

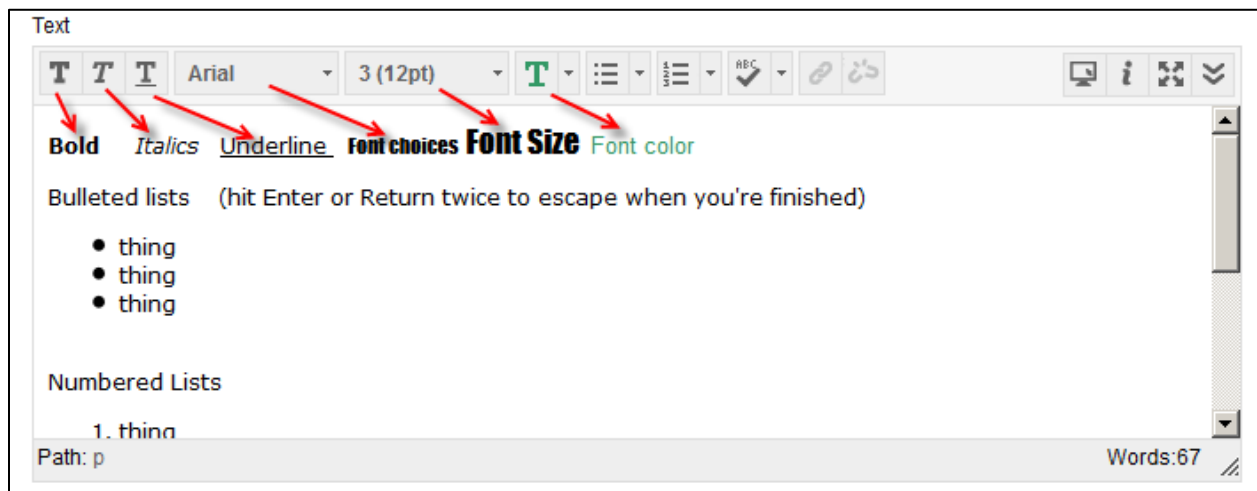
Using the Content Editor

The Content Editor lets you format text, attach web links or files, add images or embed video. It is available anywhere you see a text box in Learn—composing an email, posting to discussion forums, journals or blogs, answering essay questions in quizzes, or submitting text in the Assignment tool.

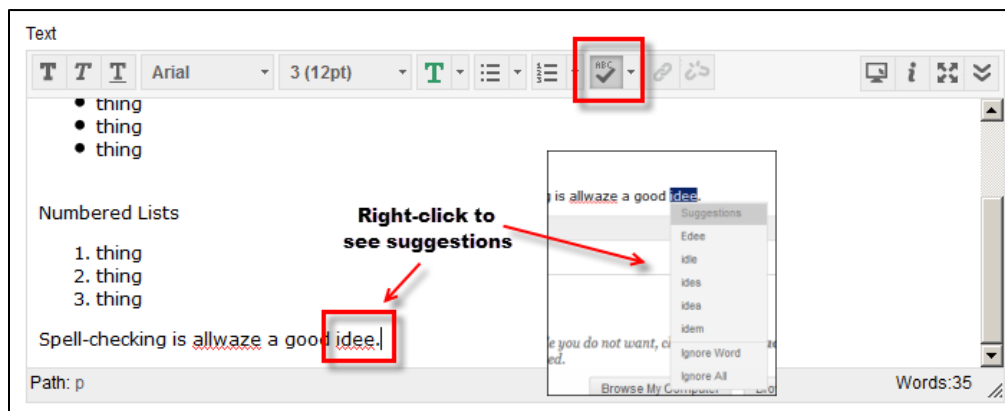
Simple Features Mode

Format Your Work.

To enter text, click inside the box and type. Or copy and paste.

