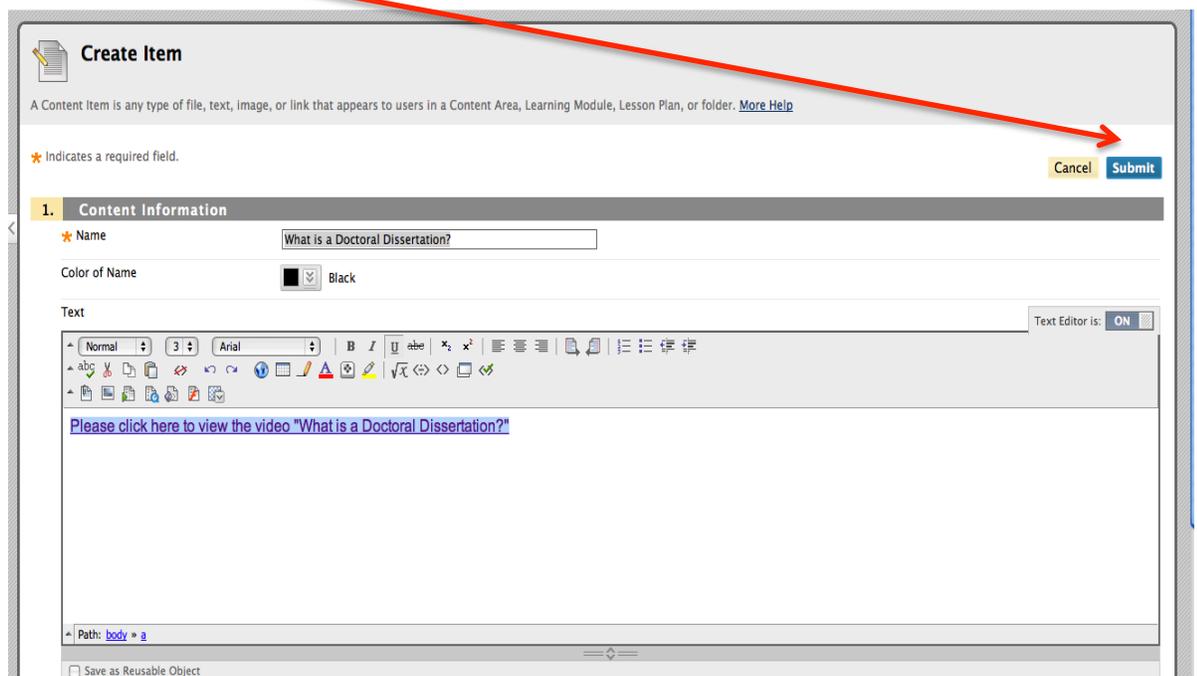
**STEP 8:**

Click “Submit” **TWICE** on two separate boxes:

First here (after you click “Submit”, the “Insert Link” frame will close):

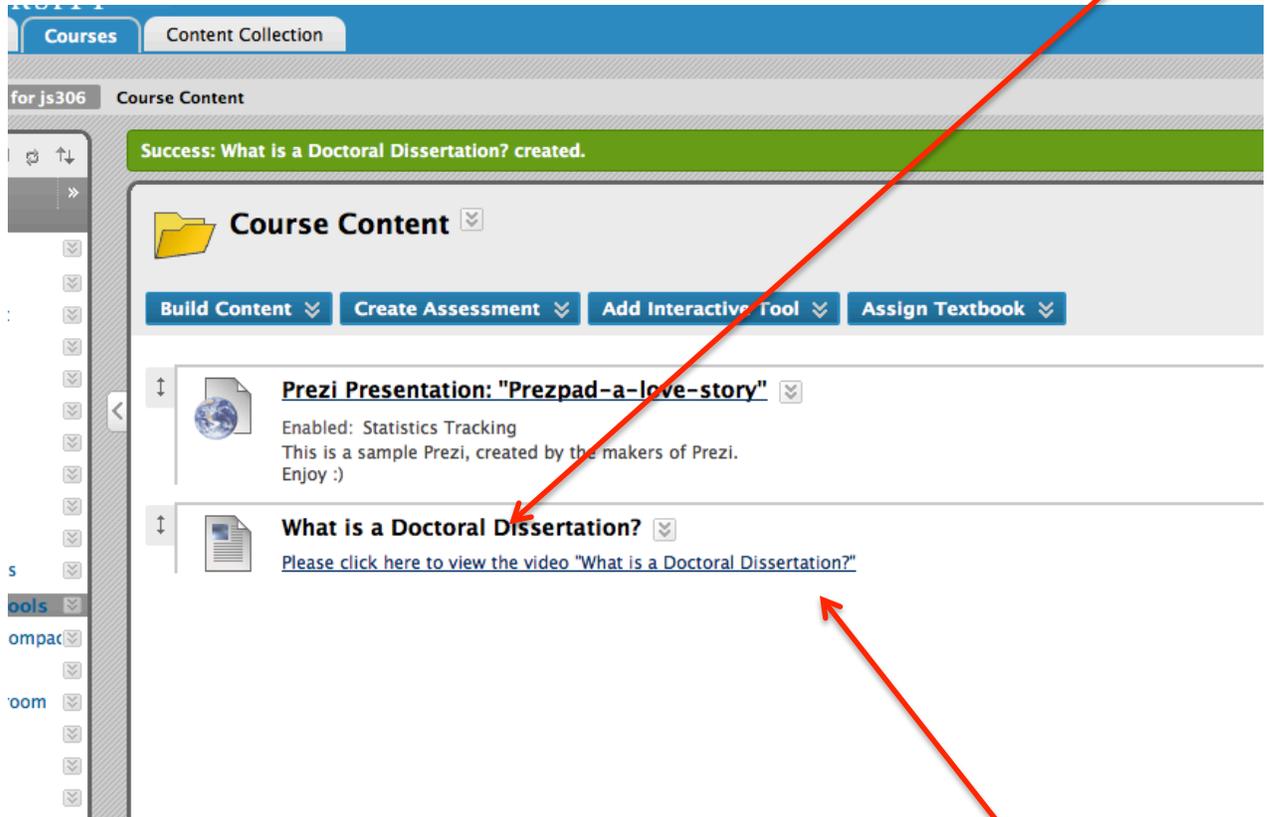


Then you will see the “Create Item” box, where you will need to click “Submit” again:



**STEP 9:**

Go to “Course Content” and you will see the new item uploaded on the list of items under Course Content”:

**STEP 10:**

Click on the newly uploaded link to corroborate that it works.

Please remember: if you need help, we at Title V-B are a phone call away. You can contact Lili Steiner at 954-262-8439 or at [lsteiner@nova.edu](mailto:lsteiner@nova.edu), or Judith Slapak-Barski at 954-262-8497 or at [js3060@nova.edu](mailto:js3060@nova.edu)

Enjoy!