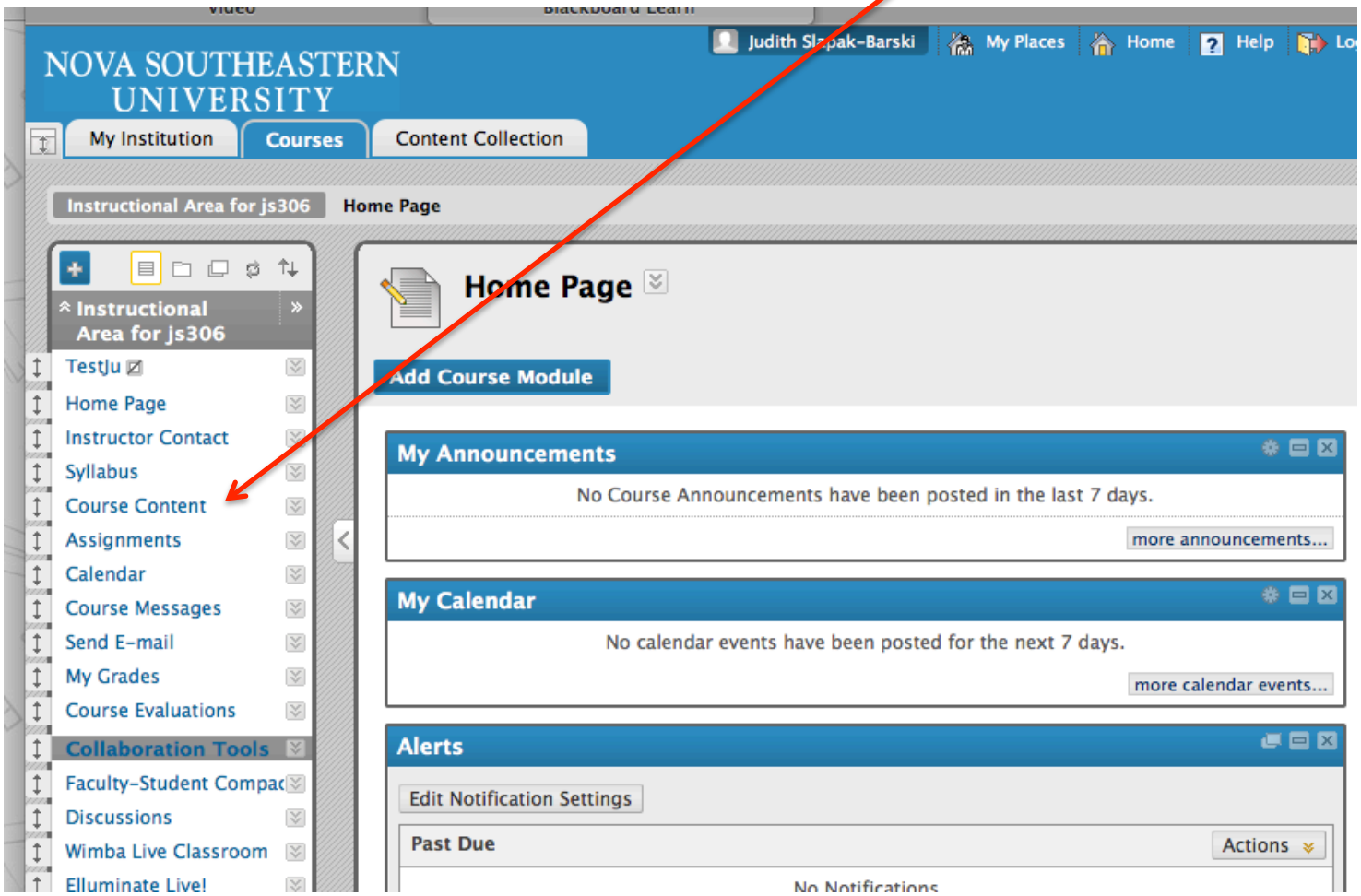
How to use the products from this faculty toolbox in your Blackboard course