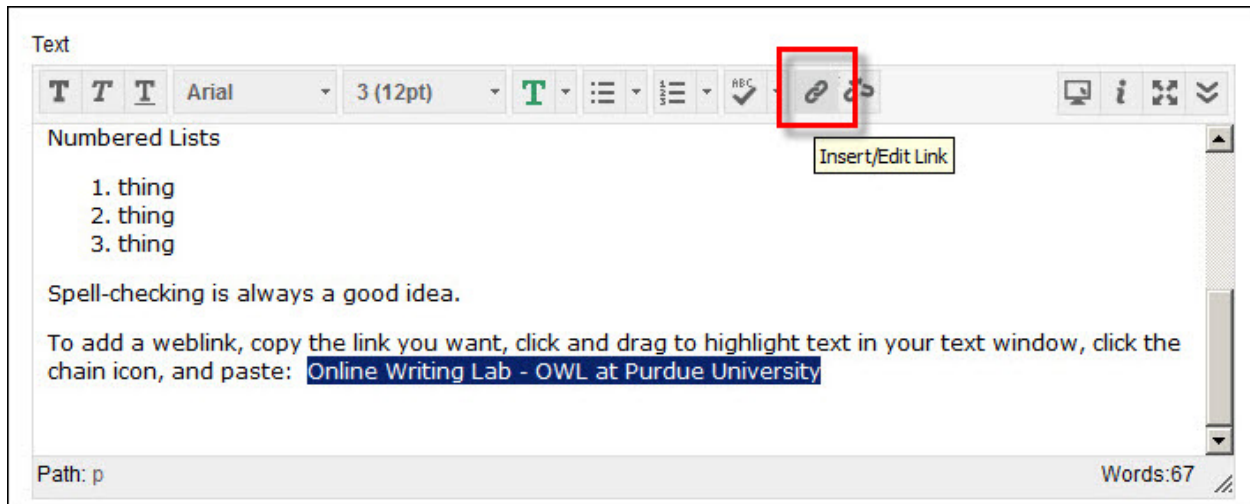


Check your spelling. Right-click on underlined words to see suggestions.

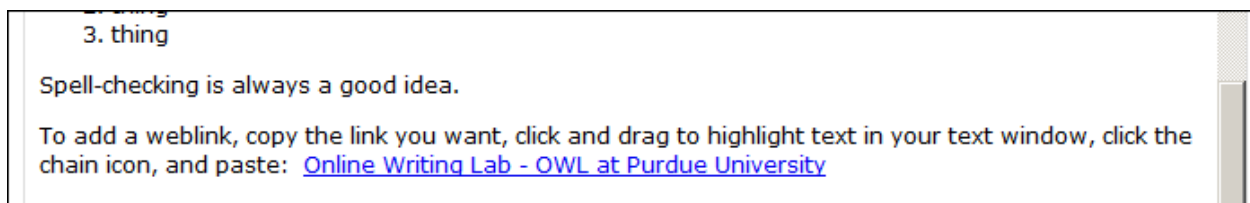
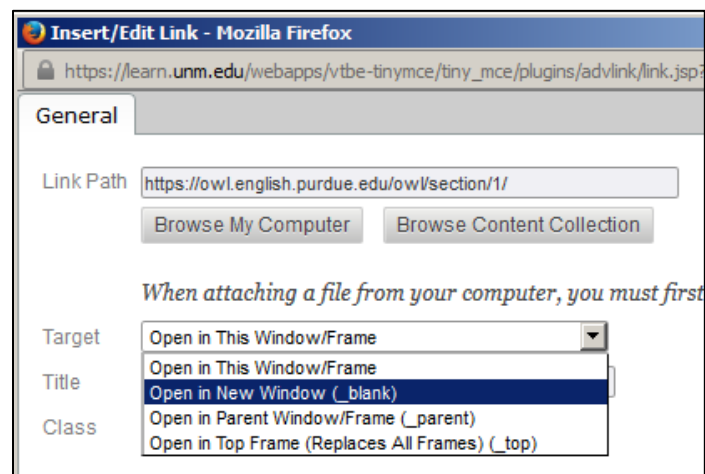


Add a web link.

1. Copy the link you want.
2. Enter text in your text window, and/ or click and drag to highlight existing text.
3. Click the **Insert/Edit Link** icon.

