# 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":

		VIGEO			
	NOVA SOUTHEASTERN UNIVERSITY		EASTI SITY	RN Judith Slz pak-Barski 🥋 My Places 🏠	Home 🍸 Help 🚺 Lo
	Ŧ	My Institution	Courses	Content Collection	
		Instructional Area for j	s306	Home Page	
11J		+ 📄 🗅 🗔 🛱 <sup>&amp;</sup> Instructional Area for js306	<b>↑</b> ↓ ≫	Home Page 🗵	
V	‡	Testju 🗹	V ()	Add Course Module	
	‡_	Home Page			
	‡	Instructor Contact		My Announcements	* 🗆 🛛
	‡	Syllabus		No Course Announcements have been posted in the last 7 da	
	‡	Course Content 🦰		No Course Announcements nave been posted in the last 7 da	ys.
	¢	Assignments	S .		more announcements
	‡_	Calendar	⊠ 🕅		
	‡	Course Messages	≥ ∭	My Calendar	
	‡	Send E-mail		No calendar events have been posted for the next 7 days.	
	‡	My Grades	≥ ∭		more calendar events
2	‡	Course Evaluations	≥ ∭		
	ţ.	<b>Collaboration Tools</b>	8	Alerts	e 🗆 🛛
8	‡	Faculty-Student Comp	ac 🛛		
	‡	Discussions	3	Edit Notification Settings	
-	±	Wimba Live Classroom	3	Past Due	Actions 😻
1	**** †	Elluminate Live!	3	No Notifications	

## STEP 2: Click on "Build Content", and a drop-down menu will open:



#### STEP 3: Click on "Item":



<u>:</u> low called "Creat	e Item" will open.
	Type a title for the item you are
Create Item	
Content Item is any type of file, text, imag	ge, or link that appears to users in Content Area, Learning Module, Lesson Plan, or folder. More Help
🖈 Indicates a required field.	
1. Content Information	¥
🛪 Name	What is a Doctoral Dissertation?
Color of Name	Black
Text	
	<ul> <li>▶ I U abe   ×<sub>2</sub> x<sup>2</sup>   三 三 三   □, □   三 三 章 章</li> <li>▶ I (1, 1)</li> <li>▶ I</li></ul>

#### **STEP 5:**

Inside the textbox, type a description of the product you will use from the toolbox, and click somewhere on the description line -make sure your cursor is blinking within the line-:

Color of Name Black
Text
$ \begin{array}{c c c c c c c c c c c c c c c c c c c $
Please click here to watch the video "What is a doctoral dissertation?"
A Path: body » a
Save as Reusable Object
- Save as Redsable object

<u>STEP 6:</u>	
Click on the image of the w	orld, and a window called "Inset Link" will
open:	

Create Item		00	Insert Link		
ntent Item is any type of file, text, image, or link n	at appears to users in a Content Area,	inse	ert Link		
dicates a required field.				Cancel	Submit
Content Information		l			
* Name Vhat is	a Doctoral Dissertation?	- <mark>1.</mark> Hype	rlink Properties		
Color of Name	Plack	Type:	HTTP 🛟		
	DIACK	URL	http://		
Text		Title			
▲ Normal ♦ 3 ♦ Arial ♦	B I ∐ abe   ×₂ ײ   ≣ ≣	(tooltip)			
* 💩 🕺 🗅 🛍 🧭 🗠 🖓 🔟 🌙 🖉	$\Delta \odot \mathbb{Z} \mid \sqrt{\chi} \Leftrightarrow \diamondsuit \square \ll$	🗌 Open I	link in new window		
		-			
Please click here to view the video "What	at is a Doctoral Dissertation?"	2. Subm	it		
				Cancel	Submit
▲ Path: body					
C Sava as Bausable Object					

#### **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":



#### <u>STEP 8:</u> Click "Submit" **TWICE** on two separate boxes:

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

Create Item	🔴 🔿 🔿 Insert Link
ontent Item is any type of file, text, image, or link that appears to users in a Content Are	Insert Link
ndicates a required field.	Cancel Submit
. Content Information	1. Hyperlink Properties
* Name What is a Doctoral Dissertation?	Type: HTTP 💠
Color of Name Black	URL http://apps.fischlerschool.nova.edu/toolbox/vid
Text	Title (teoltin)
▲ Normal 🗘 3 ‡ Arial 🛟   B I 🗓 abe   ×₂ x²   🧮	Open link in new window
▲************************************	
Please click here to view the video "What is a Doctoral Dissertation?"	2. Submit
	Cancel Submit
A Data hada	

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

Create Item						
A Content Item is any type of file, text, image, or link that appears to users in a Content Area, Learning Module, Lesson Plan, or folder. More Help						
★ Indicates a required field.	Cancel Submit					
1. Content Information						
* Name What is a Doctoral Dissertation?						
Color of Name Black						
Text	kt Editor is: ON 💹					
▲ Normal ÷) 3 ÷) Arial ÷)   B I 里 dee   ×2 ×2   臣 吾 吾   良 月   任 任 律 律						
Please click here to view the video "What is a Doctoral Dissertation?"						
▲ Path: body > a						
Save as Reusable Object						

#### 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 <u>lsteiner@nova.edu</u>, or Judith Slapak-Barski at 954-262-8497 or at js3060@nova.edu

### Enjoy!