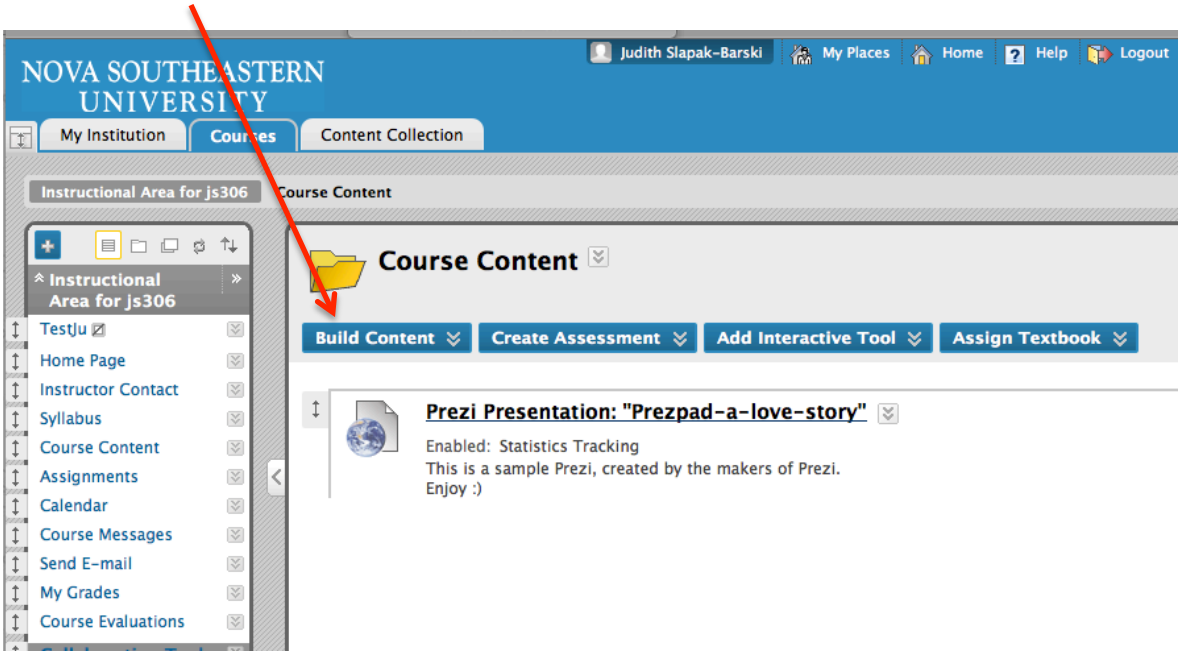
This is a **step-by-step tutorial** for Abraham S. Fischler School of Education faculty who wish to use one of the products in the faculty toolbox in their Blackboard course.

STEP 1:

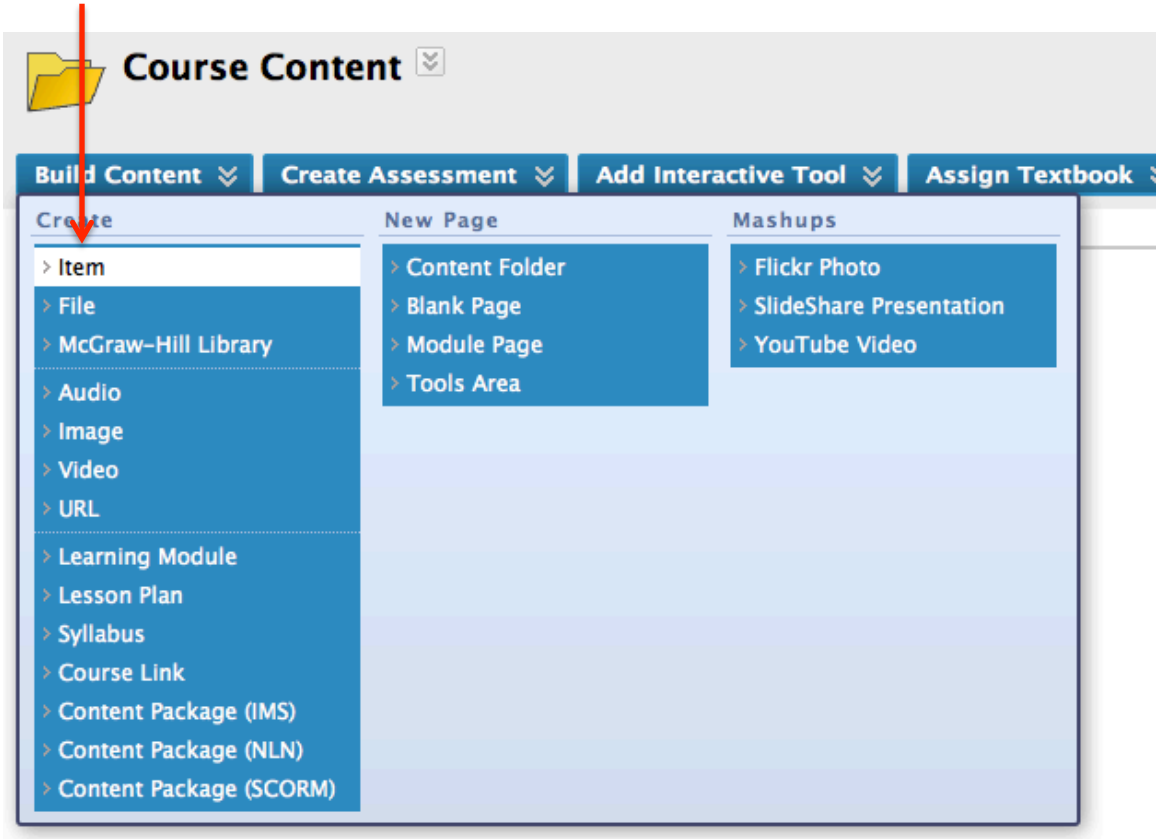
Open your Blackboard course, and click on "Course Content":



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



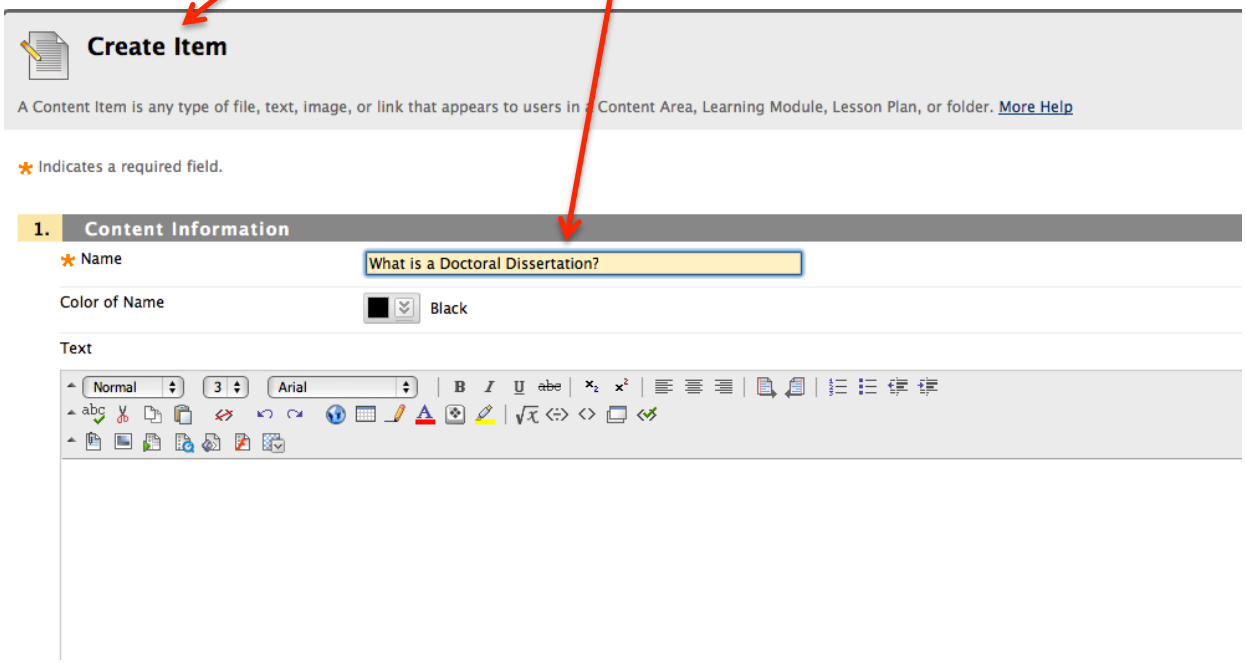
STEP 3:
Click on "Item":