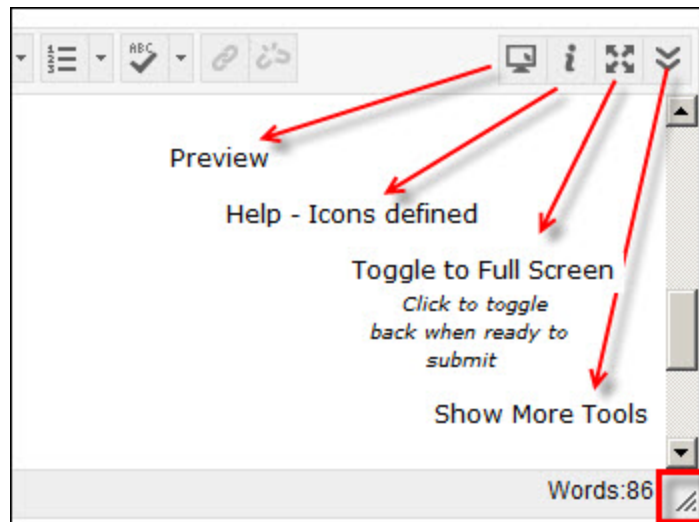


4. Paste your link in the **Link Path** field in the **Insert/Edit Link** window.
5. Under **Target**, select **Open in New Window**.
6. Click **Insert**.



Other Handy Tools

Preview your work. Use ‘i’ for definitions of each icon/ tool. Toggle to full screen. (The only trick is that you need to toggle back to see the **Submit** button.) And last but not least, the double-arrows: “**Show / Hide Additional Tools.**” Also note that you can grab the bottom right corner of the window, click and drag to re-size it.



Attach a file.

In the **Attachments** area, drag and drop a file or files into the “hot spot.”

ATTACHMENTS

*You can drag files from your computer to the Attach Files area or use the browse functions. Files are saved in the top-level folder in your course's file repository. Select **Do Not Attach** to remove a selected file.*

Attach Files

UNM LEARN

SUPPORT NOTE:
There is no progress indicator after attaching a file and clicking Submit. Please be patient and wait for the next page to load.

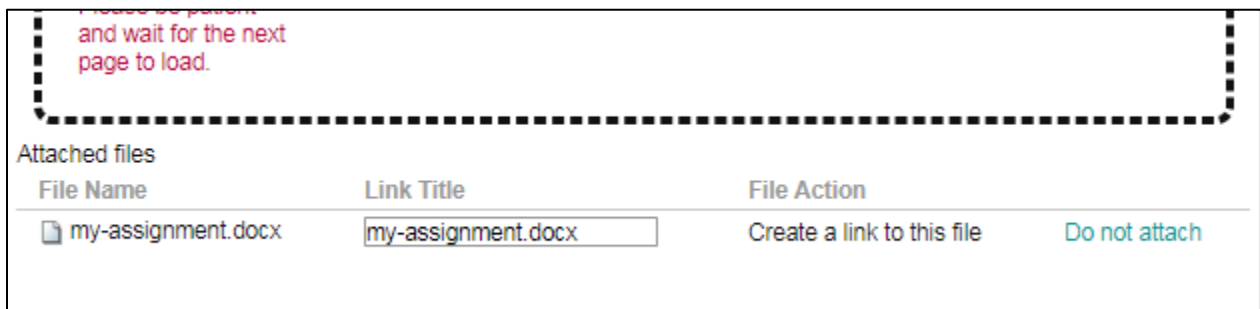
Browse My Computer
Browse Content Collection

Drag a file or files into the "hot spot"

- OR -

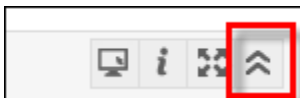
1. Click **Browse My Computer**.
2. Navigate to select the item you want to include.
3. Double-click it, or single click and press the Open button.
4. If successful, you will see the name of the file listed. If you accidentally picked the wrong file, simply click **Do Not Attach** and try again.

**Note – if you are sending a course message, you can only attach one file per message. Everywhere else in Learn, you may attach as many items as you wish.*



Advanced Features Mode

To see all three lines of editing tools, click the chevrons/ double-arrows at the far right so they point up.



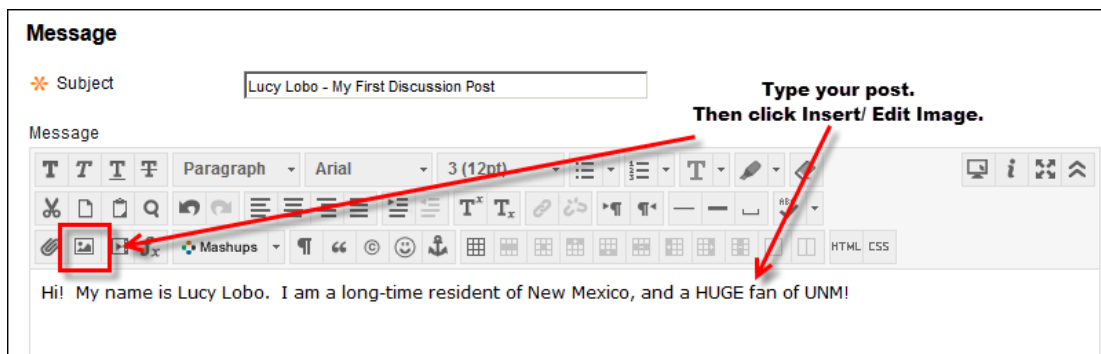
Most of these additional tools are relatively straight-forward, but a couple are worth mentioning in particular. For more information, see the [Blackboard's help pages: Add and Format Content](#).



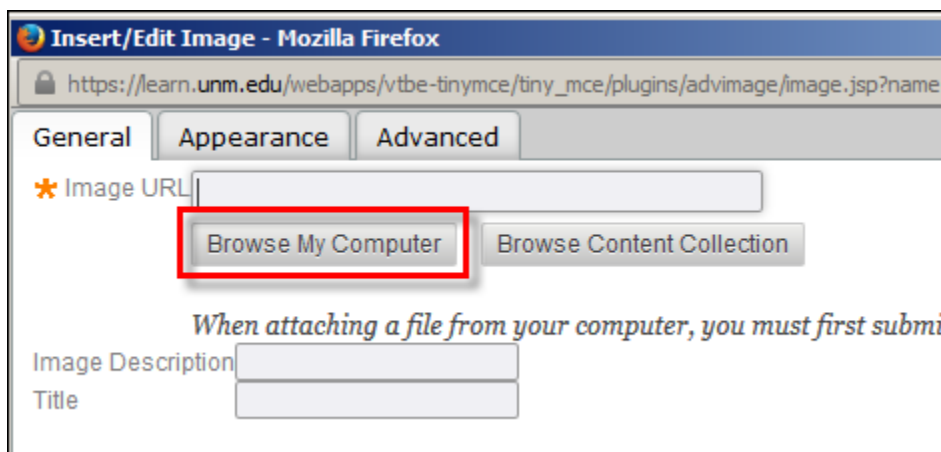
Add a photo (Insert/Edit Image).

You can use “Attach File” to add a photograph to a discussion post. But it will show as a file (ex. lucy-lobo.jpg); others will need to click to open it in order to view it. If you click **Insert/Edit Image** instead, others will be able to see your photograph immediately, in the same window with any text you are adding.

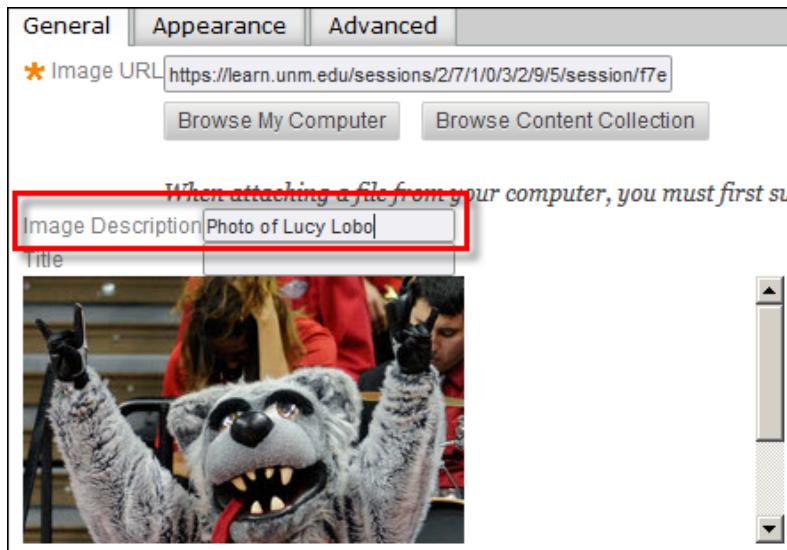
1. Add text as usual: click in the text box and type. Or copy and paste from MS Word.
2. Add a photo: click the **Insert/Edit Image** button.