STEP 4:

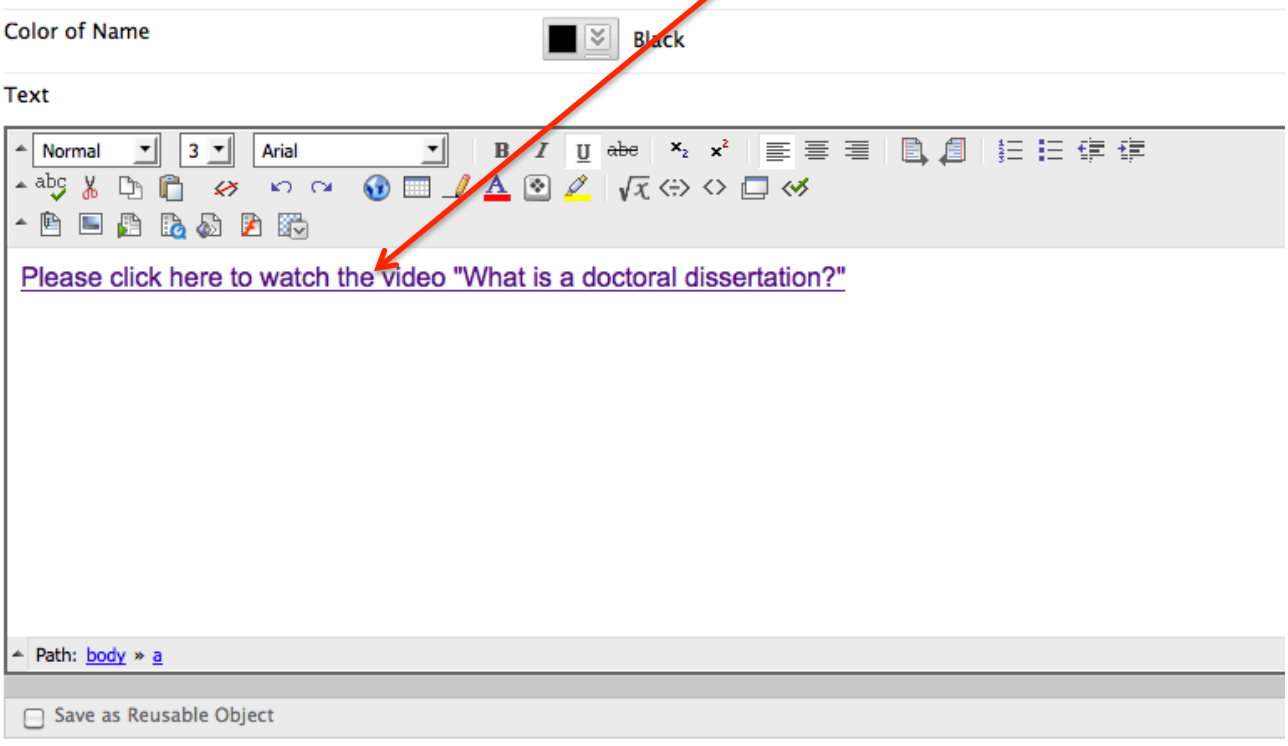
A window called "Create Item" will open.