3. Click **Browse My Computer** to find the file you want.
4. Click **Open** to select it (.jpg, .png or .gif files work nicely). A note on size: with today’s equipment images tend to be huge. Your file will load much faster if you resize it. <http://www.reduceimages.com> or <https://www.fotor.com/> Try ~500px.



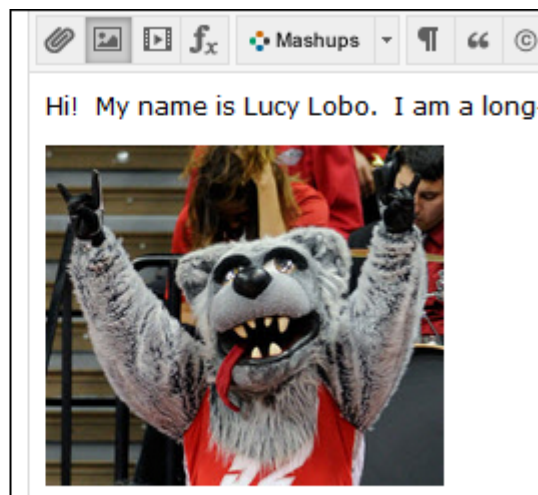
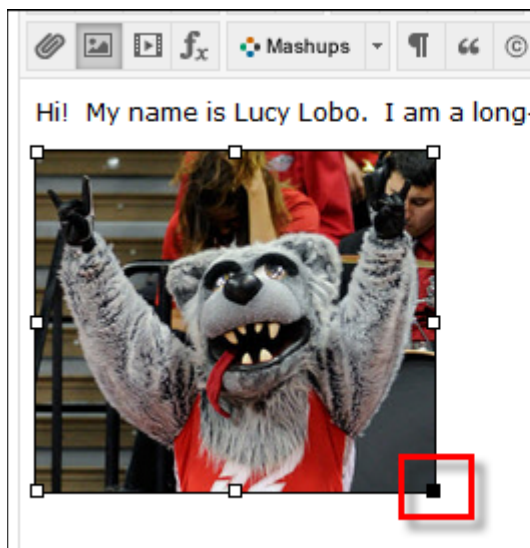
5. Add an **Image Description** for anyone using software to help them read the screen.



**Optional: Click the Appearance tab to further reduce the display size, and set alignment, borders, and margins (padding).*