Type a title for the item you are creating:



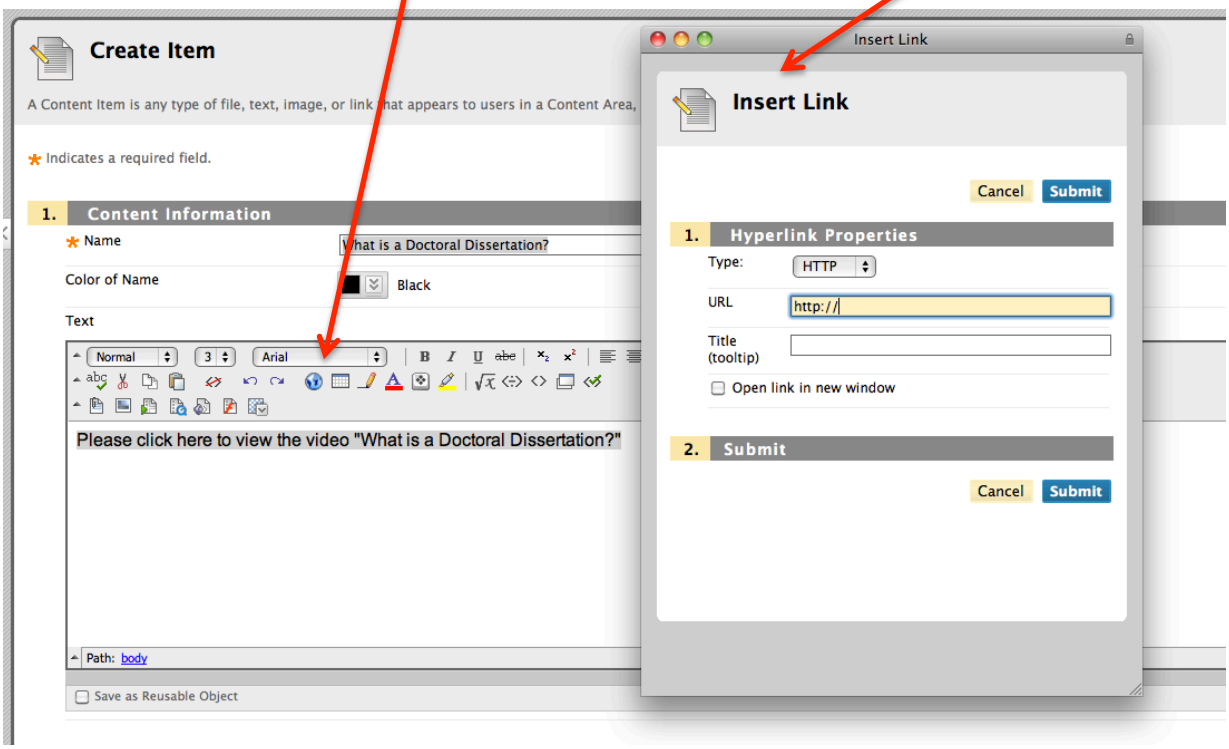
STEP 5:

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-:



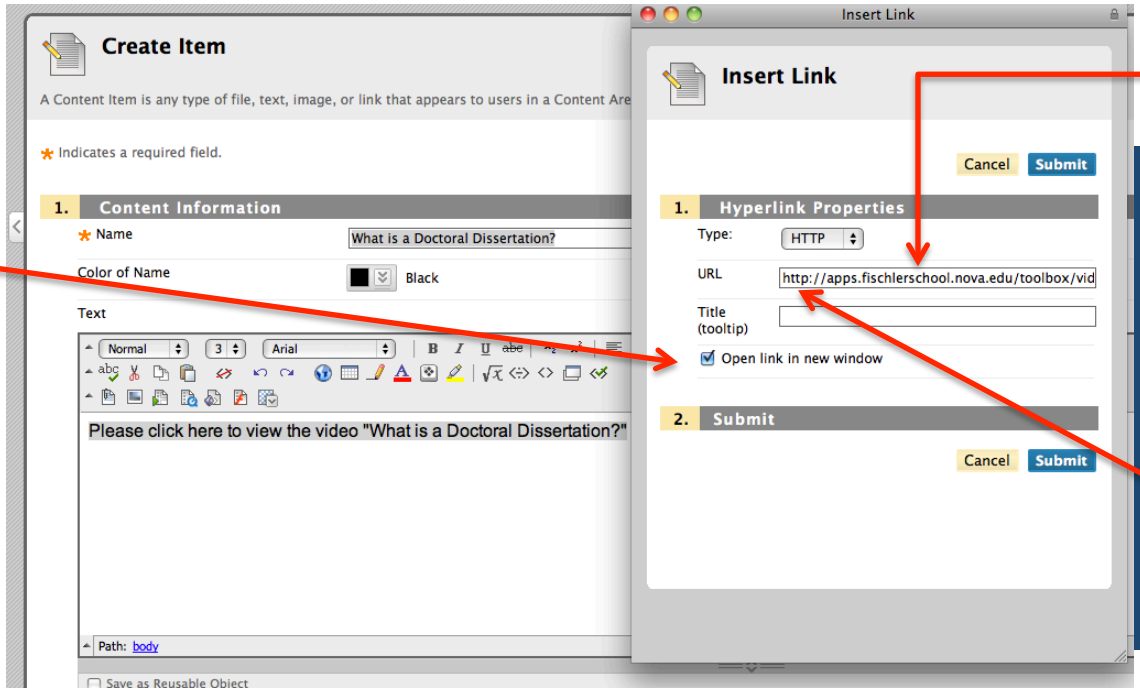
STEP 6:

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":



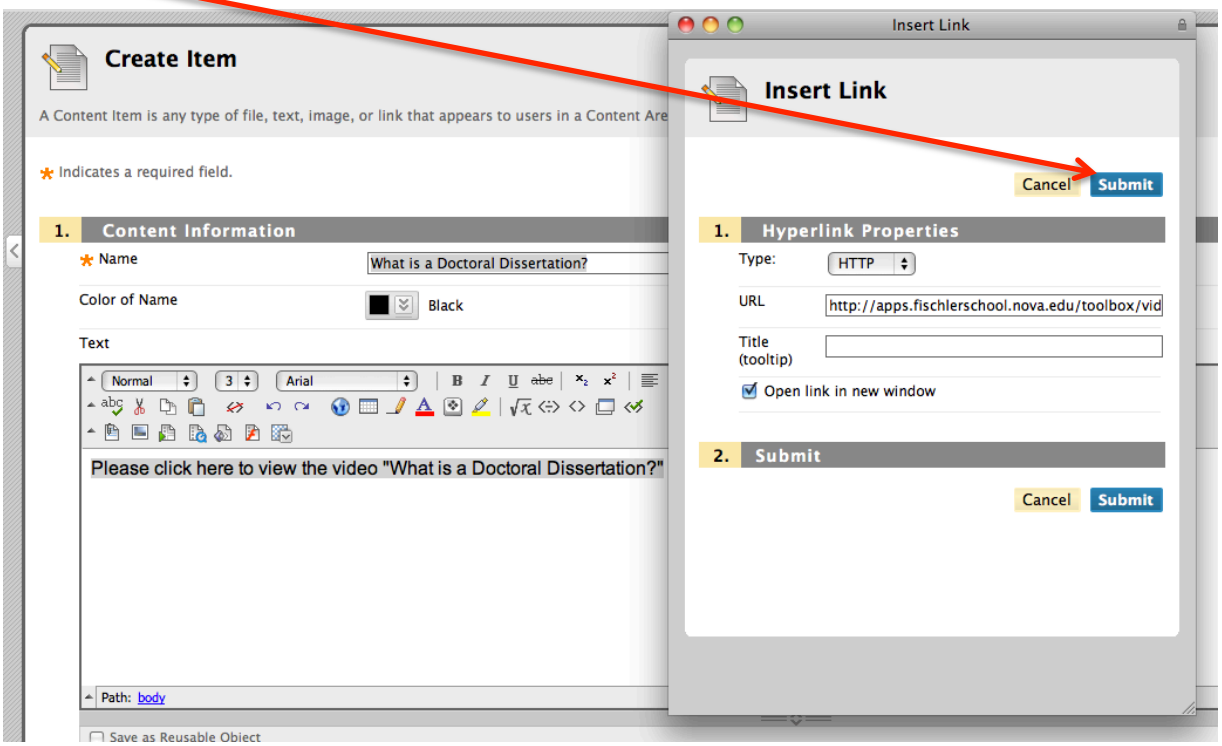
Make sure you place a checkmark next to "Open link in new window"