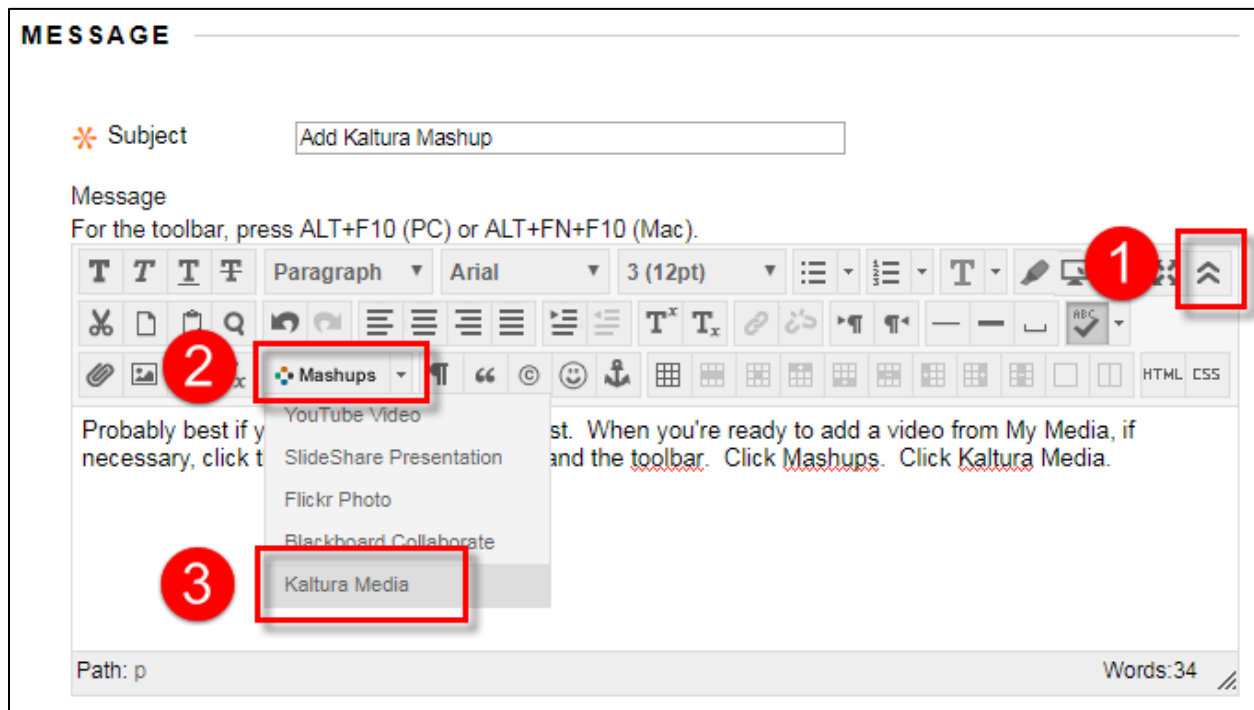
6. When ready, click **Insert**.

7. Still too big? Click to select the image, then drag a corner handle.



8. Click **Submit**.

Add Mashups – Kaltura Media



MESSAGE

* Subject: Add Kaltura Mashup

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

1 [Toolbar Expansion Button]

2 [Mashups Menu]

3 [Kaltura Media]

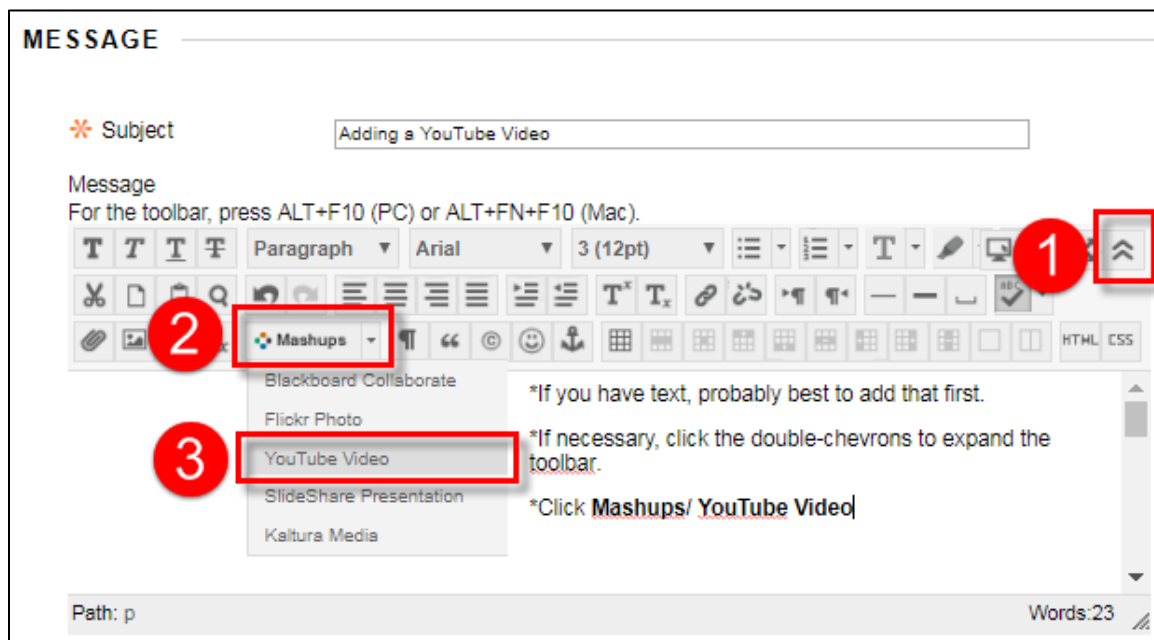
Probably best if you add text first. When you're ready to add a video from My Media, if necessary, click the double chevrons to expand the toolbar. Click Mashups. Click Kaltura Media.