In the URL textbox, double-check to make sure you have "http" only ONCE

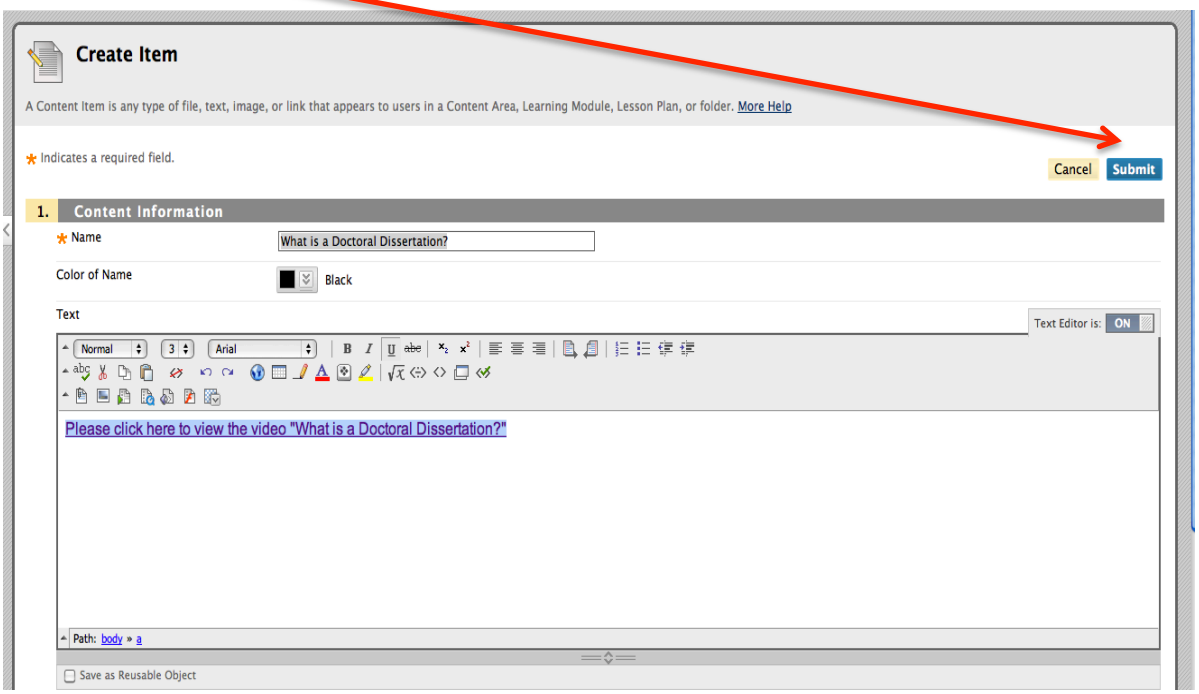
STEP 8:

Click "Submit" TWICE on two separate boxes:

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

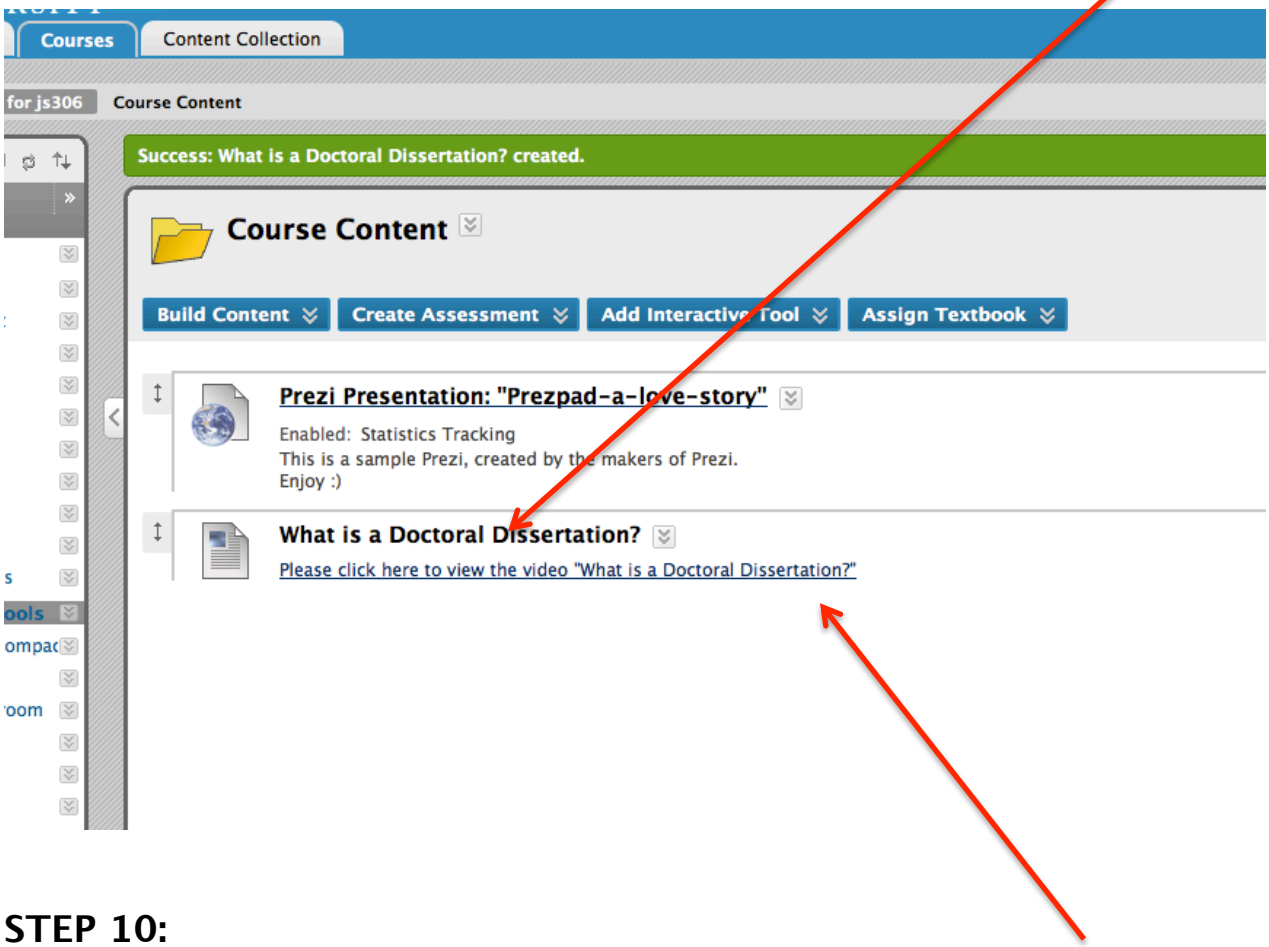


Then you will see the Create Item" box, where you will need to click "Submit" again:



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, or Judith Slapak-Barski at 954-262-8497 or at js3060@nova.edu

Enjoy!