Path: p Words:34

The Kaltura media tools have their own help pages. See:

<http://online.unm.edu/help/learn/students/media/student-media-mashup.html>

Add Mashups – YouTube Video



MESSAGE

* Subject: Adding a YouTube Video

Message
For the toolbar, press ALT+F10 (PC) or ALT+FN+F10 (Mac).

1 [Toolbar Expansion Button]

2 [Mashups Menu]

3 [YouTube Video]

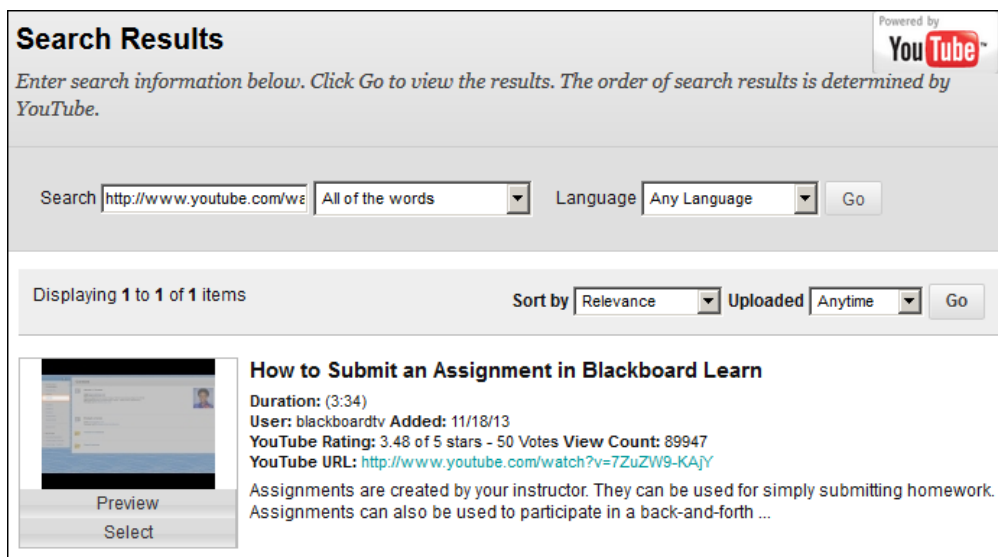
*If you have text, probably best to add that first.
*If necessary, click the double chevrons to expand the toolbar.
*Click **Mashups/ YouTube Video**


Path: p Words:23

1. (If necessary, click the chevrons/ double-arrows to show the Advanced Tools.) Click **Mashups/YouTube Video**.
2. If you have a particular video in mind, copy the link, paste it into the **Search** box. You can also use the built-in search options.
3. Click **Go**.



4. Click **Preview** to see the videos returned by your search.




Search Results Powered by 

Enter search information below. Click Go to view the results. The order of search results is determined by YouTube.

Search

Displaying 1 to 1 of 1 items Sort by



How to Submit an Assignment in Blackboard Learn
 Duration: (3:34)
 User: blackboardtv Added: 11/18/13
 YouTube Rating: 3.48 of 5 stars - 50 Votes View Count: 89947
 YouTube URL: <http://www.youtube.com/watch?v=7ZuZW9-KAjY>

Assignments are created by your instructor. They can be used for simply submitting homework. Assignments can also be used to participate in a back-and-forth ...

5. When ready, click **Select**.
6. Select display settings as desired. The **Create Mashup Item** screen allows you to change the title that will be displayed and choose what information to include. The defaults keep the same title as YouTube, show a thumbnail image, and some basic YouTube information—the web address, length, user and date added.

